

# SAFETY AND SECURITY AT CENTRAL WYOMING COLLEGE

## CLERY/ANNUAL SECURITY AND FIRE SAFETY REPORT 2015



**QUICK REFERENCE TELEPHONE DIRECTORY**WEBSITE: [www.cwc.edu/resources/campussafety](http://www.cwc.edu/resources/campussafety)

## DEPARTMENT OF CAMPUS SECURITY AND OTHER IMPORTANT TELEPHONE NUMBERS

|                                 |                |
|---------------------------------|----------------|
| Emergencies—Police/Fire/Medical | 9-1-1          |
| Dept. of Campus Security        | (307) 855-2143 |
|                                 | (307) 851-5549 |
| Campus Services                 | (307) 855-2279 |
|                                 | (307) 840-2342 |
| Registration & Records          | (307) 855-2115 |
| Lost & Found (Library)          | (307) 855-2141 |
| Asst. Dean for Student Services | (307) 855-2029 |
| Physical Plant Department       | (307) 855-2249 |
| Student Housing Facilities      | (307) 855-2210 |
| CWC Counseling Office           | (307) 855-2175 |
| Sage West Riverton Hospital     | (307) 856-4161 |
| Sage West Lander Hospital       | (307) 332-4420 |
| Fremont Counseling              | (307) 856-6587 |
| US National Weather Service     | (307) 857-3898 |
| Fremont County Alliance         | (307) 856-0942 |
| Victim/Witness Services         | (307) 857-3653 |

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## YOUR SAFETY IS OUR CONCERN

The personal safety and security of students, staff and visitors, and the protection of property are high priorities at Central Wyoming College (CWC). The information provided in this report is part of the College's commitment to safety and security on campus. This report is prepared by CWC's Department of Student Services to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). The full text of this report is located on our Web site at <http://cwc.edu/resources/campussafety>. You will also be able to connect to our Campus Security site via the CWC Home page at <http://www.cwc.edu>.

Creating and maintaining a healthy and safe campus environment requires the cooperation and involvement of everyone. All students, faculty, staff and visitors must assume responsibility for their personal health and safety, and the security of their personal belongings.

## OVERVIEW OF THE CENTRAL WYOMING COLLEGE SECURITY DEPARTMENT

CWC's Department of Campus Security Office is located in AW112, 2660 Peck Avenue, Riverton, Wyoming 82501. The department provides comprehensive security services to the entire CWC campus community.

The CWC Department of Campus Security consists of (1) armed Security Officer, covering various hours per week. In addition, the Department contracts with the Riverton Police Department to provide a Law Enforcement presence during evening and night hours, as well as three (3) Campus Security interns that work with the department throughout the school term. The Department works in conjunction with CWC's Physical and Campus Services Departments to provide adequate safety and security coverage. The Director of Campus Security is armed and provides security coverage during regular daytime class hours. Campus Security Officers and interns are not sworn peace officers and cannot enforce city, state or federal laws. Officers carry cell phones and can be reached 24 hours per day, seven days a week via phone. Officers are also equipped with two-way radios for communication with local law enforcement.

The Department of Campus Security possesses a Memorandum of Understanding (MOU) with the Riverton Police Department, and maintains close relationships with other local Law Enforcement agencies with jurisdiction on and around the CWC Main Campus and

our alternate sites. This report is made in cooperation with those agencies, CWC's Resident Life Department, and the Administrative Services division.

## THE CAMPUS SECURITY ACT LEGAL REQUIREMENTS

The Campus Security Act requires colleges and universities to:

- *Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements;*
- *Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from Campus Security, local law enforcement and other college officials who have "significant responsibility for student and campus activities;"*
- *Provide "timely warning" notices of those crimes that have occurred and "pose an ongoing threat to students and employees;" and*
- *Disclose in a public crime log "any crime that occurred on campus...or within the patrol jurisdiction of the Campus Security Department and is reported to the Campus Security Department."*

The Central Wyoming College, Department of Campus Security is responsible for preparing and distributing this report. We work with other Central Wyoming College departments, such as the Associate Vice President for Student Services, Resident Life, Physical Plant Department as well as the Riverton Police Department, Lander Police Department, Jackson Police Department and Fremont County Sheriff's Office to compile the information.

We encourage members of the Central Wyoming College community to use this report as a guide for safe practices on and off campus. It is available on the Web at the following link: <http://www.cwc.edu/resources/campussafety>. Each member of the College community receives an email that describes the report and provides its Web address. For a printed copy, contact the Central Wyoming College, Department of Campus Security in AW112, 2660 Peck Avenue, Riverton, Wyoming, 82501 (307) 855-2143.

## PROFESSIONAL STANDARDS

The quality of our service is dependent in part on feedback from the community we serve. The Department of Campus Security has a professional standards process in place to respond to citizen complaints and concerns. The department also has various ways in which we are able to recognize outstanding performance by our employees.

Please help us improve our department by bringing your compliments and concerns to the attention of any of the following individuals in a timely manner:

- Director of Campus Security Office by calling (307) 855-2143
- Assistant Dean for Student Services by calling (307) 855-2029
- Address written correspondence to: Director of Campus Security, Central Wyoming College, 2660 Peck Avenue, Riverton, Wyoming 82501.

## INCIDENT REPORTING AND RESPONSE

Students, employees, and visitors are encouraged to immediately report any criminal offense, suspected criminal activity, or other emergency directly to the Riverton Police Department and the Central Wyoming College, Department of Campus Security. This can be done in several ways. The first is to use campus telephones by dialing 9-1-1 or 2-1-4-3. The second way is to simply dial 9-1-1 or (307) 855-2143. Each agency has instant communication with the other and calls will be transferred on a case-by-case basis. For non-emergency calls to the Department of Campus Security, dial (307) 855-2143. We encourage students and employees to put this non-emergency number into their cell phones as a speed dial entry.

The Central Wyoming College, Department of Campus Security procedures require an immediate response to emergency calls. We work closely with the full range of city and county emergency resources to assure a complete and timely response to all emergency calls. Priority response is given to crimes against persons and personal injuries. Special services include a generous availability of local, state, and federal law enforcement agencies in providing support and assistance.

When a student is involved, the information is also provided to the Assistant Dean for Student Services office as well as the Associate Vice President for Student Services office for appropriate college discipline as provided by CWC Administrative Policy 4.0. CWC Administrative Policy 4.0 defines the code of student conduct and can be found in the CWC Student Handbook on page 46 or at <http://www.cwc.edu/life> under the Student Handbook link.

Sanctions may include suspension or expulsion for student offenders and termination of employment for employee offenders. During on-campus disciplinary action, the accuser and accused are entitled to the same opportunities to have others present during campus hearings. Both accusers and accused shall be informed of the outcome of disciplinary hearings.

For students living in student housing facilities, violations of criminal law or regulations listed in housing contracts may also result in disciplinary sanctions through the CWC Resident Life Office. Students involved in on-campus disciplinary activities related to their living in a student housing facility may request a change of residence. Any reasonable requests will be honored promptly.

### **CONFIDENTIAL REPORTING PROCEDURES**

If you are the victim of a crime and do not want to pursue action within the College system or the criminal justice system, you may still want to consider making an anonymous report. The Department Campus Security and/or the Assistant Dean for Student Services or other designee from the College can file a report on the details for the incident without revealing your identity. The purpose of an anonymous report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of these incidents, determine if there is a pattern of crime with regard to a particular location, method, or assailant, and possibly alert the campus community to potential danger. Reports filed in this manner are only counted and disclosed in the annual crime statistics for the institution. Information may also be shared with identified Campus Security Authorities, see below for a complete list of those designated with that responsibility.

### **CAMPUS SECURITY AUTHORITIES**

The CLERY Act mandates that institutions must disclose statistics for crimes reported to the Department of Campus Security and to Campus Security Authorities (CSA's). The intent of including non-Campus Security personnel as Campus Security Authorities is to acknowledge that many individuals and students in particular, are hesitant about reporting crimes to the Department of Campus Security, but may be more inclined to report incidents to other campus-affiliated individuals.

The CLERY Act regulations define a Campus Security Authority (CSA) as:

- *A member of the Campus Security Department of an institution.*
- *Any individual or individuals who have responsibility for Campus Security but*

*who do not constitute a campus police department or a Campus Security department (e.g., an individual who is responsible for monitoring the entrance into institutional property)*

- *Any individual or organization specified in an institution's statement of Campus Security policy as an individual or organization to which students and employees should report criminal offenses.*
- *An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of an institution.*

Campus Security Authorities for Central Wyoming College are identified as follows:

College President

Executive Vice President for Student and Academic Services

Vice President for Administrative Services

Associate Vice President for Student Services

College Deans

Assistant Dean for Student Services

Athletic Director & Team Coaches

Department of Campus Security Officers

Resident Life Manager

Resident Assistants (RA's)

Transportation Services (bus drivers and facility attendant)

Counselors

Advisors to Registered Student Organizations

Academic Advisors

Directors of off-campus facilities operated or controlled by CWC

## **TIMELY WARNINGS**

The CWC Department of Campus Security is responsible for providing students, faculty, and staff with timely notification of crimes that may present a threat to the campus community and to heighten safety awareness. In the event that a situation rises, either on or off campus, that, in the judgment of CWC Administration, constitutes an immediate or ongoing threat, a campus wide Crime Alert will be issued by the Department of Campus Security. Timely Warnings may be issued utilizing Rustler Alert (phone and text message service), emails, Rustler Radio, digital signage, posters or fliers, notices posted

on the College web-site, or any other method deemed appropriate based upon the circumstances.

Depending on the particular circumstances of the threat, Central Wyoming College may issue a Crime Advisory, when circumstances indicate a particular crime has occurred that warrants information be disseminated to the public but there is no immediate or ongoing threat. Dissemination of Crime Advisories shall be tailored to the specific incidents in accordance with the policies of Central Wyoming College.

Every attempt will be made to distribute the Crime Advisory within 12 hours of the time the incident is reported. However, the release is subject to the availability of accurate facts concerning the incident. Alerts are distributed to student housing facilities, on-campus buildings and grounds, as well as any additional areas that may assist in alerting the campus community.

The CWC Mass Communication System is an additional part of the College's emergency notification system. The System may be used to communicate official information during an emergency or crisis situation that disrupts normal campus operation or threatens the health and safety of the campus community. The CWC Mass Communication System is operated by the Department of Campus Security.

A daily log of incidents reported to Central Wyoming College is available upon request or it can be found at; <http://www.cwc.edu/resources/campussafety/crimelog.htm>.

## **EMERGENCY RESPONSE PLAN**

Central Wyoming College's emergency response plan is based on a general approach to facilitate an appropriate and timely response to a variety of emergencies which may confront Central Wyoming College. The first ten minutes of a crisis are critical to quick containment and hopefully the prevention of serious injury or loss of life. At the onset of an emergency, the administrator and other key personnel must make quick decisions about what type of action is needed and respond expeditiously. The appropriate response from all college staff will occur when roles and responsibilities have been articulated by each department or division. Details of the response plan can be viewed at the Campus Security web-page found at; <http://www.cwc.edu/resources/campussafety>.

Central Wyoming College has developed the following procedures to facilitate notification and evacuation responses in an emergency.

1. Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees and guests occurring on the campus. Central Wyoming College will immediately notify the campus using any and/or all of the following:
  - Cell phone text messages
  - E-mails to computers
  - Campus telephones
  - Posting of information on the Campus Security & Security webpage
  - Press releases
  - Mass Communication System
2. Central Wyoming College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to or otherwise mitigate the emergency.
3. The emergency notification process involves the receipt of information, the verification of the information, and the evaluation of the information, which then sets into motion the following actions:
  - Determination if the entire campus community, or just an affected portion, will receive the emergency alert notification.
  - Compilation of the content of the emergency alert message.
  - Activation of the CWC emergency alert notification.
4. The following individuals; at a minimum, will routinely be involved in making these determinations/decisions:
  - President or designee.
  - Assistant Dean for Student Services
  - Executive Vice President for Student and Academic Services
  - Vice President for Administrative Services
  - Associate Vice President for Student Services
  - Director of Campus Security
  - Public Information Officer
5. The college will disseminate the emergency alert notification system (text messages, e-mails, phone announcements, and webpage alert messages).
6. CWC alert notification system equipment is tested, at least annually (typically, more frequently) to insure that it is working properly. At least once per calendar year the college will conduct a full activation of the emergency alert notification system which will be advertised to the CWC and Riverton communities.
7. A description of the exercise, whether announced or unannounced, will be documented and a file maintained in the office of the Department of Campus Security.

8. This emergency notification requirement does not replace the “Timely Warning” requirement. They differ in that the “Timely Warning” applies only to Clery reportable crimes while the emergency notification requirement addresses a much wider variety of threats (i.e., gas leaks, tornados, contagious viruses, etc.). However, an institution that follows its emergency notification procedures is not required to issue a “Timely Warning” based on the same circumstances but must provide adequate follow-up information to the community as needed.

## ACCESS TO FACILITIES

Most campus buildings are accessible to guests, visitors, and the campus community during normal business hours. All academic buildings are normally locked by College personnel at 10 P.M. Monday thru Sunday unless otherwise scheduled. Campus Security Officers and Interns check the exterior doors and windows and patrol the interiors of campus buildings during most nighttime hours. Defective locks are promptly reported to the Department of Physical Plant so repairs can be made quickly.

On week nights the student housing facilities are secured by 5:00 PM, and are secured all day and night on weekends unless scheduled otherwise by the Resident Life Coordinator. Security Officers and Interns include the student housing facilities in their patrols of the CWC Campus and are assisted by resident assistants (RA’s) to report incidents. Individual rooms in the student housing facilities are locked with keys. Ideally, locks are changed within 24 hours following notification that a key has been lost or stolen.

Residents of Mote and Residence Halls are issued keyless entry cards for 24 hour access to their respective buildings. Contact the Department of Campus Security in the event that a keyless entry card is lost or stolen, so it can be immediately deactivated.

## OUTREACH SCHOOLS/BRANCH CAMPUSES

Central Wyoming College owns or leases properties in several locations throughout the state of Wyoming. The College uses these facilities primarily for our outreach programs in Dubois, Lander and Jackson. Directors and coordinators of these facilities are identified as Campus Security Authorities (CSA) and assist in the compiling of crime statistics for this report. All crimes occurring at these locations should be immediately reported to the local law enforcement agencies, police or sheriff, in the jurisdiction where the facility resides. Central Wyoming College can then coordinates with that law enforcement agency and offer assistance if necessary and obtain any clarification to

ensure accurate reporting.

## **MISSING PERSON POLICY**

This policy, with its accompanying procedures, establishes a framework for cooperation among members of the College community aimed at locating and assisting students who are reported missing.

The term *missing student* refers to any person who is:

Enrolled in any class/course at Central Wyoming College and who resides on CWC Campus, and whose absence is contrary to his/her normal patterns of behavior, and have been determined after an investigation by Campus Security Officials to be missing for more than 24 hours and have not returned to campus.

All reports of missing students shall be directed to Department of Campus Security Officials who shall investigate each report and make a determination whether the student is missing in accordance with this policy.

### **CAMPUS SECURITY OFFICIALS**

- Director of Campus Security
- Campus Security Officers
- Housing Staff
- Vice President for Student Services

### **CONFIDENTIAL CONTACT**

All students who reside in on-campus housing shall have the opportunity to identify an emergency confidential individual to be contacted by the college in case a student is determined to be missing. If a missing student is under 18 years of age and not an emancipated individual, Campus Security Officials are required to notify the parent or guardian of the missing student within 24 hours of the determination by Campus Security Officials that the student is missing. If a missing student did not register confidential contact information, is not under 18 years of age then Campus Security officials will also notify the Riverton Police Department or Fremont County Sheriff's Department within 24 hours of determining that the student is missing.

### **NOTIFICATION PROCEDURES**

1. Any report of a missing student, from whatever source, should immediately be directed to Campus Security Officials.
2. When a student is reported missing Campus Security Officials shall:
  - A. initiate an investigation to determine the validity of the missing person report;
  - B. contact the Director of Campus Security;
  - C. make a determination as to the status of the missing student;

- D. notify the individual identified by the missing student as the emergency confidential contact within 24 hours of making the determination that the student is missing;
- E. if the missing student is under the age of 18 and not an emancipated individual, notify the student's custodial parent or guardian as contained in the records of the college within 24 hours of the determination that the student is missing;
- F. if sub clauses "D" & "E" do not apply to a student determined to be a missing person, notify Riverton Police Department or Fremont County Sheriff's Department within 24 hours after determining that the student is missing.
3. The Director of Campus Security shall notify the Assistant Dean for Student Services.
  4. The Director of Campus Security shall initiate whatever action he or she deems appropriate under the circumstances in the best interest of the missing student.

#### **STUDENT CONTACT INFORMATION:**

Students shall be given the opportunity to designate emergency confidential contact information through the college housing office.

#### **STUDENT NOTIFICATION OF THIS POLICY:**

- Included on the CWC Housing website
- Discussed during beginning of semesters/block mandatory housing meetings
- Included in the annual Campus Security Report
- Sent to students by the college email system

### **ALCOHOLIC BEVERAGES, ILLEGAL DRUGS AND WEAPONS POLICY**

Central Wyoming College policies and procedures, including the enforcement practices of the CWC Department of Campus Security, are consistent with applicable local, state, and federal laws regarding the possession, use, and/or sale of these substances. CWC is identified as a drug and alcohol free campus under Central Wyoming College Administrative Policies 7.3.10 and 4.6, respectively. They are printed annually in the Student Handbook and made available to all students free of charge in the Center for Student Involvement located in Main Hall room 107. CWC operates in compliance with the Drug-Free Schools and Community Act of 1989. Alcohol and drug offenses shall be deemed as serious, and enforcement will be reflected accordingly. All criminal and non-criminal citations written to CWC students for alcohol and/or drug violation result in notification and possible disciplinary action through the Assistant Dean for Student Services and/or Resident Life Office, as well as the Office of the Associate Vice President for Student Services. The Central Wyoming College policy on drugs and

alcohol may be viewed at <http://www.cwc.edu/life> under the Student Handbook link.

### **ENFORCEMENT**

Failure to abide by College rules and regulations concerning alcohol and drug use will result in disciplinary action. Assistant Dean of Student Services may sanction any person, regardless of age, in accordance with college policies governing alcohol and illegal drugs. Campus Security Officers may request the assistance of local law enforcement agencies to enforce applicable laws governing the use, sale and possession of alcohol and drugs. CWC's substance abuse education programs exceed the requirements of the Higher Education Act of 1965, as amended. In addition, the Department of Campus Security works closely with the Associate Vice President in matters involving student alcohol consumption and related College policies.

### **WYOMING STATE LAW ON ALCOHOL AND DRUGS**

For complete information regarding Wyoming State Statute governing alcohol, one should consult Wyoming Revised Statutes, 12-6-101. Some highlights are excerpted below.

It is illegal for anyone less and 21 years of age to:

- Possess or consume any alcoholic beverage (Penalty-It is considered a misdemeanor, which will become a matter of public record as a criminal conviction and subject one to court costs and/or fines and/or community service.)
- Purchase or attempt to purchase any alcoholic beverage
- Use or attempt to use, in order to obtain alcoholic beverage when not of lawful age, a fraudulent or altered driver's license; or a fraudulent or altered identification document other than a driver's license; or a driver's license issued to another person; or an identification document other than a driver's license issued to another person, or possess a fraudulent or altered driver's license, or other forms of identification.
- Permit (aid or abet) the uses of one's driver's license or any other identification-document of any kind by any person under 21 to purchase or attempt to purchase or possess alcohol.

It is illegal for anyone (regardless of age) to:

- Aid and abet an underage person in the sale, purchase, and/or possession of alcohol (including giving alcohol)
- Provide a residence or location for any person under the age of 21 to consume alcohol.

**DEFINITIONS**

*Malt Beverage*—means any fluid, substance, or compound intended for beverage purposes manufactured from malt, wholly or in part, or from any substitute thereof, containing at least one-half of one percent (.5%) of alcohol by volume.

*Sale of Alcohol*—any transfer, trade, exchange or barter, in any manner or by any means for consideration of alcohol (e.g., cover chargers, mug/t-shirt sales, etc.).

*Alcoholic Liquor*—means any spirituous or fermented fluid, substance or compound other than malt beverage intended for beverage purposes which contains at least one-half of one percent (.5%) of alcohol by volume. As used in this paragraph, “beverage” does not include liquid filled candies containing less than six and one-quarter percent (6.25%) of alcohol by volume.

*Use of Alcoholic Beverages*—possession, consumption, distribution, purchase, sale, or transfer of alcoholic liquor and/or malt beverages.

**DRUGS AND DRUG PARAPHERNALIA**

Wyoming State Statute 35- 7-1031 prohibits the manufacture, sale, delivery, possession, or use of a controlled substance without legal authorization. A controlled substance includes any drug, substance or immediate precursor covered under the Wyoming Controlled Substances Act, including but not limited to marijuana, opiates, barbiturates, amphetamines, and hallucinogens. The possession of drug paraphernalia is also prohibited under Wyoming state law and College policy. Drug paraphernalia includes all equipment, products and material of any kind that are used to facilitate, or intended or designed to facilitate, violations of the Wyoming Controlled Substances Act. Alleged violations of this policy may result in criminal charges and will also be adjudicated through College disciplinary procedure.

**WEAPONS**

The possession or use of firearms or weapons of any type are prohibited on college property, including student housing facilities, and at any college-sponsored event. On-campus residents may make arrangements to temporarily store weapons with the Director of Campus Security.

Employees, students, and visitors violating this policy will be subject to disciplinary action.

Exceptions can be made with written approval of the Director of Campus Security and/or the President of the College to address unique events, workshops, or other such activities.

**CENTRAL WYOMING COLLEGE SEXUAL MISCONDUCT POLICY:****POLICY AND PROTOCOL ON SEXUAL DISCRIMINATION, VIOLENCE, AND HARASSMENT INVOLVING STUDENTS****KEY CONTACTS**

|   |                                  |
|---|----------------------------------|
| Emergency Assistance  | 911                              |
| CWC Campus Security   | (307) 855-2143                   |
| Fremont Co. Alliance<br>Office of Family Violence<br>And Sexual Assault | (307) 856-4734 or (307) 332-7215 |
| Riverton Police Dept.   | (307) 856-4891                   |
| Lander Police Department  | (307)332-3131                    |
| Fremont County Sheriff's Dept.  | (307) 332-5611                   |
| Jackson Police Department   | (307) 733-2331                   |
| Riverton Memorial Hospital  | (307) 856-4161                   |
| CWC Counseling Office   | (307) 855-2175                   |
| Assistant Dean for<br>Student Services                                  | (307) 855-2029                   |

**1. INTRODUCTION**

Central Wyoming College strives to create a respectful, safe, and non-threatening environment for its students, faculty and staff. This policy sets forth resources available to students, describes prohibited conduct, and establishes procedures for responding to sexual misconduct incidents (including sexual assault, sexual harassment, and other unwelcome sexual behavior).

A student who is under the influence of alcohol or drugs at the time of a sexual misconduct incident should not be reluctant to seek assistance for that reason. The Assistant Dean for Student Services will not pursue disciplinary violations against a

student (or against a witness) for his or her improper use of alcohol or drugs (e.g., underage drinking) if the student is making a good faith report of sexual misconduct. In addition, the law enforcement authorities in Fremont County and our outreach facility counties have a discretionary policy of not pursuing charges for improper use of alcohol against a victim of or a witness to a sexual assault.

A copy of this policy will be provided to each student or employee who reports to the institution that he or she has been a victim of a sexual misconduct incident.

## **2. GENERAL STATEMENT OF POLICY**

Central Wyoming College is committed to diversity and endorses principles of affirmative action. We acknowledge that diversity enriches and sustains our campus and promotes equal access to our educational mission. We seek and welcome individuals of all backgrounds, experiences and perspectives.

Central Wyoming College prohibits sexual misconduct in any form, including sexual discrimination, sexual assault or sexual violence, sexual harassment and any form of nonconsensual sexual conduct. Students should be able to live, study and work in an environment free from all forms of sexual misconduct.

Any act that falls within the definition of sexual misconduct constitutes a violation of College Policy. The College is committed to fostering a campus environment that both promotes and expedites prompt reporting of sexual misconduct and timely and fair adjudication of sexual misconduct cases. The College's procedures are designed to protect the rights, needs, and privacy of the student making a College complaint, as well as the rights of students accused of sexual misconduct. The College also adheres to all federal, state, and local requirements for intervention, crime reporting, and privacy provisions related to sexual misconduct. The College honors any order of protection, no-contact order, restraining order, or similar lawful order issued by any criminal or civil court.

The College will make this policy and education opportunities readily available to all students and other members of the College community. Creating a respectful, safe, and non-threatening environment is the responsibility of all members of the College community.

Central Wyoming College will make every effort to safeguard the identities of students who seek help and/or report sexual misconduct. While steps are taken to protect the

privacy of victims, the College may need to investigate an incident and take action once an allegation is known, whether or not the student chooses to pursue a complaint.

Formal complaints about sexual misconduct by College students, faculty or staff should be made to the Director of Campus Security or the Executive Director for Human Resources. An academic or administrative officer, as defined in the College's sexual harassment policy (CWC Administrative Policy 7.39) must report any known sexual misconduct report to the Assistant Dean for Student Services or the Executive Director for Human Resources. No employee is authorized to investigate or resolve student complaints without the involvement of the Assistant Dean for Student Services, Associate Vice President for Student Services or the Executive Director for Human Resources.

In addition to violating College Policy, sexual misconduct might also constitute criminal activity. Students are strongly encouraged to inform law enforcement authorities about instances of sexual misconduct. The chances of a successful criminal investigation are greatly enhanced if evidence is collected and maintained immediately by law enforcement officers. Students may inform law enforcement authorities about sexual misconduct and discuss the matter with law enforcement officers without making a formal criminal complaint or a formal College complaint.

Assistance and/or advocacy in reporting any form of sexual misconduct to the proper law enforcement authorities is available to any student upon request from the College Counseling Office or Fremont County Alliance Office of Family Violence and Sexual Assault.

As required by Title IX of the Higher Education Act, as amended, Central Wyoming College does not discriminate on the basis of sex in its education programs and activities. Inquiries concerning the application of Title IX may be referred to the CWC Title IX Coordinator- Associate Vice President for Student Services, Central Wyoming College, 2660 Peck Avenue, Riverton, Wyoming 82501, (307) 855-2186; [cdaly@cw.edu](mailto:cdaly@cw.edu). Inquiries also may be sent to the Office for Civil Rights, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202 or by email to [OCR@ed.gov](mailto:OCR@ed.gov)

### **3. DEFINITION OF SEXUAL MISCONDUCT, INCLUDING SEXUAL ASSAULT AND SEXUAL HARASSMENT**

a. **General definition.** Sexual misconduct is a broad term encompassing any

unwelcome behavior of a sexual nature that is committed without consent or by force, intimidation, coercion, or manipulation. The term includes sexual assault, sexual harassment, sexual exploitation, and sexual intimidation as those behaviors are described later in this section. Sexual misconduct can be committed by men or women, and it can occur between people of the same or different sex.

- b. **Consent.** For purposes of this policy, consent is a freely and affirmatively communicated willingness to participate in particular sexual activity or behavior, expresses either by words or clear unambiguous actions. It is the responsibility of the person who wants to engage in the sexual activity to ensure that he or she has the consent of the other to engage in the activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. For that reason, relying solely on non-verbal communication can lead to misunderstanding. Moreover, the existence of a dating relationship between the persons involved or the fact of a past sexual relationship should never provide the basis for an assumption of consent.

Consent must be present throughout the sexual activity – at any time, a participant can communicate that he or she no longer consents to continuing the activity. If there is confusion as to whether anyone has consented or continues to consent to sexual activity, it is essential that the participants stop the activity until the confusion can be clearly resolved.

- c. **Persons who are unable to give consent.** In addition, under Wyoming Law the following people are unable to give consent:

- 1) Persons who are asleep or unconscious
- 2) Persons who are incapacitated due to the influence of drugs, alcohol, or medication
- 3) Persons who are unable to communicate consent due to a mental or physical condition
- 4) Persons who are under the legal age of consent

- d. **Examples of sexual misconduct.** Sexual misconduct may vary in severity and consists of a range of behavior or attempted behavior. It can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship.

Sexual misconduct includes, but is not limited to, the following examples of prohibited conduct as further defined below:

- 1) Sexual assault
- 2) Sexual harassment
- 3) Sexual exploitation

4) Sexual intimidation

- e. **Relation to criminal law and other College Policy.** In addition to being forbidden by this policy, sexual misconduct may be a violation of state criminal law and of other College Policies, including the College's general policy against violence.
- f. **Definition of sexual assault.** Sexual assault is a form of sexual misconduct and represents a continuum of conduct from forcible rape to nonphysical forms of pressure that compel individuals to engage in sexual activity against their will.

Examples of sexual assault under this policy include, but are not limited to, the following behaviors when consent is not present:

- 1) Sexual intercourse (vaginal or anal)
  - 2) Oral sex
  - 3) Rape or attempted rape
  - 4) Penetration of an orifice (anal, vaginal, oral) with the penis, finger, or other object
  - 5) Unwanted touching of a sexual nature
  - 6) Use of coercion, manipulation, or force to make someone else engage in sexual touching, including breast, chest and buttocks
  - 7) Engaging in sexual activity with a person who is unable to provide consent due to the influence of drugs, alcohol, or other mental or physical condition (e.g., asleep or unconscious).
- g. **Definition of sexual harassment.** Sexual harassment is a form of discrimination that includes verbal, written, or physical behavior of a sexual nature, directed at someone, or against a particular group, because of that person's or group's sex or sexual orientation, or based on gender stereotypes, when that behavior is unwelcome and meets either of the following criteria:
- 1) Submission or consent to the behavior is believed to carry consequences for the student's education, employment, on-campus living environment, or participation in a College activity. Examples of this type of sexual harassment include:
    - a) Pressuring a student to engage in sexual behavior for some educational or employment benefit, or
    - b) Making a real or perceived threat that rejecting sexual behavior will carry a negative consequence for the student.
  - 2) The behavior has the purpose or effect of substantially interfering with the student's work or educational performance by creating an intimidating, hostile, or demeaning environment for employment, education, on-campus living, or

participation in a College activity. Examples of this type of sexual harassment can include:

- a) Persistent unwelcomed efforts to develop a romantic or sexual relationship
- b) Unwelcome commentary about an individual's body or sexual activities
- c) Unwanted sexual attention
- d) Repeated and unwelcome sexually-orientated teasing, joking, or flirting
- e) Verbal abuse of a sexual nature.

Comments or communications could be verbal, written, or electronic. Behavior does not need to be directed at or to a specific student, but rather may be generalized unwelcomed and unnecessary comments based on sex or gender stereotypes.

Determination of whether alleged conduct constitutes sexual harassment requires consideration of all the circumstances, including the context in which the alleged incidents occurred.

**h. Definition of sexual exploitation.** Sexual exploitation involves taking non-consensual sexual advantage of another person. Examples can include, but are not limited to the following behaviors:

- 1) Electronically recording, photographing, or transmitting intimate or sexual utterances, sounds, or images without the knowledge and consent of all parties involved
- 2) Voyeurism (spying on others who are in intimate or sexual situations)
- 3) Distributing intimate or sexual information about another person without that person's consent

**i. Definition of sexual intimidation.** Sexual intimidation involves:

- 1) Threatening another person that you will commit a sex act against them,
- 2) Stalking,
- 3) Cyber-stalking, or
- 4) Engaging in indecent exposure.

#### **4. RESOURCES AND SUPPORT FOR STUDENTS**

Persons who experience unwelcome sexual behavior may respond to the experience in many different ways, including feeling confused, vulnerable, out of control, embarrassed, angry, or depressed. Central Wyoming College provides a variety of resources to assist students who have experienced unwelcome sexual behavior with their healing and recovery and to help students determine whether and how to make a formal complaint about the incident.

**a. The Riverton Police Department Victim Assistance Program** offers:

- 1) Help to victims who are coping with the stress of victimization
  - 2) Assurance that victims receive the services they need
  - 3) Service as advocates to victims
- b. **Academic and housing accommodations;** interim actions to protect students. A student who believes he or she has been a victim of sexual misconduct, as well as a student who has been accused of sexual misconduct, may contact the Assistant Dean for Student Services to request any of the following, when related to the incident or accusation of sexual misconduct:
- 1) A change of the student's on-campus housing location to a different on-campus location if alternate on-campus housing is available.
  - 2) Assistance in exploring alternate housing off-campus.
  - 3) Assistance in securing a transfer of class sections.
  - 4) Assistance of arranging incompletes, leaves, or withdrawal.
  - 5) Issuance of a no-contact directive if the College determines that continued contact between a student who has made a complaint, a student who has been accused of sexual misconduct, and/or a witness would be detrimental to any of the parties' welfare.
  - 6) Other interim actions, when necessary to protect student welfare, such as interim suspensions.

Requests for such arrangements or actions will be granted in appropriate circumstances as determined by the Assistant Dean for Student Services or designee.

- c. **Medical Assistance.** Students who have experienced a recent sexual assault are strongly encouraged to visit a hospital or clinic to take care of their medical needs. A hospital or clinic can treat a victim's injuries and provide necessary medical advice and medication in case a victim may have contracted a sexually transmitted disease (STD) or has pregnancy concerns.

A sexual assault evidentiary exam is fully covered and paid for by the State of Wyoming and will not be submitted for insurance purposes.

To secure medical assistance and/or a sexual abuse evidentiary exam, visit:

**Riverton:** Sage West Riverton Hospital

2100 West Sunset Drive, Riverton WY 82501, 307-856-4161

**Lander:** Sage West Lander Hospital

1320 Bishop Randall Drive, Lander WY 82520, 307-332-4420

**Jackson:** St. John's Medical Center

625 E Broadway, Jackson WY, 307-733-3636

**Dubois:** Sage West Riverton Hospital or St. John's Medical Center in Jackson

- d. **Central Wyoming College Department of Campus Security.** Students who have experienced sexual misconduct are encouraged to seek the assistance of the Central Wyoming College Department of Campus Security. If a student is not sure whether criminal conduct is involved, an officer can assist the student in determining whether a crime has been committed. If the sexual misconduct occurred off campus, an officer can assist the student in contacting the appropriate law enforcement agency. A student can request and receive the assistance of the Department of Campus Security without making a criminal complaint or making a complaint to the College.

The Central Wyoming College Department of Campus Security is committed to ensuring that students who report sexual misconduct receive comprehensive care, regardless of whether or not they wish to make a formal criminal complaint.

If a student contacts the Department of Campus Security, an officer may:

- 1) Provide assistance contacting the Victim Witness Program
- 2) Accompany the student to the hospital if the student wishes
- 3) Talk with the student privately and will treat the student with respect, sensitivity, and dignity

Even if an assault took place on non-College property or was reported to another law enforcement agency, students are encouraged to contact the Department of Campus Security for assistance with safety issues while on campus (e.g., protection from particular individuals).

## 5. MAKING A FORMAL COMPLAINT OF SEXUAL MISCONDUCT

The College takes all incidents of sexual misconduct very seriously. There are two options for students to make a formal complaint of sexual misconduct. A student may pursue either or both of these options.

- A student can make a formal complaint about sexual misconduct to the College Administration by contacting the Department of Campus Security.
- A student can make a formal complaint about sexual misconduct to the appropriate law enforcement authorities. Not all sexual misconduct is criminal behavior. The law enforcement authorities can assist a student in determining whether the conduct experienced was criminal in nature and warrants a criminal

complaint.

**Note:** A student may seek and receive support services from the Victim Witness Program Coordinator and/or the CWC Department of Campus Security without making a formal complaint. The Department of Campus Security will not pursue criminal charges against an accused student without the authorization from the student making a complaint; however, the county prosecutor has the ultimate authority to determine whether a case will be prosecuted.

**a. Making a complaint to College Administration.**

- 1) If sexual misconduct is perceived to have occurred in an employment relationship, it can be reported to the Human Resources Department in accordance with CWC Administrative Policy 7.3.9. This would be sexual misconduct, including harassment that occurred between an employee and a supervisor or between employees of the College. “Employees” includes student employees.
- 2) If sexual misconduct occurred in other than an employment relationship, it can be reported to the Director of Campus Security.

A student may need support when talking with a College Administrator. Students are entitled to be assisted by a student advocate at every stage of the process and are encouraged to consult with the student advocate and bring the student advocate to meetings.

There is no time limit on making a complaint to College Administration. However, students are strongly encouraged to report incidents of, or share information about, sexual misconduct as soon as possible after an incident occurred. The College may ultimately be unable to adequately investigate if too much time has passed or if an accused individual has left the College. Other factors that could negatively affect the College’s ability to investigate include the loss of physical evidence, the potential departure of witnesses, or loss of memory.

Formal complaints to the College Administration will be adjudicated in accordance with CWC Administrative Policy 7.1.1-Equal Employment Opportunity Program, if the complaint relates to an employment relationship, or otherwise with the Student Code of Conduct. Any accuser has the opportunity to request that prompt disciplinary proceedings be initiated against the accused. These proceedings are conducted by officials trained to understand issues related to sexual violence, using the “preponderance

of the evidence” standard.

Potential sanctions that may be imposed are outlined in CWC Administrative Policy 7.1.1 and the Student Code of Conduct and range from written reprimand or conduct probation to suspension or dismissal from the College. Both the accuser and the accused shall be informed, in writing, of the final results of an institutional disciplinary proceeding brought alleging a sex offense or other intimate partner violence within one business day of such outcome being reached.

**b. Making a report to law enforcement.**

- 1) In an emergency: Call 911 from wherever you are, and a law enforcement officer will respond to assist you.
- 2) In non-emergency situations: Criminal sexual misconduct, including sexual assault, should be reported to the law enforcement agency that has jurisdiction over the location where the assault or abuse occurred. Non-emergency reports to law enforcement may be made as follows:
  - a. If the incident occurred on Central Wyoming College Riverton Campus property, call the Central Wyoming College Department of Campus Security at **(307) 855-2143**.
  - b. If the incident occurred on Central Wyoming College Lander Campus property, call **911**.
  - c. If the incident occurred on Central Wyoming College Jackson Campus property, call **911**.
  - d. If the incident occurred on Central Wyoming College Dubois Campus property, call **911**.

A student may need support when talking with Campus Security or law enforcement personnel. Students are entitled to be assisted by a student advocate at every stage of the process and are encouraged to consult with the student advocate and bring the student advocate to meetings.

Student advocates can help a student arrange to meet with a Department of Campus Security Officer or a law enforcement officer to discuss options, and a student can request that a student advocate accompany him or her to the meeting. At a student’s request, the student advocate will also assist students in reporting to law enforcement.

## **6. SCOPE OF POLICY: ON CAMPUS AND OFF CAMPUS**

This policy covers both on-campus and off-campus conduct, as described below.

- a. **On-campus violations.** This policy forbids acts of sexual misconduct anywhere on campus. “Campus” includes College-owned or –leased property, streets and pathways contiguous to College property, or in the immediate vicinity of campus. It also includes the property, facilities, and leased premises of organizations affiliated with the College, including College student housing facilities.
- b. **Off-campus violations.** Off-campus violations, including online behavior, that affect a clear and distinct interest of the College are subject to disciplinary sanctions. For example, a sexual misconduct by a student is within the College’s interests when the behavior:
  - 1) Involves conduct directed at a College student or other member of the College community
  - 2) Occurs during College sponsored events (e.g., field trips, social or educational functions, College related travel, student recruitment activities, internships, and service learning experiences)
  - 3) Occurs during the events of organizations affiliated with the College, including the events of student organizations
  - 4) Occurs during a Study Abroad Program or other international travel, or
  - 5) Poses a disruption or threat to the College community.

## 7. RESOURCES AND SUPPORT FOR STUDENTS WHO ARE ACCUSED OF SEXUAL MISCONDUCT

- a. **Confidential resources.** Students who are accused of sexual misconduct may discuss their situations privately with counselors at the Counseling Office or with the Director of Campus Security. An accused student’s conversations with counselors and staff will not be reported to anyone else in the College except in cases of a threat of imminent physical harm. However, statements made to employees in these offices may not be legally confidential. When seeking private advice and support from these offices or from any College employee, students should always confirm whether legal confidentiality applies to their communications with the person to whom they are speaking. For additional information on legal confidentiality, see “confidentiality” below.
- b. **Academic or housing accommodations.** A student who is accused of sexual misconduct may seek academic or housing accommodations, as explained above in this section of this policy, when such accommodations are related to problems

related to the accusation.

- c. **Due process.** The College will treat accused students with fairness and respect and will ensure that its investigations and disciplinary proceedings are conducted in accordance with principles of due process.

A student who is accused of sexual misconduct may be assisted by an attorney or other advisor of his or her choosing, and that person may accompany the student to any meeting related to the alleged incident if invited by the student. A student who is accused of sexual misconduct should consider seeking the assistance of an attorney.

- d. **College prohibition against knowingly false complaints.** The College prohibits students from knowingly making false complaints of sexual misconduct (including sexual assault and sexual harassment). Knowingly making false complaints of sexual misconduct constitutes a violation of the Student Code of Conduct and will result in disciplinary action. However, a complaint made in good faith is not considered false merely because the evidence does not ultimately support the allegation of sexual misconduct.

## 8. CONFIDENTIALITY

Students who would like to discuss their situations in a private environment, and share or seek information about a sexual misconduct issue without making a formal complaint have a number of options. At various offices on campus and off campus, students can speak to individuals who have professional or legal obligations to keep communications with the student confidential. When seeking advice and support, students who are concerned about confidentiality should always discuss that concern with the person to whom they are speaking, and should inquire about any limits on that confidentiality.

Generally, under Wyoming Law [Wyo. Stat. 228.2 and 622.10], confidentiality applies when a student seeks services from the following persons:

- A psychological counselor or other mental health professional at the Central Wyoming College Counseling office
- A health care provider, including medical professionals at
  - Sage West Riverton Hospital
  - Sage West Lander Hospital
  - Physician clinics

- A personal attorney
- A member of the clergy

## 9. EDUCATIONAL PROGRAMS

Through a variety of venues, Central Wyoming College offers prevention and awareness programs to students, faculty and staff that promote the awareness of sex offenses and other intimate partner violence, including stalking, dating violence, sexual violence, and domestic violence offenses. These venues include the College Counseling Office, located in Student Support Services, new student orientation, the Center for Student Involvement Office, Human Resources, and others.

- a. Student Education.** Educational training and awareness for sexual and domestic violence are offered through a number of venues, including but not limited to the Counseling Office, new student orientation, the Center for Student Involvement Office, and the Diversity Committee, as well as programs and events scheduled throughout the semesters to heighten awareness and educate students.
- b. Staff/Faculty Education.** Educational training is required for staff and faculty through orientations, workshops and publications, Human Resources programs and literature as well as participating in various programs and events scheduled throughout the semesters to heighten awareness and educate staff and faculty.

## WYOMING SEX OFFENDER AND PUBLIC PROTECTION REGISTRY

All convicted sex offenders coming to or in Wyoming, including students, are required to register with the local county sheriff's department for inclusion in the Wyoming Sex Offender and Public Protection Registry. This Registry may be viewed locally at the local county sheriff's department or accessed directly on-line at: <http://wysors.dci.wyo.gov/sor/search.htm>

## CRIME PREVENTION PROGRAMS

The Central Wyoming College Department of Campus Security promotes prompt reporting of all crimes to all appropriate agencies. Several policies and programs are used to encourage and promote safety, including:

***Orientation & Crime Prevention Programs***

The CWC Department of Campus Security presents crime prevention programs at new student orientation and new employee training sessions. The department also provides programs on sexual assault awareness, robber/shoplifting prevention, violence in the workplace, and underage drinking/alcohol awareness and laws. The Department of Campus Security works closely with the Resident Life Office to provide programs and information specifically designed for students living in student housing facilities, as well.

***Crime Prevention Services***

The CWC Department of Campus Security performs security audits for employees, students and other organizations or departments upon request. Recommendations for access and surveillance systems, alarm needs, and instructions are provided upon request. Campus Security, in conjunction with Campus Services and Resident Assistants, will provide, upon request, escort services to and from buildings and vehicles on College property.

***Daily and Weekly Crime Publication***

Via our Crime Log <http://www.cwc.edu/resources/campussafety/crimelog.htm> the CWC Department of Campus Security updates and publishes daily, all crimes reported to us. Information required by the CLERY Act in reference to fire safety is also maintained in this log. A printed daily log is maintained by the Department of Campus Security located in Administration Wing (AW) 112, and is available for public review.

***Media***

The CWC Department of Campus Security has direct contact with the CWC Public Information Office and the local media outlets, and report significant incidents that occur. Information on crimes is also solicited in this manner.

***Crime Prevention Releases***

Crime prevention information that include requests to immediately report all crimes or suspicious activities to the police are regularly distributed during programs, including new student orientations, job fairs, and other public safety talks.

***ADDITIONAL CRIME PREVENTION TRAINING RESOURCES:***

Central Wyoming College Counseling Office (307) 855-2175

Assistant Dean of Student Services Office: Main Hall 107 (307) 855-2029

Fremont County Family Violence (307) 856-0942

Fremont County Sheriff's Department Victim Assistance Program 1-800-967-2302

Riverton Police Department Victim Assistance Program (307) 856-9131  
Fremont County Public Health (307) 856-6979

## **CRIME PREVENTION TIPS**

### ***Personal Safety***

Walk or jog with a friend, not alone.

Avoid isolated areas.

Avoid areas with poor or no lighting at night

Use campus escort services.

Know your limits on dates and communicate them to your partner.

Know your limits with alcohol and do not accept drinks from others.

### ***Protection from Date Rape Drugs***

Never leave your drink unattended. Because they are colorless and odorless, date rape drugs can be slipped into any type of beverage.

Do not accept drinks from anyone but a bartender or server.

Try to attend bars or parties with a group of friends, arranging beforehand to watch each other's drinks.

If you think your drink has been tampered with, seek medical attention immediately and request the hospital conduct toxicology testing.

### ***Residential Safety***

Lock your dorm room or apartment whenever you leave and when you are sleeping.

Do not prop open card reader or any other doors.

Call 9-1-1 or (307) 855-2143 if you see someone in the building who does not belong.

Do not allow strangers to follow you into the building.

### ***Campus Security***

Tell a friend where you are going and when you will return.

Carry a whistle or noise maker. Do not be afraid to scream if you need help.

Use a phone or raise the hood and stay in your car if it breaks down. If people stop to assist, ask them to call the police.

Be aware of your surroundings.

### ***Workplace Safety***

Keep personal items (purses, book bags) locked up.

Secure the work area when no one is in it.

Report suspicious people to the police or Department of Campus Security.

### ***Protecting Your Property***

Record the serial numbers of your valuables.

Engrave valuables with your driver/id license number.

Keep your vehicle locked when it is parked and when you drive.

Consider installing anti-theft or alarm devices on your vehicle.

Do not leave textbooks, purses, or book bags unattended.

Do not leave laptop computers unattended.

### ***Reporting Lost or Stolen ID Cards***

Lost or stolen CWC ID Cards should be reported to the Center for Student Involvement at (307) 855-2260

After hours lost or stolen CWC ID cards should be reported to the CWC Department of Campus Security at (307) 855-2143

## **OFF-CAMPUS CRIME**

Central Wyoming College does not have off-campus housing or student organization facilities. A large number of students live off campus. Central Wyoming College does have four outreach centers located away from the main academic campus in Lander, Dubois, and Jackson.

The Central Wyoming College Department of Campus Security only handles criminal matters on the main Riverton campus. Matters occurring at properties that are more distant from the main campus are handled entirely by the local law enforcement agency with jurisdiction (e.g., City Police or County Sheriff's Departments).

If one of the local law enforcement agencies responds or is contacted about criminal activity occurring off-campus involving CWC students, they may notify the Department of Campus Security. However, there are no official agency policies requiring such notification. Students in these cases may be subject to arrest by the local agencies and subject to College judicial proceedings through the Assistant Dean of Student Services Office. Guides for student conduct can be found in the Student Handbook at <http://www.cwc.edu/life> under the Handbook link.

The Department of Campus Security monitors off-campus criminal activity that may

affect the College community so that it may provide timely warnings and advisories. This information is disseminated via the Rustler Alert system, campus media, posted bulletins, and the student residential staff. Although the department does not routinely record statistics on crimes that occur off main campus, it does collect and publish statistics for select crimes occurring on public streets immediately adjacent to College property.

In general, prospective students, employees, and visitors to Central Wyoming College should know that as with any campus, there is crime both on and off-campus and it is important to take reasonable precautions at all times. The Department of Campus Security can assist any member of the campus community in determining an appropriate point of contact for police matters falling outside of the department's jurisdiction. Contact the Department of Campus Security at (307) 855-2143 for assistance.

**For additional local, off-campus information, you may contact:**

The Riverton Police Department at:

<http://www.riverton.wyoming.com/departments/police.htm>

City of Lander Police Department: <http://www.landerpd.com/>

Jackson Hole Police Department: <http://www.jacksonholepolice.com/>

Information about the Fremont County Sheriff's Office may be viewed at the following website: <http://fremontcountywy.org/sheriff/>

## CRIME STATISTICS

### DEFINITION OF TERMS

**Sex Offenses Definitions:** *As per the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program*

***Sex Offenses-Forcible:***

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

***A. Forcible Rape***

The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

***B. Forcible Sodomy***

Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

***C. Sexual Assault with an Object***

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

***D. Forcible Fondling***

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

***Sex Offenses-Non-Forcible:***

Unlawful, non-forcible sexual intercourse.

***A. Incest***

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

***B. Statutory Rape***

Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**CRIME DEFINITIONS FROM THE UNIFORM CRIME REPORTING HANDBOOK**

**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. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

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

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joy riding).

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

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

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

**Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

**Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous non-narcotic drugs (barbiturates, benzedrine).

**Liquor Law Violations:** The violation of laws or ordinance prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned violations.

## **LOCATION DEFINITIONS FROM THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT**

### ***On-Campus:***

(1) 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 (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), 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 retail vendor).

### ***Non-Campus Building or Property:***

(1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

The below tables reflect crime statistics mandated by the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" that have been compiled by the Central Wyoming College Department of Campus Security. These tables include all

reports made to the Department of Campus Security as well as officials of the College who have significant responsibility for student and campus activities.

Campus Residence = Student housing facilities at Central Wyoming College.

Campus Total = “Campus Residence” numbers (above) with the addition of parking lots, open areas, and non-residential facilities on the College’s academic campus.

Public Property = Public streets passing through the campus; public property and streets immediately adjacent to and accessible from the campus as reported to the Central Wyoming College Campus Security Department and Riverton Police Departments.

**CENTRAL WYOMING COLLEGE DEPARTMENT OF CAMPUS SECURITY**

**CRIME STATISTICS MANDATED BY THE JEANNE CLERY ACT**

NOTE: ALL NUMBERS LISTED INCLUDE ATTEMPTED AS WELL AS COMPLETED CRIMES

| Calendar Years   | 2011    | 2012    | 2013    | 2014  |
|--|---------|---------|---------|-------|
| <b>Criminal Homicide:</b>  |         |         |         |       |
| Murder/Non-negligent manslaughter  | 0       | 0       | 0       | 0     |
| Negligent Manslaughter   | 0       | 0       | 0       | 0     |
| <b>Sex Offences:</b>   |         |         |         |       |
| Forcible sex offences  | 0       | 2 (2)   | 2 (1)   | 0     |
| Non-forcible sex offences  | 0       | 0       | 0       | 1 (1) |
| Domestic violence  |         |         |         | 0     |
| Dating violence  |         |         |         | 0     |
| Stalking   |         |         |         | 0     |
| <b>Robbery</b>   | 0       | 0       | 0       | 0     |
| <b>Aggravated Assault</b>  | 0       | 0       | 0       | 0     |
| <b>Burglary</b>  | 0       | 1 (1)   | 3       | 5 (3) |
| <b>Motor Vehicle Theft</b>   | 0       | 0       | 0       | 0     |
| <b>Arson</b>   | 0       | 0       | 0       | 0     |
| <b>Hate Crime Related</b>  | 0       | 0       | 0       | 0     |
| <b>Illegal Weapons Possession:</b>   |         |         |         |       |
| Arrests  | 0       | 0       | 0       | 0     |
| Campus disciplinary action   | 0       | 0       | 0       | 0     |
| <b>Drug Law:</b>   |         |         |         |       |
| Arrests  | 7 (6)   | 2 (2)   | 14 (12) | 7 (7) |
| Campus disciplinary action   | 0       | 3 (3)   | 0       | 7 (7) |
| <b>Liquor-law:</b>   |         |         |         |       |
| Arrests  | 24 (22) | 28 (27) | 45 (45) | 7 (4) |
| Campus disciplinary action   | 25 (25) | 0       | 6 (6)   | 7 (4) |
| Number reflects incidents which occurred on campus.<br>(Number) reflects incidents which occurred on campus, specifically in Residence Halls.<br>{Number} reflects incidents which occurred in or on Noncampus buildings or property.<br>[Number] reflects incidents which occurred on Public Property.<br>Lander center - no reportable offenses<br>Totals reflect a combination of Riverton Police Department, Fremont County Sheriff's Department, and CWC Security Repots. |         |         |         |       |

**LIQUOR, DRUG, AND WEAPONS VIOLATIONS—NUMBER OF  
ARRESTS/REFERRALS****HATE CRIMES**

Central Wyoming College records all crimes including the aforementioned crimes, any crime involving bodily injury, larceny, intimidation, and destruction/damage/vandalism of property reported to the Department of Campus Security or any other Campus Security Authority (CSA) which manifest evidence that the crime was perpetrated because of the perpetrator's bias based on the following categories: Race, Gender, Religion, Sexual Orientation, Ethnicity/national origin, and/or Disability.

**2011** There were no reported Hate Crimes on the Central Wyoming College Campus.

**2012** There were no reported Hate Crimes on the Central Wyoming College Campus.

**2013** There were no reported Hate Crimes on the Central Wyoming College Campus.

**FIRE SAFETY**  
**CENTRAL WYOMING COLLEGE**  
**CLERY/ANNUAL SECURITY AND FIRE SAFETY REPORT**  
**2015**



## CENTRAL WYOMING COLLEGE FIRE SAFETY REPORT

### POLICIES

#### *Fire Safety*

#### STUDENT HOUSING FACILITIES

Creating a safe and secure environment in which to pursue learning includes taking fire safety seriously.

The following activities are forbidden on campus, including student housing facilities, and those engaging in them should expect serious consequences:

- **Setting fires of any kind for any reason outside of designated areas**
- **Tampering with fire safety equipment, including fire extinguishers, fire alarm boxes, smoke detectors, heat sensors, sprinkler heads, or spring-loaded door hinges**
- **Accidental activation of smoke detector, fire alarm, or sprinkler resulting from hall sports, water fights, improper use, etc**
- **Lighting candles or open flames and burning incense in the residence halls**
- **Smoking inside student housing facilities or any campus buildings**
- *(Students can access the full list of prohibited items and practices on pp. 8-9 of the Housing Handbook—[https://my.cwc.edu/c/document\\_library/get\\_file?uuid=1e2302c9-2172-4e09-8063-4ebd95999b08&groupId=472984](https://my.cwc.edu/c/document_library/get_file?uuid=1e2302c9-2172-4e09-8063-4ebd95999b08&groupId=472984).)*

### PROCEDURES

#### STUDENT HOUSING FACILITIES

**POLICY: EVERY** fire alarm will be handled as if there is a real emergency in process. There are no false alarms. Call 911 or (307) 855-2143 in the event of a suspected fire.

Campus Security, Campus Services, and/or Residential Life personnel will go to the control panel and determine the origin of the alarm.

Building evacuations will occur when an alarm sounds and/or upon notification by a College official. Evacuees are to leave by the nearest exit that is clear of the emergency and alert others to do the same. Outside, they will proceed to a clear area at least 100 feet from the affected building, keeping streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Persons shall not return to an evacuated building unless told to do so by a College, Police, or Fire Department Official.

*(As outlined on p. 21 of the Crisis Management Plan, those evacuated from Residence Hall are to report to the Mote Hall lobby; those evacuated from Mote Hall, East*

*Apartments, and/or West Apartments shall report to the Residence Hall office for an accurate headcount by designated personnel. Campus Security personnel, along with the local emergency personnel, shall conduct a sweep of the building to make certain occupants have evacuated the facility.)*

## STUDENT HOUSING FACILITIES

**MOTE HALL:** Throughout the building, Mote Hall is fully equipped with a fire alarm/detection system and fire suppression system.

**RESIDENCE HALL:** Throughout the building, Residence Hall is fully equipped with a fire alarm/detection system and fire suppression system.

**EAST APARTMENTS:** Throughout the complex, East Apartments are fully equipped with a fire alarm/detection system and fire suppression system.

**WEST APARTMENTS:** Throughout the complex, West Apartments are fully equipped with a fire alarm/detection system and fire suppression system.

**SINKS CANYON CENTER:** Throughout the center, all housing facilities are fully equipped with fire alarm/detection system. The Orchard House and Bunkhouse are also equipped with fire suppression system.

## PERSONS TO WHOM FIRES SHOULD BE REPORTED

- 911
- **Campus Security:** (307) 855-2143
- **Residential Life:** (307) 855-2210

## EDUCATION & TRAINING

### STUDENT HOUSING FACILITIES

All student housing facilities include the following programs in their fire safety education and training efforts:

- Annual fire evacuation drills in every fall and spring semester
- Evacuation maps are posted on each door in Mote and Residence Hall, as well as the Bunkhouse and Orchard House.
- Initial floor community meetings that incorporate lectures and discussions related to building-specific fire safety and evacuation policies and procedures

- Strict enforcement of fire safety and room personalization policies
- Health and Safety Inspections performed monthly, with follow-up education and debriefing
- Close working relationship with the Riverton Fire Department

## STATISTICS AND GRAPHS

### DATA COLLECTION

Fire data for campus housing is collected by the Resident Life Coordinator and reported as required by law.

| <u>Facility</u> | <u>Street Address</u> | Total Fires<br>2013 | <u>Cause of Fire</u> | <u>No. of<br/>Persons<br/>Requiring<br/>Medical<br/>Treatment</u> | <u>Fire-<br/>Related<br/>Deaths</u> | <u>Property<br/>Damage</u> |
|-----------------|-----------------------|---------------------|----------------------|---|-------------------------------------|----------------------------|
| Mote Hall       | 2801 Morfeld          | 0                   | N/A                  | N/A   | N/A                                 | N/A                        |
| Residence Hall  | 2815 Morfeld          | 1                   | Students smoking     | N/A   | N/A                                 | Under \$100                |
| East Apartments | 2905 Morfeld          | 0                   | N/A                  | N/A   | N/A                                 | N/A                        |
| West Apartments | 821 N. Hill Street    | 0                   | N/A                  | N/A   | N/A                                 | N/A                        |
| West Annex      | 821 N. Hill Street    | 0                   | N/A                  | 0   | 0                                   | N/A                        |
| Orchard House   | 50 Field Station Rd   | 0                   | N/A                  | N/A   | N/A                                 | N/A                        |
| Bunkhouse       | 50 Field Station Rd   | N/A                 | N/A                  | N/A   | N/A                                 | N/A                        |
| Cabins          | 50 Field Station Rd   | 0                   | N/A                  | N/A   | N/A                                 | N/A                        |

| <u>Facility</u> | <u>Street Address</u> | Total Fires<br>2014 | <u>Cause of Fire</u> | <u>No. of<br/>Persons<br/>Requiring<br/>Medical<br/>Treatment</u> | <u>Fire-<br/>Related<br/>Deaths</u> | <u>Property<br/>Damage</u> |
|-----------------|-----------------------|---------------------|----------------------|---|-------------------------------------|----------------------------|
|-----------------|-----------------------|---------------------|----------------------|---|-------------------------------------|----------------------------|

SAFETY & SECURITY AT CENTRAL WYOMING COLLEGE | 2015

|                 |                     |   |     |     |     |     |
|-----------------|---------------------|---|-----|-----|-----|-----|
| Mote Hall       | 2801 Morfeld        | 0 | N/A | N/A | N/A | N/A |
| Residence Hall  | 2815 Morfeld        | 0 | N/A | N/A | N/A | N/A |
| East Apartments | 2905 Morfeld        | 0 | N/A | N/A | N/A | N/A |
| West Apartments | 821 N. Hill Street  | 0 | N/A | N/A | N/A | N/A |
| West Annex      | 821 N. Hill Street  | 0 | N/A | N/A | N/A | N/A |
| Orchard House   | 50 Field Station Rd | 0 | N/A | N/A | N/A | N/A |
| Bunkhouse       | 50 Field Station Rd | 0 | N/A | N/A | N/A | N/A |
| Cabins          | 50 Field Station Rd | 0 | N/A | N/A | N/A | N/A |

| <u>Facility</u> | <u>Street Address</u> | <u>Total Fires</u><br>2015 | <u>Cause of Fire</u> | <u>No. of Persons</u><br><u>Requiring</u><br><u>Medical</u><br><u>Treatment</u> | <u>Fire-</u><br><u>Related</u><br><u>Deaths</u> | <u>Property</u><br><u>Damage</u> |
|-----------------|-----------------------|----------------------------|----------------------|---|---|----------------------------------|
| Mote Hall       | 2801 Morfeld          | 0                          | N/A                  | N/A   | N/A   | N/A                              |
| Residence Hall  | 2815 Morfeld          | 0                          | N/A                  | N/A   | N/A   | N/A                              |
| East Apartments | 2905 Morfeld          | 0                          | N/A                  | N/A   | N/A   | N/A                              |
| West Apartments | 821 N. Hill Street    | 0                          | N/A                  | N/A   | N/A   | N/A                              |
| West Annex      | 821 N. Hill Street    | 0                          | N/A                  | N/A   | N/A   | N/A                              |
| Orchard House   | 50 Field Station Rd   | 0                          | N/A                  | N/A   | N/A   | N/A                              |
| Bunkhouse       | 50 Field Station Rd   | 0                          | N/A                  | N/A   | N/A   | N/A                              |
| Cabins          | 50 Field Station Rd   | 0                          | N/A                  | N/A   | N/A   | N/A                              |