



## **ANNUAL SECURITY REPORT**

Published September 2018

### **I. Introduction**

This report is provided in compliance with federal law pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as amended. It provides students and employees of IBMC College (the “College”) with information on: the College’s security arrangements, policies and procedures; programs that provide education on such things as drug and alcohol abuse, awareness of various kinds of sex offenses, and the prevention of crime generally; and procedures the College will take to notify the campus community in the event of an emergency. Its purpose is to provide students and employees with information that will help them make informed decisions relating to their own safety and the safety of others. Accordingly, this report discusses policies, procedures, and other information for each of the College’s three campuses. The campuses are located in Fort Collins, CO; Longmont, CO; and Greeley, CO. Additionally, as required by the Clery Act this report includes certain crime statistics related to each campus for the following years: 2015, 2016 and 2017.

### **II. Policy for Preparing the Annual Report**

This report is prepared by Barbara Kearns, Regional Director of Regulatory Affairs and Compliance, in cooperation with local law enforcement authorities and includes information provided by them. Each year an e-mail notification is provided to all enrolled students that provides the web site to access this report. Faculty and staff receive similar notifications. Hard copies of the report may also be obtained at no cost by contacting Barbara Kearns or the Campus President.

The College is committed to taking the actions necessary to provide a safe and secure working/learning environment for all students and staff. As a member of the campus community, you can feel safe and comfortable knowing that security procedures are in place that represent best practices in the field, and are constantly tested and re-evaluated for their effectiveness.

### **III. Policies Concerning The Law Enforcement Authority of Campus Security Personnel**

Each of the IBMC College campuses cooperates with outside law enforcement agencies and exchanges criminal information with these agencies. The local police department, sheriff’s department, state agencies, and federal law enforcement agencies have criminal jurisdiction of the IBMC College. Should an arrest be necessary the local law enforcement agencies are notified and respond appropriately to the situation. In case of an emergency, the staff and faculty activate emergency response services by calling 911. IBMC does not hold a Written Memorandum of Understanding with any law enforcement agencies located in the area.

Below is the contact information for the local law enforcement agencies for each IBMC College campus.

***Fort Collins, CO:***

City of Fort Collins  
Police Services  
2221 S. Timberline Road  
Fort Collins, CO 80525  
970-221-6540

***Longmont, CO:***

City of Longmont Police Dept.  
225 Kimbark Street  
Longmont, CO 80501  
303-651-8555

***Greeley, CO:***

Greeley Police Department  
2875 W. 10<sup>th</sup> Street  
Greeley, CO 80634  
970-350-9600

**IV. Other Officials to Whom Crimes May Be Reported**

The College also has designated other officials to serve as additional campus security authorities.<sup>1</sup> Reports of criminal activity can also be made to these officials. They, in turn, will ensure that they are reported to the appropriate people for collection as part of the College's annual report of crime statistics. These additional campus security authorities are:

**Fort Collins, CO:**

Campus President

Steve Steele  
Campus President - CEO  
3842 South Mason Street  
Fort Collins, CO 80525  
970-223-2669  
[ssteele@ibmc.edu](mailto:ssteele@ibmc.edu)

Director of Education

Melissa Meltzer  
Director of Education  
3842 South Mason Street  
Fort Collins, CO 80525  
970-223-2669  
[mmeltzer@ibmc.edu](mailto:mmeltzer@ibmc.edu)

**Longmont, CO:**

Campus President

Barbara Kearns  
Interim Campus President  
2315 N. Main Street  
Longmont, CO 80501  
303-651-6819  
[bkearns@ibmc.edu](mailto:bkearns@ibmc.edu)

Director of Education

Ed Wulf  
Faculty Manager  
2315 N. Main Street  
Longmont, CO 80501  
303-651-6819  
[ewulf@ibmc.edu](mailto:ewulf@ibmc.edu)

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<sup>1</sup> At the time of publication of this Annual Security Report, the officials named in this report serve in the roles identified. If during the course of the 2018-2019 year the officials leave their current employment role, the person who assumes their role also will assume their campus security authority related responsibilities.

**Greeley, CO:**

Campus President

Mary Matsutani  
Campus President  
2863 35<sup>th</sup> Avenue  
Greeley, CO 80634  
970-356-4733  
[mmatsutani@ibmc.edu](mailto:mmatsutani@ibmc.edu)

Director of Education

Diana Gunderson  
Interim Director of Education  
2863 35<sup>th</sup> Avenue  
Greeley, CO 80634  
970-356-4733  
[dgunderson@ibmc.edu](mailto:dgunderson@ibmc.edu)

**V. Policies on Reporting a Crime or Emergency**

The College encourages accurate and prompt reporting of all criminal actions, accidents, injuries, or other emergencies occurring on campus to the appropriate police agencies even when the victim of a crime elects not to do so or is unable to make such a report. Such reports should be made as follows:

- Situations that pose imminent danger or while a crime is in progress should be reported to local law enforcement by calling **911** from any campus phone or cell phone. Keep in mind that the individual making the call from a cell phone will need to provide the address where the emergency has occurred. After making the 911 call, also make a report to one of the campus security authorities identified above.
- Students, staff, and visitors should report criminal actions, accidents, injuries, or other emergency incidents to one of the campus security authorities identified above. Once reported, the individual making the report will be encouraged to also report it to appropriate police agencies. If requested, a member of the College staff will assist a student in making the report to the police.
- Anonymous incident reports can also be made.

The College will protect the confidentiality of victims. Only those with a need to know the identity for purposes of investigating the crime, assisting the victim or disciplining the perpetrator will know the victim's identity. Moreover, the College will withhold the identity of victims in publicly available records, to the extent permitted by law.

Any victim of a crime who does not want to pursue action within the College disciplinary system or the criminal justice system is nevertheless encouraged to make a confidential report to a campus security authority. With the victim's permission, a report of the details of the incident can be filed without revealing the victim's identity. Such a confidential report complies with the victim's wishes, but still helps the College take appropriate steps to ensure the future safety of the victim and others. With such information, the College can keep an accurate record of the number of incidents involving students, determine where a pattern of crime may be developing and alert the community as to any potential danger. These confidential reports are counted and disclosed in the annual crime statistics for the College.

Additionally, upon written request, the College will disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by this institution against a student who is the

alleged perpetrator of such a crime or offense. If the alleged victim is deceased as a result of such a crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

The College has no officially recognized student organizations with off-campus locations. However, if criminal activity occurs while students are attending school sponsored events or training off campus, the reporting procedures are the same as those stated above.

The mandatory reporting requirements discussed above do not apply to Talk One-2-One, a confidential 24/7 hotline which provides instant access to professionally trained counselors and is available to students at all IBMC campuses. Talk One-2-One counselors provide support on a variety of issues, including dealing with drug or alcohol abuse, physical abuse, domestic and sexual violence, as well as other concerns. (Talk One-2-One Hotline: 1-800-756-3124.) The professional counselors available through Talk One-2-One are not employed by the College and hold professional licenses requiring confidentiality.

## **VI. Educational Programs Related to Security Awareness and Prevention of Criminal Activity**

The College is committed to providing a safe and secure environment for all students, visitors, faculty, and staff. The College seeks to enhance the security of its campuses and the members of its campus communities by periodically presenting educational programs to inform students and employees about campus security procedures and practices, to encourage students and employees to be responsible for their own security and the security of others and to inform them about the prevention of crimes.

Various programs inform students and employees about campus security procedures and practices and encourage everyone to be responsible for their own, and others' security. The College has a Security Committee to review, recommend, and establish policies, procedures, and practices. Entering students are provided security orientation.

The College's security program is an ongoing process that includes development and enforcement of regulations and procedures to provide a reasonable level of security for property, information, and personal safety of individuals. The College encourages all individuals to practice personal safety awareness. To this end, the College provides regular safety awareness reminders, such as Fire and Tornado drills, the requirement of the use of a security card to enter all perimeter exits 24/7 and front entrances after the lobby closes, all perimeter doors are locked 24/7 and require the use of a security card for entrance, students are informed of the danger of allowing someone to use their card or allow a stranger to enter a locked door with them and are discouraged from doing so, all perimeter exit doors are camera monitored and displayed at the front desk or the Campus President's office, new students are informed of these security procedures in the orientation process.

## **VII. Building Security**

The College is a private institution and reserves the right to restrict access and movement on all of its campuses to staff, students, visitors, and others who are conducting business on site. The IBMC College buildings are open to students and employees during prescribed hours as long as they comply with rules and regulations. Visitors are subject to the rules and regulations of the campus. Visitors must identify themselves to the receptionist and sign in at the Front Desk. Visitors will wear identifying "visitor" tags. Additionally, student ID cards may be used to verify the identity of persons suspected to be in campus facilities without permission. In addition, all entrance and exits are monitored during hours of operation.

Security also is a consideration in maintaining campus facilities. For example, maintenance personnel regularly check to ensure pathways are well-lighted and that egress lighting is working in hallways and stairwells. The design of IBMC College campuses and/or classrooms takes into consideration how to promote quick and safe evacuation methods in the event of an emergency.

### **VIII. Timely Warnings**

In an effort to provide timely notice to an IBMC College campus in the event of a serious incident, it is the policy of the College to issue a Timely Warning to all staff, faculty, and students. Should a situation arise, either on or off campus that, in the judgment of the College's Chief Executive Officer ("CEO") and/or a Campus President either in collaboration or individually, constitutes a serious threat to the staff, faculty, and students of the campus a Timely Warning will be issued.

In the event of a serious incident which may pose a threat to an IBMC College campus, the Campus President will immediately notify the CEO. Decisions regarding the issuance of a Timely Warning will be made on a case-by-case basis considering all the facts of the situation. If it is determined that one or more of the campuses is in imminent danger, a Timely Warning will be issued. Timely Warning will include a description of the offense, description of the suspects, and any additional information that pertains to the incident that will help ensure all members receiving the Warning will understand the incident and the threat. The following methods of notification will be employed for the dissemination of information to all staff, faculty, and students:

- An email blast and a text message will be sent to all staff, faculty, and students informing them of the threat. The email will appear in red on all classroom instructor computers (all classrooms are equipped with an instructor computer).
- When feasible, the Campus President or designee will visit all classrooms to inform faculty and students of the situation.
- A copy of the Timely Warning will be posted in each classroom, the student and faculty lounges, and all entrances to the building on bright orange paper. The warning will remain posted for seven business days.
- The Warning will be posted on the College web site.

Anyone with information warranting a timely warning should immediately report the circumstances to the appropriate Campus President or other campus security authority.

### **IX. Emergency Response and Evacuation Procedures**

The College has an emergency management plan for each campus designed to ensure there is a timely and effective response in the event of a significant emergency or dangerous situation occurring on campus involving an immediate threat to the health or safety of members of the campus community. Such situations include, but are not limited to: tornadoes, bomb threats, chemical spills, disease outbreaks, or armed intruders. The College has communicated with local police requesting their cooperation in informing the College about situations reported to them that may warrant an emergency response. Students, staff and visitors are encouraged to notify the CEO, Campus President or the Director of Education of any situation that poses such a threat.

In the event of a potential emergency, the CEO, Campus President or the Director of Education will access available sources of information from campus administrative staff and local authorities to confirm the existence of the danger and will be responsible for confirming the emergency and initiating the College's response and for marshaling the appropriate local emergency response authorities for assistance. Depending on the nature of the emergency, other College departments may be involved in the confirmation process.

Local law enforcement agencies are primarily responsible for confirming that there is a significant emergency or threat on campus which could cause harm to the campus community. Additionally, the CEO, Campus President or the Director of Education, depending on the circumstances, also may be in a position to confirm certain types of emergencies. The CEO, Campus President and the Director of Education, in collaboration or individually or with other appropriate personnel, will determine who should be notified and will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. Depending on the segments of the campus the notification will target, the content of the notification may differ. When appropriate, the content of the notification will be determined in consultation with local authorities. Also, as appropriate, the notification will give guidance as to whether its recipients should shelter in place or evacuate their location.

The CEO, Campus President or the Director of Education will direct the issuance of emergency notifications, which will be accomplished using one or more of the following means, depending on the nature of the threat and the segment of the campus community being threatened:

- An email blast and a text message pertinent to all IBMC College campuses will be initiated by the CEO, if the message is only pertinent to one specific campus the email and text will be initiated by the appropriate Campus President.
- Campus President or designee will visit all classrooms to provide emergency notification.
- Campus President or designee will post a copy of the emergency notification in each classroom, the student and faculty lounges, and all entrances to the building on bright orange paper.
- The emergency notification will be posted on the College website by the CEO.

If local law enforcement or health authorities or the College's CEO confirm that a significant emergency or dangerous situation occurring at an IBMC College campus may impact the campus' local community, an emergency notification will be posted on the College's website by the CEO.

The College tests its emergency response and evacuation procedures at least once a year. Also, at various times the Emergency Management Team at an IBMC College campus will meet to train and test and evaluate the campus' emergency response plan. The Campus President maintains a record of these tests and training exercises, including a description of them, the dates and times they were held and an indication of whether they were announced or unannounced. In connection with at least one such test, the College will distribute to its students and employees information to remind them of the College's emergency response and evacuation procedures. Testing of the emergency response and evacuation procedures have been conducted as follows:

- **Fort Collins:**
  - Fire Drill: January 2018
  - Fire Drill: September 2018
- **Greeley:**
  - Fire Drill: September 17, 2018
  - Tornado Drill: July 2018

- **Longmont:**
  - Fire Drill: Fire Drill: September 13, 2017
  - Tornado Drill: August 2018

## **X. Policy, Procedures and Programs Related to Various Sex-Related Offenses**

Consistent with the requirements of Title IX of the Education Amendments of 1972, the College prohibits discrimination based on sex in its educational programs and activities, including sexual harassment and acts of domestic violence, dating violence, sexual violence and stalking. The College also prohibits any retaliation, intimidation, threats, coercion or any other discrimination against any individuals exercising their rights or responsibilities pursuant to this policy. A full statement of the College’s Title IX policy and the procedures for filing, investigating and resolving complaints for violations of that policy may be found at <http://ibmc.edu/wp-content/uploads/2015/10/Title-IX-Sexual-Misconduct-Policy-2015.pdf>

The following discusses the College’s educational programs to promote the awareness of domestic violence, dating violence, sexual assault and stalking; provides information concerning procedures students should follow if they become a victim of one of these offenses; and advises students of services available in the event they do become a victim.

### **A. Educational Programs to Promote Awareness and Prevention of These Offenses:**

The College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking. In that regard, the following definitions apply within the states of Colorado and Wyoming:

#### **Colorado Law**

- ***Consent*** means cooperation in act or attitude pursuant to an exercise of free will and with knowledge of the nature of the act. A current or previous relationship shall not be sufficient to constitute consent.... Submission under the influence of fear shall not constitute consent. Co. Rev. Stat. § 18-3-401(1.5).
- ***Domestic Violence*** – Co. Rev. Stat. § 18-6-800.3
  - (1) "Domestic violence" means an act or threatened act of violence upon a person with whom the actor is or has been involved in an intimate relationship. "Domestic violence" also includes any other crime against a person, or against property, including an animal, or any municipal ordinance violation against a person, or against property, including an animal, when used as a method of coercion, control, punishment, intimidation, or revenge directed against a person with whom the actor is or has been involved in an intimate relationship.
  - (2) "Intimate relationship" means a relationship between spouses, former spouses, past or present unmarried couples, or persons who are both the parents of the same child regardless of whether the persons have been married or have lived together at any time.
- ***Dating Violence*** – Colorado law does not specifically define dating violence, though in some circumstances it may fall under the definition of domestic violence described above. Regardless, in accordance with Federal law, the College does collect statistics for these offenses using the definition contained in the Violence Against Women Act. That definition is listed later in this report under the section entitled “Crime Statistics.”

- **Sexual Assault** – Co. Rev. Stat. § 18-3-402.
  - (1) Any actor who knowingly inflicts sexual intrusion or sexual penetration on a victim commits sexual assault if:
    - (a) The actor causes submission of the victim by means of sufficient consequence reasonably calculated to cause submission against the victim's will; or
    - (b) The actor knows that the victim is incapable of appraising the nature of the victim's conduct; or
    - (c) The actor knows that the victim submit erroneously, believing the actor to be the victim's spouse; or
    - (d) At the time of the commission of the act, the victim is less than fifteen years of age and the actor is at least four years older than the victim and is not the spouse of the victim; or
    - (e) At the time of the commission of the act, the victim is at least fifteen years of age but less than seventeen years of age and the actor is at least ten years older than the victim and is not the spouse of the victim; or
    - (f) The victim in the custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over the victim and uses this position of authority to coerce the victim to submit, unless the act is incident to a lawful search; or
    - (g) The actor, while purporting to offer a medical service, engages in treatment or examination of a victim for other than a bona fide medical purpose or in a manner substantially inconsistent with reasonable medical practices; or
    - (h) The victim is physically helpless and the actor knows the victim is physically helpless and the victim has not consented.
  
- **Stalking** – Co. Rev. Stat. 18-3-602.
  - (1) A person commits stalking if directly, or indirectly through another person, the person knowingly:
    - (a) Makes a credible threat to another person and, in connection with the threat, repeatedly follows, approaches, contacts, or places under surveillance that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship; or
    - (b) Makes a credible threat to another person and, in connection with the threat, repeatedly makes any form of communication with that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship, regardless of whether a conversation ensues; or
    - (c) Repeatedly follows, approaches, contacts, places under surveillance, or makes any form of communication with another person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship in a manner that would cause a reasonable person to suffer serious emotional distress and does cause that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship to suffer serious emotional distress. For purposes of this paragraph (c), a victim need not show that he or she received professional treatment or counseling to show that he or she suffered serious emotional distress.
  
  - (2) For the purposes of this [section]:
    - (a) Conduct "in connection with" a credible threat means acts that further, advance, promote, or have a continuity of purpose, and may occur before, during, or after the credible threat.
    - (b) "Credible threat" means a threat, physical action, or repeated conduct that would cause a reasonable person to be in fear for the person's safety or the safety of his or her

immediate family or of someone with whom the person has or has had a continuing relationship. The threat need not be directly expressed if the totality of the conduct would cause a reasonable person such fear.

(c) "Immediate family" includes the person's spouse and the person's parent, grandparent, sibling, or child.

(d) "Repeated" or "repeatedly" means on more than one occasion.

The majority of sexual offenses that occur on campus communities are committed by people known by their victims. Often, these types of assaults are not reported to police or campus authorities because people do not think this unwanted sexual contact constitutes sexual assault since they know the assailant. These assailants, however, are able to continue to exploit people by manipulating that trust. By reporting these incidents, you will significantly decrease the likelihood that this individual can subject another person to this type of victimization.

The following risk reduction information is intended to help mitigate the likelihood of perpetration, victimization or bystander inaction as it relates to sexual activity:

- If you find yourself in an uncomfortable sexual situation, these suggestions may help you reduce your risk:
  - Make your limits known before going too far.
  - You can withdraw consent to sexual activity at any time. Do not be afraid to tell a sexual aggressor “NO” clearly and loudly.
  - Try to remove yourself from the physical presence of a sexual aggressor. Be direct as possible about wanting to leave the environment.
  - Grab someone nearby and ask them for help.
  - Be responsible about your alcohol and/or drug use. Alcohol and drugs can lower your sexual inhibitions and may make you vulnerable to someone who views an intoxicated/high person as a sexual opportunity.
  - Attend large parties with friends you trust. Watch out for your friends and ask that they watch out for you.
  - Be aware of someone trying to slip you an incapacitating “rape drug” like Rohypnol or GHB.
- If you find yourself in the position of being the initiator of sexual behavior, these suggestions may help you to reduce your risk of being accused of sexual assault or another sexual crime:
  - Remember that you owe sexual respect to the other person.
  - Don’t make assumptions about the other person’s consent or about how far they are willing to go.
  - Remember that consent to one form of sexual activity does not necessarily imply consent to another form of sexual behavior.
  - If your partner expresses a withdrawal of consent, stop immediately.
  - Clearly communicate your sexual intentions so that the other person has a chance to clearly tell you their intentions.
  - Consider “mixed messages” a clear sign that the other person is uncomfortable with the situation and may not be ready to progress sexually.
  - Don’t take advantage of someone who is really drunk or on drugs, even if they knowingly and intentionally put themselves in that state. Further, don’t be afraid to step in if you see someone else trying to take advantage of a nearly incapacitated person.

- Be aware of the signs of incapacitation, such as slurred speech, bloodshot eyes, vomiting, unusual behavior, passing out, staggering, etc.
- It is also important to be aware of the warning signs of an abusive person. Some examples include:
  - Past abuse
  - Threats of violence or abuse
  - Breaking objects
  - Using force during an argument
  - Jealousy
  - Controlling behavior
  - Quick involvement
  - Unrealistic expectations
  - Isolation
  - Blames others for problems
  - Hypersensitive
  - Cruelty to animals or children
  - “Playful” use of force during sex
  - Jekyll-and-Hyde personality

Individuals are encouraged to take safe and positive steps to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault or stalking against another person. This includes reporting such incidents to appropriate authorities. Other things to think about include:

- Look out for those around you.
- Realize that it is important to intervene to help others.
- Treat everyone respectfully. Do not be hostile or antagonist.
- Be confident when intervening.
- Recruit help from others if necessary.
- Be honest and direct.
- Keep yourself safe.
- If things get out of hand, don't hesitate to contact the police.

The College will provide primary prevention and awareness programs for new students and employees, as well as ongoing prevention and awareness campaigns. It is in the process of developing these educational programs. This programming will cover, among other things, the following:

- The College's prohibition of sexual violence (including sexual assault), domestic violence, dating violence and stalking;
- Definitions of consent, domestic violence, dating violence, sexual assault, and stalking in the applicable jurisdiction;
- Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of sexual violence (including sexual assault), domestic violence, dating violence, or stalking against another person;
- Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks; and
- The College's policy and procedures that will be utilized when there is a complaint of sexual violence (including sexual assault), domestic violence, dating violence, or stalking.

## B. Restraining Orders

Any student or employee who has a restraining order, order of protection, no contact order or any other such order issued by a court against another individual (whether or not that individual is also a student or employee of the College) is highly encouraged to notify a campus security authority of the threat and to provide a copy of the restraining order so that it is kept on file with the Campus President and can be enforced, if necessary.

## C. Procedures to Follow if You are a Victim of a Sex Offense:

If you are the victim of sexual violence (including sexual assault), domestic violence, dating violence, or stalking, do not blame yourself. These crimes are never the victim's fault. When physical violence of a sexual nature has perpetrated against you, the College recommends that you immediately go to the emergency room of a local hospital and contact local law enforcement (dial 911), in addition to contacting IBMC's Title IX Coordinator or the Deputy Title IX Coordinator for your campus.

### IBMC College Title IX Coordinator

Barbara Kearns

Regional Director, Regulatory Affairs & Compliance

2315 Main Street

Longmont, CO 80505

970-223-2669 x1505

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### Deputy Title IX Coordinator (Fort Collins)

Steve Steele

Campus President - CEO

3842 South Mason Street

Fort Collins, CO 80525

970-223-2669

[ssteele@ibmc.edu](mailto:ssteele@ibmc.edu)

### Deputy Title IX Coordinator (Longmont)

Ed Wulf

Director of Education

2315N. Main Street

Longmont, CO 80501

303-651-6819

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### Deputy Title IX Coordinator (Greeley)

Mary Matsutani

Campus President

2863 35<sup>th</sup> Avenue

Greeley, CO 80634

970-356-4733

[mmatsutani@ibmc.edu](mailto:mmatsutani@ibmc.edu)

If you are the victim of sexual violence (including sexual assault), domestic violence, or dating violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. Victims of sexual violence, domestic violence, or dating violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape examination is completed.

Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.

It is also important to take steps to preserve evidence in cases of stalking, to the extent such evidence exists. In cases of stalking, evidence is more likely to be in the form of letters, emails, text messages, etc. rather than evidence of physical contact and violence.

Once a complaint of sexual violence (including sexual assault), domestic violence, dating violence, or stalking is made, the complainant has several options such as, but not limited to:

- contacting parents or a relative
- seeking legal advice
- seeking personal counseling (always recommended)
- pursuing legal action against the perpetrator
- pursuing disciplinary action
- requesting that no further action be taken

If requested, the College will assist the victim in notifying appropriate law enforcement authorities of the assault, although the victim also has the option to decline to make such notification.

#### D. Available Victim Services:

Victims will be provided written notification about existing counseling, health, mental health, victim advocacy, legal assistance, and other services available to them, both within the College and in the surrounding community. Those services include:

##### ***All Campuses:***

- Talk One-2-One, a confidential 24/7 hotline, available to all currently enrolled students at all campuses. The Talk One-2-One program helps students address a variety of issues including, issues related to domestic violence and sexual abuse including rape, sexual assault, etc. (Talk One-2-One Hotline: 1-800-756-3124)

##### ***Fort Collins, CO:***

- Domestic Violence/Sexual Assault  
Alternatives to Violence  
313 E 4th St  
Loveland, CO 80537  
970-669-5150
- Crossroads Safehouse  
528 South College Avenue  
Fort Collins, CO 80524  
970-530-2353  
Crossroads offers free safe housing, advocacy, legal assistance, transitional housing, and education.
- RAINN - Rape, Abuse & Incest National Network  
1-800-656-HOPE  
[www.rainn.org](http://www.rainn.org)

- SAVA - Sexual Assault Victim Advocates  
331 S. Meldrum Street  
Fort Collins, CO 80521-2722  
970-472-4204

***Greeley, CO:***

- Weld County Sheriff's Office-Victim Services Unit
  - 970-356-4015
  - Can provide information on sexual assault, unlawful sexual contact, stalking, DV, can provide victim compensation
- A Women's Place-Domestic Violence Shelter
  - 970-356-4226
  - Resident program, legal advocacy, case mgmt., safety planning, counseling and support services for adult, child, family
- SAVA - Sexual Assault Victim Advocates
  - 970-506-4059-Greeley
  - Rape crisis hotline, individual advocacy, therapy, support groups
- North Range Behavioral Health
  - 970-347-2120
  - Counseling(adults, teens, child, family), crisis services, medical services

***Longmont, CO:***

- Safe Shelter of St. Vrain Valley  
PO Box 231  
Longmont, CO  
80502  
303-772-0432
- Safehouse Progressive Alliance for Nonviolence  
24 hour Crisis Line  
303-444-2424
- The Pearl Group  
303-776-4963

The College will provide written notification to victims about options for, and available assistance in, changing academic, transportation, and working situations. If victims request these accommodations and they are reasonably available they will be provided, regardless of whether the victim chooses to report the crime to campus security or local law enforcement.

E. Procedures for Disciplinary Action:

Allegations of domestic violence, dating violence, sexual assault or stalking will be processed through the College's Title IX Sexual Misconduct Policy and Procedures. Under this policy and procedures, both the accused and the accuser are entitled to:

- A prompt, fair and impartial investigation and resolution.
- A process conducted by officials who at a minimum receive annual training on the issues related to domestic violence, dating violence, sexual assault and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.
- The same opportunities to have others present during any disciplinary hearing, including the opportunity to be accompanied to any related meeting or proceeding by a support person or advisor of their choice.
- Have the outcome determined by a preponderance-of-the-evidence standard based on the totality of the evidence presented.
- An opportunity to appeal.
- Simultaneous, written notification of the outcome of the proceeding, any change to the result and when the result becomes final.

F. Possible Sanctions or Protective Measures that the College May Impose for Domestic Violence, Dating Violence, Sexual Assault or Stalking Offenses:

Following a final determination in the College's disciplinary proceeding that one of the above offenses has been committed, the College may impose a range of penalties depending on the mitigating and aggravating circumstances involved. They include, but are not limited to, no-contact order, mandated educational programming, suspension, probation or termination/expulsion.

G. Victims to Receive Written Notification of Rights:

When a student or employee reports to the College that he or she has been a victim of domestic violence, dating violence, sexual assault, stalking, or other sexual misconduct under the College's Title IX Policy, whether the offense occurred on or off campus, the College will provide the student or employee a written explanation of his or her rights and options containing the information described in the previous sections.

**XI. Sex Offender Registration Program**

The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to advise members of the campus community where they can obtain information provided by the state concerning registered sex offenders. It also requires sex offenders to notify the state of each institution of higher education in the state at which they are employed or enrolled or carrying on a vocation. The state is then required to notify the College of any such information it receives. Anyone interested in determining whether such persons are on any IBMC College campus may do so by contacting the appropriate Campus President.

The Colorado Bureau of Investigation maintains a general registry of sex offender information, which may be accessed at the following link: <https://www.colorado.gov/apps/cdps/sor/>.

**XII. Drug and Alcohol Policy**

IBMC College, as a recipient of federal funds, is subject to the Drug-Free Schools and Communities Act, which requires the implementation of a program to prevent the use and abuse of alcohol and illegal drugs by students, faculty, and staff.

It is the policy of the College to prohibit the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcoholic beverage during school time or on school premises, or other sites where students or employees may be assigned.

The College considers it a violation of policy when students and/or employees engage in underage drinking and/or violate federal or state drug laws. Students and/or employees (full or part-time) who violate the standards set forth under the IBMC College Drug & Alcohol Abuse Policy will be subject to disciplinary actions. Sanctions include, but are not limited to, reprimand, probation, suspension, expulsion or termination, and/or referral to the appropriate authorities for prosecution. Violations of federal drug laws could also result in the loss of financial aid.

The College's Resource Centers and student lounges include literature on drug and alcohol abuse prevention. Additionally, all IBMC College campuses make students aware of resources to assist with drug and alcohol abuse prevention, including the Talk One-2-One confidential 24/7 hotline which provides access to qualified counselors skilled in supporting students with alcohol abuse/binge drinking and substance abuse problems. (Talk One-2-One Hotline: 1-800-756-3124) The College also will provide students with a schedule of 2014-2015 educational programming related to drug and alcohol abuse prevention. To this end IBMC College has designated the following months for recognition and training regarding Title IX: Sexual Misconduct and Drug and Alcohol Abuse prevention. The awareness and training is scheduled as follows:

- **January: Title IX: Sexual Misconduct Policy Awareness Month**
  - To include training and awareness of Domestic Violence, Stalking, Date Rape, etc.
- **June: Drug and Alcohol Abuse prevention Awareness Month**
  - To include training and awareness of Drug and Alcohol Abuse awareness and prevention programs

### **XIII. Crime Statistics**

The Clery Act requires institutions of higher education to disclose crime statistics covering the previous three years on four general categories of crimes: (1) primary crimes (murder and non-negligent manslaughter, manslaughter by negligence, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson); (2) hate crimes (any of the previous offenses and any incidents of larceny-theft, simple assault, intimidation or destruction/damage/vandalism of property that were motivated by certain biases); (3) arrests or referrals for disciplinary action for weapons, drug and liquor law violations; and (4) crimes of domestic violence, dating violence and stalking.

The definitions of these offenses follow FBI guidelines and are as follows:

- *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.
- *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.
- *Sex offenses--non-forcible*: unlawful, non-forcible sexual intercourse (i.e. incest or statutory rape).
- *Rape*: Penetration, no matter how slight, of the vagina or anus with a body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

- *Statutory Rape*: Non-forcible sexual intercourse with a person who is under the statutory age of consent
- *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 that 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 incapacity
- *Incest*: The non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- *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.
- *Aggravated assault*: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury, usually accompanied by the use of a weapon or by a means likely to produce death or great bodily harm.
- *Burglary*: The unlawful entry of a structure to commit a felony or a theft.
- *Motor vehicle theft*: The theft or attempted theft of a motor vehicle.
- *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.
- *Domestic violence*: Includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of a victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse or the victim under the domestic or family violence laws of the jurisdiction, or 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.
- *Dating violence*: Violence committed by a person (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on consideration of the following factors: (i) the length of the relationship, (2) the type of relationship, and (3) the frequency of interaction between the persons involved in the relationship.
- *Stalking*: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

Hate crimes involve those crimes motivated by the following biases: race, gender, religion, sexual orientation, ethnicity, disability, national origin, and gender identity. As noted, hate crimes include those defined above that were motivated by one or more of these biases. They also include a second category as follows:

- *Larceny-theft*: The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.
- *Simple assault*: An unlawful physical attack by one person upon another where the offender neither displays a weapon nor the victim suffers obvious severe or aggravated bodily injury, such as apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.
- *Intimidation*: Unlawfully placing 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.

- *Destruction/damage/vandalism of property:* Willfully or maliciously destroying, damaging, defacing, or otherwise injuring real or personal property without the consent of the owner or the person having custody or control of it.

The third category of crime statistics disclosed related to arrests and referrals for disciplinary action for violations of law relating to weapons, drugs or liquor. For this purpose, the following definitions apply:

- *Arrest:* A person processed by arrest, citation or summons.
- *Referral 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.

The statistical summary of the above crimes for each IBMC campus over the past three calendar years follows:

	FORT COLLINS			GREELEY			LONGMONT		
	'15	'16	'17	'15	'16	'17	'15	'16	'17
<b>MURDER/NON-NEGLIGENT MANSLAUGHTER</b>									
On Campus	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0
<b>MANSLAUGHTER BY NEGLIGENCE</b>									
On Campus	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0
<b>AGGRAVATED ASSAULT</b>									
On Campus	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	1	0
<b>ARSON</b>									
On Campus	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	1
<b>SEX OFFENSES, FORCIBLE</b>									
On Campus	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0
<b>SEX OFFENSES, NON FORCIBLE</b>									
On Campus	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0
<b>RAPE</b>									
On Campus	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0
<b>STATUTORY RAPE</b>									
On Campus	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0
<b>FONDLING</b>									
On Campus	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0
<b>INCEST</b>									
On Campus	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0
<b>ROBBERY</b>									
On Campus	1	0	0	0	0	0	1	0	6

Public Property	0	0	0	0	0	0	0	0		
<b>BURGLARY</b>										
On Campus	0	0	0	0	0	0	0	0		
Public Property	0	0	0	0	0	0	0	0		
<b>MOTOR VEHICLE THEFT</b>										
On Campus	0	0	0	0	0	0	0	0		
Public Property	0	0	0	0	0	1	0	0		
<b>ARRESTS: LIQUOR LAW VIOLATIONS</b>										
On Campus	0	0	0	0	0	0	0	0		
Public Property	0	0	0	0	0	0	1	1		
<b>DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS</b>										
On Campus	0	0	0	0	0	0	0	0		
Public Property	0	0	0	0	0	0	0	0		
<b>ARRESTS: DRUG ABUSE VIOLATIONS</b>										
On Campus	0	0	0	0	0	0	0	0		
Public Property	0	0	0	0	0	0	1	0		
<b>FORT COLLINS</b>				<b>GREELEY</b>			<b>LONGMONT</b>			
		'15	'16	'17	'15	'16	'17	'15	'16	'17
<b>DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS</b>										
On Campus	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0
<b>ARRESTS: WEAPONS (Carrying, Possessing, Etc.)</b>										
On Campus	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0
<b>DISCIPLINARY REFERRALS: WEAPONS (Carrying, Possessing, Etc.)</b>										
On Campus	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0
<b>DOMESTIC VIOLENCE*</b>										
On Campus	0	0	0	0	0	0	1	0	0	0
Public Property	0	0	0	0	0	0	0	1	0	0
<b>DATING VIOLENCE*</b>										
On Campus	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0
<b>STALKING*</b>										
On Campus	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0

Notes:

- None of the IBMC College campuses had a hate crime based on any type of bias reported in 2015, 2016, or 2017. This includes no reported crimes for gender identity, ethnicity, national origin, or disability.
- None of the IBMC College campuses has “on-campus student housing facilities” or “non-campus property.”

- IBMC has not removed any reported crime as “unfounded” from the crime statistics for any campus represented in the chart above.