



# ACCREDITATION EVIDENCE

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# CAMPUS

## SECURITY AND FIRE SAFETY

### Consumer Information Report

Annual Report for 2020

*Prepared, September 2021*

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## **Campus Security and Fire Safety Consumer Information Report Annual Report for 2020**

### **Introduction**

Thank you for taking the time to read the 2021 Campus Security and Fire Safety Report. This document details the practices, policies and procedures that Western Wyoming Community College (Western) employs to promote awareness of campus safety and security issues; our efforts to deter crime and explain our response to security and safety issues. The information in the report complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and is part of our continued effort to inform you of campus safety/security programs and services available to maintain your personal safety and security.

The Office of the Vice President for Administrative Services prepares the content of the report in collaboration with numerous campus departments and cooperation from local law enforcement.

The safety and security of our students, faculty, staff and visitors are our foremost concern. The best protection against campus crime starts with a campus community that is aware, informed and alert to the issues of campus safety and security who will report suspicious activity. Western works hard to reduce risks and potential for crime. However, no institution can guarantee that crime will not occur. All members of the campus community share a responsibility to contribute to safety and security of our campus.

Therefore, the College Administration encourages you to read and understand this document. Your use of the facilities, programs, and services mentioned herein, along with taking steps to increase your personal safety, will help you have a positive educational experience.

# Part 1. Campus Security Information

## Enforcement Authority of Protective Services

Protective Services Department of Western Wyoming Community College is primarily responsible for providing safety and security for the Rock Springs campus and providing support to all other college facilities. Protective Services Officers (PSO) are non-sworn employees of the College with limited authority. This authority is limited to actions necessary to protect the interests of the College, investigate violations of College policy, report criminal activity and reasonably control situations until local authorities arrive. PSO's do not have authority to make arrests as per College policy.

PSO's exhaust all reasonable means available to resolve situations before requesting assistance of the local authorities. However, if there is a threat to the safety and security of the campus community or campus assets, local authorities will promptly be notified. Additionally, when it has been determined that there has been a violation of local laws pertaining to alcohol, illegal drugs or violent behavior College staff will notify local law enforcement as per College policy.

## College Relationship with Law Enforcement

Although the College does not have a police department, the College does have a close working relationship with local law enforcement agencies within its service area. The College recognizes the need for a close and positive working relationship with law enforcement to provide a safe and secure environment on campus. The College encourages the campus community to promptly report crime to local law enforcement and the Protective Services Department. The College currently has an agreement of mutual understanding of cooperation and services with the City of Rock Springs Police department and is currently working toward further agreements with other area law enforcement agencies.



# Reporting Emergencies and Criminal Activities


It is the desire of the College to deal with the reporting of criminal activities or other emergencies that may occur on campus in an organized and timely manner. If personal safety or lives are at risk, call 911 for immediate police and emergency services assistance. Crimes should also be reported to Protective Services to provide timely warning notices to the campus community and to help ensure accurate documentation of incidents. In addition, you may report crimes to the following individuals at the following locations:

<b>Location</b>	<b>Phone Number</b>
Protective Services Department, RM#1102 Rock Springs	(307) 922-4961
Dean of Students, RM#1118 Rock Springs	(307) 382-1644
Director of Wellbeing & Accessibility, RM#1227 Rock Springs	(307) 382-1645
Vice President for Student Learning RM# 3011A Rock Springs	(307) 382-1714
Director of Outreach RM# 1351A Rock Springs	(307) 382-1616
Vice President for Administrative Services Room# 3030 Rock Springs	(307) 382-1621
Associate Vice President of Human Resources, RM#3034 Rock Springs	(307) 382-1832

## Voluntary and Confidential Reporting of Crime

Protective Services reports may be public records subject to release under the Open Records Act. Based on this information, voluntary confidential reporting is not available to the campus community. However, anyone in the campus community can report a crime or suspicious activity anonymously to campus security authorities by going to the “Report a Concern Form” on the bottom of the home page of the College website under the heading “Consumer Information” and “Report A Concern Form”. This form may also be accessed from the Western Wyoming “My Western” Portal.



Just click the icon,  to go to the Report a Concern Form. The Report a Concern Form gives the option to report anonymously by filling in only the information marked with a red asterisk next to it.

The information submitted using the Report a Concern Form will be investigated promptly by the appropriate campus departments. Serious crimes may be referred to local law enforcement. The information will also be included in the annual disclosure of crime statistics.

Per Western Wyoming Community College Policy all employees are mandated reporters of possible Title IX violations. Exceptions to this include members of clergy and counselors, when seeing a student as a client and under informed consent. Per Wyoming state statute all citizens are required to report any abuse (sexual or otherwise) of a child under the age of 18 to legal authorities.

### **Dual Investigation:**

When there is a Title IX report, there is the possibility of multiple investigations occurring at the same time. Investigation possibilities could include a Protective Services Dept. (campus security) investigation, College Title IX investigation, or a legal investigation. A Protective Services investigates reports of concerns that occur on college owned or leased property or College sponsored events, and does so to keep the college safe and secure, keeps accurate records for reporting purposes, and determines if other types of investigations need to be pursued. The Title IX investigation, which addresses sexual discrimination and misconduct, is not a legal investigation. It is the investigation into a possible violation of the College's Title IX policy. A legal investigation is initiated when someone has filed a complaint with local law enforcement. Local law enforcement would then take the complaint, pursue investigation, and then possibly file criminal charges. Please know that every effort will be made by the College to work with all parties involved in an investigation in a cooperative and respectful manner.

## **Western Wyoming Community College Timely Warning Procedure**

Timely warning reports may be issued about crimes that pose a serious or ongoing threat to the campus community. Clery crimes and definitions are provided by the Federal Handbook for Campus Safety and Security Reporting.

- Threat of violent crime
- Situations where the suspect is not known
- Burglary (of occupied rooms, offices or structures)
- Motor Vehicle Theft
- Sex Offenses
- Hate crimes
- Robbery
- Aggravated Assault
- Criminal Homicide

As information becomes available that one of these crimes has been committed, and those reports lead college administrators to believe that the crime constitutes or may

constitute a serious and/or continuing threat to the campus community, then a timely warning will be issued by the College President or their designee.

Timely warnings include information about the crime that triggered the warning, but will not include personally identifiable information about the victim of the crime. Timely warnings also include other available information that the College determines will help members of the campus community to protect themselves. Generally, the warning will specify the type of reported crime, the time and location at which the reported crime occurred, and specific advice to the campus community regarding steps to take to avoid becoming a victim. The content and amount of information varies depending on the nature of the threat, the amount of information available, the risk of compromising law enforcement efforts, and other factors.

Timely warnings and necessary follow-up information will be disseminated to the campus community using various communications methods, including but not limited to, the following:

- Text Message
- College e-mail
- VOIP Phone Notification
- The College website
- Radio stations
- Press releases
- Posted Notifications

Anyone wishing to report a crime, including those listed above that occur on or near college property are encouraged to contact local law enforcement and the campus Protective Services Department.

Although personally identifiable information is generally protected from disclosure, FERPA does not prevent the College from releasing information necessary for a timely warning. Information may be released in an emergency situation without students' consent to protect others' safety on campus.

The Clery Act requires institutions to make two types of alerts: timely warnings, described in this policy, and emergency notifications. Emergency notifications are made for any significant emergency or dangerous situation involving an immediate threat to the health and/or safety of students and employees. If an emergency notification is made, the College does not need to issue a timely warning about the same situation.

## **Security Considerations and Access to Campus Facilities**

The College constantly review security and safety related equipment; security, safety policies and procedures to provide a safe and secure environment for its students, employees and visitors.

The College utilizes a system of key locks and electronic access controls to secure facilities on the Rock Springs and Green River Center campuses monitored by the Protective Services Dept. Also, all campus facilities utilize security lighting inside facilities, along walkways, in parking lots and areas frequented by the campus community.



All keys are issued and maintained by the Physical Resources Department. Keys are issued to specific employees for the purposes of being able to enter their specific work areas and their level of access is specific to the needs of their work.

Information Technology issues access cards with approvals of campus Administration. Access cards may be issued to temporary part-time employees, contractors and visitors on a temporary basis with limited access to specific areas of campus and a set time to expire rendering the card useless.

The Main (Northeast), Southeast, West, Workforce Training Center and Housing parking lots on the Rock Springs Campus are monitored by security cameras.

At Western, campus security issues are reviewed and addressed in a coordinated effort by the Campus Safety Committee, Protective Services Department, Physical Resources Department and the President's Cabinet with input from all levels of the campus community.

The Protective Services and Physical Resources Departments regularly inspect safety and security related equipment. The Physical Resources Department and Information Technology provide for maintenance of security related equipment and systems.

### **Access and Security – Rock Springs Campus**

During the academic year, the Rock Springs main campus building is open to students, employees and visitors from 6:00 a.m. to 10 p.m. 7 days a week. This schedule may vary depending on campus events scheduled for that particular day.

The building closes at 10 p.m. and individuals are asked to leave the building.

However, some events may be scheduled past 10p.m. Individuals attending such events will be requested to exit the building within one-half hour after the event has ended.

Full-time and designated part-time employees with access cards may enter the building at any time.

On holidays and weekends, public access to the main building will be limited to the main entrances unless scheduled events require additional doors to be unlocked to provide appropriate access to facilities.

### **Security Staff- Rock Springs Campus**

Protective Services Officers conduct random foot patrols of all Rock Springs campus facilities, conduct random vehicle patrols of the parking lots, assist with monitoring access of campus facilities, answer calls for service, provide on campus escorts and respond to emergencies. PSO's utilize two-way radios to communicate with other campus departments and local emergency services as needed. PSO's are on duty 24 hours day on the Rock Springs campus.

### **Access and Security- Housing, Rock Springs Campus**

Access into Housing facilities are restricted to student residents and select employees using electronic access control and key locks. Student residents have 24 hours access to

Housing facilities. Individual student living areas are further protected by electronic locks restricting access into the living area only to students contracted to the suite or apartment. Non-student visitors are restricted from entering the Housing facilities without invitation from a student resident or authorization from Housing office.

### **Staff-Housing, Rock Springs Campus**

The College maintains a staff of 13 live-in Resident Assistants (RAs) . The RAs are specially trained to handle a variety of emergencies.

PSO's conduct random foot patrols of Housing facilities, check the security of doors, inspect the Physical Plant, inspect safety systems, respond to calls for service, provide escorts and respond to emergencies.

All residence hall parking lots are electronically monitored by cameras.

### **Access and Security-Green River Center, Green River Campus**

The Green River Center (GRC) is generally open to students, employees and visitors from 6:30 a.m. to 9 p.m., Monday through Thursday; 6:30 a.m. to 5:30 p.m. on Fridays and Saturdays; closed most Sundays. This schedule may vary depending on the events scheduled for that particular day. Employees with access cards may access the GRC building at any time.

### **Security Staff-Green River Center, Green River Campus**

The Green River Center of Western maintains a staff of two fulltime security/custodial staff who monitor the campus when the GRC is open for regular business. Additionally Protective Services Officers may be assigned as needed for special events or to address any security or safety concern.

## **Safety Programs and Services**

At the beginning of each semester, all Housing students are required to attend a housing orientation. At this orientation, crime and security topics, such as crime prevention, date rape sexual assault and violence and campus security systems are covered in detail. In addition, each resident-student receives access to the Housing handbook, which discusses a variety of personal safety and security topics, including campus security procedures and practices.

The Campus Safety brochure is available on the website

Six emergency call stations are available in critical locations on the grounds surrounding the Rock Springs Campus.

The Protective Services Department will walk you to your car or residence hall. This service available to students, employees and visitors. Contact Protective Services at (307) 922-4961 to request an escort to walk you to your car or residence hall.

# **Criminal Activity off Campus**

The College has no recognized student organizations with off campus locations that are monitored by the College. All off-campus college sponsored events are subjected to the same policies and procedures as on campus.

## **Emergency Response and Evacuation Procedures**

In the event that a significant or dangerous situation threatens the health or safety of students, employees or visitors (campus community) at any property owned or under the control of the college and upon the confirmation of the emergency or dangerous situation, college officials will immediately notify the campus community.

The College will use any reliable source available to obtain information to confirm that an emergency or dangerous situation exists. A campus employee receiving such information shall notify the College President or their designee. The President or Emergency Response Team (ERT) will use the information available, considering the safety of the community, create a notification and begin the emergency notification process. The information available concerning the threat or emergency will determine if the notification will be limited to a segment of the campus or the whole campus community. The situation will be continuously assessed as the duration of the incident and additional notifications will be made as necessary.

The College will make this notification, with no unnecessary delay, using one or more of the following resources:

- Rave Alert Messaging System
- Email Notification
- Campus Interior Annunciator System (Main Building, Rock Springs Campus Only)
- Campus Exterior Annunciator System (Rock Springs Campus only)

Campus Phone System Burst (Rock Springs and Green River Campuses)

The only reason that a notification would not be immediate is if the notification will compromise efforts to:

- Assist a victim
- Contain the emergency
- Respond to the emergency
- Or at the request of the fire or police department, in their professional judgment, that making a notification will compromise the efforts of emergency services.

## **Emergency Response Team (ERT)**

The Emergency Response Team is a group of senior level staff officially appointed by the College President to advise and assist in an emergency situation. The members of the team will oversee and focus the efforts of the campus community in the case of an emergency on campus. The responsibilities of this group include:

- Make strategic decisions during an emergency.

- Gather and analyze conditions.
- Allocate and direct resources.
- Request internal and external resources.

The following are a list of titles of those responsible for the notification process and are members of the ERT.

- President
- Vice President for Administrative Services
- Vice President for Student Learning
- Associate Vice President of Human Resources
- Associate Vice President of Finance
- Dean of Students
- Protective Services Supervisor
- Director of Information Technology
- Director of Student Marketing and Communications

## Testing of Emergency Response and Evacuation Procedures

The College will conduct at least one annual test of the emergency response and evacuation procedures. The following describes the criteria that the College will follow to test the procedures:

- Tests will be scheduled in advance
- Testing will have goals for assessment of plans and capabilities Tests will include a drill to test campus response to an emergency
- Tests will contain an exercise involving coordination with local emergency services
- Tests will contain follow-up to review the results of the testing

The College will publicize its emergency response and evacuation procedures in the form of an email to employees containing a link with where to locate and review the campus emergency procedures. Additionally, the Campus Safety Brochure will be published annually for students and staff as well as the Annual Campus Security and Fire Safety Report for the campus community.

## Clery Crime Definitions

Definitions followed are from the FBI Uniform Crime Reporting (UCR)/National Incident Based Reporting System (NIBRS).

**Murder and Non-negligent Manslaughter** - the willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

**Negligent Manslaughter** - The killing of another person through gross negligence.

**Robbery:** the taking or attempting to take anything from value of 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. 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.

**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)

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

**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; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

*NOTE: The above listed crime definitions from the Uniform Crime Reporting Handbook*

## **Sex Offenses**

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

**Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim, including instances in which the victim is incapable of giving 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 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 incapacity.

**Incest:** Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** Nonforcible sexual intercourse with a person who is under the statutory age of consent.

*NOTE: The above listed crime definitions from the Uniform Crime Reporting Handbook, 2013 Revised UCR definition of Rape, as prescribed by 2014 VAWA Negotiated Rulemaking Final Consensus Language.*

**Hate Crimes:** Western Wyoming Community College is also required to report statistics for hate (bias) related crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and nonforcible), robbery, aggravated assault, burglary, motor vehicle theft, arson (see definitions above) and larceny, vandalism, intimidation, and simple assault (see definitions below).

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

**Vandalism:** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

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

**Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.

If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the crime classification in any other area of the compliance document.

A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his bias against the victim's race, sexual orientation, etc. The assault is then also classified as a hate/bias crime.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- (1) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- (2) For the purpose of this definition, dating violence includes but is not limited to, sexual or physical abuse or the threat of such abuse and does not include acts covered under the definition of domestic violence.

**Domestic Violence:** A felony or misdemeanor crime of violence committed (1) By a current or former spouse or intimate partner of the victim.

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

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to

- (1) Fear for the person's safety or the safety of others; or
- (2) Suffer substantial emotional distress.
- (3) For the purpose of this definition, course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
- (4) Report the location as where a perpetrator engaged in the stalking course of conduct or where a victim first became aware of the stalking.
- (5) Report any additional behaviors that meet the above definition of stalking if they occur or continue to occur after an official intervention has been put in place, including, but not limited to, an institutional disciplinary action or the issuance of a no contact order, restraining order or any warning by the institution or a court.

## Crime Statistics for Western Wyoming Community College

The following are statistics required by the Jeanne Clery Act and reported annually to the Department of Education for reportable crimes, arrests and referrals for campus disciplinary action that occurred on the Rock Springs and Green River campuses.

Outreach sites include: Big Piney, Bridger Valley, Cokeville, Elk Mountain, Evanston, Kemmerer, Little Snake River, Pinedale, Rawlins, Saratoga and Star Valley. Statistics for Outreach sites are located under the non-campus category.

Statistics are disclosed in four categories: (1) Campus (Rock Springs and Green River Center); (2) Non-campus, which includes any remote facilities of Western; (3) Public property, which includes publicly owned sidewalks, streets or other thoroughfares, and parking facilities that provide immediate access to facilities owned by Western in Rock Springs or Green River and are within the same reasonably contiguous geographic area of these institutions; and (4) residential facilities, which includes all Housing or other residential facilities for students, or other facilities affiliated with Western.

Statistics reported are between January 1, 2019 and December 31, 2019 by the local police departments and campus Protective Services.

<b>Location: Western Rock Springs Campus</b> <b>Geographic Location: On Campus</b>			
Reporting Year	2018	2019	2020
Murder/Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	1	4	0
Fondling	2	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
*Dating Violence	3	4	0
Domestic Violence	0	0	0
Stalking	1	0	0
Arrests: Weapons Laws Violations	0	0	0
Arrests: Drug Abuse Violations	11	4	6
Arrests: Liquor Laws Violations	6	5	0
Discipline Referrals: Weapons Laws Violations	0	0	0
Discipline Referrals: Drug Abuse Violations	7	2	0
Discipline Referrals: Liquor Laws Violations	10	10	2
* These totals represent the number of crimes for the Rock Springs Campus including the Housing.			
<b>Location: Western Rock Springs Campus</b> <b>Geographic Location: Housing</b>			
Reporting Year	2018	2019	2020
Murder/Non-Negligent Manslaughter	0	0	0



Manslaughter by Negligence	0	0	0
Rape	0	4	0
Fondling	2	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
*Dating Violence	2	4	0
Domestic Violence	0	0	0
Stalking	1	0	0
Arrests: Weapons Laws Violations	0	0	0
Arrests: Drug Abuse Violations	2	3	4
Arrests: Liquor Laws Violations	4	5	0
Discipline Referrals: Weapons Laws Violations	0	0	0
Discipline Referrals: Drug Abuse Violations	5	1	0
Discipline Referrals: Liquor Laws Violations	10	10	2

<b>Location: Western Rock Springs Campus</b> <b>Geographic Location: Public Property</b>			
Reporting Year	2018	2019	2020
Murder/Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
Arrests: Weapons Laws Violations	0	0	0
Arrests: Drug Abuse Violations	9	1	0
Arrests: Liquor Laws Violations	2	0	0
Discipline Referrals: Weapons Laws Violations	0	0	0
Discipline Referrals: Drug Abuse Violations	1	1	0
Discipline Referrals: Liquor Laws Violations	0	0	0
<b>Location: Western Green River Campus</b>			
<b>Geographic Location: On Campus, Public Property</b>			
Reporting Year	2018	2019	2020
Murder/Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
Arrests: Weapons Laws Violations	0	0	0
Arrests: Drug Abuse Violations	0	0	0
Arrests: Liquor Laws Violations	0	0	0
Discipline Referrals: Weapons Laws Violations	0	0	0
Discipline Referrals: Drug Abuse Violations	0	0	0
Discipline Referrals: Liquor Laws Violations	0	0	0
* These totals represents both "On Campus" and "Public Property" statistics for the Western GRC. No Housing			
<b>Location: Western Outreach Sites</b>			
<b>Geographic Location: Non-Campus</b>			

Reporting Year	2018	2017	2020
Murder/Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
Arrests: Weapons Laws Violations	0	0	0
Arrests: Drug Abuse Violations	0	0	0
Arrests: Liquor Laws Violations	0	0	0
Discipline Referrals: Weapons Laws Violations	0	0	0
Discipline Referrals: Drug Abuse Violations	0	0	0
Discipline Referrals: Liquor Laws Violations	0	0	0

### **\*Correction**

*On December 16<sup>th</sup>, 2020 the Campus Security and Fire Safety Consumer Information report for calendar years 2019 was made available on the campus website and notification was made to the campus community of the availability of the report by email.*

*Since that time an error was discovered in the statistical disclosure pertaining to the geographic locations of the Rock Springs Campus “On Campus” and “Housing” categories concerning the crime of “Dating Violence”. Under those categories the number of reported incidents of “Dating Violence” was incorrectly reported as “0”. The number of incidents has now been corrected to “4”.*

### **Hate Crimes**

Hate crimes statistics are gathered on an annual basis from all properties owned or controlled by the College.

### **Unfounded Crimes**

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is “unfounded” and will not be included as part of Western Wyoming Community College’s statistics. Only sworn or commissioned law enforcement

personnel may “unfound” a crime. (This does not include a district attorney who is sworn or commissioned.) The findings of a coroner, court, jury or prosecutor do not “unfound” offenses or attempts that law enforcement investigations establish to be legitimate.

- **No unfounded crimes were reported for years 2018, 2019, or 2020.**

## Registered Sex Offenders

Information concerning registered sex offenders in the state of Wyoming can be found on the website for the State of Wyoming Division of Criminal Investigation, <http://wyomingdci.wyo.gov/> or contact your local county Sheriff’s office.

## Use of Alcoholic Beverages

The College prohibits students from using, possessing, or selling alcoholic beverages at college sponsored or supervised activities or on property it owns or leases. Students violating this policy are subject to disciplinary action and/or criminal prosecution. Due process is insured through the established judicial process.

By law, minors in the State of Wyoming under the age of 21 are prohibited from using, possessing, or purchasing alcoholic beverages. Furthermore, students over 21 are prohibited from purchasing or supplying alcoholic beverages to minors. Both of these groups can be prosecuted and/or disciplined. Violations on campus or at college sponsored events will be reported to local law enforcement.

To prevent the use or misuse of alcoholic beverages, the College will coordinate with the Office of Wellbeing & Accessibility, Housing and Student Life, local and area agencies to educate the College community.

## Use of Illegal Drugs

The College prohibits students from using, manufacturing, possessing, distributing, or selling illegal drugs or drug paraphernalia on property it owns or leases. Students violating this policy are subject to disciplinary action and/or criminal prosecution.

Students must conform to federal, state and local laws prohibiting the production, distribution, sale, use or possession of illegal drugs, or the distribution or misuse of prescription medications, on property the College owns or leases. For the purposes of this policy, items prohibited on college property include but are not limited to roach clips, water pipes, chamber pipes, carburetor pipes, electric pipes, air-driven pipes, chiller pipes, chillums, bongs or any item altered for the purpose of using illegal drugs.

To prevent the use or misuse of substances, the College will cooperate with the Office of Wellbeing & Accessibility, Housing and Student Life, and local and area agencies to educate the College community.

# Drugs and Alcohol Education Programs

The office of Wellbeing & Accessibility at Western coordinates all student alcohol and drug education programs for the campus community. The philosophy behind this program is threefold: prevention, education, and intervention. The drug and alcohol programming consist of but is not limited to the following:

- Required@Western Online Education Course (required in Housing and First Year Success courses)
- 3rd Millennium Alcohol and Drug Awareness Program
- Alcohol/Drug Awareness Week
- Resident Assistant Education Programming
- Workshops Related to Drug and Alcohol Related Issues
- [YOU@westernwyoming.edu](http://YOU@westernwyoming.edu) Online Health and Wellness Resource
- Promotional and Educational Campaigns, Posters, and Information

Referrals are available to local resources with expertise regarding drug and alcohol use and/or abuse if an issue arises that is outside the scope and competency of Wellbeing & Accessibility counseling staff.

## Sexual Misconduct, Harassment, & Discrimination

Western Wyoming Community College (the College) shall not, on the basis of sex, exclude any student or community member from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance, 32 C.F.R. 106.31.

The College is committed to providing a safe learning environment for all students, employees, community members and visitors that is free from sexual assault, sexual harassment, sexual violence, sexual misconduct and/or discrimination in compliance with Title IX of the Educational Amendments of 1972 and the Violence Against Women Reauthorization Act of 2014.

No one at the College may reprimand, retaliate, take any adverse action, or discriminate against an individual for having opposed unlawful conduct, initiated a report of complaint, provided information as a witness, or participated in the resolution of a report or complaint regarding potential violations of this policy.

### Programs and Campaigns

Sexual misconduct, harassment and discrimination includes non-consensual sexual contact and intercourse, as well as stalking, domestic or dating violence, sexual exploitation, discrimination and other behaviors regarding sex, gender, or perceived gender that may have a discriminatory effect are prohibited per college Policy 5420E. All students should be aware of their personal boundaries, safety, bystander intervention and understand consent.

Prevention and educational programming are delivered throughout the year using a variety of methods. Annual education regarding Title IX include but is not limited to:

- Required@Western online education requirement for residence halls, first year success courses, and employees
- [YOU@westernwyoming.edu](mailto:YOU@westernwyoming.edu) online wellness and prevention resource
- Housing orientation & education sessions
- Educational workshops regarding Title IX provided as requested to campus groups
- Welcome week activities and informational booths
- Education and prevention campaigns, posters, and events throughout the year
- Brochures and printed materials throughout campus and on college website
- Yearly distribution of policy and procedure to students and employees

## **Procedural Overview:**

Reports of sexual misconduct, harassment, and discrimination are taken seriously and resolution of such a report can be pursued through either an informal or formal grievance procedure identified in procedure 5420E. In addition, persons may also make a report to local law enforcement. Campus personnel are available to assist in the reporting to legal authorities upon request of involved students. All reports are kept private; however, confidentiality cannot be guaranteed if such measures inhibit or impairs the investigation. Information is kept confidential to the Title IX investigative team and involved parties.

If students wish to have a confidential resource to discuss a potential Clery or Title IX violation, confidential counseling services are available at the College office of Wellbeing & Accessibility, located in room 1227. Appointments can be scheduled by contacting the office by phone at 307.382.1652 or email at [wellaccess@westernwyoming.edu](mailto:wellaccess@westernwyoming.edu). Confidentiality is guaranteed with exception of imminent harm to self or others or child abuse and neglect reporting.

After a report is made to campus Title IX officials and a resolution is reached, students who are found responsible of violating policy 5420E may be subject to various sanctions ranging from warning, mandated education, mandated counseling to suspension or expulsion.

Written notification of rights, resources, and remedies are given to all parties involved in a Title IX report.

## **Resources and Remedies:**

Upon a report, various remedies, such as no contact orders, changes in housing or course schedules, as well as supportive services such as confidential counseling are offered to assure safety and a fair resolution process for all. Referrals can be made for services within the community as requested.

## **Reporting:**

If you are a victim of Sexual Misconduct, Harassment, and Discrimination you can report it to the following:

- Amy Galley, Title IX Coordinator, Room 1227, 307.382.1645  
[agalley@westernwyoming.edu](mailto:agalley@westernwyoming.edu)
- Mark Rembacz, Deputy Title IX Coordinator for Students, Room 3050D, 307.382.1899 [mrembacz@westernwyoming.edu](mailto:mrembacz@westernwyoming.edu)
- Joy Adams, Deputy Title IX Coordinator for Employees, Room 3034, 307.382.1832 [jadams@westernwyoming.edu](mailto:jadams@westernwyoming.edu)
- Report a Concern Online Reporting System found at [westernwyoming.edu](https://cm.maxient.com/reportingform.php?WesternWyomingCC)>Report a Concern, on your student portal page, or  
<https://cm.maxient.com/reportingform.php?WesternWyomingCC>
- Report to local law enforcement. Please know that a report to campus authorities does not necessarily initiate a legal report.

To view the full policy and procedures regarding Title IX Violations please see <https://www.westernwyoming.edu/consumer-information/policiesprocedures/5000/policy-5420e.php> or contact Amy Galley, Campus Title IX Coordinator with any questions or concerns.

## Missing Student Procedures

The College is very concerned about the welfare of its students and if a report is received that a student appears to be missing, every effort will be made to locate the student and inform the contacting party. However, FERPA and other confidentiality must be maintained.

### Procedures:

In the event that any person believes or has reason to believe that a student living in the residence halls or attending as a commuting student at the College is missing for 24 hours, he or she is encouraged to report this information to:

- Campus Protective Services,
- Housing staff,
- Dean of Students
- Vice President for Student Services,
- Support, Disability & Counseling Center staff,
- Coach of any College athletic Team,
- Vice President for Student Learning, or
- Department Head of any academic department.

People are encouraged to use the Report a Concern Form found on the College's website. If a report is received by staff other than the Residence Halls office, they should immediately forward the report to the Director or staff of the Residence Halls. When a student is reported missing, the Residence Hall staff will immediately contact the Vice

President for Student Services and the Protective Services Supervisor. When notification is received that a student may be missing, appropriate steps will be taken to locate the student. These steps include, but are not limited to:

- Attempt to make contact with the student via email, cell phone, contact through other social media, visit the student's residence halls room or classroom
- Seek information from the Resident Assistant, roommate(s), floor-mates and friends
- Verify whether the Student I.D. card has been used within the last 24 hours (if applicable)
- Verify student meal plan use within 24 hours
- Make contact to determine class attendance
- Contact coaches, or other student activities, advisors, etc., as appropriate

The Vice President for Student Services or his/her designee will be responsible for notifying the appropriate emergency contacts within 24 hours as established above if a student is determined missing. The parents or guardians of students under the age of eighteen and not emancipated will be notified. The Vice President will also notify College administration and other appropriate employees.

The Protective Services Supervisor will be responsible for filing all related missing person reports with other agencies as may be required. The department of Residence Halls and Students Life, in coordination with Wellbeing and Accessibility, will serve as support personnel when a student is determined to be missing.

## **Part II. Annual Residence Hall Fire Safety Policy Disclosure and Statics Report**

The purpose of this report is to disclose fire safety information, policies and procedures currently used in Housing at the College's Rock Springs Campus. It is the hope of the College that the campus community, especially those planning on residing in the Housing and current residents, read the following information to become familiar with fire safety rules, regulations and procedures. Being familiar with this information can keep everyone safe and save lives in a fire. These topics are also discussed extensively in the "Housing Handbook" and questions concerning Housing fire safety or security issues can be answered by contacting Mustang Central (307) 3821845 or Protective Services at (307) 922-4961. A special fire safety segment is part of the annual Housing orientation.

## **Electronics and Power Cords**

Students are advised to consider the limited size of their living area and close living quarters when selecting electronic equipment for use in their living area. It is also requested that students use caution and not use excessive wiring to set up equipment. The only power cords, extension cords, surge strips or surge protectors approved in the Housing must be no longer than 6 feet in length and have a 15 amp breaker. Although these items may be purchased from any business, for your convenience the college bookstore sells approved devices. For energy reasons, for safety reasons, and for aesthetic reasons, power cords cannot be run from Housing windows to vehicles.



## **Cooking in Housing**

Cooking is allowed only in apartment style rooms and in general use kitchens. Limited cooking, using only microwaves is permitted in non-apartment units. George Foreman type grills or other appliances with an exposed burner or coil are not permitted in any non apartment units. Any appliance in which the heating element is exposed are not allowed in non-kitchen style units. ie: George Foreman type grills, toasters, coffee makers, grills, etc.

## **Tobacco Use/Smoking/Vaping**

The College has adopted a tobacco use/smoking/vaping policy that supports a healthy environment for all who are on the grounds of any of our district locations. The College requests that the campus community be law abiding concerning possession and use of tobacco/electronic smoking devices on campus property.

Tobacco use/Smoking/Vaping is prohibited inside buildings, within 50 feet of any door, window or vent, in all courtyards including Western Commons and in all College-owned vehicles. The only exception to the 50 feet prohibition is the perimeter of the Workforce Training Center (W3TC).

## **Burning Items and Open Flames**

Any items that produce burning or open flame are not permitted inside the Housing, this includes but not limited to burning of incense, candles or any items that produce “hot wax”.

## **Storage of Combustible Materials and Explosive Materials**

At no time are combustible items to be stored in the residence hall living areas or storage areas. The College prohibits employees, students and visitors from possessing, using or storing any dangerous chemicals or explosive material on campus including fireworks and firearm ammunition. For a more specific list of prohibited items please see Board Policy 3910K, concerning “weapons”.

## **Housing Fire Evacuation Procedures**

The following procedures apply to all campus Housing facilities located at 2600 College Dr. and 525 Gateway Blvd. on the Rock Springs campus. Evacuation maps and instructions for each facility are located on the back of every residence hall suite and apartment entrance door as well as the inside back cover of the Housing Handbook. In the event of a fire or activation of a residence hall fire detection system, students and visitors are instructed to follow these procedures:

- All students and visitors are to immediately leave the building using the nearest, safest exit. Do not use the elevators.
- Do not attempt to put the fire out yourself. Evacuate the building immediately.
- Students and visitors are requested to move at least 100 ft. from the building keeping clear of fire lane roadways.
- When you are safely out and away from the building, contact 911 and Protective Services, (307) 922-4961.
- Listen for information from campus staff or emergency responders about safety instructions and where to relocate.
- Do not re-enter the evacuated building without permission of campus staff.

## Fire Safety Education and Training

PSOs, RAs and residence hall custodial/maintenance staff are trained during their employee orientation to inspect the Housing looking for fire prevention issues while conducting their daily duties. They are trained in the basic operation of the fire detection system, evacuation procedures and documentation of issues pertaining to fire safety. Each semester, Physical Resources and Protective Services in coordination with the Rock Springs Fire Department conduct fire drills and fire safety equipment inspections in Housing. Protective Services personnel continually train on fire evacuation procedures, fire prevention issues, and emergency management. Students receive a fire safety briefing by the RA staff during Housing floor meetings each semester. Also, RA staff provide a fire safety program to educate students about the importance of fire safety in the Housing each semester. Protective Services personnel also regularly discuss fire prevention and response issues one-on-one with community members as concerns are identified.

## Reporting of Extinguished Fires

As per federal law, the College is required to collect and disclose statistical data pertaining to fires occurring in on-campus Housing facilities. All extinguished fires inside a residence hall or any damage to a residence hall facility caused by burning or open flame must be reported to Protective Services, Mustang Central and Physical Resources.

Protective Services: (307) 922-4961

Mustang Central: (307) 382-1845

Physical Resources: (307) 382-1681

## Safety Systems and Statistical Data

The table below describes the fire safety systems currently used at each residence hall facility, the number of fire drills conducted in the year 2020, and the statistical data show the number of fires that occurred during calendar years 2018, 2019 and 2020.

## On-campus Housing Fire Safety Systems Chart.

Building Name	Alarm Monitoring On-site (Campus Staff)	Alarm Monitoring Off-site (Contract Co.) (Fire Dept.)	Sprinkler System	Smoke and Heat Detectors	Fire Extinguishers	Fire Doors And Walls	Kitchen Ansul Suppression System	Number of Evacuation Drills In 2020
Aspen Mountain Hall	Yes	Yes	Yes	Yes	Yes	Yes	Yes	2
Wind River Hall	Yes	Yes	Yes	Yes	Yes	Yes	No	2
Rocky Mountain Hall	Yes	Yes	Yes	Yes	Yes	Yes	No	2
Teton Hall	Yes	Yes	Yes	Yes	Yes	Yes	No	2
White Mountain Hall	Yes	Yes	Yes	Yes	Yes	Yes	No	2
Snowy Range Hall	Yes	Yes	Yes	Yes	Yes	Yes	No	2

## Statistics and Related Information Regarding Fires In Western Residence Facilities for the 2020 Calendar Year

Facility and Address	Total Fires in Each Building	Number of Each Fire	Cause of Fire	Number of Persons Treated by Medical	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
Snowy Range Hall 2604 College Dr	0	0	N/A	0	0	N/A
White Mountain Hall 2602 College Dr.	0	0	N/A	0	0	N/A
Teton Hall 2600 College Dr.	0	0	N/A	0	0	N/A

Rocky Mountain Hall 2608 College Dr.	0	0	N/A	0	0	N/A
Wind River Hall 2606 College Dr.	0	0		0	0	N/A
Aspen Mountain Hall 525 Gateway Ivd.	0	0	N/A	0	0	N/A

## Statistics and Related Information Regarding Fires In Western Residence Facilities for the 2019 Calendar Year

Facility and Address	Total Fires in Each Building	Number of Each Fire	Cause of Fire	Number of Persons Treated by Medical	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
Snowy Range Hall 2604 College Dr	0	0	N/A	0	0	N/A
White Mountain Hall 2602 College Dr.	0	0	N/A	0	0	N/A
Teton Hall 2600 College Dr.	0	0	N/A	0	0	N/A
Rocky Mountain Hall 2608 College Dr.	0	0	N/A	0	0	N/A
Wind River Hall 2606 College Dr.	0	0	N/A	0	0	N/A
Aspen Mountain Hall 525 Gateway Blvd.	0	0	N/A	0	0	N/A

## Statistics and Related Information Regarding Fires In Western Residence Facilities for the 2018 Calendar Year

Facility and Address	Total Fires in Each Building	Number of Each Fire	Cause of Fire	Number of Persons Treated by Medical	Number of Deaths Related to Fire	Value of Property Damage Caused by Fire
Snowy Range Hall 2604 College Dr	0	0	N/A	0	0	N/A
White Mountain Hall 2602 College Dr.	0	0	N/A	0	0	N/A
Teton Hall 2600 College Dr.	0	0	N/A	0	0	N/A
Rocky Mountain Hall 2608 College Dr.	0	0	N/A	0	0	N/A
Wind River Hall 2606 College Dr.	0	0		0	0	N/A
Aspen Mountain Hall 525Gateway Ivd.	0	0	N/A	0	0	N/A

## Closing Comments

Western Wyoming Community College strives to ensure an open and honest level of communication with regard to campus issues of safety and security on our campuses. We hope that this document has helped you identify those features of the campus safety and security programs that can help you have a positive educational experience here at Western Wyoming Community College. In our efforts to continually enhance our safety program, we welcome your input regarding Western's safety and security programs and services. Please contact the Vice President for Administrative Services, (307) 382-1621, if you have any questions or comments concerning our programs or services.

*Western Wyoming Community College is an equal opportunity institution and as such prohibits discrimination and harassment based on race, color, gender, religion, national origin, disability, age, veteran status, sex, pregnancy, sexual orientation, gender identity, political belief, genetic information, or any other applicable protected category or activity. The college ensures non-discriminatory practices in all matters relating to its educational admissions, programs, services, and activities as well as in all terms and conditions of employment.*

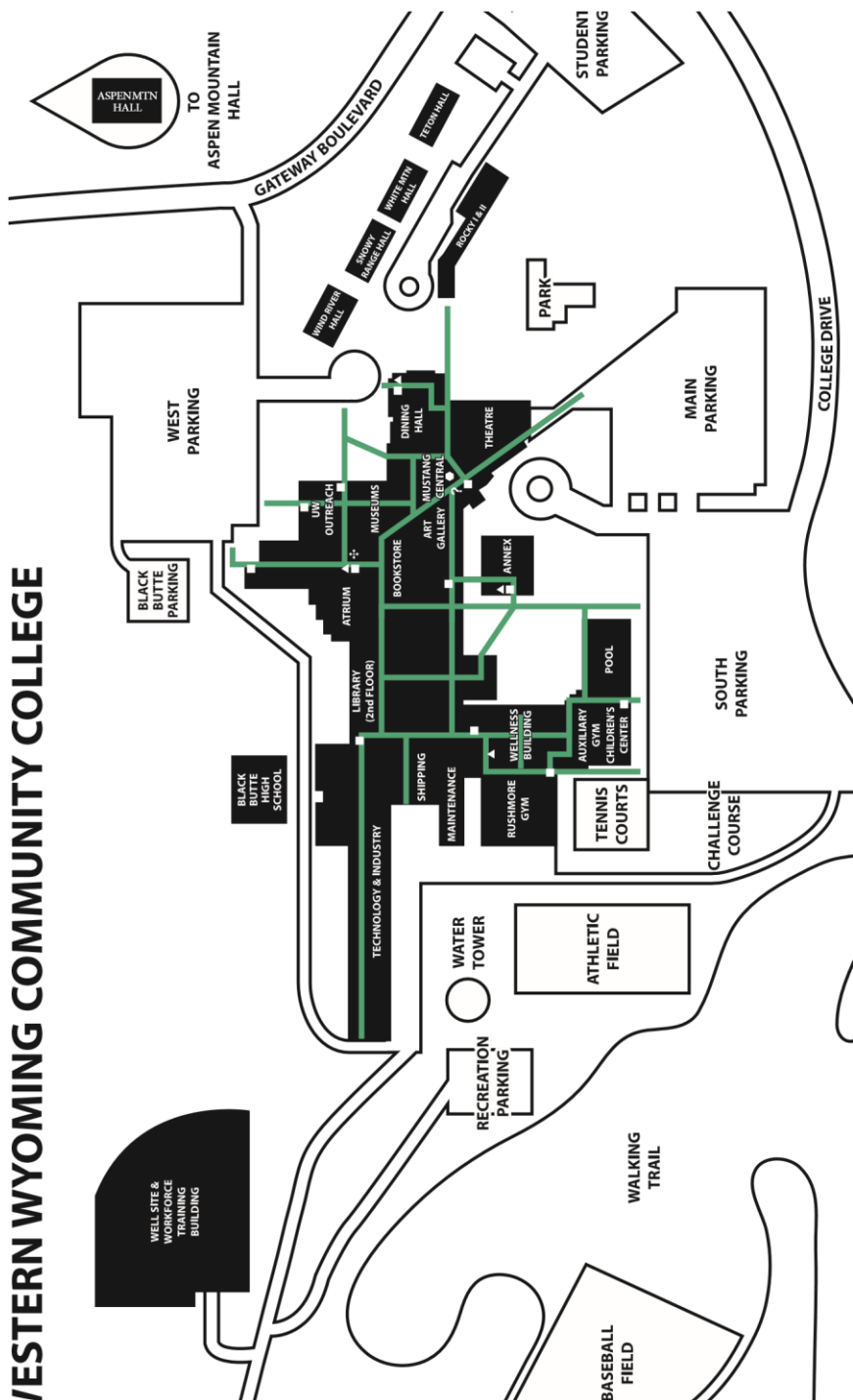
*Inquiries concerning Title IX and Section 504 may be referred to:  
Title IX & 504 Coordinator  
Western Wyoming Community College Wellbeing & Accessibility  
2500 College Drive Rm. 1227  
Rock Springs, WY 82901  
(307) 382-1652*

*Inquiries concerning Title VI & VII may be referred to:  
Associate Vice President for Human Resources  
Western Wyoming Community College Human Resources  
2500 College Drive Rm.3034  
Rock Springs, WY 82901  
(307) 382-1832*

*Regional Director  
Office for Civil Rights, Region VIII  
Department of Education  
Federal Office Building  
1244 Speer Blvd., Suite 310  
Denver, CO 80204-3582  
(303) 844-5695 or TDD (303) 844-3417*

*Wyoming Department of Education, Office for Civil Rights  
2nd Floor Hathaway Building  
Cheyenne, WY 82002  
(307) 717-6218*

# WESTERN WYOMING COMMUNITY COLLEGE



**WESTERN WYOMING COMMUNITY COLLEGE  
GREEN RIVER CENTER**

