



SAN JUAN COLLEGE
Success Matters

2024 Annual Security Report

*This report contains information for calendar year 2023



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Safety Resources

SAN JUAN COLLEGE DEPARTMENT OF PUBLIC SAFETY

4601 College Boulevard

Farmington, NM 87402

Emergency

Emergency Services (from any phone) **911**

Non-Emergency

Department of Public Safety On Duty Officer..... 505.566.4444

FARMINGTON POLICE DEPARTMENT

900 Municipal Drive

Farmington, NM 87401

Emergency

Emergency Services **911**

Non-Emergency

Non-Emergency San Juan County Dispatch 505.334.6622

Administration 505.327.7701

AZTEC POLICE DEPARTMENT

201 W. Chaco

Aztec, NM 87410

Emergency

Emergency Services **911**

Non-Emergency

Non-Emergency San Juan County 505.334.6622

Administration 505.334.7601

SAN JUAN COUNTY SHERIFF'S OFFICE

211 S. Oliver Drive

Aztec NM, 87410

Emergency

Emergency Services **911**

Non-Emergency

Non-Emergency San Juan County 505.334.6622

Administration 505.334.6107



Campus Resources

TITLE IX

Title IX Coordinator 505.566.3515

DEPARTMENTAL CAMPUS RESOURCES

Admissions..... 505.566.3320

Advising and Counseling 505.566.3526

Disabilities Services 505.566.3643

Removing barriers in the classroom while preserving the integrity of course objectives.

EDGE Program 505.566.3147

TRiO student support services for first generation, income challenged, and/or students with disabilities.

Environmental Health and Safety..... 505.566.4083

Financial Aid 505.566.3323

Herencia Latina/ENLACE Center 505.566.3874

The Herencia Latina/ENLACE Center is committed to the access, retention, and graduation of Hispanic/Latino students.

Human Resources..... 505.566.3215

Native American Center 505.566.3321

The Native American Center is committed to the access, retention, and graduation of Native American students.

Safe Zone Program 505.566.3212

The San Juan College Safe Zone Program provides advocacy and support for GLBTQ students, faculty, and staff, while working to educate the wider San Juan College community about Gay, Lesbian, Bisexual, Transgender, and Questioning issues.

Student Achievement Center/Resource Network 505.566.3378

The Student Achievement Center helps students plan for being successful in College. The Resource Network can connect you to local resources such as food, housing, childcare, and academic support.

Student Engagement & Campus Life 505.566.3403

Student Success Center 505.566.3362

Veteran Student Center 505.566.3970

The Veteran Center is committed to the access, retention, and graduation of Veteran students.

Vice President of Student Services 505.566.3318

Community Resources

American Red Cross (San Juan Chapter) 505.288.3544

Services provided include: Disaster Services (emergency food, clothing, and shelter following a disaster for both families and individuals), Military Services (emergency communications and financial assistance for service members and their families), Health and Safety (CPR (Cardiopulmonary Resuscitation) & First Aid classes, AED (Automated External Defibrillator), water safety, youth programs), Lifeline (a communications system to provide emergency assistance to individuals living at home, this service allows people to live with peace of mind knowing help is as close as the “push of a button”).

Animas Crisis Pregnancy Center 505.327.4747

Free pregnancy tests, unplanned pregnancy counseling, sexual choices education, after abortion care, parenting classes, pregnancy alternatives, information and referrals. All services are confidential and free of charge to the client.

Birthright Crisis Pregnancy Center 505.327.9000

Services provided include crisis pregnancy counseling, free pregnancy tests, baby clothing (including diapers), maternity clothing, referrals to medical assistance, and formula.

Children, Youth and Families Department – Protective Services 505.327.5316

Receive and investigate reports of child/adult abuse, neglect, or exploitation.

Choices Counseling Services 505.325.5321

Offers stress counseling, depression, grief counseling, ADD, ADHD, anger management, adolescent issues, and family counseling in the area of couples and marriage counseling

Desert View Family Counseling 505.326.7878

Offers mental health counseling for victims of sexual abuse, domestic violence, and other trauma.

DNA Legal Services, Inc 505.325.8886

Family Crisis Center 505.325.3549

Crisis Hotline 505.564.9192

Services provided include protective shelter, counseling, mental health services, family counseling, children’s programs, groups

Farmington Indian Center 505.599.1524

Home for Women and Children 505.368.5124

New Mexico Child Support Enforcement Division 505.327.6074

Assists single families in reaching economic self-sufficiency through the location of non-custodial parents, establishment of paternity, the establishment and enforcement of court ordered child and medical support, interstate services, and review and adjustment of support obligations.

New Mexico Regional Office for Civil Rights 800.368.1019

People Assisting the Homeless (PATH) 505.327.3104

Services provided include emergency shelter and daily bread.

Planned Parenthood of the Rocky Mountains 505.327.0451

Services provided include birth control methods and education, emergency contraception, pregnancy testing, annual exams, STD testing, HIV testing, mid-life services, mammogram referrals

Presbyterian Medical Services

Health 505.327.4796

Mental Health Services 505.325.0238

San Juan County Partnership 505.566.5867

The Partnership provides prevention programming for youth and families; raises the awareness of prevention efforts; supports community planning activities and projects; serves as a forum for community input, networking and resource sharing; and administers local and statewide programs.

San Juan County Public Health 505.326.4661

Services provided include immunization clinic, family-planning services, STD services, HIV testing, flu shots, vital records, WIC (Women, Infants, and Children) Nutritional Program.

Sexual Assault Services of Northwest New Mexico 866.908.4700

National Resources

National Dating Abuse Helpline 866.331.9474

National Domestic Violence Hotline 800.799.7233

Rape, Abuse & Incest National Network 800.656.HOPE

Substance Abuse and Mental Health Services Administration

Suicide Prevention Lifeline 800.273.8255

Disaster Distress Helpline 800.985.5990

Treatment Referral Routing Service 800.662.4357

Veteran's Crisis Line 800.273.8255

About The Jeanne Clery Act



The federal **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)** requires colleges and universities, both public and private, participating in federal student aid programs to disclose campus safety information, and imposes certain basic requirements for handling incident of sexual violence and emergency situations. Disclosures about crime statistics and summaries of security policy are made once a year in an Annual Security Report (ASR), and information about specific crimes and emergencies is made publicly available on an ongoing basis throughout the year.

The Clery Act is named in memory of Jeanne Clery who was raped and murdered in her residence hall room by a fellow student whom she did not know on April 5, 1986. Her parents championed laws requiring the disclosure of campus crime information, and the federal law that now bears their daughter's name was first enacted in 1990. It has been amended regularly over the last two decades to remain current with changes in campus safety, with the most recent update in 2013 to expand the law's requirements concerning the handling of sexual violence.

Compliance Requirements

To comply with the Clery Act, San Juan College must meet certain requirements determined by federal law and the U.S. Department of Education. The requirements include:

- Collecting, classifying, and counting crime reports, and then publishing crime statistics based on those reports. The crime statistics must also be submitted to the Department of Education via a web-based data collection to disclose crime statistics by type, location, and year.
- Issuing campus alerts, in the form of either timely warnings or emergency notifications.
- Publishing an ASR. The ASR is due annually to the Department of Education by October 1.
- Maintaining a daily crime log. The crime log documents the nature, date, time, and general location on campus of every crime that occurs on campus.

Crime Statistics

The Clery Act requires institutions to disclose four general categories of crime statistics. Institutions must disclose reported offenses, not the finding of a court, coroner or jury, or the decision of a prosecutor. The four general categories of crime statistics are:

Criminal Offenses

- Criminal Homicide (murder and non-negligent manslaughter, manslaughter by negligence)
- Sexual Assault (rape, fondling, incest, statutory rape)
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

Hate Crimes (Crimes motivated by bias)

- Larceny/Theft
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism of Property

Violence Against Women Act (VAWA) Offenses

- Domestic Violence
- Dating Violence
- Stalking

Arrests and Referrals for Disciplinary Action

- Weapons Law Violations
- Drug Abuse Violations
- Liquor Law Violations

San Juan College Department of Public Safety

Overview

San Juan College is a public community college that receives 44% of its funding from state and federal funding sources. The San Juan College Department of Public Safety serves several locations throughout San Juan County. Any statements made in the ASR regarding San Juan College apply to all of the following San Juan College locations, unless specified otherwise:

- San Juan College – Main Campus
4601 College Blvd.
Farmington, NM 87402
- San Juan College – West Campus
96 County Road 6500
Kirtland, NM 87417
- San Juan College – East Campus
315 S. Ash
Aztec, NM 87410
- San Juan College – 30th St. Campus
3539 E. 30th St.
Farmington, NM 87402
- San Juan College – South Hutton Campus
800 South Hutton Rd.
Farmington, NM 87401

Department of Public Safety staff include Director, Public Safety Manager, Access and Control Lead, three Shift Supervisors, eleven Public Safety Officers, Administrative Assistant, and semester-based student workers. The Department of Public Safety operates on an ongoing 24-hour, 7 day a week basis. Services provided by the Department of Public Safety include, but are not limited to:

- Enforcing campus rules and regulations for all students, staff, faculty, and guests
- Responding to criminal, fire, medical, and environmental incidents and emergencies
- Investigating criminal reports, suspicious activities and persons, reported campus safety concerns
- Assisting victims of crime by taking reports, doing follow up investigations, coordinating with local agencies, and referring victims to appropriate resources
- Monitoring and responding to fire, smoke, burglary, and intrusion alarms
- Partnering with local police, emergency medical services, fire, and local support organizations

- Providing campus safety consultation to San Juan College employees and students
- Presenting crime prevention and awareness programs – Suns On Guard and Emergency Preparedness
- Safety escorts for students or employees
- Emergency message delivery
- Overnight vehicle security
- Motorist assistance with vehicle jumps
- Campus lost and found
- Crime avoidance and self-defense training
- Motorized cart certification
- Emergency preparedness drills, including fire drills and active shooter simulations
- Medical assistance, including first-aid and CPR

The Department of Public Safety offices are located on the San Juan College main campus at 4601 College Blvd., Farmington, NM 87402. The Department of Public Safety offices are in the East Classroom Complex and include offices 1100A through 1100G, 1106 and 1114.

Enforcement and Arrest Authority

The San Juan College Board has delegated authority to the San Juan College Department of Public Safety to enforce campus rules and regulations. Public Safety Officers in the San Juan College Department of Public Safety are not sworn law enforcement personnel, as defined under New Mexico law. Public Safety Officers in the San Juan College Department of Public Safety receive their authority via the provisions of common law controls and case law, specifically NMSA 1978, § 38-1-3, *Downs v. Garay*, 106 N.M. 321, 742 P.2d 533 (Ct. App. 1987) referencing Restatement (Second) of Torts § 119 (1965), Section 30-16-23 NMSA (Repl.Pamp.1984) with respect to shoplifting, and *Karbel v. Francis*, 103 N.M. 468, 709 P.2d 190 (Ct. App. 1985). Felonies are defined under NMSA 1978, § 30-1-6(A). “Breach of the Peace” as listed under Article 20 of the New Mexico Statutes.

Public Safety Officers in the San Juan College Department of Public Safety can detain individuals. Anytime an individual is detained, Public Safety Officers in the San Juan College Department of Public Safety must contact the law enforcement agency whose jurisdiction includes the San Juan College property where the detainment was conducted.

The Farmington Police Department provides one full-time School Resource Officer (SRO) to serve as a liaison between the San Juan College Department of Public Safety and the Farmington Police Department. The SRO has an assigned on-campus office on the main campus at 4601 College Blvd., Farmington, NM 87402, in the Department of Public Safety office area in the East Classroom Complex.

The San Juan College Department of Public Safety works in conjunction with the Farmington Police Department and other San Juan County or State of New Mexico law enforcement agencies to provide law enforcement services on campus. The Farmington Police Department is the primary police agency responsible for law enforcement services, crime prevention, reporting of criminal activity, and crime related issues on the San Juan College properties that fall in their jurisdiction. The San Juan County Sheriff's Office is the primary police agency responsible for law enforcement services at the San Juan College West Campus. The Aztec Police Department is the primary police agency responsible for law enforcement services at the San Juan College East Campus. Public Safety Officers in the San Juan College Department of Public Safety do not provide regular patrols at the San Juan College East Campus and do not respond to crimes, alarms, medical incidents, or any other emergency event or incident that may occur at that location. According to the 2016 Agreement/Contract between San Juan College and the Aztec Municipal School District (AMS), AMS is responsible for the directorship and management of the San Juan College East Campus. This includes management of the San Juan College East Campus facilities, including but not limited to, maintenance, security, and safety of the East Campus.

Jurisdiction

The Department of Public Safety is charged with the primary responsibility of providing security services and enforcing a safe and supportive learning environment at all San Juan College locations listed above in the "Overview" section of the ASR, excluding the San Juan College East Campus. San Juan College property is defined as those properties and facilities owned or controlled by San Juan College which are used by San Juan College in direct support of, or in relation to, the institution's educational purposes.

Interagency Agreements

The Department of Public Safety maintains a close working relationship with local, county, state, and federal law enforcement agencies; first responders; as well as other appropriate entities of the criminal justice system. Information concerning statistics and crime-related reports are routinely shared among the appropriate agency officials. This collaboration ensures the optimal safety for the College and the community as a whole.

Public Safety Officers in the San Juan College Department of Public Safety have power and authority under state law for the enforcement of parking and traffic conditions on San Juan College property that is within the jurisdiction of the Farmington Police Department. Enforcement of parking regulations may be done on the College campus by College security personnel operating under Special Commissions from the City of Farmington. The Farmington Police Department grants the authority through a Memorandum of Understanding titled Memorandum of Understanding for Parking and Traffic Enforcement at San Juan College, amended December 15, 2014. Only Farmington Police Department officers have arrest powers under the Memorandum of Understanding and under state law.



Reporting Crimes, Emergencies, and Safety Concerns

When a student or employee becomes aware of an immediate or imminent danger or threat on the part of employees, students, guests, or others, affecting or involving the campus community, that individual must report the incident to San Juan College. San Juan College encourages accurate and prompt reporting of all crimes to the Department of Public Safety and the appropriate law enforcement agencies, when the victim of a crime elects to, or is unable to, make such a report. The San Juan College community is also highly encouraged to immediately report any suspicious activity or other emergencies to the Department of Public Safety. Reports are accepted in any manner, including in person at the Department of Public Safety offices, in writing, via phone, or electronically. Criminal actions or other emergencies occurring on campus should be reported to the Department of Public Safety 24 hours a day, 365 days a year. For immediate, life-threatening emergencies, call 911 and then contact the Department of Public Safety.

The Department of Public Safety will also review reports to determine any patterns in campus crime, unsafe campus locations, time of day, method of crime, or assailant, and alert the campus community of potential danger as required by the Clery Act.

Reporting Options

In Person

To submit a report in person, visit the Department of Public Safety offices in the East Classroom Complex on the San Juan College main campus at 4601 College Boulevard, Farmington, NM 87402.

Phone

Emergency Services **911**
Department of Public Safety On Duty Officer 505.566.4444

Electronically

Department of Public Safety Website

.....www.sanjuancollege.edu/publicsafety

Suspicious Activity/Safety Concerns

The San Juan College community is encouraged to remember the rule of thumb of, **“If you see something, say something”**. Examples of suspicious activity that should be reported include:

- Verbal threats to inflict harm to self or others
- Inappropriate interests (e.g., previous active shootings or mass attacks, interest in explosives and improvised explosive devices, acquisition of firearms)
- Use of any object to intimidate another
- You see fire or smell smoke
- You think you observe someone under the influence of alcohol or substances while on campus property
- You have knowledge of a chemical spill
- Someone may be injured or ill
- You see anyone or anything that you determine is suspicious.

Behavioral Intervention Team

The San Juan College Behavioral Intervention Team (BIT) was created to provide caring, preventive, early intervention with individuals whose behaviors are disruptive or concerning for the safety of the San Juan College community. The BIT is an interdisciplinary committee of college officials and community representatives who meet weekly and as needed. The BIT monitors reported events in which an individual’s behavior has the potential to negatively affect the College environment. All reports submitted to the BIT are handled discreetly and the BIT makes every attempt to maintain confidentiality of the reporting party. Reports can be submitted anonymously; however, reporting parties are encouraged to identify themselves because it may assist the BIT if clarification or additional information is needed.

A student, parent, faculty, staff, or community member who feels a person is a threat to oneself, others, or is exhibiting behaviors of concern may submit a BIT report. BIT reports may be submitted on students, faculty, staff, or guests of San Juan College. If concerning behaviors are identified, the BIT will provide purposeful and timely interventions in order to maintain a safe campus environment conducive to learning and achieving academic success. BIT reporting is for non-emergency situations only. In the event of an emergency, call 911 immediately.

A few core purposes of the BIT include:

- Provide consultation and support to students, faculty, staff, and administration in assisting individuals who display concerning or disruptive behaviors.
- Serve as the central point of contact for reporting behavior that deviates from an established baseline.
- Triage reports by identifying patterns of aberrant behaviors that might suggest the need for an intervention.
- Assess level of threat and level of risk.
- Follow a formalized protocol of instructions for communication, coordination, and intervention.
- Assess long-term success of interventions.

How to Report

Online.....<https://www.sanjuacollege.edu/behavioral-intervention-bit/>

Email
.....bit@sanjuacollege.edu
u

In Person Speak w/ a BIT member

When submitting a report, the BIT encourages individuals to report the objective facts. The objective facts usually include who, what, when, where, and if possible, why. Reporting parties should include as much information as possible. When completing a report online, reporting parties are encouraged to complete as many sections of the report as possible. Some sections of the online report are required. Personally, identifiable information about the reporting party is not required but is encouraged. When completing a report via phone, reporting parties are directed to a pre-recorded voice message notifying them that they have contacted the BIT. Reporting parties should then leave a voice message as their report.

What to Report

Although behaviors will be assessed on a case-by-case basis, the BIT recommends that the following behaviors be reported: anger; aggression; depression; suicidal thinking; intent to harm self, others, or property; domestic violence; dating violence; stalking; isolation/withdrawal; displays of paranoia, distrust, or emotional trouble; extreme or sudden changes in behavior; over-reaction to change in policies or procedures; numerous conflicts with others; acts motivated by hatred or discrimination; alcohol or drug abuse; identifying with or idolizing persons who have engaged in violence toward others; sudden acquisition of multiple weapons/firearms; interest in previous mass casualty events; making statements indicating approval of using violence to resolve a problem; possession of a weapon(s) on campus; vandalism.

BIT reports immediately enter a secure database. BIT members receive automated notifications that a BIT report was submitted. The report is reviewed, assessed, and assigned to specific BIT members. The reporter may be contacted for further information if the reporter provided contact information. BIT members meet weekly or as needed to discuss the reports and possible next steps to address the behavior. If the BIT determines that no action is required in response to a report, the reporting party and the person of concern are not contacted. BIT reports are securely saved and stored in a database for future reference if necessary.

Additional BIT resources can be found at <https://www.sanjuacollege.edu/behavioral-intervention-bit/> or by visiting the San Juan College homepage at www.sanjuacollege.edu and clicking on the Behavioral Intervention Team link in the footer.

Campus Security Authorities

It is important for the San Juan College community to report criminal incidents directly to the Department of Public Safety or the Farmington Police Department. However, some victims of crimes may feel more comfortable to report a crime to a different campus community member. According to the Clery Act, a crime is “reported” when it is brought to the attention of a Campus Security Authority (CSA). If a CSA receives crime information and believes it was provided in good faith, the CSA should document it as a crime report and report it to the Department of Public Safety for the purpose of making timely warning reports and for inclusion in the annual statistical disclosure.

Campus Security Authority is a Clery Act-specific term that encompasses four groups of individuals and organizations associated with an institution:

A campus police department or a campus security department of an institution.

Any individual(s) who have responsibility for campus security but who do not constitute a campus police department or a campus security department.

An individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.

An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to act or respond to particular issues on behalf of the institution.

Examples of Campus Security Authorities

- **Law Enforcement Officers**
- **Department of Public Safety Staff**
- **Environmental, Health & Safety and Risk Management Staff**
- **Dean of Students**
- **Vice-President of Student Services**
- **Title IX Coordinators**
- **Director of Campus Counseling**
- **Disability Resources and Services Staff**
- **Department Chairs**
- **Student Engagement & Campus Life**
- **Victim Advocates**
- **Director of Student Achievement Center and Student Achievement Center Coaches**

Confidential Reporting

The Department of Public Safety offers several ways to report crimes while preserving privacy. Crimes reported confidentially will be included in the annual disclose of crime statistics, however, no personally identifiable information will be included. Victims who do not wish to pursue campus disciplinary or criminal action, but who wish to document the details of an incident with San Juan College, may file a report with the Department of Public Safety anonymously on the Witness Statement Form at:

<https://www.sanjuacollege.edu/support/campus-safety/>

The Department of Public Safety takes every reasonable step to protect the identity of a reporting party. The Department of Public Safety will not disclose a reporting party's personally identifiable information unless required to do so legally or in order to comply with requirements of the criminal justice system. The Department of Public Safety abides by the Family Educational Rights and Privacy Act (FERPA) concerning the confidentiality of a party's educational records.



Campus Facilities

Access to Campus

San Juan College is state-owned and is thus, open to the public. Many academic and administrative buildings are open to the public during normal operating hours, although some buildings have individual operating hours that may vary depending on the time of the year and/or the day of the week. Access to buildings is controlled by key card or hard key access during and outside of normal hours of operation. All buildings have varied levels of access. Electronic exterior door lock and unlock times are programmed by the Department of Public Safety.

At certain times, the Department of Public Safety is responsible for locking/unlocking exterior doors of the San Juan College main campus at 4601 College Blvd, Farmington, NM 87402, while department staff have key card or hard key access to their respective departments, offices, computer labs, classrooms, etc. In addition, department staff have key card or hard key access to facilities located at San Juan College West Campus, San Juan College East Campus, San Juan College 30th Street Campus, and San Juan College South Hutton Campus.

Any individual that contacts the Department of Public Safety to unlock an area of San Juan College property will be asked by the responding Department of Public Safety representative to present a current and valid San Juan College identification card. San Juan College students, employees, and most community partners working on campus are required to have a San Juan College identification card. A contractor working on San Juan College property is required to report to the designated San Juan College department overseeing the work being performed. The designated department will provide the contractor with temporary identification, identifying the individual as a contractor and identifying the responsible department.

Individuals may be asked to present their identification cards to properly identified San Juan College personnel upon their request while these people are in the performance of their duties. Any individual may be asked by a Department of Public Safety representative to present a current and valid identification card or another form of identification when on College property. The College reserves the right to ask any individual to vacate College property when it is determined that the individual's actions are disrupting, interfering, or obstructing the functions of the College. The Department of Public Safety has the authority to enforce all campus rules and regulations. The forgery, counterfeiting, alteration, or misuse of any College record, document, or identification card is against San Juan College policy and disciplinary procedures will be implemented.

Facilities Maintenance

San Juan College is committed to providing a safe and supportive learning environment. Exterior lighting is an important part of that commitment to safety and security. Motor vehicle parking

lots, pedestrian walkways, and building exteriors are well lit. San Juan College Physical Plant frequently surveys the exterior lighting on campus. The College community and visitors are encouraged to report problems with exterior lights to the Physical Plant at 505.566.3285, or to submit a work order online at <https://www.sanjuancollege.edu/support/campus-safety/>.



Campus exterior and interior doors are evaluated on an ongoing basis through a collaborative effort between the Department of Public Safety, Support Services, Physical Plant, Custodial, and building occupants. Campus doors are regularly examined to ensure the proper function and integrity of the doors, locking mechanism, keycard readers (if applicable), and magnetic fire response mechanisms (if applicable). Door and security hardware issues are reported to Physical Plant, at 505.566.3285.

The Department of Public Safety and Physical Plant evaluates the campus grounds on an ongoing basis in order to maintain a safe environment. Shrubbery, trees, and other vegetation are trimmed and maintained on a continual basis. The campus community and visitors are encouraged to report problems with vegetation around campus to the Physical Plant at 505.566.3285, or to submit a work order online at <https://www.sanjuancollege.edu/support/campus-safety/>.

The San Juan College Facility Improvement Team (FIT) is a multidisciplinary team that includes the Department of Public Safety, Physical Plant, Support Services, Environmental Health and Safety & Risk Management, among other departments. The FIT evaluates San Juan College property and facilities on an ongoing basis. The FIT continually looks to improve the safety of San Juan College property and facilities based on, but not limited to the following: landscaping, parking lot maintenance, light fixtures, building layout, building architecture, building materials used, office layout, and office supplies used.

Emergency Response

The San Juan College Department of Public Safety Emergency Management Committee developed a Campus Emergency Operations Plan (EOP) that provides a comprehensive set of guidelines for directing resources before, during, and after campus emergencies and disasters. The EOP outlines the College's procedures for managing major emergencies that may threaten the health and/or safety of the College community or cause disruption to its programs and/or

activities. The plan identifies departments and individuals that are directly responsible for emergency response and critical support services, and it provides a management structure for coordinating and deploying essential resources as well as providing actions for hazard specific situations.

EMERGENCY RESPONSE PRIORITIES

- 1. Buildings used by dependent populations**
Childcare centers, occupied classrooms and offices, occupational auditoriums and special event venues
- 2. Buildings critical to health and safety**
Emergency shelters, food supplies, sites containing potential hazards (hazard waste storage, etc.)
- 3. Buildings and areas that sustain emergency response**
Energy and/or utility systems, communication services, computer installations
- 4. Classroom Buildings**
- 5. Administrative Buildings**

The EOP includes a set of guidelines for emergency procedures. Most of the emergency procedures are condensed into a “Quick-Flip Guide to Emergencies”. Guides are posted in all campus buildings and in most classrooms and offices. The Quick-Flip Guide to Emergencies includes the following emergency procedures:

<p style="text-align: center;">FIRE</p> <p><u>Small fire:</u></p> <ul style="list-style-type: none">○ Notify others nearby, call 911 and Department of Public Safety at 566-4444○ If safe, use fire extinguisher○ If fire remains after 1 minute, get out <p><u>Large fire/smoke:</u></p> <ul style="list-style-type: none">○ NOTIFY others, call 911 and Department of Public Safety at 566-4444○ Activate Fire Alarm○ Leave building quickly, using stairs○ If cannot escape, use safe refuge area	<p>Fires can be extremely dangerous. Nationally, over a dozen people will die on College campuses each year due to fire.</p> <p>In addition to having working smoke/fire detectors, all buildings should have fire extinguishers and the occupants of the buildings should be trained in how to properly use them.</p> <p>Fires can grow quickly, so anytime a decision is made to try to fight a fire with a fire extinguisher, it is important to be aware of this possibility and abandon efforts in favor of escape if the fire has grown to a size of several feet or more.</p> <p>For more information about fires, and to learn how to properly use a fire extinguisher, contact the San Juan College Department of Public Safety at 566-4444, or 566-3263.</p>
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<p style="text-align: center;">SEIZURE</p> <p><u>If someone is having a seizure:</u></p> <ul style="list-style-type: none">○ Help them gently to the ground○ Move objects they might strike away from them (like chairs or tables)○ Call 911 and Department of Public Safety at 566-4444○ Ask others nearby to give the person some privacy by turning their backs○ Follow emergency medical directions provided by the dispatcher	<p>Seizures can be caused by a variety of conditions and disorders. While some people have had seizure conditions for a number of years and take medication to control them, others may have their first seizure on campus. Even for those patients taking medication, they may still have seizures occasionally.</p> <p>Someone having convulsive seizures can be terrifying to someone nearby who has not seen them before. They can also be very embarrassing to the patient, as the patient is often unaware of what is going on around them and what is said as they are recovering for several minutes before they are able to speak.</p> <p>Contrary to television shows and movies, you should never put something in the mouth of a person who is having a seizure. While a person may not breathe while they are having convulsions, they are not choking. However, putting something in their mouth can cause them to choke.</p> <p>Department of Public Safety contact list:566-4444, or 566-3263.</p>
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<p style="text-align: center;">BLEEDING</p> <p><u>Small cuts:</u></p> <ul style="list-style-type: none">○ Clean the wound of debris○ Apply an adhesive bandage○ Recommend consulting a doctor <p><u>Large cuts/bleeding:</u></p> <ul style="list-style-type: none">○ Call 911 and Department of Public Safety at 566-4444○ Using a clean cloth or bandage, apply direct pressure to the wound○ Have the person lie down with legs elevated○ When possible, use protective gloves while giving treatment	<p>Cuts can be small and present no immediate danger, or they can be large and an immediate threat to the patient’s life. Regardless of the size of the cut, however, there is always a potential for infection. Therefore, whenever possible cuts should be bandaged with sterile dressings and the person should be encouraged to see their physician to determine whether the cut may have become infected.</p> <p>Cuts to the face and head can bleed large amounts, even if the cut itself is small. They can also present a special danger if on or near the eyes, nose, or mouth. Any cuts in this area should be referred to medical professionals.</p> <p>If there is an object still inside the wound (such as a stick, knife, or piece of glass), it should be left where it is and not moved.</p> <p>Bandage around the object as best as possible to keep it from shifting and seek immediate medical treatment.</p> <p>Department of Public Safety contact list: 566-4444, or 566-3263.</p>
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<p style="text-align: center;">MEDICAL (other)</p> <p><u>For all medical emergencies:</u></p> <ul style="list-style-type: none"> ○ Assess scene safety – is it safe to approach the patient? ○ Is the person breathing? Can he/she talk or cough? ○ Call 911 and Department of Public Safety at 566-4444 ○ If possible, take the phone to where the patient is located ○ Follow the emergency medical instructions provided by the dispatcher ○ If others are available, have them assist in giving aid, helping first responders find the patient, etc. 	<p>There is a wide variety of medical conditions that might affect a person. These include animal bites, insect stings, allergic reactions, falls, heat and cold emergencies, and heart attacks.</p> <p>If someone needs medical assistance, always start with calling 911 and Department of Public Safety at 566-4444 in order to get emergency medical services responding as quickly as possible. These professionals will bring the appropriate equipment and medications that can be used to help the person and get them as quickly as possible to a hospital.</p> <p>In addition, the emergency dispatcher can provide callers with directions over the phone on what can be done until responders arrive. This includes gathering critical information, instructions on how to assess the patient, and information on how to perform life-saving techniques like CPR.</p> <p>Before something happens, consider taking a First Aid and CPR course. These courses provide the opportunity to learn and practice emergency techniques. In the event of an emergency, you will then be more confident in your abilities.</p> <p>Department of Public Safety contact list:566-4444, or 566-3263.</p>
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<p style="text-align: center;">THEFT</p> <p><u>In Progress:</u></p> <ul style="list-style-type: none"> ○ Call 911 and Department of Public Safety at 566-4444 ○ Tell the dispatcher what is happening ○ Provide a description of the person(s) committing the crime ○ Give the direction of travel if the person starts to leave ○ If safe, follow the person at a distance and continue to provide the dispatcher with updated information <p><u>If already completed:</u></p> <ul style="list-style-type: none"> ○ Call police to report ○ Gather as much information about the stolen items as possible ○ Cancel credit cards or checks 	<p>Most theft on College campuses is the result of desirable items not being properly secured. Basic prevention measures can greatly reduce the likelihood of theft, including:</p> <ul style="list-style-type: none"> ● Do not leave valuables like laptop computers, backpacks, and purses in unsecured offices or classrooms, even for just a few minutes. ● Secure items in vehicles out of sight. When possible, lock them in the trunk or take them with you. ● Keep a record of credit card numbers and contact information so cards can be quickly cancelled if necessary. ● Keep a record of the make, model, and serial numbers of all electronic equipment. ● Do not leave windows open, even if just a few inches. ● Use quality locks on bicycles that resist cutting from bolt cutters or wire cutters. ● Use quality locks on doors, preferably deadbolts. ● Follow departmental safety and security procedures. ● Report suspicious activity. <p>If victimized, do not touch/handle things until after police have been called so you do not destroy possible evidence.</p> <p>Department of Public Safety contact list: 566-4444, or 566-3263.</p>
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<p>SUSPICIOUS PERSON</p> <p><u>As soon as possible:</u></p> <ul style="list-style-type: none">○ Call 911 and Department of Public Safety at 566-4444○ Provide the dispatcher with as much information as possible about the person, including clothing description, height, build, hair color, eye color, jewelry, vehicle description, license plate number, etc.○ If possible, take a picture with a cell phone or other camera○ Notify supervisors so they can take any action necessary to improve security in the office/work environment	<p>Virtually everyone has seen someone they thought did not belong in an area, or was doing something that did not quite seem right. In some cases, these suspicious people have been reported and found to be terrorists conducting surveillance on a location. In these cases, many lives were saved. In other cases, it has been determined that the person was not actually doing anything wrong. In both cases, the decision to report the suspicious behavior was appropriate.</p> <p>When people are planning on committing a crime, they frequently “test” the environment to see what they can get away with and the ease with which they will be able to commit their eventual crime. They often begin by doing things that are not proper, but not necessarily illegal. This may include trying door knobs to see if any are left open, looking closely at door latches to see if they might be able to jam them in the open position, taking pictures of the area (especially of sight lines, camera locations, alarm panels, doors, windows, and equipment), sitting and watching the habits and patterns of the people who work there, etc.</p> <p>If something or someone does not feel quite right, it is always best to take the safe approach and report it to the proper police or security authorities so it can be checked out. Do not feel bad if the person ends up being innocent, as the next time the suspicious person might be up to no good.</p> <p>Department of Public Safety contact list: 566-4444, or 566-3263.</p>
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ACTIVE SHOOTER	
<p data-bbox="204 264 347 289"><u>In Progress:</u></p> <ul data-bbox="253 310 802 600" style="list-style-type: none"><li data-bbox="253 310 708 336">○ Escape from the area immediately<li data-bbox="253 361 802 386">○ Notify others you encounter of the danger<li data-bbox="253 411 802 478">○ Call 911 and Department of Public Safety at 566-4444<li data-bbox="253 504 802 600">○ If able to find a safe area, stay on the line and continue to provide the emergency dispatcher with updated information <p data-bbox="204 625 604 651"><u>If unable to escape immediately:</u></p> <ul data-bbox="253 672 802 1050" style="list-style-type: none"><li data-bbox="253 672 802 739">○ Get to an office or room as far away from the shooting as possible<li data-bbox="253 764 750 789">○ Lock the door and cover any windows<li data-bbox="253 814 769 840">○ Keep quiet and do not answer the door<li data-bbox="253 865 802 966">○ Call 911 and Department of Public Safety at 566-4444, and tell the Dispatcher where you are and what’s happening<li data-bbox="253 991 802 1050">○ Look for means of possible escape or self-defense	<p data-bbox="824 218 1425 562">Active shooter incidents are extremely dangerous. They are often the result of an individual familiar with an area carrying out a planned attack on the occupants of the building. Due to a number of high-profile incidents over the past 40 years, there are a number of examples of attacks available that are used by some criminals to plan their actions. This means that large-scale shooting incidents will continue to be a threat at schools and workplaces for a long time.</p> <p data-bbox="824 588 1425 756">During an active shooter incident, time is critical. If gunshots are heard, it is critical to avoid getting closer to the area to see what is happening. Instead, people need to act quickly to get as far away as possible, warning others as they leave.</p> <p data-bbox="824 781 1425 915">If unable to escape, making an office or classroom into a shelter may be the only possibility. Doors should be locked (or blocked), windows covered, and cover (like thick tables or desks) used.</p> <p data-bbox="824 940 1425 1234">Call 911 and Department of Public Safety at 566-4444, to notify authorities what is happening and that you are trapped. Do not answer the door if someone knocks. It may take quite a while for officers to get to you, as they will first focus on stopping the shooter(s). Remember, the longer it takes to get to you, the further away from the actual shooting you are likely to be.</p> <p data-bbox="824 1260 1425 1428">If you have been trapped and are able to find a means of escape or self-defense, use them when you can do so as safely as possible. If directly confronted by the shooter, self-defense with what is available may be the only viable option.</p> <p data-bbox="824 1453 1425 1524">Department of Public Safety contact list: 566-4444, or 566-3263.</p>

<p style="text-align: center;">BOMB THREAT</p> <p><u>By Phone:</u></p> <ul style="list-style-type: none"> ○ Pay close attention to what the caller is saying ○ Look for caller ID information on the phone ○ Use the guide in the next column to gather as much information as possible ○ Notify others nearby, call 911 and Department of Public Safety at 566-4444 ○ Look for any items that appear to be out of place, report them to responding units ○ Follow departmental procedures to guide decisions on what to do next <p><u>In Writing:</u></p> <ul style="list-style-type: none"> ○ Call 911 and Department of Public Safety at 566-4444. Call police to report ○ Avoid touching paper any more than is absolutely necessary ○ If threat is immediate, follow departmental procedures ○ Follow instructions provided by the emergency dispatcher 	<p>Gather as much information from the caller. This includes:</p> <ul style="list-style-type: none"> ○ If a recorder is available, make sure it is running ○ Note the time and Caller ID information ○ Note which line the call is coming in on ○ Pay close attention to the exact words used ○ Keep the caller on the line as long as possible, try to get as much detailed information as possible, to include: <ul style="list-style-type: none"> ➤ Where is the bomb? ➤ When is the bomb going to explode? ➤ What does the bomb look like? What kind? ➤ What will cause it to explode? ➤ Who placed the bomb? Why? ➤ Where are you calling from? ➤ What is your name? Address? ○ Note the following characteristics of the caller: <ul style="list-style-type: none"> ➤ Does it sound like a male or female voice? ➤ What is the caller’s demeanor? (calm, angry, rushed, laughing, crying, sincere, etc.) ➤ Does the caller have any special characteristics? (accent, stutter, lisp, slur, nasal sound, high pitch, low pitch, squeaky, etc.) ➤ Does the caller speak fast, rushed, slow, deliberate, loud soft, etc.? ➤ Is the voice familiar? ➤ Are there any background noises? ○ Follow any special instructions provided by the emergency dispatcher <p>Department of Public Safety contact list: 566-4444, or 566-3263.</p>
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<p style="text-align: center;">CHEMICAL SPILL</p> <p><u>Small Spill:</u></p> <ul style="list-style-type: none"> ○ Follow established laboratory or workplace procedures for spill management ○ Notify Environmental Health & Safety Office ○ Ensure cleaned-up material is properly disposed <p><u>Large Spill:</u></p> <ul style="list-style-type: none"> ○ NOTIFY others, Call 911 and Department of Public Safety at 566-4444 ○ Leave building quickly, using stairs ○ If cannot escape, use safe refuge area ○ If people have been contaminated, use emergency showers if safe and available <p><u>Ingestion:</u></p> <ul style="list-style-type: none"> ○ Call 911 and Department of Public Safety at 566-4444 ○ Inform the dispatcher of the chemical or product name ○ Have someone else contact the Poison Control Center at 1-800- 222-1222 	<p>Chemicals are part of the everyday lives of virtually everyone in the United States. As such, they are familiar items to most people. This familiarity can sometimes result in the chemicals being handled in a manner that is less cautious than it should be. In addition, some accidents can occur as the result of slips and falls. Either of these can lead to a chemical being spilled into the environment.</p> <p>Since chemicals vary greatly in the type and amount of danger they present, the nature of the specific chemical involved in a spill needs to be taken into consideration during an incident.</p> <p>Chemicals that present an inhalation hazard may need to be handled quite differently from those that only present a contact danger. Because of this, all employees who may be exposed to chemical in the workplace need to be properly trained about the chemicals and where they can find the Material Safety Data Sheets, along with any specific departmental or laboratory procedures for spills that might exist.</p> <p>In order to reduce the danger of spills, there are several steps that can be taken, including:</p> <ul style="list-style-type: none"> • Keep chemicals in their original containers • Have MSDS and departmental procedures clearly posted • Have annual training with all employees regarding chemical hazards in their workplace • Call 911 for any spill that is larger than the department is trained and equipped to handle • Make sure any cleaned up chemicals are properly disposed • Never pour chemicals down a sink – call the Environmental Health and Safety Office for guidance on how to properly dispose of chemicals <p>Department of Public Safety contact list: 566-4444, or 566-3263.</p>
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<p style="text-align: center;">EMERGENCIES</p> <p><u>In any emergency:</u></p> <ul style="list-style-type: none"> ○ Call 911 and Department of Public Safety at 566-4444 ○ Say, “This is an EMERGENCY” ○ Give your LOCATION ○ Briefly tell WHAT is happening ○ Stay on the line for instructions or to provide additional information to the dispatcher <p><u>Stay safe:</u></p> <ul style="list-style-type: none"> ○ Get to a safe place as quick as possible ○ Notify others of the danger so they can also stay away ○ Monitor the situation to see if it gets worse or if circumstances (like wind direction) change ○ Don’t take unnecessary risks to try to save property ○ Be prepared in advance for things that can be reasonably anticipated based on occupation or location 	<p>There are a number of potential emergencies that might occur. These include natural disasters (such as floods, tornados, earthquakes, extreme heat, lighting, disease outbreak, etc.) and manmade incidents (including traffic crashes, hazardous chemical releases, downed electrical lines, collapsed bridges, criminal activity, terrorism, arson, etc.).</p> <p>Because there is such variety in what might happen, it is impossible to provide guidance for all possible incidents in a guidebook like this. However, there are common factors in many incidents that may prove useful most of the time. These include:</p> <ul style="list-style-type: none"> ● Know how to get emergency help (usually via 911 and Department of Public Safety at 566-4444) ● Be prepared – have supplies to get yourself through at least 72 hours after a major incident, including food and water. ● Assess Danger – avoid obviously dangerous activity like crossing flooded roadways, live electrical wires, the sounds of gunshots or explosions, etc. ● Help yourself – if possible, evacuate to a safer location. If leaving is not possible, shelter in place in the safest location you can get to depending on the hazard. ● Help others – if you can safely do so, warn others nearby of the danger. This may mean turning on hazard lights on your vehicle, placing flares or reflective markers in front of the hazard, talking with people approaching, etc. ● Reassess – be aware that situations can change for the worse. Continually monitor the situation and be prepared to move further away or take other action if the danger grows. ● Plan for Reunion – have a plan for getting in touch with family and friends during major disasters. Designate a person outside the area to serve as a check-in-point. <p>Department of Public Safety contact list: 566-4444, or 566-3263.</p>
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In addition to the Quick-Flip Guide to Emergencies, the Department of Public Safety publishes campus emergencies procedures online at

<https://www.sanjuancollege.edu/support/campus-safety/>

In Chapter 20 Section 05 of the San Juan College Employee Handbook, employees are encouraged to review the campus emergency response procedures on the Department of Public Safety webpages.

Department Directors, or a designee, are highly encouraged to review emergency response procedures, including evacuation routes, with new employees during an employee's new employee orientation training. Department Directors, or a designee, should also review emergency response procedures with part-time staff, work-studies, interns, or any other individuals who may spend a significant amount of time on campus in a work capacity. The Student Achievement Center conducts new student orientation and reviews emergency response procedures with new students. Faculty are highly encouraged to review emergency response and evacuation procedures with students on the first day of class each semester. Reviewing emergency response and evacuation procedures should include discussing the procedures, establishing a means of accountability, establishing an Emergency Assembly Point, designating responsibilities to individuals in the event of an emergency (given the consent of the designee), and practicing carrying out the response and/or evacuation procedure. Department of Public Safety personnel are available to provide consultation or training regarding emergency response procedures. To schedule consultation or training, please call 505.566.3263.



Continuity of Operations (COOP) & Response

Departments and Associations are responsible for developing a Continuity of Operations Plan (COOP) for their respective work areas. A COOP details the steps a department will follow to become operational as soon as possible during the aftermath of an emergency. The Federal Emergency Management Agency (FEMA) defines a COOP as “An effort within individual executive departments and agencies to ensure that Primary Mission Essential Functions (PMEFs) continue to be performed during a wide range of emergencies, including localized acts of nature, accidents and technological or attack-related emergencies.” The ultimate goal of a COOP is the continuity of Essential Functions (EFs) and ensuring that those functions can be continued throughout, or resumed rapidly after, a disruption of normal activities. A COOP is activated in response to a wide range of events or situations – from a fire in the building; to a natural disaster; to the threat or occurrence of a terrorist attack. Any event that makes it impossible for employees to work, or students to learn, in their regular facility could result in the activation of the COOP.

Evacuation Plan

General Evacuation Plan

Defined exits are located by following green illuminated EXIT signs that have directional arrows pointing to the nearest exit. Exit doors have illuminated green EXIT signs posted over them. Evacuation plans are used to get students, faculty, staff, and guests out of campus buildings through the nearest, or in the event of a blocked exit, the safest exit. All students, staff, faculty, and guests must evacuate the campus building when evacuation procedures have been initiated. Examples of situations that may require a building evacuation include, but are not limited to a fire, gas leak, suspicious package, bomb threat, illness outbreak, or chemical spill.

Building Evacuation

- All building evacuations will occur when a building alarm sounds and/or upon notification.
- When an alarm or notification is activated during an emergency, leave through the nearest, safe, and marked exit and alert others to do the same.
- Assist people with disabilities in exiting the building. Do not use the elevators.
- Once outside, proceed to an area that should be at least 200 feet away from the affected building. Keep streets, fire lanes, hydrant areas, and walkways clear for emergency vehicles and personnel.
- Do not return to an evacuated building until told to do so by emergency personnel or a Department of Public Safety representative.

To Implement an Evacuation Assembly Points

- Gather essential personal belongings such as coats and car keys.
- Form small groups and initiate a system of accountability for evacuation.
- Remain calm and evacuate quickly to the nearest safe exit.
- Alert others to assist with evacuation.
- Communicate clearly and succinctly (e.g., “We have a _____ type of emergency. Evacuate to _____. Take your belongings. Do not use the elevators.”).
- Listen closely and follow instructions given to you by qualified emergency responder personnel.
- Assist any person with disabilities (see section on Evacuation of Persons with Disabilities).
- Check offices, classrooms, and restrooms.
- Turn off equipment, if possible.
- Close doors, but do not lock them.
- Take emergency supplies and rosters, if available.
- Keep existing groups together.
- Instructors assist students.
- Remain on the same side of the building to which you were evacuated, or the area to which you were directed.
- Try not to cross-busy roadways, as it may affect responding emergency vehicles.
- Do not reenter the building and remain at your designated emergency assembly point until given the “All Clear” by emergency personnel or a Department of Public Safety representative.

Faculty and Staff Responsibilities

- Remember that in the event of a campus emergency, students and guests are more likely to look to a staff or faculty member for guidance.
- As a group, leave the building immediately, in a calm orderly manner using the nearest safe exit available.
- Count the students or guests as they leave the room and then recount them once you reach the designated emergency assembly point.
- For safety of individuals with disabilities, consider that they may need assistance evacuating and direction to the emergency assembly point. Provide directions as needed.
- Move at least 200 feet away from the building, and 500 feet away from certain buildings on campus.
- Account for all students and guests and remain together, keeping them in a group.

- Immediately report any missing students or guests to the Department of Public Safety or the emergency responder on scene.
- Do not move to a different area unless told to do so by qualified emergency response personnel.
- Try not to cross-busy roadways, as it may affect responding emergency vehicles.
- Do not reenter the building and remain at your designated emergency assembly point until given the “All Clear” by emergency personnel or a Department of Public Safety representative.

Evacuation of Persons with Disabilities

- 1) If you are unable to leave the building due to a physical disability:
 - Go to the nearest area where there are no hazards.
 - Contact the Department of Public Safety by telephone (505.566.3333) or use other means to advise them of the situation.
 - Be sure to give your room number so that help can be sent to you.
 - If possible, signal out a window to on-site emergency responders.
 - Try to establish a buddy system to have someone ready to assist you.
- 2) To assist visually impaired persons:
 - Announce the type of emergency.
 - Offer your arm for guidance.
 - Tell the person where you are going and obstacles you encounter.
 - When you reach safety, ask if further help is needed.
- 3) To alert people with hearing limitations:
 - Turn lights on/off to gain the person’s attention.
 - Indicate directions with gestures, or
 - Write a note with evacuation directions.
- 4) To evacuate people using crutches, canes, or walkers:
 - Evacuate these individuals as injured persons.
 - Assist and accompany to evacuation site if possible, or
 - Use a sturdy chair (or one with wheels) to move the person, or
 - Help carry the individual.
- 5) To evacuate wheelchair users:
 - Non-ambulatory persons’ needs and preferences vary.
 - Individuals at ground floor locations may exit without help.
 - Others have minimal ability to move – lifting may be dangerous.
 - Some non-ambulatory persons have respiratory complications.

- Remove them from smoke and vapors immediately.
- Wheelchair users with electrical respirators get priority assistance.
- Most wheelchairs are too heavy to take downstairs.
- Consult with the person to determine the best carrying options.
- Reunite the person with the chair as soon as it is safe to do so.

What Faculty and Staff Need to Know about Emergency Preparedness

Faculty and staff are authority figures for students, whether directly or indirectly, and can influence how students respond in an emergency. Faculty and staff who are prepared for emergencies will be able to help calm students by being in control and by giving calm and clear directions.

1. Evacuation Routes

Evacuation routes are posted in hallways and classrooms.

2. Emergency Assembly Points

After a class leaves the unsafe building or area, it is important for them to go to a predetermined area where each person's presence can be documented. This assembly area will be a designated Emergency Assembly Point where the class will neither interfere with responding emergency services nor place themselves at risk of injury from the emergency.

Accounting for all students can be very difficult, particularly with a large class. However, an attempt should be made. For example, it might be possible for the instructor to wait until all the students have left the room/lab, use the class roster, use a head count, or have students see if the students who were seated nearby are at the assembly point. You must also account for persons with disabilities.

3. Evacuation for persons with Disabilities

If there is a person with a disability in the class, it is recommended that the instructor knows the person's response plan and who may be assisting him/her. Four options are available to persons with disabilities:

1. Horizontal Evacuation to outside or another building, if available
2. Stairway Evacuation
3. Shelter in place unless danger is imminent
4. Area of Refuge if available
 - Note: Elevators cannot be used during an emergency evacuation

Campus Evacuation

A Campus Evacuation is initiated, as opposed to a General Evacuation, when an entire section of or an entire San Juan College campus, regardless of the location, is deemed unsafe due to a severe emergency in the area. Severe emergencies making an entire campus unsafe may include a mass casualty incident (e.g., active shooter), a major hazardous materials incident, a severe natural disaster, or other catastrophic events or activities. All persons are to immediately vacate the area of campus in question and relocate to another part of the campus grounds or off campus as directed.

Personal Responsibilities

By vehicle:

- If the road is usable, leave by a main exit, following directives of emergency responder personnel.
- Give emergency vehicles the right-of-way and yield to any responding emergency personnel.
- Drive with caution and courtesy and follow directions.
- Do not block intersections, lanes, or exits.
- If the road is not usable, leave your vehicle by parking it off of a roadway and evacuate on foot.

On foot:

- The best choice, if usable, is to leave by a main exit.
- Stay clear of roadways and any emergency vehicles or responding emergency personnel.
- Proceed to a safe location, as directed.



All-Hazards Approach

San Juan College, in collaboration with the Farmington Police Department, utilizes an All-Hazards Approach. The All-Hazards Approach consists of three emergency procedures that apply to an entire spectrum of emergency events. One or several of the procedures can be used in the event of a campus emergency.

Evacuation

An evacuation procedure is implemented when it is not safe to be inside a campus building. Examples of situations that may require an Evacuation include a fire, gas leak, suspicious package, bomb threat, illness outbreak, or chemical spill.

Procedures

- Plan ahead and practice your evacuation procedures.
- Determine an emergency assembly point. Designate a back-up emergency assembly point in the event that the primary emergency assembly point is unsafe.
- Close all doors behind you.
- Do not lock doors.
- Get at least 200 feet away from the building (500 feet for some campus buildings).
- Stay clear of emergency responders and traffic.
- Have a means of accountability to ensure that everyone can be accounted for.
- Have a means of communication to ensure that you can attempt to contact missing parties.
- Immediately report missing individuals to the Department of Public Safety or the emergency response personnel on scene.
- Be attentive to further instructions and stay together.

Shelter in Place

A Shelter in Place order is implemented when a threat to the safety of the campus community is nearby, but not imminent or present. Examples of situations that may require a Preventative Lockdown include a SWAT situation in a nearby neighborhood or an armed robbery at a nearby store.

Procedures

- Individuals on campus who are outside of a building are encouraged to get inside a building.
- Exterior doors are locked.
- Classroom doors are locked.
- Close all windows.

- No one is allowed to go in or out of buildings.
- Operations and classes continue as normal inside buildings but be attentive to announcements or Rave alerts.
- Do not respond to bells or fire alarms.
- Departments are encouraged to engage in low-risk activities to ensure their readiness in the event that the Preventative Lockdown goes into Emergency Lockdown. Low-risk activities include activities that do not produce excessive noise, commotion, movement, or that may hinder an individual's ability to recognize an emergency (e.g., individuals on the rock-climbing wall at the Health and Human Performance Center are encouraged to stop climbing, get off the climbing wall and back onto the ground, untie from harnesses, circle up, and practice tying rope knots).
- Individuals are designated as hall marshals who patrol the building and monitor the environment around the building. Hall marshals should immediately contact law enforcement if they determine that the threat
- is coming toward the building. Hall marshals also have the authority to determine when a Preventative Lockdown should become an Emergency Lockdown.
- Remain in sheltered location until Preventative Lockdown is cancelled or an all clear is given.
- The campus will either terminate Preventative Lockdown, transition to another All-Hazards Approach procedure, or resume Preventative Lockdown for as long as it is safe to do so.

Emergency Lockdown

- An Emergency Lockdown is implemented when a threat to the safety of the campus community is present or imminent. Examples of procedures that may require an Emergency Lockdown include an active shooter or a mass casualty incident. A mass casualty incident differs from an active shooter event based on the weapon(s) used. Emergency Lockdown procedures are similar to active shooter response procedures.
- The Department of Homeland Security recommends the following procedures in the event of a mass casualty incident and an Emergency Lockdown

Procedures

Quickly determine the most reasonable way to protect your own life. Remember that students and guests are likely to follow the lead of staff and faculty during a mass casualty incident. Remain in Emergency Lockdown until given the "All Clear" by responding emergency personnel or a Department of Public Safety representative. Pay attention to your Rave alerts.

1. **Evacuate** – If there is an accessible escape path, attempt to evacuate the premises. Be sure to:
 - Have an escape route and plan in mind

- Evacuate regardless of whether others agree to follow
 - Leave your belongings behind
 - Help others escape, if possible
 - Prevent individuals from entering an area where the threat may be
 - Keep your hands visible
 - Follow the instructions of any law enforcement officer
 - Do not attempt to move wounded people
 - Call 911 when you are safe
2. **Hide out** – If evacuation is not possible, find a place to hide where the threat is less likely to find you.
- Your hiding place should:
 - Be out of the threat's view
 - Provide protection if shots are fired in your direction (e.g., an office with a closed and locked door, behind a thick table)
 - Not trap you or restrict your options for movement
 - Cover windows and doors if possible. Pull down shades
 - To prevent a threat from entering your hiding place:
 - Lock the door
 - Blockade the door with heavy furniture
 - Restrict the door's movement (e.g., wrap a belt around the arm of the door)
 - If the threat is nearby:
 - Lock the door
 - Silence your cell phone
 - Turn off any source of noise
 - Hide behind large items
 - Remain quiet
 - If evacuation and hiding are not possible:
 - Remain calm
 - Dial 911, if possible, to alert police to the threat's location
 - If you cannot speak, leave the line open and allow the dispatcher to listen
 - Do not answer the door for anyone
 - Do not respond to bells or fire alarms
3. **Act against the threat** – As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the threat by:
- Acting as aggressively as possible against the threat
 - Throwing items and improvising weapons
 - Yelling

- Committing to your actions

How to Respond When Law Enforcement Arrives

Law enforcement's purpose is to stop the threat as soon as possible. Officers will proceed directly to the area in which the last shots were heard. Officers may wear regular patrol uniforms or external bulletproof vests, Kevlar helmets, and other tactical equipment. Officers may be armed with rifles, shotguns, or handguns. Officers may use pepper spray or tear gas to control the situation. Officers may shout commands and may push individuals to the ground for their safety. When law enforcement arrives, follow these guidelines:

- Remain calm and follow officers' instructions
- Put down any items in your hands
- Immediately raise hands and spread fingers
- Keep hands visible at all times
- Avoid making quick movements toward officers, such as holding onto them for safety
- Avoid pointing, screaming, and/or yelling
- Follow directions of officers in exiting the premises.

Provide the following information to law enforcement or a 911 operator:

- Location of the threat
- Number of threats, if more than one
- Physical description of the threat
- Number of and type of weapons used by the threat
- Number of potential victims

Sexual Harassment and Sexual Misconduct

San Juan College prohibits sexual misconduct, including sexual violence, dating violence, domestic violence, and stalking; sexual harassment; any retaliation for making or asserting a claim or complaint for discrimination or harassment based on sex or gender under Title IX and the Violence Against Women Act. San Juan College is committed to providing a campus environment that emphasizes the dignity and worth of all members of the campus community. San Juan College issues this statement of policy to inform the campus community of programs to address sexual assault, sexual harassment, domestic violence, dating violence, and stalking, as well as the procedures for institutional disciplinary action in cases of alleged sexual assault, sexual harassment, domestic violence, dating violence, and stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a College official.

Initial Title IX Written Information

When a student or employee reports to San Juan College that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the institution will provide the student or employee a written

explanation of the student's or employee's rights and options. Reporting parties will receive the following standard form:

TITLE IX

San Juan College is committed to maintaining a positive learning and working environment, as well as other benefits, programs, and activities free from discrimination based on protective characteristics, harassment, and retaliation for engaging in protected activity.

To ensure compliance with Title IX of the Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in education programs or activities, Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment, and Section 304 of the Violence Against Women Reauthorization Act of 2013 (also known as the Campus Sexual Violence Elimination Act (SaVE Act)).

San Juan College has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of gender/sex-based discrimination or harassment, and for allegations of retaliation.

Contact Information for Title IX Coordinator:

Stacey Allen, Compliance Officer for Human Resources
Educational Services Center Building, 2nd Floor
Human Resources, Room 4243
505 566 3515; allens@sanjuancollege.edu

Policy of Equal Opportunity, Harassment, and Non-Discrimination Policy Link:

<https://www.sanjuancollege.edu/about/consumer-info/title-ix/>

Complainant/Respondent

If you wish to report sex-based discrimination, harassment, violence, or retaliation, you are referred to as the Complainant. The person against whom you have made allegations is referred to as the Respondent.

How to report alleged sex-based discrimination, harassment, violence, or retaliation (includes sexual harassment, sexual assault, stalking, dating violence, and domestic violence):

- 1) For emergency situations needing medical attention: Call 911
- 2) Directly to the College's Title IX Coordinator at titleIX@sanjuancollege.edu or call 566-3515. Also, can report by using the [Online Reporting Form](#). The College's Title IX Coordinator has authority to address Title IX complaints in a non-criminal context. This College process is completely separate from the law enforcement process.
- 3) Any College personnel and the Department of Public Safety at (505) 215-3091, mandatory

reporting is required. Confidential reporting for students: Counselor only at (505) 566-4255. To report sexual assault confidentially, contact Sexual Assault Services of Northwest New Mexico's 24-Hour Crisis Hotline at (505) 326-4700 or 1(866) 908-4700.

- 4) Choose to report to local law enforcement at (505) 334-6622. If a report is made initially with law enforcement, law enforcement may inform the Title IX Coordinator, with the victim's/survivor's consent.
- 5) Complainant may pursue separate complaints simultaneously through the Title IX Coordinator and through a law enforcement process. In addition, you may file a complaint with the Office of Civil Rights of the United States Department of Education at [File Complaint with Office of Civil Rights](#).

The Timetable

Because reporting carries no obligation to initiate a formal response, and the College respects the Complainant's request to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is mainly in control and should not fear a loss of privacy by making a report that allows the College to discuss and/or provide supportive measures.

Title IX investigations may take 60-90 days to resolve, depending on the complexity of the case and the number of parties involved. The College will keep the Complainant and Respondent as reasonably advised about the case status.

Because the College Title IX process is separate from that which might be undertaken by local law enforcement, the College will not wait until a criminal or civil case is resolved before proceeding.

The Complainant and Respondent will be informed of the case's outcome in writing.

The Complainant's Right to Confidentiality

San Juan College has an obligation to protect a learning and working environment that is safe from sex-based discrimination, harassment, violence, and retaliation. For this reason, the Title IX Coordinator may proceed with an investigation, even if the complainant wishes that an investigation not occur. The Complainant is not required to participate; however, this may limit the College's ability to respond to the incident.

If you request that your name or other identifying information not be used in an investigation, the College will consider your request in light of the context of its responsibility to provide a safe and nondiscriminatory environment. In most cases, information including your name will be shared with the respondent, witnesses, and College officials who have a legitimate need to know. Beyond that, the College will take steps to protect your identity and the identity of all individuals involved.

Sometimes a person does not report an event out of fear that the College will take action against the Complainant for alcohol or drug use. The complainant should be aware that such violations

will be handled informally whenever possible and that the Complainant's use of such substances does not put the Complainant at fault for sex-based harassment, violence, or retaliation.

Protection from Retaliation

The College will take supportive measures to protect the Complainant and Respondent while the case is pending. Any adjustments made will be designed to minimize the burden on the Complainant's and Respondent's educational program. In addition, the College prohibits retaliation against any employee or student who reports, testifies, assists, or participates in an investigation or hearing relating to allegations of sex-based harassment or violence. Any retaliation should be reported immediately to the Title IX Coordinator.

San Juan College will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available for victims, both within San Juan College and in the community.

While San Juan College has a Public Safety Department, crimes that occur on campus and that are referred to the Farmington Police Department or the law enforcement agency where the College activity occurs, San Juan College will investigate and respond to claims under College policy, but the College does not enforce criminal statutes.



Campus Violence Elimination Act (Campus SaVE Act) Notice

San Juan College does not tolerate any sexual violence to include intimate partner violence that can be defined as any physical, sexual, or psychological harm against an individual by a current or former partner or spouse of the individual. Such sexual violence covers domestic violence, dating violence and stalking. The Campus SaVE Act complements and is a companion to Title IX and assists with the response to and prevention of sexual violence in higher education. The Act provides a framework for educational institutions to address incidents of sexual violence occurring on-campus, on public property within and adjacent to campus, and at non-campus properties where campus sponsored events and remote classrooms or programs are held. San Juan College strives to comply with the Campus SaVE Act.

Specifically, the Campus SaVE Act outlines provisions for the following:

- **Transparency:** Students or employees who report being victims of any prohibited acts will be assisted by campus authorities in reporting a crime to law enforcement and with obtaining or enforcement of no contact directives or restraining orders. Employees and students should be aware of bystander intervention that includes acting to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against another person. Individuals who make reports will be provided with options and assistance in changing academic, living, transportation and working situations if requested and reasonably available. Further, resource information will be provided which includes information on counseling, health, local advocacy and legal service agencies. The range of any possible disciplinary actions or sanctions and procedures may be found in the San Juan College Student Code of Conduct and/or San Juan College Employee Handbook.
- **Accountability:** Provide a prompt, fair and impartial investigation and resolution of complaints. Additionally, both accuser and accused may be accompanied during proceedings by an advisor of their choice and both parties will receive written outcomes of disciplinary hearings at the same time.
- **Education:** Conduct initial and ongoing awareness programming for students and employees that addresses issues of primary prevention, definition of consent, reporting, bystander intervention and risk reduction.

Inquiries concerning the application of the Campus SaVE Act may contact any of the following: The San Juan College EEO/Title IX/Section 504 Coordinator or the Vice-President of Human Resources at San Juan College; the San Juan College Director of Public Safety, Room 1100, Phone (505) 566-3050, hibnerk@sanjuancollege.edu Dean of Students, Room 4122, Phone (505) 566-3170, benallyy@sanjuancollege.edu Inquiries may also be made to the Office for Civil Rights, United States Department of Education <http://www2.ed.gov/about/offices/list/ocr/docs/howto.html>.

Notice of Non-Discrimination and Equal Opportunity Statement

San Juan College does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of actual or perceived race, color, national origin, ancestry, religion, sex, pregnancy or related conditions, sexual orientation, gender identity, national origin, disability, age, genetic information, spousal affiliation, veteran's status, or on the basis of any other category protected under federal, state and local laws.

San Juan College's Policy of Equal Opportunity, Harassment, and Non-Discrimination extends to recruitment, employment, compensation, benefits, transfers, layoffs, returns, institutionally sponsored education, training, tuition assistance, social and recreational programs, housing access, staff development opportunities, and advancement. In addition, the College adheres to this non-discrimination and equal opportunity philosophy in its admissions policies and practices,

as well as any other terms and conditions of employment or any other academic programs, terms and conditions. Therefore, any member of the San Juan College community whose acts deny, deprive, unreasonably interfere with, or limit the education or employment, housing access, benefits, and/or opportunities of any member of the San Juan College community on the basis of that person's actual or perceived protected characteristic(s), is in violation of this Policy.

San Juan College will promptly and effectively address any such discrimination of which it has knowledge/notice using the resolution process in the Equal Opportunity, Harassment, and Non-Discrimination Procedures.

The College is committed to ongoing support that promotes equal opportunity, inclusion, and non-discrimination efforts for its faculty, staff, students, contractors, and visitors. The success of these programs is contingent on the personal dedication of every member of the college community. Each of us has a role in implementing the commitments of the institution, and our collective efforts will ensure a fair and inclusive environment for all.

Complaints or notice of alleged policy violations, or inquiries regarding this policy and procedures, are made to the following person:

The Compliance Officer of Human Resources has been designated as the Equal Employment and Opportunity Officer, Title IX, and Section 504/Title II Coordinator ("EEO/Title IX/Section 504 Coordinator") for San Juan College.

The office is located on the Main Campus in the Educational Services Building, Second floor, Room 4236. The EEO/Title IX/Section 504 Coordinator can be reached directly at the following telephone number: (505) 566-3515 or TitleIX@sanjuancollege.edu.

Inquiries may be made externally to:

Students

Office for Civil Rights (OCR)
U.S. Department of Education
Denver Office
Cesar E. Chavez Memorial Building 1244 Speer Boulevard, Suite 310
Denver, CO 80204-3582
Telephone: 303-844-5695
FAX: 303-844-4303; TDD: 800-877-8339 Email: OCR.Denver@ed.gov

Office for Civil Rights (OCR)
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Customer Service Hotline #: (800) 421-3481
Facsimile: (202) 453-6012
TDD#: (877) 521-2172
Email: OCR@ed.gov
Web: <http://www.ed.gov/ocr>

Employees

Albuquerque Area Office
U.S. Equal Employment Opportunity Commission
500 Gold Avenue S.W., Suite 6401
PO Box 128
Albuquerque, NM 87103
Telephone: 1-800-669-4000
FAX: 505-248-5233; TTY: 1-800-669-6820, ASL Video: 844-234-5122
[Equal Employment Opportunity Commission](#)

Mandated Reporting and Confidential Employees:

All San Juan College faculty and employees (including student-employees), other than those deemed Confidential Employees, are Mandated Reporters and are expected to promptly report all known details of actual or suspected discrimination, harassment, and/or retaliation to appropriate officials immediately, although there are some limited exceptions. Supportive measures may be offered as the result of such disclosures without formal San Juan College action.

Complainants may want to carefully consider whether they share personally identifiable details with Mandated Reporters, as those details must be shared with the Title IX Coordinator. If a Complainant expects formal action in response to their allegations, reporting to any Mandated Reporter can connect them with resources to report alleged crimes and/or policy violations, and these employees will immediately pass notice to the Title IX Coordinator (and/or police if desired by the Complainant or required by law), who will act when an incident is reported to them.

The following sections describe the College's reporting options for a Complainant or third party (including parents/guardians when appropriate):

Confidential Employees

To enable Complainants to access support and resources without filing a Complaint, the San Juan College has designated specific employees as Confidential Resources. Those designated as Confidential Resources are not required to report actual or suspected discrimination, harassment, or retaliation in a way that identifies the Parties. They will, however, provide the Complainant with the Title IX Coordinator's contact information and offer options and resources without any obligation to inform an outside agency or San Juan College official unless a Complainant has requested the information be shared.

There are three categories of Confidential Employees: 1) Those with confidentiality bestowed by law or professional ethics, such as lawyers, medical professionals, clergy, and counselors; 2) Those whom San Juan College has specifically designated as confidential for purposes of providing support and resources to the Complainant; and 3) Those conducting human subjects research as part of a study approved by San Juan College's Institutional Review Board (IRB). For those in category 1), above, to be able to respect confidentiality, they must be in a confidential relationship with the person reporting, such that they are within the scope of their licensure, professional ethics, or confidential role at the time of receiving the notice. These individuals will maintain confidentiality except in extreme cases of immediacy of threat or danger or abuse of a minor, elder, or individual with a disability or when required to disclose by law or court order.

If a Complainant would like the details of an incident to be kept confidential, the Complainant may speak with the following Confidential Employees:

Confidential Employees

*Counselors**

San Juan College Student Health Center

Phone: (505) 566-3597

Email: counseling4mentalhealth@sanjuancollege.edu

***Internal Confidential Resource for Students**

Employee Assistance Program

Well-Being Solutions*

Employee calls for appointment: (833) 515-0771

Telecommunication Device for the Deaf or TTY: (800) 697-0353

For more information visit: [EAP Well Being Solutions Online](#) with EAP login: SONMEAP

***Internal Confidential Resources for Employees**

Employees who have confidentiality as described above, and who receive notice within the scope of their confidential roles will timely submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client or patient.

Failure of a Mandated Reporter, as described above in this section, to report an incident of discrimination, harassment, or retaliation of which they become aware is a San Juan College Policy violation and can be subject to disciplinary action for failure to comply/failure to report. This also includes situations when a harasser is a Mandated Reporter. Such individuals are obligated to report their own misconduct; failure to do so is a chargeable offense under this Policy.

A Mandated Reporter who is themselves a target of harassment or other misconduct under this Policy is not required to report their own experience, though they are, of course, encouraged to do so.

In addition, Complainants may speak with individuals unaffiliated with San Juan College without concern that Policy will require them to disclose information to the institution without permission, including licensed professional counselors and other medical providers, local rape crisis counselors, domestic violence resources, local or state assistance agencies, clergy/chaplains, and attorneys.

Confidential External Resources

Sexual Assault Services of Northwest New Mexico

622 W. Maple St.

Farmington, New Mexico 87401

Phone: (866) 908-4700; (505) 326-4700; (505) 325-2805

[Sexual Assault Services of NW New Mexico Website](#)

Family Crisis Center

208 E. Apache

Farmington, New Mexico 87401

Phone: (505) 325-3549; Hotline (505) 564-9192; (888) 440-9192

[Family Crisis Center Website](#)

*Also provides services for the offender.

New Mexico Children, Youth & Families Department

Phone: (505) 795-1645

[Children, Youth & Families Domestic Violence Services](#)

Farmington Police Department

Victim Advocate

Phone: (505) 599-1053 or (505) 486-5631

Email: sholiday@fmtn.org

Jurisdiction:

This Policy applies to San Juan College's education programs and activities (defined as including locations, events, or circumstances in which the College exercises substantial control over both the Respondent and the context in which the conduct occurred), circumstances where the College has disciplinary authority, and to misconduct occurring within any building owned or controlled by a San Juan College-recognized student organization.

This Policy may also apply to the effects of off-campus misconduct that limit or deny a person's access to the College's education program or activities. San Juan College may also extend jurisdiction to off-campus and/or online conduct when the conduct affects a substantial college interest.

A substantial College interest includes:

- 1) Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law.
- 2) Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student, employee, or other individual.
- 3) Any situation that significantly impinges upon the rights, property, or achievements of others, significantly breaches the peace, and/or causes social disorder.
- 4) Any situation that substantially interferes with the College's educational interests or mission].

For disciplinary action to be issued under this policy, the Respondent must be a San Juan College faculty member, student, or employee at the time of the alleged incident. If the Respondent is unknown or is not a member of the College community, the EEO Officer/Title IX/Section 504 Coordinator will offer to assist the Complainant in identifying appropriate institutional and local resources and support options and will implement appropriate supportive measures and/or remedial actions (e.g., trespassing a person from campus). The College can also assist in contacting local law enforcement if the individual would like to file a police report about criminal conduct.

When the Respondent is enrolled in or employed by another institution, the EEO Officer/Title IX/Section 504 Coordinator can assist the Complainant in contacting the appropriate individual at that institution, as it may be possible to pursue action under that institution's policies.

Supportive Measures:

San Juan College will offer and implement appropriate and reasonable supportive measures to the Parties upon notice of alleged discrimination, harassment, and/or retaliation. Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate and reasonably available. They are offered, without fee or charge to the Parties, to restore or preserve access to the College's education program or activity, including measures designed to

protect the safety of all parties and/or the College's educational environment and/or to deter discrimination, harassment, and/or retaliation.

The EEO Officer/Title IX/Section 504 Coordinator promptly makes supportive measures available to the parties upon receiving notice/knowledge or a complaint. At the time that supportive measures are offered, if a complaint has not been filed, the College will inform the Complainant, in writing, that they may file a complaint with the College either at that time or in the future. The EEO Officer/Title IX/Section 504 Coordinator will work with a party to ensure that their wishes are considered with respect to any planned and implemented supportive measures.

San Juan College will maintain the confidentiality of the supportive measures, provided that confidentiality does not impair the College's ability to provide those supportive measures. The College will act to ensure as minimal an academic/occupational impact on the parties as possible. The College will implement measures in a way that does not unreasonably burden any party.

These actions may include, but are not limited to:

- 1) Referral to counseling, medical, and/or other healthcare services
- 2) Referral to the Employee Assistance Program
- 3) Referral to community-based service providers
- 4) Referral for Visa and immigration assistance
- 5) Student financial aid counseling
- 6) Education to the College community or community subgroup(s)
- 7) Altering campus housing assignment(s)
- 8) Altering work arrangements for employees or student-employees
- 9) Safety planning
- 10) Providing campus safety escorts
- 11) Providing transportation assistance
- 12) Implementing contact limitations (no contact orders) between the Parties
- 13) Academic support, extensions of deadlines, or other course/program-related adjustments
- 14) Trespass, Persona Non Grata (PNG), or Be-On-the-Lookout (BOLO) orders
- 15) Timely warnings
- 16) Class schedule modifications, withdrawals, or leaves of absence
- 17) Increased security and monitoring of certain areas of the campus
- 18) Any other actions deemed appropriate by the Title IX Coordinator

Violations of no-contact orders or other restrictions may be referred to appropriate student or employee conduct processes for enforcement or added as collateral misconduct allegations to an ongoing Complaint under this Policy.

The Parties are provided with a timely opportunity to seek modification or reversal of the College's decision to provide, deny, modify, or terminate supportive measures applicable to them. A request to do so should be made in writing to the EEO Officer/Title IX/Section 504

Coordinator. An impartial employee other than the employee who implemented the supportive measures, who has authority to modify or reverse the decision, will determine whether to provide, deny, modify, or terminate the supportive measures if they are inconsistent with the definition of supportive measures in § 106.2 of the federal Title IX Regulations. The College will also provide the Parties with the opportunity to seek additional modification or termination of supportive measures applicable to them if circumstances change materially. The College typically renders decisions on supportive measures within seven (7) business days of receiving a request and provides a written determination to the impacted party(ies) and the EEO Officer/Title IX/Section 504 Coordinator.

Discriminatory Harassment

Unwelcome conduct on the basis of actual or perceived protected characteristic(s), that based on the totality of the circumstances, is subjectively and objectively offensive, and is so severe or pervasive, that it limits or denies a person's ability to participate in or benefit from the College's education program or activity.

Sex-based Harassment (Applicable under Title IX, Title VII, and the Fair Housing Act)

Sex-based Harassment is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity; sexual assault, dating violence, domestic violence, and stalking.

Quid pro quo:

An employee agent, or other person authorized by the College, to provide an aid, benefit, or service under the College's education program or activity, explicitly or impliedly conditioning the provision of such aid, benefit, or service, on a person's participation in unwelcome sexual conduct.

1) Hostile Environment Harassment:

Unwelcome sex-based conduct, that based on the totality of the circumstances, is subjectively and objectively offensive, and is so severe or pervasive, that it limits or denies a person's ability to participate in or benefit from the College's education program or activity.

The College reserves the right to address offensive conduct and/or harassment that (1) does not rise to the level of creating a hostile environment, or (2) that is of a generic nature and not based on a protected characteristic. Addressing such conduct will not result in the imposition of discipline under College Policy, but may be addressed through respectful conversation, remedial actions, education, effective Alternative Resolution, and/or other Informal Resolution mechanisms.

For assistance with Alternative Resolution and other Informal Resolution techniques and approaches, contact the EEO Officer/Title IX/Section 504 Coordinator.

2) Sexual Assault:

A sexual act, including but not limited to Rape, Sodomy, Sexual Assault with an Object, or Fondling directed against another person, without the consent of the victim/complainant, including instances where the victim/complainant is incapable of giving consent because of their age or their temporary or permanent mental or physical incapacity; also unlawful sexual intercourse including incest and statutory rape.

a. Rape:

1. Penetration

b. Sodomy

1. Oral or anal penetration, of the Complainant by the Respondent

c. Sexual Assault with an Object

1. Respondent's use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of the Complainant

d. Fondling:

1. The touching of the private body parts (breasts, buttocks, groin) of the Complainant by the Respondent or causing the Complainant to touch the Respondent's private body parts intentionally for a sexual purpose

e. Incest:

1. Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by New Mexico law.

f. Statutory Rape:

1. Nonforcible sexual intercourse with a person that is under the statutory age of consent in the applicable jurisdiction.

3) Dating Violence:

Violence committed by a Respondent, who is in or has been in a social relationship of a romantic or intimate nature with the Complainant; and where the existence of such a relationship shall be determined based on a consideration of the length and type of relationship, including the frequency of the interaction between the Parties involved in the relationship.

4) Domestic Violence:

Felony or misdemeanor crimes committed by a person who: is a current or former spouse or intimate partner of the Complainant under the family or domestic violence laws of New Mexico or a person similarly situated to a spouse of the Complainant; is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner; shares a child in common with the Complainant; or commits acts against a youth or adult Complainant who is protected from those acts under the family or domestic violence laws of New Mexico.

5) Stalking:

Engaging in a course of conduct more than one incident on the basis of sex, that is, directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others or suffer substantial emotional distress.

Sexual Misconduct (Includes any violations under state and federal laws)

1) Sexual Exploitation:

An individual taking non-consensual or abusive sexual advantage of another, that does not constitute Sex-based Harassment as defined above for their own benefit or for the benefit of anyone other than the person being exploited.

Other Prohibited Conduct

1) Bullying:

Repeated and/or severe aggressive behavior that is likely to intimidate or intentionally hurt, control, or physically or mentally diminish the Complainant.

2) Endangerment:

Threatening or causing physical harm; extreme verbal, emotional, or psychological abuse; or other conduct which threatens or endangers the health or safety of any person or damages their property.

3) Hazing:

Any act or action that does or is likely to endanger any individual's mental or physical health or safety as it relates to an individual's initiation, admission into, or affiliation with any San Juan College group or organization.

4) Retaliation:

Adverse action, including intimidation, threats, coercion, or discrimination, against any person, by San Juan College, a student, employee, or a person authorized by the College to provide aid, benefit, or service under the College's education program or activity, for

the purpose of interfering with any right or privilege secured by law or Policy, or because the person has engaged in protected activity, including reporting information, making a complaint, testifying, assisting, or participating or refusing to participate in any manner in an investigation or Resolution Process under the Equal Opportunity, Harassment, and Non-Discrimination Procedures, including an Informal Resolution process, or in any other appropriate steps taken by the College to promptly and effectively end any sex discrimination in its education program or activity, prevent its recurrence, and remedy its effects.

The exercise of rights protected under the First Amendment does not constitute retaliation. It is also not retaliation for the College to pursue Policy violations against those who make materially false statements in bad faith in the course of a resolution under the Equal Opportunity, Harassment, and Non-Discrimination Policy. However, the determination of responsibility, by itself, is not sufficient to conclude that any party has made a materially false statement in bad faith.

5) Unauthorized Disclosure:

Distributing or otherwise publicizing materials created or produced during an investigation or Resolution Process except as required by law or as expressly permitted by the College; or publicly disclosing a party's personally identifiable information without authorization or consent.

6) Failure to Comply/Process Interference

(a) Intentional failure to comply with

1. the reasonable directives of EEO Officer/Title IX/Section 504 Coordinator in the performance of their official duties, including with the terms of a no-contact order
2. emergency removal or interim suspension terms
3. sanctions
4. mandated reporting duties as defined in this Policy

(b) Intentional failure to adhere to the terms of an agreement achieved through informal resolution

(c) Intentional interference with the Title IX resolution process, including but not limited to:

1. Destruction of or concealing of evidence
2. Actual or attempted solicitation of knowingly false testimony or providing false testimony or evidence
3. Intimidating or bribing a witness or party

Sanctions

Sanctions for committing, or attempting to commit, any Prohibited Conduct listed in Paragraph 14.8 through 14.12 may include any sanction allowed by the Student Code of Conduct or Student Handbook including written warning through expulsion for students, warning through termination for employees as stated in any applicable handbook, and any level of discipline up to termination allowed for under the CBA for employees subject to the CBA. In the event of a conflict between this Policy and the CBA regarding sanctions, the provisions of the CBA will control.

Consent, Force, and Incapacitation

As used in this Policy, the following definitions and understandings apply:

1) Consent

Consent is knowing, and voluntary, and clear permission by word or action to engage in sexual activity.

2) Force

Force is the use of physical violence and/or physical imposition to gain sexual access. Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Force is conduct that, if sufficiently severe, can negate consent. Force also includes threats, intimidation and implied threats.

3) Coercion

Coercion is unreasonable pressure for sexual activity. Coercive conduct, if sufficiently severe, can render a person's consent ineffective, because it is not voluntary. It is intended to overcome resistance or produce consent. When someone makes clear that they do not want to engage in sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. Coercion is evaluated based on the frequency, intensity, isolation, and duration of the pressure involved.

4) Incapacitation

Incapacitation is a state where a person is incapable of giving consent. An incapacitated person cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the "who, what, when, where, why, and how" of their sexual interaction). A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep, or unconscious for any reason, including because of alcohol or other drug consumption.

This Policy also covers a person whose incapacity results from a temporary or permanent physical or mental health condition, involuntary physical restraint, and/or the consumption of incapacitating substances.

Incapacitation is determined through consideration of all relevant indicators of a person's state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

If the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated, the Respondent is not in violation of this Policy. "Should have known" is an objective, reasonable person standard that assumes that a reasonable person is both sober and exercising sound judgment.

- 5) The definitions above may be deemed to also include the definition provided to the same term by New Mexico Law to the extent that such definition does not conflict with the above.**

Standard of Proof

San Juan College uses the preponderance of the evidence standard of proof when determining whether a Policy violation occurred. This means that the College will decide whether it is more likely than not, based upon the available information at the time of the decision, that the Respondent is in violation of the alleged Policy violation(s).

Reports/Complaints of Discrimination, Harassment, and/or Retaliation

A Report provides notice to San Juan College of an allegation or concern about discrimination, harassment, or retaliation and provides an opportunity for the EEO Officer/Title IX/504 ADA Coordinator to provide information, resources, and supportive measures. A Complaint provides notice to the College that the Complainant would like to initiate an investigation or other appropriate resolution procedures. A Complainant or individual may initially make a report and may decide at a later time to make a Complaint. Reports or Complaints of discrimination, harassment, and/or retaliation may be made using any of the following options:

- 1) File a Complaint with, or give verbal Notice directly to, the EEO Officer/Title IX/Section 504 Coordinator. Such a Complaint may be made at any time (including during non-business hours) by using the telephone number, email address, or by mail to the office address, listed for the EEO Officer/Title IX/Section 504 Coordinator.

EEO Officer/Title IX/Section 504 Coordinator
Educational Services Center Building, 2nd Floor
Human Resources, Room 4243
(505) 566-3515
TitleIX@sanjuancollege.edu

- 2) Report online, using the [Online Reporting Form](#). Anonymous Notice is accepted, but the Notice may give rise to a need to try to determine the Parties' identities. Anonymous

Notice typically limits the College's ability to investigate, respond, and provide remedies, depending on what information is shared. Measures intended to protect the community or redress or mitigate harm may be enacted. It also may not be possible to provide supportive measures to Complainants who are the subject of anonymous Notice.

- 3) All San Juan College supervisors, faculty, and staff (including student-employees), other than those deemed Confidential Employees, receives a report of alleged discrimination or sexual harassment, or observes or becomes aware of conduct that may constitute discrimination or sexual harassment, they must immediately contact the EEO Officer/Title IX/Section 504 Coordinator.
- 4) Reporting carries no obligation to initiate a Complaint, and in most situations, San Juan College is able to respect a Complainant's request to not initiate a resolution process. However, there may be circumstances, such as pattern behavior, allegations of severe misconduct, or a compelling threat to health and/or safety, where the College may need to initiate a resolution process. If a Complainant does not wish to file a Complaint, the College will maintain the privacy of information to the extent possible. The Complainant should not fear a loss of confidentiality by giving Notice that allows the College to discuss and/or provide supportive measures, in most circumstances.

Time Limits on Reporting

There is no time limitation on providing notice/complaints to the EEO Officer/Title IX/Section 504 Coordinator. However, if the Respondent is no longer subject to the College's jurisdiction and/or significant time has passed, the ability to investigate, respond, and/or provide remedies may be more limited or impossible.

Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of Policy) is at the EEO Officer/Title IX/Section 504 Coordinator's discretion; they may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

False Allegations and Evidence

Deliberately false and/or malicious accusations under this Policy are a serious offense and will be subject to appropriate disciplinary action. This does not include allegations that are made in good faith but are ultimately shown to be erroneous or do not result in a determination of a Policy violation.

Additionally, witnesses and parties who knowingly provide false evidence, tamper with or destroy evidence, or deliberately mislead an official conducting an investigation or resolution process can be subject to discipline under appropriate College policies.

Confidentiality/Privacy

College makes every effort to preserve the Parties' privacy. The College will not share the identity of any individual who has made a complaint of harassment, discrimination, or retaliation; any

Complainant; any individual who has been reported to be the perpetrator of discrimination, harassment, or retaliation; any Respondent; or any witness, except as permitted by, or to fulfill the purposes, of applicable laws and regulations (e.g., Title IX), Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, or as required by law; including any investigation, or resolution proceeding arising under these policies and procedures.

Unauthorized Disclosure of Information

Parties and Advisors are prohibited from unauthorized disclosure of information obtained by the College through the Resolution Process, to the extent that information is the work product of the College (meaning it has been produced, compiled, or written by College for purposes of its investigation and resolution of a Complaint). It is also a violation of College Policy to publicly disclose work product or a party's personally identifiable information without authorization or consent. Violation of this Policy is subject to significant sanctions.

Emergency Removal/Interim Actions/Leave

The College can act to remove a student Respondent accused of Sex Discrimination or Sex-based Harassment from its education program or activities, partially or entirely, on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. This risk analysis is performed by the Title IX Coordinator and may be done in conjunction with the Behavioral Intervention Team using its standard risk assessment rubric and procedures. Employees are subject to existing procedures for interim actions and leaves.

Federal Timely Warning Obligations

College must issue timely warnings for reported incidents that pose a serious or continuing threat of bodily harm or danger to members of the College community.

The College will ensure that a Complainant's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

Preservation of Evidence

The preservation of evidence is critical to potential criminal prosecution and to obtaining restraining/protective orders, and it is particularly time-sensitive. The College will inform the Complainant of the importance of preserving evidence by taking actions such as the following:

Sexual Assault

1. Seek forensic medical assistance at the nearest hospital, ideally within 120 hours of the incident (sooner is better).
2. Avoid urinating, showering, bathing, washing hands or face, or douching, if possible, but evidence may still be collected even if you do.

3. If oral sexual contact took place, refrain from smoking, eating, drinking, or brushing teeth.
4. If clothes are changed, place soiled clothes in a paper bag (plastic destroys evidence) or a secure evidence container (if provided one by law enforcement)
5. Seeking medical treatment can be essential, even if it is not for the purpose of collecting forensic evidence.

Stalking/Dating Violence/Domestic Violence/Sex-Based Harassment

1. Evidence in the form of text and voice messages will be lost in most cases if the Complainant changes their phone number.
 - a. Make a secondary recording of any voice messages and/or save the audio files to a cloud server.
 - b. Take screenshots and/or a video recording of any text messages or other electronic messages (e.g., Instagram, Snapchat, Facebook).
2. Save copies of email and social media correspondence, including notifications related to account access alerts.
3. Take timestamped photographs of any physical evidence, including notes, gifts, etc., in place when possible.
4. Save copies of any messages, including those showing any request for no further contact.
5. Obtain copies of call logs showing the specific phone number being used rather than a saved contact name if possible.

If timely, the importance of taking these actions will be discussed during the initial meeting between the complainant and the EEO Officer/Title IX/Section 504 Coordinator.

Federal Statistical Reporting Obligations

Certain institutional officials - those deemed Campus Security Authorities - have a duty to report the following for federal statistical reporting purposes (Clery Act):

- 1) All “primary crimes,” which include criminal homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson;
- 2) Hate crimes, which include any bias-motivated primary crime as well as any bias-motivated larceny or theft, simple assault, intimidation, or destruction/damage/vandalism of property;
- 3) Violence Against Women Act (VAWA-based crimes), which include sexual assault, domestic violence, dating violence, and stalking¹¹; and
- 4) Arrests and referrals for disciplinary action for weapons-related law violations, liquor-related law violations, and drug abuse-related law violations.

All personally identifiable information is kept private, but statistical information must be shared with the campus Department of Public Safety regarding the type of incident and its general

location (on- or off-campus or in the surrounding area, but no addresses are given) for publication in the Annual Security Report and daily campus crime log.

Campus Security Authorities include student affairs/student conduct staff, campus public safety, local police, residence housing staff, student activities staff, human resources staff, advisors to student organizations, and any other official with significant responsibility for student and campus activities.

Independence and Conflicts of Interest

The EEO Officer/Title IX/Section 504 Coordinator manages the Non-Discrimination Team and acts with independence and authority, free from bias and conflicts of interest. The EEO Officer/Title IX/Section 504 Coordinator oversees all resolutions under this policy and these procedures. The members of the Resolution Pool are vetted and trained to ensure they are not biased for or against any party in a specific complaint, or for or against Complainants and/or Respondents, generally.

To raise any concern involving bias, conflict of interest, misconduct, or discrimination by the EEO Officer/Title IX/Section 504 Coordinator, contact the Vice President of Human Resources and Legal Activities at (505) 566-3516. Concerns of bias, misconduct, discrimination, or a potential conflict of interest by any other Resolution Pool member should be raised with the EEO Officer/Title IX/Section 504 Coordinator.

Resolution Process for Alleged Violations of Policy on Equal Opportunity, Harassment, and Non-Discrimination (Hereinafter the “Resolution Process”)

Overview

San Juan College will act on any notice, complaint, or knowledge of a potential violation of the Equal Opportunity, Harassment, and Non-discrimination Policy (“the Policy”) that is received by the EEO Officer/Title IX/Section 504 Coordinator or any other Mandated Reporter by applying the Resolution Process below.

The procedures below apply to all allegations of discrimination on the basis of an actual or perceived protected characteristic, harassment, retaliation, or Other Prohibited Conduct as involving students, staff, administrators, faculty members, or third parties. Unionized/other categorized employees are subject to the terms of their agreements/employees’ rights to the extent those agreements do not conflict with federal or state compliance obligations.

Notice/Complaint

Upon receipt of Notice, a Complaint, or Knowledge of an alleged Policy violation, the EEO Officer/Title IX/Section 504 Coordinator will initiate a prompt initial evaluation to determine the College’s next steps. The EEO Officer/Title IX/Section 504 Coordinator will contact the

Complainant/source of the Notice to offer supportive measures, provide information regarding resolution options, and determine how they wish to proceed.

Collateral Misconduct

Collateral misconduct is defined to include potential violations of other College policies not incorporated into the Policy on Equal Opportunity, Harassment, and Nondiscrimination that occur in conjunction with alleged violations of the policy, or that arise through the course of the investigation, for which it makes sense to provide one resolution for all charges. Thus, the collateral allegations may be charged along with potential violations of the Policy, to be resolved jointly under these Procedures. In such circumstances, the EEO Officer/Title IX/Section 504 Coordinator may consult with College officials who typically oversee such conduct (e.g., human resources, student conduct, academic affairs) to solicit their input as needed on what charges should be filed, but the exercise of collateral charges under these procedures is within the discretion of EEO Officer/Title IX/Section 504 Coordinator. All other allegations of misconduct unrelated to incidents covered by the Policy will typically be addressed separately through procedures described in the student, faculty, and staff handbooks.

Initial Evaluation

The EEO Officer/Title IX/Section 504 Coordinator conducts an initial evaluation typically within seven (7) business days of receiving notice/complaint/knowledge of alleged misconduct. The initial evaluation typically includes:

1. Assessing whether the reported conduct may reasonably constitute a violation of the policy.
2. If the conduct may not reasonably constitute a violation of the Policy, the matter is typically dismissed from this process, consistent with the dismissal provision in these procedures. It may then be referred to another process, if applicable. Determining whether College has jurisdiction over the reported conduct, as defined in the Policy.
 - a. If the conduct is not within College jurisdiction, the matter is typically dismissed from this process, consistent with the dismissal provision in these procedures. If applicable, the conduct will be referred to the appropriate College office for resolution.
3. Offering and coordinating supportive measures for the Complainant & Respondent, as applicable.
4. Notifying the Complainant, or the person who reported the allegation(s), of the resolution processes, including a supportive and remedial response, an Informal Resolution option, or the Resolution Process described below.
5. Determining whether the Complainant wishes to make a Complaint.
6. Notifying the Respondent of the resolution processes, including a supportive and remedial response, an Informal Resolution option, or the Resolution Process described below, if a Complaint is made.

Helping a Complainant to Understand Options

If the Complainant indicates they wish to initiate a complaint (in a manner that can reasonably be construed as reflecting intent to make a complaint), the EEO Officer/Title IX/Section 504 Coordinator will help to facilitate the complaint, which will include:

Working with the Complainant to determine whether the Complainant wishes to pursue one of three resolution options:

1. a supportive and remedial response, and/or
2. Informal Resolution, or
3. the Resolution Process described below.

The EEO Officer/Title IX/Section 504 Coordinator will seek to abide by the wishes of the Complainant but may have to take an alternative approach depending on their analysis of the situation.

If the Complainant elects for the resolution process below, and the EEO Officer/Title IX/Section 504 Coordinator has determined the policy applies and that the College has jurisdiction, they will route the matter to the appropriate resolution process, will provide the Parties with a Notice of Investigation and Allegation(s), and will initiate an investigation consistent with these Procedures.

If any Party indicates (either verbally or in writing) that they want to pursue an Informal Resolution option, the EEO Officer/Title IX/Section 504 Coordinator will assess whether the matter is suitable for Informal Resolution and refer the matter, accordingly.

If the Complainant indicates (either verbally or in writing) that they do not want any action taken, no Resolution Process will be initiated (unless deemed necessary by the EEO Officer/Title IX/Section 504 Coordinator), though the Complainant can elect to initiate one later, if desired.

EEO Officer/Title IX/Section 504 Coordinator Authority to Initiate a Complaint

If the Complainant does not wish to file a complaint, the EEO Officer/Title IX/Section 504 Coordinator, who has ultimate discretion as to whether a complaint is initiated, will offer supportive measures and determine whether to initiate a complaint themselves. To make this determination, the EEO Officer/Title IX/Section 504 Coordinator will evaluate that request to determine if there is a serious and imminent threat to someone's safety or if the College cannot ensure equal access without initiating a Complaint. The EEO Officer/Title IX/Section 504 Coordinator will consider the following non-exhaustive factors to determine whether to file a Complaint:

- a. The Complainant's request not to proceed with initiation of a complaint;
- b. The Complainant's reasonable safety concerns regarding initiation of a complaint;

- c. The risk that additional acts of discrimination would occur if a complaint is not initiated;
- d. The severity of the alleged discrimination, including whether the discrimination, if established, would require the removal of a Respondent from campus or imposition of another disciplinary sanction to end the discrimination and prevent its recurrence;
- e. The age and relationship of the Parties, including whether the Respondent is a college employee;
- f. The scope of the alleged discrimination, including information suggesting a pattern, ongoing discrimination, or discrimination alleged to have impacted multiple individuals;
- g. The availability of evidence to assist a Decision-maker in determining whether discrimination occurred;
- h. Whether the College could end the alleged discrimination and prevent its recurrence without initiating its resolution process.

If deemed necessary, the EEO Officer/Title IX/Section 504 Coordinator may consult with appropriate College employees, and/or a standard risk assessment rubric conducted by the Behavioral Intervention Team (BIT) to aid their determination of whether to initiate a Complaint.

When the EEO Officer/Title IX/Section 504 Coordinator initiates a complaint, they do not become the Complainant. The Complainant is the person who experienced the alleged conduct that could constitute a violation of this Policy.

Dismissal

The College may dismiss a complaint if, at any time during the investigation or Resolution Process, one or more of the following grounds are met:

- 1) The College is unable to identify the Respondent after taking reasonable steps to do so
- 2) The College no longer enrolls or employs the Respondent
- 3) A Complainant voluntarily withdraws any or all of the allegations in the complaint, and the EEO Officer/Title IX/Section 504 Coordinator declines to initiate a complaint
- 4) The College determines the conduct alleged in the complaint would not constitute a Policy violation, if proven

A Decision-maker can recommend dismissal to the EEO Officer/Title IX/Section 504 Coordinator, if they believe the grounds are met. A Complainant who decides to withdraw a complaint may later request to reinstate or refile it.

Upon any dismissal, the College will promptly send the Complainant written notification of the dismissal and the rationale for doing so. If the dismissal occurs after the Respondent has been made aware of the allegations, the College will also notify the Respondent of the dismissal.

This dismissal decision is appealable by any party.

Appeal of Dismissal

The Complainant may appeal a dismissal of their complaint. The Respondent may also appeal the dismissal of the complaint if dismissal occurs after the Respondent has been made aware of the allegations. All dismissal appeal requests must be filed within three (3) business days of the notification of the dismissal.

The EEO Officer/Title IX/Section 504 Coordinator will notify the Parties of any appeal of the dismissal. If, however, the Complainant appeals, but the Respondent was not notified of the complaint, the EEO Officer/Title IX/Section 504 Coordinator must then provide the Respondent with a NOIA and will notify the Respondent of the Complainant's appeal with an opportunity to respond.

Throughout the dismissal appeal process, the College will:

- Implement dismissal appeal procedures equally for the Parties;
- Assign a trained Dismissal Appeal Officer who did not take part in an investigation of the allegations or dismissal of the Complaint;
- Provide the Parties a reasonable and equal opportunity to make a statement in support of, or challenging, the dismissal; and
- Notify the Parties of the result of the appeal and the rationale for the result.

The grounds for dismissal appeals are limited to:

- 1) Procedural irregularity that would change the outcome;
- 2) New evidence that would change the outcome and that was not reasonably available when the dismissal was decided;
- 3) The EEO Officer/Title IX/Section 504 Coordinator, Investigator, or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual Complainant or Respondent that would change the outcome.
- 4) [The dismissal was erroneously granted or denied]

Upon receipt of a dismissal appeal in writing from one or more Parties, the EEO Officer/Title IX/Section 504 Coordinator will share the petition with the other party and provide three (3) business days for other Parties to respond to the request. The appeal should specify at least one of the grounds above and provide any reasons or supporting evidence for why the ground is met. This appeal will be provided in writing to the other Parties, and the EEO Officer/Title IX/Section 504 Coordinator, who will be invited to respond in writing. At the conclusion of the response period, the EEO Officer/Title IX/Section 504 Coordinator will forward the appeal, as well as any response provided by the other Parties to the Dismissal Appeal Officer for consideration.

If the request for appeal does not provide information that meets the grounds in this Policy, the request will be denied by the Dismissal Appeal Officer, and the Parties, their Advisors, and the

EEO Officer/Title IX/Section 504 Coordinator will be notified in writing of the denial and the rationale.

If any of the asserted grounds in the appeal satisfy the grounds described in this Policy, then the Dismissal Appeal Officer will notify all Parties and their Advisors, and the EEO Officer/Title IX/Section 504 Coordinator, of their decision and rationale in writing. The effect will be to reinstate the Complaint.

In most cases, appeals are confined to a review of the written documentation or record of the original determination and pertinent documentation regarding the specific appeal grounds. The Dismissal Appeal Officer has ten (10) business days to review and decide on the appeal, though extensions can be granted at the discretion of the EEO Officer/Title IX/Section 504 Coordinator, and the Parties will be notified of any extension.

Appeal decisions are deferential to the original determination, making changes only if there is a compelling justification to do so.

The Dismissal Appeal Officer may consult with the EEO Officer/Title IX/Section 504 Coordinator and/or legal counsel on questions of procedure or rationale for clarification, if needed. The EEO Officer/Title IX/Section 504 Coordinator will maintain documentation of all such consultation.

Emergency Removal/Leave, Counter-Claims and Advisors

Interim Suspension of a Student

The College may emergency remove a student accused of sex discrimination or sex-based harassment upon receipt of notice/knowledge, a complaint, or at any time during the resolution process. Prior to an emergency removal, the College will conduct a standard risk assessment conducted by the Behavioral Intervention Team (BIT) and may remove the student if that assessment determines that an imminent and serious threat to the health or safety of a Complainant or any students, employees, or other persons arising from the allegations of sex discrimination justifies such action. Students accused of other forms of discrimination (not sex) are subject to interim suspension, which can be imposed for safety reasons.

When an emergency removal or interim suspension is imposed, wholly or partially, the affected student will be notified of the action, which will include a written rationale, and the option to challenge the emergency removal or interim suspension within three (3) business days of the notification. Upon receipt of a challenge, the EEO Officer/Title IX/Section 504 Coordinator will meet with the student (and their Advisor, if desired) as soon as reasonably possible thereafter to allow them to show cause why the removal/action should not be implemented or should be modified.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal or interim suspension is appropriate, should be modified, or lifted. When this meeting is not requested within three (3)

business days, objections to the emergency removal or interim suspension will be deemed waived. A student can later request a meeting to show why they are no longer an imminent and serious threat because conditions related to imminence or seriousness have changed. A Complainant and their Advisor may be permitted to participate in this meeting if the EEO Officer/Title IX/Section 504 Coordinator determines it is equitable to do so.

The Respondent may provide information, including expert reports, witness statements, communications, or other documentation for consideration prior to or during the meeting. When applicable, a Complainant may provide information to the EEO Officer/Title IX/Section 504 Coordinator for review.

An emergency removal or interim suspension may be affirmed, modified, or lifted as a result of a requested review or as new information becomes available. The EEO Officer/Title IX/Section 504 Coordinator will communicate the final decision in writing, typically within five (5) business days of the review meeting.

Placing an Employee on Leave

When the Respondent is an employee or a student employee accused of misconduct in the course of their employment, existing provisions in the Staff Handbook, Chapter 6.17, Administrative Leave for interim action, are typically applicable instead of the above emergency removal process. Procedures for unionized employees can be found in the CBA.

Counter-Complaints

The College is obligated to ensure that the resolution process is not abused for retaliatory purposes. Although the College permits the filing of counter-complaints, the EEO Officer/Title IX/Section 504 Coordinator will use an initial evaluation described above to assess whether the allegations in the counter-complaint are made in good faith. When counter-complaints are not made in good faith, they will not be permitted. They will be considered potentially retaliatory and may constitute a violation of the Policy.

Counter-complaints determined to have been reported in good faith will be processed using the Resolution Process below. At the EEO Officer/Title IX/Section 504 Coordinator's discretion, investigation of such claims may take place concurrently or after resolution of the underlying initial Complaint.

Resolution Option Overview

This Resolution Process, consisting of Informal or Administrative Resolution, is the College's chosen approach to addressing all forms of discrimination based on protected characteristics, harassment, and retaliation. The process considers the Parties' preferences but is ultimately determined at the EEO Officer/Title IX/Section 504 Coordinator's discretion.

Resolution proceedings are confidential. All individuals present at any time during the resolution process are expected to maintain the confidentiality of the proceedings in accordance with College Policy.

Informal Resolution

To initiate Informal Resolution, a Complainant or Respondent may request it from the EEO Officer/Title IX/Section 504 Coordinator at any time prior to a final determination, or the EEO Officer/Title IX/Section 504 Coordinator may offer the option to the Parties in writing. The College will obtain voluntary, written confirmation that all Parties wish to resolve the matter through Informal Resolution before proceeding and will not pressure the Parties to participate in Informal Resolution.

Before initiation of an Informal Resolution process, College will provide the Parties with a NOIA that explains:

1. The allegations;
2. The requirements of the Informal Resolution process;
3. That, prior to agreeing to a resolution, any party has the right to withdraw from the Informal Resolution process and to initiate or resume the College's Resolution Process;
4. That the Parties' agreement to a resolution at the conclusion of the Informal Resolution process will preclude the Parties from initiating or resuming the resolution process arising from the same allegations;
5. The potential terms that may be requested or offered in an Informal Resolution agreement, including notification that an Informal Resolution agreement is binding only on the Parties; and
6. What information the College will maintain, and whether and how it could disclose such information for use in its Resolution Process.

College offers four categories of Informal Resolution:

- 1) **Supportive Resolution.** When the EEO Officer/Title IX/Section 504 Coordinator can resolve the matter informally by providing supportive measures (only) designed to remedy the situation.
- 2) **Educational Conversation.** When the EEO Officer/Title IX/Section 504 Coordinator can resolve the matter informally by having a conversation with the Respondent to discuss the Complainant's concerns and College expectations or can accompany the Complainant in their desire to confront the conduct.
- 3) **Accepted Responsibility.** When the Respondent is willing to accept responsibility for violating Policy and is willing to agree to actions that will be enforced similarly to sanctions, and the Complainant(s) and College are agreeable to the resolution terms.

- 4) **Alternative Resolution.** When the Parties agree to resolve the matter through an alternative resolution mechanism (which could include, but is not limited to, mediation, facilitated dialogue, etc.), as described below.

It is not necessary to pursue Informal Resolution first in order to pursue an Administrative Resolution Process. Any party participating in Informal Resolution can withdraw from the Informal Resolution Process at any time and initiate or resume the Administrative Resolution Process.

If an investigation is already underway, the EEO Officer/Title IX/Section 504 Coordinator has discretion to determine if an investigation will be paused, if it will be limited, or if it will continue during the Informal Resolution process.

Administrative [Hearing] Resolution Process

Notice of Investigation and Allegations

Prior to an investigation, the EEO Officer/Title IX/Section 504 Coordinator will provide the parties with a detailed written NOIA. Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various allegations. For climate/culture investigations that do not have an identifiable Respondent, the NOIA will be sent to the department/office/program head for the area/program being investigated.

The NOIA typically includes:

- a. A meaningful summary of all allegations
- b. The identity of the involved Parties (if known)
- c. The precise misconduct being alleged
- d. The date and location of the alleged incident(s) (if known)
- e. The specific policies/offenses implicated
- f. A description of, link to, or copy of the applicable procedures
- g. A statement that the Parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence
- h. The name(s) of the Investigator(s), along with a process to identify to the EEO Officer/Title IX/Section 504 Coordinator, in advance of the interview process, any conflict of interest that the Investigator(s) may have
- i. A statement that the College presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination
- j. A statement that determinations of responsibility are made at the conclusion of the process and that the Parties will be given an opportunity during the review and comment period to inspect and review all relevant evidence
- k. A statement that retaliation is prohibited

- l. Information about the confidentiality of the process, including that the Parties and their Advisors (if applicable) may not share College work product obtained through the Resolution Process
- m. A statement that the Parties may have an Advisor of their choice who may accompany them through all steps of the Resolution Process
- n. A statement informing the Parties that the College's Policy prohibits knowingly making false statements, including knowingly submitting false information during the Resolution Process
- o. Detail on how a party may request disability accommodations during the Resolution Process
- p. A link to the College's VAWA Brochure
- q. An instruction to preserve any evidence that is directly related to the allegations

Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address(es) of the Parties as indicated in official College records, or emailed to the Parties' College-issued email or designated accounts. Once mailed, emailed, and/or received in person, the notification will be presumptively delivered.

Resolution Timeline

College will make a good faith effort to complete the resolution process within sixty to ninety (60-90) business days, including any appeals, which can be extended as necessary for appropriate cause by the EEO Officer/Title IX/Section 504 Coordinator. The Parties will receive updates on the progress of the resolution process, as well as notification and a rationale for any extensions or delays, and an estimate of how much additional time will be needed to complete the process.

Investigations are completed expeditiously, normally within sixty (60) business days, though some investigations may take longer, depending on issues such as the nature, extent, and complexity of the allegations, witness availability, law enforcement involvement, and other factors.

If a party or witness chooses not to participate in the resolution process or becomes unresponsive, the College reserves the right to continue but has no obligation without their participation to ensure a prompt resolution. Non-participatory or unresponsive parties retain the rights outlined in this policy and the opportunity to participate in the resolution process.

The College may undertake a short delay in its investigation (several days to a few weeks) if circumstances require. The College will promptly resume its resolution process as soon as feasible. During such a delay, College will implement and maintain supportive measures for the parties as deemed appropriate.

College action(s) or processes are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

The College will make a good faith effort to complete the resolution process as promptly as circumstances permit and will communicate regularly with the parties to update them on the progress and timing of the process.

Ensuring Impartiality

Any individual materially involved in the administration of the resolution process, including the EEO Officer/Title IX/Section 504 Coordinator, Investigator(s), and Decision-maker(s), may neither have nor demonstrate a conflict of interest or bias for a party generally, or for a specific Complainant or Respondent.

The EEO Officer/Title IX/Section 504 Coordinator will vet the assigned Investigator(s), Decision-maker(s), and Appeals officers for impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. At any time during the resolution process, the parties may raise a concern regarding bias or conflict of interest, and the EEO Officer/Title IX/Section 504 Coordinator will determine whether the concern is reasonable and supportable. If so, another pool member will be assigned, and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the EEO Officer/Title IX/Section 504 Coordinator, concerns should be raised with the Vice President for Human Resources and Legal Activities.

The resolution process involves an objective evaluation of all available relevant and not otherwise impermissible evidence, including evidence that supports that the Respondent engaged in a policy violation and evidence that supports that the Respondent did not engage in a policy violation. Credibility determinations may not be based solely on an individual's status or participation as a Complainant, Respondent, or witness. All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence, and to receive a written investigation report that accurately summarizes this evidence.

Investigator Appointment

Once an investigation is initiated, the EEO Officer/Title IX/Section 504 Coordinator appoints an Investigator(s) to conduct it. These Investigators may be members of the resolution process pool, or any other properly trained Investigator, whether internal or external to the College's community.

Witness Role and Participation in the Investigation

Employees (not including Complainant and Respondent) are required to cooperate with and participate in the College's investigation and resolution process. Student witnesses and witnesses from outside the College community cannot be required to participate but are encouraged to cooperate with College investigations and to share what they know about a Complaint.

Interviews may be conducted in person, via online video platforms (e.g., Zoom, Microsoft Teams, FaceTime, WebEx, etc.), or, in limited circumstances, by telephone. The College will take appropriate steps to ensure the security/privacy of remote interviews.

Parties and witnesses may also provide written statements in lieu of interviews or choose to respond to written questions, if deemed appropriate by the Investigator(s), though not preferred.

Interview Recording

It is standard practice for Investigators to create record of all interviews pertaining to the Resolution Process (other than Informal Resolution meetings). The Parties may review copies of their own interviews, upon request. No unauthorized audio or video recording of any kind is permitted during investigation meetings. If an Investigator(s) elects to audio and/or video record interviews, all involved individuals should be made aware of audio and/or video recording.

Evidentiary Considerations

The Investigator(s) and the Decision-maker(s) will only consider evidence that is deemed relevant and not otherwise impermissible.

Relevant evidence is that which may aid in determining whether the allegation occurred, or whether the behavior constitutes a violation of Policy.

Impermissible evidence is defined as evidence that relates to the Complainant's sexual interests or prior sexual conduct, unless 1) evidence about the Complainant's prior sexual conduct is offered to prove that someone other than the Respondent committed the alleged conduct, or 2) is evidence about specific incidents of the Complainant's prior sexual conduct with the Respondent that is offered to prove consent.

The fact of prior consensual sexual conduct between the Complainant and Respondent does not by itself demonstrate or imply the Complainant's consent or preclude a determination that sex-based harassment occurred.

Previous disciplinary action of any kind involving the Respondent may not be considered unless there is an allegation of a pattern of misconduct. Such information may also be considered in determining an appropriate sanction upon a determination of responsibility. Barring a pattern allegation, this information is only considered at the sanction stage of the process and is not shared until then.

Within the limitations stated above, the investigation and determination can consider character evidence, if offered, but that evidence is unlikely to be relevant unless it is fact evidence or relates to a pattern of conduct.

Respondent Admits Responsibility

At any point in the proceedings, if a Respondent elects to admit to the charged violations and waive further process, the Decision-maker is authorized to accept that admission, adopt it as their finding/final determination, and administer sanctions. This would also waive all rights to appeal for the Respondent. If the Respondent rejects the finding/final determination/sanctions, or does not admit to all conduct charged, the Resolution Process continues to its conclusion.

Investigation

All investigations are adequate, thorough, reliable, impartial, prompt, and fair. They involve interviews with all relevant parties and witnesses, obtaining relevant evidence, and identifying sources of expert information, as necessary.

After an interview, parties and witnesses will be asked to verify the accuracy of summary of their interview. They may submit changes, edits, or clarifications. If the parties or witnesses do not respond within the time period designated for verification, objections to the accuracy of the summary will be deemed to have been waived, and no changes will be permitted.

The College may consolidate Complaints against more than one Respondent, or by more than one Complainant against one or more Respondents, when the allegations arise from the same facts or circumstances or implicate a pattern, collusion, and/or other shared or similar actions.

The Investigator(s) typically take(s) the following steps, if not already completed and not necessarily in this order:

- a. Determine the identity and contact information of the Complainant.
- b. Identify all policies implicated by the alleged misconduct and notify the Complainant and Respondent of all specific policies implicated.
- c. Assist the EEO Officer/Title IX/Section 504 Coordinator, if needed, with conducting a prompt initial evaluation to determine if the allegations indicate a potential Policy violation.
- d. Work with the EEO Officer/Title IX/Section 504 Coordinator, as necessary, to prepare the initial Notice of Investigation and Allegations (NOIA). The NOIA may be amended with any additional or dismissed allegations.
- e. Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for the parties and witnesses.
- f. When participation of a party is expected, provide that party with written notification of the date, time, and location of the meeting, as well as the expected participants and purpose.
- g. Make good faith efforts to notify each party of any meeting or interview involving another party, in advance when possible.

- h. Interview the Complainant and the Respondent and conduct follow-up interviews with each, as necessary.
- i. Interview all available, relevant witnesses and conduct follow-up interviews as necessary.
- j. Provide each interviewed party and witness an opportunity to review and verify the Investigator's summary notes (or transcript or recording) of the relevant evidence/testimony from their respective interviews and meetings.
- k. Allow each party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of another party and/or witnesses. Document in the investigation report which questions were asked, with a rationale for any changes or omissions.
- l. Where possible, complete the investigation promptly and without unreasonable deviation from the intended timeline.
- m. Provide the parties with regular status updates throughout the investigation.
- n. Prior to the conclusion of the investigation, provide the parties and their respective Advisors with a list of witnesses whose information will be used to render a finding.
- o. Ask the Parties to provide a list of questions they would like asked of the other party or any witnesses. The Investigator will ask those questions deemed relevant, and for any question deemed not relevant, will provide a rationale for not asking the question.
- p. Write a draft investigation report that gathers, assesses, and synthesizes the evidence, accurately summarizes the investigation, and party and witness interviews, and provides all relevant evidence.
- q. Provide the Parties and their respective Advisors an electronic copy of the draft investigation report as well as an opportunity to inspect and review all relevant evidence obtained as part of the investigation for a review and comment period of ten (10) business days so that each party may meaningfully respond to the evidence. The Parties may elect to waive all or part of the review period.
- r. The Investigator may share the investigation report with the EEO Officer/Title IX/Section 504 Coordinator and/or legal counsel for their review and feedback.

Administrative Resolution Process

The Administrative Resolution Process is used for all Complaints of discrimination on the basis of protected characteristics, harassment, retaliation, and Other Prohibited Behaviors (as defined in Policy) or when Informal Resolution is either not elected or is unsuccessful.

The Administrative Resolution Process consists of a hand-off of the investigation report and all relevant evidence to the Decision-maker to make a finding and determine sanctions (if applicable).

Once the Decision-maker receives and reviews the file, they can recommend dismissal to the EEO Officer/Title IX/Section 504 Coordinator, if they believe the grounds are met.

The Administrative Resolution Process typically takes approximately thirty (30) business days to complete, beginning with the Decision-maker's receipt of the Draft Investigation Report.

The Parties will be updated regularly on the timing and any significant deviation from this typical timeline.

Investigator-led Questioning Meetings

1. The EEO Officer/Title IX/Section 504 Coordinator provides the Draft Investigation Report to the Decision-maker and the parties simultaneously for review. The Decision-maker can then provide the Investigator with a list of relevant questions to ask the parties or any witnesses. To the extent credibility is in dispute and relevant to one or more of the allegations, the questions provided by the Decision-maker may also explore credibility.
2. The Investigator will also ask each of the Parties to provide a proposed list of questions to ask the other Parties and any witnesses.
 - a. To the extent credibility is in dispute and relevant to one or more of the allegations, questions proposed by the Parties may also explore credibility.
 - b. All party questions must be posed during this phase of the process and cannot be posed later unless authorized by the Decision-maker.
 - c. The Investigator will share all party-proposed questions with the Decision-maker, who will finalize the list with the Investigator to ensure all questions are both relevant and permissible.
3. Typically, within three (3) business days of the last of these meetings, the interview summaries or recordings will be provided to the parties for their review. The parties will then have five (5) business days to review the interview summaries or recordings and propose follow-up questions to be asked by the Investigator.
4. The Investigator will review the proposed questions with the Decision-maker, to determine relevance and permissibility. If deemed necessary, the Investigator will then meet individually with the parties or witnesses for whom there are relevant, and not duplicative, follow-up questions. These follow-up meetings may be recorded, and the parties will receive the recordings or transcripts of these meetings. This final round of questioning is the last such round permitted, unless leave is granted to extend, by the Decision-maker.
5. The Investigator will then incorporate any new, relevant evidence and information obtained through the Parties' review of the Draft Investigation Report, the questioning, and follow-up meetings into a Final Investigation Report.
6. The Investigator will also respond in writing (typically within the Final Investigation Report) to the relevant elements of the Parties' responses to the Draft Investigation Report and incorporate relevant elements of the parties' written responses, additional relevant evidence, and any necessary revisions into the Final Investigation Report.
7. The Investigator will then share the investigation report with the EEO Officer/Title IX/Section 504 Coordinator and/or legal counsel for their review and feedback.
8. The Final Investigation Report and investigation file will then be provided to the EEO Officer/Title IX/Section 504 Coordinator.

The Decision-maker's Determination

1. The EEO Officer/Title IX/Section 504 Coordinator will provide the Decision-maker with the Final Investigation Report and investigation file, including the evidence and information obtained through the Investigator-led Questioning meetings.
2. The Decision-maker will review the FIR, all appendices, and the investigation file.
3. If the record is incomplete, the Decision-maker may direct a re-opening of the investigation or may direct or conduct any additional inquiry necessary, including informally meeting with the Parties or any witnesses, if needed.
4. Upon reviewing the relevant evidence, the Decision-maker may also choose to pose additional questions:
 - a. To the extent credibility is in dispute and relevant to one or more of the allegations, the Decision-maker may meet individually with the Parties.
 - b. At their discretion, the Decision-maker may also meet with any party or witness to ask additional relevant questions that will aid the Decision-maker in making their findings. These meetings may be recorded and shared with the Parties.
5. The Decision-maker will then apply the preponderance of the evidence standard to make a determination on each of the allegations and, if applicable, any attendant sanctions.
6. **Timeline.** The Decision-maker's determination process typically takes approximately ten (10) business days, but this timeframe can vary based on a number of factors and variables, The Parties will be notified of any delays.
7. **Impact Statements.** Prior to a determination, the EEO Officer/Title IX/Section 504 Coordinator may also provide the parties an opportunity to submit a written impact and/or mitigation statement. The EEO Officer/Title IX/Section 504 Coordinator will review these statements upon receipt to determine whether there are any immediate needs, issues, or concerns, but will otherwise hold them until after the Decision-maker has made determinations on the allegations. If there are any findings of a policy violation, the Decision-maker will request the Impact Statements from the EEO Officer/Title IX/Section 504 Coordinator and review them prior to determining sanctions. They will also be exchanged between the parties at that time.
8. If it is later determined that a party or witness intentionally provided false or misleading information, that action could be grounds for re-opening a resolution process at any time, and/or referring that information to another process for resolution.

Proposed Sanctions

Factors considered by the Decision-maker when determining sanctions and responsive actions may include, but are not limited to:

- a. The nature, severity of, and circumstances surrounding the violation(s)
- b. The Respondent's disciplinary history

- c. The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation
- d. The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation
- e. The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Complainant and the community
- f. The impact on the Parties
- g. Any other information deemed relevant by the Decision-maker(s)

The sanctions will be implemented as soon as it is feasible once a determination is final, either upon the outcome of any appeal or the expiration of the window to appeal, without an appeal being requested.

The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken, or sanctions imposed, by external authorities.

Notice of Outcome

Within ten (10) business days of the conclusion of the Resolution Process, the EEO Officer/Title IX/Section 504 Coordinator provides the parties with a written outcome notification. The outcome notification will specify the finding for each alleged Policy violation, any applicable sanctions that the College is permitted to share pursuant to state or federal law, and a detailed rationale, written by the Decision-maker, supporting the findings to the extent the College is permitted to share under federal or state law.

The notification will also detail the parties' equal rights to appeal, the grounds for appeal, the steps to take to request an appeal, and when the determination is considered final if neither party appeals.

The EEO Officer/Title IX/Section 504 Coordinator will provide the parties with the outcome notification simultaneously, or without significant time delay between notifications. The written outcome notification may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official College records, or emailed to the Parties' College-issued or designated email account. Once mailed, emailed, and/or received in person, the outcome notification is presumptively delivered.

Withdrawal or Resignation Before Complaint Resolution

Students

Should a student Respondent decide not to participate in the resolution process, the process proceeds absent their participation to a reasonable resolution. If a student Respondent withdraws from the College, the resolution process may continue, or EEO Officer/Title IX/Section 504 Coordinator may exercise their discretion to dismiss the Complaint. If the Complaint is dismissed, College will still provide reasonable supportive or remedial measures as deemed

necessary to address safety and/or remedy any ongoing effects of the alleged harassment, discrimination, and/or retaliation.

Regardless of whether the Complaint is dismissed or pursued to completion of the Resolution Process, College will continue to address and remedy any systemic issues or concerns that may have contributed to the alleged violation(s), and any ongoing effects of the alleged discrimination, harassment, and/or retaliation.

When a student withdraws or leaves while the process is pending, the student may not return to the College in any capacity until the Complaint is resolved and any sanctions imposed are satisfied. If the student indicates they will not return, the EEO Officer/Title IX/Section 504 Coordinator has discretion to dismiss the Complaint. The Registrar and Office of Admissions will be notified, accordingly.

If the student Respondent takes a leave for a specified period of time (e.g., one semester or term), the resolution process may continue remotely. If found in violation, that student is not permitted to return to College unless and until all sanctions, if any, have been satisfied.

Employees

Should an employee Respondent decide not to participate in the Resolution Process, the process proceeds absent their participation to a reasonable resolution if possible. If an employee Respondent withdraws from the College with unresolved allegations pending, the Resolution Process may continue, or EEO Officer/Title IX/Section 504 Coordinator may exercise their discretion to dismiss the Complaint. If the Complaint is dismissed, the College may still provide reasonable supportive or remedial measures as deemed necessary to address safety and/or remedy any ongoing effects of the alleged discrimination, harassment, and/or retaliation.

Appeal of the Determination

The EEO Officer/Title IX/Section 504 Coordinator will designate a three-member Appeal Panel, or a single Appeal Decision-maker chosen from the Pool, or other trained internal or external individuals, to hear the appeal. No Appeal Decision-maker(s) will have been previously involved in the resolution process for the Complaint, including in any supportive measure or dismissal appeal that may have been heard earlier in the process. If a panel is used, a voting Chair of the Appeal Panel will be designated by the EEO Officer/Title IX/Section 504 Coordinator. In the event of a conflict between this Policy and the CBA regarding appeal rights, the provisions of the CBA addressing appeal rights will be in addition to the appeal rights listed under this Policy.

Appeal Grounds

Appeals are limited to the following grounds:

- 1) A procedural irregularity that would change the outcome

- 2) New evidence that would change the outcome and that was not reasonably available at the time the determination regarding responsibility or dismissal was made
- 3) The EEO Officer/Title IX/Section 504 Coordinator, Investigator(s), or Decision-maker(s) had a conflict of interest or bias for or against Complainants or Respondents generally or the specific Complainant or Respondent that would change the outcome
- 4) The final determination by the Decision-maker is substantially contrary to the weight of the evidence in the record (applicable to sanctions of suspension, expulsion, or termination, only)
- 5) The sanctions fall outside the range of sanctions designated for this offense, considering the cumulative conduct/disciplinary record of the Respondent (applicable to sanctions of suspension, expulsion, or termination, only)

Request for Appeal

Any party may submit a written request for appeal (“Request for Appeal”) to the EEO Officer/Title IX/Section 504 Coordinator within five (5) business days of the delivery of the Notice of Outcome.

The Request for Appeal will be forwarded to the Appeal Panel or Decision-maker for consideration to determine if the request meets the grounds for appeal (a Review for Standing). This is not a review of the merits of the appeal, but solely a determination as to whether the request could reasonably be construed to meet the grounds and is timely filed.

If the Request for Appeal does not provide information that meets the grounds in this Policy, the request will be denied by the Appeal Panel Chair or Decision-maker, and the Parties and their Advisors will be simultaneously notified in writing of the denial and the rationale.

If any of the grounds in the Request for Appeal meet the grounds in this Policy, then the Appeal Panel Chair or Decision-maker will notify all Parties and their Advisors, the EEO Officer/Title IX/Section 504 Coordinator, and, when appropriate, the Investigator(s) and/or the original Decision-maker.

All other Parties and their Advisors, the EEO Officer/Title IX/Section 504 Coordinator, and, when appropriate, the Investigator(s) and/or the Decision-maker will be provided a copy of the Request for Appeal with the approved grounds and then be given five (5) business days to submit a response to the portion of the appeal that was approved and involves them. The Appeal Panel Chair or Decision-maker will forward all responses, if any, to all Parties for review and comment.

The non-appealing party (if any) may also choose to appeal at this time. If so, that Request for Appeal will be reviewed by the Appeal Panel Chair or Decision-maker to determine if it meets the grounds in this Policy and will either be approved or denied. If approved, it will be forwarded to the party who initially requested an appeal, the EEO Officer/Title IX/Section 504 Coordinator, and the Investigator(s) and/or original Decision-maker, as necessary, who will submit their responses,

if any, within five (5) business days. Any such responses will be circulated for review and comment by all Parties. If denied, the Parties will be notified accordingly, in writing.

No party may submit any new Requests for Appeal after this time period. The Appeal Panel Chair or Decision-maker will collect any additional information needed and all documentation regarding the approved appeal grounds, and the subsequent responses will be shared with the Appeal Panel or Decision-maker, who will promptly render a decision.

Appeal Determination Process

In most cases, appeals are confined to a review of the written documentation or record of the original determination and pertinent documentation regarding the specific appeal grounds. The Appeals Panel or Decision-maker will deliberate as soon as is practicable and discuss the merits of the appeal.

Appeal decisions are to be deferential to the original determination, making changes to the finding only when there is clear error and to the sanction(s)/responsive action(s) only if there is a compelling justification to do so. All decisions are made by majority vote and apply the preponderance of the evidence.

An appeal is not an opportunity for the Appeal Panel or Decision-makers to substitute their judgment for that of the original Decision-maker merely because they disagree with the finding and/or sanction(s).

The Appeal Panel or Decision-maker may consult with the EEO Officer/Title IX/Section 504 Coordinator and/or legal counsel on questions of procedure or rationale, for clarification, if needed. The EEO Officer/Title IX/Section 504 Coordinator will maintain documentation of all such consultation.

Appeal Outcome

An appeal may be granted or denied. Appeals that are granted should normally be remanded (or partially remanded) to the original Investigator(s) and/or Decision-maker with corrective instructions for reconsideration. In rare circumstances where an error cannot be cured by the original Investigator(s) and/or Decision-maker or the EEO Officer/Title IX/Section 504 Coordinator (as in cases of bias), the Appeal Panel or Decision-maker may order a new investigation and/or a new determination with new Pool members serving in the Investigator and Decision-maker roles.

A Notice of Appeal Outcome letter will be sent to all parties simultaneously, or without significant time delay between notifications. The appeal outcome will specify the finding on each ground for appeal, any specific instructions for remand or reconsideration, any sanction(s) that may result which the College is permitted to share according to federal or state law, and the rationale supporting the essential findings to the extent the College is permitted to share under federal or state law.

Written notification may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official institutional records, or emailed to the parties' College-issued email or otherwise approved account. Once mailed, emailed, and/or received in person, the appeal outcome will be presumptively delivered.

Once an appeal is decided, the outcome is final and constitutes the Final Determination; further appeals are not permitted, even if a decision or sanction is changed on remand (except in the case of a new determination). When appeals result in no change to the finding or sanction, that decision is final. When an appeal results in a new finding or sanction, that finding or sanction can be appealed one final time on the grounds listed above and in accordance with these procedures.

If a remand results in a new determination that is different from the appealed determination, that new determination can be appealed once on any of the five available appeal grounds.

Sanction Status During the Appeal

Any sanctions imposed as a result of the determination are stayed (i.e., not implemented) during the appeal process, and supportive measures may be maintained or reinstated until the appeal determination is made.

If any of the sanctions are to be implemented immediately post-determination, but pre-appeal, then the emergency removal procedures (detailed above) for a "show cause" meeting on the justification for doing so must be permitted within two (2) business days of implementation.

Long-Term Remedies/Other Actions

Following the conclusion of the Resolution Process, and in addition to any sanctions implemented or Informal Resolution terms, the EEO Officer/Title IX/Section 504 Coordinator may implement additional long-term remedies or actions with respect to the Parties and/or the College community that are intended to stop the discrimination, harassment, and/or retaliation, remedy the effects, and prevent recurrence.

These remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Course and registration adjustments, such as retroactive withdrawals
- Education to the individual and/or the community
- Permanent alteration of housing assignments
- Permanent alteration of work arrangements for employees
- Provision of campus safety escorts
- Climate surveys
- Policy modification and/or training
- Provision of transportation assistance

- Implementation of long-term contact limitations between the Parties
- Implementation of adjustments to academic deadlines, course schedules, etc.

At the discretion of the EEO Officer/Title IX/Section 504 Coordinator, certain long-term supportive measures may also be provided to the parties even if no policy violation is found.

When no Policy violation is found, the EEO Officer/Title IX/Section 504 Coordinator will address any remedies the College owes the Respondent to ensure no effective denial of educational access.

The College will maintain the confidentiality of any long-term remedies/actions/measures, provided confidentiality does not impair the College's ability to provide these services.

Failure to Comply with Sanctions, Responsive Actions, and/or Informal Resolution Terms

All Respondents are expected to comply with the assigned sanctions, responsive actions, corrective actions, and/or Informal Resolution terms within the timeframe specified by the final Decision-maker(s), including the Appeal Panel or Decision-maker or the Informal Resolution agreement.

Failure to abide may result in additional sanction(s)/action(s), including suspension, expulsion, and/or termination from the College.

Supervisors are expected to enforce the completion of sanctions/responsive actions for their employees.

A suspension imposed for non-compliance with sanctions will only be lifted when compliance is achieved to the EEO Officer/Title IX/Section 504 Coordinator's satisfaction.

Accommodations and Support During the Resolution Process

Disability Accommodations

College is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to the College's Resolution Process.

Anyone needing such accommodations or support should contact the EEO Officer/Title IX/Section 504 Coordinator, who will work with disability support colleagues as appropriate to review the request and, in consultation with the person requesting the accommodation, determine which accommodations are appropriate and necessary for full process participation.

Other Support

College will also address reasonable requests for support for the Parties and witnesses, including:

- a. Language services/Interpreters
- b. Access and training regarding use of technology throughout the resolution process
- c. Other support as deemed reasonable and necessary to facilitate participation in the resolution process

[1](#) VAWA is the Violence Against Women Act, enacted in 1994 and codified in part at 42 U.S.C. sections 13701 through 14040.

Bystander Intervention

San Juan College expects all members of the campus community to take reasonable and prudent actions to prevent or stop an act of sexual misconduct. San Juan College will help educate and engage bystanders to be an effective tool to help prevent acts of sexual misconduct. Bystanders can help in several different ways, including direct intervention, seeking assistance from an authority figure, notifying the Public Safety Department, or calling the Farmington Police Department. Remaining silent or thinking it is someone else's problem is not an ethical or a reasonable position to take.

Observation of an Act of Sexual Misconduct



It is important to understand that no individual has the right to be violent, regardless of whether people are in a relationship. Recognizing when acts of sexual misconduct are occurring is the first step to intervention. San Juan College has sponsored education and training programs that will give information on recognizing when sexual misconduct is taking place. Bystanders should only attempt to personally intervene if it can be done safely – violence does not stop violence, and, if they cannot stop the act with their words, they should call the Public Safety Department, the Farmington Police Department, or the appropriate law enforcement authority. Bystanders are encouraged to ask other students and College employees for help.

Assisting Victims to Confide and Disclose Sexual

Misconduct

When persons confide and disclose being victims of sexual misconduct, members of the College community who receive that information should let the victim tell their story and should listen respectfully and help them explain and identify what happened to them. They should help victims identify appropriate avenues for assistance. Victims should be helped to feel safe and

encouraged to seek medical attention and counseling. They should be encouraged to report the incident to the EEO/Title IX/Section 504 Coordinator and the Farmington Police Department, or the appropriate law enforcement authority. Being kind, understanding and non-judgmental can be a positive force for helping victims make a formal report and recover from such events.

Reducing Risks and Recognizing Warning Signs for Sexual Violence

Reducing Risk

The following are steps that can help reduce the risk of sexual assault. When considering these actions, it is important to remember that two-thirds of victims of sexual assault already know the perpetrator:

- a. Be aware of your surroundings, know where you are, who is around, and options for leaving.
- b. Use well-lit and traveled routes and never put headphones or ear buds in, if alone.
- c. Avoid isolated areas.
- d. Avoid becoming isolated with someone you do not know or trust.
- e. Always walk with a purpose.
- f. Avoid carrying lots of packages or bags.
- g. Trust your instincts. If a situation makes you uncomfortable, get out.
- h. Go to and leave parties with friends.
- i. Practice safe drinking precautions – watch your drink, get your own drinks, do not leave drinks unattended, and avoid punch bowls and large communal containers.
- j. Always practice the buddy system.
- k. Be true to yourself. Do not feel obligated to do anything you do not want to.
- l. Have a 'code' word to alert friends you are uncomfortable or in trouble.
- m. Always think about an escape route.
- n. Make no commitments or decisions while under the influence of drugs or alcohol.
- o. It is better to lie and leave than to stay and be a victim.
- p. Never give out personal information to strangers about where you live or your living arrangements in person or online.
- q. Only agree to meet new people you have met online in public settings and always take a friend with you.
- r. Always keep your gas tank more than half-full, keep your car doors locked, and tell others of your planned travel route.
- s. Always have your cell phone in your car and a charger in the car.

Recognizing Warning Signs

The following are warning signs of potentially abusive behavior in a close personal relationship. Acting on the appearance of warning signs is the key to avoid being the victim of date violence, spousal violence, and stalking.

- a. Does the person abuse alcohol or drugs?
- b. Does the person have a history of legal trouble, fighting, or destroying property?
- c. The other person will not work or go to school.
- d. Do they blame you for everything bad that happens or blame you for how they treat you?
- e. Do they abuse other family members?
- f. Do they call you and others names and put you and them down?
- g. Are they always angry at something or someone?
- h. Do they try to control where you go or whom you see?
- i. Do they try to isolate you from family and friends?
- j. Do they demand sex or try to force you to be sexual, even when you do not want to be?
- k. Are they physically rough with you (push, shove, pull hair, restrain, etc.)?
- l. Do they take your money or belongings without asking?
- m. Do they accuse you of being unfaithful, cheating on them, or “coming on” to others?
- n. Do they reject your thoughts, feelings or opinions and refuse to listen to you?
- o. Do they put you down or insult you in front of others or call you dumb, fat, stupid, or say that no one else would want you?
- p. Threaten to kill themselves or you if you break up with them?
- q. Do they experience extreme mood swings?
- r. Do they constantly compare you to their former partners?
- s. Are you afraid to break up with them?
- t. Do you feel they control every aspect of your life?
- u. Do you avoid certain subjects or activities that make them mad?
- v. Do you tell yourself that if you try harder or love them more, things will get better?
- w. Are you feeling increasing depression and unhappiness?
- x. Do you obsess over how to keep your partner “happy”?
- y. Do things with your partner only seem to be getting worse and worse?

Educational Programs and Campaigns

San Juan College implements and supports its policy on discrimination, harassment, and sexual misconduct with the training and educational events and activities outlined below:

1. Provide training on sexual misconduct for all new and existing students and new and existing employees via online training.

2. Sponsor and conduct annual prevention workshop/seminars/activities addressing domestic violence, dating violence sexual assault, harassment, stalking.
3. Provide links to online training materials in the web-based versions of the Annual Course Catalog and Student Handbook.
4. Provide trauma-informed training for campus officials involved in investigating and adjudicating sexual assault, domestic violence, dating violence and harassment and stalking cases.
5. Provide web-based training on the Department of Public Safety website for risk avoidance and warning signs of potential abusive relationships.
6. Periodically conduct specialized bystander training events and static displays on campus.
7. Make annual and periodic presentations to faculty, staff, and professional staff associates regarding this policy and component parts of this policy.
8. Provide students with the link to College policy on sexual misconduct and include it as part of incoming student's orientation/onboarding.
9. Utilize Student Services and student organizations to support sexual misconduct training opportunities on campus.

Primary Prevention and Awareness Programs

All new employees at San Juan College receive Preventing Harassment and Discrimination training, which includes Title IX and Clery training. An online Sexual Assault Prevention for Undergraduates is available for all San Juan College students through a vendor provider LMS.

New student orientation includes a presentation on Title IX Protections, which goes into detail about the protections afforded to San Juan College students in instances that qualify under Title IX. San Juan College developed a comprehensive policy regarding Equal Opportunity, Harassment, and Non-Discrimination, released to employees on August 1, 2024, and for students on August 2, 2024. The policy is available in the San Juan College Faculty and Staff Handbooks, and all new employees are asked to review it upon employment at San Juan College. It is also available for students on the Title IX Information website.

Ongoing Prevention and Awareness Campaigns

EVENT	DATE	DESCRIPTION
<ul style="list-style-type: none"> Preventing Harassment and Discrimination with Title IX & Clery Module 	Annual Online Training	Preventing Harassment and Discrimination: Prepares leaders, faculty and staff to cultivate and maintain a workplace culture resistant to discrimination, harassment and retaliation. Faculty and Staff will be equipped with the information and skills that promote intervention and empathy. This course includes a section specific to requirements under Title IX and the Clery Act.
<ul style="list-style-type: none"> Sexual Assault Prevention for Undergraduates. 	Online for new students Training	Title IX and Clery Act training that engages undergraduate students in fostering healthy relationships and preparing them to recognize and respond to sexual assault and harassment when it occurs.

Title IX

San Juan College is committed to maintaining a positive learning and working environment, as well as other benefits, programs, and activities free from discrimination based on protective characteristics, harassment, and retaliation for engaging in protected activity.

To ensure compliance with Title IX of the Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in education programs or activities, Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment, and Section 304 of the Violence Against Women Reauthorization Act of 2013 (also known as the Campus Sexual Violence Elimination Act (SaVE Act)).

San Juan College has developed internal policies and procedures that provide a prompt, fair, and impartial process for those involved in an allegation of gender/sex-based discrimination or harassment, and for allegations of retaliation.

Contact Information for Title IX Coordinator:

Stacey Allen, Compliance Officer for Human Resources
 Educational Services Center Building, 2nd Floor
 Human Resources, Room 4243
 505 566 3515; allens@sanjuancollege.edu

Policy of Equal Opportunity, Harassment, and Non-Discrimination Policy Link:

<https://www.sanjuancollege.edu/about/consumer-info/title-ix/>

Complainant/Respondent

If you wish to report sex-based discrimination, harassment, violence, or retaliation, you are referred to as the **Complainant**. The person against whom you have made allegations is referred to as the **Respondent**.

How to report alleged sex-based discrimination, harassment, violence, or retaliation (includes sexual harassment, sexual assault, stalking, dating violence, and domestic violence):

- 1) For emergency situations needing medical attention: Call 911
- 2) Directly to the College's Title IX Coordinator at titleIX@sanjuancollege.edu or call 566-3515. Also, can report by using the [Online Reporting Form](#). The College's Title IX Coordinator has authority to address Title IX complaints in a non-criminal context. This College process is completely separate from the law enforcement process.
- 3) Any College personnel and the Department of Public Safety at (505) 215-3091, mandatory reporting is required. Confidential reporting for students: Counselor only at (505) 566-4255. To report sexual assault confidentially, contact Sexual Assault Services of Northwest New Mexico's 24-Hour Crisis Hotline at (505) 326-4700 or 1(866) 908-4700.
- 4) Choose to report to local law enforcement at (505) 334-6622. If a report is made initially with law enforcement, law enforcement may inform the Title IX Coordinator, with the victim's/survivor's consent.
- 5) Complainant may pursue separate complaints simultaneously through the Title IX Coordinator and through a law enforcement process. In addition, you may file a complaint with the Office of Civil Rights of the United States Department of Education at [File Complaint with Office of Civil Rights](#).

The Timetable

Because reporting carries no obligation to initiate a formal response, and the College respects the Complainant's request to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is mainly in control and should not fear a loss of privacy by making a report that allows the College to discuss and/or provide supportive measures.

Title IX investigations may take 60-90 days to resolve, depending on the complexity of the case and the number of parties involved. The College will keep the Complainant and Respondent as reasonably advised about the case status.

Because the College Title IX process is separate from that which might be undertaken by local law enforcement, the College will not wait until a criminal or civil case is resolved before proceeding.

The Complainant and Respondent will be informed of the case's outcome in writing.

The Complainant’s Right to Confidentiality

San Juan College has an obligation to protect a learning and working environment that is safe from sex-based discrimination, harassment, violence, and retaliation. For this reason, the Title IX Coordinator may proceed with an investigation, even if the complainant wishes that an investigation not occur. The Complainant is not required to participate; however, this may limit the College’s ability to respond to the incident.

If you request that your name or other identifying information not be used in an investigation, the College will consider your request in light of the context of its responsibility to provide a safe and nondiscriminatory environment. In most cases, information including your name will be shared with the respondent, witnesses, and College officials who have a legitimate need to know. Beyond that, the College will take steps to protect your identity and the identity of all individuals involved.

Sometimes a person does not report an event out of fear that the College will take action against the Complainant for alcohol or drug use. The complainant should be aware that such violations will be handled informally whenever possible and that the Complainant’s use of such substances does not put the Complainant at fault for sex-based harassment, violence, or retaliation.

Protection from Retaliation

The College will take supportive measures to protect the Complainant and Respondent while the case is pending. Any adjustments made will be designed to minimize the burden on the Complainant’s and Respondent’s educational program. In addition, the College prohibits retaliation against any employee or student who reports, testifies, assists, or participates in an investigation or hearing relating to allegations of sex-based harassment or violence. Any retaliation should be reported immediately to the Title IX Coordinator.



Emergency Communication Plan

San Juan College will, without delay, and considering the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim, to contain, or respond to, or otherwise mitigate the emergency. When there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, San Juan College will initiate its SunsAlert System. The Suns Alert encompasses the roles of campus safety, communications, and campus relations in communicating vital information to the San Juan College community and if necessary, the public. In any emergency, having flexibility to respond appropriately is critical. The Suns Alert is a flexible system that is used in conjunction with the emergency decision-making procedures of San Juan College.

The Suns Alert was implemented as a means to provide College students, faculty and staff with immediate notification regarding emergency or life-threatening situations, as well as safety instructions and updates. The system is also utilized to provide weather alerts that would include school closings or delays due to snow or ice situations, power outages, illness outbreaks, and other related events.

Depending upon the situation, the system can include all or a portion of the following: text messaging, email, web RSS feed, and Alertus (a desktop notification for every campus desktop computer). Once the emergency has ended, an all-clear message will be sent utilizing the same protocol as the initial alert. During the emergency, updates will be issued when there are significant developments or as needed. The Suns Alert may be used in conjunction with alerts on the San Juan College website, on San Juan College social media accounts, on television, on the radio, and through other notification avenues as deemed necessary by appropriate San Juan College personnel and the San Juan College Marketing and Public Relations Department.

Emergency Alerts

In the case of an emergency incident, the Department of Public Safety Director, Public Safety Manager, or the designee, will coordinate information with the local emergency management response teams, including the San Juan County Office of Emergency Management. If the emergency requires a response from San Juan College, San Juan College may invoke one or more of the procedures of the All-Hazards Approach, which includes Evacuation, and Lockdown. Once the appropriate emergency response is determined, or it is determined that there is no emergency response necessary, the Department of Public Safety will then contact the following alert administrators or their designees in the order listed to activate the SunsAlert

- Heather Chavez, Access and Control Lead
- Kenneth Hibner, Director of the Department of Public Safety
- Rhonda Schaefer, Director of Public Relations and Marketing
- Sherry Curry-Graves, Public Relations Coordinator
- Angelique Rodriguez, Administrative Assistant, PR and Marketing
- Randall Keeswood, Network Manager

In the event of an immediate threat to the safety of the College and in the interest of issuing a timely emergency alert, a DPS administrator may elect to issue an emergency alert without following the above order of alert administrators.

Inclement Weather

Once a school closure or delay is determined, the alert notification tree is activated to administer the Suns Alert messaging in the order listed:

- Heather Chavez, Access and Control Lead
- Kenneth Hibner, Director of the Department of Public Safety
- Rhonda Schaefer, Director of Public Relations and Marketing
- Sherry Curry-Graves, Public Relations Coordinator
- Angelique Rodriguez, Administrative Assistant, PR and Marketing
- Randall Keeswood, Network Manager

Emergency Message Templates

Web, text, email, and Alertus templates have been proactively developed to fit a variety of situations that could potentially occur. Templates have also been developed specifically for Clery Act crimes. These have been entered into San Juan College's Suns system to provide administrators with statements that can easily be altered to fit specific circumstances. Templates serve to expedite an emergency message, as long as the template sufficiently serves to notify the campus community of the relevant facts to allow the campus community to take proper protective measures. San Juan College also recognizes that every emergency is different, and a template may not fit the situation in progress. In that case, Suns administrators have the ability to develop unique messages that better inform the campus community. An outline of Suns alert message templates is available for administrators in the Suns section of the Emergency Management Plan.

Testing the System

San Juan College will test the system campus wide, twice per year. Test dates are set in preparation of both the Fall and Spring semesters, which include the second Sunday in October and the second Sunday in February. A notification will be posted to the home page of the San

Juan College website, one week prior to the actual test. Tests will normally be done in conjunction with an emergency preparedness drill on campus, including but not limited to, active shooter simulations, fire drills, chemical spill evacuations, emergency lockdown drills, and preventative lockdown drills. San Juan College will administer unannounced tests and drills as needed.

Along with a bi-annual campus wide test, Suns alert administrators will each be responsible for sending one test message every other week via text and email to the San Juan College Suns Alert administrator group. This test will help ensure familiarity and readiness.

Alert Test History

Test alerts are stored within the Suns system. The Department of Public Safety maintains records of all drills and exercises that include a description of the exercise, the date of the exercise, the time of the exercise, and whether it was announced or unannounced.

Personnel Changes in Alert Administrators

Should positions or personnel change the Suns alert administrator list, the Information Technology Center (ITC) is contacted to make the necessary changes. The ITC serves as the main administrator for the Suns system.

How to Register for Suns Alerts

Every San Juan College student, staff, and faculty email is automatically registered in the system. It is recommended that each student and employee confirm their contact information within the Workday (employees) and Colleague (students) to ensure receipt of alerts.

Notifying the Larger Community

The San Juan College Public Relations and Marketing Department is responsible for developing the information, disseminating the information, and notifying the public of an emergency on campus. Notification procedures for the public will differ depending on the situation. The method of dissemination will also differ depending on which method is determined most appropriate for the situation. Methods of dissemination may include but are not limited to:

- KSJE San Juan College radio station
- San Juan College website
- San Juan College social media accounts
- Press release
- Television alerts in collaboration with local news stations

Emergency notifications are initiated by a significant emergency or dangerous situation occurring on the campus that involves an immediate threat to the health or safety of students or employees. An immediate threat includes an imminent or impending threat. Examples of significant emergencies or dangerous situations include:

- Active fire alarm
 - Armed/hostile intruder
 - Bomb threat
 - Civil unrest or rioting
 - Chemical or hazardous waste spill
 - Communicable disease outbreak
- Earthquake
 - Explosion
 - Extreme weather conditions
 - Gas leak
 - National disaster
 - Terrorist incident

San Juan College will immediately notify the campus community upon confirmation of an emergency or dangerous situation. Confirmation means that an institution official (or officials) has verified that a legitimate emergency or dangerous situation exists. Confirmation does not necessarily mean that all of the pertinent details are known or even available. San Juan College will, without undue delay, and considering the safety of the community, determine the content of the notification and distribute the notification. However, if in the professional judgement of responsible authorities, the notification may compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency, the notification may be delayed.

Emergency notifications will be issued to the entire campus community, but the content of the emergency notifications will specify which part of the campus community is at risk. For example, if there is a fire in the Information Technology Center (ITC), an emergency notification may be issued to the entire campus community. The emergency notification may specify that anyone in the ITC should evacuate immediately. The evacuation may not be pertinent to those who are not in the ITC, but an emergency notification to the entire campus community prevents individuals from entering the ITC unknowingly until the fire is extinguished and the building is cleared for reentry. The notification may also notify those in surrounding buildings to be prepared to evacuate in the event that the fire expands. The content of emergency notifications is developed on a case-by-case basis. The Department of Public Safety and/or the Marketing and Public Relations Department will determine how much information is appropriate to disseminate.

Timely Warnings

Timely Warnings alert the campus community to potentially dangerous criminal situations on campus so that the campus community has both the time and the information necessary to take appropriate precautions and to enable people to protect themselves. Timely Warnings alert the campus community to certain crimes in a manner that is timely and will aid in the prevention of similar crimes. A Timely Warning will be issued as soon as pertinent information is available. Additional information will be provided as it becomes available. Timely Warnings will be issued in a manner that gets the word out quickly and effectively communitywide. Timely Warnings will primarily be issued via Suns, but San Juan College may elect to issue a Timely Warning via other methods (e.g., San Juan College website, San Juan College social media accounts, and email from a Department of Public Safety or Marketing and Public Relations representative) in conjunction with the Suns.

The Director of the Department of Public Safety, or a designee, will determine if a crime merits the issuance of a Timely Warning. The decision to issue a timely warning will be done in cooperation with the Director of

Marketing and Public Relations, or a designee. The President of San Juan College and the appropriate Vice President will be informed and continuously updated if a Timely Warning is issued.

San Juan College will consider all of the facts surrounding Clery Act crimes that occur within San Juan College's Clery Geography that are reported to a CSA or local police agencies to determine whether to issue a Timely Warning. San Juan College may issue Timely Warnings for non-Clery Act crimes. San Juan College will decide to issue a Timely Warning on a case-by-case basis in light of all the facts surrounding a crime, including factors such as:

- The nature of the crime;
- The continuing danger to the campus community, and;
- The possible risk of compromising law enforcement efforts.

Nature of the Crime

Clery Act Crimes	
<u>Criminal Offenses</u>	
•	Murder and Non-negligent Manslaughter
•	Manslaughter by Negligence
•	Rape
•	Fondling
•	Incest
•	Statutory Rape
•	Robbery
•	Aggravated Assault
•	Burglary
•	Motor Vehicle Theft
•	Arson
<u>VAWA Offenses</u>	
•	Domestic Violence
•	Dating Violence
•	Stalking
<u>Hate Crimes</u>	
•	Larceny-Theft
•	Simple Assault
•	Intimidation
•	Destruction/Damage/Vandalism of Property

Clery Geography

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

Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports the institution's educational purposes.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

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

Determining the Content of a Timely Warning

The intent of a Timely Warning is to enable members of the campus community to protect themselves; thus, Timely Warnings will include all information that will promote safety and that will aid in the prevention of similar crimes. The Timely Warning will include pertinent information about the crime that triggered the warning. Pertinent information may include but is not limited to, one or more of the following: date; time; type of crime; means used to carry out the crime; weapon(s) involved, if any; location of the crime; number of suspects; description of suspect(s); status of suspect(s); last known location of suspect(s); method of travel for suspect(s); areas of campus deemed unsafe; All Hazards Approach procedure in effect.

San Juan College may not describe the subject(s) if it is determined that there is insufficient information to describe the subject(s) in a manner that will promote safety and that will aid in the prevention of similar crimes. For example, if the only description of a subject is that it was a Caucasian male wearing jeans, San Juan College may determine not to include the description of the subject in the Timely Warning. In this example, the lack of information to describe the subject may actually suppress safety and the aiding in the prevention of similar crimes, instead of promoting it. The content of a Timely Warning will be determined on a case-by-case basis by the appropriate authorities or their designees.

San Juan College may, in appropriate circumstances, include personally identifiable information in a Timely Warning. Although personally identifiable information is generally protected from disclosure under the Family Educational Rights and Privacy Act (FERPA), such information may be released in an emergency.

Emergency Notification and Timely Warnings: Sorting Out the Differences

Emergency Notification	Timely Warning
<p>Scope: Wide focus on any significant emergency or dangerous situation</p> <p>Why: Emergency notification is triggered by an event that is currently occurring on or imminently threatening the campus. San Juan College will initiate emergency notification procedures for any significant emergency or dangerous situation occurring on the campus involving an immediate threat to the health or safety of students or employees.</p> <p>Where: Applies to situations that occur on campus.</p> <p>When: San Juan College will initiate procedures immediately upon confirmation that a dangerous situation or emergency exists or threatens.</p>	<p>Scope: Narrow focus on Clery Act crimes.</p> <p>Why: Timely Warnings are triggered by crimes that have already occurred but represent an ongoing threat. San Juan College will issue a Timely Warning for any Clery Act crime committed on San Juan College’s Clery Act Geography that is reported to a CSA or a local law enforcement agency, and that is considered by the institution to represent a serious or continuing threat to students and employees.</p> <p>Where: Applies to crimes that occur anywhere on San Juan College’s Clery Act Geography.</p> <p>When: San Juan College will issue a Timely Warning as soon as the pertinent information is available.</p>

Annual Disclosure of Crime Statistics

Preparation & Disclosure of Campus Crime Statistics & Annual Security Report

San Juan College complies with the Clery Act by preparing the ASR. San Juan College compiles, publishes, and distributes to all current students and employees, and to any interested applicant for enrollment or employment, information on how to obtain the report. The report provides information regarding campus crime statistics and campus security policies for all San Juan College properties that meet one of the Clery Geography categories specified by the Department of Education.

The ASR is prepared in cooperation with local law enforcement agencies that have a San Juan College property within their jurisdiction. The Clery Act requires that every institution make a reasonable, good-faith effort to obtain Clery Act statistics from all local law enforcement agencies that have jurisdiction over San Juan College’s Clery Act Geography. Campus crime, arrest, and referral statistics include those reported to the San Juan College Department of Public Safety, designated CSAs, and the appropriate law enforcement agency.

All enrolled students, as well as faculty and staff will receive an email notification regarding the availability of the ASR. The notification will provide the website link to access the report. Each year, the ASR is made available on the San Juan College Department of Public Safety website at

www.sanjuancollege.edu/publicsafety. Copies of the report may also be obtained at the Department of Public Safety offices on the San Juan College main campus at 4601 College Blvd., Farmington, NM 87402. The Department of Public Safety offices (1100 offices) are in the East Classroom Complex near the Learning Commons Plaza. All prospective employees or students may obtain a copy from the Department of Public Safety by calling 505.566.3263.

This report is prepared by the San Juan College Department of Public Safety, whose responsibility it is to ensure that the required Clery Act disclosures are properly forwarded to campus administrators and community members in accordance with the institution's procedures and Clery Act requirements.

Reports

When it comes to safety, San Juan College believes that knowledge is power. The Department of Public Safety takes a community-oriented approach to campus safety; therefore, the campus community is as much a part of the Department of Public Safety as the Department of Public Safety is a part of the campus community. A community-oriented approach supports information sharing to ensure that the campus community is well informed and safety conscious.

The Department of Public Safety makes a good faith effort to keep the San Juan College campus community informed about campus crime and campus crime-related problems. The Department of Public Safety develops written incident reports regarding all crimes reported to the department. Copies of reports may be obtained by visiting the Department of Public Safety at 4601 College Blvd., Farmington, NM 87402, Monday through Friday, 8:00 am to 5:00 pm, Mountain Time, or by calling 505.566.3263. Due to FERPA and the Department of Public Safety's responsibility to protect certain personally identifiable information and educational records, information may be redacted in the copies of the reports. The incident reports are used in conjunction with information provided by local law enforcement agencies to compile year-end statistics.

San Juan College will, upon written request, disclose to the alleged victim of a crime of violence (as 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 San Juan College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased because of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph. San Juan College crime statistics are available in the ASR and online at <https://www.sanjuancollege.edu/support/campus-safety/>

Unfounded Reports

If a reported crime is fully investigated by sworn or commissioned law enforcement personnel, and, based on the results of the investigation, they make a formal determination that the crime report is false or baseless; the crime will be counted as “unfounded” in the annual disclosure of campus crime statistics. A CSA who is not a sworn or commissioned law enforcement authority cannot designate a report as “unfounded”. Statistics for unfounded crimes are presented in a narrative format.

Clery Act Geography

San Juan College campus crime statistics are divided into different categories as defined in the Timely Warnings section above, in compliance with the Clery Act. The different categories include On-Campus, Public Property, and Non-campus. Institutions with residential housing may be required to include an On-Campus Residential category.

Hate Crimes

A hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. Although there are many possible categories of bias, under the Clery Act, the following eight categories of bias are reported: race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, disability.



San Juan College Main Campus Crime Statistics

	On-Campus			Non-Campus			Public Property		
CALENDAR YEAR	2021	2022	2023	2021	2022	2023	2021	2022	2023
Criminal Offenses									
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	1	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	3	1	0	0	0	0	0	0
Larceny/Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
VAWA Offenses									
Dating Violence	0	0	0	0	0	0	0	0	0
Domestic Violence	1	1	1	0	0	0	0	0	0
Stalking	0	1	2	0	0	0	0	0	0
Arrests									
Liquor Law Arrests	0	4	1	0	0	0	0	0	0
Drug Law Arrests	0	1	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Referrals									
Liquor Law Referrals	2	3	1	0	0	0	0	0	0
Drug Law Referrals	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Referrals	0	0	0	0	0	0	0	0	0
Hate Crimes									
Destruction/Damage/Vandalism	0	0	0	0	0	0	0	0	0
Unfounded (All Crimes & Geography)									
CALENDAR YEAR	2021	2022	2023						
Unfounded	0	0	0						

San Juan College 30th Street Campus Crime Statistics

On-Campus

Non-Campus

Public Property

CALENDAR YEAR	2021	2022	2023	2021	2022	2023	2021	2022	2023
Criminal Offenses									
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Larceny/Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
VAWA Offenses									
Dating Violence	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Arrests									
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Referrals									
Liquor Law Referrals	0	0	0	0	0	0	0	0	0
Drug Law Referrals	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Referrals	0	0	0	0	0	0	0	0	0
Hate Crimes									
N/A			0						
Unfounded (All Crimes & Geography)									
CALENDAR YEAR	2021	2022	2023						
Unfounded	0	0	0						

San Juan College West Campus Crime Statistics

On-Campus

Non-Campus

Public Property

CALENDAR YEAR	2021	2022	2023	2021	2022	2023	2021	2022	2023
Criminal Offenses									
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Larceny/Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
VAWA Offenses									
Dating Violence	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Arrests									
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Referrals									
Liquor Law Referrals	0	0	0	0	0	0	0	0	0
Drug Law Referrals	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Referrals	0	0	0	0	0	0	0	0	0
Hate Crimes									
N/A									
Unfounded (All Crimes & Geography)									
CALENDAR YEAR	2021	2022	2023						
Unfounded	0	0	0						

San Juan College East Campus Crime Statistics

*2023 Law Enforcement statistics not available at time of report.

	On-Campus			Non-Campus			Public Property		
CALENDAR YEAR	2021	2022	*2023	2021	2022	*2023	2021	2022	*2023
Criminal Offenses									
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	1	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Larceny/Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
VAWA Offenses									
Dating Violence	0	0	0	0	0	0	0	0	0
Domestic Violence	1	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Arrests									
Liquor Law Arrests	0	0	0	0	0	0	1	0	0
Drug Law Arrests	0	0	0	0	0	0	2	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Referrals									
Liquor Law Referrals	0	0	0	0	0	0	0	0	0
Drug Law Referrals	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Referrals	0	0	0	0	0	0	0	0	0
Hate Crimes									
Destruction/Damage/Vandalism	0	0	0	0	0	0	1	0	0
Unfounded (All Crimes & Geography)									
CALENDAR YEAR	2021	2022	2023						
Unfounded	0	0	0						

San Juan College South Hutton Campus Crime Statistics

On-Campus

Non-Campus

Public Property

CALENDAR YEAR	2021	2022	2023	2021	2022	2023	2021	2022	2023
Criminal Offenses									
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Larceny/Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
VAWA Offenses									
Dating Violence	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Arrests									
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0
Disciplinary Referrals									
Liquor Law Referrals	0	0	0	0	0	0	0	0	0
Drug Law Referrals	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Referrals	0	0	0	0	0	0	0	0	0
Hate Crimes									
N/A									
Unfounded (All Crimes & Geography)									
CALENDAR YEAR	2021	2022	2023						
Unfounded	0	0	0						

San Juan College Food Hub Campus Crime Statistics

CALENDAR YEAR	On-Campus		Non-Campus		Public Property	
	2022	2023	2022	2023	2022	2023
Criminal Offenses						
Murder/Non-negligent Manslaughter	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Larceny/Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0
VAWA Offenses						
Dating Violence	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0
Arrests						
Liquor Law Arrests	0	0	0	0	0	2
Drug Law Arrests	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0
Disciplinary Referrals						
Liquor Law Referrals	0	0	0	0	0	0
Drug Law Referrals	0	0	0	0	0	0
Illegal Weapons Possession Referrals	0	0	0	0	0	0
Hate Crimes						
N/A	0	0	0	0	0	0
Unfounded (All Crimes & Geography)						
CALENDAR YEAR	2022	2023				

2024 San Juan College Annual Security Report

Unfounded		0	0	
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Annual Fire Safety Report

This is the compliance document to the Higher Education Opportunity Act of 2008, also known as the Campus Fire Safety Right-to-Know Regulations. San Juan College prioritizes the personal safety of its students, faculty, staff, and visitors. A campus community relies on a peaceful, safe, and secure environment. Preserving this environment is a responsibility everyone on campus must share. Under the Higher Education Opportunity Act of 2008 all colleges receiving federal funds must report fire safety statistics. Any future renovations will comply with the national fire code.

Definitions (as defined by the Act)

Fires: any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire Safety Systems: any mechanism or system related to detecting a fire, the warning resulting from a fire, or controlling a fire. Examples include sprinkler systems, fire detection devices, standalone smoke alarms, and fire doors and walls.

Fire Drills: a supervised practice of a mandatory evacuation of a building for a fire.

Fire-Related Injuries: injuries that resulted in treatment at a medical facility, including at an on-campus health center.

On-Campus Student Housing Facilities: a dormitory or other residential facility for students on an institution's campus.

Fire Log

The San Juan College Department of Public Safety maintains a public Fire Log, which may be accessed by visiting the Department of Public Safety in the 1100 wing of the East Classroom Complex. The Fire Log records any fire in an on-campus student housing facility by the date the fire was reported. It includes each fire's nature, date, time, and location. Entries are entered into the log within two days of receipt of the fire report.

Campus Housing Fire Safety Information

Fire Safety Equipment

- Student Residence Hall has smoke detectors in the hallways, student rooms, and public areas.
- The smoke detectors and pull stations are linked to a Central System, monitored by AADI alarm monitoring, which notifies the San Juan County Emergency Communications Authority and informs Farmington Fire Department and the San Juan College Department of Public Safety.

- Nizhoni Residence Hall has at least one fire extinguisher on each floor. Fire extinguishers are checked on a monthly basis and serviced once a year unless they have been used, then they are replaced immediately.

Fire Protocols

- Fire drills are conducted in the residence hall each semester
- Fire safety rules and procedures are provided to students in the Student Housing Guide and the Student Handbook

In Case of Fire

When Moving into a Room

- Make a note of fire exit plans and alternative routes.
- Make a note of fire exits, alarm boxes, smoke detectors, and extinguishers.

What to Do in the Event of a Fire:

- Sound the alarm and call 911.
- Upon discovering a fire, put it out with the nearest fire extinguisher if it can be done safely.
- Leave the building via posted instructions or the nearest safe exit.
- Contact student housing staff (RA or RD) or Department of Public Safety. Provide as much information as possible about the fire. Be mindful of residents with disabilities or the sound sleepers in the area. *Where to Go: For Student Housing*
- Keep low to the floor if there is smoke in the room. Feel the doorknob and door before opening any doors. If it's hot, DO NOT open the door. If the knob is not warm, open the door slowly. If heat and heavy smoke are in the corridor, close the door and stay in the room.
- If it is impossible to exit the room, seal cracks under the door with clothing items or a rug. Hang an object (sheet or shirt) out the window and close the window. The hanging object will notify fire personnel that the room is occupied
- When exiting the room, close all doors and windows. When exiting through a smoke-filled corridor/room, move quickly in a crouched position (remember, smoke rises), and place a wet towel or clothing item over your head to prevent severe smoke inhalation. Take short breaths through your nose.
- Exit the building according to the evacuation plan and meet student housing staff at the designated area. Do not re-enter the building for any reason. Stay calm until the re-enter signal is given.

2023 Campus Housing Fire Safety System

Location	Sprinkler System	% Sprinkler	Monitor Fire Alarm	Smoke Detection	Extinguisher Devices	# Annual Evacuation Drills 2023
Nizhoni	Yes	100	Yes	Yes	Yes	2

2023 Statistics for Fires in Residence Halls

Location	Total Fires	Fire Number	Cause of Fire	Number of Injuries	Number of Deaths	Value of Property Damage
Nizhoni	0	0	N/A	0	0	\$ 0

2022 Campus Housing Fire Safety System

Location	Sprinkler System	% Sprinkler	Monitor Fire Alarm	Smoke Detection	Extinguisher Devices	# Annual Evacuation Drills 2022
Nizhoni	Yes	100	Yes	Yes	Yes	1

2022 Statistics for Fires in Residence Halls

Location	Total Fires	Fire Number	Cause of Fire	Number of Injuries	Number of Deaths	Value of Property Damage
Nizhoni	0	0	N/A	0	0	\$ 0

Campus Safety Awareness and Crime Prevention

Safety Tips



In the San Juan College Student Handbook, and online at <https://www.sanjuacollege.edu/support/campus-safety/> San Juan College encourages the following safety tips for the campus community:

1. Take the safest route to and from campus, not the fastest route.
 2. Travel in groups of two or more at night, and always walk in well-lit, heavily traveled areas.
- If you do not have someone to walk with you, please contact the Public Safety Department for an escort by calling 505.566.4444 from any campus phone.
3. Stay on the part of the sidewalk that is farthest away from shrubs, dark doorways, and alleys.
 4. Share your schedule only with those who need to know it (family, close friends, etc.).
 5. Never share your schedule with anyone you do not know.
 6. When you go out, let someone know where you are going and when you plan to be back.
 7. Wherever you are, stay alert to your surroundings and the actions of people around you.
 8. Follow your instincts. If something does not feel right, change directions, go to an emergency phone or public building and call the Department of Public Safety.
 9. Do not leave your belongings unattended, even for a few minutes.
 10. Avoid displaying large amounts of cash or other tempting targets such as jewelry or expensive equipment.
 11. Always lock your car and keep valuables out of sight. Check the back seat before getting in.
 12. Park in well-lit, well-traveled areas of the parking lot.

Campus Safety Awareness and Prevention Programs

The Department of Public Safety and San Juan College embrace proactive practices when it comes to campus safety. San Juan College is continuously looking for opportunities to deter and/or prevent crimes and the campus community is encouraged to do the same. Awareness of campus safety procedures and practices is critical. San Juan College provides several programs for students and employees that deal with safety procedures, safety practices, and crime prevention. In all campus safety programs, San Juan College encourages the campus community to be mindful of and responsible for the safety of themselves and of one another.

<p>Program: New Student Orientation Treasure Hunt</p> <p>Frequency: Each semester</p> <p>Audience: New students</p> <p>Discussion with new students regarding campus safety, the prevention of crimes, as well as services of and contact information for the Department of Public Safety.</p>	<p>Program: Student Handbook</p> <p>Frequency: Ongoing</p> <p>Audience: All students</p> <p>Includes information on the Department of Public Safety, the Behavioral Intervention Team, campus safety and crime awareness, and crime prevention safety tips.</p>
<p>Program: New Employee Orientation</p> <p>Frequency: Ongoing</p> <p>Audience: New employees</p> <p>Presentation for new employees regarding campus safety, the prevention of crimes, as well as services of and contact information for the Department of Public Safety.</p>	<p>Program: Employee Handbook</p> <p>Frequency: Ongoing</p> <p>Audience: All employees</p> <p>Includes information on the Department of Public Safety, the Behavioral Intervention Team, and campus safety and crime awareness.</p>
<p>Program: New Adjunct Faculty Orientation (Classroom Management)</p> <p>Frequency: Each semester</p> <p>Audience: New adjunct faculty</p> <p>Presentation for new adjunct faculty regarding campus safety, the prevention of crimes, as well as services of and contact information for the Department of Public Safety.</p>	<p>Program: Personal Protection Class</p> <p>Frequency: Ongoing; on request</p> <p>Audience: Employees and students</p> <p>Presentation on personal safety, personal accountability, crime prevention, and office and classroom safety. Class includes practical exercises on barricading a room, evacuating a building, and taking down an individual threatening personal harm.</p>
<p>Program: General Adjunct Faculty Welcome Back</p> <p>Frequency: Each semester</p> <p>Audience: All adjunct faculty</p> <p>Presentation for all adjunct faculty regarding campus safety, the prevention of crimes, as well as services of and contact information for the Department of Public Safety.</p>	<p>Program: Active Shooter Simulations</p> <p>Frequency: Ongoing</p> <p>Audience: Employees and students</p> <p>Presentation on active shooter incidents. Presentation leads to full-scale active shooter simulation, in collaboration with the Farmington Police Department. Participants are asked to Run or Hide once an active shooter has been identified. Participants are graded on their response.</p>
<p>Program: Computer Lab Assistant</p>	

<p>Orientation</p> <p>Frequency: Each semester</p> <p>Audience: Computer lab assistants</p> <p>Presentation for computer lab assistants regarding campus safety, the prevention of crimes, as well as services of and contact information for the Department of Public Safety.</p>	
<p>Program: Suns On Guard</p> <p>Frequency: Ongoing</p> <p>Audience: Employees and students</p> <p>Presentation on how to decrease your chances of experiencing an assault through situational awareness and self-defense training. This class teaches you how to present yourself as a strong and confident individual. You'll gain practical, effective, yet simple and easy hands-on techniques to fight off an attacker. Classes will be for female only and co-ed participation.</p>	<p>Program: Mass Casualty Awareness & Response</p> <p>Frequency: On request</p> <p>Audience: Employees and students</p> <p>Presentation on mass casualty incidents. Includes research from the FBI; response options of Run, Hide, Fight, as taught by the Department of Homeland Security; practical exercise of Run, Hide, Fight; information on Rave Alerts; and a review of San Juan College's All Hazards Approach.</p>
<p>Program: Convocation Campus Safety Training</p> <p>Frequency: Each semester; on request</p> <p>Audience: All employees (mandatory); open to students</p> <p>Presentation for all employees regarding campus safety, the prevention of crimes, as well as services of and contact information for the Department of Public Safety. Presentation is different each semester to ensure employees receive new, timely, and relevant information.</p>	<p>Program: Safety Escorts</p> <p>Frequency: Ongoing</p> <p>Audience: Employees and students</p> <p>Department of Public Safety officers will provide a walking escort for any student or employee who may feel unsafe while walking from one place to another on campus.</p>

<p>Program: Behavioral Intervention Team Training</p> <p>Frequency: Ongoing; on request</p> <p>Audience: Employees and students</p> <p>Presentation on the Behavioral Intervention Team, including a discussion of what it is, what the team does, how it works, how to report, and what to report.</p>	<p>Program: Facilities Development & Design</p> <p>Frequency: Ongoing</p> <p>Audience: Employees</p> <p>A Department of Public Safety representative is on the San Juan College Facilities Improvement Team (FIT). Facility development and design is vetted through the FIT to ensure satisfactory review with regard to campus safety and crime prevention.</p>
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San Juan College is committed to the continual development of crime prevention programs, training, and initiatives. Please contact the Department of Public Safety at 505.566.3263 for additional information or with recommendations.



Drug and Alcohol Policy

Students and employees are San Juan College's most valuable resources, and their health and safety are matters of serious concern. It is the goal of San Juan College to protect the public health and environment of all members of the College by promoting a drug-free work environment in accordance with the Drug Free Workplace Act of 1988, and the Drug Free Schools and Campuses Act Amendment of 1989. San Juan College therefore, prohibits the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substances, alcohol, or illegal drug on its premises.

San Juan College prohibits underage use of alcohol and will enforce State underage drinking laws fully. San Juan College prohibits the sale of alcohol on its premises.

Students and employees have the right to an environment free from the effects of substances abuse. The term substance abuse, as used in this policy, refers to the use of illegal drugs or controlled substances and the consumption of alcohol in quantities to the extent that an individual is unable to perform in a safe and productive manner. Students and/or employees who violate the provisions of this policy may be subject to disciplinary action.

San Juan College recognizes drug/alcohol dependency as an illness and major health problem. The College also recognizes drug/alcohol abuse as a potential health, safety, and security problem to the institution. Employees needing help in dealing with such problems may contact Human Resources or their respective Vice President for referrals to available substance abuse education, treatment, and rehabilitation programs, and to obtain information relative to insurance coverage for such programs. Voluntary, conscientious efforts to seek such help will not, per se, jeopardize an employee's job. Students may contact the Advising and Counseling Center for referrals to available substances abuse education, treatment, and rehabilitation programs.

As a condition of continued registration and enrollment, any student of San Juan College shall abide by this policy. Violation of this policy by a student shall result in disciplinary action, up to and including expulsion. The College reserves the right to administer a drug screening of any student suspected of substance abuse. For more detailed information, students should contact the Advising and Counseling Center.

Violation of this policy for an employee may result in disciplinary action, including termination as described in the *San Juan College Employee Handbook*. In addition to possible disciplinary action, the College, at its sole discretion, may refer an employee for assessment. Employees who undergo counseling and treatment for drug/alcohol abuse and who continue to work must meet all established standards of conduct and/or or performance.

Student Drug and Alcohol Policy

The information contained below is from the 2020-21 Student Handbook regarding Drugs and Alcohol on college property:

Prohibited Conduct

Any student or student organization found to have committed the following acts (“Prohibited Conduct”) is subject to disciplinary sanctions issued by the College.

- Use, possession, manufacture, cultivation, being in the presence of, or distribution on the College’s property or at College sponsored events of marijuana, synthetic cannabinoids, heroin, narcotics, other controlled substances as defined by any applicable law or drug paraphernalia (including objects used or intended for drug consumption), except as expressly permitted by law.
- Intentionally inhaling or ingesting any foreign substance that alters a student’s mental state. The nonmedical use of prescription medication on the College’s property or at College sponsored events. This includes possession and distribution of medications that are off label and those that are not prescribed to the person in question or use of prescription medication at a rate not congruent with the prescription.
- Use, possession, manufacture, distribution, and being under the influence of alcoholic beverages except as expressly permitted by state law and regulations, or public intoxication on College premises or College sponsored activities.
- Driving, operating, or controlling a motor vehicle on College property or while attending a College sponsored event while impaired by the slightest degree by any intoxicating substance.
- Distribution or attempted distribution of alcoholic beverages (including powder forms of alcohol), in any circumstances, by or to any person who is legally prohibited to possess the same.

Employee Drug and Alcohol Policy

Standards of Conduct for Employees

San Juan College policy prohibits the following:

- a. Use, possession, manufacture, distribution, dispensation or sale of illegal drugs, alcohol or controlled substances on campus premises or while operating College vehicles;
- b. Being under the influence of an unauthorized controlled substance, illegal drug, or alcohol while on College premises or vehicles;
- c. Conviction under any criminal drug statute for a violation occurring in the workplace, or under circumstances which adversely affects the College’s reputation in the community;
- d. Excluded from this policy are official College functions called by the President under the restrictions specified in the College liquor license.

Violation of any of the above stated Standards of Conduct may result in disciplinary action, including termination as described in the *San Juan College Employee Handbook*. In addition to possible disciplinary action, the College, at its sole discretion, may refer an employee for

assessment. Employees who undergo counseling and treatment for drug/alcohol abuse and who continue to work must meet all established standards of conduct and/or of performance.

Disciplinary Sanctions - Employees

When a supervisor reasonably believes that an employee is under the influence of drugs or alcohol, or is violating the boundaries of this policy, the supervisor will see that the employee is removed to a safe, non-threatening environment. An employee's refusal to comply will be considered insubordination subject to discipline. Supervisors will not make diagnoses. Promptly after the removal, the supervisor will review the incident with the appropriate Vice President, or if the employee falls under the direct line of authority of the President, the Executive Vice-President, or the Associate Vice President, Human Resources and Legal Activities, the employee and others needed to determine whether sufficient evidence exists to support violation to this policy, and recommend appropriate action.

Failure to follow a directive for substance abuse assessment and/or to improve work performance to an acceptable level will be justification for disciplinary action on the same basis as any other employee whose work performance is unsatisfactory.

a. Convictions Under the Criminal Drug Statute

Employees must, as a condition of employment, abide by the terms of this policy and must report their own conviction under a criminal drug statute for violations occurring either in the workplace or during the performance of work-related duties within five (5) days after the conviction, as required by the Drug Free Workplace Act of 1988. Supervisors will inform the Associate Vice President, Human Resources and Legal Activities, and the Director/Vice President through appropriate channels of any notifications received.

b. Education and Training

To assist employees in understanding and avoiding the perils of drug and alcohol abuse, San Juan College will provide ongoing educational efforts to prevent and eliminate drug/alcohol abuse that may affect the College environment. Educational information will be provided about the:

1. the dangers of drug and alcohol abuse in the workplace;
2. the College's policy;
3. the availability of treatment and counseling for employees and students;
4. a description of the applicable legal sanctions under local, state and federal law for the unlawful possession or distribution of illicit drugs and alcohol;
5. a description of health risks associated with the use of illicit drugs or alcohol; and
6. sanctions the College will impose for violations of this policy.

C. Treatment Programs

Early recognition and treatment of drug/alcohol abuse are important for successful rehabilitation. San Juan College encourages the earliest possible diagnosis of and treatment for drug/alcohol abuse. Whenever feasible, the College will assist employees in seeking treatment. However, the decision to seek diagnosis and accept treatment is primarily the individual’s responsibility.

Deer Oaks EAP Services – Is provided by San Juan College, at no cost to you. Your participation is completely confidential and can be utilized by you and your immediate family. It is completely staffed by trained professionals in problem identification and problem-solving techniques. It provides a place where you can go for help with the difficulties that affect your life, offering assistance in finding answers for you and your family. Deer Oaks EAP Services, 126 East Main Plaza, San Antonio, TX 78205.

Deer Oaks EAP Services.....	1.866.EAP.2400
Al-Anon & Alateen	505.324.6424
Alcohol & Drug Abuse Information HELPLINE-Albuquerque	1.800.962.8963
Alcoholics Anonymous Central Office.....	505.327.0731
Charter-Heights Behavioral Health System-Albuquerque	1.800.688.6555
Four Winds Addiction Recovery Center	505.327.7218
Piñon Hills Behavioral Health System-Albuquerque.....	1.800.234.8000
Presbyterian Medical Services Community Counseling Center	505.325.0238
San Juan Counseling Services.....	505.599.9170

Federal Legal Sanctions – Controlled Substances

Federal trafficking penalties and sanctions for methamphetamine, heroin, cocaine, PCP, LSD, Fentanyl, and Fentanyl Analogs vary depending on the quantity of drugs involved and whether the offense is the first or a repeat offense. Prison sentences range from years to life. Fines for trafficking in these drugs range from two to eight million dollars. Federal trafficking penalties and sanctions for marijuana range from 10 years to life imprisonment, depending on the quantity involved and whether the offense is a first or repeat offense. Fines range from \$250,000 to \$8 million.

State of New Mexico Legal Sanctions – Controlled Substances

Possession of cocaine and heroin are fourth degree felonies. Trafficking of either of them is a second-degree felony, punishable by up to nine years in the State Penitentiary and/or a \$10,000 fine. Second offenses are first- degree felonies punishable by up to 18 years and/or a \$15,000 fine.

State of New Mexico Legal Sanctions - Alcohol

It is unlawful for any person who:

- a. Is under the influence of liquor to drive any vehicle within the State of New Mexico. Is under the influence of any drug to a degree, which renders him incapable of safely driving a vehicle to drive any vehicle within this state.
- b. Has one-tenth of one percent or more by weight of alcohol in his blood to drive any vehicle within this state.

Visitor and Guest Drug and Alcohol Policy

Violations of College policy and rules, local, state and federal laws will not be tolerated and penalty procedures will be implemented for but not excluded to:

- The use, possession, or consumption of alcohol; the unlawful possession, use, distribution or sale of any narcotic, controlled substance, dangerous drug or drug paraphernalia; or to intentionally use, smell, sniff, consume or inhale the liquid, fumes, or vapors from a glue, mouthwash, an aerosol spray project or other chemical substance, for the purpose of causing a condition of or inducing symptoms of intoxication, elation, euphoria, dizziness, excitement, irrational behavior, exhilaration, stupefaction or dulling of the senses or for the purpose of in any manner changing, distorting, or disturbing the audio, visual or mental process while on campus premises, lab sites and/or during any San Juan College sponsored or related event. Reports of a visitor or guest suspected of possession or use of alcohol, drugs, or the aforementioned objects, will be brought to the Vice President for Student Services office by San Juan College Public Safety Office. This office will determine the penalty action to be taken.

Weapons Policy



San Juan College prohibits the possession, storage, or use of any knife, club, firearm, incendiary, or explosive device on campus including any device that may be lawful but could inflict harm. All devices will be confiscated and become the possession of the Department of Public Safety. San Juan College also enforces all laws and ordinances prohibiting the manufacture, sale, purchase, transportation,

possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. Enforced State of New Mexico laws include all sections listed under Article 7 of the New Mexico Criminal and Traffic Law Manual. Enforced Farmington ordinances include those listed under the City of Farmington Municipal Codes, Chapter 18, Article 5, and Division 2.

Sex Offender Registry

In accordance with the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes against Children and Sexually Violent Offender Registry Act, the Jeanne Clery Act, and the Family Educational Rights and Privacy Act of 1974, San Juan College provides a link to the New Mexico Public Sex Offender Registry. All sex offenders are required to register in the state of New Mexico and provide notice to each institution of higher education in New Mexico at which the person is employed, carries a vocation, or is a student.

The San Juan County Sex Offender Registry can be accessed at [San Juan County NM Sheriff's Office OffenderWatch® sex offender management, mapping and email alert program \(sheriffalerts.com\)](https://www.sheriffalerts.com) In addition to the above notice to the State of New Mexico, all sex offenders are required to deliver written notice of their status as a sex offender to the Director of the San Juan College Department of Public Safety no later than ten (10) business days prior to their enrollment in, employment with, or volunteering at San Juan College. Any sex offender enrolling in any courses, clubs, or programs offered by San Juan College must register with the Department of Public Safety. Such notifications may be disseminated by San Juan College to, and for the safety and well-being of, the College community. Any sex offender who fails to notify the College and the Department of Public Safety of his/her presence, will be subject to disciplinary action that may include a trespass from San Juan College property, academic probation, employment probation, or other measures deemed necessary on a case-by-case basis.



Members of the campus community who are interested in accessing law enforcement agency information concerning registered sex offenders at San Juan College can visit <https://www.sanjuancollege.edu/support/campus-safety/>

Additional information can be obtained by visiting the following links:

- National Sex Offender Registry
 - <https://www.nsopw.gov/?AspxAutoDetectCookieSupport=1>
- San Juan County Sex Offender Listing
 - [San Juan County NM Sheriff's Office OffenderWatch® sex offender management, mapping and email alert program \(sheriffalerts.com\)](https://www.sheriffalerts.com)

Clery Act Crime Definitions

The following are definitions of crimes that the Clery Act requires institutions to report:

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

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

Bias - A preformed negative opinion or attitude toward a person or group of people based on their disability, ethnicity, gender, gender identity, national origin, race, religion, or sexual orientation.

Burglary – The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition requires: evidence of an unlawful entry (trespass); the unlawful entry must occur in a structure, which is defined as having four walls, a roof, and a door; the structure was entered to commit a felony or theft.

Course of Conduct - 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.

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.

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

Domestic Violence – A felony or misdemeanor crime of violence committed:

- a. By a current or former spouse or intimate partner of the victim.
- b. By a person with whom the victim shares a child in common.
- c. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner.
- d. 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.
- e. 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.

To classify an incident as Domestic Violence, the relationship between the perpetrator and the victim must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

Drug Abuse Violation - The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. Relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics – manufactured narcotics which can cause true addiction (Demerol, methadone); and dangerous narcotic drugs (barbiturates, Benzedrine).

Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Hate Crimes – All of the crimes listed above, and any other criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim.

Illegal Weapons Possession - The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

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

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

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

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

Manslaughter by Negligence – The killing of another person through gross negligence. Gross negligence is the intentional failure to perform a manifest duty in reckless regard of the consequences as affecting the life or property of another.

Motor Vehicle Theft – The theft or attempted theft of a motor vehicle.

Murder/Non-Negligent Manslaughter – The willful (non-negligent) killing of one human being by another.

Rape - The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

Reasonable Person - A reasonable person under similar circumstances and with similar identities to the victim.

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.

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.

Sexual Assault – An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI’s Uniform Crime Reporting program.

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

Stalking - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others, or suffer substantial emotional distress. For the purposes of this definition:

Statutory Rape - Sexual intercourse with a person who is under the statutory age of consent.

Substantial Emotional Distress - Significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.