



SAN JUAN COLLEGE
Success Matters

2023 Annual Security Report

***This report contains information for calendar year 2022**



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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
Department of Public Safety (from campus phone)	3333
Department of Public Safety (from personal phone)	505.566.3333

Non-Emergency

Department of Public Safety On Duty Officer	505.566.4444
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FARMINGTON POLICE DEPARTMENT

900 Municipal Drive

Farmington, NM 87401

Emergency

Emergency Services	911
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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
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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

Administration505.334.6107



Campus Resources

TITLE IX

Title IX Coordinator.....505.566.3515

DEPARTMENTAL CAMPUS RESOURCES

Admissions505.566.3320

Advising and Counseling505.566.3526

Disabilities Services505.566.3643

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

EDGE Program505.566.3147

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

Environmental Health and Safety505.566.4083

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 Resources505.566.3215

Native American Center.....505.566.3321

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

Safe Zone Program505.566.3212

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 Network505.566.3378

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 Center505.566.3362

Veteran Student Center505.566.3970

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

Vice President of Student Services505.566.3318

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 Center505.327.9000

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 Services505.325.5321

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 Counseling505.326.7878

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

DNA Legal Services, Inc505.325.8886

Family Crisis Center505.325.3549

Crisis Hotline505.564.9192

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 Rights800.368.1019

People Assisting the Homeless (PATH)505.327.3104

Services provided include emergency shelter and daily bread.

Planned Parenthood of the Rocky Mountains505.327.0451

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

Health505.327.4796

Mental Health Services505.325.0238

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 Mexico866.908.4700

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
- San Juan College – Automotive Apartments
2800 North Dustin Ave.
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, as well as Municipal, State Laws, and Federal Statutes. 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 Emergency Radio	505.566.3333
Department of Public Safety Duty Cell Phone	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.sanjuancollege.edu/behavioral-intervention-bit/>
Phone 505.566.3588
Email..... bit@sanjuancollege.edu
In Person Speak w/ a BIT member

Behavioral Intervention Team

San Juan College Behavior Intervention Team was created to provide caring, preventive, early intervention for a person's behavior that is disruptive or concerning.

Please submit a Behavioral Intervention Report if the issue is in reference to the well being of the student, others or the campus community.

Ways to report any behaviors of concern:

1. Online at www.sanjuacollege.edu/bit
2. Call 505-566-3020
3. Email bit@sanjuacollege.edu

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.sanjuancollege.edu/behavioral-intervention-bit/> or by visiting the San Juan College homepage at www.sanjuancollege.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

- | | |
|---|---|
| <ul style="list-style-type: none">• 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 | <ul style="list-style-type: none">• 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 at:

<https://www.sanjuancollege.edu/student-services/departments/department-of-public-safety/forms/anonymous-witness-form/>

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/administrative-services/departments/physical-plant/>.



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/administrative-services/departments/physical-plant/>.

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>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 566-3333 ○ 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 566-3333 ○ 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 566-3333, 566-4444, or 566-3263.</p>
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SEIZURE

If someone is having a seizure:

- 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 566-3333
- Ask others nearby to give the person some privacy by turning their backs
- Follow emergency medical directions provided by the dispatcher

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.

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.

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.

Department of Public Safety contact list: 566-3333, 566-4444, or 566-3263.

BLEEDING

Small cuts:

- Clean the wound of debris
- Apply an adhesive bandage
- Recommend consulting a doctor

Large cuts/bleeding:

- Call **911** and Department of Public Safety at 566-3333
- 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

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.

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.

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.

Bandage around the object as best as possible to keep it from shifting and seek immediate medical treatment.

Department of Public Safety contact list: 566-3333, 566-4444, or 566-3263.

MEDICAL (other)

For all medical emergencies:

- 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 566-3333
- 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.

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.

If someone needs medical assistance, always start with calling **911** and Department of Public Safety at 566-3333 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.

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.

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.

Department of Public Safety contact list: 566-3333, 566-4444, or 566-3263.

THEFT

In Progress:

- Call **911** and Department of Public Safety at 566-3333
- 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

If already completed:

- Call police to report
- Gather as much information about the stolen items as possible
- Cancel credit cards or checks

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:

- 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.

If victimized, do not touch/handle things until after police have been called so you do not destroy possible evidence.

Department of Public Safety contact list: 566-3333, 566-4444, or 566-3263.

SUSPICIOUS PERSON

As soon as possible:

- Call **911** and Department of Public Safety at 566-3333
- 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

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.

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.

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.

Department of Public Safety contact list: 566-3333, 566-4444, or 566-3263.

ACTIVE SHOOTER

In Progress:

- Escape from the area immediately
- Notify others you encounter of the danger
- Call 911 and Department of Public Safety at 566-3333
- If able to find a safe area, stay on the line and continue to provide the emergency dispatcher with updated information

If unable to escape immediately:

- Get to an office or room as far away from the shooting as possible
- Lock the door and cover any windows
- Keep quiet and do not answer the door
- Call 911 and Department of Public Safety at 566-3333, and tell the Dispatcher where you are and what's happening
- Look for means of possible escape or self-defense

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.

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.

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.

Call 911 and Department of Public Safety at 566-3333, 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.

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.

Department of Public Safety contact list: 566-3333, 566-4444, or 566-3263.

BOMB THREAT

By Phone:

- 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 566-3333
- 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

In Writing:

- Call 911 and Department of Public Safety at 566-3333. 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

Gather as much information from the caller. This includes:

- 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:
 - 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:
 - 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

Department of Public Safety contact list: 566-3333, 566-4444, or 566-3263.

CHEMICAL SPILL

Small Spill:

- Follow established laboratory or workplace procedures for spill management
- Notify Environmental Health & Safety Office
- Ensure cleaned-up material is properly disposed

Large Spill:

- NOTIFY others, Call 911 and Department of Public Safety at 566-3333
- Leave building quickly, using stairs
- If cannot escape, use safe refuge area
- If people have been contaminated, use emergency showers if safe and available

Ingestion:

- Call 911 and Department of Public Safety at 566-3333
- Inform the dispatcher of the chemical or product name
- Have someone else contact the Poison Control Center at 1-800- 222-1222

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.

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.

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.

In order to reduce the danger of spills, there are several steps that can be taken, including:

- 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

Department of Public Safety contact list: 566-3333, 566-4444, or 566-3263.

EMERGENCIES

In any emergency:

- Call 911 and Department of Public Safety at 566-3333
- 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

Stay safe:

- 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

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.).

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:

- Know how to get emergency help (usually via **911** and Department of Public Safety at 566-3333)
- **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.

Department of Public Safety contact list: 566-3333, 566-4444, or 566-3263.

In addition to the Quick-Flip Guide to Emergencies, the Department of Public Safety publishes campus emergencies procedures online at <http://www.sanjuancollege.edu/student-services/departments/department-of-public-safety/emergency-response/>. 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 direction 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

- a. 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.
- b. 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.
- c. 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.
- d. 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.
- e. 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 down stairs.
 - 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 that are free from discrimination, harassment, and retaliation.

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, Assistant Director of Human Resources
Educational Services Building, 2nd Floor
Human Resources, Room 4243
505.566.3515; allens@sanjuancollege.edu

Policy of Non-Discrimination and Sexual Harassment Policy Links

Employee Policy and Procedures – Chapter 14 of the *Faculty and Staff Handbooks*
Student Conduct Policy and Procedures – located under Student Rights section of the *Student Handbook*

Complainant/Respondent

If you wish to report gender/sex-based harassment, violence, or retaliation, you are referred to as then *complainant*. The person against whom you have made allegations is referred to as the *respondent*.

How to report alleged gender/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 allens@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, including the Office of Advising and Counseling at (505) 566-3403, and Department of Public Safety at (505) 215-3091. Mandatory reporting is required. To report sexual assault confidentially, contact Sexual Assault Services of Northwest New Mexico 24-Hour Crisis Hotline: (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 <http://www2.ed.gov/about/offices/list/ocr/index.html>

The Timetable

Because reporting carries no obligation to initiate a formal response, and as the College respects Complainant requests to dismiss complaints unless there is a compelling threat to health and/or safety, the Complainant is largely 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 up to 60-90 days to be resolved, depending on the complexity of the case and the number of parties involved. The College will keep the Complainant and Respondent advised about the status of the case as is reasonable.

The Complainant's Right to Confidentiality

San Juan College has an obligation to protect a learning and working environment that is safe from gender/sex-based harassment, violence, and retaliation. For this reason, the College has an obligation to proceed with an investigation, even if the complainant's wishes are that an investigation does 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 with 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 complainant does not report an event out of fear that the College will act against the complainant for alcohol and 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 gender-based harassment, violence, or retaliation.

Protection from Retaliation

The College will take supportive measures to protect a 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 gender/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>.

Sexual Harassment

The Department of Education's Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of New Mexico regard Sexual Harassment as an unlawful discriminatory practice.

San Juan College has adopted the following definition of Sexual Harassment in order to address the unique environment of an academic community. Acts of sexual harassment may be committed by any person upon any other person, regardless of the sex, sexual orientation, and/or gender identity of those involved.

Sexual Harassment, as an umbrella category, includes the actual or attempted offenses of sexual harassment, sexual assault, domestic violence, dating violence, and stalking, and is defined as:

Conduct on the basis of sex or that is sexual that satisfies one or more of the following:

- 1) Quid Pro Quo:
 - a) An employee of the College, conditions the provision of an aid, benefit, or service of the College, on an individual's participation in unwelcome sexual conduct.
- 2) Sexual Harassment:
 - a) Unwelcome conduct, determined by a reasonable person, to be so severe, and pervasive, and, objectively offensive, that it effectively denies a person equal access to the College's education program or activity.
- 3) Sexual assault, defined as:
 - a) Sex Offenses, Forcible: Any attempted or actual sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.
 - 1) Rape: The penetration, no matter how slight, of the vagina or anus, with anybody part or object, or oral penetration by a sex organ of another person, without the consent of the victim. Include the crime as Rape, regardless of the age of the victim, if the victim did not consent or if the victim was incapable of giving consent. If the victim consented, the

offender did not force or threaten the victim, and the victim was under the statutory age of consent, define as Statutory Rape.

- 2) Sodomy: Oral or anal sexual intercourse with another person, forcibly, and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because under the age of eighteen (18) or because of temporary or permanent mental or physical incapacity.
- 3) Sexual Assault with an Object: The use of an object or instrument to penetrate, however slightly, the genital or anal opening of the body of another person, forcibly, and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.
- 4) Fondling: The touching of the private body parts of another person (buttocks, groin, breasts), for the purpose of sexual gratification, forcibly, and/or against that person's will (non-consensually), or not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age or because of temporary or permanent mental or physical incapacity.

b) Sex Offenses, Non-forcible:

- 1) Incest: Non-forcible sexual intercourse, between persons who are related to each other, within the degrees wherein marriage is prohibited by New Mexico law.
- 2) Statutory Rape: Non-forcible sexual intercourse, with a person who is under the statutory age of consent of 18 in the state of New Mexico.

4) Dating Violence, defined as:

- a) Violence, on the basis of sex, committed by a person, who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
 - 1) The existence of such a relationship shall be determined based on the Complainant's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- b) For the purposes of this definition—

- 1) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - 2) Dating violence does not include acts covered under the definition of domestic violence.
- 5) Domestic Violence, defined as:
- a) Violence, on the basis of sex, committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the Complainant shares a child in common, or by a person who is cohabitating with, or has cohabitated with, the Complainant as a spouse or intimate partner, or by a person similarly situated to a spouse of the Complainant under the domestic or family violence laws of New Mexico, or by any other person against an adult or youth Complainant who is protected from that person's acts under the domestic or family violence laws of New Mexico.
- * To categorize an incident as Domestic Violence, the relationship between the Respondent and the Complainant 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.
- 6) Stalking, defined as:
- a) Engaging in a course of conduct, on the basis of sex, 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.
 - b) For the purposes of this definition:
 - 1) Course of conduct means two or more acts, including, but not limited to, acts in which the Respondent 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.
 - 2) Reasonable person means a reasonable person under similar circumstances and with similar identities to the Complainant.
 - 3) Substantial emotional distress means significant mental suffering or anguish that may but does not necessarily require medical or other professional treatment or counseling.

- 7) Consent: As used in the offenses above, the following definitions and understandings apply:

Consent is knowing, and voluntary, and clear permission by word or action to engage in sexual activity. Consent requires a clear affirmative act or statement by each participant to each sexual act in a sexual interaction. Consent demonstrates that the conduct in question is welcome or wanted. Relying solely on non-verbal communication can lead to miscommunication about one's intent. Confusion or ambiguity may arise at any time during a sexual interaction. Therefore, it is essential that each participant makes clear their willingness to continue at each progression of the sexual interaction.

Consent cannot be obtained by any of the following means:

- a) Coercion, which is unreasonable pressure for sexual activity including, but not limited to, ignoring the verbal or physical objections of another person (e.g., a person repeatedly saying "no" or "stop" or pushing the other person away);
 - b) Force, which is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, or intimidation (i.e., implied threats) and/or coercion that overcome resistance or produce consent;
 - c) Causing another's incapacitation through the use of drugs or alcohol or other means resulting in mental or physical incapacitation; or
 - d) Taking advantage of another person's incapacitation, state of intimidation, helplessness, or other inability to consent.
 - e) Sexual activity will be considered "without consent" if no clear act or statement is given. Consent may not be inferred from silence, passivity, or lack of active response alone. A person who is asleep, unconscious, or otherwise unaware of what is happening is unable to give consent. Furthermore, a current or past dating or sexual relationship is not sufficient to constitute consent in every instance, and consent to one form of sexual activity does not imply consent to other forms of sexual activity and can be revoked at any time. Moreover, consent to sex does not mean consent to filming or taking pictures. Additionally, consent to sending a person pictures does not consent to share them with others. It is the responsibility of the person initiating the sexual activity to obtain consent from their partner.
- 8) Incapacitation

Incapacitation is any condition in which someone cannot make rational, reasonable decisions and therefore lacks the capacity to give knowing consent (e.g., to understand

the "who, what, when, where, why, or how" of their sexual activity). A person may be unable to consent when they are mentally or physically incapacitated due to the influence of alcohol, drugs, or medication, and/or when they are asleep or involuntarily physically restrained.

A person is incapacitated and cannot consent to sexual activity if:

- a) The person is unconscious or otherwise unable to resist;
- b) The person is unaware that sexual activity is occurring; or
- c) The person does not have the legal capacity to consent. Persons under the age of eighteen (18) are not legally able to consent to engage in any form of sexual activity in New Mexico and are considered to be minors.

Intoxication alone, however, does not mean a person is incapable of consenting to sexual activity. The EEO/Title IX/Section 504 Coordinator's investigation will examine the record for other behavior including, but limited to, stumbling or otherwise exhibiting loss of equilibrium; slurred speech or word confusion; bloodshot, glassy or unfocused eyes; vomiting, especially repeatedly; being disoriented, or confused as to time, place, etc.; and/or loss of consciousness.

Should the preponderance of the evidence in the record demonstrate that one or more such behaviors were objectively apparent at the time the alleged unconsented-to- or unwelcomed sexual activity occurred, then the evidence may demonstrate that the responding party respondent knew or should have known that the reporting party complainant was incapable of giving meaningful consent to sexual activity due to intoxication.

Sexual Harassment may also include any definition of the above terms that is set forth in the statutes or regulations of the State of New Mexico.

Supportive Measures

San Juan College will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged harassment, discrimination, and/or retaliation.

Supportive measures are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Supportive measures are to restore or preserve equal access to San Juan College's

education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment, or deter sexual harassment, discrimination, and/or retaliation.

The Title IX Coordinator promptly makes supportive measures available to the parties upon receiving notice or a complaint. At the time that supportive measures are offered, the College will inform the Complainant, in writing, that they may file a formal complaint with the College either at that time or in the future, if they have not done so already. The Title IX Coordinator works with the Complainant to ensure that their wishes are considered with respect to the supportive measures that are planned and implemented.

San Juan College will maintain the privacy of the supportive measures, provided that privacy does not impair the College's ability to provide the supportive measures. San Juan 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 the other party.

At the conclusion of the grievance process, the College may make supportive measures ongoing as remedies unless formally rescinded. Remedies can be disciplinary or punitive and need not avoid burdening the Respondent.

Emergency Removal

San Juan College can act to remove a student Respondent entirely or partially from its education program or activities 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 using the standard objective violence risk assessment procedures.

In all cases in which an emergency removal is imposed, the student will be given notice of the action and the option to request to meet with the Title IX Coordinator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified.

A Respondent may be accompanied by an Advisor of their choice when meeting with the Title IX Coordinator for the meeting.

The Title IX Coordinator has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion.

The Title IX Coordinator will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the Title IX Coordinator, these actions could include, but are not limited to: temporarily re-assigning an employee, restricting a student's or employee's access to or use of facilities or equipment, allowing a student to withdraw or take grades of incomplete without financial penalty, authorizing an administrative leave, and suspending a student's participation in extracurricular activities, student employment, or student organizational leadership.

Where the Respondent is an employee, existing provisions for action under the San Juan Employee Handbook may be applicable.

Time Limits on Reporting/Promptness

A. Time Limits on Reporting

There is no time limitation on providing notice/complaints to the Title IX Coordinator. 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 discretion of the Title IX Coordinator, who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

B. Promptness

All allegations are acted upon promptly by San Juan College once it has received notice or a formal complaint. Complaints can take 60-90 business days to resolve, typically. There are always exceptions and extenuating circumstances that can cause a resolution to take longer, but the College will avoid all undue delays within its control.

Any time the general timeframes for resolution outlined in San Juan College procedures will be delayed, the College will provide written notice to the parties of the delay, the cause of the delay, and an estimate of the anticipated additional time that will be needed as a result of the delay.

Privacy

Every effort is made by the College to preserve the privacy of reports. San Juan College will not share the identity of any individual who has made a report or complaint of harassment,

discrimination, or retaliation; any Complainant, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures.

San Juan College reserves the right to determine which College officials have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act (FERPA).

San Juan College may contact parents/guardians to inform them of situations in which there is a significant and articulable health and/or safety risk, but will usually consult with the student first before doing so.

Anti-Retaliation

Retaliation against an individual who in good faith complains of alleged discrimination or sexual harassment or provides information in an investigation about behavior that may violate this policy is prohibited and may be grounds for discipline. Retaliation in violation of this policy may result in discipline up to and including termination and/or expulsion. Any employee or student bringing a discrimination or sexual harassment complaint in good faith or assisting in the investigation of such a complaint will not be adversely affected in terms and conditions of employment and/or academic standing, nor discriminated against, terminated, or expelled because of the complaint.

“Retaliation” may include, but is not limited to, such conduct or adverse actions as:

- a. Adverse direct or indirect action taken to keep someone from opposing a discriminatory practice, or from prosecuting or participating in a discrimination proceeding;
- b. Threats, unjustified negative evaluations, unjustified negative references, or increased surveillance;
- c. Action such as an assault or unfounded civil or criminal charges that are likely to deter reasonable people from pursuing their rights;
- d. An unfair or unjustified grade; or
- e. Using a third person to engage in the improper retaliatory conduct.

Sanctions

The sanctions will be implemented as soon as is feasible, 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.

1. Student Sanctions

The following are the possible sanctions that may be imposed upon students or organizations singly or in combination:

- **Warning:** A formal statement that the conduct was unacceptable and a warning that further violation of any Recipient policy, procedure, or directive will result in more severe sanctions/responsive actions.
- **Required Counseling:** A mandate to meet with and engage in either College-sponsored or external counseling to better comprehend the misconduct and its effects.
- **Probation:** A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no-contact orders, and/or other measures deemed appropriate.
- **Suspension:** Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure as a student at San Juan College.
- **Expulsion:** Permanent termination of student status and revocation of rights to be on campus for any reason or to attend College-sponsored events. This sanction will be noted permanently as a Conduct Expulsion on the student's official transcript, [subject to any applicable expungement policies.]
- **Withholding Diploma:** San Juan College may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has an allegation pending or as a sanction if the student is found responsible for an alleged violation.

- **Revocation of Degree:** San Juan College reserves the right to revoke a degree previously awarded from the College for fraud, misrepresentation, and/or other violation of San Juan College policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- **Organizational Sanctions:** Deactivation, loss of recognition, loss of some or all privileges (including College registration) for a specified period of time.
- **Other Actions:** In addition to or in place of the above sanctions, the College may assign any other sanctions as deemed appropriate.

2. Employee Sanctions/Responsive Actions

Responsive actions for an employee who has engaged in harassment and/or retaliation will be determined by the employee's supervisor in coordination with San Juan College Human Resources and the Title IX Coordinator. Sanctions will be in accordance with the San Juan College's Employee Handbook, Chapter 9 - Progressive Discipline Policy.

General Information

Employees

An employee who believes that he or she has been subjected to discrimination or harassment is encouraged, but it is not required, particularly if it may be confrontational, to promptly tell the person that the conduct is unwelcome and ask the person to stop the conduct. An employee is not required to do this before filing a complaint. A person who receives such a request must immediately comply with it and must not retaliate against the employee. If the employee feels uncomfortable about discussing the incident with the immediate supervisor, the employee should feel free to bypass the supervisor and file a complaint with the EEO/Title IX/Section 504 Coordinator.

Students

A student who believes that he or she has been subjected to discrimination or harassment by anyone is encouraged, but it is not required particularly if it may be confrontational, to promptly tell the person that the conduct is unwelcome and ask the person to stop the conduct. A student is not required to do this before filing a complaint. A person who receives such a request must immediately comply with it and must not retaliate against the student. If the student feels uncomfortable about discussing the incident with the faculty member, department head, dean, Dean of Students or Vice President of Student Services, the student should feel free to bypass the person and file a complaint with the EEO/Title IX/Section 504 Coordinator.

When discriminatory conduct involves a crime of violence or a non-forcible sex offense, FERPA permits San Juan College to disclose to the alleged victim the name of the alleged perpetrator, any violation found to have been committed and any sanction imposed.

In the event a student is found to have engaged in sexual harassment of another student, San Juan College will disclose to the student who was harassed, information about the sanction imposed on the student when the sanction directly relates to the harassed student.

All internal San Juan College departments or schools will promptly contact and consult with the EEO/Title IX/Section 504 Coordinator when knowledge is obtained relating to potential discrimination or sexual harassment.

Supervisors

If anyone in a supervisory, managerial, administrative or executive role or position, such as a supervisor, department chair, or director of a unit, receives a complaint of alleged discrimination or sexual harassment, or observes or becomes aware of conduct that may constitute discrimination or sexual harassment, that person must immediately contact the EEO/Title IX/Section 504 Coordinator.

Non-Employees and Non-Students

Individuals who are neither San Juan College employees nor San Juan College students and who believe they have been subjected to discrimination or sexual harassment by a San Juan College employee during the employee's work hours or by a San Juan College student on campus or at a San Juan College sponsored event, may utilize the complaint process set forth above.

Mandated Reporting

All College employees (faculty, staff, & administrators) are expected to report actual or suspected sexual harassment or retaliation to appropriate officials immediately, though there are some limited exceptions.

In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. On campus, some resources may maintain confidentiality and are not required to report actual or suspected sexual harassment or retaliation. They may offer options and resources without any obligation to inform an outside agency or campus official unless a Complainant has requested the information be shared.

If a Complainant expects formal action in response to their allegations, reporting to any Mandated Reporter can connect them with resources to report crimes and/or policy violations, and these

employees will immediately pass reports to the Title IX Coordinator (and/or police, if desired by the Complainant), who will take action when an incident is reported to them.

While San Juan College has a Department of Public Safety, crimes that occur on campus 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 have authority to enforce criminal statutes.

If the College determines that it cannot maintain a victim's confidentiality, the College will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the College's response. The College will remain mindful of the victim's well-being and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or College employees, will not be tolerated.

The following sections describe the reporting options at Recipient for a Complainant or third-party (including parents/guardians when appropriate):

Confidential Resources

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

1. On-campus (if available)
 - Licensed professional counselors and staff
 - On-campus health service providers and staff
 - On-campus Victim Advocates
2. Off-campus (non-employees):
 - Licensed professional counselors and other medical providers
 - Local rape crisis counselors
 - Domestic violence resources
 - Local or state assistance agencies
 - Clergy/Chaplains
 - Attorneys

All of the above-listed individuals will maintain confidentiality when acting under the scope of their licensure, professional ethics, and/or professional credentials, except in extreme cases of

immediacy of threat or danger or abuse of a minor/elder/individual with a disability, or when required to disclose by law or court order.

Campus counselors and/or the Employee Assistance Program are available to help free of charge and may be consulted on an emergency basis during normal business hours.

Employees who are confidential and who receive reports 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, patient, or parishioner.

Anonymous Notice to Responsible Employee (Mandated Reporters)

At the request of a Complainant, notice may be given by a Mandated Reporter to the Title IX Coordinator anonymously, without identification of the Complainant. The Mandated Reporter cannot remain anonymous themselves.

If a Complainant has requested that a Mandated Reporter maintain the Complainant's anonymity, the Mandated Reporter may do so unless it is reasonable to believe that a compelling threat to health or safety could exist. The Mandated Reporter can consult with the Title IX Coordinator on that assessment without revealing personally identifiable information.

Anonymous notice will be investigated by the College to the extent possible, both to assess the underlying allegation(s) and to determine if supportive measures or remedies can be provided. However, anonymous notice typically limits the College's ability to investigate, respond, and provide remedies, depending on what information is shared.

When a Complainant has made a request for anonymity, the Complainant's personally identifiable information may be withheld by a Mandated Reporter, but all other details must be shared with the Title IX Coordinator.

Mandated reporters may not be able to maintain requests for anonymity for Complainants who are minors, elderly, and/or disabled, depending on state reporting of abuse requirements.

Mandated Reporters and Formal Notice/Complaints

All employees of the College (including student employees), with the exception of those who are designated as Confidential Resources, are Mandated Reporters and must promptly share with the Title IX Coordinator all known details of a report made to them in the course of their employment.

Employees must also promptly share all details of behaviors under this policy that they observe or have knowledge of, even if not reported to them by a Complainant or third-party.

Complainants may want to carefully consider whether they share personally identifiable details with non-confidential Mandated Reporters, as those details must be shared with the Title IX Coordinator.

Generally, disclosures in climate surveys, classroom writing assignments or discussions, human subjects research, or at public events such as marches or speak-outs do not provide notice that must be reported to the Coordinator by employees, unless the Complainant clearly indicates that they desire a report to be made or a seek a specific response from the Recipient.

When a Complainant Does Not Wish to Proceed

If a Complainant does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal complaint to be pursued, they may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and to comply with state or federal law. Note that the College's ability to remedy and respond to notice may be limited if the Complainant does not want the College to proceed with an investigation and/or grievance process. The goal is to provide the Complainant with as much control over the process as possible, while balancing the College's obligation to protect its community. In limited circumstances, Title IX Coordinator may sign a formal complaint to initiate a grievance process upon completion of an appropriate violence risk assessment.

If the Complainant elects to take no action, they can change that decision if they decide to pursue a formal complaint at a later date. Upon making a formal complaint, a Complainant has the right, and can expect, to have allegations taken seriously by College, and to have the incidents investigated and properly resolved through these procedures. Please consider that delays may cause limitations on access to evidence, or present issues with respect to the status of the parties.

Federal Timely Warning Obligations

Parties reporting sexual assault, domestic violence, dating violence, and/or stalking should be aware that under the Clery Act, the College must issue timely warnings for incidents reported to them that pose a serious or continuing threat of bodily harm or danger to members of the campus community. San Juan 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.

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 policy violation determination.

Additionally, witnesses and parties knowingly providing false evidence, tampering with or destroying evidence, or deliberately misleading an official conducting an investigation can be subject to discipline under College policy.

Amnesty for Complainants and Witnesses

The College community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report to College officials or participate in grievance processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

It is in the best interests of the College community that Complainants choose to report misconduct to College officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process.

To encourage reporting and participation in the process, San Juan College maintains a policy of offering parties and witnesses amnesty from minor policy violations – such as underage consumption of alcohol or the use of illicit drugs – related to the incident.

Amnesty does not apply to more serious allegations such as physical abuse of another or illicit drug distribution. The decision not to offer amnesty is based on neither sex nor gender, but on the fact that collateral misconduct is typically addressed for all students within a progressive discipline system, and the rationale for amnesty – the incentive to report serious misconduct – is rarely applicable to Respondent with respect to a Complainant. However, the College can determine that the violation was egregious, including an action that places the health or safety of any other person at risk. Students and Employees should also understand that any violation of state or federal criminal law involving the use and/or possession of alcohol or illegal drugs may result in prosecution, and San Juan College cannot grant amnesty from proceedings in the criminal justice system. Decisions about prosecutions are made by the San Juan County Attorney's Office in the state criminal justice system and by the U.S. Attorney's Office in the federal criminal justice system.

Federal Statistical Reporting Obligations

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

- a) All “primary crimes,” which include homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson;
- b) 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;
- c) VAWA-based crimes,³ which include sexual assault, domestic violence, dating violence, and stalking; and
- d) 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 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, student activities staff, human resources staff, advisors to student organizations, and any other official with significant responsibility for student and campus activities.

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>.

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 Title IX, non-discrimination, VAWA, the Campus SaVE Act, and the Clery Act, which was released for all students and employees on September 15, 2022. The policy is available in the *San Juan College Faculty and Staff Handbooks* and all new employees are asked to review it upon employment with San Juan College.

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 does not discriminate on the basis of sex in its programs and activities and provides equal educational access. Complaints or notice of alleged policy violations, or inquiries regarding this policy and procedures, are made to the following person:

The Assistant Director 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. This position oversees disability compliance, the San Juan College’s policy on equal opportunity, harassment, and non-discrimination. The Title IX Coordinator has the primary responsibility for coordinating San Juan College’s efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited under this policy.

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 allens@sanjuancollege.edu

All employees are designated as Responsible Employees who are mandated to report any knowledge they have that a member of the community is experiencing harassment, discrimination, and/or retaliation. The section below on Mandated Reporting details which employees have this responsibility and their duties, accordingly.

Inquiries may be made externally to:

Denver Office

Office for Civil Rights

U.S. Department of Education

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>

Purpose

San Juan College is committed to maintaining a positive learning and working environment, as well as other benefits, programs, and activities that are free from discrimination, harassment, and retaliation. 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.

Jurisdiction

San Juan College has jurisdiction over and will respond to conduct occurring on the College's premises, affiliated employment, education program and activities, and/or where the Complainant and/or Respondent is a student, faculty, staff, or agent of the San Juan College. San Juan College does not have jurisdiction over allegations between visitors or guests. San Juan College reserves the option to extend jurisdiction to off-campus and/or to online conduct when the Title IX Coordinator determines that the conduct affects a substantial San Juan College interest. A substantial College interest includes any criminal offenses as defined by law, respondent is determined to be posing an immediate threat to the physical health or safety of any student or other individual, any situation significantly impinges upon the rights, property, or achievement of oneself or others or significantly breaches the peace and/or causes social disorder and/or any situation that is detrimental to the educational interests or mission of the College.

When assessing Title IX applicability to on and off-campus behavior will require a two-prong test:

- a. Is the respondent a member of the San Juan College community (subject to our rules);
and
- b. Does San Juan College have control over the context of the conduct (did the misconduct occur on our property, in our programs, on land we lease or control, or at events we sponsor or student organizations we officially recognize)?

When the Respondent is not a member of the San Juan College's community, supportive measures, remedies, and resources may be accessible to the Complainant by contacting the Title IX Coordinator. In addition, the College may take other actions as appropriate to protect the Complainant against third parties, such as barring individuals from College property and/or events. All vendors serving the College through third-party contracts are subject to the policies and procedures of their employers or to the policies and procedures to which their employer has agreed to be bound by their contracts.

When the Respondent is enrolled in or employed by another institution, the Title IX Coordinator can assist the Complainant in liaising with the appropriate individual at that institution, as it may be possible to allege violations through that institution's policies. Similarly, the Title IX Coordinator may be able to assist and support a student or employee Complainant who experiences discrimination in an externship, study abroad program, or other environment external to the College where sexual harassment or nondiscrimination policies and procedures of the facilitating or host organization may give recourse to the Complainant.

Complaints, Investigation, Determinations

Process "B" - Administrative Resolution Procedures that apply to Discrimination, Harassment and Retaliation, including Sexual Harassment when it does not fall under Process "A".

A. Procedure for Employees:

1. All employees, regardless of job status, may file complaints regarding any act of discrimination including, but not limited to, disability discrimination, sexual harassment, sexual assault, dating and domestic violence, and stalking and alleging discrimination on the basis of sex (includes pregnancy), sexual orientation, and gender identity.
2. Employees may begin the grievance procedure when they feel their rights have been violated by any act of discrimination including, but not limited to disability discrimination, sexual harassment or unfair treatment because of sex (includes pregnancy), sexual orientation or gender identity by meeting with the EEO/Title IX/Section 504 Coordinator to

describe the reasons for the complaint, the related circumstances, and the desired resolution. To assist in timely resolutions, employees should begin these procedures soon after the incidents. Employees will be asked to sign a form documenting these conversations.

3. The EEO/Title IX/Section 504 Coordinator is under obligation by law to investigate any charges of discrimination or unfair treatment. Upon receipt of the complaint, the EEO/Title IX/Section 504 Coordinator will conduct a thorough and impartial investigation.
4. After thorough investigation, the EEO/Title IX/Section 504 Coordinator will attempt to facilitate informal conferences and negotiations, toward a mutually satisfactory resolution.
5. If a complaint cannot be resolved informally, an employee may request, at any time, in writing, a formal hearing within ten (10) College workdays from the conclusion of Step 1 of the appeal process.
6. Within fifteen (15) College workdays of receipt of a written request for a hearing, the EEO/Title IX/Section 504 Coordinator appoints a three- or five-member panel - consisting of College employees who can evaluate the complaints objectively. Only evidence that is relevant to the specific issues will be heard.
7. San Juan College will use a preponderance of the evidence standard in all proceedings involving discrimination but not limited to sexual violence or sexual misconduct. This means that the standard of proof is whether the evidence presented makes it “more likely than not” that the alleged misconduct occurred.
8. The hearing will be closed, and an audio recording of the official proceeding will be made and maintained on file for one year in the Human Resources Office. The hearing will consist of the hearing panel, the grievant, and the respondent. Witnesses may be called as necessary. Any participant in a hearing may have an advisor to consult and support them. Advisors may not speak at the hearing, may not address the panel, or question witnesses. Advisors who are disruptive or fail to follow these rules will be removed.
9. The decision of the hearing panel will be submitted to the EEO/Title IX/Section 504 Coordinator for dissemination. If the respondent is found in violation of the policies, the EEO/Title IX/Section 504 Coordinator will forward the hearing results to the appropriate Vice President for disciplinary action. The complainant and respondent will simultaneously be sent a copy of the panel decision.
10. The prescribed time limits may be extended whenever necessary in order for these provisions to be implemented.

11. All employees are notified that they also have a right to file complaints with the appropriate state, federal, regional or national agency, if they choose, including filing complaints with local law enforcement for sexual violence complaints.
12. Penalties: For employees who are found to have violated the San Juan College Employee Handbook will be referred to San Juan College Human Resources. Responsive actions for an employee who has violated this policy will be determined by the employee's supervisor in coordination with San Juan College Human Resources

B. Appeal Process for Employee:

Employees do not have a direct right to appeal the decision of the hearing panel. Employees may appeal certain types of disciplinary actions that result from the decision of the hearing panel if the right to appeal is otherwise provided for in the San Juan College Employee Handbook.

C. Procedure for Students:

1. All students may file complaints regarding any act of discrimination including, but not limited to, sexual harassment, sexual assault, dating and domestic violence, stalking, discrimination on the basis of sex (includes pregnancy), sexual orientation, gender identity, and/or disability.
2. Students may begin the complaint process when they feel their rights have been violated by any act of discrimination including, but not limited to disability, sexual harassment or unfair treatment because of sex (includes pregnancy), sexual orientation or gender identity by contacting the Title IX Coordinator or the Dean of Students in person or by phone.
3. Students also have the option to submit an anonymous report. An anonymous report is an unofficial means to inform the College administration and/or SJC Department of Public Safety Department that a sexual assault has occurred on campus, near campus, or against a College member. This method has been developed to encourage reporting of sexual assaults without the risk of identity exposure and the pressures of filing a report with the Title IX Coordinator, Dean of Students and/or filing criminal charges with a local law enforcement agency. The anonymous report will provide valuable information to the College administration and SJC Department of Public Safety, which will allow for improved prevention programming and resources in the future for the SJC campus community.

Student victims of sexual assault may file an anonymous report with the Title IX Coordinator or Dean of Students, whether or not the victim of a sexual assault decides to file criminal charges against the offender at a later date. To keep information anonymous, do not include names of victims or perpetrators. If names are included, this is no longer considered an anonymous report and an investigation may be conducted by SJC Department of Public Safety.

Anonymous reports will remain confidential to the public but may be shared with SJC Department of Police Safety, and the Title IX Committee for statistical, programmatic, and/or referral purposes. Since the anonymous reporting method is unofficial, the Dean of Students or appropriate decision makers may not be able to take disciplinary action in response to such a report.

4. The student will then meet with the EEO/Title IX/Section 504 Coordinator to describe and discuss the reasons for the complaint, the related circumstances, and the desired resolution. To assist in timely resolutions, students should begin these procedures as soon as possible after the incident. Students will be asked to sign a form documenting these conversations.
5. The EEO/Title IX/Section 504 Coordinator is under obligation by law to investigate any charges of discrimination or unfair treatment. Upon receipt of the complaint, the EEO/Title IX/Section 504 Coordinator or designee will conduct a thorough and impartial investigation after obtaining a written consent to the investigation from the complaining student (or the parent if under the age of 18).

A thorough and impartial investigation includes, but is not limited to, interviewing and obtaining statements from involved parties, witnesses and other persons with knowledge, obtaining relevant documentation or other evidence, seeking guidance from Federal guidebooks and manuals and seeking advice, if appropriate, from College counsel. It also includes advising involved parties of the right to present witnesses and evidence at an appeal hearing.

6. After thorough investigation, the EEO/Title IX/Section 504 Coordinator or the Dean of Students will attempt to facilitate informal conferences and negotiations, toward a mutually satisfactory resolution.
7. If a complaint cannot be resolved informally, the EEO/Title IX/Section 504 Coordinator or the Dean of Students will make a determination within thirty (30) College business days from the date the complaint was received.

8. San Juan College will use a preponderance of the evidence (more likely than not) standard in all determination proceedings involving discrimination including, but not limited to sexual violence or sexual misconduct, including sexual harassment.

This means that the standard of proof is whether the evidence presented makes it “more likely than not” that the alleged misconduct occurred.

9. The decision of the EEO/Title IX/Section 504 Coordinator will be made in writing and given to both the Complainant and Respondent, as well as the Dean of Students. The Complainant will only be notified of any sanctions imposed on the Respondent if the sanctions directly relate to the Complainant.
10. If it is determined that there was a hostile environment or an environment that allowed sexual violence to take place, the EEO/Title IX/Section 504 Coordinator and the Dean of Students will take immediate action to eliminate the hostile environment to prevent its reoccurrence and address its effects.

D. Appeal Process for Students

1. Any student has the right to file an appeal of the decision of the EEO/Title IX/Section 504 Coordinator within three (3) working days of notification of the final outcome. A written notice of appeal must be filed by the aggrieved party with the Dean of Students.
2. A request for an appeal shall be limited to a review of the investigation, findings of the initial investigation, related hearing, and supporting documents or one (1) or more of the following purposes:
 - a. New Information: To consider new documentation, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction(s). A summary of this new documentation and its potential impact must be included.
 - b. Procedural Error: To determine that a procedural or substantive error occurred that significantly impacted the outcome of the hearing (e.g., unjustified and significant deviation from published procedures, etc.).
3. The appeal should include the basis for appeal and all evidence/information to be considered by the appeal panel.
4. The appeal is a written appeal only and will not constitute a new hearing.
5. The Dean of Students has ten (10) working days from receipt of the signed notice of appeal to schedule in a timely manner an appeals panel to review the matter.

6. Upon receipt of the written notice of appeal, the Dean of Students or their designee will appoint an appeal panel. Appeals involving cases resulting in suspension, expulsion, degree revocation or rescission of credit will be heard by a committee composed of two (2) persons and a chairperson. The membership of the Committee will include:
 - a. One (1) Chairperson will be a San Juan college employee (outside the department of the alleged discrimination occurrence);
 - b. One (1) student and
 - c. One (1) additional San Juan College employee (outside the department of the alleged discrimination occurrence);
 - d. Employee may represent faculty or professional staff.
7. The appeal panel will determine the outcome of the appeal based on all information submitted in writing and will use the preponderance of evidence standard. The outcome of the appeal will be determined by majority vote of the panel.
8. The appeal panel will determine the outcome of the appeal based on all information presented at the appeal hearing and will use the preponderance of evidence standard. The outcome of the appeal will be determined by majority vote of the participating appeal panel participants.
9. The written decision of the appeal panel will be given to the individuals involved, the EEO/Title IX/Section 504 Coordinator and the Vice President for Student Services, within five (5) working days following the completion of the appeal hearing. The Complainant will only be notified of any sanctions imposed on the Respondent if the sanction directly relates to the complaining student.
10. Records of the appeal panel decision will be kept in the Office of Student Services and the EEO/Title IX/Section 504 Coordinator.
11. All students are notified that they also have a right to file complaints with the appropriate state, federal, regional or national agency, if they choose, including filing complaints with local law enforcement for sexual violence complaints.
12. Penalties: Cases for students who are found to have violated the San Juan College Student Code of Conduct will be referred to the Dean of Students.

San Juan College recognizes that the reporting of sexual violence and sexual misconduct is a sensitive issue but encourages all members of the College community to report incidents of sexual misconduct.

Not every person will choose to make a formal report to the College or with law enforcement about being a victim/survivor of sexual misconduct. San Juan College recognizes the right of all employees, regardless of job status, to file complaints regarding sexual harassment, including sexual assault, dating and domestic violence, and stalking and alleging discrimination on the basis of sex (includes pregnancy), sexual orientation, and gender identity.

Employees may begin the grievance procedure when they feel their rights have been violated by sexual harassment or unfair treatment because of sex (includes pregnancy), sexual orientation or gender identity by meeting with the EEO/Title IX Coordinator to describe the reasons for the complaint, the related circumstances, and the desired resolution. To assist in timely resolutions, employees should begin these procedures soon after the incidents. Employees and students will be asked to sign one of two forms documenting these conversations.

The EEO/Title IX Coordinator is under obligation by law to investigate any charges of discrimination or unfair treatment. Upon receipt of the complaint, the EEO/Title IX Coordinator will conduct a thorough and impartial investigation.

After thorough investigation, the EEO/Title IX Coordinator will attempt to facilitate informal conferences and negotiations, toward a mutually satisfactory resolution.

If a complaint cannot be resolved informally, a complainant may request, at any time, in writing, a formal hearing within ten (10) College workdays from the conclusion of Step 1 of the appeal process.

Within fifteen (15) College workdays of receipt of a written request for a hearing, the EEO/Title IX Coordinator appoints three- or five-member panel consisting of College employees (for employee complaints) or employee and students (for student complaints) who can evaluate the complaints objectively. Only evidence that is relevant to the specific issues will be heard.

San Juan College will use a preponderance of the evidence standard in all proceedings involving sexual violence or sexual misconduct. This means that the standard of proof is whether the evidence presented makes it “more likely than not” that the alleged misconduct occurred.

The hearing will be closed, and an audio recording of the official proceeding will be made and maintained on file for one year in the Human Resources Office. The hearing will consist of the hearing panel, the grievant, and the respondent. Witnesses may be called as necessary. Any participant in a hearing may have an advisor to consult and support them. Advisors may not speak

at the hearing, may not address the panel, or question witnesses. Advisors who are disruptive or fail to follow these rules will be removed.

The decision of the hearing panel will be submitted to the EEO/Title IX Coordinator for dissemination. If the respondent is found in violation of the policies, the EEO/Title IX Coordinator will forward the hearing results to the appropriate Vice President for disciplinary action. The complainant and respondent will simultaneously be sent a copy of the panel decision.

The prescribed time limits may be extended whenever necessary in order for these provisions to be implemented. The interpretation of “days” is to be normal workdays (Monday through Friday) exclusive of official College holidays.

All employees and students are notified that they also have a right to file complaints with the appropriate state, federal, regional or national agency, if they choose, including filing complaints with local law enforcement for sexual violence complaints.

Penalties

Cases for students who are found to have violated the San Juan College Student and Guest Code of Conduct will be referred to the Vice President of Student Services. Cases for employees who are found to have violated the San Juan College Faculty and Staff Handbook will be referred to Human Resources.

Supervisor Responsibilities

Every supervisor (includes faculty in academic setting) has responsibility to take reasonable steps to prevent acts of discrimination or sexual harassment, which include, but are not limited to:

1. Monitoring the work and school environment for signs that discrimination or harassment may be occurring;
2. Refraining from participation in, or encouragement of, actions that could be perceived as discrimination or harassment (verbal or otherwise);
3. Stopping any observed acts that may be considered discrimination or harassment, and taking appropriate steps to intervene, whether or not the involved individuals are within their line of supervision; and
4. Taking immediate action to minimize or eliminate the work and/or school contact among individuals where there has been a complaint of sexual harassment, pending the completion of the investigation.

If a supervisor (or faculty in academic setting) receives a complaint of alleged discrimination or sexual harassment or observes or becomes aware of conduct that may constitute discrimination or sexual harassment, the supervisor (or faculty in academic setting) must immediately contact the EEO/Title IX/Section 504 Coordinator.

Failure to take the above action to prevent the occurrence of or stop known discrimination or harassment may be grounds for disciplinary action in accordance with provisions of the San Juan College Employee Handbook.

Relationship to Freedom of Expression

San Juan College is committed to the principles of free inquiry and free expression. Vigorous discussion and debate are fundamental rights and San Juan College's policy regarding discrimination or sexual harassment is not intended to stifle teaching methods or freedom of expression. Discrimination or sexual harassment, however, is neither legally protected expression nor the proper exercise of academic freedom; it compromises the integrity of this institution, the tradition of intellectual freedom and the trust placed in the institution by its members.

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

- Rhonda Schaefer, Director of Public Relations and Marketing
- Sherry Curry-Graves, Public Relations Coordinator
- Angelique Rodriguez, Administrative Assistant, PR and Marketing
- Kenneth Hibner, Director of the Department of Public Safety
- Clay Calkins, Public Safety Manager
- 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:

- Rhonda Schaefer, Director of Public Relations and Marketing
- Sherry Curry-Graves, Public Relations Coordinator

- Angelique Rodriguez, Administrative Assistant, PR and Marketing
- Kenneth Hibner, Director of the Department of Public Safety
- Clay Calkins, Public Safety Manager
- Randall Keeswood, Network Manager

Activation via Telephone

In the event that an alert administrator is unable to send the alert via computer/web alert, that administrator will instead call 1-888-605-7163, and a Suns representative can activate the system and send the message. The administrator will be required to give the Suns representative a cell phone number, username, and e-mail address for verification.

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 Tuesday in October and the second Tuesday 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. Those interested in receiving alerts via text messaging, or in including an additional email address, go to member would like to add family members such as a parent, spouse, or child to also receive Suns alerts, San Juan College encourages that community member to do so. Please note that the only way a parent, spouse, or child can be added is if a current San Juan College student, staff, or faculty member adds those individuals through an active Suns account. Suns is a free service. Standard text messaging rates may apply. Contact the ITC Help Desk at 505.566.3266 with any questions regarding Suns.

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
- Farmington Police Department phone application in collaboration with the Farmington Police Department
- Television alerts in collaboration with local news stations

Emergency Notifications

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

Criminal Offenses

- Murder and Non-negligent Manslaughter
- Manslaughter by Negligence
- Rape
- Fondling
- Incest
- Statutory Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

VAWA Offenses

- Domestic Violence
- Dating Violence
- Stalking

Hate Crimes

- 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 in the 2016 Edition of the Handbook for Campus Safety and Security Reporting.

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 2021 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.

San Juan College Department of Public Safety strives for accurate statistical reporting and continuously seeks consultation and guidance regarding Clery Crime reporting. Changes to the statistics are attributed to the Department of Public Safety consulting with the Clery Center for Security on Campus regarding trespasses and the application to Disciplinary Referrals, The

Department of Public Safety consulting with the Farmington Police Department regarding civil versus criminal citations, the updated requirements of the 2016 Edition of the Handbook for Campus Safety and Security Reporting, and clarification from the Clery Center for Security on Campus on Clery Geography (including the separate campus definition).

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, 8:00am to 5:00pm, 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 <http://www.sanjuancollege.edu/student-services/departments/department-of-public-safety/clery-act/>.

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. San Juan College is a commuter college and does not provide residential housing. San Juan College does not have an officially recognized student organization with non-campus locations.

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	2020	2021	2022	2020	2021	2022	2020	2021	2022
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	1	0	0	0	0	0	0
Burglary	0	0	0	1	0	0	0	0	0
Motor Vehicle Theft	0	0	3	2	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	1	1	4	0	0	0	0	0
Stalking	0	0	1	0	0	0	0	0	0
Arrests									
Liquor Law Arrests	0	4	0	0	0	0	0	0	0
Drug Law Arrests	0	0	1	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	2	3	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	2020	2021	2022						
Unfounded	0	0	0						

San Juan College 30th Street Campus Crime Statistics

On-Campus

Non-Campus

Public Property

CALENDAR YEAR	2020	2021	2022	2020	2021	2022	2020	2021	2022
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	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	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	2020	2021	2022						
Unfounded	0	0	0						

San Juan College West Campus Crime Statistics

On-Campus

Non-Campus

Public Property

CALENDAR YEAR	2020	2021	2022	2020	2021	2022	2020	2021	2022
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	2020	2021	2022						
Unfounded	0	0	0						

San Juan College East Campus Crime Statistics

2020 statistics not available at time of report.

	On-Campus			Non-Campus			Public Property		
CALENDAR YEAR	2020	2021	2022	2020	2021	2022	2020	2021	2022
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	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	0	1	0
Drug Law Arrests	0	0	0	0	0	0	0	2	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	0	1	0
Unfounded (All Crimes & Geography)									
CALENDAR YEAR	2020	2021	2022						
Unfounded	0	0	0						

San Juan College South Hutton Campus Crime Statistics

On-Campus

Non-Campus

Public Property

CALENDAR YEAR	2020	2021	2022	2020	2021	2022	2020	2021	2022
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	2020	2021	2022						
Unfounded	0	0	0						

San Juan College Dustin Automotive Apartments

Campus Crime Statistics

Campus Apartments Non-Campus Public Property

CALENDAR YEAR	2020	2021	2022	2020	2021	2022	2020	2021	2022
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	2	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	1	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	4	0	0	0	0	0	0	0
Stalking	0	3	0	0	0	0	0	0	0
Arrests									
Liquor Law Arrests	0	1	0	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	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	2020	2021	2022						
Unfounded	0	0	0						

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.

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 <http://www.sanjuacollege.edu/student-services/departments/department-of-public-safety/crime-prevention-and-reporting/>, 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 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>

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 on 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 New Mexico Public Sex Offender Registry can be accessed at www.nmsexoffender.dps.state.nm.us. 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 <http://www.sanjuacollege.edu/student-services/departments/department-of-public-safety/crime-prevention-and-reporting/>.

Additional information can be obtained by visiting the following links:

- National Sex Offender Registry
 - <https://www.nsopw.gov/?AspxAutoDetectCookieSupport=1>
- Center for Sex Offender Management
 - <http://www.csom.org/>

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.