



## **Health and Safety of Employees, Students and Guests**

### **Objective:**

Emily Griffith Technical College (EGTC) and Denver Public Schools (DPS) place the highest level of importance on the safety of students, employees and visitors. In fact, this is the foundational mission of the DPS Department of Safety and Security. Procedures for safety drills, and non-drill, immediate emergency response situations, are on the DPS district-wide ERCM safety website under the safety and security tabs. The intent is to ensure the continued safety of all students, employees and visitors. Given EGTC is a public, post-secondary school within DPS, we strictly adhere to all of DPS' published policies and procedures regarding safety and security.

Representatives of DPS, EGTC Administrators and key staff members review these policies/plans annually. Any updates are provided by DPS Safety and Security annually before the start of the academic year.

On-site DPS Safety and Security staff support the Emily Griffith Campus at 1860 Lincoln where EGTC's main campus is located, with patrols that include Emily's Salon and Barbershop at 1820 Lincoln; they also support the Trades Campus at 1205 Osage. At our CMC location, onsite security is provided by Rocky Mountain Public Broadcasting Service personnel. The facility is secured by badged entry, with no open ingress or egress.

### **Emily Griffith Technical College Emergency Plan**

#### **Security Desk**

Safety and Security staff will initiate notification to building occupants in the event of an emergency affecting the campus. Field patrol units and Denver Police will also support the day-to-day operations of the campus and provide emergency response when needed. Should any staff witness a crime in progress or an issue that causes concern, they should immediately call 911 and then DPS Safety and Security at 720-423-3911. On-site Safety and Security personnel can be reached at 720-423-3344.

**If you see something, say something!** Safety and Security is everyone's responsibility. Stay alert, stay informed and take the appropriate action as necessary.

Reference the one page Emergency Protocol flyer, highlighting what to do in the case of each of these scenarios:

- Lockout
- Lockdown
- Evacuation
- Shelter-in-place

Should a critical incident occur that would require the building to enter a lockdown or lockout scenario, ***instructions will be given to each floor via the overhead paging system and phones.*** It is imperative that instructions are followed by every staff member on the floor.

During a **lockdown**, staff will be instructed to remain on their floor in their work areas, to lock the doors to their work area, and to quickly find a location where they can hide themselves from view. Movement between floors will be restricted. Work activities will cease. Staff must silence their cell phones and desk phones. No one will be allowed to enter or leave the building. (Example: A lockdown will be called if there is an imminent threat to building occupants)

During a **lockout**, business inside the building will be allowed. Staff will be free to move about the building as necessary, but will not be able to enter or leave the building. (Example: A lockout will be called if there is a situation unfolding outside the building, such as police activity in the area.)

### **Building Evacuation**

The stairwells and exit doors throughout the building are marked with illuminated green exit signs. To evacuate, locate the nearest stairwell, or reference the evacuation maps posted in all rooms/work areas to determine the appropriate route. Should the fire alarm sound, all staff and visitors will need to exit the building via one of the three building stairwells. Once outside, proceed south on Lincoln Street or either west or east on 19th Ave. Evacuees must be 100 feet from the building during an evacuation. Evacuees should not re-enter the building until given the “all clear” from DPS Safety and Security.

Color-coded evacuation maps are posted in every room, which highlight recommended evacuation routes:

- Stairwell A, on the west side, allows one to exit through the front doors and move to parking lots south of the building.
- Stairwell B, on the east side, can be used to exit into the alley behind the building and move east up 19th Ave to parking lots near Sherman St.
- Stairwell C, on the south side, leads to an exit onto Lincoln St so evacuees can go to the south of the building. Stairwell C is not accessible from each floor. EGHS students and those on EGTCs 4th floor can access this stairwell.

## **Fire Drills**

Fire drills are scheduled for the various institutions housed at the Emily Griffith Campus. During a drill, only the floor(s) where the alarm is activated, plus one floor immediately above and one floor immediately below, must evacuate.

EGTC/EGHS/DDES have monthly fire drills for floors 1-3 during months when instruction is in-person. During those drills, strobes and sirens are intentionally triggered on the 2nd floor, so only the 1st and Salon levels of the College will be impacted. DPS Safety and Security, in conjunction with EGHS, EGTC, and DDES, will schedule drills with the intention to minimize impact to programs housed on those levels, e.g. culinary arts, barbering, cosmetology and massage.

EGTC has fire drills for floors 4-6 twice annually.

Elevators will not operate during a drill or real fire evacuation situation. Individuals unable to take the stairs should go to the elevator lobby on their floor. Once there, locate the sign which states, "PUSH FOR HELP." Note your location and push the red button to alert DPS Safety and Security. You will be requested to provide personal information to the dispatcher so the necessary attention and assistance can be provided.

## **Severe Weather/Shelter**

In the event of inclement weather, EGTC adheres to the DPS closure policy. Classes will be held as scheduled unless the district cancels classes. Such notice will be communicated through: [www.emilygriffith.edu](http://www.emilygriffith.edu), [www.dpsk12.org](http://www.dpsk12.org), Emily Griffith's Facebook page, and with a recording at 720-423-4700. The campus may remain open for evening and Saturday classes even if day classes are cancelled. The reverse may also occur, where the campus may be open for classes during the day, but evening classes may be cancelled.

Emily Griffith does our best to work with Denver-area primary media channels to include Emily Griffith closure information on their publicized listings, however that cannot be guaranteed.

Tornado watches and warnings, and notices to take shelter, are typically reported by local media outlets, Civil Defense Sirens or NOAA Radio notification. Severe weather notification may also be reported by staff or visitors if they observe conditions. Notifications via a smartphone or internet app are also prevalent. Anyone receiving such notifications should inform the Safety & Security Desk at 720-423-3344.

Tornado Watch: Conditions are right for a tornado.

Tornado Warning: A funnel cloud has been sighted. Take shelter.

Once on-site security staff become aware of a severe weather situation and/or notification to take shelter, they will make an announcement over the loudspeaker. People do not need to wait for the announcement by Security however, and are encouraged to seek shelter as soon as they are aware of a valid threat of tornado, or as soon as they feel the need to take shelter.

Flying debris is the greatest concern during severe weather. During a tornado warning, move away from exterior doors and windows. Move to interior hallways and elevator vestibules. If possible, use the stairs to find shelter on lower floors.

Evacuation maps are posted in all rooms/work areas to help evacuees determine the appropriate route.

EGTC consults with DPS Safety and Security regarding Emergency Planning and training needs.

The system for reporting and investigating accidents and other incidents is mandated by DPS policy and the emergency procedures for staff and students. The EGTC Campus Safety and Security Act reporting is published on the College's website .

### **Student Accident or Injury Reporting Process**

**For an accident or injury requiring immediate medical attention, Emily Griffith staff will call 911.** If an accident or injury, which does not require immediate medical attention, occurs on College property, it is the student's responsibility to seek medical attention, if so desired. Any Emily Griffith Technical College student who sustains an injury on College property or at any facility where College business is being transacted is required to file an accident report with the College within 24 hours of the occurrence (or the next business day, whichever comes first).

#### Process for Reporting Student Accident or Injury Sustained on College Property:

1. At the time of the injury or accident, if immediate medical attention is required, Emily Griffith staff will call 911. A staff member must also immediately contact DPS Safety & Security at 720-423-3344 to file an incident report. \*\* EGTC and DPS do not accept liabilities for injuries or accidents.
2. Injured students who are not in need of immediate medical attention should be directed to the Instructional Dean's office for the program in which they are participating, or to the Welcome Desk in Student Services at the Emily Griffith Campus (1860) Lincoln St (Tel: 720-423-4700), where they may obtain a Student Accident Report form.
3. The Student Accident Report form must be completed by a Dean or Associate Dean for the program in which the student is participating. An instructor will also assist if after normal business hours and turn them into the Instructional Dean for the program in which the student is participating.

4. Upon receipt of a Student Accident Report, the Instructional Dean will forward a copy of the report form to the office of the Vice President of Student Services who will provide notice to other appropriate parties as needed.
5. The Vice President of Education will be responsible for making any recommendations needed to correct identified safety hazards to the Executive Director and to other campus or district offices and/or committees as they deem necessary.
6. The Vice President of Education will forward all submitted Student Accident Report forms to DPS Risk Management.

#### Process for Reporting Student Accident or Injury Sustained at Clinical or Internship Site:

1. Injured students should immediately call DPS' Workers' Compensation Claims Administrator, CorVel, at 1-877-764-3574, anytime day or night. Students should report all injuries/illnesses that are related to an accident or injury sustained at a Clinical or Internship site, whether they seek medical treatment or not.
2. A list of the DPS designated medical clinics and providers is available on the Workers' Compensation website at <https://financialservices.dpsk12.org/risk-management/workers-compensation/>, by clicking "Authorized Physicians List." Injured students may call the nearest designated clinic for an appointment or just walk in.
3. Students should notify the instructor within 24 hours of the injury, and instructors must notify the Instructional Dean for the program in which the student is participating, within 24 hours of student notification.
4. The designated medical provider will give the injured student two (2) copies of a physician's report reflecting the treatment plan, future appointment(s), and current physical restrictions, if applicable. The injured student must submit one copy of the physician's report to their instructor. The other copy is for the student's records.
5. After the initial medical appointment, to the extent possible, future appointments should be scheduled not to conflict with the student's school schedule.
6. For follow-up information on a claim, injured students may call 720-423-1303.
7. Note: Students must also follow accident or injury reporting processes as required by the clinical or internship site.

#### **Employee Accident or Injury Reporting Process**

**For an accident or injury requiring immediate medical attention, Emily Griffith staff will call 911.** If an accident or injury, which does not require immediate medical attention, occurs on College property, it is the employee's responsibility to seek medical attention, if so desired. Any Emily Griffith Technical College employee who sustains an injury on College property or at any facility where College business is being transacted is required to file an accident report with the College within 24 hours of the occurrence (or the next business day, whichever comes first).

#### Process for Reporting Employee Accident or Injury Sustained on College Property:

1. At the time of the injury or accident, if the occupational injury or illness is a life or limb-threatening emergency, call 911 or go to the nearest emergency provider.
2. A staff member must also immediately contact DPS Safety & Security at 720-423-3344 to file an incident report.
3. The employee should also immediately call DPS' Workers' Compensation Claims Administrator, CorVel, at 1-877-764-3574, to report the injury.
  - a. When the employee calls CorVel, they will be connected with a registered nurse who will:
    - Obtain necessary information
    - Evaluate the nature of the injury or illness
    - Determine their immediate medical needs
    - Provide them with further instructions including where they may find the nearest DPS designated medical provider
      - Employers within the State of Colorado have the right to designate medical providers for their injured employees, which DPS has done.
      - A list of the DPS designated medical clinics and providers is available on the Workers' Compensation website at <https://financialservices.dpsk12.org/risk-management/workers-compensation/>, by clicking "Authorized Physicians List." Injured employees may call the nearest designated clinic for an appointment or just walk in. The CorVel nurse will have notified the medical provider that the employee is coming.
4. Employees should notify their supervisor of the work-related injury within 24 hours of the injury.
5. The designated medical provider will give the injured employee two (2) copies of a physician's report reflecting the treatment plan, future appointment(s), and current physical restrictions, if applicable. The injured employee must submit one copy of the physician's report to their supervisor. The other copy is for the employee's record
6. Should an employee seek medical treatment for a work-related injury from their private physician or other medical provider that is not on the DPS designated medical provider list, the employee may be financially responsible for that care.

For additional information, including information in Spanish, employees can view the Workers' Compensation website at <https://financialservices.dpsk12.org/risk-management/workers-compensation/> or call DPS' Workers' Compensation unit at (720) 423-1300.

**Policies and Procedures for the Campus Security Policy (Clery Act), as amended by the Violence Against Women Reauthorization Act of 2013.**

**Actions/Roles/Responsibilities:**

- EGTCs Human Resources Representative, Vice President of Student Services, Executive Director, and representatives from DPS Safety and Security are responsible for overseeing adherence to the Clery Act.
- All new employees receive training on the Campus Security Policy and Campus Crime Statistics Act via the DPS Training Portal, and students can access the the policy via the Emily Griffith Technical College website at the following link: <https://www.emilygriffith.edu/student-resources/> See below for the Campus Security & Campus Crime Statistics Act

## EMILY GRIFFITH TECHNICAL COLLEGE

### POLICY STATEMENT FOR ANNUAL SECURITY REPORT

#### JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT, AS AMENDED BY THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013

Emily Griffith Technical College (EGTC) does not discriminate on the basis of sex in its educational programs and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether sexually based or not and include dating violence, domestic violence, and stalking. As a result, EGTC issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus and when it is reported to a College official. In this context, EGTC prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the College community.

EGTC is an area career/technical school governed by the Denver Public Schools (DPS) Board of Education and by regulations established by the Colorado Community College System. Please refer to [DPS board policies JB-R-1 Procedures for the Investigation of Student Complaints of Discrimination or Harassment](#), [GBA-R1 Procedures for the Investigation of Employee Complaints of Discrimination or Harassment](#) and [CCCS policy \(BP\) 3-120 Sexual Misconduct](#).

#### A. Definitions

**Consent, Unlawful Sexual Behavior**-Colorado Revised Statutes (C.R.S.) 18-3-401, means cooperation in act or attitude pursuant to an exercise of free will and with knowledge of the nature of the act. A current or previous relationship shall not be sufficient to constitute consent. Submission under the influence of fear shall not constitute consent.

Sexual Assault-C.R.S. 18-3-402, Colorado law defines sexual assault as any actor who knowingly inflicts sexual intrusion or sexual penetration on a victim commits sexual assault if:

- The actor causes submission of the victim by means of sufficient consequence reasonably calculated to cause submission against the victim's will; or
- The actor knows that the victim is incapable of appraising the nature of the victim's conduct; or
- The actor knows that the victim submits erroneously, believing the actor to be the victim's spouse; or
- At the time of the commission of the act, the victim is less than fifteen years of age and the actor is at least four years older than the victim and is not the spouse of the victim; or
- At the time of the commission of the act, the victim is at least fifteen years of age but less than seventeen years of age and the actor is at least ten years older than the victim and is not the spouse of the victim; or
- The victim is in custody of law or detained in a hospital or other institution and the actor has supervisory or disciplinary authority over the victim and uses this position of authority to coerce the victim to submit, unless the act is incident to a lawful search; or
- The actor, while purporting to offer a medical service, engages in treatment or examination of a victim for other than a bona fide medical purpose or in a manner substantially inconsistent with reasonable medical practices; or
- The victim is physically helpless and the actor knows the victim is physically helpless and the victim has not consented.

Sexual Assault on a Child-C.R.S. 18-3-405, means any actor who knowingly subjects another not his or her spouse to any sexual contact commits sexual assault on a child if the victim is less than fifteen years of age and the actor is at least four years older than the victim.

**Domestic Violence**-C.R.S. 18-6-800.3 means an act or threatened act of violence upon a person with whom the actor is or has been involved in an intimate relationship. Domestic Violence also includes any other crime against a person, or against property, including an animal or any municipal ordinance violation against a person, or against property, including an animal, when used as a method of coercion, control, punishment, intimidation, or revenge directed against a person with whom the actor is or has been involved in an intimate relationship.

Dating Violence-*There is no Colorado state law on dating violence; therefore the college abides by the definition used in the Violence Against Women Reauthorization Act (VAWA) of 2013.*

Dating Violence means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.



For purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

Stalking-C.R.S. 18-3-602, means a person commits stalking if directly, or indirectly through another person, the person knowingly:

- Makes a credible threat to another person and, in connection with the threat, repeatedly follows, approaches, contacts, or places under surveillance that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship; or
- Makes a credible threat to another person and, in connection with the threat, repeatedly makes any form of communication with that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship, regardless of whether a conversation ensues; or
- Repeatedly follows, approaches, contacts, places under surveillance, or makes any form of communication with another person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship in a manner that would cause a reasonable person to suffer serious emotional distress and does cause that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship to suffer serious emotional distress. For purposes of this paragraph (c), a victim need not show that he or she received professional treatment or counseling to show that he or she suffered serious emotional distress.

Additional definitions as it relates to "Stalking" under Colorado law:

- Conduct "in connection with" a credible threat means acts that further, advance, promote, or have a continuity of purpose, and may occur before, during, or after the credible threat.
- "Credible threat" means a threat, physical action, or repeated conduct that would cause a reasonable person to be in fear for the person's safety or the safety of his or her immediate family or of someone with whom the person has or has had a continuing relationship. The threat need not be directly expressed if the totality of the conduct would cause a reasonable person such fear.
- "Immediate family" includes the person's spouse and the person's parent, grandparent, sibling, or child.
- "Repeated" or "repeatedly" means on more than one occasion.

Bystander Intervention – People assume that the more people there are around, the more likely it is that someone in trouble will receive help. Actually, the more people, the less likely it is that anyone will help. Bystander Intervention is the practice of taking action or intervening, when you see someone in need of help. Bystanders should help out when they see someone in

trouble; however, if they think doing so could be dangerous, they should call for help right away rather than engaging.

## B. Education and Prevention Programs

The College engages in comprehensive educational programming to prevent domestic violence, dating violence, sexual assault and stalking. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and faculty that:

- Identify domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- Define what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- Define what behavior and actions constitute consent to sexual activity in the State of Colorado;
- Provide safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander.
- Provide information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.
- Provide an overview of the information contained in the Annual Security Report (ASR) in compliance with the Clery Act.

Educational programs are offered to raise awareness for all incoming students and employees, and are often conducted during new student and new employee orientation and throughout an incoming student's first semester. These programs and others offered throughout the year include strong messages regarding awareness and primary prevention. Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention-based apps, identifying allies and/or creating distractions.

Programs also offer information on risk reduction that strives to empower victims to recognize warning signals and avoid potential attacks, and to do so without victim-blaming approaches. Throughout the year, ongoing awareness and prevention campaigns are directed to students and employees, including faculty, often taking the form of emails, guest speakers, posters, flyers and informative meetings that distribute education material.

## C. Procedures for Reporting a Complaint

EGTC has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of medical, counseling and support services; and additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. Students and employees should contact a Human Resources Representative at 720-412-4735 (room 618) or the Vice President of Student Services at 720-423-4859 (room 620).

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible. In Colorado, evidence may be collected even if you choose not to make a report to law enforcement. It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence as may be necessary to the proof of criminal activity may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to College hearing boards/investigators or police. Although the College strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report and victims have the right to decline involvement with the police. DPS Safety and Security will assist any victim with notifying local police if they so desire. The Denver Police Department may also be reached directly by calling (720-913-2800) or 911 or in person at 1566 N. Washington Street, Denver, CO. Additional information about the Denver Police department may be found online at:

<http://www.denvergov.org/police/PoliceDepartment/tabid/440727/Default.aspx>

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to EGTCs Title IX Coordinator at 720-423-4735 located at 1860 Lincoln Street, Denver, CO room 618 and DPS Safety and Security (if the victim so desires).

The Title IX Coordinator is ultimately responsible to assure in all cases that the behavior is brought to an end, that EGTC acts to reasonably prevent its recurrence and that the effects on the victim and the community are remedied. The Coordinator is also responsible to assure that training is conducted annually for all investigators that protects the safety of victims and promotes accountability. Training will focus on sexual misconduct, domestic violence, dating violence, sexual assault, stalking, sexual harassment, retaliation and other behaviors that can be forms of sex or gender discrimination covered by Title IX and Clery Act. Training will help those decision-makers in the process to protect the safety of victims and to promote accountability for those who commit offenses.

The College will provide resources to persons who have been victims of sexual assault, domestic violence, dating violence, or stalking, and will apply appropriate disciplinary procedures to those who violate this policy. The procedures set forth below are intended to afford a prompt response to charges of sexual assault, domestic or dating violence, and stalking, to maintain

confidentiality and fairness consistent with applicable legal requirements, and to impose appropriate sanctions on violators of this policy.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Campus Security or other law enforcement to preserve evidence in the event that the victim changes their mind at a later date.

If a report of domestic violence, dating violence, sexual assault or stalking is reported to the College, the below are the procedures that the College will follow as well as a statement of the standard of evidence that will be used during any judicial hearing on campus arising from such a report:

Incident Being Reported	Procedure to Follow	Evidentiary Standard
Sexual Assault	<ol style="list-style-type: none"> <li>1. Depending on when reported (immediate vs. delayed report), institution will provide complainant with access to medical care.</li> <li>2. Institution will assess immediate safety needs of complainant and contact Campus Security.</li> <li>3. Institution will assist complainant with contacting local police if complainant requests AND complainant will be provided with contact information for local police department.</li> <li>4. Institution will provide information to complainant on how to preserve evidence. Denver Police and Denver Health as well as other healthcare facilities may advise a victim regarding what they can do to preserve evidence and about the use of a "Rape Kit", or similar system of examining, that these facilities should have.</li> <li>5. Institution will provide complainant with referrals to off-campus mental health providers.</li> <li>6. Institution will assess need to implement interim or long-term protective measures, such as change in class schedule, and "No Contact" directive between both parties.</li> <li>7. Institution will provide a "No trespass" directive to accused party if deemed appropriate.</li> </ol>	Sexual assault cases are referred to the Title IX Coordinator and are adjudicated by the institution's Sexual Misconduct Policy and Procedure.

	<ol style="list-style-type: none"> <li>8. Institution will provide information on how to invoke the court for a Protective Order. Protection Orders are issued by Court decision.</li> <li>9. Institution will provide a copy of the Sexual Misconduct Policy and Procedures to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution.</li> <li>10. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged, and the outcome of the hearing. EGTC will protect any individual who reports sex discrimination, sexual harassment, or sexual violence against retaliation.</li> </ol>	
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Stalking	<ol style="list-style-type: none"> <li>1. Institution will assess immediate safety needs of complainant.</li> <li>2. Institution will assist complainant with contacting local police if complainant requests AND complainant will be provided with contact information for local police department.</li> <li>3. Institution will provide information on how to invoke the court for a Protective Order. Protection Orders are issued by Court decision.</li> <li>4. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate. Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate.</li> </ol>	<p>Stalking cases are referred to the Chief Security Officer. If the stalking is sexually based, it may fall under the institution's Sexual Misconduct Procedure and if so, would be referred to the Title IX Coordinator and adjudicated under the institution's Sexual Misconduct Policy and Procedure.</p>
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<p>Dating Violence</p>	<ol style="list-style-type: none"> <li>1. Institution will assess immediate safety needs of complainant.</li> <li>2. Institution will assist complainant with contacting local police if complainant requests AND complainant will be provided with contact information for local police department.</li> <li>3. Institution will provide information on how to invoke the court for a Protective Order. Protection Orders are issued by Court decision.</li> <li>4. Institution will provide information to complainant on how to preserve evidence. Denver Police and Denver Health, as well as other healthcare facilities, may advise a victim regarding what they can do to preserve evidence and about the use of a "Rape Kit," or similar system of examining, that these facilities should have.</li> <li>5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate.</li> <li>6. Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate.</li> </ol>	<p>Dating Violence cases are referred to the Chief Security Officer. If the dating violence incident is sexually based, it may fall under the institution's Sexual Misconduct Policy and Procedure.</p>
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Domestic Violence	<ol style="list-style-type: none"> <li>1. Institution will assess immediate safety needs of complainant.</li> <li>2. Institution will assist complainant with contacting local police if complainant requests AND complainant will be provided with contact information for local police department.</li> <li>3. Institution will provide information on how to invoke the court for a Protective Order. Protection Orders are issued by Court decision.</li> <li>4. Institution will provide information to complainant on how to preserve evidence. Denver Police and Denver Health, as well as other healthcare facilities, may advise a victim what they can do to preserve evidence and about the use of a "Rape Kit", or similar system of examining, that these facilities should have.</li> <li>5. Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate.</li> <li>6. Institution will provide a "No trespass" (PNG) directive to accused party if deemed appropriate.</li> </ol>	Domestic Violence Cases are referred to the Chief Security Officer. If the dating violence incident is sexually based, it may fall under the institution's Sexual Misconduct Policy and Procedure.
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D. Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint, EGTC will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights. When charges are filed and an investigation is launched, the Denver Police Department's Victim's Advocate branch will follow-up with victims of crime. In Colorado, a victim of domestic violence, dating violence, sexual assault or stalking has certain rights.

Rights Afforded to Victims-C.R.S. 24-4.1-302.5

In order to preserve and protect a victim's rights to justice and due process, each victim of a crime shall have the following:

- The right to be treated with fairness, respect, and dignity, and to be free from intimidation, harassment, or abuse, throughout the criminal justice process;

- The right to be informed of, be present or not present, and without submitting a written request for notification, for all critical stages of the criminal justice process as specified in state statute (C.R.S. 24-4.1-302(2));
- The right to be informed of the filing of a petition by a perpetrator of the offense to terminate sex offender registration pursuant to section 16-22-113(2)(c), C.R.S.;
- The right to be informed, upon request by the victim, when a person who is accused or convicted of a crime against the victim is released or discharged from county jail; and
- The right to be informed, upon written request by the victim, when a person who is accused or convicted of a crime against the victim is released or discharged from custody other than county jail, is paroled, escapes from a secure or nonsecure correctional facility or program, or absconds from probation or parole.

Further, EGTC complies with Colorado law in recognizing orders of protection by working with the Title IX Coordinator and Campus Security in developing a Safety Action Plan, which is a plan for the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include but is not limited to: escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc.

Any county or district court shall have the authority to enter an emergency protection order, which may include:

- Restraining a party from contacting, harassing, injuring, intimidating, threatening, molesting, touching, stalking, sexually assaulting or abusing any other party, a minor child of either of the parties, or a minor child who is in danger in the reasonably foreseeable future of being a victim of an unlawful sexual offense or domestic abuse;
- Excluding a party from the family home or from the home of another party upon a showing that physical or emotional harm would otherwise result;
- Awarding temporary care and control of any minor child of a party involved;
- Enjoining an individual from contacting a minor child at school, at work, or wherever he or she may be found;
- Restraining a party from molesting, injuring, killing, taking, transferring, encumbering, concealing, disposing of or threatening harm to an animal owned, possessed, leased, kept, or held by any other party, a minor child of either of the parties, or an elderly or at-risk adult; or
- Specifying arrangements for possession and care of an animal owned, possessed, leased, kept, or held by any other party, a minor child of either of the parties, or an elderly or at-risk adult.

In cases involving a minor child, (under age 18) the juvenile court and the district court shall have the authority to issue emergency protection orders to prevent an unlawful sexual offense, or to prevent domestic abuse, when requested by the local law enforcement agency, the county department of social services, or a responsible person who asserts, in a verified petition



supported by affidavit, that there are reasonable grounds to believe that a minor child is in danger in the reasonably foreseeable future of being the victim of an unlawful sexual offense or domestic abuse, based upon an allegation of a recent actual unlawful sexual offense or domestic abuse or threat of the same. Any emergency protection order issued shall be on a standardized form prescribed by the judicial department and a copy shall be provided to the protected person.

A verbal emergency protection order may be issued only if the issuing judge finds that an imminent danger in close proximity exists to the life or health of one or more persons or that a danger exists to the life or health of the minor child in the reasonably foreseeable future.

To the extent of the victim’s cooperation and consent, College offices, including Human Resources or Student Services will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal College investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic or working situations in addition to counseling, health services and assistance in notifying appropriate local law enforcement. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. The College does not publish the names of crime victims nor house identifiable information regarding victims in the Campus Security Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by a request through Human Resources.

Resources for victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking

Community Resources

<u>Agency</u>	<u>Address</u>	<u>Phone</u>
Denver Police /Victim Assistance Unit	<u>1331 Cherokee St., Denver, CO</u>	<u>720-913-6035</u>
Rape Assistance Program	<u>7010 Broadway, Denver, CO</u>	<u>303-426-0764</u>
Rape Crisis Center- The Blue Bench	<u>1740 Gaylord St., Denver, CO</u>	<u>303-329-9922</u>
Colorado Coalition Against Sexual Assault	<u>1120 Lincoln Street, # 700, Denver, CO</u>	<u>303-839-9999</u>

Colorado Coalition Against Domestic Violence	<u>1120 Lincoln St., #900, Denver, CO</u>	<u>303-831-9632</u>
SafeHouse Crisis and Info Line	<u>1649 Downing Street, Denver, CO</u>	<u>303-318-9989</u>

Below are website resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

<http://www.ccasa.org/> - Colorado Coalition Against Sexual Assault

<http://ccadv.org/> - Colorado Coalition Against Domestic Violence

<http://coavp.org/> - Colorado Anti-Violence Program, Building Safety and Justice for LGBTQ Communities

<http://www.rainn.org> – Rape, Abuse and Incest National Network

<http://www.ovw.usdoj.gov/sexassault.htm> - Department of Justice

<http://www2.ed.gov/about/offices/list/ocr/index.html> Department of Education, Office of Civil Rights

#### Confidentiality

The College will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law.

#### Sanctions and Protective Measures

In all cases, investigations that result in a finding of more likely than not that a violation(s) has occurred may lead to the initiation of disciplinary procedures against the accused individual.

Examples of college sanctions may include, but are not limited to:

- For students - warning, probation, fines, restitution, denial of privileges, assignment to perform services for the benefit of the college or community, suspension, expulsion, or “No trespass” directive.
- For EGTC employees - warning, written warning, corrective actions, probation, restitution, denial of privileges, suspension, termination of employment, or “No trespass” directive (PNG).
- For authorized volunteers, guest(s), or visitors - warning, written warning, denial of privileges, dismissal from college, or “No trespass” directive.

For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Code of Conduct. Employees who violate this policy will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts which also may subject the perpetrator to criminal and civil penalties under federal and state law.

The Title IX Coordinator will determine whether interim interventions and protective measures should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: an order of no contact, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Human Resources and Campus Security.

#### Sex Offender Registration

In accordance to the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the College is providing a link to the Colorado State Sex Offender Registry. All sex offenders are required to register in the state of Colorado and to provide notice of each institution of higher education in Colorado at which the person is employed, carries a vocation or is a student. In Colorado, convicted sex offenders must register with the Colorado Bureau of Investigation (CBI). The Colorado sex offender website is <https://www.colorado.gov/apps/cdps/sor/>.

#### Prohibition on Retaliation

An institution, or an officer, employee, or agent of an institution, may not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision in this policy.

#### Additional Resources

Denver Mental Health Center Crisis Line: 303-504-6500

Colorado Crisis and Support Line: 1-800-493-8255

CO Anti-Violence Program (LGBT): 1-888-557-4441 (May have to leave a message)

Domestic Violence and Sexual Assault (24 hours/day): 911 or 800-799-SAFE (7233)

Alateen and Al-Anon: 303-321-8788 or 888-4AL-ANON (425-2666)

Alcoholics Anonymous: 303-322-4440

Denver Hospice: 303-766-0050

HIV/AIDS Hotline: 1-800-CDC-INFO (1-800-232-4636)

Tri-County Health Department: 303-341-9370

Eating Disorders: 866-771-0861

Shelter for Homeless Teens: 720-217-3884

Narcotics Anonymous: <http://www.nacolorado.org>

Connectcare.org: 1-888-845-2881

The National Suicide Prevention Lifeline: 1-800-273-8555 or

<http://www.suicidepreventionlifeline.org>

National Organization for Victim Assistance: 1-800-879-6682 or <http://www.trynova.org/>

Safe2Tell: 1-877-542-SAFE or <http://safe2tell.org/>

Crime Stoppers: 720-913-7867

RAINN (Rape, Abuse, Incest National Network): 800-656-HOPE (4673)

DPS Safety and Security has published room specific evacuation routes in each room.

**First Aid Kits**

All classrooms are either equipped with, or have ready access to a first aid kit.

**Overview of Safety Plan Review and Evaluation Process:**

DPS Safety and Security meets with EGTC on an annual basis to review upcoming changes and highlight new policies and procedures.

In addition, EGTC administration meets with DPS Safety and Security, on an as-needed basis, to review any potential challenges, updates, or issues pertaining to employee, student and guest health and safety.

Fire drill schedules are reviewed annually by EGTC.

**Dissemination Process:**

EGTC uses Emily’s Wire, our internal newsletter, to publish safety documents and highlight important updates for employees. In addition, we publish this material on our website so that all students, staff and faculty have access to this information. Given we are part of DPS, all district-wide information is updated on the DPS Safety and Security website, located at <http://security.dpsk12.org/>

Reviewed and Updated January 2021

Next Review January 2022

## APPENDIX

Supporting Information - COVID resources and health & safety information related to the nationwide COVID-19 health crisis

- A. Denver Public Schools public website, including COVID resources for students and families. (available at: <https://www.dpsk12.org/>)
- B. Denver Public Schools internal employee website, including COVID resources for employees. (available at: <http://thecommons.dpsk12.org/>)
- C. Return to Campus Plan for Faculty, Staff, and Students Fall 2020/Spring 2021 (available at:  
<https://docs.google.com/document/d/1jk-B9KH2KjJ9HAHXD2CtNw71bReSzIF1WxiUWqX9zqs/edit>)
- D. In-Person Class Agreement COVID-19 Protocols for Students, Spring 2021 (available at:  
[https://docs.google.com/document/d/1Pa6k\\_DAhDanJh7Vz\\_F-QFmc40Q5cZIH0fhZUP9Xo3CE/edit?ts=5feb653f](https://docs.google.com/document/d/1Pa6k_DAhDanJh7Vz_F-QFmc40Q5cZIH0fhZUP9Xo3CE/edit?ts=5feb653f))