



Central Wyoming  
College

# Safety & Security Report

2022

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## Quick Reference Telephone Directory

### Department of Campus Security and Other Important Telephone Numbers

<b>Departments</b>	<b>Phone Numbers</b>
Emergency Assistance: Police, Fire, Medical	911
CWC Campus Security	(307) 855-2143
Campus Services	(307) 855-2279 or (307) 840-2342
Registration & Records	(307) 855-2115
Lost & Found (Library)	(307) 855-2141
Dean of Students	(307) 855-2029
Physical Plant Department	(307) 855-2249
Student Housing Facilities	(307) 855-2210
CWC Counseling Office	(307) 855-2210
Sage West Riverton Hospital	(307) 856-4161
Sage West Lander Hospital	(307) 332-4420
Fremont Counseling	(307) 856-6587
US National Weather Service	(307) 857-3898
Fremont County Alliance	(307) 856-0942
Victim Witness Services	(307) 857-3653

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# CAMPUS SECURITY

## Department of Campus Security-Your Safety Is Our Concern

The personal safety and security of students, staff and visitors, and the protection of property are high priorities at Central Wyoming College (CWC). Information is provided annually and is part of the College's commitment to safety and security on campus. A report is prepared by CWC's Department of Student Services to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). The full text of this report is located on our Web site at [Campus Security](#) or you may find the report at the following location [Campus Security Report 2022](#). We encourage students, staff, and the public to report all incidents to our department. Creating and maintaining a healthy and safe campus environment requires the cooperation and involvement of everyone. All students, faculty, staff and visitors must assume responsibility for their personal health and safety, and the security of their personal belongings.

The Campus Security Department is currently located in the Main Hall (MH 107) and CWC Security Staff may be contacted by phone at (307)855-2143, 24 hours a day/ 365 days a year. The department provides comprehensive security services to the entire CWC campus community.

The Department of Campus Security consists of (1) armed Director of Security and (2) armed Security Officers, and (4) retired law enforcement officers covering various hours per week. The Director and Security Officers are retired law enforcement officers with over 82 years of combined service to Fremont County Citizens. The department also has (5) Criminal Justice Students working as Campus Security Interns. Campus Security also covers shifts with off duty Riverton Police Department Officers, 1 Wyoming Highway Patrol Trooper, and (3) other retired officers from within Fremont County Law Enforcement.

The department maintains a working relationship with the local police agencies that have law enforcement jurisdiction on and around our main campus and our alternate sites in Lander, Dubois and Jackson.

For more information about CWC's Department of Campus Security, please see the college website at [www.cwc.edu](http://www.cwc.edu).

# The Campus Security Legal Act Requirements

The Campus Security Act requires colleges and universities to:

- *Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements;*
- *Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics must be gathered from Campus Security, local law enforcement and other college officials who have “significant responsibility for student and campus activities;”*
- *Provide “timely warning” notices of those crimes that have occurred and “pose an ongoing threat to students and employees;” and*
- *Disclose in a public crime log “any crime that occurred on campus...or within the patrol jurisdiction of the Campus Security Department and is reported to the Campus Security Department.”*

The Central Wyoming College, Department of Campus Security is responsible for preparing and distributing this report. We work with other Central Wyoming College departments, such as the Vice President for Student Affairs, Resident Life, Physical Plant Department as well as the Riverton Police Department, Lander Police Department, Jackson Police Department, and Fremont County Sheriff’s Office to compile the information.

We encourage members of the Central Wyoming College community to use this report as a guide for safe practices on and off campus. It is available on the Web at the following link: [Security Report 2022](#) Each member of the College community receives an email that describes the report and provides its Web address. For a printed copy, contact the Central Wyoming College, Department of Campus Security in MH107, 2660 Peck Avenue, Riverton, Wyoming, 82501 (307) 855-2143.

## Professional Standards

The quality of our service is dependent in part on feedback from the community we serve. The Department of Campus Security has a professional standards process in place to respond to citizen complaints and concerns.

Please help us improve our department by bringing your compliments and concerns to the attention of any of the following individuals in a timely manner:

- Director of Campus Security Office by calling (307) 855-2143

- Dean of Students by calling (307) 855-2029
- Address written correspondence to: Director of Campus Security, Central Wyoming College, 2660 Peck Avenue, Riverton, Wyoming 82501.

## Trainings Offered

- Alert, Lockdown, Inform, Counter, Evacuate (ALICE) – A citizen response to a violent intruder training
- Wyoming-Montana Safety Council Defensive Driving
- American Heart Association Heart-Saver – First Aid, CPR, AED training
- NRA Refuse to be a Victim
- Fire Extinguisher Training
- Self Awareness/Self Defense with retired and current Riverton Police Department Officers 4 to 6 times a year

## Incident Reporting and Response

Students, employees, and visitors are encouraged to immediately report any criminal offense, suspected criminal activity, or another emergency directly to the Riverton Police Department and the Central Wyoming College, Department of Campus Security. This can be done in several ways. The first is to use campus telephones by dialing 9-1-1 (it is not necessary to dial an additional 9 see [Kari's Law](#)) or extension 2143. The second way is to simply dial 9-1-1 or (307) 855-2143. For non-emergency calls to the Department of Campus Security, dial (307) 855- 2143. We encourage students and employees to put this non-emergency number into their cell phones as a speed dial entry.

The Central Wyoming College, Department of Campus Security procedures require an immediate response to emergency calls. We work closely with the full range of city and county emergency resources to assure a complete and timely response to all emergency calls. Priority response is given to crimes against persons and personal injuries. Special services include a generous availability of local, state, and federal law enforcement agencies in providing support and assistance.

When a student is involved, the information is also provided to the Dean of Students office as well as the Vice President for Student Affairs office for appropriate college discipline as provided by CWC Administrative Policy 4.0. CWC Administrative Policy 4.0 defines the code of student conduct and can be found in the CWC Student Handbook or under the [Student Handbook link](#).

Sanctions may include suspension or expulsion for student offenders and termination of employment for employee offenders. During on-campus disciplinary action, the accuser and accused are entitled to the same opportunities to have others present during campus hearings. Both accusers and accused shall be informed of the outcome of disciplinary hearings.

For students living in student housing facilities, violations of criminal law or regulations listed in housing contracts may also result in disciplinary sanctions through the CWC Resident Life Office. Students involved in on-campus disciplinary activities related to their living in a student housing facility may request a change of residence. Any reasonable requests will be honored promptly.

## Confidential Reporting Procedures

If you are the victim of a crime and do not want to pursue action within the College system or the criminal justice system, you may still want to consider making an anonymous report. The Department Campus Security and/Dean of Students or another designee from the College can file a report on the details for the incident without revealing your identity. The purpose of an anonymous report is to comply with your wish to keep the matter confidential while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of these incidents, determine if there is a pattern of crime with regard to a particular location, method, or assailant, and possibly alert the campus community to potential danger. Reports filed in this manner are only counted and disclosed in the annual crime statistics for the institution. Information may also be shared with identified Campus Security Authorities, see below for a complete list of those designated with that responsibility.

## Campus Security Authorities

The CLERY Act mandates that institutions must disclose statistics for crimes reported to the Department of Campus Security and to Campus Security Authorities (CSA's). The intent of including non-Campus Security personnel as Campus Security Authorities is to acknowledge that many individuals and students, in particular, are hesitant about reporting crimes to the Department of Campus Security, but may be more inclined to report incidents to other campus-affiliated individuals.

The CLERY Act regulations define a Campus Security Authority (CSA) as:

- *A member of the Campus Security Department of an institution.*
- *Any individual or individuals who have responsibility for Campus Security but who do not constitute a campus police department or a Campus Security department (e.g., an individual who is responsible for*



*monitoring the entrance into institutional property)*

- *Any 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 take action or respond to particular issues on behalf of an institution.*

Campus Security Authorities for Central Wyoming College are identified as follows:

- College President
- Vice President for Academic Affairs
- Vice President for Administrative Services
- Vice President for Student Affairs
- College Deans
- Dean of Students
- Faculty Instructors
- Athletic Director & Team Coaches Department of Campus Security Officers Resident Life Manager
- Resident Assistants (RA's)
- Transportation Services (bus drivers and facility attendant)
- Counselors
- Advisors to Registered Student Organizations Academic Advisors
- Directors of off-campus facilities operated or controlled by CWC
- Clerical Workers
- Staff
- CWC Student Employees

## Timely Warnings

The CWC Department of Campus Security is responsible for providing students, faculty, and staff with timely notification of crimes that may present a threat to the campus community and to heighten safety awareness. In the event that a situation arises, either on or off campus, that, in the judgment of CWC Administration, constitutes an immediate or ongoing threat, a campus-wide Crime Alert will be issued by the Department of Campus Security. Timely Warnings may be issued utilizing Rustler Alert (phone and text message service), emails, Rustler Radio, digital signage, posters or fliers, notices posted on the College web-site, social media or any other method deemed appropriate based upon the circumstances.

Depending on the particular circumstances of the threat, Central Wyoming College may issue a Crime Advisory, when circumstances indicate a particular crime has occurred that warrants information be disseminated to the public but there is no immediate or ongoing threat. Dissemination of Crime Advisories shall be tailored to the specific incidents in accordance with the policies of Central Wyoming College.

Every attempt will be made to distribute the Crime Advisory within 12 hours of the time the incident is reported. However, the release is subject to the availability of accurate facts concerning the incident. Alerts are distributed to student housing facilities, on-campus buildings and grounds, as well as any additional areas that may assist in alerting the campus community.

The CWC Mass Communication System(RUSTLER ALERT) is an additional part of the College's emergency notification system. The System may be used to communicate official information during an emergency or crisis situation that disrupts normal campus operation or threatens the health and safety of the campus community. The CWC Mass Communication System is operated by the Department of Campus Security./ IT Marketing

A daily log of incidents reported to Central Wyoming College is available upon request or it can be found at; [2022 Crime Log](#)

## Emergency Operations Plan

Central Wyoming College's emergency response plan is based on a general approach to facilitate an appropriate and timely response to a variety of emergencies which may confront Central Wyoming College. The complete plan, which is updated annually and reviewed by the Director of Campus Security, the Emergency Response Team, and the President of the College is located on the website for students, staff, and the public at the following location, [My Central](#) or you can also find it on the [Campus Security](#) website page.

Central Wyoming College has developed the following procedures to facilitate notification and evacuation responses in an emergency.

Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees and guests present on the campus. Central Wyoming College will immediately notify the campus using any and/or all of the following:

- Cell phone text messages via Rustler Alert System
- E-mails to computers via Rustler Alert
- Campus telephones, CWC user telephone account (opt-in) via Rustler Alert

- Posting of information on CWC website
- Press releases
- Outdoor Sirens
- Social Media

Central Wyoming College will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to or otherwise mitigate the emergency.

The emergency notification process involves the receipt of information, the verification of the information, and the evaluation of the information, which then sets into motion the following actions:

- Determination if the entire campus community, or just an affected portion, will receive the emergency alert notification.
- Compilation of the content of the emergency alert message.
- Activation of the CWC emergency alert notification.

The following individuals; can be involved in making these determinations/decisions:

- President or designee.
- Vice President for Administrative Services
- Vice President for Academic Affairs
- Vice President for Student Affairs
- Director of Campus Security
- Director of Marketing and PR
- Director of Physical Plant
- Dean of Students

The college will disseminate the emergency alert notification system (text messages, emails, phone announcements, and webpage alert messages).

CWC alert notification system equipment is tested, at a minimum, annually (typically, more frequently) to ensure that it is working properly. At least once per calendar year the college will conduct a full activation of the emergency alert notification system which will be advertised to the CWC and Riverton communities.

A description of the exercise, whether announced or unannounced, will be documented and a file maintained in the office of the Department of Campus Security.

This emergency notification requirement does not replace the “Timely Warning” requirement. They differ in that the “Timely Warning” applies only to Clery reportable crimes while the emergency notification requirement addresses a much wider variety of threats (i.e., gas leaks,

tornadoes, contagious viruses, etc.). However, an institution that follows its emergency notification procedures is not required to issue a “Timely Warning” based on the same circumstances but must provide adequate follow-up information to the community as needed.

## Outreach Schools/Branch Campuses

Central Wyoming College owns or leases properties in several locations throughout the state of Wyoming. The College uses these facilities primarily for our outreach programs in Dubois, Lander, Ft. Washakie, and Jackson. Directors and coordinators of these facilities are identified as Campus Security Authorities (CSA) and assist in the compiling of crime statistics for this report. All crimes occurring at these locations should be immediately reported to the local law enforcement agencies, police or sheriff, in the jurisdiction where the facility resides. Central Wyoming College can then coordinate with that law enforcement agency and offer assistance if necessary and obtain any clarification to ensure accurate reporting.

## Missing Person Policy

This policy, with its accompanying procedures, establishes a framework for cooperation among members of the College community aimed at locating and assisting students who are reported missing.

The term *missing student* refers to any person who is:

- Enrolled in any class/course at Central Wyoming College and who resides on CWC Campus, and whose absence is contrary to his/her normal patterns of behavior, and have been determined after an investigation by Campus Security Officials to be missing for more than 24 hours and have not returned to campus.

All reports of missing students shall be directed to Department of Campus Security Officials who shall investigate each report and make a determination whether the student is missing in accordance with this policy.

### **Confidential Contact**

All students who reside in on-campus housing shall have the opportunity to identify an emergency confidential individual to be contacted by the college in case a student is determined to be missing. If a missing student is under 18 years of age and not an emancipated individual, Campus Security Officials are required to notify the parent or guardian of the missing student within 24 hours of the determination by Campus Security Officials that the student is missing. If a missing student did not register confidential contact information, is not under 18 years of age then Campus Security officials will also notify the Riverton Police Department or Fremont County Sheriff’s Department/ Lander Police Department or Jackson Police Department depending on

where the student is missing from, within 24 hours of determining that the student is missing.

### **Notification Procedures**

1. Any report of a missing student, from whatever source, should immediately be directed to Campus Security Officials.
2. When a student is reported missing Campus Security Officials shall:
  - a. initiate an investigation to determine the validity of the missing person report;
  - b. contact the Director of Campus Security; or his designee, make a determination as to the status of the missing student;
  - c. notify the individual identified by the missing student as the emergency confidential contact within 24 hours of making the determination that the student is missing;
  - d. if the missing student is under the age of 18 and not an emancipated individual, notify the student's custodial parent or guardian as contained in the records of the college within 24 hours of the determination that the student is missing;
  - e. If subclauses "D" & "E" do not apply to a student determined to be a missing person, notify Riverton Police Department or Fremont County Sheriff's Department, Lander Police Department or Jackson Police Department within 24 hours after determining that the student is missing.
3. The Director of Campus Security shall notify the Dean of Students
4. The Director of Campus Security shall initiate whatever action he or she deems appropriate under the circumstances in the best interest of the missing student.

### **Student Contact Information**

Students shall be given the opportunity to designate emergency confidential contact information through the college housing office.

### **Student Notification of this Policy**

- Included on the CWC Housing website
- Discussed during beginning of semesters/block mandatory housing meetings
- Included in the annual Campus Security Report
- Sent to students by the college email system

## **Rustler Alert System**

CWC has implemented the Rustler Alert system to deliver messages to students, faculty, and staff and participating community members or guests during emergency situations. It is mandatory that all staff, and students sign up for "Rustler Alert" so emergency messages can be sent to their phone

and/or computer by logging into myCentral and clicking on the Rustler Alert icon in the upper left hand corner of the page. The alert system can be launched in conjunction with CWC's siren warning system that can be heard immediately on and off campus grounds in the event of an emergency. Staff and Students can opt out of texts and phone notifications. They cannot opt out of Emails.

## Student Bystander and Violence Reporting

The college is committed to the overall safety and security of the campus and strongly encourages all members of the campus community to take an active role that is conducive to this commitment. It is imperative that all members of the campus community notice potential threats to the safety of students or staff, violations of campus policy, criminal activity, a missing or unaccounted for student or staff member, or any negative behavior, and report them as soon as possible to the college or other appropriate authorities. The college strongly encourages any member of the campus community to report any situation that may threaten the campus environment.

Reports that a particular student is behaving in an actual or potentially harmful way to themselves or others, has attempted suicide, or has threatened suicide should be made using a Student in Crisis Report (SCR) form. These forms are available in the Counseling Office, the Vice President for Student Affairs Office, or the Student Support Services Office. See the Student Personal Welfare section for actual procedures.

Reports of a dangerous situation on campus, criminal activity, or some other negative behavior should be made to the Campus Security Office either by telephone at (307)855-2143, or on CWC website under Students of Concern or Title IX. (CWC Life/ Students of Concern). You may contact local law enforcement by dialing 911 or (307)856-4891 (Riverton Police Department), (307)332-3131 (Lander Police Department), (307)332-5611 (Fremont County Sheriff's Department) or (307)733-2331 (Jackson Police Department).

## Student of Concern Report

A team of CWC staff, called the Students of Concern Team, meet throughout the academic year to review reported problematic behavior, discuss ways to help students, and take follow-up action. Any member of the campus community can make a report to the Students of Concern Team, which consists of staff from Counseling, Campus Security, and Student Affairs. The College expects students to behave in a manner consistent with protecting and preserving health, safety, property, educational goals and physical well-being for themselves as well as the entire campus community. Students are expected to take appropriate measures, including seeking college assistance, when there is evidence to suggest they or someone they know may be unable to adhere to this standard.

Reporting can be done by completing this [Students of Concern form](#) or in person, by e-mail, by phone, or to Students of Concern Team members.

For the most serious of behaviors, Student in Crisis Report forms are available from the Counseling Offices, the Student Success Center, or the Vice President for Student Affairs Office. These forms may be completed by concerned students, staff or faculty to report the most concerning student behavior and then forwarded to the Counseling or Vice President for Student Affairs Office for any applicable action.

For support, advocacy, and confidential counseling or referral, contact: Whitney Martinez, Counselor at (307)855-2011.

## Drug Free Campus

The Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) require that Central Wyoming College inform its students and employees of the legal sanctions of illicit drugs and alcohol. Alcohol and controlled substances and/or illegal drugs may not be possessed, sold, or consumed on any college property, including housing, or at any college-sponsored event, unless otherwise allowed by law or College policy. Students violating this policy may be expelled from the college. Students and non-students may be subject to further legal action by the college.

## Alcohol and Drug Policy

The Central Wyoming College Board of Trustees and the Student Senate have enacted a drug and alcohol policy that states that drugs and alcoholic beverages may not be present on campus or at college sponsored activities unless prior approval is requested and received by the President of CWC.

The policy states that the college may take disciplinary action for the following violations:

- The possession, use, sale or distribution of narcotics, illegal drugs, or prescription drugs for which the person does not have a prescription, on college premises or at college-sponsored activities.
- The possession, use, sale or distribution of alcoholic beverages on college premises or at college-sponsored activities without the approval of the President or his/her designee.

### **Alcohol and Drug Education and Prevention**

Central Wyoming College has the responsibility of maintaining an educational environment conducive to academic achievement and of assisting students to be successful. CWC recognizes that the use and abuse of alcohol and other drugs interferes with students' educational goals and, therefore, is committed to facilitating a drug free learning environment. Students, faculty and staff will have access to alcohol and other drug education. As well as educating the college community, CWC has very stringent policies governing the use of alcohol and other drugs on campus or at CWC-sponsored activities.

In addition, students should be aware that according to the Anti-Drug Abuse Act of 1988 (Section 5301) students who receive federal financial aid (e.g., Pell Grant, Stafford Loans) must certify that they will not engage in the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance during the period covered by the aid. If students are convicted of drug distribution or possession, the court may suspend their eligibility for Title IV Financial Aid.

## **Criminal Sanctions for Alcohol Offenses**

### **Local Laws**

Offense: Possession of alcohol by minors

Sanction: Up to \$750 fine and/or 6 months in jail.

Offense: Consumption, actual possession, or constructive possession of alcoholic liquor or malt beverages by minors

Sanction: Up to \$750 fine and/or 6 months in jail.

Offense: Public intoxication for minors; public intoxication for all others

Sanction: Up to \$750 fine and/or 6 months in jail.

Offense: Consumption from or possession of an open container in public

Sanction: Up to \$750 fine and/or 6 months in jail.

Offense: Consumption from or possession of an open container while operating a motor vehicle

Sanction: Up to \$750 fine and/or 6 months in jail.

Offense: Driving under the influence

Sanction: Up to \$750 fine and/or 6 months in jail.

Offense: Delivery of alcohol to a minor

Sanction: Up to \$750 fine and/or 6 months in jail.

### **State Laws**

Offense: Skiing while impaired (W.S. 6-9-301)

Sanction: Up to \$750 fine and/or 20 days in jail.

Offense: Delivery or sale of alcohol to minors (W.S. 12-6-101)

Sanction: Up to \$750 fine and/or 6 months in jail.

Offense: Transportation or possession of alcohol with intent to deliver to minors in motor vehicles (W.S. 12-6-102)

Sanction: Up to \$1,000 fine and/or 1 year in jail. (More severe penalties for second offenders)

Offense: Purchase of alcohol using false ID (W.S. 12-6-101c)

Sanction: Up to \$750 fine and/or 6 months in jail.

Offense: Minor in dispensing room (W.S. 12-5-203a)

Sanction: Up to \$750 fine and/or 6 months in jail.

Offense: Minor in possession of alcohol (W.S. 12-6-101b)

Sanction: Up to \$750 fine and/or 6 months in jail.

Offense: Driving under the influence (W.S. 31-5-233)

Sanction: Same as DUI for drug charges.

Offense: Aggravated homicide by vehicle (W.S. 6-2-106bi)

Sanction: Up to \$10,000 fine and/or 20 years' imprisonment and/or revocation of driver's license.

Offense: Operating a watercraft under the influence (W.S. 41-13-206)

Sanction: Same as DUI for drug charges.

Offense: Unlawful operation of vehicle by youthful driver with detectable alcohol concentration (W.S. 31-5-234)

Sanction: Person younger than 21 years of age with 0.02% alcohol concentration results in license suspension or denial.

Offense: Consumption and possession of alcoholic beverages in opened containers by operator of vehicle prohibited (W.S. 31-5-235)

Sanction: Up to \$500 fine and/or 6 months in jail.



## **Criminal Sanctions for Drug Offenses**

### **Local Laws**

Offense: Use, Possession or Sale of Controlled Substances

Sanction: Up to \$750 fine and/or 6 months in jail.

Offense: Driving Under the Influence

Sanction: Up to \$750 fine and/or 6 months in jail.

Offense: Driving under the influence

Sanction: Up to \$750 fine and 6 months in jail.

### **State Laws**

Offense: Delivery of, or possession with intent to deliver, drug paraphernalia (W.S. 35-7-1056)

Sanction: Up to \$750 fine and/or 6 months in jail.

Offense: Delivery of drug paraphernalia to a minor (W.S. 35-7-1057)

Sanction: Up to \$2,500 fine and/or 5 years in jail.

Offense: Possession, manufacture or delivery of controlled substances (W.S. 35-7-1031)

Sanction: Up to \$25,000 fine and/or 20 years in jail, depending upon the type of substance. (Double penalties for second offenders.)

Offense: Distribution by person over 18 years of age to person under 18 years of age and three years younger (W.S. 35-76-1036)

Sanction: Up to double the penalties of W.S. 35-7-1031.

Offense: Driving under the influence (W.S. 31-5-233)

Sanction: Up to \$750 fine and/or 6 months in jail and/or revocation of driver's license. (More severe penalties for repeat offenders and those causing bodily injury)

Offense: Using or being under the influence of controlled substances (W.S. 35-7-1039)

Sanction: Up to \$100 fine and/or 90 days in jail. (Double penalties for second offenders.)

Offense: Possession or cultivation of marijuana, peyote or opium (W.S. 35-7-1040)

Sanction: Up to \$1,000 fine and/or 90 days in jail. (Double penalties for second offenders.)

### **Federal Laws**

Offense: Simple possession of controlled substances (21 USCS 844)

Sanction: Up to \$5,000 fine and/or 1 year in jail. (More severe penalties for repeat offenders)

Offense: Distribution to person under 21 years of age, near or in schools and employment or use of person under 18 years of age in drug operations (21USCS 845)

Sanction: Up to \$30,000 fine and/or life imprisonment.

Offense: Manufacture, distribution or possession with intent to distribute controlled substances or counterfeit controlled substances (21 USCS 841)

Sanction: Up to \$2,000,000 fine and/or 40 years' imprisonment. (More severe penalties for repeat offenders, those causing the death of another person or distributing to a person under 21 years of ages.)

Drugs	Trade or other names	Physical Dependence	Psychological Dependence	Possible Effects	Effects of Overdose	Withdrawal Syndrome
<b>Narcotics</b>						
Opium	Dover's Powder, Paregoric, Parepectolin	High	High	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea, tolerance develops. Slow and shallow breathing. Watery eyes, runny nose, yawning.	Slow and Shallow breathing, clammy skin, convulsions, coma, possible death, loss of appetite, irritability.	Watery eyes, runny nose, loss of appetite, tremors, panic, cramps, nausea, chills and sweating, possible death.
Morphine	Morphine, MS-Contin, Roxanol, Roxanol-SR	High	High			
Codeine	Tylenol w/Codeine, Empirin w/Codeine, Robitussin A-C, Florinal w/Codeine	Moderate	Moderate			
Heroin	Diacetylmorphine, Horse, Smack	High	High			
Hydromorphone	Dilaudid	High	High			
Meperidine	Demerol, Mepergan	High	High			
Methadone	Dolophine, Methadone, Methadose	High	High-Low			
Other	Numorphan, Percodan, Percocet, Tylox, Tussionex, Fentanyl, Darvon, Lomotil, Talwin	High-Low	High-Low			

Depressants						
Chloral Hydrate	Noctec	Moderate	Moderate	Slurred speech, disorientation, drunken without odor of alcohol, tolerance develops.	Shallow respiration, clammy skin, dilated pupils weak and rapid pulse, coma, possible death.	Anxiety, insomnia, tremors, behavior delirium, convulsions, possible death.
Barbiturates	Amytal, Butisol, Florinal, Lotusate, Nembutal, Seconal, Tuinal, Phenobarbital	High-Moderate	High-Moderate			
Benzodiazepines	Ativan, Dalmane, Diazepam, Librium, Xanax, Serax	Low	High-Moderate			
Methaqualone	Quaalude	High	High-Moderate			
Glutethimide	Doriden	High-Moderate	High-Moderate			
Other	Equanil, Miltown, Noludar, Placidyl, Valmid	High-Moderate	Varies			

Stimulants						
Cocaine	Coke, Flake, Snow, Crack	High	High	Increased alertness, excitation, euphoria, increased pulse rate and blood pressure, insomnia, loss of appetite,	Agitation, increase in body temperature, hallucination, convulsions, possible death.	Apathy, long periods of sleep, irritability, depression, disorientation.
Amphetamines	Biphphetamine, Delcobase, Desoxyn, Dexedrine, Obetrol	High	High			

Methamphet-amine	Crank, Speed, Go Fast	High	High	tolerance develops.		
Phenmetrazine	Preludin	Possible	High			
Methylphenidate	Ritalin	Possible	Moderate			
Other	Apidex, Cylert, Didrex, Ionamin, Melfiat, Pegine, Anorex, Tenuate, Tepanil, Prelu-2	Possible	High			

Hallucinogens						
LSD	Acid, Microdot	None	Unknown	Illusions and hallucinations, poor perception time and distance, tolerance develops	Longer, more intense “trip” episodes, psychosis, possible death.	Withdrawal Syndromes not reported.
Mescaline and Peyote	Amxc, Buttons, Cactus	None	Unknown			
Variants	2.5DMA, PMA, STP, MDA, MDMA, TMA, DOM, DOB,	Unknown	Unknown			
Phencyclidine	PCP, Angel Dust, Hog	Unknown	High			
Analogues	PCE, PCP, PCPy, TCP, PCE, PCPy, TCP,	High	High			
Other Hallucinogens	Bufotenine, ibogsine, DMT, DEP, Psilocybin, PCE, PCPy, TCP	High	High			

Cannabis						
Marijuana	Pot, Acapulco Gold, grass, reefer, sinsemilla, Thai sticks	Unknown	Moderate	Euphoria, relaxed inhibitions, increased appetite, disoriented behavior, tolerance develops.	Fatigue, paranoia, possible psychosis.	Insomnia, hyperactivity and decreased appetite occasionally reported.
Tetrahydro-annabinol	THC, Marinol	Unknown	Moderate			
Hashish	Hash	Unknown	Moderate			
Hashish Oil	Hash Oil	Unknown	Moderate			

Alcohol			
<p><b>Malt Beverage</b> is beer, 1/2 of 1% to 6% alcohol</p> <p><b>Unfortified Wine</b> is not more than 17% alcohol</p> <p><b>Fortified Wine</b> is wine of not more than 24% alcohol</p> <p><b>Spirituos Liquor</b> is distilled spirits or ethyl alcohol, including spirits of wine, whiskey, rum, brandy, gin, etc.</p> <p><b>Mixed Beverage</b> is a drink composed in whole or part of spirituous liquor and served at restaurants, hotels and private clubs licensed by the State.</p>	<p>Psychologically and physically addictive; can lead to depression of the immune system; increased risk of heart disease, cancer, accidents, hypertension; damage to unborn fetus, impotence levels. Mothers who drink alcohol during pregnancy may give birth to infants with Fetal Alcohol Syndrome</p>	<p>Very high doses cause respiratory failure and death. If combined with other depressants of the central nervous system, much lower dose of alcohol will produce the effects just described.</p>	<p>Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.</p>

### Alcohol and Other Drug Resources

#### Campus Resources

Counseling Offices  
 Vice President for Student Affairs Office  
 Student Support Services Offices  
 Rustler Central

#### Education and Prevention

Fremont Counseling 1110 Major Ave. Riverton, WY 82501 (307)856-6587	748 W. Main St. Lander, WY 82520 (307)332-2231	Fremont County Prevention Program 322 N. 8 <sup>th</sup> West Riverton, WY 82501 (307)851-1667
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#### Self-Help Groups

Adult Children of Alcoholics & Al-Anon/Alateen contact:

Fremont Counseling 1110 Major Ave. Riverton, WY 82501 (307)856-6587	OR	Fremont Counseling 748 W. Main St. Lander, WY 82520 (307)332-2231
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Alcoholics Anonymous/Al-Anon/Alateen: (307)856-6174, (307)714-9266, (307)463-2853, (307)857-1400, (307)851-6014, (406)425-0892, (307)852-4839

## **Treatment Facilities**

Center of Hope/Volunteers of America  
233 W. Adams  
Riverton, WY 82501  
(307)856-9006

Sho-Rap Lodge  
672 Hwy 132  
Ethete, WY 82520  
(307)332-2334

Wyoming Behavioral Institute  
2521 E. 15th St.  
Casper, WY 82609  
1-800-457-9312

Rimrock Foundation  
1231 N. 29th St.  
Billings, MT  
800-227-3953

Thunder Child Treatment Center  
1000 Decker Rd., Sheridan, WY 82801  
(307)750-2255

White Buffalo Recovery  
24 Great Plains Rd, Arapahoe, WY  
(307)856-0470

Wyoming Recovery  
231 S. Wilson  
Casper, WY  
888-453-5220

Eastern Shoshone Recovery  
28 Black Coal Dr.  
Ft. Washakie, WY  
(307)332-9736

## **Student Disciplinary Code**

### **Definitions**

- A. The term “College” or “college” means Central Wyoming College.
- B. The term “student” includes all persons taking courses at the college, both full-time and part-time.
- C. The term “faculty member” means any person hired by the college to conduct instructional activities.
- D. The term “designated college official” includes any person employed by the college, charged with policy and/or procedure enforcement by the President of the College.
- E. The term “member of the college community” includes any person who is a student, faculty member, college official or any other person employed by the college. A person’s status in a particular situation shall be determined by the Executive Director of Human Resources.
- F. The “complainant” may be any member of the college community.
- G. The “advocate” is a person that can be present for the purposes of support and assistance during a hearing. The advocate can NOT be a witness, and is not allowed to speak to the Student Grievance Committee on behalf of a grievance or complainant during a hearing.
- H. The term “working day” means a calendar day, except a Saturday, Sunday, scheduled holiday, summer recess, or other recess observed by the college.
- I. The term “college property” or “college premises” includes all land, buildings, facilities, vehicles, and other property in the possession of or owned, used, or controlled by the college.
- J. The term “organization” means any number of persons who have complied with the formal requirements for college registration.
- K. The term “shall” is used in the imperative sense.
- L. The term “may” is used in the permissive sense.
- M. The term “cheating” includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the college.
- N. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

## Enforcement Authority

- A. Any designated College official, as determined by the President of the College, may enforce College policy or procedure, or cause enforcement action upon any member of the College community or any visitor for any violations to College policy or procedure, or federal, state or municipal laws, according to due process.
- B. The President of the College shall give enforcement authority to any designated College official as a privilege, not a right.
- C. The Campus Security Department shall keep all incident reports and logs pertaining to enforcement activities on campus, and any requests for these documents should be forwarded through the Campus Security Department.

## Prohibited Conduct

### A. General

Discriminatory, threatening, or harassing behavior against any individual or group of individuals based on, but not limited to, gender, color, disability, sexual orientation, religious preference, national origin, ancestry, or age is subject to the disciplinary process.

### B. Jurisdiction of the College

Generally, College jurisdiction and discipline shall be limited to student conduct which occurs on or in College property or at or during College sponsored activities or trips (including Student Senate, Student Club, departmental, athletic, or any other College related groups), but may also cover behavior or actions that adversely affects the College Community and/or the pursuit of its objectives.

### C. Conduct - Rules and Regulations

Any student found to have committed any of the following misconduct is subject to the disciplinary process:

1. Acts of dishonesty, including but not limited to the following:
  - a. Cheating, plagiarism, or other forms of academic dishonesty. Cases involving academic dishonesty may also be handled concurrently with actions taken by an academic division.
  - b. Furnishing false information to any College official, faculty member or office.
  - c. Forgery, alteration, or misuse of any College document, record, or instrument of identification.
  - d. Tampering with the election of any College recognized student organization.
2. Disruption or obstruction of: teaching (including use of cell phones, pagers, etc. in class), research, administration, enforcement or investigation of policy/procedure infractions, disciplinary proceedings, other College activities, including its public-service functions on or off-campus, or other authorized non-College activities.
3. Physical abuse, sexual abuse, verbal abuse, threats, intimidation, harassment or other conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property.
5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
6. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Interference with or misuse of fire alarms, fire extinguishers, elevators, doors, evacuation areas, or any other safety and security equipment or programs.
8. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.
9. Violation of published College policies, rules or regulations.
10. Violation of federal, state or local law on College premises or at College sponsored or supervised activities.



11. Use, possession, under the influence or distribution of narcotic or other controlled substances except as expressly permitted by law.
12. Use, possession, under the influence or distribution of alcoholic beverages except as expressly permitted by the law and College regulations.
13. Use of tobacco products, including E-cigarettes and vaping, within any College building or vehicle.
14. Possession of firearms (unless approved by the Campus Security Office), explosives, other weapons, fireworks, or dangerous chemicals. Firearms are not allowed on College sponsored trips and only authorized to be on campus through proper check-in and check-out. See the Campus Security Office for specific procedures.
15. Participation in a demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular.
16. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College sponsored or supervised functions.
17. Conduct which is disorderly, disrespectful, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College.
18. Theft or other abuse of computer time, including but not limited to:
  - a. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose.
  - b. Unauthorized transfer of a file.
  - c. Unauthorized use of another individual's identification and password.
  - d. Use of computing facilities to interfere with the work of another student, faculty member or College official.
  - e. Use of computing facilities to send obscene or abusive messages.
  - f. Use of computing facilities to interfere with normal operation of the College computing system.
19. Abuse of the Student Grievance process, including but not limited to:
  - a. Failure to obey the summons of the Student Grievance Committee or College official.
  - b. Falsification, distortion, or misrepresentation of information before the Student Grievance Committee.
  - c. Disruption or interference with the orderly conduct of a Student Grievance proceeding.
  - d. Institution of a Student Grievance proceeding knowingly without cause.
  - e. Attempting to discourage an individual's proper participation in, or use of, the Student Grievance process.
  - f. Attempting to influence the impartiality of a member of the Student Grievance Committee prior to, and/or during the course of, the hearing/proceeding.
  - g. Harassment (verbal or physical) and/or intimidation of a member of the Student Grievance Committee prior to, during, and/or after the hearing/ proceeding.
  - h. Failure to comply with the sanction(s) imposed under the Student Disciplinary Code.
  - i. Influencing or attempting to influence another person to commit an abuse of the Student Disciplinary Code.

#### **D. Retaliation**

Retaliatory action against any individual making a complaint in good faith is not permitted. The Dean of Students will investigate reports of retaliation and take action in compliance with the Central Wyoming College Student Disciplinary Code. It is a violation of Central Wyoming College procedure to retaliate against any person making a complaint or perceived to be making a complaint of hazing, discrimination, harassment, or cooperating in an investigation or hearing of alleged hazing. Retaliation includes, but is not limited to, behaviors or actions (including online activity) which intimidate, threaten, or harass, or result in other adverse actions; or that may reasonably be perceived to adversely affect a person's educational, living, or work environment. Sanctions that may be imposed are outlined on pp. 46-47 of the Central Wyoming College Student Handbook.

## Violation of Law and College Discipline

1. College disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of this Student Code, even if both violations result from the same factual situation, without regard to pending civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
2. When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a Student Grievance Committee under the Student Disciplinary Code, the College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the College community. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.
3. Culpability is not diminished for acts in violation of this Code that are committed in ignorance of the Code or under influence of alcohol, illegal drugs, or improper use of controlled substances.

## Sanctions

### A. Process

1. The following sanctions may be imposed upon any student found to have violated the Student Disciplinary Code. Failure of a student to complete an imposed sanction will result in a hold being placed on the student's grades, or the imposition of higher level sanctions i.e. fines, further loss of privileges, etc.:
  - a. **Warning:** A notice in writing to the student that the student is violating or has violated institutional regulations.
  - b. **Probation:** A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period.
  - c. **Loss of Privileges:** Denial of specified privileges for a designated period of time.
  - d. **Attendance at educational/counseling sessions** related to reason for disciplinary action, i.e. alcohol/drug abuse resistance education, anger management training, etc., at the offender's expense.
  - e. **Fines, in addition to any restitution imposed:**
    - \$50 for first violations of any kind
    - \$100 for second violations of any kind
    - Higher fines may be levied at the discretion of the Dean of Students
  - f. **Restitution:** Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
  - g. **Discretionary Sanctions:** Work assignments, service to the College or other related discretionary assignments (such assignments must have the prior approval of the Dean of Students).
  - h. **Housing Suspension:** Separation of the student from Housing for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
  - i. **Housing Expulsion:** Permanent separation of the student from Housing.
  - j. **College Suspension:** Separation of the student from the College for a definite period of time, after which the student is eligible to return. Conditions for re-enrollment may be specified.
  - k. **College Expulsion:** Permanent separation of the student from the College.
  - l. **Restriction Order:** Limits the student's visitation privileges from certain areas on campus. This may be placed in conjunction with the Riverton Police Department's assistance.
2. More than one of the sanctions listed above may be imposed for any single violation.
3. Other than College expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions other than housing expulsion, College suspension or

College expulsion, upon application to the Vice President for Student Affairs. Cases involving the imposition of sanctions other than housing expulsion, College suspension or College expulsion shall be expunged from the student's confidential record three years after final disposition of the case.

4. The following sanctions may be imposed upon groups or organizations:
  - a. Those sanctions listed above.
  - b. Deactivation and/or loss of all privileges, including College recognition, for a specified period of time.
5. In each case in which the Student Grievance Committee determines that a student has violated the Student Disciplinary Code, the Student Grievance Committee shall recommend the sanction(s), and the Vice President for Student Affairs or designee will impose them. The Vice President for Student Affairs or designee is not limited to sanctions recommended by members of the Student Grievance Committee. Following the hearing, the Student Grievance Committee and the Vice President for Student Affairs or designee shall advise the accused in writing of its determination and of the sanction(s) imposed, if any.

### **Interim Suspension**

In certain circumstances, the Dean of Students or a designee may impose a College or housing suspension during the investigation and grievance process.

1. Interim suspension may be imposed only:
  - a) to ensure the safety and wellbeing of members of the College community or preservation of College property; or b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses a definite threat of disruption of or interference with the normal operations of the College.
2. During the interim suspension, the suspended student(s) shall be denied access to Housing and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Dean of Students may determine to be appropriate.

### **Appeals**

To appeal a disciplinary action or sanction, submit documentation regarding the process, decision, and rationale for the appeal in a formal memo to the Vice President for Student Affairs. This documentation must be received no later than 10 days after the sanction is imposed and prior to any meeting to discuss the issue. Disagreement with college rules or regulations will not be considered grounds for an appeal. The Vice President for Student Affairs will investigate the claims and make a determination whether to adjust, reject or affirm the disciplinary action or sanction.

### **Interpretation and Revision**

Any question of interpretation regarding the Student Disciplinary Code shall be referred to the Vice President for Student Affairs for final determination. The Student Disciplinary Code shall be reviewed annually under the direction of the Vice President for Student Affairs. See below for specific procedures related to sexual misconduct.

## **Wyoming Sex Offender and Public Protection Registry**

All convicted sex offenders coming to or in Wyoming, including students, are required to register with the local county sheriff's department for inclusion in the Wyoming Sex Offender and Public Protection Registry. This Registry may be viewed locally at the local county sheriff's department or accessed directly on-line at:

<http://wysors.dci.wyo.gov/sor/search.htm>

# Crime Prevention Programs

The Central Wyoming College Department of Campus Security promotes prompt reporting of all crimes to all appropriate agencies. Several policies and programs are used to encourage and promote safety, including:

## **Orientation and Crime Prevention Programs**

The CWC Department of Campus Security presents crime prevention programs at new student orientation and new employee training sessions. The department also provides programs on sexual assault awareness, robber/shoplifting prevention, violence in the workplace, and underage drinking/alcohol awareness and laws. The Department of Campus Security works closely with the Resident Life Office to provide programs and information specifically designed for students living in student housing facilities, as well.

## **Crime Prevention Services**

The CWC Department of Campus Security performs security audits for employees, students and other organizations or departments upon request. Recommendations for access and surveillance systems, alarm needs, and instructions are provided upon request. Campus Security, in conjunction with Campus Services and Resident Assistants, will provide, upon request, escort services to and from buildings and vehicles on College property.

## **Daily and Weekly Crime Publication**

Via our [CWC 2022 Crime Log](#) Department of Campus Security updates and publishes daily, all crimes reported to us. Information required by the CLERY Act in reference to fire safety is also maintained in this log. A printed daily log is maintained by the Department of Campus Security located in Main Hall 107, and is available for public review.

## **Media**

The CWC Department of Campus Security has direct contact with the CWC Department of Marketing and Public Relations Office and all local media outlets and reports significant incidents that occur involving any CWC campus facility and/or students or employees. Information on crimes is also solicited in this manner.

## **Crime Prevention Releases**

Crime prevention information that include requests to immediately report all crimes or suspicious activities to the police are regularly distributed during programs, including new student orientation, career fairs, and other public safety trainings.

## **Additional Crime Prevention Training Resources:**

- Central Wyoming College Counseling Office (307) 855-2175
- Dean of Students Office: Student Center SC #107 (307) 855-2029
- Fremont County Family Violence (307) 856-094
- Fremont County Sheriff's Department Victim Assistance Program 1-800-967-2302
- Riverton Police Department Victim Assistance Program (307) 856-9131
- Fremont County Public Health (307) 856-6979

## **Crime Prevention Tips**

### **Personal Safety**

- Walk or jog with a friend, not alone.
- Avoid isolated areas.
- Avoid areas with poor or no lighting at night Use campus escort services.
- Know your limits on dates and communicate them to your partner.
- Know your limits with alcohol and do not accept drinks from others.

### **Protection from Date Rape Drugs**

- Never leave your drink unattended. Because they are colorless and odorless, date rape drugs can be slipped into any type of beverage.
- Do not accept drinks from anyone but a bartender or server.
- Try to attend bars or parties with a group of friends, arranging beforehand to watch each other's drinks.
- If you think your drink has been tampered with, seek medical attention immediately and request the hospital conduct toxicology testing.

### **Residential Safety**

- Lock your dorm room or apartment whenever you leave and when you are sleeping.
- Do not prop open card reader or any other doors.
- Call 9-1-1 or (307) 855-2143 if you see someone in the building who does not belong. Do not allow strangers to follow you into the building.

### **Campus Security**

- Tell a friend where you are going and when you will return.
- Carry a whistle or noise maker. Do not be afraid to scream if you need help.
- Use a phone or raise the hood and stay in your car if it breaks down. If people stop to assist, ask them to call the police.
- Be aware of your surroundings.

### **Workplace Safety**

- Keep personal items (purses, book bags) locked up. Secure the work area when no one is in it.
- Report suspicious people to the police or Department of Campus Security.

### **Protecting Your Property**

- Record the serial numbers of your valuables.
- Engrave valuables with your driver/id license number.
- Keep your vehicle locked when it is parked and when you drive. Consider installing anti-theft or alarm devices on your vehicle. Do not leave textbooks, purses, or book bags unattended.
- Do not leave laptop computers unattended.

### **Reporting Lost or Stolen ID Cards**

- Lost or stolen CWC ID Cards should be reported to the Center for Student Involvement at (307) 855-2260.



- After hours lost or stolen CWC ID cards should be reported to the CWC Department of Campus Security at (307) 855-2143

## Off Campus Crime

Central Wyoming College does not have off-campus housing or student organization facilities. A large number of students live off campus. Central Wyoming College does have four outreach centers located away from the main academic campus in Lander, Dubois, and Jackson.

The Central Wyoming College Department of Campus Security only handles criminal matters on the main Riverton campus although they record criminal activity on all CWC Outreach centers. Incidents occurring at properties that are more distant from the main campus are handled entirely by the local law enforcement agency with jurisdiction (e.g., City Police or County Sheriff's Departments), and are jointly reported by the local law enforcement agency and by CWC Campus Security.

If one law enforcement agency responds or is contacted about criminal activity occurring off-campus involving CWC students, they may notify the Department of Campus Security. However, there is no official requiring such notification. Students may be subject to College judicial proceedings through the Dean of Students Office. Guides for student conduct can be found in the current [Student Handbook](#).

The Department of Campus Security monitors off-campus criminal activity that may:

- Affect the College community so that it may provide timely warnings and advisories. This information is disseminated via the Rustler Alert system, campus media, posted bulletins, and the student residential staff. Although the department does not routinely record statistics on crimes that occur off the main campus, it does collect and publish statistics for select crimes occurring on public streets immediately adjacent to College property.
- In general, prospective students, employees, and visitors to Central Wyoming College should know that as with any campus, there is crime both on and off-campus and it is important to take reasonable precautions at all times. The Department of Campus Security can assist any member of the campus community in determining an appropriate point of contact for police matters falling outside of the department's jurisdiction. Contact the Department of Campus Security at (307) 855-2143 for assistance.

**For additional local, off-campus information, you may contact:**

- [The Riverton Police Department](#)
- [City of Lander Police Department](#)
- [Jackson Hole Police Department](#)
- [Fremont County Sheriff's Office](#)

# SEXUAL HARASSMENT PROCEDURE

## 1. Glossary

- *Advisor* means a person chosen by a party or appointed by the institution to accompany the party to meetings related to the resolution process, to advise the party on that process, and to conduct cross-examination for the party at the hearing, if any.
- *Complainant* means an individual who is alleged to be the victim of conduct that could sexual harassment based on a protected class; or retaliation for engaging in a protected activity.
- *Complaint (formal)* means a document submitted or signed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment or retaliation for engaging in a protected activity against a Respondent and requesting that the recipient investigate the allegation.
- *Confidential Resource* means an employee who is not a Mandated Reporter of notice of harassment and/or retaliation (irrespective of Clery Act Campus Security Authority status).
- *Day* means a business day when the Recipient is in normal operation.
- *Education program or activity* means locations, events, or circumstances where CWC exercises substantial control over both the Respondent and the context in which the sexual harassment occurs and also includes any building owned or controlled by a student organization that is officially recognized by CWC.
- *Final Determination*: A conclusion by a preponderance of evidence standard of proof that the alleged conduct did or did not violate procedure.
- *Finding*: A conclusion by a preponderance of evidence standard of proof that the conduct did or did not occur as alleged (as in a “finding of fact”).
- *Formal Grievance Process* means “Process A,” a method of formal resolution designated by the recipient to address conduct that falls within the policies included below, and which complies with the requirements of the Title IX regulations (34 CFR §106.45).
- *Grievance Process Pool* includes any investigators, hearing officers, appeal officers, and Advisors who may perform any or all of these roles (though not at the same time or with respect to the same case).
- *Hearing Decision-maker* refers to those who have decision-making and sanctioning authority within the Recipient’s Formal Grievance process.
- *Investigator* means the person or persons charged by CWC with gathering facts about an alleged violation of this Procedure, assessing relevance and credibility, synthesizing the evidence, and compiling this information into an investigation report and file of directly related evidence.
- *Mandated Reporter* means an employee of CWC who is obligated by procedure to share knowledge, notice, and/or reports of harassment and/or retaliation with the Title IX Team.
- *Notice* means that an employee, student, or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of harassing, discriminatory, and/or retaliatory conduct.
- *Official with Authority (OWA)* means an employee of CWC explicitly vested with the responsibility to implement corrective measures for sexual harassment and/or retaliation on behalf of the Recipient.
- *Parties* include the Complainant(s) and Respondent(s), collectively.
- *Process A* means the Formal Grievance Process detailed below and defined above.
- *Process B* means any process designated by CWC to apply only when Process A does not, as determined by the Title IX Coordinator.
- *Remedies* are post-finding actions directed to the Complainant and/or the community as mechanisms to address safety, prevent recurrence, and restore access to the Recipient’s educational program.
- *Respondent* means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment or retaliation for engaging in a protected activity.

- *Resolution* means the result of an informal or Formal Grievance Process.
- *Sanction* means a consequence imposed by the Recipient on a Respondent who is found to have violated this procedure.
- *Sexual Harassment* is the umbrella category including the offenses of sexual harassment, sexual assault, stalking, and dating violence and domestic violence. [See Section 17.b.](#), for greater detail.
- *Title IX Coordinator* is at least one official designated by CWC to ensure compliance with Title IX and the Recipient's Title IX program. References to the Coordinator throughout this procedure may also encompass a designee of the Coordinator for specific tasks.
- *Title IX Team* refers to the Title IX Coordinator, any deputy coordinators, and any member of the Title IX investigation team.

## 2. Rationale

CWC is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities, that are free from sexual harassment and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity,

CWC has developed internal procedures and processes that provide a prompt, fair, and impartial process for those involved in an allegation sexual harassment or retaliation. CWC values and upholds the equal dignity of all members of its community and strives to balance the rights of the parties in the grievance process during what is often a difficult time for all those involved.

## 3. Applicable Scope

The core purpose of this procedure is the prohibition of sexual harassment and retaliation. When an alleged violation of this procedure is reported, the allegations are subject to resolution using CWC's "Process A" or "Process B," as determined by the Title IX Coordinator, and as detailed below.

When the Respondent is a member of the CWC community, a grievance process may be available regardless of the status of the Complainant, who may or may not be a member of the CWC community. This community includes, but is not limited to, students,<sup>1</sup> student organizations, faculty, administrators, staff, and third parties such as guests, visitors, volunteers, invitees, and campers.

The procedures below may be applied to incidents, to patterns, and/or to the campus climate, all of which may be addressed and investigated in accordance with this procedure.

## 4. Title IX Coordinator

The Director – Human Resources and Vice President for Student Affairs serve as the co-Title IX Coordinators and oversee implementation of this procedure. The Title IX Coordinator has the primary responsibility for coordinating CWC's efforts related to the intake, investigation, resolution, and implementation of supportive measures to stop, remediate, and prevent sexual harassment, and retaliation prohibited under this procedure.

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<sup>1</sup> For the purpose of this procedure, CWC defines "student" as any individual who has accepted an offer of admission, or who is registered or enrolled for credit or non-credit bearing coursework, and who maintains an ongoing relationship with CWC.



## 5. Independence and Conflict-of-Interest

The Title IX Coordinator acts with independence and authority free from bias and conflicts of interest. The Title IX Coordinator oversees all resolutions under this procedure and these procedures.

The members of the Title IX Team are vetted and trained to ensure they are not biased for or against any party in a specific case, or for or against Complainants and/or Respondents, generally.

To raise any concern involving bias or conflict of interest by the Title IX Coordinator, contact CWC's President at 307-855-2102. Concerns of bias or a potential conflict of interest by any other Title IX Team member should be raised with the Title IX Coordinator.

Reports of misconduct committed by the Title IX Coordinator should be reported to CWC's President or designee. Reports of misconduct committed by any other Title IX Team member should be reported to the Title IX Coordinator.

## 6. Key Contacts

Complaints or notice of alleged procedure violations, or inquiries about or concerns regarding this procedure and process may be made internally to:

Whitney Martinez  
Counselor, Confidential Resource  
(307) 855-2175  
wmartine@cw.edu

Steve Barlow  
Dean of Students, Hearing Officer  
(307) 855-2029  
sbarlow@cw.edu

Chuck Carr  
Campus Security, Investigator  
(307) 855-2143  
ccarr@cw.edu

James Carey  
Campus Security, Investigator  
(307) 855-2143  
jcarey@cw.edu

Scott McFarland  
Investigator  
(307) 855-2150  
smcfarla@cw.edu

Mark Nordeen  
Investigator  
(307) 855-2140

[mnordeen@cw.edu](mailto:mnordeen@cw.edu)

Cris Rohrbacher  
Campus Security, Investigator  
(307) 855-2143  
[crohrbac@cw.edu](mailto:crohrbac@cw.edu)

Michelle Scott  
Investigator  
(307) 855-2275  
[mscott@cw.edu](mailto:mscott@cw.edu)

John Wood  
Investigator  
(307) 855-2162  
[jwood@cw.edu](mailto:jwood@cw.edu)

Beth Montiero  
Foundation, Hearing Officer  
(307) 855-2254  
[Bmontier@cw.edu](mailto:Bmontier@cw.edu)

Lindy Paskett  
Business Office, Hearing Officer  
(307) 855-2120  
[lpaskett@cw.edu](mailto:lpaskett@cw.edu)

Rory Tendore  
American Indian Student Success, Investigator/Hearing Officer  
(307) 855-2023  
[rtendore@cw.edu](mailto:rtendore@cw.edu)

CWC has determined that the following administrators are Officials with Authority to address and correct sexual harassment and/or retaliation. In addition to the Title IX Team members listed above, these Officials with Authority listed below may also accept notice or complaints on behalf of CWC.

Coralina Daly  
Co-Title IX Coordinator  
307-855-2186  
[cdaly@cw.edu](mailto:cdaly@cw.edu)

Vacant  
Co-Title IX Coordinator

CWC has also classified most employees as Mandated Reporters of any knowledge they have that a member of the community is experiencing sexual harassment 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:

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](mailto:OCR@ed.gov)  
Web: <http://www.ed.gov/ocr>

Office of Civil Rights for Wyoming at Denver Office, Office of Civil Rights,  
U.S. Department of Education,  
Federal Building, 1244 Speer Blvd, Suite 310,  
Denver, CO 80204-3582,  
Phone: 303-844-5695  
Fax: 303-844-4303,  
TDD: 303-844-3417,  
Email: [OCR\\_Denver@ed.gov](mailto:OCR_Denver@ed.gov)

Additional Contacts:

Emergency Assistance	911	
CWC Campus Security	(307) 855-2143	
Fremont Co. Alliance Against Domestic Violence and Sexual Assault (888)873-5208		(307) 856-0942 or
Riverton Police Dept	(307) 856-4891	
Lander Police Dept.	(307) 332-3131	
Jackson Police Dept.	(307) 733-1430	
Fremont County Sheriff	(307) 332-5611	
Sage West Hospital Riverton	(307) 856-4161	
Sage West Hospital Lander	(307) 332-4420	
St. John's Medical Center-Jackson	(307) 733-3636	
CWC Counseling Office	(307) 855-2175	
Dean of Students	(307) 855-2029	
VP of Student Affairs	(307) 855-2186	



For complaints involving employees: [Equal Employment Opportunity Commission](#) (EEOC) <sup>2</sup>

## 7. Notice/Complaints of Sexual Harassment and/or Retaliation

Notice or complaints of sexual harassment and/or retaliation may be made using any of the following options:

- 1) File a complaint with, or give verbal notice to, any Title IX Team Member. Such a report may be made at any time (including during non-business hours) by using the telephone number or email address, or by mail to the office address, listed for the Title IX Coordinator or any other official listed.
- 2) Report online, using the reporting form posted at <https://www.cwc.edu/titleix/cwc-complaint-form> Anonymous reports are accepted but can give rise to a need to investigate.
- 3) Any employee of CWC.

A Formal Complaint means a document submitted or signed by the Complainant or signed by the Title IX Coordinator alleging a procedure violation by a Respondent and requesting that CWC investigate the allegation(s).

A complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information in the section immediately above, or as described in this section. As used in this paragraph, the phrase “document filed by a Complainant” means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by CWC) that contains the Complainant’s physical or digital signature, or otherwise indicates that the Complainant is the person filing the complaint, and requests that CWC investigate the allegations.

If notice is submitted in a form that does not meet this standard, the Title IX Coordinator will contact the Complainant to ensure that it is filed correctly.

## 8. Supportive Measures

CWC will offer and implement appropriate and reasonable supportive measures to the parties upon notice of alleged sexual harassment 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 parties to restore or preserve access to the CWC’s education program or activity, including measures designed to protect the safety of all parties or the CWC’s educational environment, and/or deter sexual harassment 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, CWC will inform the Complainant, in writing, that they may file a formal complaint with CWC 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 taken into account with respect to the supportive measures that are planned and implemented.

CWC will maintain the privacy of the supportive measures, provided that privacy does not impair the CWC’s ability to provide the supportive measures. CWC will act to ensure as minimal an academic or occupational impact on the parties as possible.

The Recipient will implement measures in a way that does not unreasonably burden the other party.

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<sup>2</sup> EEOC has jurisdiction over Title IX employment claims.

These actions may include, but are not limited to:

- Referral to counseling, medical, and/or other healthcare services
- Referral to the Employee Assistance Program
- Referral to community-based service providers
- Visa and immigration assistance
- Student financial aid counseling
- Education to the institutional community or community subgroup(s)
- Altering campus housing assignment(s)
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus safety escorts
- Providing transportation accommodations
- Implementing contact limitations (no contact orders) between the parties
- Academic support, extensions of deadlines, or other course/program-related
- Adjustments
- Class schedule modifications, withdrawals, or leaves of absence
- Increased security and monitoring of certain areas of the campus
- Any other actions deemed appropriate by the Title IX Coordinator

Violations of no contact orders will be referred to appropriate student or employee conduct processes for enforcement.

## **9. Emergency Removal**

The Recipient 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 in conjunction with the Behavioral Intervention Team (referred to as BIT) using its 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.

This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate.

When this meeting is not requested, objections to the emergency removal will be deemed waived.

A Complainant and their Advisor may be permitted to participate in this meeting if the Title IX Coordinator determines it is equitable to do so.

This section also applies to any restrictions that a coach or athletic administrator may place on a student-athlete arising from allegations related to Title IX. There is no appeal process for emergency removal decisions.

A Respondent may be accompanied by an Advisor of their choice when meeting with the Title IX Coordinator for the show cause meeting. The Respondent will be given access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation.

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

CWC 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: removing a student from a residence hall, 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, student organizational leadership, or intercollegiate/intramural athletics.

At the discretion of the Title IX Coordinator, alternative coursework options may be pursued to ensure as minimal an academic impact as possible on the parties.

Where the Respondent is an employee, existing provisions for interim action are applicable.

## 10. Promptness

All allegations are acted upon promptly by CWC 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 CWC will avoid all undue delays within its control.

Any time the general timeframes for resolution outlined in CWC procedures will be delayed, CWC 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.

## 11. Privacy

Every effort is made by CWC to preserve the privacy of reports.<sup>3</sup> CWC will not share the identity of any individual who has made a report or complaint of harassment or retaliation; any Complainant, any individual who has been reported to be the perpetrator of sexual harassment or retaliation, any Respondent, or any witness, except as permitted by the Family Educational

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<sup>3</sup> For the purpose of this procedure, privacy and confidentiality have distinct meanings. **Privacy** means that information related to a complaint will be shared with a limited number of CWC employees who “need to know” in order to assist in the assessment, investigation, and resolution of the report. All employees who are involved in CWC’s response to notice under this procedure receive specific training and guidance about sharing and safeguarding private information in accordance with state and federal law. The privacy of student education records will be protected in accordance with the Family Educational Rights and Privacy Act (“FERPA”), as outlined in CWC’s Student Records Policy. The privacy of employee records will be protected in accordance with Human Resources privacy practices. **Confidentiality** exists in the context of laws that protect certain relationships, including those who provide services related to medical and clinical care, mental health providers, counselors, and ordained clergy. The law creates a privilege between certain health care providers, mental health care providers, attorneys, clergy, spouses, and others, with their patients, clients, parishioners, and spouses. CWC has designated individuals who have the ability to have privileged communications as Confidential Resources. When information is shared by a Complainant with a Confidential Resource, the Confidential Resource cannot reveal the information to any third party except when an applicable law or a court order requires or permits disclosure of such information. For example, information may be disclosed when: (i) the individual gives written consent for its disclosure; (ii) there is a concern that the individual will likely cause serious physical harm to self or others; or (iii) the information concerns conduct involving suspected abuse or neglect of a minor under the age of 18, elders, or individuals with disabilities. Non-identifiable information may be shared by Confidential Resources for statistical tracking purposes as required by the federal Clergy Act. Other information may be shared as required by law.

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.

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

Information will be shared as necessary with Investigators, Hearing Panel members/Decision-makers, witnesses, and the parties. The circle of people with this knowledge will be kept as tight as possible to preserve the parties' rights and privacy.

CWC 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.

Confidentiality and mandated reporting are addressed more specifically in section 18.

## **12. Jurisdiction of Central Wyoming College**

This procedure applies to the education program and activities of CWC to conduct that takes place on the campus or on property owned or controlled by the CWC, at CWC-sponsored events, or in buildings owned or controlled by CWC's recognized student organizations. The Respondent must be a member of CWC's community in order for its policies to apply.

This procedure can also be applicable to the effects of off-campus misconduct that effectively deprive someone of access to CWC's educational program. The recipient may also extend jurisdiction to off-campus and/or to online conduct when the Title IX Coordinator determines that the conduct affects a substantial CWC interest.

Regardless of where the conduct occurred, the Recipient will address notice/complaints to determine whether the conduct occurred in the context of its employment or educational program or activity and/or has continuing effects on campus or in an off-campus sponsored program or activity. A substantial CWC interest includes:

- Any action that constitutes a criminal offense as defined by law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law;
- Any situation in which it is determined that the Respondent poses an immediate threat to the physical health or safety of any student or other individual;
- Any situation that significantly impinges upon the rights, property, or achievements 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 CWC.

If the Respondent is unknown or is not a member of the CWC community, the Title IX Coordinator will assist the Complainant in identifying appropriate campus and local resources and support options and/or, when criminal conduct is alleged, in contacting local or campus law enforcement if the individual would like to file a police report.

Further, even when the Respondent is not a member of the Recipient's community, supportive measures, remedies, and resources may be accessible to the Complainant by contacting the Title IX Coordinator.

In addition, CWC may take other actions as appropriate to protect the Complainant against third parties, such as barring individuals from CWC property and/or events.

All vendors serving CWC through third-party contracts are subject to the policies and procedures of their employers.

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 sexual harassment or retaliation in an externship, study abroad program, or other environment external to the CWC where sexual harassment policies and procedures of the facilitating or host organization may give recourse to the Complainant.

### **13. Time Limits on Reporting**

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

Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of procedure) 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.

When notice/complaint is affected by significant time delay, CWC will typically apply the procedure in place at the time of the alleged misconduct and the procedures in place at the time of notice/complaint.

### **14. Online Sexual Harassment and/or Retaliation**

The policies of CWC are written and interpreted broadly to include online manifestations of any of the behaviors prohibited below, when those behaviors occur in or have an effect on the Recipient's education program and activities or use CWC networks, technology, or equipment.

Although CWC may not control websites, social media, and other venues in which harassing communications are made, when such communications are reported to CWC, it will engage in a variety of means to address and mitigate the effects.

Members of the community are encouraged to be good digital citizens and to refrain from online misconduct, such as feeding anonymous gossip sites, sharing inappropriate content via social media, unwelcome sexual or sex-based messaging, distributing or threatening to distribute revenge pornography, breaches of privacy, or otherwise using the ease of transmission and/or anonymity of the Internet or other technology to harm another member of the CWC community.

Any online posting or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc., occurring completely outside of the CWC's control (e.g., not on CWC networks, websites, or between CWC email accounts) will only be subject to this procedure when such online conduct can be shown to cause a substantial in-program disruption or infringement on the rights of others.

Otherwise, such communications are considered speech protected by the First Amendment. Supportive measures for Complainants will be provided, but protected speech cannot legally be subjected to discipline.

Off-campus harassing speech by employees, whether online or in person, may be regulated by the Recipient only when such speech is made in an employee's official or work-related capacity.



## 15. Procedure on Nondiscrimination

Here (<https://www.cwc.edu/about/hr/non-discrimination/>) is the link to CWC's procedure on nondiscrimination.

## 16. Definition of Sexual Harassment

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

CWC 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 recipient,
  - b) conditions<sup>4</sup> the provision of an aid, benefit, or service of the recipient,
  - c) on an individual's participation in unwelcome sexual conduct.
  
- 2) Sexual Harassment:
  - a) unwelcome conduct,
  - b) determined by a reasonable person,
  - c) to be so severe, and
  - d) pervasive, and,
  - e) objectively offensive,
  - f) that it effectively denies a person equal access to the CWC's education program or activity.<sup>5</sup>
  
- 3) Sexual assault, defined as:
  - a) Sex Offenses, Forcible:

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<sup>4</sup> Implicitly or explicitly.

<sup>5</sup> Unwelcomeness is subjective and determined by the Complainant (except when the Complainant is younger than the age of consent). Severity, pervasiveness, and objective offensiveness are evaluated based on the totality of the circumstances from the perspective of a reasonable person in the same or similar circumstances ("in the shoes of the Complainant"), including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

- i) Any sexual act<sup>6</sup> directed against another person<sup>7</sup>,
  - ii) without the consent of the Complainant,
  - iii) including instances in which the Complainant is incapable of giving consent.<sup>8</sup>
- b) Sex Offenses, Non-forcible:
- i) Incest:
    - (1) Non-forcible sexual intercourse,
    - (2) between persons who are related to each other,
    - (3) within the degrees wherein marriage is prohibited by state law.
  - ii) Statutory Rape:
    - (1) Non-forcible sexual intercourse,
    - (2) with a person who is under the statutory age of consent of 18.
- 4) Dating Violence, defined as:
- a) violence,
  - b) on the basis of sex,
  - c) committed by a person,
  - d) who is in or has been in a social relationship of a romantic or intimate nature with the Complainant.
    - i) 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. For the purposes of this definition—
    - ii) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
    - iii) Dating violence does not include acts covered under the definition of domestic violence.

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<sup>6</sup> Sexual acts include:

Forcible Rape:

- o Penetration,
- o no matter how slight,
- o of the vagina or anus with any body part or object, or
- o oral penetration by a sex organ of another person,
- o without the consent of the Complainant.

Forcible Sodomy:

- o Oral or anal sexual intercourse with another person,
- o forcibly,
- o and/or against that person's will (non-consensually), or
- o not forcibly or against the person's will in instances in which the Complainant is incapable of giving consent because of age<sup>#</sup> or because of temporary or permanent mental or physical incapacity.

Sexual Assault with an Object:

- o The use of an object or instrument to penetrate,
- o however slightly,
- o the genital or anal opening of the body of another person,
- o forcibly,
- o and/or against that person's will (non-consensually),
- o 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.

Forcible Fondling:

- o The touching of the private body parts of another person (buttocks, groin, breasts),
- o for the purpose of sexual gratification,
- o forcibly,
- o and/or against that person's will (non-consensually),
- o 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.

<sup>7</sup> This would include having another person touch you sexually, forcibly, or without their consent.

- 5) Domestic Violence, defined as:
- a) violence,
  - b) on the basis of sex,
  - c) committed by a current or former spouse or intimate partner of the Complainant,
  - d) by a person with whom the Complainant shares a child in common, or
  - e) 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 Wyoming or
  - f) 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 Wyoming.

\*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,
  - b) on the basis of sex,
  - c) directed at a specific person, that
    - i) would cause a reasonable person to fear for the person's safety, or
    - ii) the safety of others; or
    - iii) Suffer substantial emotional distress.
    - iv) 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.

CWC reserves the right to impose any level of sanction, ranging from a reprimand up to and including suspension or expulsion/termination, for any offense under this procedure.

### **c. Force, Coercion, Consent, and Incapacitation**

As used in the offenses above, the following definitions and understandings apply:

**Force:** Force is the use of physical violence and/or physical imposition to gain sexual access. Force also includes threats, intimidation (implied threats), and coercion that is intended to overcome resistance or produce consent (e.g., "Have sex with me or I'll hit you," "Okay, don't hit me, I'll do what you want.").

Sexual activity that is forced is, by definition, non-consensual, but non-consensual sexual activity is not necessarily forced. Silence or the absence of resistance alone is not consent. Consent is not demonstrated by the absence of resistance. While resistance is not required or necessary, it is a clear demonstration of non-consent.

**Coercion:** Coercion is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.

**Consent is:**

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

Individuals may experience the same interaction in different ways. Therefore, it is the responsibility of each party to determine that the other has consented before engaging in the activity.

If consent is not clearly provided prior to engaging in the activity, consent may be ratified by word or action at some point during the interaction or thereafter, but clear communication from the outset is strongly encouraged.

For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct. Reasonable reciprocation can be implied. For example, if someone kisses you, you can kiss them back (if you want to) without the need to explicitly obtain *their* consent to being kissed back.

Consent can also be withdrawn once given, as long as the withdrawal is reasonably and clearly communicated. If consent is withdrawn, that sexual activity should cease within a reasonable time.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous intimate relationship is not sufficient to constitute consent.

Proof of consent or non-consent is not a burden placed on either party involved in an incident. Instead, the burden remains on CWC to determine whether its procedure has been violated. The existence of consent is based on the totality of the circumstances evaluated from the perspective of a reasonable person in the same or similar circumstances, including the context in which the alleged incident occurred and any similar, previous patterns that may be evidenced.

Consent in relationships must also be considered in context. When parties consent to BDSM<sup>9</sup> or other forms of kink, non-consent may be shown by the use of a safe word. Resistance, force, violence, or even saying “no” may be part of the kink and thus consensual, so CWC’s evaluation of communication in kink situations should be guided by reasonableness, rather than strict adherence to procedure that assumes non-kink relationships as a default.

**Incapacitation:** A person cannot consent if they are unable to understand what is happening or is disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. As stated above, a Respondent violates this procedure if they engage in sexual activity with someone who is incapable of giving consent.

It is a defense to a sexual assault procedure violation that the Respondent neither knew nor should have known the Complainant to be physically or mentally incapacitated. “Should have known” is an objective, reasonable person standard that assumes that a reasonable person is both sober and exercising sound judgment.

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<sup>9</sup> Bondage, discipline/dominance, submission/sadism, and masochism.

Incapacitation occurs when someone cannot make rational, reasonable decisions because they lack the capacity to give knowing/informed consent (e.g., to understand the “who, what, when, where, why, or how” of their sexual interaction).

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

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

## **17. Retaliation**

Protected activity under this procedure includes reporting an incident that may implicate this procedure, participating in the grievance process, supporting a Complainant or Respondent, assisting in providing information relevant to an investigation, and/or acting in good faith to oppose conduct that constitutes a violation of this procedure.

Acts of alleged retaliation should be reported immediately to the Title IX Coordinator and will be promptly investigated. CWC will take all appropriate and available steps to protect individuals who fear that they may be subjected to retaliation.

CWC and any member of CWC’s community are prohibited from taking materially adverse action by intimidating, threatening, coercing, harassing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by law or procedure, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this procedure and procedure.

Filing a complaint within Process B could be considered retaliatory if those charges could be applicable under Process A, when the Process B charges are made for the purpose of interfering with or circumventing any right or privilege provided afforded within Process A that is not provided by Process B. Therefore, CWC vets all complaints carefully to ensure this does not happen, and to assure that complaints are tracked to the appropriate process.

The exercise of rights protected under the First Amendment does not constitute retaliation.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this procedure and process does not constitute retaliation, provided that a determination regarding responsibility, alone, is not sufficient to conclude that any party has made a materially false statement in bad faith.

## **18. Mandated Reporting**

All CWC 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 procedure 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.

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

### **a. Confidential Resources**

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

- On-campus professional counselor
- 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 an individual with a disability, or when required to disclose by law or court order.

A campus counselor are available to help free of charge and may be consulted on an emergency basis during normal business hours.

### **b. Anonymous Notice to 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 Recipient 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 Recipient'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.

### **c. Mandated Reporters and Formal Notice/Complaints**

All employees of CWC (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 procedure 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 events such as “Take Back the Night” 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 CWC.

Supportive measures may be offered as the result of such disclosures without formal CWC action.

Failure of a Mandated Reporter, as described above in this section, to report an incident of sexual harassment or retaliation of which they become aware is a violation of CWC procedure and can be subject to disciplinary action for failure to comply.

Though this may seem obvious, when a Mandated Reporter is engaged in harassment or other violations of this procedure, they still have a duty to report their own misconduct, though CWC is technically not on notice when a harasser is also a Mandated Reporter unless the harasser does in fact report themselves.

Finally, it is important to clarify that a Mandated Reporter who is themselves a target of harassment or other misconduct under this procedure is not required to report their own experience, though they are, of course, encouraged to do so.

## **19. 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.

The Title IX Coordinator has ultimate discretion over whether CWC proceeds when the Complainant does not wish to do so, and the Title IX Coordinator may sign a formal complaint to initiate a grievance process upon completion of an appropriate violence risk assessment.

The Title IX Coordinator’s decision should be based on results of the violence risk assessment that show a compelling risk to health and/or safety that requires CWC to pursue formal action to protect the community.

A compelling risk to health and/or safety may result from evidence of patterns of misconduct, predatory conduct, threats, abuse of minors, use of weapons, and/or violence. Recipients may be compelled to act on alleged employee misconduct irrespective of a Complainant’s wishes.

The Title IX Coordinator must also consider the effect that non-participation by the Complainant may have on the availability of evidence and CWC’s ability to pursue a Formal Grievance Process fairly and effectively.

When the Title IX Coordinator executes the written complaint, they do not become the Complainant. The Complainant is the individual who is alleged to be the victim of conduct that could constitute a violation of this procedure.

When CWC proceeds, the Complainant (or their Advisor) may have as much or as little involvement in the process as they wish. The Complainant retains all rights of a Complainant under this procedure irrespective of their level of participation. Typically, when the Complainant chooses not to participate, the Advisor may be appointed as proxy for the Complainant

throughout the process, acting to ensure and protect the rights of the Complainant, though this does not extend to the provision of evidence or testimony.

Note that CWC's ability to remedy and respond to notice may be limited if the Complainant does not want the CWC 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 CWC's obligation to protect its community.

In cases in which the Complainant requests confidentiality/no formal action and the circumstances allow CWC to honor that request, CWC will offer informal resolution options (see below), supportive measures, and remedies to the Complainant and the community, but will not otherwise pursue formal action.

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 CWC, 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.

## **20. Federal Timely Warning Obligations**

Parties reporting sexual assault, domestic violence, dating violence, and/or stalking should be aware that under the Clery Act, CWC 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.

CWC 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.

## **21. False Allegations and Evidence**

Deliberately false and/or malicious accusations under this procedure 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 procedure 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 CWC procedure.

## **22. Amnesty for Complainants and Witnesses**

The CWC community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report to CWC 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 CWC community that Complainants choose to report misconduct to CWC 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, CWC maintains a procedure of offering parties and witnesses amnesty from minor procedure 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.

Sometimes, students are hesitant to assist others for fear that they may get in trouble themselves (for example, an underage student who has been drinking or using marijuana might hesitate to help take an individual who has experienced sexual assault to Campus Security).

CWC maintains a process of amnesty for students who offer help to others in need. Although procedure violations cannot be overlooked, CWC may provide purely educational options with no official disciplinary finding, rather than punitive sanctions, to those who offer their assistance to others in need.

## Crime Definitions From the Uniform Crime Reporting Handbook

**Aggravated Assault:** an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury results from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

**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, etc.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes the unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joy riding).

**Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

**Manslaughter by Negligence:** The killing of another person through gross negligence.

**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, violence, and/or causing the victim fear.

**Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

**Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and the making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Liquor Law Violations:** The violation of laws or ordinance prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned violations.

## Location Definitions from the Jeanne Clery Act

**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 (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

**Non-Campus Building or Property:** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) 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.

The below tables reflect crime statistics mandated by the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” that have been compiled by the Central Wyoming College Department of Campus Security. These tables include all:

- Reports made to the Department of Campus Security as well as officials of the College who have significant responsibility for student and campus activities.
- Campus Residence = Student housing facilities at Central Wyoming College.
- Campus Total = “Campus Residence” numbers (above) with the addition of parking lots, open areas, and non-residential facilities on the College’s academic campus.
- Public Property = Public streets passing through the campus; public property and streets immediately adjacent to and accessible from the campus as reported to the Central Wyoming College Campus Security Department and Riverton Police Departments.

## Sexual Assault Definitions

See Section 16 Sexual Harassment Procedures

# Hate Crime Addendum

Central Wyoming College records all crimes including the aforementioned crimes, any crime involving bodily injury, larceny, intimidation, and destruction/damage/vandalism of property reported to the Department of Campus Security or any other Campus Security Authority (CSA) which manifest evidence that the crime was perpetrated because of the perpetrator's bias based on the following categories: Race, Gender, Religion, Sexual Orientation, Ethnicity/national origin, and/or Disability

## CENTRAL WYOMING COLLEGE DEPARTMENT OF CAMPUS SECURITY

### ANNUAL CAMPUS CRIME AWARENESS AND SECURITY REPORT

Crime statistics mandated by the Jeanne Clery Act

Note: All numbers listed include attempted as well as completed crimes

To obtain the most recent 60-day [campus crime log](#), contact the office of the Campus Safety Director, Main Hall 107 of the Administrative Wing, during regular business hours (8 a.m. to 5 p.m.), or call (307) 855-2143. Any portion of the log older than 60 days will be made available within two business days of request for public inspection. (next page)

	On Campus Property			On Campus Student Housing Facilities			Non Campus Property			Public Property		
	19	20	21	19	20	21	19	20	21	19	20	21
Murder & Non- Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sex Offenses-Forcible</b>												
Forcible Rape	1	0	0	1	0	0	0	0	0	0	0	0
Forcible Sodomy	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault with an Object	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Fondling	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sex Offenses-Non-forcible</b>												
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
<b>Crimes</b>												
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	2	3	4	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	1	3	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	1	0	0	1	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Unfounded Reports	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
<b>Hate Crime Addendum</b>												
Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arrests and Referrals</b>												
<b>Weapon Law Violations</b>												
Arrests: Weapons-Carrying, Possessing...	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Weapons-Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0	0	0	0
<b>Drug/Narcotic Violations</b>												
Arrests, Drug Abuse Violations	5	3	3	2	2	3	0	0	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	7	3	0	2	2	0	0	0	0	0	0	0
<b>Liquor Law Violations</b>												
Arrests: Liquor Law Violations	8	2	9	5	2	9	0	0	0	0	0	0
Disciplinary Referrals Liquor Law Violations	8	7	19	8	7	13	0	0	0	0	0	0

# Central Wyoming College

## Annual Security and Fire Safety Report 2022

### Fire Safety Policies

#### Student Housing Facilities

Creating a safe and secure environment in which to pursue learning includes taking fire safety seriously.

The following activities are forbidden on campus, including student housing facilities, and those engaging in them should expect serious consequences:

- Setting fires of any kind for any reason outside of designated areas
- Tampering with fire safety equipment, including fire extinguishers, fire alarm boxes, smoke detectors, heat sensors, sprinkler heads, or spring-loaded door hinges
- Accidental activation of a smoke detector, fire alarm, or sprinkler resulting from hall sports, water fights, improper use, etc
- Lighting candles or open flames and burning incense in the residence halls
- Smoking inside student housing facilities or any campus buildings
- Students can access the full list of prohibited items in the housing [2022-23 Housing Contract](#) also on the [“Live on Campus”](#) page of the CWC website.

### Fire Safety Procedures

#### Student Housing Facilities

EVERY fire alarm will be handled as if there is a real emergency in process. There are no false alarms. Call 911 or (307) 855-2143 in the event of a suspected fire.

Campus Security, Campus Services, and/or Residential Life personnel will go to the control panel and determine the origin of the alarm.

Building evacuations will occur when an alarm sounds and/or upon notification by a College official. Evacuees are to leave by the nearest exit that is clear of the emergency and alert others to do the same. Outside, they will proceed to a clear area at least 100 feet from the affected building, keeping streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. Persons shall not return to an evacuated building unless told to do so by a College, Police, or Fire Department Officials.

#### Student Housing Facilities

**MOTE HALL:** Throughout the building, Mote Hall is fully equipped with a fire alarm/detection system and fire suppression system.

**RESIDENCE HALL:** Throughout the building, Residence Hall is fully equipped with a fire alarm/detection system and fire suppression system.

**EAST APARTMENTS:** Throughout the complex, East Apartments are fully equipped with a fire alarm/detection system and fire suppression system.

**WEST APARTMENTS:** Throughout the complex, West Apartments are fully equipped with a fire alarm/detection system and fire suppression system.

**Alpine Science Institute (formerly Sinks Canyon Center, Lander):** Throughout the center, all housing facilities are fully equipped with a fire alarm/detection system. The Orchard House and Bunkhouse are also equipped with a fire suppression system.

**Persons to Whom Fires Should be Reported**

- Fire Department 911
- Campus Security(307)855-2143
- Residential Life (307)855-2210

**Education and Training**

**Student Housing Facilities**

All student housing facilities include the following programs in their fire safety education and training efforts:

- Housing staff receive annual training from the state fire marshal's office. Annual fire evacuation drills are conducted in each housing building, every semester.
- Evacuation maps are posted on each door in Mote and Residence Hall.  
Initial floor community meetings that incorporate lectures and discussions are conducted that are related to building-specific fire safety and evacuation policies and procedures. During the fall and spring semesters of 2020-2, due to COVID-19 concerns, group meetings have been replaced with electronic messaging.
- Strict enforcement of fire safety and room personalization policies (no coverage of overhead sprinklers).
- Health and Safety Inspections performed twice per semester, with follow-up education and debriefing.
- Close working relationship with the Riverton Fire Department

**Fire Statistics and Graphs**

**Data Collection:** Fire data for campus housing is collected by the Resident Life Coordinator and reported as required by law.

Facility	Street Address	Total Fire 2019	Cause of Fire	No. of Persons Requiring Medical Treatment	Fire-Related Deaths	Property Damage
Mote Hall	2801 Morfeld	0	N/A	N/A	N/A	N/A
Residence Hall	2815 Morfeld	0	N/A	N/A	N/A	N/A
East Apartments	2905 Morfeld	0	N/A	N/A	N/A	N/A
West Apartments	821 N. Hill Street	0	N/A	N/A	N/A	N/A
West Annex	821 N. Hill Street	0	N/A	0	0	N/A
Orchard House	50 Field Station Rd	0	N/A	N/A	N/A	N/A
Bunkhouse	50 Field Station Rd	0	N/A	N/A	N/A	N/A
Cabins	50 Field Station Rd	0	N/A	N/A	N/A	N/A

Facility	Street Address	Total Fire 2020	Cause of Fire	No. of Persons Requiring Medical Treatment	Fire-Related Deaths	Property Damage
Mote Hall	2801 Morfeld	0	N/A	N/A	N/A	N/A
Residence Hall	2815 Morfeld	0	N/A	N/A	N/A	N/A
East Apartments	2905 Morfeld	0	N/A	N/A	N/A	N/A
West Apartments	821 N. Hill Street	0	N/A	N/A	N/A	N/A
West Annex	821 N. Hill Street	0	N/A	0	0	N/A
Orchard House	50 Field Station Rd	0	N/A	N/A	N/A	N/A
Bunkhouse	50 Field Station Rd	0	N/A	N/A	N/A	N/A
Cabins	50 Field Station Rd	0	N/A	N/A	N/A	N/A

Facility	Street Address	Total Fire 2021	Cause of Fire	No. of Persons Requiring Medical Treatment	Fire-Related Deaths	Property Damage
Mote Hall	2801 Morfeld	0	N/A	N/A	N/A	N/A
Residence Hall	2815 Morfeld	0	N/A	N/A	N/A	N/A
East Apartments	2905 Morfeld	0	N/A	N/A	N/A	N/A
West Apartments	821 N. Hill Street	0	N/A	N/A	N/A	N/A
West Annex	821 N. Hill Street	0	N/A	0	0	N/A
Orchard House	50 Field Station Rd	0	N/A	N/A	N/A	N/A
Bunkhouse	50 Field Station Rd	0	N/A	N/A	N/A	N/A
Cabins	50 Field Station Rd	0	N/A	N/A	N/A	N/A