

# Campus Security *and* Fire Safety

ANNUAL REPORT FOR 2023

(STATISTICS FROM THE 2022 CALENDAR YEAR)



LARAMIE COUNTY  
COMMUNITY COLLEGE  
Cheyenne | Laramie | Online



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# LARAMIE COUNTY COMMUNITY COLLEGE

Cheyenne | Laramie | Online



1400 E. College Drive • Cheyenne, Wyoming 82007  
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### Administration (AM)

- Business Services
- President's Office

### Andrikopoulos Business & Tech (BT)

- Arena**
- Arp**
- Children's Discovery Center
- Auto Tech (AT)**
- Boyd Agriculture (AG)**
- Career & Technical (CT)**
- Adult Career & Education System
- Advanced Material & Manufacturing Center

### Ctr for Conferences & Institutes (CCI)

- Boys & Girls Club

### Central Plant North (CPN)

- Clay Pathfinder (PF)**
- ANB Bank Leadership Center
- Bookstore
- Campus Safety
- Counseling & Campus Wellness
- Enrollment Services
- GEAR UP
- Student Hub
- Student Success Coaches
- Exam Lab
- Laramie County Extension
- Office of Student Accommodations
- UW Extension

### College Community Ctr (CCC)

- Dining Room
- Playhouse
- Student Lounge
- Crossroads (CR)**
- Human Resources
- Student Computer Ctr/Support Desk
- Student Engagement & Diversity
- Education & Enrichment Ctr (EEC)**
- Fine Arts (FA)**
- LCCC Foundation
- Marketing & Communications
- Flex Tech (FT)**
- WHP Academy

### Ludden Library (LIB)

- Plant Operations (PO)**
- Prentice/Surbrugg Health Sciences (HS)**
- Recreation & Athletics Complex (RAC)**
- Residence Halls**
- Merrell Student Activity Lounge
- Science Ctr (SC)**
- Dental Hygiene Clinic
- Surbrugg/Prentice Aud (AUD)**
- Esther & John Clay Fine Art Gallery
- Training Ctr (TC)**

## Introduction

Thank you for taking the time to read the 2022 Campus Security and Fire Safety Report. This document details the practices, policies and procedures that Laramie County Community College (LCCC) employs to promote awareness of campus safety and security issues; our efforts to deter crime and explain our response to security and safety issues.

The information in the report complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, or “Clery Act,” a federal statute requiring all colleges and universities that participate in Federal financial aid programs to keep and disclose information about crime on and near their campuses. We also comply with the Violence Against Women Reauthorization Act of 2013 (VAWA).

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

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



## Enforcement Authority of Campus Safety

The Campus Safety Department of Laramie County Community College is primarily responsible for providing safety and security for the Cheyenne campus and providing support to the Laramie Campus as needed. Campus Safety Officers are non-sworn employees of the College with limited authority. This authority is limited to actions necessary to protect the interests of the College, investigate violations of College policy, report criminal activity and reasonably control situations until local authorities arrive.

Campus Safety Officers do not have authority to make arrests. Campus Safety Officers exhaust all reasonable means available to resolve situations before requesting assistance of the local authorities. However, if there is a threat to the safety and security of the campus community or campus assets, local authorities will promptly be notified. Additionally, when it has been determined that there has been a violation of local laws pertaining to alcohol, illegal drugs or violent behavior College staff will notify local law enforcement as per College policy.

## College Relationship with Law Enforcement

Although the College does not have a police department, the College does have a close working relationship with local law enforcement agencies within its service area. The College recognizes the need for a close and positive working relationship with law enforcement to provide a safe and secure environment on campus. The College encourages the campus community to promptly report crime to local law enforcement and the Campus Safety Department. The College works closely with the Laramie County Sheriff's Department to resolve any issues in Cheyenne, and the Laramie Police Department for any issues at the Albany Campus.

## Reporting Emergencies and Criminal Activities

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

<b>Location</b>	<b>Phone Number</b>
Campus Safety Department . . . . . PF #117	(307) 630-0645
Dean of Students . . . . . PF #207	(307) 637-2490
Director of Risk Management & Campus Safety . . . . . PF #112	(307) 778-4317
Senior Vice President of Administration & Finance . . . . . AM #111	(307) 778-1135
Vice President of Human Resources. . . . . CR #101	(307) 778-1258
Dean, School of Outreach & Workforce Development. . . . . CCI #115	(307) 778-1146

## Laramie County Community College Timely Warning Procedure

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

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

As information becomes available that one of these crimes has been committed, and those reports lead college administrators to believe that the crime constitutes or may constitute a serious and/or continuing threat to the campus community, then a timely warning will be issued by the College President or their designee or the Vice President for Student Services or their designee.

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

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

- Text Message
- College email
- LCCC SafeTrack app
- VOIP Phone Notification
- The College website
- Radio stations
- Press releases
- Posted Notifications

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

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

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

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

The College strives to provide a safe and secure environment for its students, employees and visitors. The College utilizes a system of key locks and electronic card access to secure all campus facilities. Additionally, the Cheyenne and Laramie campuses utilize a camera system that provides extensive coverage of the interior and exteriors of buildings and parking lots. Also, all campus facilities utilize security lighting in parking lots, along walkways, outside areas frequented by students and inside facilities, even past normal business hours.

All keys are issued and maintained by the Physical Plant Department. Keys are issued to specific employees for the purposes of being able to enter their specific work areas and their level of access is specific to the needs of their work. Supervisor or V.P. approval is required to issue keys to an individual.

Building access, aside from Residence Halls, is managed by the Physical Plant Department. Building access coded onto campus ID cards follows the same procedure as other keys. Campus ID cards may be issued to part-time employees, contractors and visitors on a temporary basis with limited access to specific areas of campus and a set time to expire rendering the card useless.

For students in the residence halls, access to the residence halls and individual rooms is control by their campus ID card and access management is done through the residence hall office. Additionally, for select employees or temporary contractor access to the residence hall for their job functions is also controlled by the residence hall office.

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

The Campus Safety and Physical Plant Departments regularly inspect safety and security related equipment. The Physical Plant Department and Integrated Technology Services provide for maintenance of security related equipment and systems.

### **Access and Security – Cheyenne Campus**

Campus Safety patrols the Cheyenne campus facilities 24 hours a day, seven days a week. Access to facilities is limited to days when classes are in session or during scheduled events or other approved activities.

Normally, campus facilities will be unlocked at 6 a.m., or at least 30 minutes prior to the start of a special function, and will be locked by the campus custodians and checked by safety officers at 10 p.m. or the time specified. Safety officers on duty patrolling the buildings will inspect all facilities.

The inspections include doors (locks operating properly/closing/opening), windows, lighting (interior/exterior), excessive vegetation growth (trees/bushes) near buildings. Any issues will be documented on the safety log maintained by the officer and given to the physical plant the next working day unless it results in a severe security and safety issue. In that case, the on-call maintenance person is notified.

### **Security Staff – Cheyenne Campus**

Campus Safety provides 24 hour a day coverage, every day of the year. Campus Safety Officers conduct random foot patrols of all campus buildings, random vehicle patrols of the parking lots, assist with monitoring access of campus facilities, answer calls for service, provide on campus escorts and respond to emergencies. CSO's utilize two-way radios to communicate with other campus departments and local emergency services as needed.



## Access and Security – Residence Halls

Access into residence halls is restricted to student residents and select employees using access cards. Student residents have 24 hours access into their residence hall. Individual student living areas are further protected by locks restricting access into the living area only to students contracted to the suite or apartment. The exterior doors are equipped with prop alarms so they cannot be left open.

The residence halls and parking lots are equipped with video surveillance. Cameras record activity in parking lots, common areas, hallways, and elevators.

The college maintains a staff of a live in Assistant Director of Residential Living & Learning and 13 Residential Assistants (R.A.s). The R.A.s are trained to handle a variety of situations.

Campus Safety officers monitor residence halls and their adjacent parking lots. During their shift, officers are required to check the exterior doors to the residence halls and check the R.A. station and common areas. Officers can only patrol the living area of the halls accompanied by a second officer, R.A., law enforcement, or a designated employee between the hours of midnight and 8 am.

## Access and Security – Laramie Campus

The Laramie Campus has one full time safety officer that is on campus Monday thru Thursdays from 11:00 am to 9:30 Pm. Additional staff members provide assistance all hours of open business which are M-Th from 7:30 am to 9:00 pm and on Fridays from 7:30 am to 5:00 pm.

The campus safety officer monitors 33 cameras, patrols the campus property, secures rooms and areas that won't be used again that day, inspects the facility for unusual smells, water leaks, vandalism, broken windows (the Laramie Campus has no windows that open) unusual activity, turns off lights and other electronics, and secures the main doors at closing.

The main doors that open into the atrium are the only doors that allow access by the public and all remaining doors are kept locked from the outside. All exterior doors provide easy exit via crash bars.

Campus Safety is also responsible for maintaining the panic button alarm system and coordinating yearly tests with the service provider, conducting monthly fire extinguisher inspections, and monitoring the fire alarm system. Any maintenance or repair issues are passed on to the Physical Plant by the Director of Operations at the Laramie Campus or contracted locally if necessary due to circumstances.



## Safety Programs and Services

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

All employees are given a broad overview of the Campus Safety Department and detailed active shooter training.

Additional safety services provide by Campus Safety:

- The LCCC SafeTrack ap, available for all students and visitors in the Apple and Android app stores, contains an array of safety features including:
  - Emergency contact information
  - Blue light button that in an emergency will put the individual in touch with campus safety and send your location to campus safety.
  - Emergency procedures
- Ten emergency call stations are available in critical locations on the grounds surrounding the Cheyenne Campus.
- AED's are located in 27 locations around the Cheyenne campus and 1 on the Laramie Campus.
- Emergency procedures quick reference charts are located in every office.

The Campus Safety Department will walk you to your car or residence hall. This service available to students, employees and visitors. Contact Campus Safety at (307) 630-0645 to request an escort to walk you to your car or residence hall or you can request a virtual walk from the LCCC Safetrack ap.

## Clery Crime Definitions

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

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

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

**Robbery:** the taking or attempting to take anything from value of the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

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

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

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

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

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

**Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, 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; all attempts to commit any of the aforementioned. (Drunkness and driving under the influence are not included in this definition.)

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

## **Sex Offenses**

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

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

**Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

1. Fear for the person's safety or the safety of others; or
2. Suffer substantial emotional distress.
3. For the purpose of this definition, course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property. Substantial

emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

4. Report the location as where a perpetrator engaged in the stalking course of conduct or where a victim first became aware of the stalking.
5. Report any additional behaviors that meet the above definition of stalking if they occur or continue to occur after an official intervention has been put in place, including, but not limited to, an institutional disciplinary action or the issuance of a no contact order, restraining order or any warning by the institution or a court.

### Crime Statistics for Laramie County Community College

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

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

Statistics reported are between January 1, 2022 and December 31, 2022 by the local sheriff department, local police departments and Campus Safety.

#### Location: Cheyenne Campus

#### Geographic Location: On Campus

Reporting Year	2020	2021	2022
Murder/Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	1
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	1
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Dating Violence	0	0	1
Domestic Violence	0	0	0
Stalking	0	0	0
Arrests: Weapons Laws Violations	0	0	0
Arrests: Drug Abuse Violations	2	2	0
Arrests: Liquor Laws Violations	0	3	20
Discipline Referrals: Weapons Laws Violations	0	0	0
Discipline Referrals: Drug Abuse Violations	2	0	0
Discipline Referrals: Liquor Laws Violations	6	2	10

**Location: Cheyenne Campus**  
**Geographic Location: Housing**

Reporting Year	2020	2021	2022
Murder/Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	1
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Dating Violence	0	0	1
Domestic Violence	0	0	0
Stalking	0	0	0
Arrests: Weapons Laws Violations	0	0	0
Arrests: Drug Abuse Violations	2	2	0
Arrests: Liquor Laws Violations	0	3	20
Discipline Referrals: Weapons Laws Violations	0	0	0
Discipline Referrals: Drug Abuse Violations	2	0	0
Discipline Referrals: Liquor Laws Violations	6	1	10

**Location: Cheyenne Campus**  
**Geographic Location: Public Property**

Reporting Year	2020	2021	2022
Murder/Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
Arrests: Weapons Laws Violations	0	0	0
Arrests: Drug Abuse Violations	0	0	1
Arrests: Liquor Laws Violations	0	0	0
Discipline Referrals: Weapons Laws Violations	0	0	0
Discipline Referrals: Drug Abuse Violations	0	0	0
Discipline Referrals: Liquor Laws Violations	0	0	0

**Location: Laramie Campus**  
**Geographic Location: On Campus**

Reporting Year	2020	2021	2022
Murder/Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
*Dating Violence	0	0	0
Domestic Violence	0	1	0
Stalking	0	0	0
Arrests: Weapons Laws Violations	0	0	0
Arrests: Drug Abuse Violations	0	0	0
Arrests: Liquor Laws Violations	0	0	0
Discipline Referrals: Weapons Laws Violations	0	0	0
Discipline Referrals: Drug Abuse Violations	0	0	0
Discipline Referrals: Liquor Laws Violations	0	0	0

**Location: Laramie Campus**  
**Geographic Location: Public Property**

Reporting Year	2020	2021	2022
Murder/Non-Negligent Manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
Arrests: Weapons Laws Violations	0	0	0
Arrests: Drug Abuse Violations	0	0	0
Arrests: Liquor Laws Violations	0	0	0
Discipline Referrals: Weapons Laws Violations	0	0	0
Discipline Referrals: Drug Abuse Violations	0	0	0
Discipline Referrals: Liquor Laws Violations	0	0	0

## **Hate Crimes**

Hate crimes statistics are gathered on an annual basis from all properties owned or controlled by the College and will be reported in a narrative format. The report will include the year, campus geography, hate crime reported and the bias of the incident. There were no hate bias crimes in 2022 at the Cheyenne or Laramie Campuses.

## **Unfounded Crimes**

If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is “unfounded” and will not be included as part of Western Wyoming Community College’s statistics. Only sworn or commissioned law enforcement personnel may “unfound” a crime. (This does not include a district attorney who is sworn or commissioned.) The findings of a coroner, court, jury or prosecutor do not “unfound” offenses or attempts that law enforcement investigations establish to be legitimate.

No unfounded crimes were reported for the years in this report.

## **Registered Sex Offenders**

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

## **Use of Alcoholic Beverages**

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

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

To prevent the use or misuse of alcoholic beverages, LCCC will coordinate with the Offices of Counseling & Campus Wellness, Residential Living & Learning, local and area agencies to educate the College community.

## **Use of Illegal Drugs**

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

Students must conform to federal, state and local laws prohibiting the production, distribution, sale, use or possession of illegal drugs, or the distribution or misuse of prescription medications, on property the College owns or leases. For the purposes of this policy, items prohibited on college property include but are not limited to controlled substances as listed in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812), and as further defined by regulations at 21 CFR 1300.11 through 1300.15; or Wyo. Stat. Ann. §§ 35-7-1014-1022 (2009); and all other applicable federal, state, or local law. To prevent the use or misuse of alcoholic beverages, LCCC will coordinate with the Offices of Counseling & Campus Wellness, Residential Living & Learning, local and area agencies to educate the College community.



## Drugs and Alcohol Education Programs

The Office of Counseling & Campus Wellness coordinates student alcohol and drug education programs for the campus community. The philosophy behind this program is threefold: prevention, education, and intervention. The drug and alcohol programming consist of but is not limited to the following:

- Required Drug & Alcohol Awareness Training included with Title IX Online Education Course (required for first time students)
- Resident Assistant Education Programming
- Workshops Related to Drug and Alcohol Related Issues
- [Online Health and Wellness Resource](#)
- Promotional and Educational Campaigns, Posters, and Information

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

## Sexual Misconduct, Harassment, and Discrimination

Laramie County Community College is committed to maintaining a community in which students, faculty and staff can work and learn together in an atmosphere free from all forms of discrimination, including sexual harassment and sexual misconduct. Sexual harassment and/or misconduct violates the dignity of the individual and the integrity of the college as an institution of higher learning, and thus, discrimination, sexual harassment, and sexual misconduct in any form will not be tolerated nor condoned at LCCC.

In compliance with Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, Title VI and Title VII of the Civil Rights Act of 1964 and other applicable federal, state and local laws, LCCC does not discriminate on the basis of race, color, national origin, sex, disability, religion, age, veteran status, political affiliation, pregnancy, sexual orientation, gender identity, or other status protected by law.

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

### Programs & Campaigns

Sexual misconduct, harassment and discrimination includes non-consensual sexual contact and intercourse, as well as stalking, domestic or dating violence, sexual exploitation, discrimination and other behaviors regarding sex, gender, or perceived gender that may have a discriminatory effect are prohibited per college Policies 3.22 and 6.2. All students should be aware of their personal boundaries, safety, bystander intervention and understand consent.

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

- Required Title IX online education requirement for all LCCC students taking credit courses Residential Assistants, LCCC Athletes, and employees
- Educational workshops regarding Title IX provided as requested to campus groups
- Education and prevention campaigns, posters, and events throughout the year
- Brochures and printed materials throughout campus and on college website
- Yearly notification of policy and procedure to students and employees

## Procedural Overview

Reports of sexual misconduct, harassment, and discrimination are taken seriously and resolution of such a report can be pursued through either an informal or formal grievance procedure identified in procedure 3.22P for students, and 6.2P for employees. In addition, persons may also make a report to local law enforcement. Campus personnel are available to assist in the reporting to legal authorities upon request of involved students. All reports are kept private; however, confidentiality cannot be guaranteed if such measures inhibit or impairs the investigation. Information is kept confidential to the Title IX investigative team and involved parties.

If students wish to have a confidential resource to discuss a potential Clery or Title IX violation, confidential counseling services are available at the Counseling & Campus Wellness, located in Pathfinder 207. Appointments can be scheduled by contacting the office by phone at (307) 778-4397. Confidentiality is guaranteed with exception of imminent harm to self or others or child abuse and neglect reporting.

After a report is made to campus Title IX officials and a resolution is reached, students who are found responsible of violating policy 3.22P may be subject to various sanctions ranging from warning, mandated education, mandated counseling to suspension or expulsion.

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

## Resources & Remedies

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

## Reporting

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

### Dr. Melissa Stutz

Senior Vice President for Student Services/Title IX Coordinator  
1400 E. College Drive, Pathfinder Building, Room 205B  
Cheyenne, WY 82007  
Office: (307) 778-1217  
Email: [mstutz@lccc.wy.edu](mailto:mstutz@lccc.wy.edu)

### Dr. James Miller

Dean of Student/Title IX Deputy Coordinator  
1400 E. College Drive, Pathfinder Building, Room 207E  
Cheyenne, WY 82007  
Office: (307) 637-2490  
Email: [jamiller@lccc.wy.edu](mailto:jamiller@lccc.wy.edu)

### Nancy Olson

Vice President of Human Resources/Title IX Deputy Coordinator  
1400 E. College Drive, Administration Building, Room 121  
Cheyenne, WY 82007  
Office: (307) 778-1258  
Email: [nolson@lccc.wy.edu](mailto:nolson@lccc.wy.edu)

**Jennie Hedrick**

Laramie Campus Manager of Student Services  
1125 Boulder Drive  
Laramie, WY 82070  
Office: (307) 772-4254  
Email: [jhedrick@lccc.wy.edu](mailto:jhedrick@lccc.wy.edu)

You may also report a Title IX related concern to our local sheriff's office:

Laramie County Sheriff's Office  
1910 Pioneer Avenue  
Cheyenne, WY 82001  
(307) 633-4700

**WISH TO REMAIN ANONYMOUS?**

For LCCC Anonymous Reporting, go to, '[Report a Concern](http://lccc.wy.edu/services/careteam/referrals.aspx)'  
(<http://lccc.wy.edu/services/careteam/referrals.aspx>)

**LCCC Counselor for CONFIDENTIAL REPORTING (Students)**

Aurie Munter, MA, LPC  
Coordinator, Counseling & Campus Wellness  
Email: [amunter@lccc.wy.edu](mailto:amunter@lccc.wy.edu)

Bret Zerger, MA, LPC  
Counselor, Counseling & Campus Wellness  
Email: [bzerger@lccc.wy.edu](mailto:bzerger@lccc.wy.edu)

1400 E. College Drive, Pathfinder Building, Room 207  
Cheyenne, WY 82007  
Office: (307) 637-4397  
After Hours: (844) 208-7073

**EAP Employee Assistance Program**

The EAP provides you with immediate and confidential help for any work, health, or life concern.

Contact Melissa Dishman, SHRM - CP  
Benefits Specialist  
Email: [mdishman@lccc.wy.edu](mailto:mdishman@lccc.wy.edu)  
(307) 778-1259

To view the full policy and procedures regarding Title IX violations please see the LCCC Website for [Equal Opportunity & Nondiscrimination](#).

[Policy 3.22 Sexual Misconduct Student](#)

[Procedure 3.22P Sexual Misconduct Student Procedure](#)

[Policy 6.3 Sexual Misconduct Employee](#)

[Procedure 6.3P Sexual Misconduct Employee Procedure](#)

or contact one of the above, with any questions or concerns.

## Missing Student Procedures

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

### Procedures

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

- Campus Safety,
- Residential living staff,
- Dean of Students,
- Senior Vice President of Student Services,
- Counseling and Campus Wellness staff,
- Coach of any College athletic Team,
- Senior Vice President of Academic Affairs, or
- Dean of any academic school.

People are encouraged to use the Report a Concern Form found on the College's website. If a report is received by staff other than Residential Living, they should immediately forward the report to the Director or staff of Residential Living. When a student is reported missing, the Residential Living staff will immediately contact the Senior Vice President of Student Services and the Campus Safety Supervisor. When notification is received that a student may be missing, appropriate steps will be taken to locate the student. These steps include, but are not limited to:

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

The Senior Vice President of Student Services or his/her designee will be responsible for notifying the appropriate emergency contacts within 24 hours as established above if a student is determined missing. The parents or guardians of students under the age of eighteen and not emancipated will be notified. The Senior Vice President will also notify College administration and other appropriate employees. The Student Life department will be responsible for filing all related missing person reports with other agencies as may be required. Student Life provides support to students and families when possible when a student is determined to be missing.

## Part II: Annual Residence Hall Fire Safety Policy Disclosure and Statistics Report

The purpose of this report is to disclose fire safety information, policies and procedures currently used in Housing at the Cheyenne Campus. It is the hope of the College that the campus community, especially those planning on residing in the residence halls and current residents, read the following information to become familiar with fire safety rules, regulations and procedures. Being familiar with this information can keep everyone safe and save lives in a fire. These topics are also discussed extensively in the [“Residential Living Handbook”](#) and questions concerning residence hall fire safety or security issues can be answered by contacting Residential Living & Learning (307) 432-1799 or Campus Safety at (307) 630-0645. A special fire safety segment is part of the annual residence hall orientation.

### Fire Safety Standards

The Residential Living & Learning living environment requires many individuals to comply with safe practices for the welfare of the group. LCCC wants to ensure fire safety for all residents.

The residence hall complex has an alarm system that can be triggered by smoke detectors or a manual pull station. Fire drills will be conducted in the residence hall complex periodically to acquaint residents with the alarm signal and the evacuation routes to safety.

The following preventative standards must be followed at all times by each resident for individual safety and the safety of others:

- Fire doors entering each stairwell must be closed at all times.
- Always close your room door before going to bed. Drafts of air, rising heat and toxic gases can be reduced in the event of a fire.
- Know the location of all fire exits, fire alarms and fire extinguishers.
- Smoking is not allowed in the residence hall complex. Smoking is permitted outdoors, 30 feet from the building. Failure to comply may result in judicial action.
- Multiple-outlet extension cords are not permitted. Overload surge cords (extension cords with their own fuses) are allowed. Do not string wire or cords where they may come in contact with water or may be damaged due to door closing. Do not run cords under carpet.
- Do not use candles, incense or prohibited electrical appliances.
- Check wattage on all room appliances; be sure they are low wattage.
- Do not use light bulbs that exceed the wattage allowed as indicated on the fixture.
- Flammable liquids such as kerosene, paint thinner or gasoline are not permitted anywhere in the residence hall complex.
- Do not cover light fixtures with any combustible materials such as acetate, cellophane or tissue paper.



- Room decorations must be nonflammable or flame retardant. Nothing may be hung from the ceiling. Do not block or tamper with smoke detectors.
- All fire evacuation routes—hallways, stairwells, building exits—must be kept clear at all times.

Each resident is obligated to report all fires (if time and safety allow) or potential hazards to a Residential Living & Learning staff member. Do not assume someone else has reported a fire. If you have to pull the alarm due to visible smoke and fire, do so and seek a member of the Residential Living & Learning staff immediately. Call 911, (9-911 from a campus phone), give the location of the fire and your name to the operator.

### **Electronics and Power Cords**

Full service cooking is not allowed in student suites. Appliances with an open coil, exposed heating element or burner, toaster ovens, hot plates, electric grills (including “George Forman” type grills) and gas/charcoal grills are not allowed in student rooms. Coffee makers are allowed in the suites as long as they are equipped with an automatic shutoff. Residential Living & Learning reserves the right to restrict any appliance that poses any danger to the residence hall buildings or community.

Overloading the electrical system can present fire and safety hazards. **Use of multiple plugs or extension cords to obtain a greater number of outlets is prohibited.** Students must use only UL-approved power strips that contain an internal fuse if they want to increase the number of outlets.

### **Microwave Ovens**

Microwave ovens of 700 watts or less may be used in the residence halls. Microwaves must be plugged directly into a wall socket or into UL-approved power strip with an internal fuse. Microwaves are not to be plugged into extension cords.

### **Refrigerators**

Refrigerators of up to 4.3 cubic feet are allowed in student rooms. Refrigerators must be plugged directly into electrical outlets; they should not be plugged into extension cords or power strips. LCCC will not be responsible for any damage to the refrigerator or spoilage of its contents because of electrical power failure, etc.

### **Fire Safety Education and Training**

When the fire alarm sounds in the complex, you must vacate at once.

- Don't panic.
- Dress appropriately for the outside temperature.
- Take a towel or cloth, and if you have access to a sink, wet it and place it over your nose and mouth.
- If you are in your room, test the door or the doorknob for heat with the back of your hand, not your palm.

If the door feels hot, do not open it.

- Pack wet (if possible) towels, sheets or clothing under the door to keep smoke out.
- Open the window. If you are on the ground floor you may be able to climb out the window to safety.
- If you are on the second, third or fourth floor, let people know you are trapped by waving a towel or sheet out your window and call 9.911.
- Stay low near the window. Do not jump, and try not to panic. Place a wet towel or cloth over your face and wait for a window evacuation.

If the door is cool, open the door cautiously

- Stand behind your door when you open it (have the door between you and the hallway).
- As you leave your room, be sure all windows and doors are closed, but not locked. Be sure all other people are out.
- If there is smoke in the air, cover your mouth and nose with a wet towel, stay low and move quickly in a crouched position or crawl to the nearest exit. Do not use the elevator.
- Clear the area—at least 50 feet from the building. Stay clear of any arriving emergency vehicles.
- Do not return to the complex until the all-clear is given.

If you are not in your room when the alarm sounds, proceed directly to the nearest exit. Do not return to your room.

Failure to leave when a fire alarm sounds will result in disciplinary action. Failure to evacuate during a fire alarm or hindering the evacuation of other occupants during a fire alarm is prohibited. Severe disciplinary action may be imposed for violation of these procedures.

### Reporting of Extinguished Fires

As per federal law, the College is required to collect and disclose statistical data pertaining to fires occurring in on-campus housing facilities. All extinguished fires inside a residence hall or any damage to a residence hall facility caused by burning or open flame must be reported to Campus Safety, Residential Living Staff and Physical Plant.

- Campus Safety . . . . . (307) 630-0645
- Residence Living & Learning – main . . . . . (307) 637-2498
- Residence Living & Learning – On duty RA . . . . . (307) 286-3936
- Physical Plant . . . . . (307) 778-1233

### Safety Systems and Statistical Data

#### Cheyenne Campus Fire Log

Name of Residence Hall	2020			2021			2022		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Blue	0	0	0	0	0	0	0	0	0
Foundation	0	0	0	0	0	0	0	0	0
Gold	N/A	N/A	N/A	0	0	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

Note: Gold hall was not in use during the 2020 calendar year

#### Cheyenne Campus Fire Safety Systems in Residence Halls

Name of Residence Hall	Fire Alarm Monitoring	Full Sprinkler System**	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans & Placards	Number of Evacuation (fire) drills each calendar year
Blue	x	x	x	x	x	1
Foundation	x	x	x	x	x	1
Gold	x	x	x	x	x	1

“x” indicates safety system is present

\*\*Full sprinkler system is defined as having sprinklers in both common areas and individual rooms

