

Healing Arts Institute

2016 Annual Security Report

This report is provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. It provides students and employees of Healing Arts Institute (HAI) with information on: the Institute's security arrangements, policies and procedures; programs that provide education on such things as drug and alcohol abuse, awareness of various kinds of sex offenses, and the prevention of crime generally; and procedures the Institute will take to notify the campus community in the event of an emergency. Its purpose is to provide students and employees with information that will help them make informed decisions relating to their own safety and the safety of others.

The Annual Security Report is available by October 1st of each year. An e-mail notification is made to faculty, staff, and all enrolled students which provide the website for this report. Copies of this report may also be obtained from the Executive Director by calling (970) 223-9741. Campus security policies and procedures specified by the Clery Act have been developed, approved, and published and are available for review in campus administrative offices.

It is the policy of the Healing Arts Institute (the "Institute") to maintain a learning environment that is free from harassment because of an individual's race, sex/gender; sexual orientation; gender identity/expression; religion; age; color; creed; national or ethnic origin; physical, mental or sensory disability; marital status; genetic information; and/or status as an honorably discharged veteran or member of the military.

Campus Security

HAI cooperates with outside law enforcement agencies and exchanges criminal information with these agencies. The Institute does not have a campus police or security department of any kind. Students, employees and visitors of the Institute, whether victims or witnesses of crimes, are encouraged to voluntarily, promptly and accurately report all criminal activity to the designated Campus Security Officials (as listed below), in the event that a Campus Security Official is not available, to any other school personnel.

- Local Law enforcement contact information: Fort Collins Police 970-221-6540

The following individuals are designated Campus Security Officials

Tasha Enright, Title IX Coordinator 970-223-9741
Gary Salinger, Executive Director 970-223-9741

Campus Security Officials are responsible for not only responding in the event of a crime or emergency, but also for looking for opportunities to deter and/or prevent crime. In an effort to improve safety on campus and to make the community aware of prevention services and reduce the incidents of crime, campus security personnel may also provide the campus community with the following services:

- Respond to police, fire, and emergency medical personnel
- Investigate incident reports and suspicious activities
- Prepare follow-up reports and document activities and results
- Assist victims of crime by providing resources and referrals
- Make recommendations in cases of disciplinary action
- Monitor campus for signs of intrusion, robbery, vandalism, and safety hazards
- Comply with federal, state, and local regulations regarding the release of information
- Assist with sick/injured
- Provide security consultation to students and staff
- Present crime awareness and prevention program information
- Inform campus community of imminent danger
- Enforce regulatory standards for student safety and campus security

A person may also file a complaint of sex discrimination with the United States Department of Education's Office for Civil Rights regarding an alleged violation of Title IX by calling 1-800-421-3481 or visiting www2.ed.gov/about/offices/list/ocr/complaintintro.html

Policies on Reporting a Crime or Emergency

All criminal actions, accidents, injuries, or other emergencies occurring on campus must be immediately reported as follows:

- Situations that pose imminent danger or while a crime is in progress should be reported to local law enforcement by calling **911** from any campus phone or cell phone. Keep in mind that the individual making the call from a cell phone will need to provide the address where the emergency has occurred.

- After making the 911 call, also make a report to one of the campus security officials identified above.
- Students, staff, and visitors should report criminal actions, accidents, injuries, or other emergency incidents to one of the campus security officials identified above. Once reported, the individual making the report will be encouraged to also report it to appropriate police agencies. If requested, a member of the Institute staff will assist a student in making the report to the police.
- Anonymous incident reports can also be made.

The Institute will protect the confidentiality of victims. Only those with a need to know the identity for purposes of investigating the crime, assisting the victim or disciplining the perpetrator will know the victim's identity. Moreover, the Institute will withhold the identity of victims in publicly available records, to the extent permitted by law.

Any victim of a crime who does not want to pursue action within the Institute's disciplinary system or the criminal justice system is nevertheless encouraged to make a confidential report to a campus security official. Although confidentiality cannot be guaranteed in every case, to the extent possible every effort will be made to preserve confidentiality. With the victim's permission, that official can then file a report of the details of the incident without revealing the victim's identity. Such a confidential report complies with the victim's wishes, but still helps the Institute take appropriate steps to ensure the future safety of the victim and others. With such information, the Institute can keep an accurate record of the number of incidents involving students, determine where a pattern of crime may be developing and alert the community as to any potential danger. These confidential reports are counted and disclosed in the annual crime statistics for the Institute.

The Institute does not have any policies or procedures that encourage pastoral counselors; if and when they deem it appropriate, to inform the individuals that they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the crime statistics contained in this Report.

The Institute has no officially recognized student organizations with off-campus locations. However, if criminal activity occurs while students are attending school sponsored events or training off campus, the reporting procedures are the same as those stated above.

Educational Programs Related to Security Awareness and Prevention of Criminal Activity

HAI seeks to enhance the security of its campus and the members of the campus community by periodically presenting educational programs to inform students and employees about campus security procedures and practices, to encourage students and employees to be responsible for their own security and the security of others and to inform them about the prevention of crimes. Various programs inform students and employees about campus security procedures and practices and encourage everyone to be responsible for their own, and others' security.

Security and safety procedures are discussed with new students and staff at the beginning of term. This includes encouraging students to be alert to security situations and to assist the school in preventing crimes from occurring through awareness and communication.

Employees and students are informed about the prevention of crimes through written communication from school management, via campus postings, email distribution, or internet posting.

Building Security

The campus facilities are accessible to members of the campus community and visitors during normal business hours. Access during non-business hours must be coordinated through the administration. Exterior doors are locked and secured each evening by designated campus staff. The building is secured according to evening and weekend hour class times.

To preserve their safety our campus community:

- Do not prop doors open or allow strangers into campus buildings that have been secured.
- Do not lend keys to non-students and do not leave them unattended.
- Employees must adhere to policies stated in the Policies and Procedures Manual regarding unauthorized access to school facilities, theft of, or damage to, school property, or other criminal activity. In particular, rendering inoperable or abusing any fire prevention or detection equipment is prohibited. Violation of these policies may lead to disciplinary action, up to and including termination and the filing of charges with law enforcement authorities.
- All individuals entering the building, who are not current students or staff, must check in with the front desk receptionist.
- Security also is a consideration in maintaining campus facilities. For example, maintenance personnel regularly check to ensure pathways are well lighted and that lighting is working in hallways and entryways.

- Do not leave books or personal property unattended in the HAI campus. Personal items should not be visible in your car. Cars should be locked at all times and personal items placed out of sight in the trunk.
- The Healing Arts Institute does not maintain residential housing. Therefore, there are no policies regarding campus residences stated here.

Timely Warning Notice Policy

In the event that a situation arises that in the judgment of the Administration, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued by direct contact, by phone, by email or for weather related notices, by local media. Timely Warning will include a description of the offense, description of the suspects, and any additional information that pertains to the incident that will help ensure all members receiving the Warning will understand the incident and the threat.

Anyone with information warranting a timely warning should immediately report the circumstances to a campus security officer.

Emergency Response and Evacuation Procedures

A campus notification will be issued when the HAI Director and/or designated staff determine that a serious situation has arisen either on the HAI campus or in the immediate area of the campus and in their judgment poses an ongoing or continuing threat to the HAI campus community.

The Institute has an emergency management plan designed to ensure there is a timely and effective response in the event of a significant emergency or dangerous situation occurring on campus involving an immediate threat to the health or safety of members of the campus community. Such situations include, but are not limited to: tornadoes, bomb threats, chemical spills, disease outbreaks, or armed intruders. The Institute has communicated with local police requesting their cooperation in informing the Institute about situations reported to them that may warrant an emergency response.

This notification will be issued by designated staff who will directly contact and notify all members of the HAI campus community in all campus locations.

HAI Director and/or designated staff 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 HAI Director or designated staff will:

- Confirm that there is a significant emergency,
- Determine who to notify (911), Fort Collins Police Department’s non emergency number, Executive Director/Owner and/or other staff Members) and
- Determine the content of the notification, and initiate the notification system.

The HAI designated staff is comprised of HAI Directors, Staff and Instructors. Depending on the day and time each member is prepared to respond as the designated staff until a HAI Director is notified. Instructors that respond during weekend hours will contact the School Director. The HAI School Director or designated staff will act as contact for emergency responders and assist with coordinating media communication.

HAI will test emergency response and evacuation procedures on an annual basis. This test may or may not be announced. HAI will e-mail the results of the tests to all community members. This includes the date and time of test, description of exercise and whether it was announced and unannounced.

Building Lock-Downs

In the event of imminent danger if members of the campus community were to leave the safety of the facility they are in, the following procedures will be implemented:

- Campus security officials determining that there are precautionary reasons to order a lock-down will give the command via verbal and text phone messaging.
- Campus facilities staff will lock exterior entrances. Students and faculty are to remain in the classrooms. Staff should go to the most secured area designated during the campus security training. Students, faculty and staff in campus common areas should proceed to the nearest classroom. Each faculty member will make certain their classroom remains secure, with classroom doors closed and lights turned off.
- No one should allow access to the building once it has been secured, as this will compromise the safety of those inside.
- All individuals should stay away from doors and windows, stay quiet, and keep movement to a minimum.
- Building occupants are free to leave the location they were in ONLY when faculty, police and/or facilities staff has given the “all-clear” signal.

Building Evacuations

Some emergency situations require building occupants to exit the building to ensure their safety. In the event an evacuation is ordered, the following procedures will be followed:

- Students and staff should shut off any equipment they are working on and if possible, unplug electrical connections from outlets.
- Staff and students should proceed to the nearest exit, making sure they have collected their belongings, as they may not be allowed back into the building once it has been evacuated.
- Faculty/staff in each classroom will ensure that any individuals that need special assistance are aided in safely exiting the building.
- Faculty and staff will proceed with students to the outside assembly area, and shall account for all of the occupants of the classroom there.
- Staff and students should wait in the assembly area for further instructions from the campus security authorities.

Sex Offense Policy, Procedures and Programs

Consistent with the requirements of Title IX of the Education Amendments of 1972, HAI prohibits discrimination based on sex in its educational programs and activities, including sexual harassment and acts of sexual violence, as well as the offenses of dating violence, domestic violence and stalking. The Institute also prohibits any retaliation, intimidation, threats, coercion or any other discrimination against any individuals exercising their rights or responsibilities pursuant to this policy.

A full statement of the Institute's Title IX policy and the procedures for filing, investigating and resolving complaints for violations of that policy may be requested from the Title IX Coordinator 970-223-9741.

Of particular concern to Healing Arts Institute, are acts of sexual violence and the offenses of dating violence, domestic violence and stalking. The following discusses Healing Arts Institute's educational programs to promote the awareness of dating violence, domestic violence, stalking, rape, acquaintance rape and other forcible and non-forcible sex offenses; provides information concerning procedures students should follow if a sex offense occurs; and advises students of services available in the event they become a victim of a sex offense.

The Federal Bureau of Investigation's National Incident Reporting System of the Uniform Crime Report defines a sex offense in general as: *Any sexual act directed against another person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.*

Any student or employee who has an order of protection, no-contact order, restraining order or similar order issued by a civil, criminal or tribal court should bring it to the attention of Tasha Enright Title IX Coordinator and provide a copy of the order so that appropriate campus security authorities may be aware of its existence and help ensure its enforcement.

When a student or employee reports being a victim of any form of sexual assault, domestic violence, dating violence or stalking, whether on or off campus, that individual will be provided a written explanation of their rights and options.

Educational Programs to Promote Awareness of Sex Offenses

The Institute will provide primary prevention and awareness programs for new students and employees, as well as ongoing prevention and awareness campaigns:

- Student Orientation - Title IX: Sexual Misconduct and prevention.
- Massage 1 - Professional conduct and response to any sexual misconduct during a massage session.
- Annual training to include training and awareness of Domestic Violence, Stalking, Date Rape.
- Drug and Alcohol Abuse awareness and prevention programs.

It is in the process of developing these educational programs. This programming will cover, among other things, the following:

- The Institute's prohibition of sexual violence (including sexual assault), domestic violence, dating violence and stalking;
- Definitions of consent, domestic violence, dating violence, sexual assault, and stalking.
- Safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of sexual violence (including sexual assault), domestic violence, dating violence, or stalking against another person;
- Information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks; and
- The Institute's policy and procedures that will be utilized when there is a complaint of sexual violence (including sexual assault), domestic violence, dating violence, or stalking.

Definitions

The Clery Act requires educational programs to be based on the definitions of certain terms in the jurisdiction where the institution is located. For that purpose, the following definitions from Colorado law apply:

C.R.S. 18-3-401. Definitions As used in this part 4, unless the context otherwise requires:

- (1) "Actor" means the person accused of a sexual offense pursuant to this part 4.
- (1.5) "Consent" means cooperation in act or attitude pursuant to an exercise of free will and with knowledge of the nature of the act. A current or previous relationship shall not be sufficient to constitute consent under the provisions of this part 4. Submission under the influence of fear shall not constitute consent. Nothing in this definition shall be construed to affect the admissibility of evidence or the burden of proof in regard to the issue of consent under this part 4.
- (2) "Intimate parts" means the external genitalia or the perineum or the anus or the buttocks or the pubes or the breast of any person.
- (3) "Physically helpless" means unconscious, asleep, or otherwise unable to indicate willingness to act.
- (4) "Sexual contact" means the knowing touching of the victim's intimate parts by the actor, or of the actor's intimate parts by the victim, or the knowing touching of the clothing covering the immediate area of the victim's or actor's intimate parts if that sexual contact is for the purposes of sexual arousal, gratification, or abuse.
- (5) "Sexual intrusion" means any intrusion, however slight, by any object or any part of a person's body, except the mouth, tongue, or penis, into the genital or anal opening of another person's body if that sexual intrusion can reasonably be construed as being for the purposes of sexual arousal, gratification, or abuse.
- (6) "Sexual penetration" means sexual intercourse, cunnilingus, fellatio, analingus, or anal intercourse. Emission need not be proved as an element of any sexual penetration. Any penetration, however slight, is sufficient to complete the crime.
- (7) "Victim" means the person alleging to have been subjected to a criminal sexual assault.

C.R.S. 18-3-402. Sexual assault

- (1) Any actor who knowingly inflicts sexual intrusion or sexual penetration on a victim commits sexual assault if:
 - (a) The actor causes submission of the victim by means of sufficient consequence reasonably calculated to cause submission against the victim's will; or
 - (b) The actor knows that the victim is incapable of appraising the nature of the victim's conduct; or
 - (c) The actor knows that the victim submits erroneously, believing the actor to be the victim's spouse; or
 - (d) At the time of the commission of the act, the victim is less than fifteen years of age and the actor is at least four years older than the victim and is not the spouse of the victim; or
 - (h) The victim is physically helpless and the actor knows the victim is physically helpless and the victim has not consented.
- (2) Sexual assault is a class 4 felony, except as [otherwise] provided.
- (4) Sexual assault is a class 3 felony if it is attended by any one or more of the following circumstances:
 - (a) The actor causes submission of the victim through the actual application of physical force or physical violence; or
 - (b) The actor causes submission of the victim by threat of imminent death, serious bodily injury, extreme pain, or kidnapping, to be inflicted on anyone, and the victim believes that the actor has the present ability to execute these threats; or
 - (c) The actor causes submission of the victim by threatening to retaliate in the future against the victim, or any other person, and the victim reasonably believes that the actor will execute this threat. As used in this paragraph (c), "to retaliate" includes threats of kidnapping, death, serious bodily injury, or extreme pain; or
 - (d) The actor has substantially impaired the victim's power to appraise or control the victim's conduct by employing, without the victim's consent, any drug, intoxicant, or other means for the purpose of causing submission.
- (5) (a) Sexual assault is a class 2 felony if any one or more of the following circumstances exist:
 - (I) In the commission of the sexual assault, the actor is physically aided or abetted by one or more other persons; or
 - (II) The victim suffers serious bodily injury; or
 - (III) The actor is armed with a deadly weapon or an article used or fashioned in a manner to cause a

person to reasonably believe that the article is a deadly weapon or represents verbally or otherwise that the actor is armed with a deadly weapon and uses the deadly weapon, article, or representation to cause submission of the victim.

C.R.S. 18-3-404. Unlawful sexual contact

- (1) Any actor who knowingly subjects a victim to any sexual contact commits unlawful sexual contact if:
- (a) The actor knows that the victim does not consent; or
 - (b) The actor knows that the victim is incapable of appraising the nature of the victim's conduct; or
 - (c) The victim is physically helpless and the actor knows that the victim is physically helpless and the victim has not consented; or
 - (d) The actor has substantially impaired the victim's power to appraise or control the victim's conduct by employing, without the victim's consent, any drug, intoxicant, or other means for the purpose of causing submission; or
 - (e) Repealed.
- (2) (a) Unlawful sexual contact is a class 1 misdemeanor and is an extraordinary risk crime that is subject to the modified sentencing range.
- (b) Notwithstanding the provisions of paragraph (a) of this subsection (2), unlawful sexual contact is a class 4 felony if the actor compels the victim to submit by use of such force, intimidation, or threat

C.R.S 18-6-800.3. Domestic Violence - Definitions

As used in this part 8, unless the context otherwise requires:

(1) "Domestic violence" means an act or threatened act of violence upon a person with whom the actor is or has been involved in an intimate relationship. "Domestic violence" also includes any other crime against a person, or against property, including an animal, or any municipal ordinance violation against a person, or against property, including an animal, when used as a method of coercion, control, punishment, intimidation, or revenge directed against a person with whom the actor is or has been involved in an intimate relationship.

(2) "Intimate relationship" means a relationship between spouses, former spouses, past or present unmarried couples, or persons who are both the parents of the same child regardless of whether the persons have been married or have lived together at any time.

Dating Violence

While Colorado does not specifically define dating violence, Federal law defines it as violence committed by a person:

- Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - The length of the relationship.
 - The type of relationship.
 - The frequency of interaction between the persons involved in the relationship.

C.R.S. 18-3-602. Stalking

- (1) A person commits stalking if directly, or indirectly through another person, the person knowingly:
- (a) Makes a credible threat to another person and, in connection with the threat, repeatedly follows, approaches, contacts, or places under surveillance that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship; or
 - (b) Makes a credible threat to another person and, in connection with the threat, repeatedly makes any form of communication with that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship, regardless of whether a conversation ensues; or
 - (c) Repeatedly follows, approaches, contacts, places under surveillance, or makes any form of communication with another person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship in a manner that would cause a reasonable person to suffer serious emotional distress and does cause that person, a member of that person's immediate family, or someone with whom that person has or has had a continuing relationship to suffer serious emotional distress. For purposes of this paragraph (c), a victim need not show that he or she received professional treatment or counseling to show that he or she suffered serious emotional distress.
- (2) For the purposes of this part:
- (a) Conduct "in connection with" a credible threat means acts that further, advance, promote, or have a continuity of purpose, and may occur before, during, or after the credible threat.

(b) "Credible threat" means a threat, physical action, or repeated conduct that would cause a reasonable person to be in fear for the person's safety or the safety of his or her immediate family or of someone with whom the person has or has had a continuing relationship. The threat need not be directly expressed if the totality of the conduct would cause a reasonable person such fear.

(c) "Immediate family" includes the person's spouse and the person's parent, grandparent, sibling, or child.

(d) "Repeated" or "repeatedly" means on more than one occasion.

(3) A person who commits stalking:

(a) Commits a class 5 felony for a first offense except as otherwise provided in subsection (5) of this section; or

(b) Commits a class 4 felony for a second or subsequent offense, if the offense occurs within seven years after the date of a prior offense for which the person was convicted.

(4) Stalking is an extraordinary risk crime that is subject to the modified presumptive sentencing range....

(5) If, at the time of the offense, there was a temporary or permanent protection order, injunction, or condition of bond, probation, or parole or any other court order in effect against the person, prohibiting the behavior described in this section, the person commits a class 4 felony.

Risk Reduction and Bystander Intervention

The majority of sexual offenses that occur on campus are committed by people known by their victims, such as casual acquaintances. Often, these types of assaults are not reported to police or campus authorities because people don't think this unwanted sexual contact constitutes sexual assault because they know the assailant. These individuals are able to continue to exploit people by manipulating that trust. By reporting these incidents, you will significantly decrease the likelihood that this individual can subject another person to this type of victimization.

The following risk reduction information is intended to help mitigate the likelihood of perpetration, victimization or bystander inaction as it relates to sexual activity. If you find yourself in an uncomfortable sexual situation, these suggestions may help you reduce your risk:

- Make your limits known before going too far.
- You can withdraw consent to sexual activity at any time. Do not be afraid to tell a sexual aggressor "NO" clearly and loudly.
- Try to remove yourself from the physical presence of a sexual aggressor. Be direct as possible about wanting to leave the environment.
- Ask a bystander for help.
- Be responsible about your alcohol and/or drug use. Alcohol and drugs can lower your sexual inhibitions and may make you vulnerable to someone who views an intoxicated/high person as a sexual opportunity.
- Attend large parties with friends you trust. Watch out for your friends and ask that they watch out for you.
- Be aware of someone trying to slip you an incapacitating "rape drug". If you feel incapacitated ask for help.

Individuals are encouraged to take safe and positive steps to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault or stalking against another person. This includes reporting such incidents to appropriate authorities. Other things to think about include:

- Look out for those around you.
- Realize that it is important to intervene to help others.
- Treat everyone respectfully. Do not be hostile or antagonist.
- Be confident when intervening.
- Communicate directly and clearly
- Recruit help from others if necessary.
- Be honest and direct.
- Keep yourself safe.
- Make a scene if confronted
- Trust your instincts
- If things get out of hand, don't hesitate to contact the police

Procedures to follow if you are a Victim of a Sex Offense

If you are a victim of a sexual assault, go to a safe place and call 911. You should also contact the Institute's Title IX Coordinator Tasha Enright 970-223-9741. The victim may also contact local law enforcement authorities and, if requested by the victim, the Institute will assist the victim in notifying such authorities of the assault. The victim, however, may also decline to notify law enforcement of the assault.

If you are the victim of sexual violence, domestic violence, dating violence, or stalking, do not blame yourself. These crimes are never the victim's fault. Institute recommends that you immediately go to the emergency room of a local hospital and contact local law enforcement, in addition to making a prompt complaint under this policy.

If you are the victim of sexual violence, domestic violence, or dating violence, do everything possible to preserve evidence by making certain that the crime scene is not disturbed. Preservation of evidence may be necessary for proof of the crime or in obtaining a protection order. Victims of sexual violence, domestic violence, or dating violence should not bathe, urinate, douche, brush teeth, or drink liquids until after they are examined and, if necessary, a rape examination is completed. Clothes should not be changed. When necessary, seek immediate medical attention at an area hospital and take a full change of clothing, including shoes, for use after a medical examination.

It is also important to take steps to preserve evidence in cases of stalking, to the extent such evidence exists. In cases of stalking, evidence is more likely to be in the form of letters, emails, text messages, etc. rather than evidence of physical contact and violence.

Available Victim Services

The Institute will inform victims in writing about existing counseling, health, mental health, victim advocacy, legal assistance and other services available for victims. There are no such services available on campus, but the following off-campus services are available:

COUNSELING & VICTIM ASSISTANCE

Fort Collins Victims Service Center

(970) 224-6089

SAVA (Sexual Assault Victim Advocate) of Ft. Collins

www.savacenter.org

(970)-472-4200

ALTERNATIVES TO VIOLENCE

www.alternativestoviolence.org

(970)-669-5150

RAINN - Rape, Abuse & Incest National Network

www.rainn.org

1-800-656-HOPE

Victims of alleged sexual assaults will also be informed in writing about options and available assistance in changing academic, transportation and working situations. The Institute will make such changes if requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to a campus security authority or to local law enforcement.

Procedures for Disciplinary Action

Allegations of sex offenses will be processed through the Institute's disciplinary system.

The disciplinary proceeding shall provide for a prompt, fair and impartial investigation and resolution of the alleged offense. It will be conducted by officials who receive annual training on the issues related to various sex offenses and on how to conduct an investigation and hearing that protects the safety of victims and promotes accountability.

During the conduct of such a proceeding, both the victim and individual accused of sexual assault are entitled to:

- Timely notice of meetings at which one or the other or both may be present;
- Timely access to information that will be used after the fact-finding investigation but during any informal and formal disciplinary meeting or hearing;
- The same opportunities to have others present, including the opportunity to be accompanied to any related meeting or proceeding by an advisor and/or support person of their choice;
- Have the outcome determined by the Executive Director or if designated, a majority vote of an impartial panel using a preponderance-of-the-evidence standard based on the totality of the evidence presented; and
- Be notified simultaneously in writing of the outcome of the proceeding, the procedures to appeal the results, any change in results prior to becoming final, and when the results become final.

Possible Sanctions for Sexual Assault Allegations

Following a final determination in the Institute's disciplinary proceeding that a sex offense has been committed, the Institute may impose a range of penalties depending on the mitigating and aggravating circumstances involved. They include, but are not limited to assessment of financial penalties, mandated educational programming, suspension, probation or termination/expulsion. In addition, the Institute may impose protective measures to ensure the safety of the victim.

Victims to Receive Written Notification of Rights:

When a student or employee reports to the Institute that he or she has been a victim of domestic violence, dating violence, sexual assault, stalking, or other sexual misconduct under the Institute's Title IX Policy, whether the offense occurred on or off campus, the Institute will provide the student or employee a written explanation of his or her rights and options containing the information described in the previous sections.

Retaliation Prohibited

The Institute prohibits any form of retaliation, intimidation, threat, coercion or other form of discrimination against any individual exercising his or her rights or responsibilities under this policy or its procedures or any other provision of the Clery Act.

Protection of Confidentiality

The Institute will use its best efforts to maintain the confidentiality of victims, including the confidentiality of accommodations or protective measures to the extent that maintaining confidentiality will not impair the ability of the Institute to provide them. In particular, public available recordkeeping will be accomplished without the inclusion of identifying information about the victim to the extent permissible by law. Information concerning any remedial and/or disciplinary measures is disclosed in a manner consistent with Title IX, the Family Educational Rights and Privacy Act (FERPA), and the Clery Act, as explained by the April 4, 2011 Dear Colleague Letter issued by the U.S. Department of Education, available at:

<http://www2.ed.gov/about/offices/list/ocr/letters/colleague-201104.pdf>

Sex Offender Registration Program

The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to advise members of the campus community where they can obtain information provided by the state concerning registered sex offenders. It also requires sex offenders to provide notice of each institution of higher education in the state at which the persons is employed or enrolled or carrying on a vocation.

To obtain information on local information on registered Fort Collins sex offenders, go to the following web site:

<http://www.city-data.com/so/so-Fort-Collins-Colorado.html>

The Colorado Bureau of Investigation maintains a general registry of sex offender information, which may be accessed at the following link: <https://www.colorado.gov/apps/cdps/sor/>.

Drug and Alcohol Policy

HAI, as a recipient of federal funds, is subject to the Drug-Free Schools and Communities Act, which requires the implementation of a program to prevent the use and abuse of alcohol and illegal drugs by students, faculty, and staff.

It is the policy of Healing Arts Institute to provide a positive environment that is conducive to learning and that promotes pride, respect, and teamwork. Alcohol and drug use negatively impact the ability of the campus community to meet these objectives. Therefore, Healing Arts Institute explicitly prohibits the use, sale, dispensing, possession or manufacture of alcohol or any controlled substance on school premises or while conducting school business or at a school activity off its premises. This prohibition applies to all employees and students, and also covers the improper use of all legal or prescription drugs that impair one's ability to perform safely and properly.

The Institute also enforces federal, state and local laws regarding the use, sale, distribution, or manufacture of alcohol or any controlled substance, including the laws relating to underage drinking. Violators are subject to Institute disciplinary action as well as criminal prosecution that can lead to fines or imprisonment. Violations of federal drug laws could also result in the loss of financial aid.

Detailed information about the physical effects of alcohol and drugs, penalties for convictions, and substance abuse prevention education programs, is available in HAI Administrative office.

Crime Statistics

The Clery Act requires institutions of higher education to disclose crime statistics covering the previous three years on four general categories of crimes. The first category is primary criminal offenses (murder and non-negligent manslaughter, negligent manslaughter, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson); the second category is hate crimes (any of the previous offenses and any incidents of larceny-theft, simple assault, intimidation or destruction/damage/vandalism of property that were motivated by bias); the third category encompasses the crimes of dating violence, domestic violence, and stalking, the fourth category includes arrests and referrals for disciplinary action for weapons, drug and liquor law violations.

The definitions of these offenses follow FBI guidelines or statutory definitions and are as follows:

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

Negligent manslaughter: The killing of another person through gross negligence.

Sex offenses--forcible: Any sexual act directed against another person, 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.

Examples of forcible sex offenses include:

- *Forcible Rape:* The carnal knowledge of a person, 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 temporary or permanent mental or physical incapacity (or because of his/her youth).
- *Forcible Sodomy:* Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly 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 or physical incapacity.
- *Sexual Assault with an Object:* The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, 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 or physical incapacity.
- *Forcible 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.

Sex offenses—non-forcible: unlawful, non-forcible sexual intercourse. Only two types of offenses are included in this definition:

- *Incest:* Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- *Statutory Rape:* Non-forcible sexual intercourse with a person who is under the statutory age of consent.

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

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

Burglary: The unlawful entry of a structure to commit a felony or a theft.

Motor vehicle theft: The theft or attempted theft of a motor vehicle.

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

Domestic violence: Violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic violence law, or anyone else protected under domestic or family violence law.

Dating violence: Violence by a person who has been in a romantic or intimate relationship with the victim.

Whether there was such a relationship will be gauged by its length, type and frequency of interaction.

Stalking: A course of conduct directed at a specific person that would cause a reasonable person to fear for her, his or others' safety, or to suffer substantial emotional distress. For purposes of this crime, the following additional definitions apply:

- "Course of conduct" means two or more 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.

Hate crimes involve those crimes motivated by the following biases: race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, and disability. As noted, hate crimes include those defined above that were motivated by one or more of these biases. They also include a second category as follows:

Larceny-theft: The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

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

Intimidation: Unlawfully placing 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.

Destruction/damage/vandalism of property: Willfully or maliciously destroying, damaging, defacing, or otherwise injuring real or personal property without the consent of the owner or the person having custody or control of it.

The third category of crime statistics disclosed related to arrests and referrals for disciplinary action for violations of law relating to weapons, drugs or liquor. For this purpose, the following definitions apply:

Arrest: A person processed by arrest, citation or summons.

Referral for disciplinary action: The referral of any person to any official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

CLERY CAMPUS CRIME STATISTICS

The following statistics include those from Fort Collins Police for the contiguous areas of HAI.

Criminal Offense – On Campus	2014	2015	2016
Murder/Non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Aggravated assault	0	0	0
Criminal Offenses - Non-campus HAI does not have any Non-campus facilities or campus residences.			
Criminal Offenses - Public Property - includes streets and sidewalks that are immediately adjacent to and accessible from the campus.			
Murder/Non-negligent manslaughter	0	0	0

Negligent manslaughter	0	0	0
Forcible sex offenses			
Rape	0	0	0
Fondling	0	0	0
Non-forcible sex offenses			
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Burglary	0	0	0
Motor vehicle theft	0	0	0
Arson	0	0	0
Aggravated assault	0	0	0
Hate Crimes - On-campus and Public Property			
Murder/Non-negligent manslaughter	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
Simple Assault	0	0	0
Larceny-theft	0	0	0
Intimidation	0	0	0
Destruction of Property/Vandalism	0	0	0
Hate Offenses - Non-campus HAI does not have any Non-campus facilities or campus residences			

VAWA Offenses - On-campus and Public Property			
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Arrests - On-campus and Public Property			
Liquor law violations	0	0	0
Drug law violations	0	0	0
Illegal weapons possessions	0	0	0
Arrests - Non-campus HAI does not have any Non-campus facilities or campus residences.			
Disciplinary Actions - On Campus and Public Property			
Liquor law violations	0	0	0
Drug law violations	0	0	0
Illegal weapons possessions	0	0	0
Disciplinary Actions- Non-campus HAI does not have any Non-campus facilities or campus residences.			

Unfounded Crimes - On-campus and Public Property			
Total Unfounded Crimes	0	0	0

RESOURCE PHONE NUMBERS & CONTACT INFORMATION

EMERGENCY CALLS: DIAL 911

POLICE

Fort Collins (non-emergency) (970) 221-6540

FIRE

Fort Collins Fire (970) 221-6570

HEALTH CARE

Poudre Valley Hospital (970) 495-7000

Family Medicine Center (970) 207-4857

COUNSELING & VICTIM ASSISTANCE

Fort Collins Victims Service Center (970) 224-6089

SAVA (Sexual Assault Victim Advocate) of Ft. Collins (970)-472-4200

www.savacenter.org

Alternatives to Violence (970)-669-5150

www.alternativestoviolenace.org

HEALTH INFORMATION / CONFIDENTIAL EVALUATION AND COUNSELING

LARIMER COUNTY MENTAL HEALTH (970) 494-4300

www.touchstonehealthpartners.org

ALCOHOL AND DRUG ABUSE COUNSELING

Turning Point Center For Youth/Family (970) 567-6461

www.turningpnt.org

REPORTING HAZARDS

911

AMERICAN RED CROSS

(970) 226-5728

www.redcross.org

CENTERS FOR DISEASE CONTROL

1-888-232-6348

www.cdc.gov

COLORADO DEPARTMENT OF PUBLIC HEALTH AND ENVIRONMENT

(303) 692-2000

www.cdph.e.state.co.us

COLORADO DEPARTMENT OF PUBLIC SAFETY

(303) 239-4400

<http://cdpsweb.state.co.us/>

COLORADO OFFICE OF EMERGENCY MANAGEMENT

(970)-416-2878

migavin@poudre-fire.org

FEDERAL EMERGENCY MANAGEMENT AGENCY

(303) 235-4800

www.fema.gov

NATIONAL WEATHER SERVICE

www.weather.gov

CAMPUS MAP

Healing Arts Institute Campus
4007 Automation Way
Fort Collins, CO 80525

