Annual Security Report
2015
The mission of Vista College is to provide high quality, specialized career preparation or enhancement to meet and cope with technological changes resulting in employment and career success.

The Annual Security Report (ASR) in conjunction with the Health, Safety, and Security Policy of Vista College and Computer Career Center, a Division of Vista College (“Vista College” or “the College”) is designed to provide an environment that insures safety and injury/illness prevention is maintained. A copy of ASR is made available to all students and can be found on the College’s website, www.vistacollege.edu.

Compliance with the following policy and all items contained therein is mandatory for all students of Vista College and Computer Career Center, a Division of Vista College. The authorization and responsibility for enforcement has been given primarily to the Vice President of Human Resources in conjunction with the Vice President of Compliance of the parent organization, Education Futures Group. The Campus Directors/Campus Security Authorities at each location share in this responsibility as well.

POLICY

It is Vista College policy that accident prevention be a prime concern of all students. This includes the safety and well-being of our employees, students, subcontractors, and customers, as well as the prevention of wasteful, inefficient operations, and damage to property and equipment.

CAMPUSS VISITORS

Vista College is part of the local community, as such, is open to the public. Academic and administrative buildings are open to the public at a minimum during normal business hours, and often into the evening hours for night classes and activities. Access to facilities is managed in a variety of ways, according to use, size and other factors. A security guard may be available during business hours. The security guard has the authority to act on behalf of the institution to ask for identification and to determine whether individuals have lawful business at the institution. The security guard does not have arrest authority. The local police will be notified if criminal incidents occur.

It is the policy that ALL non-employee visitors must report to the front desk, sign the visitor sign in sheet, and obtain a visitors badge. Visitors MUST be accompanied by an employee at all times and are not permitted to explore the campus unattended.

Vista College’s policy states that no child under the age of 17 may be on the campus unless they are under the constant supervision of an adult. Under no circumstances will a student be allowed to bring children to the campus while the student is attending a regular scheduled class.

EMERGENCY POLICIES AND PROCEDURES

General Guidelines:

In an emergency, the following general guidelines should be observed:

• Stay calm
• Call 911 in matters of life and death or if you are uncertain about the severity of a situation
• The Campus Director should be contacted about all safety issues
• Incident Report Form should be completed and filed with the Campus Director or Safety Coordinator

Each classroom and lounge area in the school has a fire evacuation route posted for easy view by staff and students. Periodic fire drills are conducted and documentation of the drill placed on file in the Campus Director's office. All faculty and staff are made aware of emergency procedures at orientation or in the staff meetings to ensure all safety precautions have been met. Additionally, the College offers continuous training on emergency procedures and evacuation, workplace safety, and fire prevention.

To maintain safety and security, all visitors are required to sign in at the front desk. Only students, registered visitors and authorized personnel are allowed past the reception area.

Medical emergencies:

1. Contact a school employee for assistance.
2. If critical to life, call 911 and request an ambulance.
3. Stay with the person until help arrives.
4. Try to obtain the name and address of the injured/ill party and emergency phone number of someone to call.
5. If ambulance is called, give information to attendant.
6. Keep crowds away from injured/ill.
7. Make an incident report with the Campus Director at your earliest convenience.

Fire/explosion:
In the event of a fire or other emergency, notify a school employee. ALL employees and students shall evacuate immediately. Employees and students shall evacuate by means of the nearest available exit and gather at a designated meeting point.

No one will be allowed to return to the campus facility until instructed by the Campus Director or Safety Coordinator. After an emergency evacuation, employees must report to the campus director for accounting. Students will be accounted for by their appropriate instructor and/or program chair.

Portable fire extinguishers are provided in the workplace for employee use. In the event of a fire, any employee may use an extinguisher to attempt to extinguish the fire before evacuating.

In the event of an emergency, the campus director and/or departmental directors are to remain in the workplace to shut down or monitor critical operations before they evacuate. No employees are assigned to perform medical or rescue duties during emergency evacuation situations.

If you are not able to leave the building, observe the following survival rules:
- Use towels or clothing to block openings around doors or vents where smoke might enter. If available, put a wet cloth over your mouth or nose
- Place a signal in the window. The signal can be anything that will call attention to your location. For instance, slant the blinds erratically
- If smoke or fire enters your area, call 911 to report your location. Stay low to the floor to breathe the best air
- It is advisable not to open or break windows. Often smoke from the outside of the building can enter through open windows. Breaking windows will put you at great risk to smoke entering from the outside, and will hamper rescue efforts

Facility-Related Emergency
Report all hazardous conditions such as gas leaks, broken pipes, power failures, mechanical failures, chemical spills to any College employee.

Criminal Activity
1. Contact the Campus Director or any College employee, if unavailable, call 911. If non-emergency, call the local police.
2. Describe incident, give location and number of persons involved.
3. Fill out incident report located in the Campus Director’s office.
4. If victimized, go immediately to the Campus Director and complete an incident form.
5. The College assumes no responsibility for personal property brought onto the campus. If you do bring personal property on campus, you are encouraged to obtain personal insurance for loss or damage of such property.

BASIC SAFETY TIPS FOR PERSONAL PROTECTION
From the moment you walk on campus to graduation day, you should always be smart and be safe with yourself and with your possessions. During orientation (new student or new employee), the College reviews its campus security procedures and practices including emergency evacuation. Vista College strongly encourages students to protect themselves and their belongings at all times while in class. We encourage students to be aware of their surroundings and of their responsibility for their own security and the security of others. During orientation, general procedures are discussed regarding visitors, hours of operation, campus safety, and student access to the institution. Vista College does not have off-campus student organizations.

These are some safety tips that you should follow while on campus or anywhere you will be.
1. Share your class/activities schedule with parents and a network of close friends, effectively creating a type of “buddy” system. Give network telephone numbers to your parents, advisors, and friends.
2. Stick to well-lighted and busy areas.
3. Know your neighborhood and campus; find out which buildings are open late (or early) and where you can go to summon help if needed.
4. Keep your car in good running condition. Make sure there’s enough gas to get where you’re going and back.
5. Have your keys ready before getting into your vehicle. Lock the doors immediately upon entering your vehicle.
6. Always roll up the windows and lock car doors, even if you’re coming right back. Check inside and out before getting inside.
7. Avoid parking in isolated areas. Be especially alert in parking lots. Park in well-lit areas.
8. If you think someone is following you, drive to the nearest police or fire station, gas station or other open business for help.
9. Never leave your credit cards or other important papers in your vehicle. Never leave any objects in plain view. Remember to place valuables left in your vehicle under your seat, in your trunk, or somewhere else out of sight. Leaving valuables in plain sight invites someone to break in.

10. Do not mark your key chain with your name, address, or license number. Lost keys can lead someone to your vehicle or your home.

**BASIC SAFETY RULES**

1. Walk, keep right in the hallways.
2. Scooters, skateboards, and rollerblades are to be used outside only.
3. Do not climb on desks or other furniture.
4. Vehicles must yield to pedestrians in the parking lots.
5. Treat all school property with care and respect.
6. Report safety hazards to school employees.
7. Respect others personal space.
8. No roughhousing.

**ENFORCEMENT OF SAFETY POLICY**

Safety violation warnings shall be issued to any employee, student, subcontractor, or anyone on the company premises violating the safety rules or regulations by the Campus Director. Any violation of safety rules may result in disciplinary action.

It is understood that Vista College is not restricting itself to the above rules and regulations. Additional rules and regulations as dictated by the campus leadership will be issued and posted as needed.

**REPORTING OF INJURIES**

All students will be held accountable for reporting to an employee immediately after an injury occurs, even if medical treatment is not required. (Notice must be made at or near the time of the injury and on the same day of the injury.) A casual mentioning of the injury will not be sufficient. Students must inform their instructor and/or Director of Education of the following:

A. How they think they hurt themselves
B. What they were doing at the time
C. Who they were working with at the time
D. When and where it happened
E. Other pertinent information that will aid in the investigation of the incident

**REPORTING OF CRIMES**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), originally known as the Campus Security Act, requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Campuses are not permitted to take retaliatory action against anyone with respect to the implementation of any provision of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

It is the policy of Vista College and Computer Career Center, a Division of Vista College that all crimes, suspicious circumstances, or conditions that pose a threat to the safety and security of faculty, students, or guests of the College be reported to the Campus Director immediately. A security guard may be available during business hours. The security guard has the authority to act on behalf of the institution to ask for identification and to determine whether individuals have lawful business at the institution. The security guard does not have arrest authority. The local police will be notified if criminal incidents occur.

While Vista College and Computer Career Center, a Division of Vista College strongly encourages the reporting of all crimes, it is understood that the welfare and choice of the victim of crimes comes first. It is a policy and/or practice of the College to inform victims and witnesses to report crime on a voluntary confidential basis for inclusion in the College’s annual crime report when the College deems it appropriate.

Students and employees should promptly report all criminal actions and emergencies occurring on or around the College to the Campus Director either in person or by contacting the school. Upon notification, the College will respond and investigate the scene if applicable, conduct an investigation into the alleged incident, restore and maintain peace and order, and take appropriate action within the scope of their duties.

The College will report all serious on-campus crimes to the local police department and provide records of all pertinent information to assist in the investigation. All students and employees are encouraged to lend their support, both in reporting of crimes, suspicious circumstances, or fires, and by practicing preventive measures to reduce crime and promote safety.
Vista College recognizes the danger sex offenders pose to student safety. Therefore, to protect students while they travel to and from school, attend school, or participate in school-related activities, the Campus Director and/or Campus Security Authority shall post the Texas Department of Public Safety and New Mexico Department of Public Safety website on sex offenders to inform students how to obtain information and request notification about registered sex offenders in accordance with the procedure established by the state of Texas. The information shall be used to screen current or prospective employees or otherwise for the protection of the student body. The Campus Director or Campus Security Authority shall distribute regulations designed to ensure that this information is provided to the appropriate employees and is used only in accordance with the law.

Vista College recognizes that it is the responsibility of local law enforcement officials to notify the community of potential public danger. Therefore, Vista College does not disseminate sex offender registry information to students. However, Vista College will work closely with local law enforcement officials to determine when and under what circumstances local law enforcement officials will notify the community about the presence of a registered sex offender. Sex offender registry information may be used for: (1) the administration of criminal justice, (2) for the screening of current or prospective employees or volunteers or (3) otherwise for the protection of the public in general and children in particular. Unauthorized use of sex offender registry information with the intent to harass or intimidate another is a Class 1 misdemeanor and may subject the person using such information to criminal prosecution. Any employee using sex offender registry information in an unauthorized manner will be subject to discipline up to and including termination. Students, faculty and personnel may request information from the Department of Public Safety regarding convicted sex crime offenders. The website is located at http://records.txdps.state.tx.us/ (Texas) or www.nmsexoffender.dps.state.nm.us (New Mexico): The official Internet source of public record information for criminal convictions, deferred adjudications, and sex offender registrations.

CRIME STATISTICS COLLECTION AND COMPILATION
In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act – Public Law 105-244 Section 668.41(b) & (c); 668.46 (c)(1)-(4)(f), Vista College and Computer Career Center, a Division of Vista College annually provides to students and employees of the college, information relating to crime statistics and security measures. This information is also provided to any prospective student and employee upon request. Campus Directors requests data from their local police department in compiling the Annual Security Report.

For the purpose of collecting and reporting of campus crime statistics in accordance with the Clery Act, and indicated herein, all alleged on-campus crimes reported to law enforcement are included in the Campus Crime Statistics Report. In addition, any alleged crime reported to the Campus Director or Campus Security Authority will also be included in the campus crime report. The campus crime report follows UCR (uniform crime reporting) standards and definitions of crime. NOTE: A formal police report need not be made for crime incidents to be included in the annual report.

A copy of the annual crime statistics can be found at http://www.vistacollege.edu/campus-safety/ for each respective campus.

Amarillo

Beaumont

College Station

El Paso

Killeen

Las Cruces

Longview

Lubbock

Timely Warnings
In compliance with the Clery Act, colleges are required to make timely warnings to the campus community of incidents reported to the police departments or the campus director as having occurred on campus that pose a threat to the students, staff and guests. Attempts are made to obtain information from off-campus locations when possible.

It is the policy of Vista College to provide all constituents, including the public, with timely and accurate information regarding any emergency situation that occurs on or around the campus. Rapid and timely communication of information to the college public during emergency situations is critical. In addition, accurate and timely communication from both staff and students to incident response personnel is required for adequate response to emergency incidents.

Annual testing of emergency and evacuation procedures will be conducted to ensure that all necessary parties are notified as intended. These annual test will be fully documented, describing the exercise, time, date and whether the test was announced or unannounced. The effectiveness of this alert system depends to a large extent on the validity and accuracy of the emergency contact information on file. The institution encourages students, faculty and staff to ensure that their contact information is continuously up to date.

Timely warnings will be issued in response to certain crimes. Examples of these crimes are, but not limited to, robbery, burglary, arson, sex offenses and murder. Any threat to the health or safety of employees or students will be followed by immediate notification. We will use our best judgment in confirming an emergency or dangerous situation, determining the necessary content of the notification, and without delay, initiate the notification system described below. Notification will be initiated only if it is determined that notification will not compromise the safety of or the ability to assist a victim or respond to an emergency. Timely warnings of these crimes will be distributed to the entire campus. It is the responsibility of the Campus Director or the Campus Security Administrator to issue timely warnings. A crisis situation or state of emergency can be declared by the Campus Director, or his or her designee.

Emergency notification can include any significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees on the campus. These can overlap with timely warnings in certain situation, yet they include other threats not covered by those crimes. This declaration will result from some form of notification or indication of an emergency or possible emergency situation. When such a state is declared, campus access will be limited to faculty and staff, registered students, pre-authorized contract services, and emergency personnel, including law enforcement and fire department officials. Notifications can come from various sources within and external to the campus such as campus personnel, commercial radio or television, NOAA/National Weather Service radio, building smoke detection or sprinkler system, emergency siren, web/internet, private citizens, or the local police or fire department. Special security bulletins will be distributed if a need arises to advise students, faculty, and staff of community crime patterns and suspect information. Several sources should be monitored to assist in determining when emergency situations exist since no one system can cover all circumstances.

Certain emergencies or situations could require that the larger community be notified as well. This notification will be distributed by various means to the area of the community that could be affected. The same care and procedures will be followed as those stated above for the campus community.

Crime Log
The campus maintains a crime log that records, by the date the crime was reported, any crime that occurred on campus, on a non-campus building or property, on public property, or property that is easily accessible from the campus.

The campus must make an entry or an addition to an entry to the crime log within two business days of the report of the information to the campus director, unless that disclosure is prohibited by law or would jeopardize the confidentiality of the victim.

Crime Definitions

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

**Negligent Manslaughter:** The killing of a person through gross negligence. Gross negligence is the intentional failure to perform a manifest duty in reckless disregard of the consequences as affecting the life or property of another.

**Sex Offense**

**Forcible**
Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against that person's will where the victim is incapable of giving consent (includes forcible rape, forcible sodomy, sexual assault with an object, and forcible fondling).

**Sex Offense Non-Forcible**
Unlawful, non-forcible sexual intercourse (includes incest or statutory rape)

**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. This offense is usually 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 and probably would result in serious personal injury if the crime were successfully committed)

**Burglary:** The unlawful entry of a structure to commit a felony or theft
**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 joyriding)

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

**Hate Crimes**
A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender’s bias. Bias is a preformed negative opinion of attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation, or ethnicity/national origin.

Categories of bias included in the annual statistical disclosure are:
- **Race**- A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).
- **Gender**- A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
- **Religion**- A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).
- **Sexual orientation**- A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).
- **Ethnicity**- A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).
- **Disability**- A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.
- **Gender Identity**- A preformed negative opinion or attitude toward group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender nonconforming individuals.

For purposes of the annual statistical disclosure, hate crimes include any Clery-reportable offense (listed above) and the following additional offenses:
- **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**- The unlawful physical attack by one person upon another where neither the offender displays a weapon, not 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.
- **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 over it.
- **Other Crimes Involving Bodily Injury.**

**POLICY REGARDING SEXUAL VIOLENCE, STALKING, DOMESTIC VIOLENCE, DATING VIOLENCE, AND SEXUAL HARASSMENT**
Sexual violence, stalking, domestic violence, dating violence, sexual harassment are criminal offenses that are inconsistent with the mission and values of Vista College. Such offenses are prohibited and will not be tolerated in any manner, any setting related to the College, or by any individual(s) associated with the College in any way. Vista College is fully committed to maintaining a respectful, healthy, and safe environment for all members of the campus community and its constituents.

**Definitions**
Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. Sexual violence includes rape, sexual assault, sexual battery and sexual coercion. Sexual violence is considered a form of sexual harassment, and is therefore a form of sex discrimination.

Stalking is engaging in a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress. Conduct that would be defined as stalking may include any actions directed to another person whether done directly, indirectly, through others, via electronic or other devices.

Domestic violence is felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic family violence laws of the state, or by any other person against an
adult or youth victim who is protected from that person’s acts under state domestic or family law. Domestic violence includes intimidation, harassment, physical abuse, or interference with personal liberty.

Dating violence is violence including intimidation, harassment, physical abuse, or interference with personal liberty 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 the relationship shall be determined based on consideration of the following factors: a) the length of the relationship; b) the type of relationship; and c) the frequency of interaction between the persons involved in the relationship.

Sexual harassment is any unwelcome conduct of a sexual nature, which includes, but is not limited to, unwelcome sexual advances; the use or threatened use of sexual favors as a basis for academic or employment decisions; conduct that creates a hostile, intimidating or offensive academic or working environment; conduct that has the effect of unreasonably interfering with an individual’s academic or work performance; and other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive to limit a person’s ability to participate in or benefit from an educational program or activity.

Procedures
Being a victim of any of the crimes addressed in this document is traumatic and all victims will respond differently. However, all victims have the same options and rights afforded to them. Below is an explanation of various procedures associated with these options.

**Initial Procedural Information forVictims**

- Any person who has been a victim of a sex offense is encouraged to seek prompt medical attention regardless of whether or not the decision has been made to report the crime to the police.
- Medical attention will help ensure that any injuries and/or diseases are identified and treated.
- Medical attention allows for evidence collection at the individual’s request, which is extremely important should the individual decide at any point, immediately or later, to pursue criminal prosecution, civil action, or a protective order.
- In order to preserve evidence, victims should avoid the following:
  - Bathing
  - Douching
  - Urinating
  - Drinking any liquids
  - Smoking, eating, or brushing teeth if oral contact occurred
  - Changing clothes. However, if clothes are changed, place the clothes you were wearing at the time of the assault in a paper bag.

If evidence is collected, there is a special rape protocol that will be followed which entails swabs in and around the mouth, vagina, and anus; combing of pubic hair; collecting clothing; collecting samples of blood, hair, and saliva.

**Reporting Procedures**
All victims of sex offenses, domestic or dating violence, and stalking have several options for initiating a report or complaint. The options are listed below and the individual may choose to implement one of these options or any combination of these options, including all. Individuals representing any one of the on-campus options below will be able to provide victims with information about and assistance contacting the other options.

**Reporting to Police**
Directly to local law enforcement in the jurisdiction where the crime took place.
List of law enforcement across New Mexico: [http://www.usacops.com/nm/](http://www.usacops.com/nm/)

**Reporting to Campus Entities/Departments**
Vista College Corporate Office
- 972-707-8569
- In Touch Hotline 877-241-0084 (confidential and anonymous)
Campus Director or Campus Security Administrator

All Vista College employees, especially those considered Campus Security Authorities (Campus Directors) by Campus Security Act, but excluding those with confidentiality privilege, are obligated and expected to report any of the crimes addressed in this report of which they become aware to VP of Human Resources.

Reporting does not require the filing of criminal charges by the victim. A report allows the College to provide support to the victim and assess the level of risk to the safety of the campus. Once a report is made the College may have an obligation to investigate and/or take action.
Disciplinary Action and Sanctions
If the accused is a Vista College student, victims are encouraged to file a complaint with their Campus Director or Education Futures Group as outlined in School Catalog. If the accused is a Vista College employee, victims are encouraged to file a complaint with Human Resources. Individuals are not required to file a police report or pursue criminal charges in order to pursue a complaint with the Campus Director, Education Futures Group or Human Resources.

The published Student Code of Conduct and the College Employee Policy are both designed to provide a prompt, fair, and impartial investigation and resolution. During any disciplinary proceedings the accuser and accused are entitled to the same opportunity to have others present, including the opportunity to be accompanied to any related meetings or proceedings by any advisor of their choice. Additionally, both the accuser and the accused will simultaneously be informed in writing of the outcome of the disciplinary proceeding; the procedures for the accused and the victim to appeal the results; any change in the results that occurs prior to the time results become final; and when the results become final.

Sanctions for students found responsible for committing the violation charged include but are not limited to restricted access to campus activities and organizations, suspension, and expulsion. The final level of sanctions imposed will be consistent with the severity of the violation and the accused’s past violations of the code of conduct. Similarly, sanctions for employees found responsible for violating College’s policy include but are not limited to letter of reprimand, suspension, and termination.

Victim Rights & Vista College Responsibilities
Once it has come to the attention of the College that a violation of the Student Code of Conduct or Employee Policy related to sexual assault, domestic or dating violence, or stalking has occurred specific efforts are made to support the health, safety, and well-being of both the victim and the Vista College community as a whole. In addition to the information provided in this document, students or employees who report that they have been a victim of any of the aforementioned crimes will be provided with a written explanation of all of their rights and options as well as resources. All of the rights and responsibilities described below are implemented regardless of whether the victim chooses to file criminal charges with law enforcement or pursue a formal complaint through the Student Grievances Procedures or Employee Policy.

Protective Measures
Vista College will use good faith efforts to protect the alleged victim from any hostile environment at the school and any subsequent harassment or retaliation. Such efforts may occur prior to the outcome of the investigation and may include:
1. Reporting any subsequent harassment or retaliation to the Campus Director or
2. Providing an escort to ensure the alleged victim can move safely between classes and activities
3. Ensuring that the alleged victim and the alleged perpetrator do not attend the same classes
4. Providing referral to counseling services or providers
5. Providing academic support services, such as tutoring
6. Arranging for the victim to re-take a course or withdraw from a class without penalty.

This assistance is available regardless of whether the victim reports the crime to law enforcement. Vista College prohibits any kind of retaliation against anybody involved in a sexual assault, domestic or relationship violence, or stalking case. This non-retaliation policy is explained and provided during the initial contact with all involved in the case. Vista College is obligated to protect the entire campus community. Therefore, in some cases protective measures include issuing public safety alerts based on information provided by the victim and/or any witnesses.

Confidentiality
Vista College will preserve the confidentiality of a victim to the extent allowed by law. All records and files maintained by staff members involved in the process will only be shared with other professionals who are considered “need to know”. That is, only staff members who required information related to the case in order to perform their duty related to the case will be provided with such information.

Services Available for Victims/Survivors
All services listed below are available to victims regardless of whether or not he/she chooses to report the incident to law enforcement.

- To locate law enforcement across New Mexico: http://www.usacops.com/nm/
- To locate law enforcement across Texas: http://www.usacops.com/tx/
- To locate rape crisis center in Southern New Mexico, contact La Pinon Sexual Assault Recovery Service of Southern New Mexico at http://www.lapinon.org, (888) 595-7273
- To locate rape crisis centers across Texas go to http://taasa.org/ or call (512) 474-7190* Note: TAASA is not a 24x7 crisis center.
- RAINN’s (Rape, Abuse and Incest National Network) hotline at (800) 656-HOPE (4673.)
- To locate domestic violence agencies in other areas of New Mexico go to http://www.nmcadv.org/, or call 800.799.SAFE (7233)
- To locate domestic violence agencies in other areas of Texas go to http://www.tcfv.org/or call 800.799.SAFE (7233)

DRUG AND ALCOHOL POLICY
All campuses are designated as “Drug-Free”. The campus will provide to each student upon enrollment the College’s Drug-Free Policy containing information on the penalties associated with drug related offenses. The possession, sale or the furnishing of alcohol on campus is prohibited. Students will be held accountable for the use of alcoholic beverages or controlled substances on College or externship property, including the purchase, consumption, possession, or sale of such items. The National Minimum Drinking Age Act of 1984 required all states to raise their minimum purchase and public possession of alcohol to age 21. The possession, sale, manufacture of distribution of any controlled substance is illegal under both state and federal laws.

In compliance with the Drug Free Schools and Communities Act of 1989, Public Law 101-226, Vista College and Computer Career Center, a Division of Vista College publishes and disseminates the following information regarding the use of illicit drugs and the abuse of alcohol: institutional policy and sanction, federal and state laws applicable to such use, health risks, and on-campus and community, counseling, and treatment resources.

A student committing this violation is subject to disciplinary action up to and including immediate suspension or dismissal, criminal prosecution, fine and/or imprisonment. Students dismissed for misconduct will be advised by the Campus Director. Readmission is subject to Campus Director’s approval.

The use of illegal drugs and the abuse of alcohol can dull sensation and impair muscular coordination, memory, and judgment. Taken in larger quantities over a long period of time, alcohol can damage the liver and heart and cause permanent brain damage. Alcohol can even cause death. The health risks associated with the use of illegal drugs range from increased heart rate, lung problems, and liver damage to coma and death. The following information is provided by the Center for Disease Control. You should also consult your personal physician about the health risks associated with alcohol and drug abuse.

**Alcohol** - short-term effects include behavioral changes, impairment of judgment and coordination, greater likelihood of aggressive acts, respiratory depression, irreversible physical and mental abnormalities in newborns (Fetal Alcohol Syndrome) and death. Long-term effects of alcohol abuse include damage to the liver, heart and brain, ulcers, gastritis, malnutrition, delirium tremens and cancer. Alcohol combined with other barbiturates/depressants can prove to be a deadly mixture.

**Amphetamines/Stimulants** - seriously affect the liver, cardiovascular, and reproductive systems. Can cause sterility in males and females, as well as impotency in males.

**Barbiturates/Depressants** - (downers, Quaaludes, valium, etc.) slows down the central nervous system which can cause decreased heart and breathing rates, lower blood pressure, Slowed reactions, confusion, distortion of reality, convulsions, respiratory depression, coma and death. Depressants combined with alcohol can be lethal.

**Cocaine/Crack** - Stimulates the central nervous system and is extremely addictive, both psychologically and physically. Effects include dilated pupils, increased heart rate, elevated blood pressure, insomnia, loss of appetite, hallucinations, paranoia, seizures, and death due to cardiac arrest or respiratory failure.

**Hallucinogens** - (PCP, angel dust, LSD, etc.) interrupt the functions of the part of the brain which controls the intellect and instincts. May result in self-inflicted injuries, impaired coordination, dulled senses, incoherent speech, depression, anxiety, violent behavior, paranoia, hallucinations, increased heart rate and blood pressure, convulsions, coma, and heart and lung failure.

**Cannabis** - (marijuana, hashish, hash, etc.) impairs short term memory, comprehension, concentration, coordination, and motivation, may also cause paranoia and psychosis. Marijuana smoke contains more cancer-causing agents than tobacco smoke. The way in which marijuana is smoked - deeply inhaled and held in the lungs for a long period - enhances the risk of getting cancer. Combined with alcohol, marijuana can produce a dangerous multiplied effect.

**Narcotics** - (smack, horse, Demerol, Percodan, etc.) initially produce feeling of euphoria often followed by drowsiness, nausea, and vomiting. An overdose may result in convulsions, coma and death. Tolerance develops rapidly and dependence is likely. Using contaminated syringes to inject such drugs may result in HIV, Hepatitis, or AIDS.

**Tobacco/Nicotine** – according to the Center for Disease Control (CDC) each year, an estimated 443,000 people die prematurely from smoking or exposure to secondhand smoke, and another 8.6 million live with a serious illness caused by smoking. Despite these risks, approximately 46.6 million U.S. adults smoke cigarettes. Smokeless tobacco, cigars, and pipes also have deadly consequences, including lung, larynx, esophageal, and oral cancers (http://www.cdc.gov/chronicdisease/resources/publications/AAG/osh.htm).

**Disciplinary Actions and Sanctions**

Local, state and federal laws provide for a variety of legal sanctions for the unlawful possession and distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines. Federal law provides rather severe penalties for distributing or dispensing, or possessing with the intent to distribute or dispense, a controlled substance, and penalties of less severe nature.

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1 Cocaine, marijuana, opiates, amphetamines, and other designated substances as set forth in Section 202 of the Controlled Substances Act (21 U.S.C., Sec.812).
for simple possession of a controlled substance. The type and quantity of the drug, in question (this, however, is not a factor in a case of simple possession) all affect the sentence. For example, if less than 50 kilograms of marijuana are involved and it is your first offense (no prior convictions), then you are subject to imprisonment of not more than 5 years, a fine of $250,000, or both. If however, 50-100 kilograms of marijuana are involved instead of 50, and all other factors are the same as in the preceding example, you are subject to imprisonment of not more than 20 years, unless death or serious injury results from the marijuana use, then you are subject to not less than 20 years or life, a fine of $1,000,000, or both. While the penalties for simple possession are less severe, the first conviction still carries a sentence of up to a year imprisonment, a fine of at least $1,000, but not more than $100,000, or both. With regard to simple possession, the number of convictions makes both the minimum period of imprisonment and fines greater. Under special provisions for possession of crack, a person may be sentenced to a mandatory term of at least 5 years in prison and not more than 20 years, a fine of $250,000, or both.

State law provides similar penalties with regard to the simple possession distribution, or possession with the intent to distribute a controlled dangerous substance. Simple possession of marijuana is a misdemeanor and carries a punishment of up to 1 year in the county jail. A second or subsequent conviction for simple possession of marijuana carries 2 to 10 years in the state penitentiary. Possession of marijuana with the intent to distribute is a felony and carries a punishment of 2 years to life in the penitentiary and a fine of up to $20,000 for the first conviction. A second or subsequent conviction carries a punishment of 4 years to life in prison and a fine of up to $40,000. Depending upon the Quantity involved, a convicted individual could be sentenced under the state “Trafficking in Illegal Drugs Act” which provides for much harsher penalties. In addition, some state laws provide the possession of or possession with the intent to consume 3.2 beer by someone under 21 years old in a public place is a misdemeanor punishable by a fine not to exceed $100.00 or by appropriate community service not to exceed 20 hours. Possession of other alcoholic/ intoxicating beverages by someone under 21 years old in a public place is a misdemeanor punishable by imprisonment in the county jail for not more than 30 days, a fine not to exceed $100.00, or both. There are also state laws concerning driving under the influence of alcohol and using a false driver’s license to obtain 3.2 beer or alcoholic beverages. Depending upon the number of previous convictions, or gravity of the circumstances, you may be convicted of a felony or misdemeanor for such an offense. It is most likely that you will also forfeit your driving privileges in the event you are convicted of such an offense.

There are also local, state and federal laws similar to those described above. If drugs are involved, the city will, most likely, defer to the state or federal authorities because their penalties are more severe. If alcohol is involved, you may be convicted of violating both local and state law and punished according to both laws.

Courts do not excuse individuals convicted of these offenses from a prison sentence to go to college or work. A conviction for such an offense is a serious blemish on your record which could prevent you from entering many careers.

Further information regarding these local, state, and federal laws may be found in Student Services or Campus Director and is available to students and employees. Students and employees are encouraged to review this information. The above-referenced examples of penalties and sanctions are based on the relevant laws at the time of adoption of this policy statement. Such laws are, of course, subject to revision or amendment by way of the legislative process.

**Drug/Alcohol Counseling and Rehabilitation Programs**

There are programs in the community or nearby that may suit your needs for programs of this nature. A list of such programs, their locations and phone numbers is maintained in Student Services or Campus Director, and attached to this policy statement. Seeking help from, being referred to or from these services is confidential, and will not, alone, result in disciplinary action. Individual privacy will, of course, be maintained in any counseling/rehabilitation process. In addition, the following toll-free hotline numbers may be of use to someone needing help or advice. The following is a condensed list of drug and alcohol counseling and treatment programs available. For a more complete list, please contact your Campus Director or Student Services Coordinator.

### National Institution on Drug Abuse

Information and Referral Line
1-800-633-HELP
M-F, 8:30 am to 4:30 pm

### Reach-Out Hotline

(alcohol, drug crisis intervention, mental health and referral)
1-800-522-9054

### The National Federation of Parents for Drug-Free Youth

1-800-554-KIDS
M-F, 8:00 am to 5:00 pm

### National Council on Alcoholism

1-800-622-2255
7 days a week, 24 hours a day

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2 Cocaine, marijuana, opiates, amphetamines, and any other drug or substances as set forth in Schedule I through V of the Uniform Controlled Dangerous Substances Act, 63 O.S. 1981, Sec. 2-101, et seq., as amended.
National Drug Abuse Hotline
1-800-241-9746

Drug Treatment
1-800-877-7675

Just Say No Foundation
1-800-258-2766

Cocaine Helpline
1-800-COCaine

Drug Hotline
1-800-362-2644