



**Annual Campus Safety & Security  
and  
Fire Safety Report**

**Including**

**Jeanne Clery Act Disclosure  
of Campus Security and Campus Crime Statistics**

**October 1, 2024  
(Calendar Years 2021, 2022, 2023 statistics)**

**WyoTech  
1889 Venture Drive  
Laramie, WY 82070  
(307)742-3776**

The WyoTech Campus Safety & Security Report includes campus safety policies, procedures, and statistics concerning campus crime. It is for students and employees, parents, prospective students, and prospective employees, and it describes steps to prevent and respond to crime, and how students, faculty, and staff can work together to maintain a safe community. This report complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

### **Policy Statement**

The safety and security of Students, Employees, and Visitors at WyoTech is imperative. This document has been prepared to provide knowledge and awareness of safety policies and procedures as well as timely warnings and emergency notifications arising under the Clery Act.

Henceforth, the primary Campus Security Authority (CSA) at WyoTech is the Vice President of Operation and the Program Coordinators in the absence of the Vice President of Operation. The Employee, Student, and Visitor population will be referred to as the Campus Community.

### **Preparing the Annual Disclosure of Crime Statistics**

WyoTech publishes an Annual Security Report (ASR) in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (The “Clery Act”). The information included in the ASR includes the reported number of instances of criminal homicide, sexual assaults, robbery, aggravated assault, burglary, motor vehicle theft, arson, domestic violence, dating violence, stalking, hate crimes, arrests, and student code of conduct violations relating to weapons, drugs, and alcohol. This report is prepared in cooperation with the local law enforcement agency surrounding the campus and other campus sites, and Campus Security Authorities.

### **Campus Security Procedures and Practices and Reporting of Crimes**

Campus security procedures are reviewed quarterly in classroom orientations and staff meetings as well as being posted year-round in the campus LMS within the Campus Resources section. Students and employees are encouraged to take responsibility for their own security and the security of others.

In emergency situations, the person reporting the crime should call 9-1-1 for an immediate response from the local law enforcement agency. Thereafter, the crime should be reported to the CSA at 307.742.3776.

In non-emergency situations, the crime should be reported as soon as possible to the CSA, the local law enforcement agency, and the appropriate management. All students, employees, and campus guests are encouraged to accurately report all crimes and public safety related incidents to the CSA and the appropriate local police agencies in a timely manner whenever the victim elects to, or is unable to, make such a report. The CSA shall document each incident reported. All incident reports shall be reviewed by the Vice President of Operation who shall determine an appropriate response based on the nature of the incident.

Bystanders and witnesses are encouraged to not remain silent, and to take an active role in promoting a positive school environment. Bystanders can help in several different ways, particularly in situations involving dating violence, domestic violence, sexual assault, or stalking; including direct intervention, seeking assistance from an authority figure, notifying campus security, or calling state or local law enforcement.

All victims of crimes that occur on campus property shall be provided with the opportunity to report the incidents to the local law enforcement authority. WyoTech reserves the right to treat an offense as a disciplinary matter whether or not it is reported to the local law enforcement agency. In the event the Institution has officially recognized a student organization, criminal activity by students at non-campus locations of any such student organizations should be reported to local police agencies, and would be monitored and recorded for inclusion in this disclosure.

Victims of or witnesses to crimes may report crimes on a voluntary and confidential basis for inclusion in this annual disclosure of crime statistics by reporting the crime to the Vice President of Operation and requesting confidentiality in writing. Victim requests for confidentiality in instances of sexual violence will be subject to the following sections, “Options for Reporting and Confidentially Disclosing Sexual Violence,” and “Requesting Confidentiality From the School: How the School Will Weigh the Request and Respond.”

### **Options for Reporting and Confidentially Disclosing Sexual Violence**

In this notice, the terms “sexual offenses” and “sexual violence” are deemed to include sexual assault, domestic and dating violence, and stalking.

WyoTech encourages victims of sexual violence to talk to somebody about what happened, so victims can get the support they need, and so the School can respond appropriately. Different employees have different abilities to maintain a victim’s confidentiality.

- Some may be required to maintain near complete confidentiality; talking to them is sometimes called a “privileged communication.” These people would include any Professional or Pastoral Counselors, as described below.
- Some employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX Coordinator. A report to these employees (called “responsible employees”) constitutes a report to the School – and generally obligates the School to investigate the incident and take appropriate steps to address the situation. These employees include the President and CSA.

This policy is intended to make students aware of the various reporting and confidential disclosure options available to them – so they can make informed choices about where to turn should they become a victim of sexual violence. The School encourages victims to talk to someone identified in one or more of these groups.

When a student or employee reports being the victim of dating violence, domestic violence, sexual assault, or stalking, whether on or off campus, WyoTech will provide the student or employee a written explanation of the student or employee’s rights and options as described below.

## **The Options**

### **A. Privileged and Confidential Communications**

Professional and Pastoral Counselors - Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX Coordinator without a victim’s permission. A victim who speaks to a professional counselor or advocate must understand that, if the victim wants to maintain confidentiality, the School will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator.

Even so, these counselors and advocates will still assist the victim in receiving other necessary protection and support, such as victim advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules. A victim who at first requests confidentiality may later decide to file a complaint with the School or report the incident to local law enforcement, and thus have the incident fully investigated. These counselors and advocates will provide the victim with assistance if the victim wishes to do so.

NOTE: While these professional counselors and advocates may maintain a victim’s confidentiality vis-à-vis the School, they may have reporting or other obligations under state law, such as mandatory reporting to law enforcement in case of minors; imminent harm to self or others; or the requirement to testify if subpoenaed in a criminal case. ALSO NOTE: If the School determines that the alleged perpetrator(s) pose a serious and immediate threat to the College community, the CSA may be called upon to issue a timely warning to the community. Any such warning should not include any information that identifies the victim.

### **B. Reporting to Responsible Employees**

A “responsible employee” is a School employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty.

When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the School to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A responsible employee must report to the Title IX Coordinator all relevant details about the alleged sexual violence shared by the victim and that the School will need to determine what happened – including the names of the victim and alleged perpetrator(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the School’s response to the report. A responsible employee should not share information with law enforcement without the victim’s consent or unless the victim has also reported the incident to law enforcement.

The following employees (or categories of employees) are the School’s responsible employees:

- President
- Vice President of Operation
- Vice President of Training
- Program Coordinators
- Safety Coordinator

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee’s reporting obligations – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources.

If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee should tell the victim that the School will consider the request, but cannot guarantee that the School will be able to honor it. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will also inform the Coordinator of the victim’s request for confidentiality.

Responsible employees will not pressure a victim to request confidentiality, but will honor and support the victim’s wishes, including for the School to fully investigate an incident. By the same token, responsible employees will not pressure a victim to make a full report if the victim is not ready to.

### **Requesting Confidentiality from the School: How the School Will Weigh the Request and Respond**

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the School must weigh that request against the School’s obligation to provide a safe, non-discriminatory environment for all students, including the victim.

If the School honors the request for confidentiality, a victim must understand that the School’s ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator(s) may be limited. Although rare, there are times when the School may not be able to honor a victim’s request in order to provide a safe, non-discriminatory environment for all students.

The School has designated the Title IX Coordinator to evaluate requests for confidentiality once a responsible employee is on notice of alleged sexual violence. This person receives annual training on issues related to dating violence, domestic violence, sexual assault, and stalking and on conducting investigations and hearings related to these matters. When weighing a victim’s request for confidentiality or that no investigation or discipline be pursued, the Title IX Coordinator will consider a range of factors, including the following:

- The increased risk that the alleged perpetrator will commit additional acts of sexual or other violence, such as:
  - whether there have been other sexual violence complaints about the same alleged perpetrator;
  - whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of violence;
  - whether the alleged perpetrator threatened further sexual violence or other violence against the victim or others;
  - whether the sexual violence was committed by multiple perpetrators;

- whether the sexual violence was perpetrated with a weapon;
- whether the victim is a minor;
- whether the School possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);
- whether the victim’s report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the School to investigate and, if appropriate, pursue disciplinary action. If none of these factors is present, the School will likely respect the victim’s request for confidentiality.

**If the School determines that it cannot maintain a victim’s confidentiality**, the School will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the School’s response.

The School will remain ever mindful of the victim’s well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or School employees, will not be tolerated. The School will also:

- assist the victim in accessing other available victim advocacy, academic support, counseling, disability, health and mental health services, immigration services, financial aid information, and legal assistance both on and off campus;
- provide other security and support, which could include issuing orders of protection, “no-contact” orders, restraining orders, or similar orders issued by a criminal, civil, or tribal court;
- help arrange a change of living or working arrangements or course schedules (including for the alleged perpetrator pending the outcome of an investigation) or adjustments for assignments or tests; and
- inform the victim of the right to report a crime to campus or local law enforcement – and provide the victim with assistance if the victim wishes to do so.

The School may not require a victim to participate in any investigation or disciplinary proceeding.

Because the School is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the School to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices. If the School determines that it can respect a victim’s request for confidentiality, the School will also take immediate action as necessary to protect and assist the victim.

#### **Take Back the Night and other public awareness events**

Public awareness events such as “Take Back the Night,” the Clothesline Project, candlelight vigils, protests, “survivor speak outs” or other forums in which students disclose incidents of sexual violence, are not considered notice to WyoTech of sexual violence for purposes of triggering its obligation to investigate any particular incident(s).

#### **Off-campus Counselors and Advocates.**

Off-campus counselors, advocates, and health care providers will also generally maintain confidentiality and not share information with the School unless the victim requests the disclosure and signs a consent or waiver form. NOTE: While these off-campus counselors and advocates may maintain a victim’s confidentiality vis-à-vis the School, they may have reporting or other obligations under state law, such as mandatory reporting to law enforcement in case of minors; imminent harm to self or others; requirement to testify if subpoenaed in a criminal case.

#### **Campus Law Enforcement Responsibility and Authority**

The CSA has the authority to ask persons for identification and to determine whether individuals have lawful business at the school. The CSA does not have arrest power. The CSA cooperates with law enforcement agencies

that have jurisdiction on the campus as necessary to ensure campus safety. There is no written memorandum of understanding between the campus and the local law enforcement agencies. Additionally, WyoTech maintains a daily crime log of all reported crimes. The crime log is maintained by the CSA, and is available to the public.

### **Emergency Response and Evacuation Procedures**

WyoTech strives to provide a safe work and campus environment and encourages personal health to the campus community. The Emergency Evacuation and Response Plan is designed to assist in crisis management situations. It is WyoTech's policy to be timely, accountable, and honest when communicating with the campus community in times of crisis. In the case of an unforeseen event, the CSA and Security Guard will quickly respond to an incident or crisis following specific steps. The CSA will conduct a crisis assessment to determine the severity of the incident or crisis regarding: a crime on campus, campus violence, a threat made against the campus, serious security issues in the area surrounding the campus, or an IT breach of security. Upon assessment, the CSA will execute a chain of actions pertinent to the incident: initiate communication, instruct of safety measures, debrief, and document a resolution.

### **Emergency Response and Evacuation Plan**

Emergency evacuation escape route plans are posted in key areas throughout the campus. The campus community has been trained concerning these plans in classroom orientations and staff meetings. Emergency response and evacuation procedures are publicized at least annually in conjunction with at least one test per year. Announced or unannounced emergency evacuation drills are conducted at least once annually. Documented records of drills and testing of communications, which detail the date, time, and length of each drill, are maintained.

### **Employee and Student Procedures after Evacuation**

In the event of an emergency all occupants will promptly exit the building according to the posted evacuation routes. Once clear of the campus, all occupants are required to go to the designated meeting point and immediately report to their Designee. After evacuation, each Designee is responsible for each member in the group assigned to them. The Designee must conduct a head count to ensure all individuals are accounted for. The head count must be recorded, documenting the names of each group member. Everyone is responsible for reporting to their respective meeting point so that an accurate head count can be completed.

### **Evacuation Re-entry Policy**

After an evacuation, no one is to re-enter the campus for any reason. Rescue personnel (if designated and properly trained) are excluded from this rule. When the Fire Department or other Emergency Response Team has provided communication that the campus is safe for re-try, then, and only then, can individuals return to their work-stations and classrooms.

### **Emergency Notification System**

Upon the confirmation of a significant emergency or dangerous situation (including weather or natural disasters) involving an immediate threat to the health or safety of the campus community by campus officials or local police, the CSA will immediately notify the campus community using an emergency notification process, which includes the following systems: LMS digital messaging, mobile phone, landline, and person-to-person communication. Through these systems, alerts are delivered to all Students and Employees via one or more of: LMS digital messaging, email, SMS text message, mobile phones, and landlines. WyoTech will, without delay, and taking into account the safety of the campus and local community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of the responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. When a serious incident occurs that causes an immediate threat to the campus/local community, the first responders to the scene are usually the local law agency and the local Fire and Emergency Medical Services Department, and they typically respond and work together to manage the incident. Depending on the nature of the incident, other local departments or federal agencies could also be involved in responding to the incident and notifying the local community.

The emergency notification process involves the following actions:

- Determine if the entire campus or just a portion will receive the emergency notification

- Content of the emergency notification
- Activation of the emergency response and/or evacuation
- Alert people to the emergency
- Tell people what they need to do

The following individuals, at a minimum, carry out the emergency notification process:

- Campus Security Authority (CSA)
- Program Coordinators
- Safety Coordinator

### **Access to Campus**

During normal operating hours, academic buildings on campus are open to the campus community. When appropriate, the school may require visitors to be accompanied by a faculty or staff member. Access to administrative offices is by appointment only. When the campus is closed, all campus buildings are locked, and access is restricted to faculty and staff.

### **Maintenance and Campus Facilities**

The maintenance staff, in coordination with the CSA and other school administrators, is responsible for keeping campus facilities in good repair. This includes repairing or replacing damaged doors, windows, and locks, and maintaining adequate lighting for the classrooms, administrative offices, and common areas. Campus does have on-campus housing. All members of the campus community are encouraged to report any known hazards or damage to the facility to the CSA.

### **Timely Warnings**

In the event that a situation arises, either on or off campus, that is determined to warrant a “timely warning” for reportable Clery Crimes: criminal homicide, sexual assaults, robbery, aggravated assault, burglary, motor vehicle theft, arson, domestic violence, dating violence, stalking, hate crimes, arrests, and student code of conduct violations relating to weapons, drugs, and alcohol, the CSA and/or Safety Coordinator will issue the “timely warning”. “Timely warnings” will be issued to the campus community through email, student and staff bulletin boards, and person-to-person communication. “Timely warnings” notification will withhold as confidential the names and other identifying information of victims. Anyone with information warranting a timely warning should report the circumstances to the CSA and/or Safety Coordinator by phone or in person.

### **Disclosure of the Annual Security Report**

The current ASR is published and made available to all enrolled students and current employees by October 1, 2024. For all prospective Employees and Students, this information may be obtained by contacting the CSA or visiting [www.wyotech.edu](http://www.wyotech.edu) at any given time.

### **Policy on Alcohol and Other Drugs**

The unlawful use, manufacture, distribution, dispense, or possession of alcohol, controlled substances, or any drug on campus premises or while involved in campus-related activities is strictly prohibited. It is also unlawful to sell, furnish, or provide alcohol and other drugs to anyone under the minimum age limit as designated under both campus, state, and federal laws. Such laws are strictly enforced by the CSA and the local law agency. Students who violate the campuses prohibitions against alcohol, controlled substances, and drugs are subject to disciplinary action up to and including dismissal from the campus. Information on the disciplinary process may be found in the school catalog. When circumstances warrant, a violation of this policy may also be referred to the appropriate law enforcement authorities for investigation and prosecution. Employees who violate the campuses prohibitions against alcohol, controlled substances, and drugs are subject to disciplinary sanctions up to and including immediate termination pursuant to the **Drug-Free Schools Annual Disclosure** located at [www.wyotech.edu/disclosures](http://www.wyotech.edu/disclosures). As with student violations of this policy, a violation involving a member of the campus faculty or staff may be referred to the appropriate law enforcement authorities for investigation and prosecution.

### **Substance Abuse Education and Prevention Programs**

Students/employees requiring or requesting information about substance abuse treatment should contact Student Services or other designated campus officials for contact information of local substance abuse agencies and prevention programs. Additional substance abuse health risks can be found in the Drug-Free Schools/Drug-Free Workplace Annual Disclosure. Additional helpful information and resources may be found by contacting the following organizations:

#### **Substance Abuse and Mental Health Services Administration National Helpline**

**1-800-662-HELP (1-800-662-4357)**

<http://www.samhsa.gov/>

#### **Suicide Prevention Lifeline**

**1-800-273-TALK (1-800-273-8255)**

<http://www.suicidepreventionlifeline.org/>

#### **Disaster Distress Helpline**

**1-800-985-5990**

<http://www.disasterdistress.samhsa.gov/>

#### **Veteran's Crisis Line**

**1-800-273-8255**

<http://www.veteranscrisisline.net/>

#### **National Council on Alcoholism and Drug Dependence, Inc.**

**1-800-NCA-CALL (1-800-622-2255)**

<http://www.ncadd.org>

#### **National Sexual Assault Hotline**

**1-800-656-HOPE (1-800-656-4679)**

<https://www.rainn.org/get-help/national-sexual-assault-hotline>

### **Sexual Offenses Reporting and Disciplinary Procedures**

Sexual offenses and any acts of sexual violence are a violation of the Code of Student Conduct and the Sexual Harassment Policy as stated in the school catalog. The crimes of dating violence, domestic violence, sexual assault, and stalking are prohibited for both students and employees. Victim(s) of any sexual offenses and any acts of dating violence or sexual violence are strongly encouraged (but not required) to immediately seek assistance from and report sexual offenses to local law enforcement authorities, the local rape crisis center, and/or the CSA. School personnel shall be available to assist the student in notifying these authorities if the victim chooses, as well as counsel the victim of the importance of preserving evidence for the proof of a criminal offense. Victims are similarly advised of the importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order. In such situations, victims shall also have the option, at their choosing, to decline to notify such authorities. Bystanders and witnesses are encouraged to not remain silent, and to take an active role in promoting a positive school environment. Bystanders can help in several different ways, including direct intervention, seeking assistance from an authority figure, notifying campus security, or calling state or local law enforcement. All allegations of any sexual offenses and any acts of sexual violence incidents shall be investigated by the CSA. Allegations against students shall be investigated pursuant to the Code of Student Conduct, and disciplinary complaints may be filed, in writing, with the Vice President of Operation.

Disciplinary procedures in cases of alleged sexual offenses and any acts of sexual violence incidents shall: (1) provide prompt, fair, and impartial investigation and resolution; (2) be conducted by officials who are trained on how to investigate and conduct hearings on domestic violence, sexual assault, and stalking; (3) give the accused and the accuser the same opportunities to have an advisor or others (e.g., witness or advocate) present during the proceeding and related meetings; (4) be conducted under a "preponderance of the evidence" standard, and (5)



simultaneously and in writing notify the accused and accuser of the outcome, appeal procedures, changes to the results, and final results. Disciplinary procedures will include, at a minimum, an investigation and a right to be heard for the accused and the accuser. The Institution will endeavor to complete its investigation within sixty (60) calendar days, but circumstances may require that an investigation continue beyond a 60-day period. These circumstances may include the complexity and scope of the allegations and the investigation, the number of witnesses, the availability of the parties or witnesses, the effect of a current criminal investigation, and any intervening school breaks or holidays.

The Institution will protect the confidentiality of victims and other necessary parties by (1) completing publicly available record-keeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim, and (2) maintaining as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the Institution to provide the accommodations or protective measures.

Students who are determined to have violated the school's prohibitions against sexual offenses and any acts of sexual violence are subject to disciplinary action up to and including dismissal from the school. Detailed information regarding the disciplinary procedure for sexual offenses and any acts of sexual violence incidents can be found in the Code of Student Conduct. As appropriate, the matter shall be referred to the appropriate law enforcement authorities for investigation and prosecution.

Employees who violate the school's prohibition against sexual offenses and any acts of sexual violence are subject to disciplinary sanctions up to and including immediate termination. As with student violations of this policy, a matter involving a member of the school faculty or staff may be referred to the appropriate law enforcement authorities for investigation and prosecution. For more information, faculty and staff should contact their Human Resources Designate. The institution will provide written notification to victims about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. The School shall change a victim's academic situation after a sexual offense and any acts of sexual violence or alleged sexual offenses and any acts of sexual violence if those changes are requested by the victim, and are reasonably available. The student may seek assistance in requesting a change from the CSA. Changes offered to student victims include the following:

- Change in academic schedule;
- Withdrawal from school; and
- Change in living situation

The School will provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and the community.

### **Sexual Offenses Prevention and Awareness Programs**

All new students will be provided with training and awareness opportunities related to the Violence Against Women Act. To promote prevention and awareness for all continuing students, the campus will conduct awareness activities throughout the year. Each activity will focus on overall awareness, prevention, risk reduction and reporting guidelines. Risk reduction activities include courses offered on campus in partnership with SAFE project designed to provide students and staff with skills to identify dangerous/abusive behavior and avoid risky situations.

### **Registered Sex Offender Information**

Students and employees with concerns about a registered sex offender are encouraged to share those concerns with the Administration. Students are strongly encouraged to examine all statistics and resources in this disclosure and the linked sources prior to enrollment. Current information on registered sex offenders may be found at the following link: <http://www.city-data.com/so/so-Laramie-Wyoming.html>

### **Security Awareness Programs**

All new students and employees are provided with access to the most recent ASR. Additionally, WyoTech ensures that the campus community is aware of security related issues by:

- Offering crime awareness/crime prevention seminars in conjunction with local law enforcement agencies on at least an annual basis
- Providing information on Crime Prevention Measures to the campus community
- Issuing “Timely Warnings” and “Emergency Notifications”, as appropriate, regarding situations that could pose an immediate or ongoing threat to the safety or welfare of the campus community

## **Definitions**

### **Crime Definitions from the Summary Reporting System (SRS) User Manual from the FBI’s UCR Program**

#### ***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.

#### ***Criminal Homicide—Manslaughter by Negligence***

The killing of another person through gross negligence.

#### ***Criminal Homicide—Murder and Non-negligent Manslaughter***

The willful (non-negligent) killing of one human being by another.

#### ***Rape***

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

#### ***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 type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

#### ***Burglary***

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

#### ***Motor Vehicle Theft***

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding.)

#### ***Weapons: Carrying, Possessing, Etc.***

The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

#### ***Drug Abuse Violations***

The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

***Liquor Law Violations***

The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

**Crime Definitions From the National Incident-Based Reporting System (NIBRS) User Manual from the FBI's UCR Program**

***Sex Offenses***

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

***Fondling***—The touching of the private body parts of another person for the purpose<sup>11</sup> of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

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

***Statutory Rape***—Sexual intercourse with a person who is under the statutory age of consent.

**Crime Definitions from the Hate Crime Data Collection Guidelines and Training Manual from the FBI's UCR Program**

***Larceny-Theft (Except Motor Vehicle Theft)***

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

***Simple Assault***

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

***Intimidation***

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

***Destruction/Damage/Vandalism of Property***

To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**VAWA Specific Definitions**

***Sexual Assault*** - An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's UCR program. Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent including:

***Rape***- The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Fondling** – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

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

**Statutory Rape** – Sexual intercourse with a person who is under the statutory age of consent.

For the purposes of this definition:

**Consent** - The affirmative, unambiguous, and voluntary agreement to engage in a specific sexual activity during a sexual encounter. Additionally:

- Someone who is incapacitated cannot consent;
- Past consent does not imply future consent; silence or an absence of resistance does not imply consent;
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another;
- Consent can be withdrawn at any time; and
- Coercion, force, or threat of either invalidates consent.

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

- By a current or former spouse or intimate partner 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 or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

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

For the purposes of this definition, dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

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

- Fear for the person’s safety or the safety of others; or
- Suffer substantial emotional distress.

For the purposes of this definition:

**Course of conduct** - Two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

**Reasonable person** – A reasonable person under similar circumstances and with similar identities to the victim.

**Substantial emotional distress** - A significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

### **Jurisdictional Definitions**

Under WY state law, “domestic abuse” is when a member of your household does any of the following things to you:

- physically abuses you;

- threatens to physically abuse you;
- attempts to cause or causes physical harm or acts which unreasonably restrain your personal liberty (i.e., forcibly holding you down);
- puts you in fear of immediate physical harm;
- makes you reasonably afraid that s/he is going to physically hurt you in the near future; or
- makes you have sex or engage in sexual activity by force, threat of force or duress (pressure or coercion).<sup>1</sup>

**6-2-302. Sexual assault in the first degree.**

(a) Any actor who inflicts sexual intrusion on a victim commits a sexual assault in the first degree if:

(i) The actor causes submission of the victim through the actual application, reasonably calculated to cause submission of the victim, of physical force or forcible confinement;

(ii) The actor causes submission of the victim by threat of death, serious bodily injury, extreme physical pain or kidnapping to be inflicted on anyone and the victim reasonably believes that the actor has the present ability to execute these threats;

(iii) The victim is physically helpless, and the actor knows or reasonably should know that the victim is physically helpless and that the victim has not consented; or

(iv) The actor knows or reasonably should know that the victim through a mental illness, mental deficiency or developmental disability is incapable of appraising the nature of the victim's conduct.

**6-2-303. Sexual assault in the second degree.**

(a) Any actor who inflicts sexual intrusion on a victim commits sexual assault in the second degree if, under circumstances not constituting sexual assault in the first degree:

(i) The actor causes submission of the victim by threatening to retaliate in the future against the victim or the victim's spouse, parents, brothers, sisters or children, and the victim reasonably believes the actor will execute this threat. "To retaliate" includes threats of kidnapping, death, serious bodily injury or extreme physical pain;

(ii) The actor causes submission of the victim by any means that would prevent resistance by a victim of ordinary resolution;

(iii) The actor administers, or knows that someone else administered to the victim, without the prior knowledge or consent of the victim, any substance which substantially impairs the victim's power to appraise or control his conduct;

(iv) The actor knows or should reasonably know that the victim submits erroneously believing the actor to be the victim's spouse;

(v) Repealed By Laws 2007, Ch. 159, § 3.

(vi) The actor is in a position of authority over the victim and uses this position of authority to cause the victim to submit;

(vii) The actor is an employee, independent contractor or volunteer of a state, county, city or town, or privately operated adult or juvenile correctional system, including but not limited to jails, penal institutions, detention centers, juvenile residential or rehabilitative facilities, adult community correctional facilities or secure treatment facilities and the victim is known or should be known by the actor to be a resident of such facility or under supervision of the correctional system;

(viii) Repealed by Laws 2018, ch. 80, § 3.

(ix) The actor is an employee or volunteer of an elementary or secondary public or private school who, by virtue of the actor's employment or volunteer relationship with the school, has interaction with the victim who is a student or participant in the activities of the school and is more than four (4) years older than the victim.

(b) A person is guilty of sexual assault in the second degree if he subjects another person to:

(i) Sexual contact or sexual intrusion in the person's capacity as a health care provider in the course of providing care, treatment, services or procedures to maintain, diagnose or otherwise treat a patient's physical or mental condition;

(ii) Sexual contact and causes serious bodily injury to the victim under any of the circumstances listed in W.S. 6-2-302(a)(i) through (iv) or paragraphs (a)(i) through (vii) and (ix) of this section.

(c) Repealed By Laws 1997, ch. 135, § 2.

**6-2-304. Sexual assault in the third degree.**

(a) An actor commits sexual assault in the third degree if, under circumstances not constituting sexual assault in the first or second degree:

(i) Repealed By Laws 2007, Ch. 159, § 3.

(ii) Repealed By Laws 2007, Ch. 159, § 3.

(iii) The actor subjects a victim to sexual contact under any of the circumstances of W.S. 6-2-302(a)(i) through (iv) or 6-2-303(a)(i) through (vii) and (ix) without inflicting sexual intrusion on the victim and without causing serious bodily injury to the victim.

**6-2-506. Stalking; penalty.**

(a) As used in this section:

(i) "Course of conduct" means a pattern of conduct composed of a series of acts over any period of time evidencing a continuity of purpose;

(ii) "Harass" means to engage in a course of conduct, including but not limited to verbal threats, written threats, lewd or obscene statements or images, vandalism or nonconsensual physical contact, directed at a specific person that the defendant knew or should have known would cause:

(A) A reasonable person to suffer substantial emotional distress;

(B) A reasonable person to suffer substantial fear for their safety or the safety of another person; or

(C) A reasonable person to suffer substantial fear for the destruction of their property.

(b) Unless otherwise provided by law, a person commits the crime of stalking if, with intent to harass another person, the person engages in a course of conduct reasonably likely to harass that person, including but not limited to any combination of the following:

(i) Communicating, anonymously or otherwise, or causing a communication with another person by verbal, electronic, mechanical, telegraphic, telephonic or written means in a manner that harasses;

(ii) Following a person, other than within the residence of the defendant;

(iii) Placing a person under surveillance by remaining present outside his or her school, place of employment, vehicle, other place occupied by the person, or residence other than the residence of the defendant; or

(iv) Otherwise engaging in a course of conduct that harasses another person.

(c) This section does not apply to an otherwise lawful demonstration, assembly or picketing.

(d) Except as provided under subsection (e) of this section, stalking is a misdemeanor punishable by imprisonment for not more than one (1) year, a fine of not more than seven hundred fifty dollars (\$750.00), or both. If a person sentenced under this subsection is placed on probation, the court may, notwithstanding any other provision of law, impose a term of probation exceeding the maximum one (1) year imprisonment, provided the term of probation, including extensions, shall not exceed three (3) years.

(e) A person convicted of stalking under subsection (b) of this section is guilty of felony stalking punishable by imprisonment for not more than ten (10) years, if:

(i) The act or acts leading to the conviction occurred within five (5) years of the completion of the sentence, including all periods of incarceration, parole and probation, of a prior conviction under this subsection, or under subsection (b) of this section, or under a substantially similar law of another jurisdiction;

(ii) The defendant caused serious bodily harm to the victim or another person in conjunction with committing the offense of stalking;

(iii) The defendant committed the offense of stalking in violation of any condition of probation, parole or bail; or

(iv) The defendant committed the offense of stalking in violation of a temporary or permanent order of protection issued pursuant to W.S. 7-3-508, 7-3-509, 35-21-104 or 35-21-105 or pursuant to a substantially similar law of another jurisdiction.

(f) An offense under this section may be deemed to have been committed at the place where any:

(i) Act within the course of conduct that constitutes stalking was initiated; or

(ii) Communication within the course of conduct that constitutes stalking was received by the victim then present in Wyoming; or

(iii) Act within the course of conduct that constitutes stalking caused an effect on the victim then present in Wyoming.

(g) An act that indicates a course of conduct but occurs in more than one (1) jurisdiction may be used by any jurisdiction in which the act occurred as evidence of a continuing course of conduct.

### **Additional Definitions**

***Unfounded Crimes*** – An institution may withhold, or subsequently remove, a reported crime from its crime statistics in the rare situation where sworn or commissioned law enforcement personnel have fully investigated the reported crime and, based on the results of this full investigation and evidence, have made a formal determination that the crime report is false or baseless and therefore “unfounded.” Only sworn or commissioned law enforcement personnel may “unfound” a crime report for purposes of reporting under the Clery Act. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with the prosecution, and the failure to make an arrest do not “unfound” a crime report.

**Fire Safety Report**

WyoTech is committed to ensure the safety, comfort and well-being of all students and fire safety is part of that commitment. Campus housing facilities are equipped with fire safety systems. In emergency situations, a person reporting a fire should call 9-1-1 for an immediate response from the local law enforcement agency. Thereafter, the crime should be reported to the Housing Manager at 307.755.2113

The fire alarm system is monitored 24/7 by an external monitoring company and when an alarm is triggered the fire department is notified immediately and dispatched to the school. If a fire occurs, the nearest fire alarm should be activated and notify the local fire department as well as site personnel. A fire log for student housing facilities is maintained by the Housing Manager. The log records information concerning fires inside campus housing. It may be viewed anytime during business hours by contacting the Housing Manager.

**Fire Drills, Evacuation and Fire Safety Education**

Fire drills are held on a quarterly basis. All students and personnel must immediately evacuate the facility when a fire alarm is triggered. Upon being notified about a fire emergency, occupants must leave the building using designated escape evacuation routes and assemble and remain in the designated staging areas until Emergency Personnel have announced that it is safe to reenter the building. Each resident receives a copy of the Student Handbook which contains information concerning fire safety and prohibited items.

Smoking, the use of open-flame or the burning of any substance is not permitted in or around any housing unit. This includes candles, incense or any type of flame cooking devices. The use of high-heat halogen lamps is also a fire safety violation. "Black lights" are not permitted in student housing. Starting open fires, the use of personal barbecues, the use of decorative lights and tampering with fire safety equipment are all violations. The Housing Manager is available to clarify these policies. WyoTech provides a microwave, full-size refrigerator and a 4-burner electric range/oven in each room. Any items determined to be in violation of the rules and policies, including the fire safety code, may be subject to confiscation and disposal.

**Fire Safety Inspections**

Fire protection systems are inspected and tested, at a minimum, on an annual basis. Notify the Housing Manager of possible damage to or problem with any fire protection equipment including sprinkler systems, alarms, and fire extinguishers. Fire safety violations are subject to sanctions by local law enforcement. The city may also cite violations of code according to their own schedules. In addition, WyoTech may charge an individual for violations of the Fire Safety Codes and Policies.

**Specific Fire Safety Procedures**

- Familiarize yourself with evacuation routes and meeting locations provided on the evacuation map displayed on the exit of every apartment
- If a fire alarm is activated, immediately leave the building. If it is safe to do so, security and resident assistants will help clear the building of all persons until the fire department arrives
- Do not use elevators, stairwells should be used to evacuate the building
- If time allows, close all apartment doors behind you
- Assemble and remain at designated assembly area
- Non-emergency personnel may fight the fire ONLY if the fire is small and not spreading to other areas and there is a working fire extinguisher and this personnel is trained to use it
- Provide Emergency Personnel with information you may have about the fire alarm, any persons who are unaccounted for or anyone who is injured
- Re-enter the building only after Emergency Personnel have announced that it is safe to do so

**Definitions Related to Fire Safety Report**

**Fire** - any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.



**Cause of Fire** - the factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

**Fire Drill** - a supervised practice of a mandatory evacuation of a building for a fire.

**Fire-Related Injury** - any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term “person” may include students, employees, visitors, firefighters or any other individuals.

**Fire-Related Death** - any instance in which a person (1) is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or (2) dies within one year of injuries sustained as a result of the fire.

**Fire Safety System** - any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire.

**Value of Property Damage** - the estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

#### **Missing Student Notification Procedures**

The following procedure has been established to assist in locating WyoTech students living in WyoTech controlled housing who, based on the facts and circumstances known to WyoTech, has determined to be missing:

- Students should notify School Administration or the Campus/Housing Security Authority if a student has been missing for 24 hours.
- WyoTech will immediately refer all missing person reports to local law enforcement and fully cooperate with law enforcement officers in the investigation of a missing person situation which involves a student.
- Students living in school-controlled housing have the option to register a confidential contact person to be notified in the case that the student is determined to be missing. WyoTech will notify this individual no later than 24 hours after the student is determined to be missing. Only the Campus/Housing Security Authority and law enforcement officers in furtherance of a missing person investigation may have access to this information.
- WyoTech will notify or attempt to notify the parent or guardian of a missing student who is less than 18 years of age and not yet emancipated regardless of whether that student has registered a confidential contact person or that contact person is other than a parent or guardian.
- When a missing student report is made, WyoTech may take any of the following steps to assist in locating the missing student unless directed otherwise by local law enforcement
- Call/email the student;
- Go to the student’s residence;
- Talk to Housing and other students to see if anyone can confirm the student’s
  - ✓ whereabouts and confirm the date, time, and location the student was last seen;
  - ✓ check the locations where there is reason to believe the student might be;
  - ✓ check the student’s known social networking sites such as Facebook and Twitter;
  - ✓ ascertain the student’s car make, model, and license plate number and check school parking for the presence of the student’s car.

Following are Crime and Fire Statistics reported and submitted to the U.S. Department of Education in accordance with the 1998 Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and 2013 Violence Against Women Reauthorization Act (VAWA).

Criminal Offenses	January 1 - December 31, 2023					January 1 - December 31, 2022					January 1 - December 31, 2021				
	On Campus	Campus Housing	Non Campus	Public Property	Local Police	On Campus	Campus Housing	Non Campus	Public Property	Local Police	On Campus	Campus Housing	Non Campus	Public Property	Local Police
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	1	1	0	0	1
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0
Burglary	1	1	0	0	1	1	1	0	0	1	0	0	0	0	0
Motor Vehicle Theft	2	1	1	0	2	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

<b>Hate Crimes</b>	All crimes were reviewed and evaluated to determine if it was motivated by a bias of race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability. There were no hate crimes reported in 2021, 2022, or 2023 at any of the locations (On Campus, Campus Housing, Non Campus, Public Property, or Reported by Local Police).
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VAWA Offenses	January 1 - December 31, 2023					January 1 - December 31, 2022					January 1 - December 31, 2021				
	On Campus	Campus Housing	Non Campus	Public Property	Local Police	On Campus	Campus Housing	Non Campus	Public Property	Local Police	On Campus	Campus Housing	Non Campus	Public Property	Local Police
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Arrests	January 1 - December 31, 2023					January 1 - December 31, 2022					January 1 - December 31, 2021				
	On Campus	Campus Housing	Non Campus	Public Property	Local Police	On Campus	Campus Housing	Non Campus	Public Property	Local Police	On Campus	Campus Housing	Non Campus	Public Property	Local Police
Weapons: Carrying, Possessing, etc.	1	1	0	0	0	1	1	0	0	1	0	0	0	0	0
Drug Abuse Violations	8	6	2	0	8	4	3	1	0	4	0	0	0	0	0
Liquor Law Violations	1	1	0	0	0	1	1	1	0	1	1	1	0	0	1

Disciplinary Actions	January 1 - December 31, 2023					January 1 - December 31, 2022					January 1 - December 31, 2021				
	On Campus	Campus Housing	Non Campus	Public Property	Local Police	On Campus	Campus Housing	Non Campus	Public Property	Local Police	On Campus	Campus Housing	Non Campus	Public Property	Local Police
Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	20	20	0	0	0	4	4	0	0	0	10	10	0	0	0
Liquor Law Violations	171	171	0	0	0	83	83	0	0	0	16	16	0	0	0

Total Unfounded Crimes	January 1 - December 31, 2023					January 1 - December 31, 2022					January 1 - December 31, 2021				
		0					0					0			

FIRES SUMMARY	January 1 - December 31, 2023			January 1 - December 31, 2022			January 1 - December 31, 2021		
	Fires	Injuries	Deaths	Fires	Injuries	Deaths	Fires	Injuries	Deaths
Campus Housings	0	0	0	0	0	0	0	0	0