



Annual Security Report 2025

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INTRODUCTION

Pickens Technical College (PTC) is committed to providing a safe and secure learning environment for all members of our learning community. PTC believes that academic freedom can only flourish in an environment that is free of criminal or other disruptive activity and unsafe conditions. The College is committed to maintaining the campus community as a place of study and work that is free from abuse, intimidation, and harassment, and where everyone is treated with respect and courtesy. The College will not tolerate criminal activity and will actively pursue internal discipline, criminal prosecution, or both, for all offenders. PTC is located at 500 Airport Boulevard, Aurora, Colorado 80011. We are governed by the Aurora Public Schools (APS) Board of Education and by regulations established by the Colorado Community College System. PTC is a commuter college and does not have housing facilities for students or staff. On October 1st of each year, PTC Campus, through the office of the Title IX Coordinator, publishes a new Annual Security Report (ASR). The ASR is created for the previous calendar year, January 1 – December 31st. A paper copy of the Annual Security Report is available upon request at 500 Airport Boulevard, Aurora, Colorado 80011. Anyone may request a hard copy of the ASR from the Title IX Coordinator and will receive their copy within two business days.

CAMPUS SECURITY

PTC's daily security is handled by the Administrative team with the assistance of the Campus Monitor(s), in close collaboration with the Aurora Public Schools' Department of Safety and Security, and in alignment with the Aurora Police Department. All security officers have the authority to ask a person for identification, to insist that students and staff are wearing PTC identification cards, and to determine whether an individual has lawful business at PTC. Criminal incidents are referred to the local police. The College works with police from Aurora to provide a safe and secure environment for members of the campus community. Aurora police officers have the authority to enforce federal, state, and local laws. The Aurora Police Department maintains close relations with all federal, state, and local law enforcement entities. Depending on the seriousness of the crime, criminal cases are filed in the Aurora Municipal Court or Arapahoe County Court.

REPORTING OF CRIMINAL ACTIVITIES OR EMERGENCIES

PTC works closely with the Aurora Public Schools Department of Safety and Security and the Aurora Police Department. The APS Department of Safety and Security has administrative offices located at Educational Services Center 1, 15701 E. 1st Avenue, Suite 109, Aurora, CO 80013. The Title IX Coordinator's Office is located at 500 Airport Boulevard, Aurora, Colorado, in Building "A" and can be reached by dialing 303-344-4910. The Title IX Coordinator can also be

reached by contacting staff members on campus. The APS Safety and Security Department is reachable 24 hours a day at 303-367-3060 or for emergencies at 303-341-0911. The Aurora Police Department responds to all campus incidents reported by students, faculty, staff, and members of the general public. Emergency response for fire, ambulance, or hazardous materials is the joint responsibility of the Aurora Fire Department and the Aurora Police Department.

TO REPORT A CRIME OR EMERGENCY

Students, staff, and visitors should promptly report criminal incidents, accidents, and other emergencies by contacting:

1. A Campus Monitor
2. A PTC Administrator
3. A PTC staff member
4. Or by dialing 911.

In the event of an immediate emergency, such as an active shooter, calling 911 and reporting to staff will allow PTC to call a Lockdown or Secure Perimeter to provide immediate protection for students, staff, and visitors. Members of the campus community are encouraged to report any activity, situation, or conduct that disrupts, adversely affects, or interferes with the function of PTC and the pursuit of its educational purpose.

CAMPUS SECURITY AUTHORITIES (CSAs)

The definition of "Campus Security Authority," according to federal law, is as follows: "An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student discipline and campus judicial proceedings." Should an individual choose not to report directly to the Police Department, they may report the incident to one of the following PTC Campus Security Authorities: (Most Security Personnel are available by radio as well):

Located in Building A (303-344-4910):

1. Title IX Coordinator - Tamara Hart, X 27861
2. Director - Andrew Vidockler, X 27701
3. Assistant Director - Kewanna Cigales, X 27726
4. Assistant Director - Dr. Larry Irvin, X 27923
5. Assistant Director - Jennifer Montoya, X 27777
6. Assistant Director - Jessica Brown, X 27745

Located in Building E/B

1. Assistant Director - Almir Hodzic, X 27732

Aurora Public Schools Director of Safety and Security

1. Chuck Puga, X 28410

2. 24-hour dispatch - (303) 367-3060

The above-mentioned CSAs will report the criminal activity to the APS Department of Security and/ or the Aurora Police Department for inclusion in this report.

ANONYMOUSLY REPORTING CRIMES

DIAL 911 FOR EMERGENCY SITUATIONS!

APS Safety and Security Emergency line at 303-341-0911

APS SafeNet is designed to help you anonymously and securely report anything that's scaring or endangering you, your friends, or your family at school. Submit your concern to [APS SafeNet](#).

Individuals may report crimes and crime tips anonymously through **Safe2Tell**. The phone line is not recorded and has no caller ID. In Colorado, Safe2Tell reporting parties are anonymous under the State Law. Please remember that details are critical to an effective intervention. Please note that this **is not an emergency** reporting system. The number for Safe2Tell is 1-877-542- SAFE or 1-877-542-7233. Visit Online at: <https://www.safe2tell.org>

Crime Stoppers of Metro Denver can now receive anonymous citizen tips through text messaging and by webmail on the Internet. Visit the [Text-a-Tip website](#).

For the purposes of making timely warnings and annual statistical disclosures, a voluntary confidential report of a crime can be made to any CSA by any person directly associated with the college. Anonymous disclosure can be made to one of the PTC counselors, social workers, or the school nurse. These counselors, social workers, or nurses are not campus security authorities, but PTC encourages them to ask persons that they are counseling to report crimes on a voluntary, confidential basis for inclusion in the annual crime statistics.

REPORTING OF CRIMINAL ACTIVITY OFF-CAMPUS

If an off-campus crime occurs involving an individual affiliated with PTC, the crime will be reported to the appropriate agencies, though due to the location, it will not be counted as a Clery Act violation for the institution.

TIMELY WARNINGS

There are multiple circumstances in which a Timely Warning will be issued by PTC. Any condition or incident that could compromise the safety and well-being of any member of the PTC community will result in an appropriate, timely warning being issued. Once the institution

receives necessary and pertinent information, it will be sent through the emergency notification system. The message will be crafted to provide the campus community with information that allows them to take the needed precautions to protect themselves.

The warning will be communicated to PTC in one or more of the following ways: Automated phone message • Personal phone call • School Staff • District E-Mail • Local television, radio, and newspapers • The APS Web site aurorak12.org.

EMERGENCY RESPONSE AND EVACUATION PROCEDURE

In the case of an emergency, students, faculty, and staff will be notified through the following channels: • Public Address System • Evacuation Siren and Lights • Notification by Staff

ANNUAL DRILLS AND EXERCISES

Fire and Evacuation Drills

PTC will conduct 10 fire evacuation drills per school year. Two of these drills will be in the first two weeks of school. When the fire alarm sounds, students, staff, and visitors must evacuate the building within 2-3 minutes and locate themselves at least 100 feet from all buildings. There are evacuation maps in classrooms and offices to direct people to the closest safe location.

Hazardous Materials Drills

PTC will conduct one Hazardous Materials Drill per school year. The drill will be announced over the public address system, and personnel will be directed to evacuate the building to a specific geographic location. It is important to pay attention and move to the area specified, as wind conditions may make certain evacuation areas unsafe to inhabit.

Tornado Drill

One Tornado Drill will be conducted per school year to occur no later than April 1st. Drills are announced over the public address system. Real events may be announced by a tornado siren. Students, staff, and visitors will take cover in pre-determined safe areas. People should move away from windows, doors, and outside walls, and assume a take cover position.

Lockdown and Secure Perimeter Drills

Lockdown and Secure Perimeter Drills are called in response to a change in the level of threat assessment. There will be two drills per year: a Lockdown drill and a Secure Perimeter drill. Copies of the Emergency Procedures Guidebook and/or the PTC Emergency Plan are located in each classroom and office. Below are the procedures for the Lockdown and Secure Perimeter drills:

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults

Hazard

Tornado
Hazmat
Earthquake

Safety Strategy

Evacuate to shelter area
Seal the room
Drop, cover and hold

APS Department of Safety and Security: 303-367-3060 or ext. 28484

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SECURITY AND ACCESS TO CAMPUS FACILITIES

Staff and Students are issued identification badges that are to be worn and visible while on campus. In some programs, wearing ID badges poses a threat to safety and is not required to be worn while in class or when doing specific activities within the classroom. However, all students and staff should wear the ID badges whenever they are on campus, with the one exception listed above. Visitors to PTC should register in either Building "A" or "B," where they will be given a visitor's badge to be worn during their time on campus. For everyone else, PTC's personnel, including APS Department of Safety and Security Officers, and employees of Aurora Public Schools, have the authority to ask a person for identification and to determine whether an individual has lawful business at PTC. Campus Security and the PTC administrative team, in collaboration with the APS Department of Safety and Security, manage the day-to-day security.

MAINTENANCE SECURITY

All mechanical problems that could cause physical harm to the public or members of the campus community are given priority. Problems with any facilities can be reported to the administration office at 303-344-4910 or APS Safety and Security at 303-367-3060.

RESPONSIBILITY OF THIS REPORT

PTC's Title IX Coordinator, in collaboration with the APS Department of Safety and Security and the Aurora Police Department, collects crime statistics that occur on and near the campus. Once a year, the PTC Security Department compiles and classifies all of the statistics pertinent to the Clery Act for the purpose of making this report.

POSSESSION OF FIREARMS/WEAPONS ON CAMPUS

State Board for Community Colleges and Occupational Education (SBCCOE) states that no person may have on his or her person any unauthorized firearm, ammunition, explosive device, or illegal weapon on campus or any facility used by a college. Persons authorized to carry firearms and other equipment defined in the policy are:

1. Persons presenting an authorized public demonstration or exhibition pursuant to instruction in connection with an organized program or course of instruction.
2. Persons using a weapon or firearm in an approved educational program, such as a course designed for the repair or maintenance of weapons.
3. Persons participating in an authorized extracurricular activity or on an athletic team that requires use of a weapon or firearm.

4. Persons carrying a firearm in a parking area only, with a valid concealed carry permit. (Note: All storage of firearms in vehicles must comply with applicable laws.)
5. Persons retained by CCCS as security personnel if the weapon or firearm is being carried while engaged in their official duties as security personnel.
6. Certified Peace Officers.
7. Persons granted permission at the discretion of the Chancellor or College President for specific purposes.
8. Persons carrying a weapon or firearm as otherwise authorized by law.

In accordance with Colorado Statute CRS 18-12-214(3), under no circumstances may a person other than a certified peace officer carry a firearm or other equipment defined in Board Policy onto the real property, or into any improvements erected thereon, of a public elementary, middle, junior high, high school, or college. In accordance with Colorado Statute CRS 18-12-214(3)(a), a concealed weapon permittee may have a handgun on the real property of the public school so long as the handgun remains in his or her vehicle and, if the permittee is not in the vehicle, the handgun is in a compartment within the vehicle and the vehicle is locked.

TITLE IX, SEXUAL ASSAULT. SEXUAL HARASSMENT

PTC is committed to the policy that all persons shall have equal access to its programs, facilities, and employment and does not discriminate on the basis of race, age, color, creed, national origin, sexual orientation, disability, religion, ancestry, sex, or need for special education services. Other acts can also be forms of sex-based discrimination and are also prohibited, whether sexually based or not, and include dating violence, domestic violence, and stalking. PTC can respond to discrimination and/or harassment only if it is aware of the allegations made. Further, PTC can more effectively investigate the allegation if it is promptly brought to its attention. If you feel that you have been discriminated against, harassed, or are the victim of sexual misconduct, you may file a complaint. Please contact the Title IX Coordinator to file a complaint.

Information about how to file a sexual misconduct complaint, definitions, and resources for victims are available in the student handbook and on the PTC website. Additional information and support can be obtained from the Title IX Coordinator or any administrator

WHAT IS TITLE IX?

Title IX of the Education Amendments of 1972 prohibits gender-based discrimination and harassment in educational programs or activities at institutions that receive Federal financial assistance. For more information, visit the U.S. Department of Education website.

Pickens Title IX Policy

Pickens Technical College prepares all students for Post-Secondary and Workforce Readiness (PWR) by providing unsurpassed, equitable Career and Technical Education (CTE). At the core of our beliefs and mission is our desire to build a safe and secure campus community. As such, PTC prohibits discriminatory acts based on race, age, color, creed, national origin, sexual orientation, disability, religion, ancestry, sex, or need for special education services, which includes sexual misconduct. Sexual misconduct is a broad term that identifies forms of discrimination and harassment based on sex, including sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, and stalking. Sexual misconduct includes other acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature. We must all work together to create a safe campus.

DEFINITIONS FOR TITLE IX

Definition of Sexual Misconduct

A broad term that identifies forms of discrimination and harassment based on sex, including sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence, and stalking. Sexual misconduct includes other acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

Definition of Consent

Consent is informed, freely and actively given, and mutually understood as permission or agreement. If physical force, coercion, intimidation, and/or threats are used, there is no consent. If a person is mentally or physically incapacitated or impaired so that they cannot understand the sexual situation, there is no consent. This includes impairment due to alcohol or drug consumption and being asleep or unconscious.

Consent is a clear understanding that someone is willing to do something. It must be voluntary.

Silence **IS NOT** consent.

If the person is younger than 18 or is physically or mentally incapacitated due to any of the following, then there **CANNOT BE CONSENT**:

- Disability
- Alcohol or drug use
- Involuntary physical restraint
- Sleep
- Unconsciousness
- Blackout

Using force, violence, intimidation, or unreasonable pressure to get what you want is **NOT** consent. **Examples** of some of the behaviors that would constitute a lack of consent include the following:

- Engaging in sexual activity with an unconscious or semi-conscious person
- Engaging in sexual activity with someone who is asleep or passed out
- Engaging in sexual activity with someone who has said “no”
- Engaging in sexual activity with someone who is not reciprocating by body movement
- Engaging in sexual activity with someone who is vomiting, unable to stand without assistance, or has to be carried to bed
- Allowing another person to engage in sexual activity with your partner without his or her consent
- Requiring any person to perform any sexual activity as a condition of acceptance into a fraternity, sorority, athletic, or any other organization affiliated with the College
- Telling someone you will “out” him/her if he/she doesn’t engage in sexual activity (e.g., threatening to disclose the person’s sexual orientation without his/her consent)
- Telling someone you will fail him/her or give him/her a grade different from what is deserved if he/she doesn’t agree to engage in sexual activity
- Facilitating or assisting in a sexual assault, including purchasing or providing alcohol or drugs to further a sexual assault.

VICTIMS’ RIGHTS

PTC complies with federal, state, and local laws, including the reporting of all crimes to law enforcement authorities. Victims of sexual misconduct are entitled to the following rights.

Victims have the right to:

- Be notified of existing resources for counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available within the college and in the community.
- Be notified about options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures. PTC will make such accommodations or provide such protective measures if the victim requests them and they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement.
- File a formal complaint report to PTC. Complaints should be filed with the Title IX Coordinator, School Nurse, Social Worker, or any administrator. Victims are encouraged to use these offices for formal reporting. • Report to law enforcement authorities.
- Decline to report to law enforcement.
- An advisor of one’s choosing throughout the PTC Title IX investigation.
- Know the sexual history of victims is not relevant to the truth of the allegation; therefore, information regarding the victim’s sexual history, other than the relationship between the victim and the alleged aggressor, will not be considered in investigations.
- Know that any disclosure of sexual misconduct made to a college campus authority or responsible employee will result in a report as an annual crime statistic (with all identifying information withheld).

- In those cases where a student has been a victim of sexual assault and/or a violent crime while under the influence of alcohol, PTC will not pursue disciplinary actions against the student victim (or against a witness) for their improper use of alcohol (e.g., underage drinking). A student victim who is under the influence of alcohol at the time of a sexual assault is entitled to college and community assistance and encouraged to seek help.
- File a complaint with the U.S. Department of Justice and/or the U.S. Department of Education Office for Civil Rights.

GET HELP: What to Do If You Have Been Assaulted

After a sexual assault, victims often sense a loss of control. This is normal. Know that there are people on and off campus who will offer support and can help you make the decisions that are right for you to take care of yourself. It is important to remember that:

- You have choices.
- There is no one right way to take care of yourself

Here are some things that are important for you to consider:

1. Talk to someone you trust, like a friend, family member, counselor, or victim advocate.
2. Seek medical assistance as soon as possible. Sexual assault can result in injury or illness that you may not immediately see or feel. It is important that you seek appropriate medical care promptly.
3. Preserve physical evidence. Resist the urge to change clothes, bathe, douche, eat, drink or brush your teeth. Do not go to the bathroom if possible. This is so that physical evidence can be collected and preserved. You do not need to decide at this time whether you want to pursue legal action, but if you save the evidence, it offers you more options in the future when you are better able to decide.
4. Discuss your options confidentially without prompting a report to the College by contacting staff at PTC, such as the Social Worker or School Nurse.
5. File a report with the College by contacting the Title IX Coordinator, Social Worker, School Nurse, or College Administrators.
6. File a report with the Aurora Police Department.

What to Do If Someone You Know Has Been Assaulted

After a sexual assault, victims often sense a loss of control. This is normal. The individual will likely seek support from a friend. Knowing how to respond will be very helpful to your friend.

- Listen. Give your friend the time they need to talk. There may be moments of silence. Do not feel pressured to say something. Support your friend by listening to their story.
- Respect your friend's privacy. Your friend has confided in you. Do not share information without their permission.
- Get support if you need it. Contact counselors, the school nurse, social worker, or Title IX Coordinator.

- Help to empower your friend. Let your friend know that they have choices and that there is no one right way to take care of oneself following a sexual assault.
- Educate yourself about resources to offer to your friend. Check this website for a list of providers near our campus.

TITLE IX PROCEDURES FOR FILING A COMPLAINT

PTC has a procedure in place that serves to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking. The process for filing a complaint with the college is outlined below. This report will ensure a thorough, reliable, timely, and impartial investigation and resolution. The standard of evidence used in the adjudication of cases of sexual misconduct is the **preponderance of evidence** standard—it is more likely than not that a violation of this policy has occurred. When a violation is determined, PTC will take prompt corrective action and impose appropriate sanctions. The College complies with federal, state, and local laws, including the reporting of certain crimes to law enforcement authorities. PTC will protect the identity of persons who report having been victims of sexual assault, domestic violence, dating violence, or stalking to the fullest extent of the law.

STEP 1: File a Complaint with PTC as Soon as Possible after the Incident Occurs.

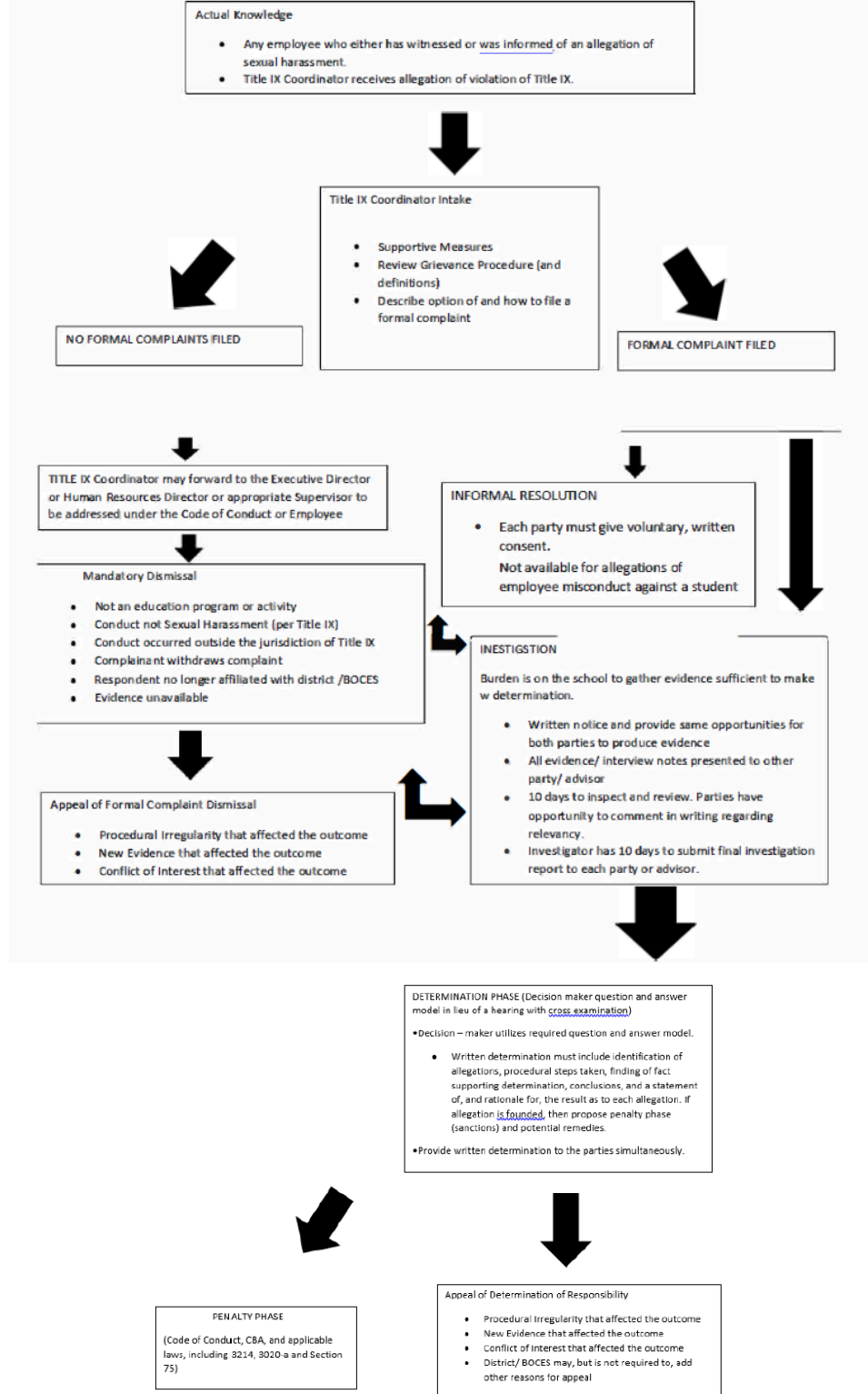
STEP 2: Preliminary Review and Assessment of Complaint.

STEP 3: Notice of Sexual Misconduct Complaint to Distribute to All Concerned Parties.

STEP 4: Investigation.

STEP 5: Review of Investigation Findings and Decision

TITLE IX – NEW REGULATIONS FLOW CHART



SUPPORT STAFF FOR TITLE IX

General Phone Number: 303-340-4910

Students can call the general number above and ask for a staff member by name or use the extensions listed below.

NAME: Tamara Hart, Title IX Coordinator, Located in building A, Extension 27861

EMAIL: thart@aurorak12.org

The Title IX Coordinator is responsible for coordinating our efforts to comply with and carry out the requirements under Title IX and all associated regulations. Other staff members who can offer assistance and support with reports of sexual misconduct include:

Other Support Staff: Located in Building A (303-344-4910):
School Nurse - Lorraine Martinez, X 27704

Other Support Staff: Located in Building B (303-344-4910):
Coordinator Registration/Admission - Almir Hodzic, X 27732
School Social Worker - Erin Torres, X 27728

EXTERNAL RESOURCES

National Sexual Assault Telephone Hotline: 800-656-HOPE (4673)

Aurora Mental Health Crisis Line 24 Hours. 303-617-2300

The Blue Bench, Denver's rape crisis center. 24 Hours

English = (303) 322-727

Spanish = 303-329-0031

TTY = 303-329-0023

SEX OFFENDER REGISTRATION

In accordance with the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act, and the Family Educational Rights and Privacy Act of 1974, the College is providing a link to the Colorado State Sex Offender Registry. All sex offenders are required to register in the state of Colorado and to provide notice to each institution of higher education in Colorado at which the person is employed, carries on a vocation, or is a student. In Colorado, convicted sex offenders must register with the Colorado Bureau of Investigation (CBI). The Colorado sex offender website is <https://apps.colorado.gov/apps/dps/sor/index.jsf>

PROHIBITION OF RETALIATION

An institution, or an officer, employee, or agent of an institution, may not retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision in this policy.

STUDENT CONDUCT

PTC has high behavioral expectations for all students. It is our philosophy that students need to work through problems, not ignore them. PTC believes that our students can learn from their mistakes. PTC is committed to providing students with the opportunity to change inappropriate, unproductive behaviors into productive ones. With new skills and positive behaviors, we intend that students become successful, contributing members of the community.

ATTIRE

Students should dress for success. They should choose clothes that are appropriate for their program. At PTC, we ask that students wear clothing to school that would be suitable for their enrolled program. We ask that individual students and their families support a positive and professional environment by dressing in a manner that will not be disruptive or detrimental to the learning environment. Religious and health accommodations can be made at the discretion of the Administrative Team.

Clothing that might be considered disruptive or detrimental to the learning environment may include, but is not limited to:

- outfits that inappropriately bare or expose traditionally private parts of a body, including, but not limited to, stomach, buttocks, shoulders, back, and breasts, and genital areas.
- clothes, paraphernalia, jewelry, or body adornment that contain advertisements, symbols, words, slogans, patches, or pictures that:
- are sexually suggestive
- are drug, alcohol, or gang-related
- are obscene or profane or legally libelous
- promote hate or advocate violence

GANG-RELATED DRESS AND BEHAVIORS

This policy is in place to protect the safety and well-being of all students. The term “gang” used in the policy refers to groups of individuals who share a common interest, bond, or activity characterized by criminal, delinquent, or otherwise disruptive conduct engaged in collectively or individually.

Gang activity in schools is often marked by the prominent display of certain colors or other symbols in wearing apparel by students, graffiti with distinctive symbols, and the use of hand signals that denote gang membership. Students who adopt a dress style suggestive of such displays, or engage in graffiti or hand signals, even when unassociated with gang activity, may become targets of anti-social behavior. The purpose of this policy is to protect the health, safety, and welfare of those in the school community and to prevent the initiation or continuation of gang membership and gang activity in our school.

- Any manner of grooming or apparel which may include jewelry, hats, emblems, and badges, which by virtue of color, arrangement, trademark, or other attribute is associated with or denotes membership in or affiliation with a gang will not be allowed in school.
- Gestures, hand signals, or graffiti that denote gang membership or activities are prohibited.
- Gang graffiti on school premises will be photographed as soon as it is discovered, and then will be removed. The photographs will be shared with local law enforcement authorities and used in future disciplinary or criminal actions against the offenders.
- Any student wearing or carrying overt gang paraphernalia or making gestures that symbolize gang membership will be referred to the administration for disciplinary action.
- Disciplinary action for violation of these standards will include student notification of the violation, the requirement of the apparel to be changed before returning to class, and, if deemed necessary and the student is a high school student, scheduling a parent conference. Repeated violations may result in suspension or removal from the program.

If there is a disagreement about the appropriateness of a student's dress or appearance, the student will be sent home. If the disagreement is with a secondary student, the student's parent or guardian will be contacted. Any student can seek the consideration of the Appeals Committee.

BULLY PREVENTION...STOP-WALK-TALK

The APS adopted a procedure for Bully Prevention that will be taught in the classroom and reviewed frequently. If you have witnessed bullying, report your concerns to Aurora Public Schools through one of the following anonymous reporting procedures:

- Online: Go to APS SafeNet at aurorak12.org/safety.
- Phone: Call the Safe2Tell tip line at 1-877-542- SAFE
- Text: If you have witnessed a crime, report it via Text-a-Tip by texting your message to 274637 with the subject "DMCS"

Students and staff will be taught a 3-step process.

If they are a **VICTIM** of bullying:

1. **STOP:** A universal "stop" signal will be used district-wide. If bullying occurs, the student being bullied will use the signal and will say, "Stop." Adults at each site are trained to look for students who are using the signal and assist them.

2. **WALK:** The bullied student is encouraged to walk away from the situation, as is the bully.
3. **TALK:** If the bullying does not stop with steps 1 and 2, the student will immediately talk to an adult to report the bullying incident.

The procedure for **students being told to STOP** is to (1) stop what they are doing, (2) take a deep breath, and (3) go about their day.

The procedure for **staff being told to STOP** is to (1) stop what they are doing, (2) take a deep breath, (3) acknowledge the stop signal, and (4) restate or rephrase the expectation or directive.

The procedure for **a staff members being told by a student about a bullying situation** is to (1) thank the student for coming to them, (2) ask what the problem is, (3) ask if the student said “stop”, (4) ask if the student “walked away calmly”, and then (5) determine what is the next appropriate response to prevent a repeat of the situation

CYBER BULLYING...SAVE IT

Cyberbullying is defined as “the use of information and communication technologies such as email, cell phones, text messages, instant messaging, and personal websites to support hostile behavior by one individual with the intent to harm others.”

If a student reports being bullied by any of these methods, please know that it is considered no different than harassment in person. Students should save the message and contact a staff member at school to report it. If a student is not comfortable reporting to a staff member, please know that Safe2Tell is an anonymous hotline for reporting bullying in and outside of the school site.

The toll-free number for Safe2Tell is 1-877-542-SAFE, which is 1-877-542-7233.

To minimize cyberbullying, students should:

- Do not erase any message they receive from a bully. They should keep a record of every message they receive.
- Tell someone either at his or her site or through Safe2Tell
- Not reply to any bullying messages they receive
- Look into how they can block these messages
- Keep all personal information private. Do not share details with others.

STUDENT DISCIPLINE

PTC expects that all students behave in ways that foster a school atmosphere that is safe, conducive to learning, and free from any unnecessary disruptions. Recognizing that the goal of discipline is to effect change in behaviors, PTC administration and teachers will make every

effort to assist the student in resolving conflicts, solving problems, and choosing more effective behaviors.

When disruption and behaviors do occur that are detrimental to the learning environment, depending on the severity of the incident, the staff has agreed to the following progressive discipline process for redirecting or changing behavior.

Step 1: First redirect – a kind, gentle, clear reminder of the expected behavior.

Step 2: Second redirect – if possible, the teacher will hold a short hall conference where the student and teacher have a respectful exchange about behaviors, observations, and a clear plan about expectations and consequences.

Step 3: Third redirect – if the student's behavior does not change, a teacher will then contact their Administrator.

If disciplinary issues are ongoing or cannot be resolved at the classroom level, the Administrator may become involved. For Secondary students, parent/student contact and conferences may be scheduled in order to assist the student in making the needed changes that will allow them to remain in our school.

If a student is involved in a serious discipline incident, the teacher will immediately contact administration support rather than follow the redirect process. School administrators do have the discretionary power to discipline students. Disciplinary actions may include removal from class, search and seizure of personal property, assignment to work detail, suspensions from school, and/or recommendations for expulsion. Emergencies or behaviors that pose a threat to the health, safety, and welfare of staff and students will be dealt with immediately by an administrator. Please refer to the Safe School Policies and Procedures Handbook for specific information on offenses and consequences.

SAFE SCHOOLS POLICIES AND PROCEDURES

PTC enforces and abides by the Safe Schools Policy guidelines put forth by the Aurora Public Schools District. Students are expected to conduct themselves in an appropriate manner at all times and to adhere to the Safe Schools Policy and school conduct guidelines. Behavior that is inappropriate or that interferes with the learning of students may result in serious consequences.

These behaviors may include, but are not limited to:

Any conduct which may be contrary to the welfare of students or staff or injurious to their health, safety, or morals, or which interferes with the school's ability to provide educational opportunities for other students, may be grounds for dismissal. Some examples are: fighting, profanity (language that is abusive, vulgar, or disruptive), insubordination to staff, persistent or recurring disobedience, academic dishonesty, sexual harassment, possession of firearms and/or potential items that could be used as weapons, possession, sale, or distribution of drugs or alcohol, defacing school property, robbery, or theft.

State law and District policies require an expulsion for possession of a firearm. Suspension and possible expulsion can result from:

- 1) possession of a dangerous weapon (including pocket knives – depending on the style and size).
- 2) sale of illegal drugs,
- 3) commission of an act which, had it been committed by an adult, would have been robbery,
- 4) commission of an act which, had it been committed by an adult, would have been assault, and
- 5) false accusation of offense by staff. Expulsion can be for a period up to one full calendar year.

DRUGS, ALCOHOL, AND TOBACCO: RULES AND PROCEDURES

PTC is committed to helping any student who may have a substance abuse concern or problem. We are equally committed to maintaining an educational environment that is free of illegal drugs, alcohol, and tobacco. Consequently, the following procedures will be observed when dealing with these issues.

Any student who requests help with regard to a substance abuse issue will be offered as much assistance as our resources allow. When appropriate, all measures will be taken to maintain confidentiality.

Any student who is found under the influence or in possession (internal – already consumed or external – in purse, pocket, backpack, etc., or having the noticeable odor) of illegal or synthetic drugs or alcohol will be subject to the following consequences:

Under the Influence

Any person at PTC may refer a student to an administrator if they have reason to believe the student is under the influence of drugs or alcohol. NOTE: The odor of marijuana or alcohol is sufficient grounds for referring and disciplining a student for being under the influence. If a student is considered to be under the influence of drugs or alcohol, the student will be suspended from school.

Possession of Illegal Drugs, Paraphernalia, or Alcohol:

In all cases involving possession of illegal drugs, drug paraphernalia, or alcohol, the following procedures will be observed:

- The student will be disciplined and possibly suspended for a period of time, with a possible recommendation for expulsion or withdrawal from school.
- In all cases involving possession, the Aurora Police will be notified, and students may be ticketed for the offense.

- **(Be aware that a person, 18 or older, giving or sharing illegal drugs with a minor, under 18 years old, can be charged with a felony. Felony convictions may limit or prevent students from pursuing certain careers.)**

Tobacco

Colorado state law prohibits the use and distribution of tobacco products on school property, regardless of the day or time. Tobacco use on Aurora Public Schools property is not permitted, even in private cars in the parking lot.

Smoking

Smoking is not permitted anywhere on any Aurora Public Schools property at any time, including inside cars parked on campus. APS property on the east side of Airport Blvd. extends from 6th Avenue south to Centertech Parkway. Smoking is permitted beyond the fence gate opening at the north end of the North Parking Lot or on the Airport Blvd. sidewalk south of the chain-linked fence south of William Smith High School.

Electronic or non-tobacco cigarettes are difficult to distinguish from tobacco cigarettes from a distance and, as such, are prohibited from use on campus.

Marijuana and Marijuana Containing Products

Marijuana and marijuana containing products sale, possession, use (odor) or being under the influence will result in discipline and possible suspension or expulsion as indicated in the Safe School Policies and Procedures. Whether a person has been approved for the use of medical marijuana or not has no bearing on a school campus.

Reporting Inappropriate Actions

Both staff and students have the responsibility of maintaining a safe environment for learning at PTC. Whether observing or experiencing inappropriate actions of others, staff and students are responsible for reporting those actions. Reports should be made to staff or administrators. Anonymous reports can be made by calling Safe2Tell at 1-877-542-SAFE

Pickens Technical College and the Police

The school will cooperate and assist the Aurora Police Department in the investigation of on-campus and off-campus situations as directed by APS Policies and Procedures.

SOCIAL NETWORKING AND VIDEO SHARING

Students should refrain from taking pictures or videos and should refrain from posting pictures or videos on social networking sites without prior approval from students or instructors while at PTC. Students in the Professional Photography class will take into account the need for Media Release approval of any student/client photos.

CRIME LOCATIONS

The following locations are used to report crime information under the Clery Act:

On Campus—Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes.

Those areas are defined as: Main Campus at 500 Airport Boulevard, Aurora, Colorado 80011

Public Property – All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

Note: Include sidewalks and streets surrounding the campus as well as the sidewalk across the street from campus, but do not include public property beyond the sidewalk.

Non-Campus – PTC students who participate in the Construction Program may work on the construction site of a house that is being built as part of the Construction Program. There are generally two addresses per calendar year that students may work on. Those addresses change each school year and can be obtained from the program's instructors and/or PTC administrators.

CRIME DEFINITIONS

DEFINITIONS

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

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

Sex Offenses – Forcible: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Sex Offenses – Non-forcible: Unlawful, non-forcible sexual intercourse. This includes incest and 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 type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Injury doesn't need to result from an aggravated assault when a gun, knife, or other weapon is used, which could or probably would result in a serious potential injury if the crime were successfully completed.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with intent to commit a larceny or 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)

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

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

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

Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

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.

Hate Crimes: If the victim is intentionally selected because of the victim's actual or perceived: race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability.

Unfounded Crimes: An institution must report to the DOE and disclose in its ASR statistics the total number of crime reports that were "unfounded" and subsequently withheld from its crime statistics during each of the three most recent calendar years.

Definitions taken from the Uniform Crime Reporting Handbook

RECENT CRIME STATISTICS

The following statistics are provided in compliance with the Jeanne Clery Act and the Violence Against Women Act. These represent the crimes and offenses committed and/or reported on the main campus, the public areas around the main campus, and the house that our Construction Program uses for instruction.

CLERY REPORT - PICKENS TECHNICAL
COLLEGE

2026 Campus Safety and Security Survey

Institution: (128151001)

User ID: C1281511

Screening Questions

Please answer these questions carefully. The answers you provide will determine which screens you will be asked to complete for this data collection.

1. Does your institution provide On-campus Student Housing Facilities?

- ☒ **No.**
- ☐ **Yes.** (If Yes is selected, you must enter the number of student housing facilities below and enter Fire Statistics for each facility.)

Number of On-campus Student Housing Facilities:

0

2. Does your institution have any noncampus buildings or properties?

- ☐ **Yes**
- ☒ **No**

3. Have you combined statistics that you received from the local or state police with your institution statistics for this report? If you answer No to this question, you will be asked to provide the data you received from the local and state police separately.

- ☒ **Yes.** Local and/or state law enforcement agencies provided us with statistics that we are combining with statistics collected by our campus security authorities.
- ☐ **No.** We are not combining the statistics because we cannot determine whether the statistics we obtained from local and/or state law enforcement agencies are for on-campus incidents or public property incidents.
- ☐ **Not available.** We cannot determine if the statistics we obtained from local and/or state law enforcement agencies are for our Clery geography.
- ☐ **Not available.** We made a good-faith effort to obtain statistics from local and/or state law enforcement agencies, but the agencies did not comply with our request.

Criminal Offenses - On campus

For each of the following criminal offenses, enter the number reported to have occurred On Campus.

Criminal offense

Total occurrences On campus

	2023	2024	2025
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	2	1	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Criminal Offenses - Public Property

For each of the following criminal offenses, enter the number reported to have occurred on Public Property.

Criminal offense	Total occurrences on Public Property		
	2023	2024	2025
a. <u>Murder/Non-negligent manslaughter</u>	0	0	0
b. <u>Manslaughter by Negligence</u>	0	0	0
c. <u>Rape</u>	0	0	0
d. <u>Fondling</u>	0	0	0
e. <u>Incest</u>	0	0	0
f. <u>Statutory rape</u>	0	0	0
g. <u>Robbery</u>	0	0	0
h. <u>Aggravated assault</u>	0	0	0
i. <u>Burglary</u>	0	0	0
j. <u>Motor vehicle theft</u> (Do not include theft from a motor vehicle)	0	0	0
k. <u>Arson</u>	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Hate Crimes - On campus

For the criminal offenses listed below, first enter the total number of Hate Crimes that were reported to have occurred On campus. Then break down each total by category of bias (e.g., race, religion).

YEAR 2025

[illegible]

0 0 0 0 0 0 0 0 0

0 0 0 0 0 0 0 0 0

[illegible]

0 0 0 0 0 0 0 0 0

0 0 0 0 0 0 0 0 0

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

YEAR 2025

[illegible]

[illegible][illegible]

g. <u>Robbery</u>	0	0	0	0	0	0	0	0
h. <u>Aggravated assault</u>	0	0	0	0	0	0	0	0
i. <u>Burglary</u>	0	0	0	0	0	0	0	0
j. <u>Motor vehicle theft</u>	0	0	0	0	0	0	0	0
k. <u>Arson</u>	0	0	0	0	0	0	0	0
l. <u>Simple assault</u>	0	0	0	0	0	0	0	0
m. <u>Larceny-theft</u>	0	0	0	0	0	0	0	0
n. <u>Intimidation</u>	0	0	0	0	0	0	0	0
o. <u>Destruction/damage/ vandalism of property</u>	0	0	0	0	0	0	0	0

Caveat:
If you have changed prior years’ data, you must add a caveat explaining the change. Use the following format: “For (YEAR), Line (X) was changed from (A) to (B) because (REASON).”

VAWA Offenses - On Campus

For each of the following crimes, enter the number reported to have occurred On Campus.

Crime	Total occurrences On Campus		
	2023	2024	2025
a. <u>Domestic violence</u>	1	0	0

b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

VAWA Offenses - Public Property

For each of the following crimes, enter the number reported to have occurred on Public Property.

Crime	Total occurrences on Public Property		
	2023	2024	2025
a. <u>Domestic violence</u>	0	0	0
b. <u>Dating violence</u>	0	0	0
c. <u>Stalking</u>	0	0	0

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - On campus

Enter the number of Arrests for each of the following crimes that occurred On Campus.

Crime	Number of Arrests		
	2023	2024	2025
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Arrests - Public Property

Enter the number of Arrests for each of the following crimes that occurred on Public Property.

Crime	Number of Arrests		
	2023	2024	2025
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - On Campus

Enter the number of persons referred for disciplinary action for crimes that occurred On Campus for each of the following categories.
Do not include disciplinary actions that were strictly for school policy violations.
If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime	Number of persons referred for Disciplinary Action		
	2023	2024	2025
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Disciplinary Actions - Public Property

Enter the number of persons referred for disciplinary action for crimes that occurred on Public Property for each of the following categories.

Do not include disciplinary actions that were strictly for school policy violations.

If the disciplinary action is the result of an arrest, please do not count it here; count the violation as 1 arrest.

Crime	Number of persons referred for Disciplinary Action		
	2023	2024	2025
a. <u>Weapons: carrying, possessing, etc.</u>	0	0	0
b. <u>Drug abuse violations</u>	0	0	0
c. <u>Liquor law violations</u>	0	0	0

Please Note: Do NOT include drunkenness or driving under the influence in liquor law violations.

Caveat:
If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."

Unfounded Crimes

Of those crimes that occurred On Campus, in On-campus Student Housing Facilities, on or in Noncampus property or buildings, and on Public Property, enter the number of crimes that were unfounded.

The total number of unfounded crimes should include all criminal offenses, hate crimes, domestic violence, dating violence, or stalking incidents that have been unfounded. Arrests and disciplinary actions cannot be unfounded.

	Number		
	2023	2024	2025
a. <u>Total unfounded crimes</u>	0	0	0

Please Note: If a reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is "unfounded." Only sworn or commissioned law enforcement personnel may unfound a crime.

Count unfounded crimes in the year in which they were originally reported.

Caveat:

If you have changed prior years' data, you must add a caveat explaining the change. Use the following format: "For (YEAR), Line (X) was changed from (A) to (B) because (REASON)."