



SEATTLE CENTRAL COLLEGE

One of the Seattle Colleges

Annual Security Report 2016-2017

Mission Statement: Seattle Central College Public Safety Department employees are public safety professionals dedicated to building partnerships to foster a safe and secure environment at Seattle Central College.

Table of Contents

Message from the Director, Public Safety

ANNUAL SECURITY REPORT

HISTORY OF SEATTLE CENTRAL COLLEGE

ABOUT THE PUBLIC SAFETY DEPARTMENT

- Role, Authority, and Training
- Safety, Our Number One Priority
- Crimes Involving Student Organizations at Off-Campus Locations
- Working Relationship with Local, State, and Federal Law Enforcement Agencies

REPORTING CRIMES AND OTHER EMERGENCIES

- Voluntary, Confidential Reporting
- Reporting to Public Safety
- Reporting to Other Campus Security Authorities

TIMELY WARNING REPORTS

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

- Emergency Management at Seattle Central College
- Emergency Evacuation Procedures
- Shelter in Place Procedures
- Drills, Exercises, and Training
- Emergency Notification

SECURITY OF & ACCESS TO SEATTLE CENTRAL COLLEGE FACILITIES

- Security Considerations for the Maintenance of Campus Facilities
- Access to College Facilities at Seattle Central College

SEATTLE CENTRAL COLLEGE'S RESPONSE TO DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING

- Our Commitment to Addressing Sexual Assault/Rape, Domestic Violence, Dating Violence, and Stalking
What is Consent?

- Defining Sexual Assault/Rape, Domestic Violence, Dating Violence, and Stalking
- What to do if you have been the victim of sexual assault, dating violence, domestic violence or stalking
- Risk reduction, warning signs of abusive behavior and future attacks.

SEATTLE CENTRAL COLLEGE’S RESPONSE TO DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING

(Continued)

- College Procedures for Responding to Reports of Sexual Assault, Domestic Violence, Dating Violence, and Stalking
- Internal Disciplinary Procedures that will be followed once an incident of Domestic Violence, Dating Violence, Sexual Assault, or Stalking has been reported Internal Disciplinary Procedures for institutional disciplinary action in cases of alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking
- Possible sanctions or protective measures Seattle Central College may impose following a final determination of an institutional procedure
- Protecting the confidentiality of victims
- Education and Prevention Programs
- Sex Offender Registration — Campus Sex Crimes Prevention Act

CAMPUS SECURITY POLICIES; CRIME PREVENTION AND SAFETY AWARENESS PROGRAMS

- Behavioral Intervention Team (BIT)
- Weapons Policy
- Washington State Crime Victim Rights
- Fire Incident Reporting
- Student Conduct
- Parental Notification Policy
- Missing Student Policy
- Daily Crime Log
- Crime Prevention and Safety Awareness Programs

SEATTLE CENTRAL COLLEGE POLICIES GOVERNING ALCOHOL AND OTHER DRUGS

- Seattle Central College Alcohol and Drug Policy
- Washington State Alcohol-Related Offenses
- Related Drug Offenses
- Controlled Substances Act
- Drugs Risks and Consequences
- Drug and Alcohol Abuse Education Programs

ANNUAL DISCLOSURE OF CRIME STATISTICS

- Preparation of the Annual Security Report and Disclosure of Crime Statistics
- Clery Act Crimes Classifications
- Important Telephone Numbers to Know
- Seattle Colleges ALERTS

From the Director, Public Safety

To the Seattle Central College Community—

Creating and maintaining a safe campus environment for students, staff, alumni, and visitors of Seattle Central College is of paramount importance to the college. We strive to foster an environment in which individuals feel safe to visit, learn, and work. Our goals are principles of responsibility and respect. These values are essential to our community and serve as the foundation for mutual success and productivity. A safe, supportive campus can be achieved with everyone's cooperation. This publication contains information about campus safety measures and reports crime statistics for Seattle Central College.

Help foster a safe, caring campus environment.

Shiro. Vance

Interim Director, Public Safety

This publication is available in alternative format upon request. The College is committed to equal access to programs, facilities, admission, and employment for all persons. It is the policy of the College to maintain an environment free of harassment and free of discrimination against any person because of age, race, color, ancestry, national origin, religion, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions, physical or mental disability, gender, perceived gender, gender identity, genetic information, or political ideas. Discriminatory conduct and harassment, as well as sexual misconduct and relationship violence, violates the dignity of individuals, impedes the realization of the College's educational mission, and will not be tolerated. Direct all inquiries regarding the nondiscrimination policy to Mrs. Christina Nelson, Human Resource Administrator, Seattle Central College, 1700 Broadway BE 4180W, Seattle, WA. 98121; Email: Christina.Nelson@seattlecolleges.edu; Tel 206.934.2028

The following information has been prepared to increase your awareness of current programs that exist to assist you in protecting your safety and well-being. Portions are also provided in compliance with federal law, specifically the Clery Act, Higher Education Opportunity Act (HEOA) and the Violence Against Woman Act (VAWA).

Annual Security Report

History of Seattle Central College

The present day college started as the Broadway High School in 1902. In 1946, Broadway High School transitioned to a vocational training and adult educational school, Edison Technical School. Edison Technical School started offering college classes in 1965 and one year later (1966) became the first community college in Seattle, Seattle Central College.

In 1995, Seattle Central began administering the Seattle Vocational Institute (SVI), which provides for short term job training programs. The SVI is located at 2120 South Jackson St. it has a quarterly enrollment of about 500 students.

The College has two (2) other off campus branches; the Wood Technology Center and the Seattle Maritime Academy.

Wood Technology Center, located at 23 Avenue and South Lane provides classes in carpentry, marine carpentry, cabinetmaking and mill working.

Seattle Maritime Academy, located on the Lake Washington Ship Canal near the Ballard Bridge offers marine deck and marine engineering technology.

The College enjoys a student, faculty and staff population of nearly 15,000 individuals (including approximately 3,000 students from more than 50 nations), plus a significant number of visitors to Central's many programs. The College campus is located in a safe area of the city, but no campus is free from crime, whether it is urban, suburban, or rural.

All members of the College community, therefore, should take reasonable precautions. Seattle Central College Public Safety is committed to working with all members of the community to make our campus a safe and secure environment. The College has developed a series of policies and procedures to assist in these efforts. Seattle Central has been fortunate in experiencing few serious crimes, but such incidents could occur, and all crime is serious to the victim. Students, faculty, and staff are responsible for adopting measures to protect themselves and their possessions.

About the Public Safety Department

The Role of the College's Public Safety Department

Seattle Central College, Public Safety Department is responsible for providing safety and security services for the Main Campus, located at 1701 Broadway, Seattle Vocational Institute (SVI) 2120 South Jackson and the Wood Construction Center, 23 Ave and South Lane.

The Main Security Office is located 1701 Broadway, Room BE 1108, Seattle, WA. 98121. The Department is directed by a Director, Public Safety who reports to the Vice-President of Administrative Services. The college safety/security staff consists of a Director; Administrative Assistant, (2) Sergeants; seven (7) full time uniformed officers and three (3) part- time uniformed officer. SCC Public Safety officers patrol the Main Campus on foot.

Training

Unlike other colleges and universities Seattle Central College Public Safety Department is a non-sworn department. Public Safety Officers have no powers of arrest and work closely with local, county and state law enforcement agencies for investigations, information sharing and training. Training subjects include criminal law, civil law, public relations, race relations, interpersonal communication, crisis intervention, critical incident response, and all facets of protection of persons and property. All Public Safety Officers are certified in standard first aid and CPR/AED.

Safety, Our Number One Priority

The College takes great pride in the community at Seattle Central and has many advantages for students, faculty, and staff. This community is a great place to live, learn, work, and study; however, this does not mean that the campus community is immune from problems. With that in mind, Seattle Central has taken progressive measures to create and maintain a safe environment on campus. Though the College is progressive with its policies, programs, and education, it is up to each of us to live with a sense of awareness and use reasonable judgment when living, working, or visiting on campus.

Working Relationships with Other Law Enforcement Agencies

Seattle Central Public Safety maintains a close working relationship with the Seattle Police Department (SPD). The Public Safety staff occasionally works with other law enforcement agencies in Seattle and King County, including the King County Sheriff's Office and Washington State Patrol. Meetings are held with these agencies on both a formal and informal basis when necessary. Seattle Central Officers and SPD communicate regularly on the scene of incidents that occur in and around the campus area. The Director of Public Safety work closely with SPD Detectives when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information. There is no

written memorandum of understanding between Seattle Central Public Safety and SPD.

REPORTING CRIMES AND OTHER EMERGENCIES

The College has a number of ways for campus community members and visitors to report crimes, serious incidents, and other emergencies to appropriate College officials. Regardless of how and where you decide to report these incidents, it is critical for the safety of the entire Seattle Central College community that you immediately report all incidents so that the Public Safety Department can investigate the situation and determine if follow-up actions are required, including issuing a Timely Warning or emergency notification.

Voluntary, Confidential Reporting

If crimes are never reported, little can be done to help other members of the community from also being victims. We encourage all College community members to report crimes promptly and to participate in and support crime prevention efforts. The College community will be much safer when all community members participate in safety and security initiatives. If you are the victim of a crime or want to report a crime you are aware of, but do not want to pursue action within the College or criminal justice system, we ask that you consider filing a voluntary, confidential report. Depending upon the circumstances of the crime you are reporting, you may be able to file a report while maintaining your confidentiality. The purpose of a confidential report is to comply with your wish to keep your personally identifying information confidential, while taking steps to ensure your safety and the safety of others. The confidential reports allow the College to compile accurate records on the number and types of incidents occurring on campus. Reports filed in this manner are counted and disclosed in the Annual Security Report. In limited circumstances, the department may not be able to assure confidentiality and will inform you in those cases. Anyone may call the Public Safety Department at 206-934-5442 to report concerning information. Callers may remain anonymous.

Reporting to Public Safety

We encourage all members of the College community to report all crimes and other emergencies to Public Safety Department in a timely manner. Public Safety Officer(s) are available by phone at 206-934-5442 6am until midnight Monday through Friday. Saturday from 7am until 7pm. Campus closed on Sundays. Located At 1701 Broadway, BE 1108. Although many resources are available, the Public Safety Department should be notified of any crime, whether or not an investigation continues, to assure the College can assess any and all security concerns and inform the community if there is a significant threat to the College community.

Anonymously - If you are interested in reporting a crime anonymously, you can utilize the College's Public Safety online crime reporting website, which can be accessed at <http://seattlecentral.edu/security/index.php> It is our policy to attempt not to trace the origin of the person who submits this form, unless such is deemed necessary for public safety. You can also submit tips through Washington Crime Stoppers at 1-800-222-8477.

Reporting to Other Campus Security Authorities

While the College prefers that community members promptly report all crimes and other emergencies directly to the Public Safety Department at 206-934-5442 or the Seattle Police Department @ 911 for crimes in progress, we also recognize that some may prefer to report to other individuals or College offices. The Clery Act recognizes certain College officials and offices as “Campus Security Authorities (CSA).” The act defines these individuals as “officials of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.

An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.” While the College has identified a number of CSAs at Seattle Central, we officially designate the following offices as places where campus community members should report crimes:

Public Safety Department
1701 Broadway, BE 1108
206-934-5442

Vice President for Student Services
1701 Broadway, BE 4180
Seattle, WA. 98121
206-934-3842

Human Resources Administrator
1701 Broadway, BE 4180W
206-934-2028

Student Conduct Officer
1701 Broadway, BE 4180
206-934-6946

Pastoral and Professional Mental Health Counselors

In accordance with the Clery Act, pastoral and professional mental health counselors who are appropriately credentialed and hired by Seattle Central College to serve in a counseling role are not considered Campus Security Authorities when they are acting in the counseling role. As a matter of policy, the College encourages pastoral and professional mental health counselors to notify those whom they are counseling of the voluntary, confidential reporting options available to them.

TIMELY WARNING REPORTS —

In an effort to provide timely notice to the campus community in the event of a Clery Act crime that may pose a serious or ongoing threat to members of the community, the Public Safety Department issues “Timely Warnings.” The Public Safety Department will generally issue Timely Warnings for the following crimes: arson; aggravated assault; criminal homicide; robbery; burglary; sex assaults; and hate crimes. Public Safety Department will post these warnings through a variety of ways,

including but not limited to posters, emails, and media. The College also has the ability to send text message alerts to those who register their cell phone numbers. The text messaging can be a very effective way to send important information to the campus community. The purpose of these Timely Warnings is to notify the campus community of the incident and to provide information that may enable the community to take steps to protect themselves from similar incidents.

The College will issue Timely Warnings whenever the following criteria are met: (1) a crime is committed; (2) the perpetrator has not been apprehended; and (3) there is a substantial risk to the physical safety of other members of the campus community because of this crime. Such crimes include, but are not limited to: (1) Clery Act crimes that are reported to any campus security authority or the local police; or (2) the College determines that the incident represents an ongoing threat to the campus community. Additionally, the Public Safety Department may, in some circumstances, issue Timely Warnings when there is a pattern of crimes against persons or property. At Seattle Central College, the Director, Public Safety, the Vice-President of Administrative Services, and the College President can all make the determination, in consultation with other College offices, if a Timely Warning is required. For incidents involving off-campus crimes, the College may issue a Timely Warning if the crime occurred in a location used and frequented by the College community.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Emergency Management at Seattle Central College

The Public Safety Department assists with developing, maintaining, and implementing emergency operations plans, developing and conducting exercise, hazard and risk education, and building partnerships with external response agencies. The Public Safety Department is responsible for assisting with and coordinating the College's overarching mitigation, preparedness, response and recovery programs. Each campus, within the Seattle Colleges system, maintains an emergency management program. Within the context of these programs, each campus develops and distributes emergency response procedures to students and employees. These procedures are maintained and distributed in a variety of ways. Some campuses post the information in hallways and classrooms, others have this information available on their website. Pamphlets and brochures with emergency response information are available at all locations through the campus's security or public safety department.

Emergency Evacuation Procedures

An evacuation drill is coordinated by the Health and Safety Committee at Seattle Central College (with assistance from by Campus Operations and the Public Safety Department) during each academic school year for all buildings on the College's main campus. Thus, the emergency response and evacuation procedures are tested yearly for the entire campus. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At Seattle Central, evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants 'practice' drill

procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the College an opportunity to test the operation of fire alarm system components. Evacuation drills are monitored by Public Safety and the College's Health and Safety Committee to evaluate egress and behavioral patterns.

A report is prepared by the College's Public Information Office that identifies deficiencies and recommends improvements to the appropriate departments/offices for consideration. Students receive information about evacuation and shelter-in-place procedures during the first week of each quarter and during other educational sessions that they can participate in throughout the year. Seattle Central will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.

Shelter-in-Place Procedures –

What it means to “Shelter-in-Place” If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic “Shelter-in-Place” Guidance

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, etc.) and follow the evacuation procedures for your building (close and lock your doors, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest College building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-in-Place” A shelter-in-place notification may come from several sources, including SCC Safety and Security, other College employees, City of Renton Police or Fire Department, other State or local authorities, or other authorities utilizing the College's emergency communications tools.

How to “Shelter-in-Place” No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise; follow these steps, unless instructed otherwise by local emergency personnel:

If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors,

proceed into the closest building quickly or follow instructions from emergency personnel on the scene. Locate a room to shelter inside. It should be:

An interior room (if possible);

Above ground level; and

Without windows or with the least number of windows.

If there is a large group of people inside a particular building, several rooms maybe necessary.

Shut and lock all windows (tighter seal) and close exterior doors.

Turn off air conditioners, heaters, and fans.

Close vents to ventilation systems as you are able. (College staff will turn off the ventilation as quickly as possible.)

Make a list of the people with you and ask someone to call the list in to SCCC Safety and Security so they know where you are sheltering. If only students are present, one of the students should call in the list. Make yourself comfortable.

Drills, Exercises, and Training

To ensure the campus's emergency management plans remain current and actionable, the campuses conduct at least one exercise annually. These exercises include, but are not limited to: tabletops, drills, functional, or full-scale. The campuses conduct after-action reviews of all emergency management exercises. The Office of Emergency Management works with each campus location to develop exercises scenarios and schedules and coordinates these events with local, state, and federal response agencies as well as stakeholders. In conjunction with at least one emergency management exercise each year, the campus will notify the appropriate campus community of the exercise and remind the community of the Seattle Colleges, Seattle Colleges ALERTS system (<https://www.getrave.com/login/seattlecolleges>) and emergency response procedures.

Emergency Notification

Seattle Central College is committed to ensuring the campus community receives timely, accurate, and useful information in the event of a significant emergency or dangerous situation on campus or in the local area that poses an immediate threat to the health and safety of campus community members. The Seattle Central College and the Seattle Colleges uses the emergency notification system RAVE to provide alerts via SeattleCollegesALERT. SeattleCollegesALERT is an emergency notification service available to students, faculty and staff. SeattleCollegesALERT is a closed, opt-in system. SeattleCollegesALERT can be used to send emergency messages within minutes of the occurrence of an incident. Alerts sent by SeattleCollegesALERT are simulcast to the College community via on campus email, Seattle Central's Facebook page, Twitter, or at the subscriber's choice, his/her cellular or land-line telephone. All Seattle Central e-mail addresses are automatically in the system and cannot be removed by the user. All of the

Colleges within the Seattle Colleges have full access to SeattleCollegesALERT for posting.

Confirming the Existence of a Significant Emergency or Dangerous Situation and Initiating the Emergency Notification System: The Seattle Central Public Safety Department and/or other campus College Officials may become aware of a critical incident or other emergency situation that potentially affects the health and/or safety of the campus community. Generally, College Officials become aware of these situations when they are reported to the public safety or campus security department or directly to a College Official. Once first responders confirm that there is, in fact, an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the campus community, first responders will notify supervisors in the Public Safety Department or other College Official to issue an emergency notification. The campus's authorized representatives will immediately initiate all or some portions of the campuses Emergency Notification Procedures. If, in the professional judgment of first responders, issuing a notification potentially compromises efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, the campus may elect to delay issuing an emergency notification. As soon as the condition that may compromise efforts is no longer present, the campus will issue the emergency notification to the campus community without delay.

Determining the Appropriate Segment or Segments of the Campus Community to Receive an Emergency Notification: Campus and/or local first responders on the scene of a critical incident or dangerous situation will assist those preparing the emergency notification with determining what segment or segments of the campus community should receive the notification. Generally, campus community members in the immediate area of the dangerous situation (i.e., the building, adjacent buildings, or surrounding area) will receive the emergency notification first. The responsible campus authorities will continually evaluate the situation and assess the need to notify additional segments of the campus population.

Determining the Contents of the Emergency Notification: Speed and accuracy of the information are of utmost importance in issuing emergency notifications. To expedite this process and ensure each message contains essential information, the mass notification system contains pre-scripted templates for the most probable or highest impact emergencies. These messages identify the situation, allow for input of the location, and identify the immediate protective action that should be taken. The individual authorizing the message will select the most appropriate template. In those cases where there are no predetermined templates in the system, the individual may use the "custom" template to craft a specific message. The goal is to ensure people are aware of the situation and they know the steps to take to stay safe.

Procedures Used to Notify the Campus Community: In the event of a situation that poses an immediate threat to members of the campus community, the campus has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an emergency. These methods of communications include the mass notification system SeattleCollegesALERT, which may include: SMS, e-mail, voice, RSS, Twitter, and Facebook. We may also use verbal announcements within buildings, public address systems, fire alarms, and, posting to websites.

Procedures for Disseminating Emergency Information to the Larger Community (i.e., individuals and organizations outside the campus community): If the campus activates its emergency notification in response to a situation that poses an immediate threat to members of the campus community, the appropriate offices at the campus will notify the larger community about the situation and steps the campus has taken to address the emergency. Primarily, campus communicators/news and media relations is responsible for crisis communications and for updating notices on Facebook, Twitter, and other social networking platforms and for maintaining communications with news outlets, distribution of press releases, and scheduling of press conferences.

Enrolling in the Seattle Colleges Mass Notification System

SeattleCollegesALERT: We encourage employees and students of the campus community to enroll in SeattleCollegesALERT. All employees and students with an access account and psu.edu e-mail automatically have their psu.edu e-mail enrolled in the system. They are encouraged to visit the SeattleCollegesALERT: [https:// www.getrave.com/login/seattlecolleges](https://www.getrave.com/login/seattlecolleges) and add phone numbers and additional emails. Members of the larger community are encouraged to follow us on Twitter, Facebook, or our websites.

SECURITY OF and ACCESS TO SEATTLE CENTRAL COLLEGE FACILITIES

Security Considerations for the Maintenance of Campus

Facilities. Seattle Central College is committed to campus safety and security. At Seattle Central, locks, landscaping and outdoor lighting are designed for safety and security. Sidewalks are designed to provide well-traveled, lighted routes from parking areas to buildings and from building to building. Grounds keeping personnel trim shrubs from sidewalks, walkways, and building entrances to provide a well-lighted route to buildings. All campus walkways are inspected at least twice per year to ensure adequate lighting. Burned-out lights are replaced promptly. We encourage community members to promptly report any security concern, including concerns about locking mechanism, lighting, or landscaping to the Public Safety Department 206-934-5442 or Facilities/Operations 206-934-4335.

Access to Campus Facilities at Seattle Central College

Seattle Central College is a public institution and the Main Campus is open to the public. Instructional and administrative buildings on campus are open for use from 7:00 am to 10:00 pm Monday through Thursday and 7:00 am to 7:00 pm Friday. Saturday only the buildings scheduled for use will be open and all other buildings will be locked and alarm systems armed. Sunday the campus is closed and no one is allowed in any building on campus.

SEATTLE CENTRAL COLLEGE'S RESPONSE TO DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING

The Seattle Central College does not discriminate on the basis of sex in its educational programs and sexual harassment nor tolerate sexual violence, which is a type of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether gender based or not and include dating violence, domestic violence, and stalking. As a result, The Seattle Central College issues this statement of policy to inform the community of our comprehensive plan addressing sexual misconduct; educational programs and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus, and how these events are reported to a College official. In this context, The Seattle Central College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the College community.

Seattle Central College's Commitment to Addressing Sexual Assault/Rape, Domestic Violence, Dating Violence, and Stalking.

The College does not tolerate sexual misconduct or abuse, such as sexual assault, rape, or any other forms of nonconsensual sexual activity. Sexual misconduct in any form violates the Code of Student Conduct, College policies and may violate federal and state laws. Violations are subject to disciplinary sanctions through the Office of Student Conduct and/or those outlined in applicable College or District policies.

What is Consent?

Consent must be informed, freely given and mutual. If coercion, intimidation, threats or physical force are used there is no consent. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature or extent of the sexual situation, there is no consent: this includes impairment or incapacitation due to alcohol or drug consumption, or being asleep or unconscious. Inducement of incapacitation of another with the intent to affect the ability of an individual to consent or refuse to consent to sexual contact almost always, if not always, negates consent. Silence does not necessarily constitute consent. Whether a person has taken advantage of a position of influence over an alleged victim may be a factor in determining consent.

Defining Sexual Assault/Rape, Domestic Violence, Dating Violence, and Stalking

Sexual Assault: Sexual assault occurs when a person engages in sexual intercourse or deviate sexual intercourse with a complainant without the victim's Effective Consent.

Rape: Is 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. Rape also occurs when a person engages in sexual intercourse with a person by forcible compulsion or the threat of forcible compulsion that would prevent resistance by a person of reasonable resolution, or when a person is unconscious or where the person knows that the victim is unaware that the act is occurring.

Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, or 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. Domestic Violence is currently not specifically defined by Washington State statute.

Dating Violence: Means violence committed by a person—(a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship will be determined based on a consideration of the following factors:

- (i) The length of the relationship.
 - (ii) The type of relationship.
 - (iii) The frequency of interaction between the persons involved in the relationship.
- Dating Violence is currently not specifically defined by Washington State statute.

Stalking: Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—a) fear for his or her safety or the safety of others; or b) suffer substantial emotional distress. A person commits the crime of stalking when the person either:

- (1) engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or
- (2) engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent

to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

What to do if you have been the victim of sexual assault, dating violence, domestic violence or stalking

After an incident of sexual assault, it is important to seek medical attention as soon as possible. It is important that victims of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence as may be necessary to the proof of criminal activity may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to College hearing boards/investigators or public safety/campus security. Although the college strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report, and victims have the right to decline involvement with the police. Whether a victim reports the crime to the police, or not, if the alleged offender is a member of the College community, the victim has a right to proceed to seek College discipline against the offender. To criminally report an incident involving a sexual assault, domestic violence, stalking, and dating violence, contact the Seattle Central Public Safety at 206-934-5442 or Seattle Police Department at 9-1-1. The Public Safety Department will assist any victim with notifying local police if they so desire. A victim of domestic violence, dating violence, sexual assault or stalking who proceeds through the criminal process has the following rights:

To receive information concerning available services for victims;

To be notified of certain significant actions and proceedings pertaining to your case;

To be accompanied at all public criminal proceeding by a victim advocate, family member or another person;

In cases involving personal injury crimes, burglary, and crimes relating to driving under the influence which involved bodily injury, the victim may offer prior comment on the potential reduction or dropping of any charge or changing of a plea; To offer prior comment on the sentencing of a defendant to include the submission of a written and/or oral victim impact statement;

To be restored, to the extent possible, to the pre-crime economic status through restitution, compensation, and the return of property;

If personal injury results from the incident, and the offender is sentenced to a state correctional facility, the victim has the opportunity to provide prior comment on and to receive state post sentencing release decisions (work release, parole, pardon, or community treatment center placement) and to be provided immediate notice of escape of the offender;

If personal injury results from the incident, and the offender is sentenced to a state correctional facility, the victim has the opportunity to provide prior comment on and to receive state post sentencing release decisions (work release,

parole, pardon, or community treatment center placement) and to be provided immediate notice of escape of the offender;

If personal injury occurs from the incident and the offender is sentenced to a local correctional facility, the victim has the right to receive notice of release of the offender (including work release, furlough, parole, community treatment center placement) and to be provided with immediate notice of the escape of the offender; Where the offender is subject to a no contact /anti-harassment order and is committed to a local correctional facility for a violation of the order or for a personal injury crime against a victim protected by the order, the victim has the right to receive immediate notice of the release of the offender on bail;

When an offender is committed to a mental health facility from a state correctional institution, the victim has the right to notice of the discharge, transfer, or escape of the offender from the mental health facility; and The victim has the right to have assistance in the preparation of, submission of and follow-up on financial assistance claims to the Crime Victim's Compensation Program. Moreover, to the extent of the victim's cooperation and consent, college offices, will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal college investigation of the complaint.

For example, if reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to counseling, health services and assistance in notifying appropriate local law enforcement. Additionally, in most cases and consistent with other federal law, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. The College does not publish the name of crime victims nor house identifiable information regarding victims in the campus public safety department Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by completing a Request to Withhold Directory Information at the College's Registration Office.

Risk Reduction Warning signs of abusive behavior and future attacks. No victim

is EVER to blame for being assaulted or abused. Unfortunately, studies show that a person who is the victim of sexual or dating violence is more likely to be revictimized. Below are some tips to help reduce your risk, to recognize warnings signs of abusive behavior and how to reduce the risk of a potential attack.

Warning Signs of Abusive Behavior

Domestic and dating abuse often escalates from threats and verbal abuse to violence. And, while physical injury may be the most obvious danger, the

emotional and psychological consequences of domestic and dating violence are also severe.

Warning signs of dating and domestic violence include:

Being afraid of your partner.

Constantly watching what you say to avoid a “blow up.”

Feelings of low self-worth and helplessness about your relationship.

Feeling isolated from family or friends because of your relationship.

Hiding bruises or other injuries from family or friends.

Being prevented from working, studying, going home, and/or using technology (including your cell phone.)

Being monitored by your partner at home, work or school.

Being forced to do things you don't want to do.

Help Reduce Your Risk and Avoid Potential Attacks

If you are being abused or suspect that someone you know is being abused, speak up or intervene.

- Get help by contacting the Counseling Center or Health Center for support services
- Learn how to look for “red flags” in relationships so you can learn to avoid some of those characteristics in future partners
- Consider making a report with Public Safety and/or the Title IX Coordinator and ask for assistance in getting an order for protection from the courts to prevent future contact
- Learn more about what behaviors constitute dating and domestic violence, understand it is not your fault, and talk with friends and family members about ways you can be supported
- Trust your instincts—if something doesn't feel right in a relationship, speak up or end it

Sexual Assault Prevention

- Be aware of rape drugs
- Try not to leave your drink unattended
- Only drink from un-opened containers or from drinks you have watched being made and poured
- Avoid group drinks like punch bowls
- Cover your drink. It is easy to slip in a small pill even while you are holding your drink. Hold a cup with your hand over the top, or choose drinks that are contained in a bottle and keep your thumb over the nozzle
- If you feel extremely tired or drunk for no apparent reason, you may have been drugged. Find your friends and ask them to leave with you as soon as possible
- If you suspect you have been drugged, go to a hospital and ask to be tested
- Keep track of how many drinks you have had
- Try to come and leave with a group of people you trust

- Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his/her number instead of giving out yours

Traveling around campus (walking)

- Make sure your cell phone is easily accessible and fully charged
- Be familiar with where emergency phones are installed on the campus
- Be aware of open buildings where you can use a phone
- Keep some change accessible just in case you need to use a pay phone
- Take major, public paths rather than less populated shortcuts
- Avoid dimly lit places and talk to campus services if you believe that lights need to be installed in an area
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone
- Walking back from the library very late at night is sometimes unavoidable, so try to walk with a friend
- Carry a noisemaker (like a whistle) on your keychain
- Carry a small flashlight on your keychain
- If walking feels unsafe, call Public Safety at 206.934.5442

College Procedures for Responding to Reports of Sexual Assault, Domestic Violence, Dating Violence, and Stalking

You have other options In addition to, or in the alternative to, contacting Seattle Central Public Safety regarding sexual assault, domestic violence, dating violence, and stalking. Concerns about conduct by a student or student group that may violate this Policy may also be reported to:

Crystina Mai-Mostad, Office of Student Conduct
 1701 Broadway, BE 4180
 Seattle, WA. 98121
 Phone: 206-934-6946 Email: Crystina.Mostad@seattlecolleges.edu

Concerns about conduct by an employee or third-party that may violate this Policy may also be reported to the Affirmative Action Office/Title IX Coordinator at:

Christina Nelson, Affirmative Action/Title IX Coordinator
 1701 Broadway, BE4180W
 Seattle, WA. 98121
 Phone: 206-934-2028 Email: Christina.nelson@seattlecolleges.edu

If you or someone you know is the victim of a sexual assault, the victim has several rights, including: The right to report the incident to the College's Public Safety Department or local authorities. The College will assist victims in notifying

either the Public Safety or local police. Filing a police report does not mean the victim must pursue criminal charges. The victim maintains his or her rights throughout the process.

In addition to the campus services listed below, several community service organizations can provide counseling, mental health, and other related services to sexual assault victims. Resources and contact information can be found on the Sexual Harassment and Assault Reporting and Education.

➤**Public Safety** – safety and security support (<http://www.seattlecentral.edu/security/index.php>)

➤**Student Support Services** – advocacy, referrals, counseling, academic accommodation, and education (<http://www.seattlecentral.edu/student-support/womens-programs.php>)

➤**Counseling Services** – counseling and referrals (<http://www.seattlecentral.edu/disability-support/index.php>)

➤**Student Conduct** – support, referrals, and resolution of complaints (http://www.seattlecentral.edu/counsel/fac_stuconduct.php)

➤**Community-based Victim Witness Advocate** – (<http://www.kingcounty.gov/Prosecutor/victimassistance.aspx>)

➤**Community-based Rape Crisis/Domestic Violence Services** – shelter, support groups, counseling (listed in phone book under “abuse”) ➤

➤**Washington Coalition Against Sexual Violence** – (<http://www.wcsap.org/intimate-partner-sexual-violence>)

➤**Washington Coalition Against Domestic Violence** – 24-hour hotline (1-800-562-6025) (<http://wscadv2.org/>)

If a victim of a sexual assault or relationship violence incident requests a change in her or his living arrangements or academic schedule, the Office of Student Services, Student Conduct and other offices at the College will assist the individual with making these changes, as long as they are reasonably available.

The following information provides steps to follow should a sexual assault occur: Get to a safe place as soon as possible!

Try to preserve all physical evidence – the victim should not bathe, shower, brush teeth, douche, use the toilet, or change clothing until s(he) has a medical exam.

Contact a close friend or relative, if available, who can provide support and accompany the victim to the medical exam and/or police department. Advocates from the Washington Coalition Against Sexual Assault might be available to the victim to provide support.

Get medical attention as soon as possible – an exam may reveal the presence of physical injury that the victim is unaware of. Following a sexual assault, antibiotics are typically given at the time of the exam to help prevent the victim from acquiring certain sexually transmitted diseases. Emergency contraception is provided to all female victims at risk of pregnancy from the assault (if the victim presents within 120 hours). If the victim reports memory loss, loss of consciousness or other circumstances suspicious for a drug-facilitated assault, a urine test may be done if the victim presents within 96 hours. Some of the

commonly used “date rape” drugs, however, are only detectable in the urine for six to eight hours after ingestion.

Contact the police – Sexual assault is a crime, it is vital to report it. It is important to remember that reporting a crime is not the same as prosecuting the crime. The decision to prosecute may be made at another time. Final decision to prosecute is determined by the City Attorney’s Office.

Consider talking to a counselor – Seeing a counselor may be important in helping the victim understand her/his feelings and begin the process of recovery.

Internal Disciplinary Procedures that will be followed once an incident of Domestic Violence, Dating Violence, Sexual Assault, or Stalking has been reported. Sexual misconduct and relationship violence, in any form, violates the Student Code of Conduct, Discrimination, Harassment, Sexual Harassment, and Related Inappropriate Conduct (Washington State Administrative Code WAC 132F-121-110), and may violate federal and state laws. Violations of this policy are also subject to disciplinary sanctions through the Office of Student Conduct, Affirmative Action Office, and/or the Office of Human Resources.

Reports or complaints alleging sexual assault, domestic violence, dating violence, and stalking are processed on the basis of the status of the alleged perpetrator (respondent). Reports or complaints against any College employee (faculty, staff, administrator or executive) will be processed by Seattle Central College Human Resource Administrator (HRA). Reports or complaints alleging discrimination or harassment of any member of the College community by individuals who are not members of the College community (e.g., third party vendors, contractors, and guests) will also be processed by HRA.

Reports or complaints alleging discrimination or harassment by a student will be processed by the Office of Student Conduct (OSC). Confidential reports can be made through Counseling Services (http://seattlecentral.edu/counsel/fac_crisis.php).

The Human Resource Administrator has been designated Title IX Coordinator for Seattle Central College. As such, all incidents involving an alleged violation of Title IX involving students should be forwarded to the Human Resource Administrator for review. When received, the information will be reviewed and the level of investigation, accommodation, and/or remedial measures already implemented as well as the potential need for a timely warning will be assessed. The HRA will also ensure that accommodations, resources, rights, and options are addressed with the complainant. At any time, when a complainant expresses an interest in exploring options within the Office of Student Conduct, the process will begin with communication with the Complainant. This conversation will most often be held with the Student Conduct Officer and will occur in a prompt and timely fashion. Possible outcomes of this initial discussion include the following:

1. The incident is documented, but no further action is determined to be necessary. Appropriate accommodation to the complainant and appropriate remedial measures will still be applied; or
2. Complainant wishes for the College to proceed with an initial investigation to include contact with the respondent. The complainant will be eligible for appropriate accommodations, and appropriate remedial measures will be applied. The complainant will also be informed that if at any point in the future the complainant wishes for formal action, the complainant can request it at that time. A timeline for next steps will be reviewed, and when appropriate, additional meetings scheduled; or
3. The complainant requests that the College proceed with the formal College conduct process. The complainant will be eligible for appropriate accommodations, and appropriate remedial measures will be considered. Additional information necessary to proceed with the formal process will be obtained. A timeline for next steps will be reviewed and when appropriate, additional meetings scheduled. In any of the three outcomes listed above, appropriate documentation will be completed for submission to the Title IX Coordinator and the Office of Student Conduct. There may be cases in which the information provided requires that action be taken (including initiating informal or formal action), irrespective of the desires of the complainant and in such cases, the College will take that action. In those cases, every effort will be made to explain to the complainant the rationale for moving forward and the relevant procedures and timelines, and to keep them abreast of the process. At no time, however, will the complainant be compelled to participate in the process.

Initial Investigation

When an initial investigation is pursued, the Student Conduct Office will contact the respondent to schedule a meeting. In that meeting, the Student Conduct Officer will review the following: rights of the respondent, the allegations, the respondent's perspective on the allegations, actions requested by the complainant, if any, and actions recommended by the College.

If, following the discussion, the respondent agrees to honor the complainant's and College's requests, and the College believes that the complainant's requests are reasonable and appropriate, steps will be taken to complete those actions in a prompt and timely manner. Examples of such actions include, but are not limited to, counseling for the respondent, commitment to change/end the behavior, restricted activity, schedule modification, and educational intervention. The complainant will be notified of the respondent's agreement and appropriate documentation will be completed for submission to the Title IX Coordinator and the Title IX database. No reportable disciplinary record is created. However, the information will remain on file should future concerns be reported. When the respondent is not willing to honor the requests of the complainant or the College, a follow-up meeting will be held with the complainant to determine next steps. Although selecting the initial investigation initially, the complainant may wish to modify the request to a formal process.

Internal Disciplinary Procedures for institutional disciplinary action in cases of alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking

Formal Student Conduct Process

When cases involving domestic violence, dating violence, sexual assault, or stalking are reported and a formal conduct process is initiated, the College will provide a prompt, fair, and impartial investigation and resolution. Reports will be investigated (if applicable) and managed by professional staff or College authorities who have been trained annually on issues related to domestic violence, dating violence, sexual assault, stalking, and victimization, and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability. If it is determined that it is appropriate and necessary, a formal investigation process prior to the determination of charges and sanctions will occur. When a formal investigation process is initiated, the assigned investigator will attempt to interview all parties who have substantive information to share about the allegations and will attempt to gather all available documentation. An investigative packet containing the information received and collected will be compiled. If, after factual investigation, charges are assigned and the respondent accepts responsibility, both the respondent and complainant (hereafter “party”) have the opportunity to request a sanction review. If the respondent contests the charges (i.e., denies responsibility for one or more of the assigned charges), the matter will be forwarded to a hearing. The standard of evidence in a hearing is a more likely than not, a preponderance standard. In other words, the determination is whether it is more likely than not that a violation occurred. In a hearing, both parties may question all witnesses. Questions may also be posed by each party to the other; however, questioning of the other party will be permitted only through the Hearing Chair.

The respondent and complainant may each be assisted by an advisor. “Advisor” is defined as any person selected by the respondent or complainant to assist and accompany them through the College conduct process (including Disciplinary Conferences, Administrative/College Student Conduct Officer, Sanction Reviews, and formal Appeals). A party shall not select an advisor with the actual or effective purpose of disrupting the proceedings, causing emotional distress to the other party, or otherwise attempting to disrupt the process. The advisor, upon request of either party, may (1) accompany the party in any disciplinary proceeding, (2) advise the party in the preparation and presentation of sharing of information, and (3) advise the party in the preparation of any appeals or sanction reviews. The advisor shall not perform any function in the process other than advising the party and may not make a presentation or represent the party. The parties are expected to ask and respond to questions on their own behalf, without representation by their advisor. The advisor may consult with their advisee quietly or in writing, or outside during breaks, but may not speak on behalf of the

advisee. Delays in the conduct process will not normally be allowed due to scheduling conflicts with advisors. Each party will be allowed to submit a statement of facts prior to the hearing that will be added to the hearing packet. Each party will also be allowed to submit an impact statement that will be reviewed by the Hearing Board should the respondent be found responsible for violating the Code. Both the respondent and the complainant will be notified simultaneously of the hearing outcome. If suspension or expulsion is either assigned or was within range for the charges, both the complainant and the respondent will have the opportunity to file an appeal. At the conclusion of any appeal process, both the complainant and the respondent will be notified simultaneously, in writing, of the outcome of the process.

Staff/Faculty Process

The Human Resource Administrator, or a designee, will be responsible for investigating reports of sexual assault, domestic violence, dating violence, and stalking, and making factual findings, applying a preponderance of the evidence standard, with respect to whether a policy violation occurred. Following the fact finding and investigative process, he/she will prepare a written report with findings and remedial recommendations. The investigation will be complete within 60 days, and the report of findings will be simultaneously provided to the accused and the accuser, and, in appropriate circumstances, may be provided to the immediate supervisor of the accused. Along with the report of findings, both parties will be provided the opportunity to attend or participate in a disciplinary meeting which will occur after the investigative report is finalized. Both the accused and the accuser have the right to have an advisor of their choice present at this disciplinary meeting.

The meeting will be conducted by an official(s) who receives annual training in investigation and hearing processes, as well as on issues related to domestic violence, dating violence, sexual assault, and stalking.

Following the disciplinary meeting, both the accused and the accuser will receive simultaneous notice of the final disciplinary sanctions. Both the accused and the accuser may appeal the final disciplinary sanctions.

Employee Grievance Procedures will be followed throughout the appeal process. At the conclusion of any appeal process, both the accused and the accuser will be notified simultaneously, in writing, of the outcome of the appeal and sanctions.

Burden of Proof. As noted, the standard of evidence for determining whether a violation occurred, specifically when investigating alleged domestic violence, dating violence, sexual assault, and stalking, is “preponderance of evidence.”

Possible sanctions or protective measures Seattle Central College may impose following a final determination of an institutional procedure. Following a final determination of an institutional

procedure regarding domestic violence, dating violence, sexual assault or stalking, the College may impose the following sanctions or protective measures:

Students

Sanctions up to and including expulsion from the College
Restriction from portions of campus
Change in course assignment
Mandated Psychological Evaluation and/or Counseling
Mandated Education

Faculty/Staff

Employee termination from the College
Unpaid suspension
Restrictions from all or portions of campus
Change in working facility
Mandated education
Written reprimand in personnel file
Removal from classroom teaching
Removal from administrative position

Protecting the confidentiality of victims. All members of the Student Conduct Office, case managers, and investigators have been trained in confidentiality of student records and the provisions of the Family Educational Rights to Privacy Act. Personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant.

The College does not publish the name of crime victims nor house identifiable information regarding victims in the campus public safety departments Daily Crime Log or online. Victims may request that directory information on file be removed from public sources by completing a Request to Withhold Directory Information at the College's Registration Office.

Education and Prevention Programs

The College engages in comprehensive educational programming to prevent domestic violence, dating violence, sexual assault and stalking. Educational programming consists of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for the campus community that:

- Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- Defines what behavior and actions constitute consent to sexual activity;

- Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander;
- Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to minimize the risk of potential attacks;
- Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

The College has developed an annual educational campaign consisting of presentations that include distribution of educational materials to new students; participating in and presenting information and materials during new employee orientation; presenting programs throughout the year on at least a quarterly basis, including sessions such as:

- Speakers on Healthy Relationships & Sexual Assault
- Student Leadership campus training and inclusion of campus resources

Sex Offender Registration — Campus Sex Crimes Prevention Act (Megan’s Law)

Sex Offender Registry

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000 (Megan’s Law). The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

In the State of Washington (Revised Code of Washington (RCW) 9A.44.130) any adult or juvenile residing whether or not the person has a fixed residence, or who is a student, is employed, or carries on a vocation in this state who has been found to have committed or has been convicted of any sex offense or kidnapping offense, or who has been found not guilty by reason of insanity under chapter 10.77 (RCW) of committing any sex offense or kidnapping offense, shall register with the county sheriff for the county of the person's residence, or if the person is not a resident of Washington, the county of the person's school, or place of employment or vocation, or as otherwise specified in this section.

Where a person required to register under this section is in custody of the state department of corrections, the state department of social and health services, a local division of youth services, or a local jail or juvenile detention facility as a result of a sex offense or kidnapping offense, the person shall also register at the time of release from custody with an official designated by the agency that has jurisdiction over the person. In addition, any such adult or juvenile who is

admitted to a public or private institution of higher education shall, within ten days of enrolling or by the first business day after arriving at the institution, whichever is earlier, notify the sheriff of the county of the person's residence of the person's intent to attend the institution. The sheriff shall notify the institution's department of public safety and shall provide that department with the person's: name; address; date and place of birth; place of employment; crime for which convicted; date and place of conviction; aliases used; social security number; photograph; and fingerprints.

In the State of Washington, the Washington State Patrol and local Sheriff's Offices (King County Sheriff's Office) maintain sex offender information. When sex offender information is received from local law enforcement agencies the Safety/Security Department cross checks the information against current lists of registered students and employees to determine if additional notification of the college community is warranted. When necessary, sex offender information is made as a college alert.

Pertinent web site addresses for securing related information are:

http://www.metrokc.gov/sheriff/services/sex_offender_search/

<http://www.co.pierce.wa.us/pc/abtus/ourorg/sheriff/sexoffendersearch.htm>

<http://ml.waspc.org/index.aspx>

CAMPUS SECURITY POLICIES; CRIME PREVENTION AND SAFETY AWARENESS PROGRAMS

In addition to the many programs offered by the Public Safety Department and other College offices, the College will be or has established a number of policies and procedures related to ensuring a reasonably safe campus community. These policies include:

Behavioral Intervention Team

In order to enhance emergency preparedness and prevention efforts, Seattle Central College has established a Behavioral Intervention Team (BIT). The objective of the BIT is to systematically identify, evaluate, and manage potentially threatening situations, including persons of concern, at the College. The multidisciplinary team is composed of people from a cross-campus that meets on a regular basis to review and **respond to reports of student behavior that may pose a threat** of self-harm or a threat to the community. BIT mission is to provide a safe environment for the campus community through collaboration, information collection, risk assessment, and intervention.

Weapons Policy

The possession, carrying, and use of weapons, ammunition, or explosives is prohibited on College-owned, or -controlled property. The only exception to this policy is for authorized law enforcement officers or others, specifically

authorized by the College. Failure to comply with the College weapons policy will result in disciplinary action against violators.

Washington State Crime Victims' Rights

There shall be a reasonable effort made to ensure that victims, survivors of victims, and witnesses of crimes have the following rights, which apply to any criminal court and/or juvenile court proceeding:

With respect to victims of violent or sex crimes, to receive, at the time of reporting the crime to law enforcement officials, a written statement of the rights of crime victims as provided in this chapter. The written statement shall include the name, address, and telephone number of a county or local crime victim/witness program, if such a crime victim/witness program exists in the county; To be informed by local law enforcement agencies or the prosecuting attorney of the final disposition of the case in which the victim, survivor, or witness is involved;

To be notified by the party who issued the subpoena that a court proceeding to which they have been subpoenaed will not occur as scheduled, in order to save the person an unnecessary trip to court;

To receive protection from harm and threats of harm arising out of cooperation with law enforcement and prosecution efforts, and to be provided with information as to the level of protection available;

To be informed of the procedure to be followed to apply for and receive any witness fees to which they are entitled;

To be provided, whenever practical, a secure waiting area during court proceedings that does not require them to be in close proximity to defendants and families or friends of defendants;

To have any stolen or other personal property expeditiously returned by law enforcement agencies or the superior court when no longer needed as evidence. When feasible, all such property, except weapons, currency, contraband, property subject to evidentiary analysis, and property of which ownership is disputed, shall be photographed and returned to the owner within ten days of being taken; To be provided with appropriate employer intercession services to ensure that employers of victims, survivors of victims, and witnesses of crime will cooperate with the criminal justice process in order to minimize an employee's loss of pay and other benefits resulting from court appearance;

To access to immediate medical assistance and not to be detained for an unreasonable length of time by a law enforcement agency before having such assistance administered. However, an employee of the law enforcement agency may, if necessary, accompany the person to a medical facility to question the person about the criminal incident if the questioning does not hinder the administration of medical assistance. Victims of domestic violence, sexual assault, or stalking, as defined in RCW [49.76.020](#), shall be notified of their right to reasonable leave from employment under chapter [49.76](#) RCW;

With respect to victims of violent and sex crimes, to have a crime victim advocate from a crime victim/witness program, or any other support person of the

victim's choosing, present at any prosecutorial or defense interviews with the victim, and at any judicial proceedings related to criminal acts committed against the victim.

This subsection applies if practical and if the presence of the crime victim advocate or support person does not cause any unnecessary delay in the investigation or prosecution of the case. The role of the crime victim advocate is to provide emotional support to the crime victim;

With respect to victims and survivors of victims, to be physically present in court during trial, or if subpoenaed to testify, to be scheduled as early as practical in the proceedings in order to be physically present during trial after testifying and not to be excluded solely because they have testified;

With respect to victims and survivors of victims, to be informed by the prosecuting attorney of the date, time, and place of the trial and of the sentencing hearing for felony convictions upon request by a victim or survivor; To submit a victim impact statement or report to the court, with the assistance of the prosecuting attorney if requested, which shall be included in all presentence reports and permanently included in the files and records accompanying the offender committed to the custody of a state agency or institution; With respect to victims and survivors of victims, to present a statement personally or by representation, at the sentencing hearing for felony convictions; and With respect to victims and survivors of victims, to entry of an order of restitution by the court in all felony cases, even when the offender is sentenced to confinement, unless extraordinary circumstances exist which make restitution inappropriate in the court's judgment.

Fire Incident Reporting

Seattle Central Public Safety publishes this fire safety report as part of its annual Clery Act Compliance document, via this brochure, which contains information with respect to the fire safety practices and standards for Seattle Central. This report does not include statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire, and the value of the property damage caused by a fire (Seattle Central does not provide residence for our student). The compliance document is available for review 24 hours a day on the Seattle Central Public Safety website at <http://seattlecentral.edu/security/clery.php>

If a fire occurs in a Seattle Central College building, community members should immediately notify 911 and then call Public Safety at (206) 934-5442 on campus extension 5442. Public Safety Officer(s) will respond, to assist with evacuation and directing fire and emergency response personnel to the scene. Fire alarms alert community members of potential hazards and community members are required to heed the warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Community members should familiarize themselves with the exits in each building. The Fire Marshall can levy fines and penalties to individuals who fail to evacuate a building promptly – but a more important reason for evacuating is for safety reasons! When a fire alarm is activated, the elevators in most buildings will stop automatically. Occupants should use the stairs to evacuate the building. If you are caught in the elevator, push the emergency phone button. The emergency phones in elevators on campus typically dial to the fire alarm monitoring company and they will contact Public Safety.

If a member of the Seattle Central community finds evidence of a fire that has been extinguished, and the person is not sure whether it was reported to public safety, the community member should immediately contact Public Safety to investigate and document the incident.

If a false alarm occurs on the Seattle Central College's main campus, an email message is distributed to the campus, typically within the next business day, informing the campus of the cause of the activation and the reason for the evacuation. The purpose of providing follow-up information is to use those instances as a teachable moment to point out the reason for the alarm activation, the evacuation routes, and instructions and guidelines for evacuations.

Fire Protection Equipment/Systems

College buildings are equipped with automatic fire detection and alarm systems that are constantly monitored by staff at an off-campus monitoring company.

Health and Safety Inspections

The City of Seattle Fire Department inspects the Colleges Buildings once a year inspections are primarily designed to find and eliminate safety violations. The inspections include, but are not limited to, a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers and other life safety systems. In addition, each room will be examined for the presence of prohibited items (e.g., sources of open flames, such as candles; non-surge protected extension cords; halogen lamps; space heaters; etc.) or prohibited activity (e.g., tampering with life safety equipment; etc.).

Fire Safety Tips

Buildings are equipped with a variety of features that are designed to detect, stop and/or suppress the spread of a fire.

A door can be the first line of defense against the spread of smoke or fire from one area to another. Some doors, such as fire doors in corridors, are designed to stand up to fire longer than those of an individual room. It is important that these doors are CLOSED for them to work. Additionally, if a door has a device that automatically closes the door, it should NOT be propped open. Sprinklers are 98% effective in preventing the spread of fire when operating properly. DO NOT obstruct the sprinkler heads with materials like clothing hanging from the piping.

Smoke detectors cannot do their job if they are disabled or covered by the occupant, which is a violation of College Policy.

Almost $\frac{3}{4}$ of all fires that are caused by smoking material are the result of a cigarette being abandoned or disposed of carelessly. Smoking is NOT PERMITTED in or within 25 feet of any Seattle Central building or on the main campus except in designated area.

Educating of Members of the College Community

Campus security and fire safety procedures are discussed during new student orientation (first day of classes during each academic quarter). The Director, Public Safety, participate in forums, Faculty and Staff meetings to explain College security, safety, and fire safety measures and procedures at Seattle Central College.

Student Conduct

The Office of Student Conduct The mission of the Office of Student Conduct is to promote a safe, orderly, and civil College community and to encourage and inspire students to become good citizens by engaging in personal responsibility, ethical decision making, and demonstrating respect for the rights and safety of others.

The Student Code of Conduct

The Office of Student Conduct is responsible for administering the Student Code of Conduct, which articulates the behavioral standards and the equitable

procedures employed by the College to respond to allegations of student misconduct. Students who are found responsible for violations may be subject to sanctions ranging from Conduct Conversation or Conduct Probation to Suspension or Expulsion from the College. In most cases, the Office of Student Conduct will also assign developmental and educational interventions designed to promote greater awareness and improved decision making for students and to further deter future misconduct. In instances where a student's conduct, behavior, or other objective evidence provides a reasonable cause to believe a student is an immediate and significant threat to the health or safety of other persons, to property of the College or others, to disrupting essential campus operations, or to the student's own health or safety, the Office of Student Conduct may assign an Interim Suspension and/ or other interim actions that are designed to protect the health and safety of the community and members therein. The Office of Student Conduct is also responsible for conducting re-enrollment, and continuing enrollment reviews for returning or current students with known behavioral problems. Any individual or entity may submit reports alleging student misconduct to the Office of Student Conduct. The Office of Student Conduct also provides outreach programming designed to inform and educate.

Missing Student Policy

The Higher Education Opportunity Act of 2008 (effective August 14, 2008) requires any institution participating in a Title IV federal student financial aid program that maintains on-campus housing facilities to establish a missing student notification policy and related procedures. Seattle Central College does not have on-campus resident life (housing for student). Seattle Central College is not required to address Missing Students. Seattle Central Public Safety will work with the City of Seattle Police Department or other local or regional law enforcement agencies upon request. When they have reason to believe that a student who attends Seattle Central is missing the Public Safety Department will generate a missing person report and assist with the investigation.

Daily Crime Log

The Seattle Central Public Safety Department maintains a Daily Crime Log of all incidents reported to them. The Public Safety Department publishes an activity log every day, which is available to members of the press and public. This log identifies the type, locations, and time of each criminal incident reported to the Public Safety Department. Local newspapers, television, and radio stations are provided Crime log information upon request. The most current sixty days of information is available at the front desk in the Public Safety Department located at 1701 Broadway, BE 1108. Upon request, a copy of any maintained Daily Crime Log will be made available for viewing, within forty-eight hours of notice.

Crime Prevention and Safety Awareness Programs

In an effort to promote safety awareness, the Seattle Central College Public Safety Department participates in a variety of programs to educate and inform students, employees, parents, and the community at large on a variety of issues. The programs are presented upon request or are scheduled at various times and locations on campus. If you or your organization would like to request a specific program, please contact the Director, Public Safety at 206-934-5437.

SEATTLE CENTRAL COLLEGE POLICIES GOVERNING ALCOHOL AND OTHER DRUGS

Seattle Central College Alcohol and Drug Policy

Federal law requires Seattle Central College to notify all faculty, staff, and students of certain information pertaining to the unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as part of its activities. The information included in this report complies with the notification requirements of the Drug-Free Schools and Communities Act and its implementing regulations. The College prohibits the unlawful possession, use, manufacture, or distribution of alcohol or controlled substances by students, faculty, staff, and guests in buildings, facilities, grounds, or property controlled by the College or used as part of College activities.

Areas Open to the Public

The Seattle Central College prohibits the possession and use of alcoholic beverages in areas open to the public, including areas of buildings open to the public. However, the use of alcoholic beverages, subject to the laws of Washington State, may be permitted at College-sponsored activities in areas designated by, and with the prior approval.

Private or Closed Areas

The possession and use of alcoholic beverages are prohibited in conference rooms, offices, office reception rooms, closed buildings, and areas of buildings not open to the public or from which the public has been excluded, except: the use of alcoholic beverages, subject to the laws of Washington State, may be permitted in specific private or closed areas designated by, and with the prior approval of, the appropriate person responsible for the area of request.

Policies Specific to Seattle Central College Students

Any student who violates this policy is subject to disciplinary action including sanctions as outlined in the Student Code of Conduct in addition to any penalties resulting from violating local, state, and/or federal law. Disciplinary sanctions may include: Students who are found responsible for violations may be subject to sanctions ranging from Disciplinary Warning or Disciplinary Probation to Suspension or Expulsion from the College. In most cases, the Office of Student Conduct will also assign developmental and educational interventions designed to promote greater awareness and improved decision making for students and to further deter future misconduct.

Alcohol Poisoning is a Medical Emergency.

Call for help. You could save someone's life.

ON-CAMPUS: 206-934-5442 • OFF-CAMPUS: 911

Know the signs:

Passed out or difficult to wake
Cold, clammy, pale, or bluish skin
Slowed breathing
Vomiting while asleep or awake

Know how to help:

Turn a vomiting person on his or her side to prevent choking
Clear vomit from the mouth
Keep the person awake
NEVER leave the person unattended

ANNUAL DISCLOSURE OF CRIME STATISTICS

While Seattle Central College is a reasonably safe environment, crimes do occur. In addition to the Clery Act crimes statistics, other common crimes that occur on campus are outlined below.

PREPARATION OF THE ANNUAL SECURITY REPORT AND DISCLOSURE OF CRIME STATISTICS

The Public Safety Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act using information maintained by the Public Safety Department, information provided by other College offices such as Student Services, Office of Student Conduct, Campus Security Authorities, and information provided by local law enforcement agencies surrounding campus. Each of these offices provides updated policy information and crime data.

This report provides statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned, leased, or controlled by Seattle Central College. This report also includes institutional policies concerning campus security, such as policies regarding sexual assault, alcohol, and other drugs. The College distributes a notice of the availability of this Annual Security Report by October 1 of each year to every member of the College community. Anyone, including prospective students and employees, may obtain a paper copy of this report by contacting the Public Safety Office at 206-934-5442 or by visiting <http://seattlecentral.edu/security/clery.php>.

Clery Act Crimes

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) requires colleges and universities across the United States to disclose information about crime on and around their campuses.

The College Public Safety Department collects the Clery crime statistics disclosed in the following charts through a number of methods. The College Public Safety Department maintains a close relationship with all police departments where Seattle Central College owns or controls property to ensure that crimes reported directly to these police departments that involve the College are brought to the attention of the College Public Safety Department.

In addition to collecting Clery crime statistics from local police departments, all reports of crime incidents made directly to the College Public Safety Department are entered into an integrated computer aided-dispatch systems/records management system.

The entries are recorded in the system in accordance with the crime definitions outlined in the FBI Uniform Crime Reporting Handbook and the FBI National Incident-Based Reporting System Handbook (sex offenses only).

To ensure each report is appropriately classified in the correct crime category, after an officer enters the report in the system, the Director, Public Safety reviews the report to ensure it is appropriately classified. The department also periodically examines data in the system for appropriate classification. In addition to the crime data that the College Public Safety Department maintains, the College collects Clery crime statistics of reports made to various campus security authorities, as defined in this report.

The statistics reported in the following charts generally reflect the number of criminal incidents reported to the various campus security authorities. The statistics reported for the subcategories on liquor laws, drug laws, and weapons offenses represent the number of people arrested or referred to campus judicial authorities for respective violations, not the number of offenses documented.

Theft - Theft is a common occurrence on a college campus. Often theft is seen as a crime of opportunity. Recreation facilities, and many open classrooms and laboratories provide thieves with effortless opportunities. We often feel a sense of security and become too trusting of our peers, while other leave classrooms and laboratories unlocked when not occupied for short periods of time. It is important to be very vigilant when it comes to suspicious persons. Never leave items and valuables lying around unsecured. Doors should be locked at all times. The following is a list of suggestions to help you not fall victim to theft.

- Keep doors to offices, labs, classrooms locked when not occupied.
- Don't provide unauthorized access to persons in the buildings or classrooms.
- Do not keep large amounts of money with you.
- Lock all valuables, money, jewelry, and checkbooks in a lock box or locked drawer.
- Keep a list of all valuable possessions including the makes, models, and serial numbers.
- Take advantage of the Engraving Programs to have all valuables engraved with specific identifying marks.
- Don't leave laptop computers or textbooks unattended in labs or libraries, even if it is for a short period of time.
- Don't lend credit cards or identification cards to anyone.
- Report loitering persons or suspicious persons to police immediately; don't take any chances.

Identity Theft - Identity theft is a crime in which someone wrongfully obtains and uses another person's personal information in some ways that involves fraud or deception, typically for economic gain. This personal data could be a Social Security number, bank account, or credit card information. Persons involved in identity theft often use computers or other forms of media to assist them. You can take measures you can take to prevent this from happening to you:

- Do not give anyone your personal information unless there is a legitimate reason to trust them.
- Never give your credit card information, date of birth, or other information over the telephone, unless you can confirm the person receiving that information.
- Complete a credit check frequently to assure there is no suspicious activity.
- Examine financial information often to assure all transactions are authorized and accounted for.
- Use security software and install firewalls on computers

Classifications of Reportable Clergy Crimes

Murder/Manslaughter – defined as the willful killing of one human being by another.

Negligent Manslaughter – defined as the killing of another person through gross negligence.

Forcible sex offenses – defined as 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. Including: forcible rape, forcible sodomy, sexual assault with an object, forcible fondling. **Non-forcible sex offense** – unlawful, non-forcible sexual intercourse, including incest and statutory rape.

Robbery – defined as taking or attempting to take anything of value from the car, 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 – defined as 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.

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

Motor Vehicle Theft – theft or attempted theft of a motor vehicle. **Arson** – any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Domestic Violence – Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family laws of Washington State, or 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. Domestic Violence is not defined by Washington state statute.

Dating Violence – Means violence committed by a person—(a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and

(b) where the existence of such a relationship will be determined by the reporting party's statement and based on a consideration of the following factors:

(i) The length of the relationship.

(ii) The type of relationship.

(iii) The frequency of interaction between the persons involved in the relationship.

Dating Violence is not defined by Washington state statute.

Stalking – Means engaging in a course of conduct directed at a specific person that would cause a reasonable person to— a) fear for his or her safety or the safety of others; or b) suffer substantial emotional distress. A person commits the crime of stalking when the person either: (1) engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or (2) engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

Hate Crimes – includes all of the crimes listed above that manifest evidence that the victim was intentionally selected because the perpetrator's bias against the victim based on one of the Categories of Prejudice listed below, plus the following crimes.

Larceny/Theft – includes pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.

Simple Assault – 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 to Property (except Arson) – 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.

Categories of Prejudice

Race – A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity that distinguish them as a distinct division of humankind.

Gender – A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

Religion – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

Sexual Orientation – A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.

Ethnicity/national origin – A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions.

Disability – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.

Gender Identity – A preformed negative opinion or attitude toward a group of persons because the perceived gender of those persons may be different from the gender traditionally associated with their gender at birth.

IMPORTANT PHONE NUMBERS

Seattle Central Public Safety

1701 Broadway, BE 1108
Seattle, WA. 98121
206-934-5442

Seattle Police Department

East Precinct
1519 12 Ave
Seattle, WA. 98122
206-684-4300

Washington State Patrol

206-720-3000

Harborview Medical Center

206-744-3000

Seattle Colleges ALERTS

SeattleCollegesAlerts is the official emergency notification system used by Seattle Community Colleges (North Seattle, South Seattle, Seattle Central, SVI and the Siegal Administrative Center). The college district has contracted with [Rave Mobile Safety](#) to communicate with students and employees during campus emergencies that pose a safety concern for the college community.

This system allows the District or College to send text messages, voice mails, and e-mails to the campus community concerning weather-related school closings, delays, and other emergencies. The service is available to all employees and students of Penn State. The university does not charge for the service, however there may be a fee charged based on your phone plan.

To register, go to: <https://www.getrave.com/login/seattlecolleges> and follow the instructions.

These policies and procedures are subject to change at any time.