

# COLUMBIA BASIN COLLEGE 2021 ANNUAL SECURITY & FIRE REPORT

Pasco, WA

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*Updated: October 2021*



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# A MESSAGE TO THE CBC COMMUNITY

**Dr. Rebekah Woods, *President***

One of Columbia Basin College's highest priorities is ensuring the safety of its students, staff, faculty and visitors to our campuses. During 2021, our college took extraordinary steps to promote health and safety in response to the COVID-19 pandemic. We saw the "extraordinary" become the norm -- temperature checkpoints, contact tracing, mask requirements, even electronic forms required for employees wishing to visit their office. Every single member of our institution found themselves adapting to change in 2021, working together to keep our campuses and our community safe.

I thank you for your interest in health and safety at CBC. This report should provide a clear picture of our efforts in these areas, led by the Vice President for Administrative Services and the College's Campus Security Department. These leaders play a tremendous role in ensuring safety on our campuses, utilizing their ever-evolving expertise to evolve and improve our practices. Through a collaborative effort with local law enforcement agencies and emergency management authorities, we have implemented safety policies and procedures to ensure a safe, secure, and supportive environment. We are always looking for partners in this mission.

Please do not hesitate to reach out with questions on any aspect of this report, or on any CBC health and safety issue. We rely upon your input, and value your collaboration and support.



## ABOUT THE COLLEGE & THE ANNUAL SECURITY REPORT

Columbia Basin College (“CBC” or the “College”) has two campuses, one in Pasco, Washington and the other in Richland, Washington. CBC operates as part of the Washington State Community and Technical College system. The College primarily serves the educational needs of the Mid-Columbia.

The Pasco Campus is located at 2600 N. 20th Ave., Pasco, WA 99301. In 2017, the College opened its first residence hall, called Sunhawk Hall, located at 2901 N. 20th Ave., Pasco, WA 99301. In addition, the College owns a building located at 1600 N. 20th Ave., Pasco, WA 99301 (the “Chase Complex”). The College recently purchased a building located at 2815 St. Andrews Loop, Pasco, WA 99301. Both the Chase Complex and the St. Andrews loops building are less than a mile from the main Pasco Campus and are reasonably contiguous to the Pasco Campus.

For general informational purposes, the College also operates in Richland out of buildings located at 945 Northgate Dr., Richland, WA 99352, 1011 Northgate Dr., Richland, WA 99352, and 891 Northgate Dr., Richland, WA 99352. Unlike the Pasco Campus, the College’s Richland Campus does not have an on-campus residence hall. Neither campus has any off-campus student housing. The contents of this Annual Security Report are with regard to the resources, policies, and statistics at the Pasco Campus. A separate Annual Security Report with respect to the Richland Campus will be published contemporaneously with this Annual Security and Fire Report.



# **SUPPORT RESOURCES ON & OFF CAMPUS**

## **POLICE RESOURCES**

CBC, as a multi-campus institution, collaborates with local law enforcement agencies to obtain information related to police investigations on and around campus the city in which the campus is located. In Pasco, the College collaborates with the following local law enforcement agencies:

Pasco Police Department

Franklin County Sheriff's Office

## **COMMUNITY AND COLLEGE RESOURCES**

In addition to local law enforcement resources, CBC provides written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for Complainants, both within CBC and in the community.

On-campus counseling, health, mental health, safety and intervention resources are available at the following:

Campus Security & Safety

Campus Emergency Management

Student Behavioral Information Team

ASaferCBC

C.A.R.E.

Title IX Department

Off-campus resources that offer advocacy services and counseling:

Domestic Violence Services of Benton/Franklin County

The Support Advocacy & Resource Center

The Crime Victim Service Center

## **PREPARATION OF ANNUAL SECURITY REPORT & DISCLOSURE OF CRIME STATISTICS**

Columbia Basin College prepared this report in compliance with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act (Clery Act) in collaboration with the College's Campus Security, Title IX Department, Student Conduct Department, Budget Services, and the Legal Affairs Department. In compiling the information contained in this Annual Security Report, the College relied on information obtained by CBC's Campus Security Authorities, the Pasco Police Department, the Franklin County Sheriff's Office, and other applicable law enforcement agencies based on travel during the 2020 calendar year. The College relied on budget services to determine when and where our College community members traveled during 2020 for purposes of making applicable statistics requests. On an annual basis, the Vice President for Administrative Services or the Director for Campus Security & Emergency Management, in collaboration with Human Resources & Legal Affairs, obtains crime statistics from Campus Security Authorities and law enforcement agencies to prepare this report. Requests for statistics are maintained at the Human Resources & Legal Affairs Division. The College also analyzes the statistics provided by law enforcement agencies to conduct any follow-up requests necessary to determine whether crimes may relate to reportable hate crimes.

The report includes statistics from the previous three calendar years (2018, 2019, and 2020) concerning reported crimes that occurred on campus, in certain off-campus buildings, property owned or controlled by CBC, and certain public property adjacent to campus property. In accordance with the Clery Act, the statistics contained in this report are limited to specific crimes occurring within the designated geographic areas listed above. A list of the crimes and definitions can be found on pages 35 - 39, and a map of the designated geographic areas is on pages 40 – 41 of this report. The Clery Act promotes campus safety by providing information to students, parents, employees, and the CBC community about public safety and crime prevention and response efforts by CBC. It also promotes transparency about crimes that occur on campus and other threats to health and safety. Finally, this report provides information on education, prevention, and awareness efforts by CBC to empower the CBC community to take a more active role in their personal safety and security.

CBC made a good faith effort to obtain the statistics by requesting them, in writing, from Campus Security Authorities and law enforcement agencies. If the College did not receive a response to its request for statistics, the College sent at least one additional request and/or follow-up email requesting the statistics prior to publishing this report.



# CAMPUS SECURITY

## LOCATION OF CAMPUS SECURITY DEPARTMENT

CBC's Campus Security Department is located in the V Building at CBC's Pasco Campus. There is at least one Security Officer patrolling the Pasco Campus buildings and associated lots twenty-four hours a day, seven days a week.

## CAMPUS SECURITY RESOURCES

Campus Security is dedicated to protecting students, staff, and visitors while helping to promote the College's Mission, Vision, and Values. The principle responsibilities of CBC's Campus Security includes ensuring the safety of students, faculty, staff, and visitors; educating the community; preventing crime; responding to emergencies; providing information; enforcing parking and traffic regulations; and maximizing efforts to preserve a safe environment for the College community.

Campus Security offers the College community a wealth of resources. In addition to maintaining a safe learning, working, and living environment, CBC's Campus Security Officers provide customer service type services, such as jumpstarting cars when the owner's battery dies and assisting those who have locked themselves out of their vehicles. The College posts signs around its Pasco campus parking lots advertising Campus Security's telephone number and some of its services.

In addition to customer service-oriented tasks, Campus Security assists the College in enforcing protective orders and trespass notices. As enumerated by WAC 132S-200-150, Campus Security Officers may issue permanent or temporary trespass notices depending on the facts and circumstances at issue.

CBC's Campus Security Officers are trained and certified in defensive tactics and issued equipment such as tasers, pepper spray, and handcuffs for use under the College's [Force Continuum/Use of Force Policy and Procedure](#). The Security Staff's use of defensive tactics or equipment under this Policy is only appropriate where the Security Officer believes the action is in defense of another, including the Security Officer, and the aggressor, from a potential or actual physically violent situation and to effectively bring the situation under control pending a response from local law enforcement. The degree of force which may be employed will be determined by the circumstances such as the nature of the offense, actions of any third parties, feasibility or availability of alternative actions, whether the aggressor is armed, presence of other Security Officers to assist, etc.

CBC's Campus Security Officers are not commissioned officers and have citizen arrest powers only, but are highly trained to respond, stabilize and assist law enforcement when the need arises. Security officers have the authority to ask individuals on campus to provide identification for safety reasons. Students who fail to provide identification can be subject to a student code violation. Nonstudents and visitors demonstrating disruptive or inappropriate behaviors may be asked to leave campus and given a trespass warning or order depending on the circumstances.

Any issues related to safety or security should be brought to Campus Security's attention.

The College works in constant collaboration with local law enforcement agencies and emergency response agencies. Sworn police officers from the following law enforcement agencies have arrest powers at the Pasco Campus:

Pasco Police Department

Franklin County Sheriff's Office

On occasion, CBC may employ private security or off-duty police officers to support events or operations when appropriate. The College does not currently have a formal memorandum of understanding with any law enforcement agency. When a crime is reported, the responding Campus Security Officer investigates the alleged crime. The investigating Campus Security Officer determines whether outside law enforcement is required. Matters that may require follow-up are managed through the Campus Security Lieutenant, who reviews incident reports and disseminates the reports to all administrative authorities affected by the incident.

Matters requiring an investigation for potential student discipline are handled in a confidential manner in compliance with the Family Education Rights and Privacy Act (FERPA), and as stated in CBC's Student Code of Conduct located at Chapter 132S-100 WAC, to the extent possible. There are circumstances when federal and state requirements do not permit full confidentiality.

## **SECURITY AND ACCESS TO COLLEGE FACILITIES**

Maintaining building security is a major priority for the College to protect all members of the College community. CBC buildings and facilities are generally open during posted hours of operation, but are secure at all other times. Outside of the posted hours of operation, buildings are secured and only persons assigned exterior door keys, electronic access cards, or FOBs are allowed to enter or remain, in accordance with the College's Access to Buildings and Key Control Policy. The use of CBC buildings and facilities outside of the posted hours of operation is scheduled through Administrative Services.

During the COVID-19 pandemic, all of campus was secured to deter the spread of COVID-19 on campus. In fact, access to campus during the COVID-19 pandemic was primarily limited to students, faculty, and staff. Those that were permitted to access the Pasco Campus during the COVID-19 pandemic were required to submit to a temperature screening and certify that they were not experiencing any COVID-19 symptoms.

CBC's Campus Security Officers conduct regular and periodic checks of the campus grounds and leased buildings to ensure they are safely maintained. Buildings remain locked during campus holidays, except for publicized events such as Martin Luther King Jr. Day, Veterans' Day, and other campus closures.

CBC, as a lessor, leased space in some campus buildings, including spaces within the fourth floor of the Health Sciences Building on the Richland Campus. The public has limited access to spaces leased to College lessees and a lessee's hours of operation may vary from the College's Hours of Operation schedule.

## **ACCESS TO CAMPUS OUTSIDE OF NORMAL BUSINESS HOURS**

The College complies with its [Access to Building and Key Control](#) policy. Generally, the Campus Security Officers control access to buildings and are responsible for locking and unlocking exterior doors contemporaneously with the College's hours of operations. Certain employees are provided with keys or key FOBs to access campus based upon a legitimate business need. The Campus Security Department maintains the database of campus keys that have been distributed. Employees are required to immediately report losing a key or FOB to Campus Security so that the Campus Security Department may take the appropriate steps to secure access to the College's buildings and facilities. Upon separation from the College, an employee is required to return their key to the College.



## **REQUESTING USE OF COLLEGE FACILITIES**

In addition to the campus access described above, the College also provides access to its facilities in compliance with Chapter 132S-500 WAC. While the College generally reserves its space to meet its broad educational mission, the College also provides access to its facilities on a reservation basis so long as such reservations do not interfere with the College's educational mission. All requests for use of the College's facilities go through the College's Executive Assistant to the Vice President for Administrative Services. In determining whether to accept a request, the College considers the following, listing in order of priority: (1) Columbia Basin College instruction, scheduled programs and activities; (2) Major college events; (3) Noncollege (outside individual or organization) events. While renting College facilities, all parties are required to comply with the College's direction, rules, regulations. The College reserves the right to deny use of its facilities as described by Chapter 132S-500 WAC.

## **MAINTENANCE OF CAMPUS BUILDINGS**

Any facility-related security concern or other emergency is given highest priority for response by the College's maintenance and security staff. Typical security calls are for locks not functioning, lights not working, and broken windows. If the request for attention is made during normal working hours, an attempt is made to respond during that day. If the request is made after normal working hours, the CBC Campus Security Department alerts the appropriate personnel so the issue may be addressed as soon as practicable. However, emergency maintenance requests are handled as soon as the person on call can arrive on campus.

## **CAMPUS LIGHTING**

Lighting on campus is an important component of safety and security at night. The College's Facilities Services Department ensures that lights around campus are in proper working order to enhance a sense of security and safety. If a campus light is not working properly, please contact the Facilities Services Department at 509-542-5533 or ext. 2333 or [facilitiescoordinator@columbiabasin.edu](mailto:facilitiescoordinator@columbiabasin.edu). While the College leverages lighting as a deterrent against crime on campus, lighting does not eliminate the need to be aware of your surroundings at night.

## **DAILY CRIME LOG**

Campus Security maintains a daily crime log for both the Richland Campus and the Pasco Campus at the College's Pasco Campus. The crime log for the Pasco Campus is accessible, upon request, from Campus Security. The College's daily crime log identifies: (1) the nature of the alleged crime; (2) the date and time reported; (3) the date and crime of the alleged crime; (4) the general location; and (5) the disposition, if known. The crime log is generally updated daily and in no event will the crime log record an entry more than two business days after an incident is reported. Crime log information is available upon request. Crime log information will not be shared when the information would: (1) jeopardize an ongoing investigation; (2) jeopardize the safety of an individual; (3) cause a suspect to flee or evade detection; or (4) result in the destruction of evidence. The crime log for the most recent 60-day period is open to public inspection, free of charge, upon request, during normal business hours.

## **CRIME PREVENTION, SAFETY, AND SECURITY EDUCATION**

The College's Campus Security Office's central focus is protecting and serving all who access campus. The campus community is encouraged to contact the Campus Security Department for any and all safety, security, or service needs. The College offers training and awareness programs, such as rape prevention and personal protection, throughout the year to encourage the College community to take proactive measures to prevent crime on campus. The goal of these programs is education.

### **NEW STUDENT ORIENTATION**

During new student orientation, evacuation procedures for campus are discussed, in detail, with all students. New students are also provided with presentations on general campus safety.

### **CAMPUS SHOOTER TRAINING**

The College posts "Active Shooter" posters around campus as a way to ingrain the steps College community members should take in the event of an active shooter on campus. Additional "[Active Shooter](#)" resources may be found on the College's Emergency Management web page.

### **ALCOHOL/DRUG AWARENESS**

CBC utilizes an online platform to offer its students *AlcoholEdu for College*, which encourages students to reflect on their drinking and encourages safe decision-making, making campuses safer for all. Topics include alcohol, vaping, and cannabis awareness and prevention and training for students. *AlcoholEdu for College's* goal is to: provide information about alcohol and other drugs, and campus policies as required by EDGAR Part 86; Equip students with bystander intervention training to intervene when witnessing dangerous or concerning behavior; and inform students about the emotional and physical effects of cannabis and e-cigarette use. All new college students are required to take this course, but the course is made available to all CBC students.

### **EMERGENCY RESPONSE**

Campus Security is instrumental in the College's crime prevention efforts. Campus Security distributes detailed Emergency Procedure Flip Charts to inform students and staff about what to do in the event of an emergency. Any questions about the College's Emergency Response procedures should be directed to the College's Campus Security Department.

### **STUDENT BEHAVIORAL INTERVENTION TEAM/CARE**

Recent incidents of violence on college campuses have compelled many institutions to designate a group of faculty and staff to monitor student behavior and intervene sooner than previously thought necessary. Some behavior may be of concern, but perhaps does not yet rise to the level of a disciplinary or safety infraction. CBC's designated group to address such concerns is called CBC CARE Team. CBC faculty and staff can report concerns directly to CBC's CARE Team located in the Counseling Department. The CARE Team serves both the Richland Campus and the Pasco Campus. Alternatively, the College community may report concerning student behavior to the Student Behavior Intervention Team ("SBIT"). SBIT strives to provide a proactive preventative approach to student behavior that balances the individual needs of the student, faculty, or staff and those of the greater College community. SBIT formalizes an information sharing system, conducts threat assessments, and intervenes with students at risk. SBIT aims to identify patterns of behavior that indicate possible risk or threat to maximize early detection and engagement opportunities. SBIT's goal is to provide students with resources to help students achieve success.

## **SAFEWALK**

SafeWalk allows a member of the College community to request a Campus Security escort around campus to ensure the requestor feels safe on campus. Campus Security's personal ensures the safety of those who feel more comfortable walking campus with a security escort.

## **SAFETY INFRASTRUCTURE**

The College continually evaluates and invests in infrastructure intended to deter criminal activity. For instance, the College invested in new safety cameras on its campuses and is installing the new high-resolution cameras in phases to provide a safe and secure working and learning environment. Some cameras were placed throughout the Pasco Campus and entrances/exits of campus, including parking lots and roads, and some additional cameras will be installed to cover areas that were not previously covered. The cameras are high resolution for zoom and more detailed picture to allow for review by Campus Security and local law enforcement agencies. The resolution also allows a more detailed picture/video to include license plate numbers, make/model of vehicles, individual identifiers, etc. Other cameras focus on parking lots, entrances, and walkways. These cameras consist of both fixed and pan/tilt/zoom, with footage review for the purposes of investigating any actions that violate College policy and/or state law. The real time view can be seen by Campus Security personnel and reviewed remotely during a major security incident such as a bomb threat, campus shooting, or other catastrophic situation. The cameras were also installed to serve as a general deterrent against crime on campus.

## **HUMAN RESOURCES TRAINING**

Throughout the year, the Human Resources Department coordinates a number of diverse trainings on campus for employees. For instance, during the College's 2021 Welcome Week, the College offered learning opportunities related to wellness and diversity, equity, and inclusion, including: (1) Rethinking the classroom for CBC's HyFlex Learning; and (2) Mental Health and Wellness. During Welcome Week, one of the College's key note speakers discussed developing postures and attitudes needed to engage one another in meaningful dialogue and action on issues of diversity, gender, equity and inclusion. In addition, all new employees go through new employee orientation, which is offered once per month and mandatory for new employees. During new employee orientation, the College provides various presentations related to campus security and safety, including: (1) an overview of the Clery Act and its requirements; (2) a safety orientation; and (3) Campus Security training.

By providing trainings related safety, security, diversity, equity, and inclusion, the College strives to create a safe campus where all students and employees are welcomed and knowledgeable of all safety and security resources.

## PROGRAMS TO PREVENT SEX & GENDER-BASED VIOLENCE

CBC prohibits sex and gender-based discrimination, harassment, and violence, including acts of sexual assault, dating and domestic violence, and stalking, which may also constitute crimes. Definitions of dating violence, domestic violence, sexual assault, and stalking may be found on pages 36 - 39. Acts of violence and harassment based on sex or gender, including sexual orientation, gender identity, and gender expression, may also constitute crimes. Individuals who have experienced incidents involving one or more of these behaviors are protected by federal laws, specifically Title IX and the Clery Act, which mandates the contents of this report.

CBC recognizes its responsibility to investigate, resolve, implement supportive and corrective measures, and monitor the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, RCW 49.60.030 and their implementing regulations. This includes sexual harassment, sexual violence and gender discrimination in violation of Title IX.

College-wide definitions and procedures are available in the Non-Discrimination & Harassment Policy.

Student-specific policies, definitions, and procedures are published in Chapter 132S-110 WAC and Chapter 132S-100 WAC and available in CBC's Student Code of Conduct.

If you experience sex or gender-based discrimination, harassment, or violence; or incidents of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence, some or all of these safety suggestions may guide you after an incident has occurred:

1. Go to a safe place and speak with someone you trust. Tell this person what happened. If there is any immediate danger, contact Campus Security if you are on campus or call 911 if you are off campus.
2. Consider securing immediate professional support (e.g., counseling, victim advocacy, medical services, etc.) to assist you in the crisis.
3. If you are on campus during regular business hours, you may go to the Title IX Office for support and guidance. After regular business hours, or in any situation where an individual wishes, local resources are also available and may be able to provide confidential assistance. The resources available to assist you includes:

Domestic Violence Services of Benton/Franklin County  
The Support Advocacy & Resource Center  
The Crime Victim Service Center

4. For your safety and well-being, immediate medical attention is encouraged. Further, being examined as soon as possible, ideally within 120 hours, is important in the case of rape or sexual assault. Sexual Assault Nurse Examiners are available at local hospitals in the Mid-Columbia.
5. Even after the immediate crisis has passed, consider seeking support from Camilla Glatt, Title IX Coordinator, the Support, Advocacy & Resource Center, or a support counselor.

6. Contact the Title IX Office if you have questions about options, such as no-contact orders or other supportive measures. The Title IX Coordinator may provide referrals for advocacy services for students who wish to obtain protective or restraining orders from local authorities. The College is able to offer reasonable academic supports, changes to living arrangements, transportation resources or modifications, safety escorts, no contact orders, counseling services access, and other supports and resources as appropriate by a reporting party. The College is able to offer information about visa/immigration assistance, and student financial aid considerations for claimants/complainants.

Preserving evidence of a sex offense is time critical. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a reporting party chooses not to make a complaint regarding an incident, the reporting party should nevertheless consider speaking with Campus Security or other local law enforcement agencies to preserve evidence in the event that the reporting party changes their mind at a later date.

To preserve evidence, a reporting party is encouraged to save text messages, instant messages, social networking pages, and other communications, keeping pictures, logs, or other copies of documents, if they have any, that would be useful to College hearing boards/investigators or police. In addition, it is recommended that you do not bathe, shower, eat, drink, smoke, brush your teeth, urinate, defecate, or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable.

Typically, if police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. They will gather bedding, linens or unlaundered clothing, and any other pertinent items that may be used for evidence. It is best to allow police to secure items in evidence containers, but if you are involved in transmission of items of evidence, such as to the hospital, secure them in a clean paper bag or clean bedsheet to avoid contamination.

If you have physical injuries, photograph or have them photographed, with a date stamp on the photo. Record the names of any witnesses and their contact information. This information may be helpful as proof of a crime, to obtain an order of protection, or to offer proof of a campus policy violation. Try to memorize details (e.g., physical description, names, license plate number, car description, etc.), or even better, write notes to remind you of details, if you have time and the ability to do so. If you obtain external orders of protection (e.g., restraining orders, injunctions, protection from abuse), please notify Campus Security or the campus Title IX Office so that those orders can be observed on campus.

## **PREVENTION AND AWARENESS PROGRAMS**

Primary Prevention programs are directed at improving general well-being while also involving specific protection for a selected problem.

CBC's Sexual Assault Prevention and Awareness Program is a formal process for educating employees about domestic violence, dating violence, stalking, and sexual assault prevention. In an effort to educate the campus community about sexual assault (including prevention and awareness of sex offenses, procedures to follow if a sex offense occurs, procedures for on campus disciplinary action, possible sanctions, and discipline), resources and campus-sponsored awareness programs are offered on an ongoing basis throughout the year for incoming students and employees.

The College's prevention and awareness programs are community-wide or audience-specific programs, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce criminal activity.

In 2020, CBC utilized two online sources for employee onboarding training and incoming student orientation to create awareness and to educate the campus community in order to help reduce and prevent sexual assault on campus:

1. Campus Clarity for students; and
2. Lawroom for employees.

The objectives of these prevention and awareness programs are to:

1. Increase awareness of sexual assault;
2. Teach sexual assault risk reduction strategies; and
3. Provide information about what a person should do in the event of a sexual assault.

### **ONGOING BYSTANDER INTERVENTION PROGRAM**

Ongoing prevention and awareness campaigns include programs, initiatives, and strategies that are sustained over time and focus on increasing understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking, using a range of strategies with audiences throughout the College. The College offers a range of campaigns, strategies, and initiatives to promote awareness, education, risk reduction, and prevention in an effort to reduce the frequency of sex or gender-based discrimination, harassment, and violence amongst members of the campus community.

Educational programs are offered to raise awareness for all incoming students and employees and are often conducted during new student and new employee orientation and throughout an incoming student's first semester.

Programs and other campaigns offered throughout the year to all students and employees include strong messages regarding not just awareness, but also primary prevention (including normative messaging, environmental management, and bystander intervention), and discuss institutional policies on sex or gender-based discrimination, harassment, and violence as well as the Washington state definitions of domestic violence, dating violence, sexual assault, stalking, and consent in reference to sexual activity.

Programs also offer information on risk reduction that strives to empower individuals who experience these incidents, how to recognize warning signs, and how to avoid potential attacks, and do so without biased approaches. Programs are informed by evidence-based research and/or are assessed for their effectiveness.

Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention-based apps, identifying allies, and/or creating distractions.

Bystander empowerment training highlights the need for those who intervene to ensure their own safety in the intervention techniques they choose and motivates them to intervene as stakeholders in the safety of the community when others might choose to be bystanders.

For students, the College leverages bystander intervention resources available through EVERFI's *Sexual Assault Prevention Suite*, which is a comprehensive education-based platform intended to engage students. EVERFI's *Sexual Assault Prevention Suite* is intended to foster education related to healthy relationships and preparing students to recognize and respond to incidents of sexual assault and sexual harassment when they occur. All new college students are required to take this course, but the course is made available to all CBC students.



As part of the *Sexual Assault Prevention Suite*, the College provides access to *Sexual Assault Prevention for Community College*, which addresses preventing sexual assault and harassment on campus, in the workplace, and at home. Learners will learn about relationship abuse in established or long-term relationships, financial abuse, specific concerns students with children may face, and how to support loved ones who have experienced trauma. The *Sexual Assault Prevention for Community College* course reflects training requirements outlined in the 2020 Title IX changes.

The College also recognizes April as Sexual Assault Prevention Month. The College’s goal in promoting and hosting bystander intervention programs is to help the College community recognize situations of potential harm, understanding situations that facilitate violence, overcoming intervention barriers, identifying safe and effective intervention options, and taking effective actions to intervene. Bystander intervention programs are intended to decrease perpetration and bystander inaction, increase empowerment for claimants/complainants in order to promote safety, and help individuals and communities address conditions that facilitate violence.



# **SUPPORT & REPORTING OPTIONS**

## **SUPPORT FOR REPORTING PARTIES**

Matters requiring an investigation for potential student discipline are handled in a confidential manner in compliance with the Family Education Rights and Privacy Act (FERPA), CBC's Student Code of Conduct, and WAC 132S-110 (CBC's Title IX Hearing Procedures for Students) to the extent possible. College personnel will honor requests to keep sexual misconduct complaints confidential, to the extent confidentiality will not risk the health, safety, and welfare of the complainant or other members of the College community or compromise the College's duty to investigate and process sexual harassment and sexual violence complaints, among other factors. After an alleged sexual assault, claimants/complainants that live in the Residence Hall will have the option to change their academic and/or on-campus living situations, if such changes are reasonably available. The Residence Hall will follow campus protocol from an investigation to respond to a claimant's/complainant's needs as mentioned above. Depending on the facts and circumstances surrounding an incident, the College will provide a claimant/complainant, including Clery Crime claimant's/complainant's, with referrals to the numerous resources provided by the College and community-partners, including:

1. Support, Advocacy & Resource Center (SARC);
2. Domestic Violence Services of Benton and Franklin Counties (DVS);
3. CBC's Certified Short-Term Mental Health Counselors;
4. CBC's Disability Support Services Director;
5. CBC's Director for Residence Life;
6. CBC's Campus Security; and
7. Pasco Police Department.

The goal in referring the claimant/complainant to the above resources is to ensure the claimant/complainant is safe and provided with any help the claimant/complainant requires. All of the resources mentioned above are available to all CBC students.

## **AMNESTY STATEMENT**

The College community encourages the reporting of misconduct and crimes by student claimants/complainants and witnesses. Sometime, student claimants/complainants or witnesses are hesitant to report to College officials or participate in a grievance process because they fear that they themselves may be in violation of certain policies and/or law, such as underage drinking or use of illicit drugs at the time of an incident. Responding Party/respondents may hesitate to be forthcoming during an investigatory process for the same reason.

It is in the best interest of the College community that student claimants/complainants choose to report misconduct to College officials, that witnesses come forward to share what they know, and that all parties be forthcoming during the process.

To encourage reporting and participation in the process, the College maintains a policy of offering student parties and witnesses amnesty from minor policy violations –such as underage consumption of alcohol or the use of illicit drugs—related to the incident.

Amnesty does not apply to more serious allegations such as physical abuse of another or illicit drug distribution. The decision not to offer amnesty to a student respondent is not based on sex or gender, but on the fact that collateral misconduct is typically addressed for all students within progressive steps in the discipline system, and the rationale for amnesty—the insensitivity to report serious misconduct – is rarely applicable to student respondent with respect to a complainant.

## **REPORTING OPTIONS**

CBC has procedures in place that serve to be sensitive to all parties involved in the reporting of sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges. The College also has counseling and support services available, as well as additional remedies to prevent contact between a claimant/complainant and a responding party/respondent, such as academic and working accommodations, if reasonably available. CBC strongly encourages members of its community to report all incidents of dating violence, domestic violence, sexual assault, or stalking to Campus Security and the appropriate law enforcement agency. However, it is the claimant's/complainant's choice whether or not to make such a report and claimants/complainants have the right to decline police involvement. Campus Security Officers will assist any claimant/complainant with notifying local police if they so desire. Accordingly, it is the policy of the College not to notify local law enforcement when sex or gender-based discrimination, harassment, or violence occurs, unless a claimant/complainant wishes or there is an emergency threat to health or safety. Claimants/complainants have the option to notify law enforcement directly, or to be assisted in doing so by campus authorities. If requested, campus officials can facilitate reporting to campus or local law enforcement but may also respect a claimant's/complainant's request not to do so.

CBC takes report of sex or gender-based discrimination, harassment, or violence or the crimes of sexual assault, stalking, dating violence, or domestic violence very seriously. If a student is accused of sex or gender-based discrimination, harassment, or violence, they are subject to action in accordance with CBC's Student Code of Conduct or Title IX Student Conduct Procedures, as applicable. A student wishing to officially report such an incident may do so by contacting Camilla Glatt, Title IX Coordinator

Anyone with knowledge about sex or gender-based discrimination, harassment, or violence, or the crimes of rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence is encouraged to report it immediately to [Camilla Glatt, Title IX Coordinator](#).

The supportive and protective measures for individuals who have experienced these incidents are available from the campus whether the individual chooses to report to local and/or campus law enforcement, and irrespective of whether the individual pursues a formal complaint through the College's grievance process.

The following reporting options are available to students and employees:

1. Campus Security

By Phone: Pasco--(509) 542-4819 or Ext. 7777  
Richland—(509)539-8168 or Ext. 4021  
In Person: 2600 N. 20th Avenue, Pasco, WA 99301, V Building  
By Email: [campussecurity@columbiabasin.edu](mailto:campussecurity@columbiabasin.edu)

2. Residence Life:

By Phone: (509) 542-4803 or (509) 542-4550

In Person: 2901 N. 20th Avenue, Pasco, WA 99301  
Email: [housing@columbiabasin.edu](mailto:housing@columbiabasin.edu)

3. Pasco or Richland local law enforcement agencies Emergency number:

Pasco PD Dispatcher (509) 545-3510  
Richland PD Dispatch (509) 628-0333  
Emergency Number: 911 or 9-911 from a Campus Telephone

4. Counseling Center:

By Phone: (509) 547-0511  
In Person: H Building, 2600 N. 20th Avenue, Pasco, WA 99301

5. Filing a complaint with Camilla Glatt, CBC's Title IX/EEO Coordinator

By phone or email: Camilla Glatt (509) 542-5548, [cglatt@columbiabasin.edu](mailto:cglatt@columbiabasin.edu)

In Person: 2600 N. 20th Avenue, Pasco, WA 99301, A Building  
Electronic Complaint form: [www.columbiabasin.edu/complaintform](http://www.columbiabasin.edu/complaintform)

# INVESTIGATIVE PROCESS & PROCEDURES FOR REPORTED INCIDENTS

The College adheres to its [Non-Discrimination & Harassment Policy](#), [Domestic Violence in the Workplace Policy](#), [Standards of Conduct Policy](#), and [Title IX Grievance Policy](#), among other applicable CBC policies.

The College recognizes its responsibility to investigate, resolve, implement corrective measures, and monitor the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, status as a veteran of war, immigration status, citizenship, and any other protected states, as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, RCW 49.60.030 and their implementing regulations. This includes sexual harassment, sexual violence and gender discrimination in violation of Title IX. The College will provide complainants of dating violence, domestic violence, sexual assault or stalking with written documentation of their rights and options.

## NON-DISCRIMINATION & HARASSMENT POLICY AND PROCEDURE

On August 14, 2020, the College promulgated a revised Non-Discrimination & Harassment Policy and Procedure, the details of which are discussed below. If the College receives a complaint for sexual harassment, as defined by 34 C.F.R. section 106.30 or any otherwise applicable definition, the College evaluates the complaint pursuant to the [Title IX Grievance Policy](#) and its supplemental procedures, which is discussed in a separate section below.

### Investigative Proceedings

Per the College's Non-Discrimination and Harassment Policy, once the College receives a complaint, either orally or in writing, involving discrimination or harassment, the Vice President for Human Resources & Legal Affairs, or a designee, evaluates the complaint to determine the appropriate investigative procedures. Under all College policies applicable to incidents of discrimination or harassment, the College conducts prompt, fair, and impartial investigation by trained personnel. Depending on the complexity of the complaint and the parties involved, the Vice President for Human Resources & Legal Affairs, or a designee, will investigate the complaint. Except as otherwise provided by any applicable collective bargaining agreement, any party participating in an investigation may have an advisor present so long as the advisor is not an employee or witness. The College does permit employee advisors if the employee is acting as a union representative for a party to the complaint. Otherwise, the College does not limit the choice of advisor or presence at a disciplinary meeting.

For students, the student conduct investigate procedure is explained in [Chapter 132S-100 WAC](#). Generally, when a Title IX investigation and a student conduct investigation are pending at the same time, the College treats the Title IX investigation as taking precedence. The student conduct investigation is usually halted until the Title IX investigation concludes.

### Process Timeline

The College's goal during the investigation process is to maximize education opportunities and minimize the disruptive nature of the investigation and resolution. Investigations are conducted thoroughly, impartially, and within a reasonable amount of time. The College strives to complete investigations within 60 calendar days, absent exigent circumstances. Examples of exigent circumstance may include good cause as necessary to maintain the integrity and completeness of the investigation, comply with the requests of

local law enforcement, accommodate the availability of witnesses and selected advisors, College holidays or breaks in the academic year, complexity of the investigation, or any other legitimate reason. Any delay in the investigation process will be shared with the parties, upon request. In any event, the College strives to complete its investigative process in a timely manner while ensuring the thoroughness of due process.

### **Standards of Evidence**

For all complaints involving harassment and discrimination, the College uses a preponderance of evidence standard.

### **Interim Measures**

When a claimant alleges discrimination or harassment, the College may impose no contact orders, rescheduling classes, temporary work reassignments, referrals for counseling or medical assistance, summary discipline on the responding party, and security escorts around campus.

### **Investigators**

For all investigations related to harassment or discrimination, the College ensures the individual has the requisite level of training or expertise to conduct the investigation. The College's investigators are sent to applicable investigator trainings annually through the Association of Title IX Administrators or a similarly recognized organization, the National Association of College and University Attorneys, or any other organization that provides sufficient training to meet the College's needs. After attending an investigator training, the investigators regularly refresh their training through webinars or in-person trainings. When a neutral third party investigates allegations of harassment or discrimination, the parties are notified in writing.

Visitors are subject to the College's policies when they utilize or access campus property. When the College determines that a visitor violates a College regulation, policy, state or federal law, municipal code, or otherwise jeopardizes the safety of others, the College may trespass the visitor from campus on either a temporary or permanent basis.

### **Investigation Results**

The College provides contemporaneous notification, in writing, to the claimant and the responding party of an investigation's results or any changes to the results based on a subsequent appeal. Any such notification will also include information consistent with any applicable state or federal laws.

### **Potential Sanctions**

The College has discretion to impose sanctions depending on whether the responding party is a student, employee, or visitor.

For students, the College may impose sanctions enumerated by WAC 132S-100-440, which includes, but not necessarily limited to: warning; reprimand; loss of privileges; restitution; discretionary sanctions; discretionary probation; suspension; expulsion; revocation of admission and/or degree; withholding degrees; professional evaluation; or a delayed suspension.

For faculty and staff, the College may impose sanctions including, but not limited to: oral or written reprimand; reduction in pay; suspension; demotion; or discharge.

For visitors, the College may opt to issue a temporary or permanent trespass notice.



## **Disciplinary Appeal Rights**

A student respondent may appeal disciplinary action taken by the Student Conduct Office or the Student Conduct Board by filing a notice of appeal within ten (10) days of receiving notice of a decision in accordance with WAC 132S-100-407.

A faculty member or represented classified staff member may file a grievance under their respective Collective Bargaining Agreement. Non-represented classified staff may file an appeal with the Personnel Resources Board under Chapter 357-52 WAC.

All other employees may request review of the disciplinary action through the supervisory chain of command to the College President within twenty (20) days of the imposition of the discipline. This includes student workers if the discipline imposed resulted from conduct that occurred during the performance of student employment and includes a loss in pay as a sanction (nothing prohibits the Title IX/EEO Coordinator and/or Investigator from referring findings against a student employee to the Student Conduct Office for additional review under the Student Conduct Code). The request for review must be a signed, written document articulating the grounds for review. The responsible supervisor will respond to the request for review within twenty (20) working days of receipt. If the finding(s) and/or discipline is upheld, then review of the supervisor's decision can be filed with the College President using the same process. If the finding(s) and/or discipline is upheld, the College President's decision will constitute final action and there is no further appeal within the College.

## **Confidentiality of Protected Individuals**

When a claimant reports an incident of discrimination or harassment and requests that their name or other identifiable information not be shared with the responding party or that the College not conduct an investigation or otherwise adjudicate the matter, the College will balance any such request against the following factors to determine whether the request may be honored:

1. The nature and scope of the alleged conduct, including whether the reported misconduct involves use of a weapon;
2. The respective ages and roles of the reporting and responding parties;
3. The risk posed to any individual or to the campus community by not proceeding with an investigation, including the risk of additional violence;
4. Whether there have been other reports of misconduct by the responding party;
5. Whether the report reveals a pattern of misconduct (e.g., use of drugs or alcohol in connection with the incident) at a specific location or by a particular group;
6. The claimant wish to pursue disciplinary action;
7. Whether the College may obtain relevant evidence through alternative means;
8. Considering fundamental fairness and due process with respect to the responding party should the course of action include disciplinary action; and
9. The College's obligation to provide a safe and non-discriminatory learning, livings, and working environment.

If possible, consistent with the above factors, the College will seek to act in a manner consistent with the claimant's request(s); however, the College recognizes and will explain that it must move forward with matters that pose a threat to an individual or the College as a whole. If the College opts not to investigate the matter due to a claimant's request for confidentiality, the Vice President for Human Resources & Legal Affairs will evaluate whether other measures are available to limit the effects of the alleged harassment and prevent its recurrence and implement such measures if reasonably feasible.

## **TITLE IX GRIEVANCE POLICY & CHAPTER 132S-110 WAC**

On August 14, 2020, the College promulgates a standalone [Title IX Grievance Policy](#) and subsequently promulgated WAC 132S-110, the Title IX Hearing Procedure for Students. If the College receives a complaint for sexual harassment, as defined by 34 C.F.R. section 106.30 or any otherwise applicable definition, the College evaluates the complaint pursuant to the Title IX Grievance Policy and its supplemental procedures and/or WAC 132S-110. However, nothing in the Title IX Grievance Policy or WAC 132S-110 limits or otherwise restricts the College's ability to investigate and pursue discipline based on alleged violations of other federal, state, and local laws, their implementing regulations, other College policies, collective bargaining agreements, or the student code of conduct.

### **Title IX Grievance Process**

Per the College's Title IX Grievance Policy, once the College receives a complaint, either orally or in writing, involving sexual harassment, the Title IX Coordinator, or a designee, evaluates the complaint. The Title IX Coordinator will dismiss the complaint if the alleged misconduct does not rise to sexual harassment, even if proved, the alleged conduct did not occur in the context of a College education program or activity; or the incident occurred outside the United States. The College may also discretionarily dismiss a Title IX complaint if complainant notifies the College in writing that they would like to withdraw the complaint, in whole or in part, the respondent is no longer enrolled with or employed at the College, or circumstances prevent the College from collecting evidence sufficient to complete the Title IX investigation, in whole or in part.

During the investigation process, the College provides the complainant and respondent with an opportunity to present evidence. An advisor of the parties' choosing may attend any grievance related meeting or interview. Both the respondent and complainant will have the opportunity to review the draft investigation report and inspect and review any evidence obtained during the course of the investigation. Before imposing any discipline on a respondent, CBC will gather and present evidence to a neutral and unbiased decision maker for a determination of whether a respondent is responsible for violating Title IX. The complainant and respondent shall be treated equitably by providing a complainant with remedies against a respondent who has been found responsible for sexual harassment. An investigator will base its decision on relevant evidence, including exculpatory and inculpatory evidence.

The College conducts prompt, fair, and impartial investigation by trained personnel. Depending on the complexity of the complaint and the parties involved, the Vice President for Human Resources & Legal Affairs, or a designee, will investigate the complaint.

For students, the student conduct investigate procedure is explained in [Chapter 132S-110 WAC](#). Generally, when a Title IX investigation and a student conduct investigation are pending at the same time, the College treats the Title IX investigation as taking precedence. The student conduct investigation is usually halted until the Title IX investigation concludes.

### **Process Timeline**

The College's goal during the investigation process is to maximize education opportunities and minimize the disruptive nature of the investigation and resolution. Investigations are conducted thoroughly, impartially, and within a reasonable amount of time, absent exigent circumstances. Examples of exigent circumstance may include good cause as necessary to maintain the integrity and completeness of the investigation, comply with the requests of local law enforcement, accommodate the availability of witnesses and selected advisors, College holidays or breaks in the academic year, or any other legitimate reason

including the complexity of the investigation. Any delay in the investigation process will be shared with the parties, upon request. In any event, the College strives to complete its investigative process in a timely manner while ensuring the thoroughness of due process.

### **Standards of Evidence**

All respondents are presumed not responsible for the alleged conduct unless or until a determination of responsibility is reached after completion of the grievance process. For all complaints involving sexual harassment, the College uses a preponderance of evidence standard.

### **Supportive Measures**

The College identifies supportive measures as non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or respondent regardless of whether a formal complaint has been filed. Supportive measures restore or preserve a party's access to the College's education programs and activities without unreasonably burdening the other party, as determined through an interactive process between the Title IX Coordinator or designee and the party. Supportive measures include measures designed to protect the safety of all parties and/or the College's educational environment and/or to deter sexual harassment or retaliation. Supportive measures may include, but are not limited to: counseling and other medical assistance; extensions of deadlines or other course-related adjustments; modifications of work or class schedules; Safe walks from Campus Security; leaves of absence; increased security or monitoring of certain areas of campus; and imposition of orders prohibiting the parties from contacting one another in housing or work situations.

Determinations about whether to impose a one-way no contact order must be made on a case-by-case basis. If supportive measures are not provided, the Title IX Coordinator or designee must document in writing why this was clearly reasonable under the circumstances.

### **Investigators**

The College's Title IX Administrators perform their duties free from bias of conflicts. Title IX Administrators undergo training on the following topics:

1. The definition of sexual harassment under these procedures;
2. The scope of CBC's educational programs and activities;
3. How to conduct an investigation;
4. How to serve impartially without prejudgment of facts, conflicts of interest, or bias;
5. Use of technology used during an investigation or hearing;
6. The relevance of evidence and questions; and
7. Effective report writing.

All Title IX Administrator training materials shall be available on the College's Title IX webpage.

### **Investigation Results**

The College provides contemporaneous notification, in writing, to the complainant and the respondent of an investigation's results or any changes to the results based on a subsequent appeal. Any such notification will also include information consistent with any applicable state or federal laws.

### **Potential Sanctions**

The College has discretion to impose sanctions for a respondent found responsible for violating the College's Title IX Grievance Policy depending on whether the respondent is a student or employee.

For students, the College may impose sanctions including, but not necessarily limited to: warning; reprimand; loss of privileges; restitution; discretionary sanctions; discretionary probation; suspension; expulsion; revocation of admission and/or degree; withholding degrees; professional evaluation; or a delayed suspension.

For faculty and staff, the College may impose sanctions including, but not limited to: oral or written reprimand; reduction in pay; suspension; demotion; or discharge.

### **Appeal Rights**

A student respondent may appeal a disciplinary action taken by the Student Conduct Officer or the Student Conduct Board by filing a notice of appeal within twenty-one (21) days of receiving notice of a decision in accordance with WAC 132S-110-090, as applicable.

An employee respondent may appeal an Employee Hearing Panel's decision to the President.

### **Confidentiality of Protected Individuals**

When a complainant reports an incident of discrimination or harassment and also requests that their name or other identifiable information not be shared with the respondent or that the College not conduct an investigation or otherwise adjudicate the matter, the College will balance any such request against the following factors to determine whether the request may be honored:

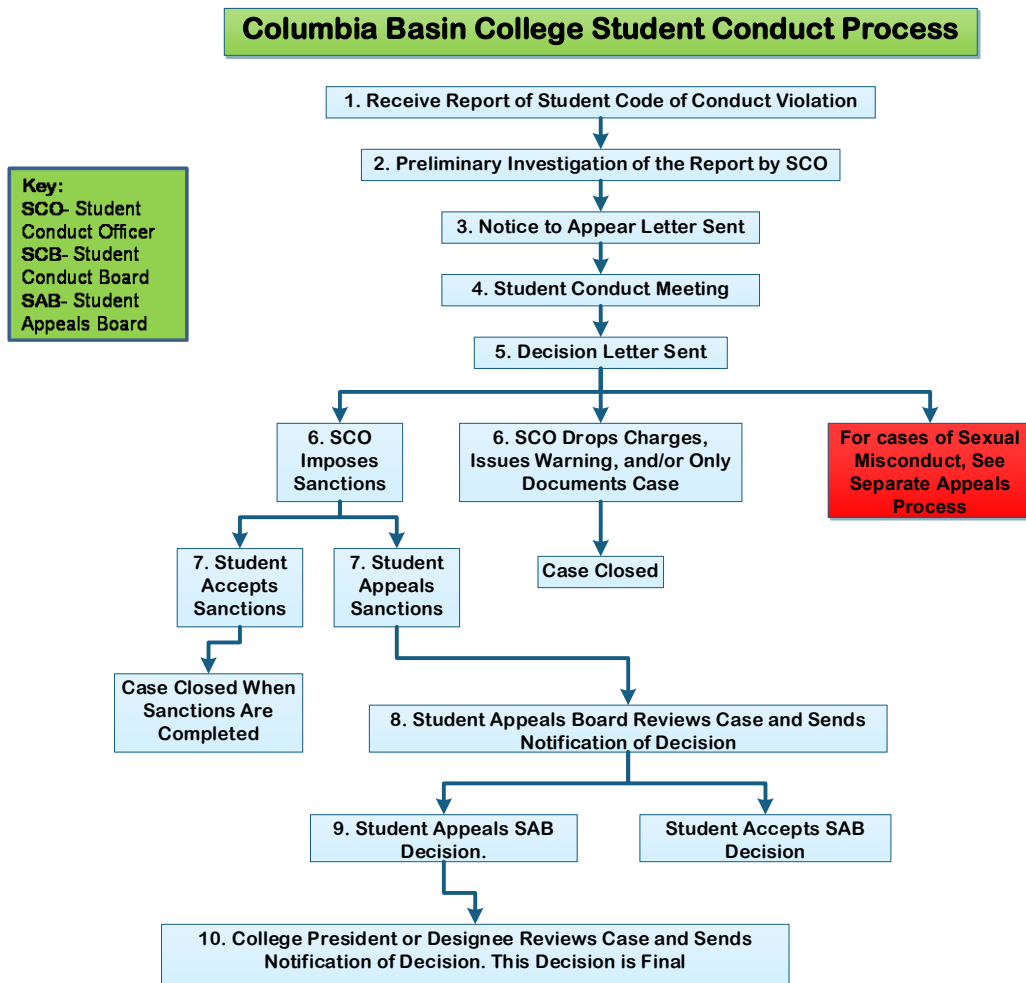
1. The nature and scope of the alleged sexual harassment, including whether the reported misconduct involves use of a weapon;
2. The respective ages and roles of the complainant;
3. Whether there have been other reports of misconduct by the responding party;
4. Whether the report reveals a pattern of misconduct (e.g., use of drugs or alcohol in connection with the incident) at a specific location or by a particular group; and
5. Whether the College may obtain relevant evidence through alternative means.

If the College is unable to honor a complainant's request for confidentiality, the Title IX Coordinator or designee will notify the complainant of the decision and ensure that the complainant's identity is disclosed only to the extent reasonably necessary to effectively conduct and complete the investigation in compliance with this Policy. If the College decides not to conduct an investigation or take disciplinary action because of a request for confidentiality, the Title IX Coordinator or designee will evaluate whether other measures are available to address the circumstances giving rise to the complaint and prevent their recurrence and implement such measures if reasonably feasible.

## STUDENT CONDUCT

The Student Conduct Department at CBC believes in keeping the College community safe in the pursuit of their academic goals. When a student violates the Student Code of Conduct, the Student Conduct Department works with the student to find a resolution that is educational instead of punitive, whenever possible. The Student Conduct Department provides support and resources to get the student back on track towards the completion of their degree or program. For most students, a violation of the Student Code of Conduct is a mistake or a minor road bump on their path to success, and the Student Conduct Department strives to help them overcome that moment. The Student Conduct Department’s goal is to see all students learn and be successful.

### Student Conduct’s Investigative Process



# **OTHER POLICIES & PROCEDURES INTENDED TO PROTECT THE CAMPUS COMMUNITY**

## **SEX OFFENDER REGISTRATION – CAMPUS SEX CRIMES PREVENTION ACT**

In accordance with the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act and the Clery Act, CBC provides a link to the [Washington State Sex Offender Public Registry](#) as well as a link to a link to the [Benton County](#) and [Franklin County Sheriff Offices' Registry](#). These laws require institutions of higher education to issue a statement advising the campus community where law enforcement information provided by the state concerning sex offenders may be obtained. The College provides the campus community notification of sex offenders registered to attend CBC pursuant to the [Sexual Offender Notification Policy](#).

In accordance with the College's [Sexual Offender Notification Policy](#), the Assistant Dean for Student Conduct provides information to the College community based on the level of risk of the offender as determined by local law enforcement agencies. Generally, the campus community will be notified of any Level 3 sex offenders registered to attend the College, work on campus, or otherwise reasonably expected to be on campus. Notification of Level 3 sex offenders includes notification to administrators, affected faculty and supervisory staff, and provides community advisory information provided to affected member of faculty and staff via internal mail and advisory flyers are posted to campus bulletin boards. For Level 2 sex offenders, the College provides notification to administrators, affected faculty and supervisory staff, and provides community advisory information to affected members of faculty and staff via internal mail. For Level 1 sex offenders, the College provides notification to administrators, affected faculty and supervisory staff, and follows convicted offender informed notification procedures; otherwise, convicted sexual offenders receive the same rights and privacy protections afforded to all other students.

Institutions of higher education are responsible for issuing a statement advising the College community where law enforcement information regarding registered sex offenders may be obtained. It also requires a registered sex offender to notify each institution of higher education in the state that they are employed, carry a vocation, or are a student. In the state of Washington, sex offenders who are enrolled in a public or private institution of higher education must also notify the local county sheriff immediately.

Using this public information to threaten, intimidate or harass sex/kidnap offenders will not be tolerated by the College and will be referred to local law enforcement. In addition, any student violating this provision could be subject to the CBC Student Code of Conduct.

## **WEAPONS POLICY**

Except as otherwise explicitly permitted by the College's Student Code of Conduct, the College prohibits the possession of weapons that appear capable of producing bodily harm and/or damage to real or personal property is prohibited on or in college-owned or operated facilities and premises and/or during college-sponsored events. For more information, please refer to [WAC 132S-100-275](#).

## **MISSING STUDENT NOTIFICATION POLICY AND PROCEDURES**

### **Report Missing Student**

The College treats the health and well-being of its students with the seriousness it deserves. If any College community member, visitor, parent, friend, or any member of the community has reason to believe that a student living in the Residence Hall is missing, that person should immediately notify the Campus Security



Lieutenant or any Campus Security Officer, the Director for Residence Life, the Pasco Police Department, and/or the Richland Police Department, depending on the campus. Any College employee notified of a potential missing student must immediately notify Campus Security. Upon being notified, the College will immediately take steps to make contact with the missing person.

### **Proactive Measures**

The Residence Hall staff advises every student who lives in the Residence Hall, regardless of age, that they may register one or more individuals as a confidential contact strictly for missing person's purposes. The contact person can be anyone. Students are given this option even if they have already identified a general emergency contact. A student may identify the same individual for both purposes, but CBC will not assume that a general emergency contact is also the missing person contact. Students are offered this option upon check-in. Information on how to register a contact or contacts is available by contacting Residence Hall employees. A student's confidential contact information will be maintained in strict confidence and may be accessed only by the authorized campus officials named above and the Vice President for Student Services. A student's confidential contact information will only be disclosed for purposes of conducting a missing person's investigation and may be shared with local law enforcement agencies for purposes of conducting the investigation.

### **Missing Person Procedure**

If a student living in the Residence Hall is reported missing for a period of 24 hours or more, the following will occur within 24 hours:

1. The Director for Residence Life, the Residence Life Program Assistant, or a Residential Advisor will attempt to make contact with the missing person at their assigned Residence Hall room. If the employee does not receive a response after knocking and identifying themselves, the employee or Campus Security will enter the room for purposes of conducting a wellness check.
2. If the Director for Residence Life, the Residence Life Program Assistant, or a Residential Advisor is unable to make contact with the missing person at the Residence Hall, the employee will call any telephone number(s) the missing person has previously identified as their personal number.
3. If the missing person fails to answer the phone of any personal telephone number(s), the Residence Hall employee will inquire with other residents in the Residence Hall and the missing student's professors about the missing person's potential whereabouts.
4. If the missing person is under the age of 18, a College employee will notify the missing person's parent or guardian and the missing person contact, if one is registered.
5. If the College is unable to locate the missing person, the College will notify local law enforcement.

# COLLEGE POLICIES CONCERNING ALCOHOL AND DRUGS

## EDUCATION

The College adheres to state and federal laws and regulations to provide an alcohol and drug free environment on campus and in the Residence Hall. The College is dedicated to maintaining a drug free campus for students and employees. However, the College also understands that education pertaining to alcohol and drug use is an invaluable tool that may aid in recovery. The College may hold students accountable for their actions, but the College understands that the health and wellbeing of the students within the College community can outweigh the concerns for the discipline process. When a student seeks help for a drug or alcohol dependency, the College may contact the Counseling and Advising Center, in confidence, for resources and additional information regarding available and appropriate substance counseling, treatment, or rehabilitation programs.

For students and employees, a list of local resources related to drug and alcohol dependency are available on the College's [Drug-Free Schools and Communicates Act](#) webpage. The resources listed include: Alcoholics Anonymous, Narcotics Anonymous, Washington Recovery Helpline, and Addictions Services through the Department of Social and Health Services. For educational purposes, the health risks associated with drug and alcohol use are listed on the [Drug-Free Schools and Communicates Act](#) webpage.

The education process for students begins when they are prospective students reviewing the College's Catalog. The Catalog informs current and prospective students about the College's drug and alcohol prevention program. The College requires its students to complete several educational courses through Campus Clarity's Think About It online training modules for alcohol use, drug use, and sexual misconduct. In addition, the College seeks to further reinforce its drug and alcohol policies, as well as provide other basic drug and alcohol educational resources, through various tabling efforts.

The College assigns each new *AlcoholEdu for College* through their First Year Introduction course. *AlcoholEdu for College* encourages students to reflect on their drinking and encourages safe decision-making, making campuses safer for all. Topics include alcohol, vaping, and cannabis awareness and prevention and training for students. Learning objectives include: Provide information about alcohol and other drugs, and campus policies as required by EDGAR Part 86; Equip students with bystander intervention training to intervene when witnessing dangerous or concerning behavior; Inform students about the emotional and physical effects of cannabis and e-cigarette use.

## STUDENT POLICIES

Students are specifically prohibited from using, possessing, delivering, administering, or selling any controlled substance or legend drug except when the use or possession of a drug is specifically prescribed as medication by an authorized medical or dental practitioner. Investigative and disciplinary procedures pertaining to alleged student behavior are available in [Chapter 132S-100 WAC](#) and CBC's Student Code of Conduct. During 2020, CBC utilized an online source to create awareness and educate students in order to help reduce drug and alcohol abuse on or off campus: Campus Clarity for students.

## EMPLOYEE POLICIES

The College provided Reasonable Suspicion Training to supervisors and all new employees were required to take Drug & Alcohol Training within the first ninety days of employment. Additionally, an annual notification of Drug-Free Schools and Communities Act/Drug-Free Workplace was sent via e-mail to all employees informing them of our policy and the requirements of CBC. Additional notice is provided to employees funded or partially funded by federal grants or contracts of their requirement to report within (5) five days if they are convicted of any criminal drug statute violation occurring in the workplace or while on College business.



# **FIRE SAFETY**

## **FIRE SAFETY LOG**

The College maintains a hard-copy fire log related to all incidents at the Residence Hall. The fire log is readily available at Campus Security. The fire log includes the date a fire was reported, the nature of the fire, the date and time of the fire, and the fire's general location.

## **CAMPUS HOUSING FIRE STATISTICS**

Each year, the College reviews its fire log and reaches out to the Pasco Fire Department to collect applicable fire statistics for Clery reporting requirements. With respect to the Residence Hall, the College reviews and will report: (1) the number of fires and the cause of each fire; (2) the number of persons with fire related injuries; (3) the number of fire related deaths; and (4) the value of property damage caused by each fire.

## **RESIDENCE HALL FIRE SAFETY INFORMATION**

The Residence Hall is equipped with a state-of-the-art fire safety system, including: fire alarms that notify local emergency responders; strategically placed pull-stations; smoke alarms; and fire extinguishers. The College provides Residence Hall staff and residential advisors with an orientation of the operations and locations of the fire alarm system, pull-stations, smoke alarms, and fire extinguishers. During new student resident orientation, students are given general instructions referenced in the Handbook regarding Residence Hall fire safety procedures. Students are instructed on some of the items prohibited in the Residence Hall and fire alarm and evacuation procedures. Also, the Residence Hall staff conduct quarterly fire, life and safety room inspections.

Residence Hall residents are strongly encouraged when receiving their orientation to become familiar with regular and emergency exits of the building. They are encouraged to:

- Know how to activate the fire alarm system;
- Know the locations of the fire extinguishers and how to operate them;
- Arrange their room contents with fire safety in mind;
- Maintain clear and unobstructed access to all room doors, from both the outside and inside at all times;
- Not to use broken, frayed or cracked electrical cords;
- Not to overload electrical outlets; and
- Not to allow excess clutter or flammable materials to accumulate.

In the event of an active fire, call 911 immediately. When using a campus telephone, a caller must dial 9 followed by 911 to call emergency dispatch. After a fire occurs, witnesses to the fire should immediately report the incident to the Director for Residence Life or Campus Security. Because the Residence Hall was opened in 2017, the College currently has no plans to upgrade the fire safety system. However, the College intends to offer ongoing fire safety and education to Residence Hall staff and residents.

The Residence Hall prohibits the use of open flame and open coil appliances in the Residence Hall. Smoking is prohibited within fifty (50) feet of the Residence Hall.

## **FIRE DRILLS**

The Residence Hall staff, in partnership with Campus Security, administer one fire drill per academic quarter.

## **REPORTING CLERY CRIMES AND OTHER EMERGENCIES**

For emergencies and crimes in progress on any campus, call 911 immediately. When using a campus telephone, a caller must dial 9 followed by 911 to call emergency dispatch. Calling 911 from a campus phone will activate a notification to Campus Security as well. All students, faculty, staff and guests are encouraged to report emergencies and criminal activity, as well as suspicious persons, disruptive behavior and accidents or issues not necessitating local law enforcement by calling Campus Security at extension 7777 from a campus phone, or direct dial at (509) 542-4777 or (509) 542-4819. This and other reporting may be made in person by visiting CBC's Campus Security or approaching campus security on duty throughout campus.

There are three blue light emergency call boxes on campus, one is located at the north end of the Pasco Campus, one on the rear side of the CTE Building, and one on the east side of SWL, that can be used to summon help in emergency situations. Calling 911 from a campus phone will activate a notification to Campus Security as well. In response to the notification, Campus Security Officers will assist and draft an incident report with copies provided to appropriate campus authorities, such as Human Resources, Student Conduct, and/or local law enforcement agencies, as appropriate. CBC community members that do not have access to a CBC phone at the time of an emergency and use their own cell phone to dial 911, are encouraged to report the incident to Campus Security as soon as possible.

### **REPORTING TO CAMPUS SECURITY AUTHORITIES**

Each month, the College conducts a new employee orientation. As part of the new employee orientation, the College provides an introductory training to the Clery Act. Each year, the College reviews and identifies employees that are Campus Security Authorities (CSA) and assigns mandatory interactive Clery Act training. The training is intended to inform CSAs of their status and responsibilities as a Campus Security Authority. In identifying Campus Security Authorities, the College reviews whether the individual is: (1) a member of campus security; (2) responsible for campus security, but not a member of campus security; or (3) an employee that has a significant responsibility for student and campus activities. In addition, the College designates certain individuals as Campus Security Authorities to ensure the collection of accurate statistics. However, pastoral or professional counselors are not considered CSAs when acting as a pastoral or professional counselor. Although, the College does not utilize a policy or procedure to prohibit pastoral or professional counselors from voluntarily and confidentially reporting a Clery Crime to Campus Security for inclusion in the College annual security report.

For the 2021 calendar year, CBC's CSAs include:

1. The College President;
2. Divisional Vice Presidents;
3. Campus Security;
4. Athletic Director, Assistant Athletic Director, and Athletic Coaches;
5. Associate Dean for Student Retention & Completion;
6. Director for the Resource Center;
7. Director for Residence Life;
8. Assistant Dean for Student Conduct and Activities;
9. Student Club Advisors;
10. Student Resident Advisors;
11. Title IX Coordinator; and
12. Deans of Instructional Divisions.

The Human Resources and Legal Affairs Division maintains a list of Campus Security Authorities on Campus, which is available upon request. The list of Campus Security Authorities was last revised on or around November 30, 2020.

## **VOLUNTARY, CONFIDENTIAL REPORTING**

CBC provides a number of ways individuals can report crimes, serious incidents, and other emergencies on a voluntary, confidential basis. However, in the event a reporting party, or someone that knows a reporting party, decides not to report the incident to the College or law enforcement for investigation, they still have the option to file a voluntary and confidential report. Reporting anonymously allows CBC to include record of the report in the annual disclosure of crime statistics. Individuals may contact CBC's Campus Security to determine the level of anonymity available prior to reporting a crime. For instance, per CBC's Clery Incident Report form, when a reporting person requests anonymity, such a request must be honored to the extent permitted by law. Accordingly, no personally identifiable information should be included in the Clery Incident Report form or the daily crime log report when permitted by law. Personally identifying information, includes: (1) first and last name; (2) home or other address; (3) contact information; (4) social security number, driver's license number, or passport number; (5) date of birth; (6) racial or ethnic background; or (7) religious affiliation.

The College takes steps necessary to protect a complainant's confidentiality while also recognizing that, in some cases, the College may need to disclose some information about a complainant to a third party to provide necessary accommodations or protective measures. Generally, the Title IX Coordinator, Assistant Dean for Student Conduct and Activities, or the Campus Security Lieutenant will determine the information that must be disclosed to provide necessary accommodations or protective measures.

The Counseling Center provides limited confidential counseling services, counselors including information on how to file an official report for investigation. They are not required to report crimes for inclusion in the Annual Security Report unless there is a threat to the safety of the individual or others. However, CBC encourages the faculty counselors to inform complainants how to provide anonymous reports.

CBC has an online reporting tool called "ASaferCBC." ASaferCBC is a secure way to report nonemergency safety issues. Reporters have the choice to remain anonymous or to reveal their identity. Once submitted, only appropriate campus personnel will have access to the report. Evaluation of reported safety issues are performed on a timely basis. Reports may be filed through [ASaferCBC](#).



## **EMERGENCY PREPAREDNESS AND RESPONSE**

CBC maintains and discloses an emergency response and evacuation procedure, referred to as the Emergency Preparedness Plan that it uses in the event of an emergency or dangerous situation. CBC maintains evacuation maps that are transmitted to the College community on an annual basis. The evacuation maps are utilized in the event of an emergency or dangerous situation. Please review the College's Emergency Preparedness Plan for evacuation maps.

The Emergency Operation Center Response Team is ultimately responsible for timely warnings and emergency notifications, which are discussed below. In addition, EOC has the authority to initiate alerts upon confirmation of immediate threats without waiting for approval from the College President. The EOC has various systems in place for communicating important information quickly including the CBC Emergency Notification System which utilizes text messaging and e-mails. Other communication systems include a voice alert system that operates through the CBC telephone system, outdoor signage, network e-mails, website banners, website posting, social media and local media. For purposes of disseminating information to the community-at-large, the EOC utilizes its local media contacts, webpage banner alerts, and social media outlets.

An emergency or dangerous situation should be immediately reported to local law enforcement by calling 911 and/or Campus Security by calling (509) 542-4777. When using a campus telephone, a caller must dial 9 followed by 911 to call emergency dispatch.

### **TIMELY WARNINGS**

In order to keep the College community informed about safety and security issues, CBC notifies the College community of Clery Crimes reported to Campus Security Authorities or local law enforcement agencies that present a serious or ongoing threat to the College community and that occur in CBC's Clery Geography. However, the College also reserves the right to issue a timely warning for non-Clery Crimes where such crimes pose an ongoing threat to the College community and when the warning will assist in the prevention of similar offenses.

As CBC authorities receive information regarding crimes or criminal activity, Campus Security investigates the information and confers with other campus authorities and evaluates the need for a timely warning notification. Timely warning notifications may be transmitted by text message, email, college website, public announcement, the Emergency Notification System, and/or posted on television monitors on campus. The Vice President for Administrative Services, the VP's designee, or the Director for Campus Security & Emergency Management will issue the timely warning notification. The College has no official written memorandum of understanding with any local law enforcement agency regarding Timely Warnings.

### **EMERGENCY NOTIFICATIONS**

The College, without delay, will immediately notify the affected segments of the College community upon confirming an emergency or dangerous situation that presents a threat to the College community's health or safety unless such notification will, in the professional judgment of responsible authorities, compromise efforts to assist a claimant/complainant or to contain, respond to or otherwise mitigate the emergency. Upon learning of an emergency or dangerous situation, the EOC will take reasonable steps to verify the emergency or dangerous situation. The EOC will work with local subject matter experts to confirm an emergency or dangerous situation.

The College encourages individual to report an emergency or dangerous situation to local law enforcement by calling 911 and/or Campus Security by calling (509) 542-4777 or extension 7777 when calling from a

campus telephone. When 911 is dialed from a campus telephone, Campus Security is automatically notified. A caller must dial 9 followed by 911 to call emergency dispatch from a campus telephone.

The EOC will consult with a local law enforcement agency about how to best secure the campus in the event of an emergency or dangerous situation. In determining how to best secure the campus, the EOC will utilize their collective institutional expertise and recommendations from a local law enforcement agency. Securing campus(es) may include securing the Residence Hall, evacuating a building or buildings, directing the College community to a safe location, and/or closing campus(es) or portions of campus(es).

Emergency notifications may be transmitted by text message, email, college website, public announcement, emergency notification system, and/or posted on television monitors on campus. The EOC will initiate and issue the emergency notification system and determine the appropriate information to disseminate at various points in time. The College will consider the type of emergency or dangerous situation, the location, the segments of the College community most likely to be affected, and the possibility that the emergency or dangerous situation will become more dangerous when determining the segments of the College community that receive an emergency notification. However, the College will generally issue emergency notifications to the entire College community. The College has no official written memorandum of understanding with any local law enforcement agency regarding emergency notifications.

## **DRILLS, EXERCISES, AND TESTING**

CBC routinely tests its emergency preparedness in a variety of methodologies, including table top exercises, text message notifications, and test lockdowns. Upon conducting a test of the College's emergency preparedness, the EOC debriefs to evaluate CBC's emergency preparedness. These tests may be previously scheduled and announced to the community, or may be unannounced.

The College also performs annual confidence testing of all fire suppression, alarm devices and systems. All drills performed engage a process that tests our emergency communication pathways, including emergency text messaging, and email alerts.

All CBC buildings have specific emergency plans in place, as well as building captains and building representatives to assist with emergency response and evacuation. CBC conducts exercises to test emergency response. These exercises and drills are intended to prepare all for an organized evacuation or lockdown situation. These tests may be announced or unannounced with appropriate follow through activities designed to assess and evaluate emergency plans and capabilities. Local law enforcement agencies and county emergency management staff often assist with drills and exercises.

Each fall quarter, an email is sent to all faculty and staff with information about emergency response and evacuation procedures. All members of the CBC community are reminded that they are required to notify CBC's Campus Security of any situation or incident on campus that involves a significant emergency or dangerous situation that could involve an immediate or ongoing threat to the health and safety of the CBC community. CBC's Campus Security will contact the EOC if the situation appears to pose a threat to the College community.

# CLERY CRIMES, GEOGRAPHY, AND RULES

## CLERY ACT REPORTABLE CRIMES

CBC crime statistics include the occurrence of the following criminal offenses, known as Clery Crimes, reported to the CBC's Campus Security, CSA, or local law enforcement agencies. Clery Crimes include:

1. Homicide and Non-negligent Manslaughter
2. Negligent Manslaughter
4. Domestic Violence
5. Dating Violence
6. Stalking
7. Robbery
8. Aggravated Assault
9. Burglary
10. Motor Vehicle Theft
11. Arson
12. Hate Crimes
13. Liquor—disciplinary/arrest
14. Drug—disciplinary/arrest
15. Illegal Weapons—disciplinary/arrest

## CLERY ACT GEOGRAPHY

The College's 2019 Clery Geography is generally identified by maps located on pages 40 - 41.

In Pasco, the College's 2020 Clery Geography includes 2600 N. 20<sup>th</sup> Ave., Pasco, WA 99301, 2901 N. 20<sup>th</sup> Ave., Pasco, WA 99301, 1620 N. 20<sup>th</sup> Ave., Pasco, WA 99301, and 2815 St. Andrews Loop, Pasco, WA 99301 (not identified on the maps below) and certain public property surrounding campus, including sidewalks, streets, and parking lots.

## CLERY ACT RULES

The Clery Act contains numerous rules for counting Clery Crimes, including when to count a single crime in multiple categories, when to count multiple crimes as a single crime for statistical reporting, and the extent to which reported Clery Crimes are excluded from statistical reporting. The below rules are discussed to provide additional context in interpreting the College's Crime Statistics.

**1. Hierarchy Rule**—When analyzing a Clery Incident Report for statistical reporting purposes, it is possible that a report contains more than a single Clery Crime. However, the Clery Act contains a general rule known as the Hierarchy Rule. Generally and with some exceptions, the Hierarchy Rule requires the College to report the most serious crime included in a Clery Incident Report when the report indicated the perpetrator committed multiple Clery Crimes during a single incident. For example, if a person committed a burglary and a murder in the course of a single act then only the murder would be counted. An exception to this rule exists for hate crimes. If a person commits a hate crime, then both crimes are counted.

**2. Unfounded Claims**—The College does not include Clery Crimes that sworn law enforcement personnel determine are unfounded. The College only classifies Clery Crimes as unfounded following a full investigation by sworn or commissioned law enforcement personnel. The law enforcement agency must make an affirmative formal decision that the Clery Crime reported is false or baseless. To College defers to local law enforcement agencies to make such determinations.

**3. Excluded Crimes**—Unless otherwise discussed in the Clery Act or another rule below, the College does not include non-Clery Crimes in its annual statistics nor does the College include statistics for crimes committed outside the College's Clery Geography.

**4. Hate Crimes**—Clery Crime and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by bias are included in the College’s Hate Crime statistical reporting. When a Clery Crime is motivated by bias, the incident is recorded in the corresponding Clery Crime criminal offense and a Hate Crime. Thus, all Clery Crimes motivated by bias are recorded in two sections.

**5. Sexual Assault**—similar to Hate Crimes, any incidents of Sexual Assault are reported as a Clery Crime criminal offense and a VAWA offense for statistical reporting purposes.

In some cases an incident that is reported as a crime may not be included in the Annual Security Report. The following standards must be met for an incident to be included in the annual report.

1. **Reported to the Proper Authorities** - Incidents must be reported to law enforcement, Campus Security, Residence Hall staff, or a person who, according to the Clery Act, is defined as a Campus Security Authority.
2. **Listed Crimes** - The crime must be one of those listed in the Clery Act as a reportable crime.
3. **Reportable Area** - The crime must have occurred in one of the reportable areas. Every reportable crime occurring within the boundaries of campus is the reportable area. The two remaining areas are more difficult to define. Perimeter streets are described in the following way: “Sidewalk –Street –Sidewalk.” This means that a reportable crime occurring on the sidewalk on either side of a perimeter street is reportable, as are incidents occurring in the street. But an incident occurring in a building (a privately owned store) on the distant side of a perimeter street would not be included. Most law enforcement agencies do not distinguish where a crime occurs with this degree of detail. Crimes are usually located by street and house numbers. With regard to non-campus buildings, crimes occurring in those buildings or on the property of that location are reportable. Incidents occurring on the sidewalk or on the streets in front of that building are not Clery Act reportable.

## DEFINITIONS

Throughout this Annual Security Report, the College uses certain defined terms. This definition section is intended to provide clarification about those terms and the overall meaning of such terms. When any of the below terms or substantially similar terms are used throughout this report, they should be read with the below definitions in mind. The College uses the below terms as defined under applicable state and federal law, as required by the Clery Act, to the institution and as used in this report. Unless otherwise stated herein, all terms defined below may be regularly used throughout this report without the use of capitalization or any other reference.

### CLERY ACT GEOGRAPHY DEFINITIONS

**On Campus:** is defined as: (i) any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (ii) property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institution purposes.

In the tables below, "on campus" includes (1) all property on the Pasco Campus (2) all College-owned or controlled property reasonably contiguous to the Pasco Campus that is used in direct support of, or related to, its educational purposes.

**Non-campus Building or Property:** is defined as (i) any building or property owned or controlled by a student organization recognized by the institution; and (ii) any building or property owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution's educational purposes, is used by students, and is not within the same reasonably contiguous geographic area of the institution.

**Public Property:** is defined as all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes. The crime statistics in this report for public property include the sidewalks and streets surrounding the Pasco Campus. Please note that statistics are collected on all Clery crimes within Clery-defined geographic areas. Crimes may or may not involve students, faculty, staff, or anyone affiliated with Columbia Basin College, which is especially true public property surrounding the Pasco Campus.

### CLERY ACT CRIME DEFINITIONS

Depending on the facts and circumstances of the incident, the Clery Act may require the College to consider state law definitions or definitions provided by the F.B.I.'s Uniform Crime Reporting (UCR) handbook.

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm (includes attempted Criminal Homicide and whether or not an injury occurred).

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

**Burglary:** The unlawful entry of a structure (four walls, a roof, and a door) to commit a felony or theft. (includes forced and non-forced entry)

**Dating violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of: (i) the length of the relationship; (ii) the type of relationship; (iii) the frequency of interaction between the persons involved in the relationship.

**Domestic Violence:** A felony or misdemeanor crime of violence committed by:

- (i) a current or former spouse or intimate partner of the victim;
- (ii) by a person with whom the victim shares a child in common;
- (iii) by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- (iv) by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- (v) by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle (does not include air or water craft).

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

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

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

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

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

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

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

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

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to Fear for the person's safety or the safety of others or suffer substantial emotional distress.

"Course of conduct" means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows,

monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

“Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim.

“Substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Hate Crime:** A criminal act involving one or more of the aforementioned crimes, as well as the crimes of:

**Larceny/Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

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

**Destruction of Property/Vandalism:** 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.

**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.

As well as any other crime involving bodily injury which is shown or suspected to have been motivated by bias against any person or group of persons, or the property of any person or group of persons based upon the perception that the person or group has one or more of the following characteristics:

**Ethnicity/National Origin:** A performed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions (e.g. Arabs, Hispanics).

**Race:** A performed negative opinion or attitude toward a group of persons who possess common physical characteristics (e.g. color of skin, eyes, and/or hair, facial features, etc.) genetically transmitted by descent and heredity, which distinguish them as a distinct division of humankind (e.g. Asians, blacks, whites).

**Religion:** A performed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g. Catholics, Jews, Protestants, atheists).

**Disability:** A performed 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:** A performed negative opinion or attitude toward a group of persons because those persons are male or female.

**Sexual Orientation:** A performed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g. gays, lesbians, heterosexuals).

**Gender Identity:** A performed negative opinion or attitude toward a group of persons based on their actual or perceived gender identity (e.g., bias against transgender or gender non-conforming individuals).

**Drug/Narcotic Violations:** The unlawful possession, distribution, sale, purchase, use, transportation, importation, cultivation, and/or manufacturing of any controlled drug or narcotic substance and the equipment or devices utilized in their preparation and/or use. \*Drawn from State Statutes and County/Local Ordinances.\*

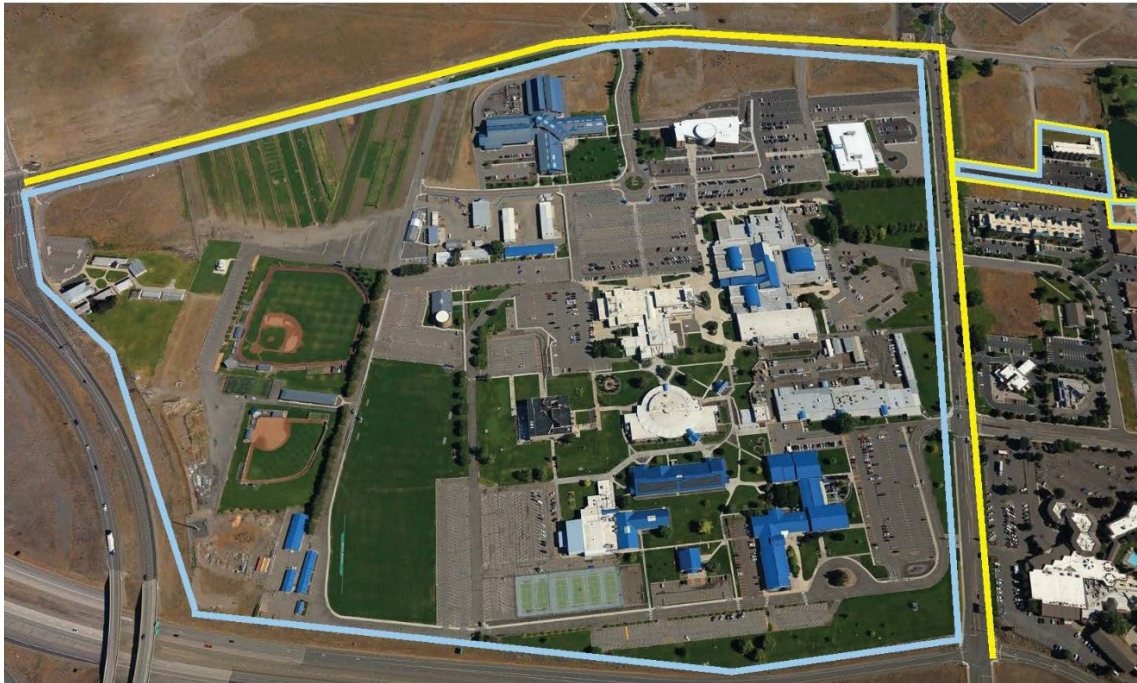
**Liquor Law Violations:** The unlawful possession, sale, transportation, manufacturing, furnishing alcohol to a minor (under 21 years), or maintaining an unlawful drinking place. The Clery Act does not require reporting “public drunkenness” or DUI/DWI offenses. \*Drawn from State Statutes and County/Local Ordinances.\*

**Illegal Weapon Violations:** The unlawful possession or control of any firearm, deadly weapon, illegal knife or explosive device while on the property of UNC-Chapel Hill except as required in the lawful course of business (i.e. sworn law enforcement personnel). \*Drawn from State Statutes and County/Local Ordinances.\*

**Dating Violence** is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition: dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse; and dating violence does not include acts covered under the definition of domestic violence.



## PASCO CAMPUS CLERY GEOGRAPHY MAP



The Clery Geography related to the College’s Pasco Campus is generally demonstrated above. The actual campus is outlined in light blue with the potential Clery Geography reportable area outlined in yellow. The Clery Act requires the College to include *public* property that immediately borders campus *and* is accessible from campus. Such areas generally include sidewalks and streets that border campus and are accessible from campus, including the “second sidewalk” across the street from campus where there is no barrier separating campus from public property (e.g., a fence separates a portion of the Pasco Campus from portions of the public sidewalks located on Argent Road). Campus Security Authorities should file Clery Incident Reports for all incidents that occur within the yellow and blue borders. The above map does not include the property located on St. Andrews Loop, Pasco, WA 99301.

# CHASE COMPLEX CLERY GEOGRAPHY



The Clery Geography related to the Chase Complex is generally demonstrated above. The actual campus is outlined in light blue with the potential Clery Geography reportable area outlined in yellow. The Clery Act requires the College to include *public* property that immediately borders campus *and* is accessible from campus. Such areas generally include sidewalks and streets that border campus and are accessible from campus, including the “second sidewalk” across the street from campus where there is no barrier separating campus from public property. Campus Security Authorities should file Clery Incident Reports for all incidents that occur within the yellow and blue borders for evaluation by Campus Security.

# FIRE STATISTICS

## SUNHAWK RESIDENCE HALL

Residence Hall	# of Fires			Fire Causes			# of Fire Deaths			# of Fire Injuries			Estimated Property Damage		
	'18	'19	'20	'18	'19	'20	'18	'19	'20	'18	'19	'20	'18	'19	'20
<b>Sunhawk Hall</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## PASCO CAMPUS CLERY CRIME STATISTICS

Offense	On Campus Property			On Campus Residence Hall			Non-Campus Public Property			Non-Campus Buildings			Unfounded Crimes****		
	'18	'19	'20	'18	'19	'20	'18	'19	'20	'18	'19	'20	'18	'19	'20
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape**	1	0	0	1	0	0	0	0	0	0	0	0	0	0	0
Fondling**	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0
Incest**	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape**	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Arson*	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes***	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence****	1	0	0	0	0	1	0	0	0	0	0	0	0	0	0
Domestic Violence****	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking****	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Violation (Arrest)	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse (Arrest)	2	0	0	0	0	3	0	0	0	0	0	0	0	0	0
Liquor Law (Arrest)	0	0	0	0	0	3	0	0	0	0	0	0	0	0	0
Weapons Violation (Referral)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Drug Abuse (Referral)	21	2	1	16	1	1	0	0	0	0	0	0	0	0	0
Liquor Law (Referral)	7	3	0	5	3	9	0	0	0	0	3	0	0	0	0

\*When multiple offenses are committed during the same distinct operation as the Arson offense, the College reports the most serious offense and the Arson without using the hierarchy rule.

\*\*When a Sexual Assault category crime occurs in the same incident as Murder, the College counts the sexual assault category and the Murder.

\*\*\*Hate crimes are those crimes perpetrated against a person due to bias against the victim (e.g. race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability). Hate crimes include: murder and non-negligent manslaughter, sexual assault including rape, robbery, fondling, incest, statutory rape aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, destruction/vandalism/damage to property. *Handbook*, 3-27. Hierarchy Rule does not apply to hate crimes. Count all crimes categorized as a hate crime. In the event there is a hate crime, there should be a brief description about crime perpetrated as it relates to the hate crime.

\*\*\*The Hierarchy Rule does not apply to VAWA offenses. Thus, count the original offense and the VAWA crime when there is overlap. (e.g where aggravated assault also constitutes domestic violence, the statistic is reported under both categories).

\*\*\*\*Beginning in 2015, institutions have been required to include in the web-based survey and the ASR statistics for the total number of crime reports that were “unfounded” and subsequently withheld from crime statistics during each of the three most recent calendar years.