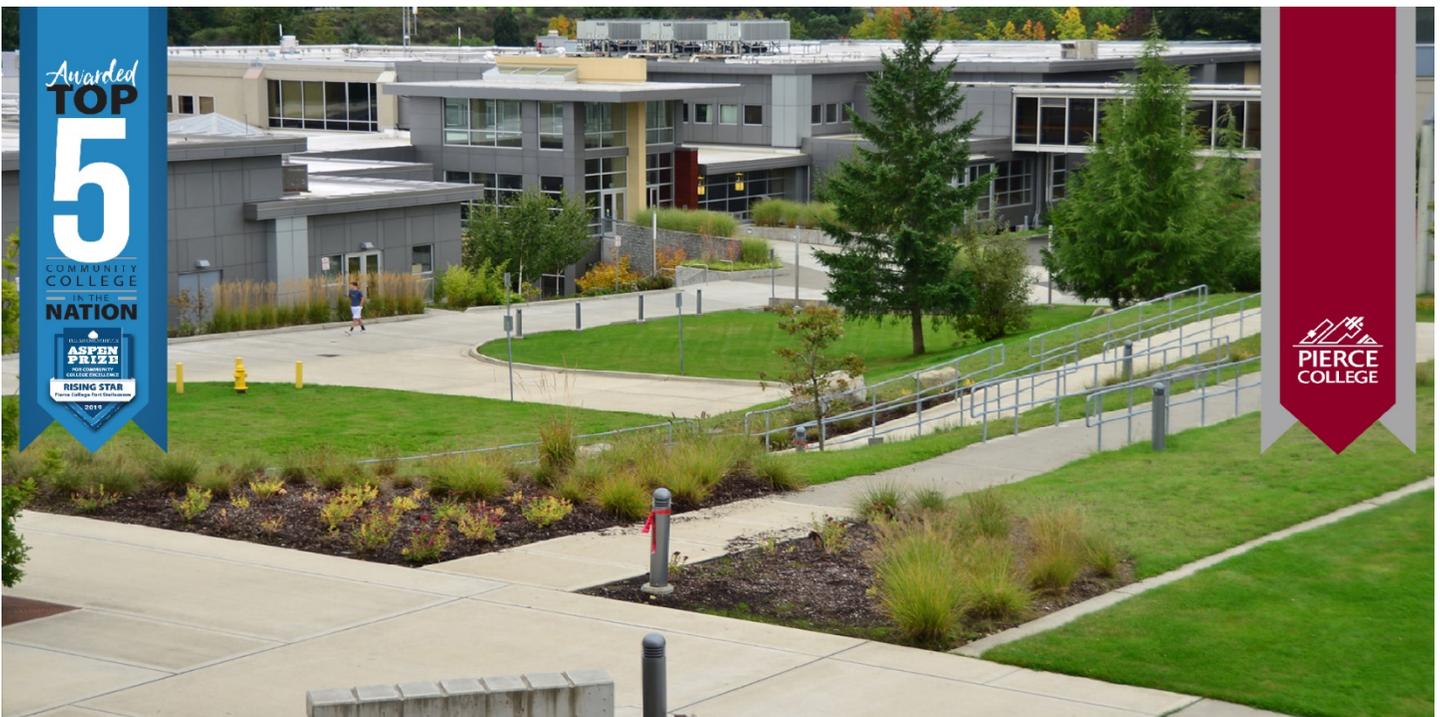


# 2021 ANNUAL SECURITY AND FIRE SAFETY REPORT



**PUYALLUP CAMPUS**

**FORT STEILACOOM CAMPUS**

**JOINT BASE LEWIS MCCHORD**

**PIERCE AT GRAHAM**



## INTRODUCTION

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For more than 50 years, Pierce College has been committed to helping people realize their possibilities. Pierce College first opened in 1967 in downtown Lakewood and has since expanded to include another main campus in Puyallup, two extended learning sites at Joint Base Lewis McChord (JBLM), and classrooms in the Graham-Kapowsin and Spanaway Lake High Schools. Pierce College District has a student, faculty and staff population of nearly 24,000 individuals.

As part of our ongoing commitment to the safety of all students, employees and visitors, the Pierce College District has compiled this comprehensive directory of policies, procedures, statistics, general information and resources related to campus public safety and emergency management.

The following information has been prepared to increase your awareness of the current programs that exist to assist you in protecting your safety and well-being. It is also provided in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) as amended by the Higher Education Opportunity Act (HEOA).

The mission of the Campus Safety Department is to provide for the safety and security of the Pierce College District, while maintaining a positive and diverse environment that promotes excellence, accountability, and respect.

While every member of the college community shares responsibility for campus safety and security, the Campus Safety Department takes the lead in this area. Administrative responsibility lies with the Vice President of Administrative Services and the District Director of Safety and Security.

## CAMPUS SAFETY DEPARTMENT

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The Campus Safety Department maintains a non-commissioned security force of seven full-time state classified Campus Security Officers and two Campus Security Sergeants; in addition, there are approximately 10 part-time security officers. The working title for all uniformed security personnel is Campus Safety Officer regardless of their official employment status, Sergeants have the designation of Campus Safety Supervisor. The working title reflects the scope of work the Campus Safety Department engages in, which focuses on security operations, emergency response, and occupational health and safety. Officers are assigned to the Pierce College Fort Steilacoom and Puyallup campuses. All Campus Security Officers are First Aid qualified, to include CPR and AED training. Officers patrol campuses on foot and by vehicle, enforce policies, laws and regulations that govern conduct on campus, and have the authority to issue parking citations.

The Pierce College sites at Joint Base Lewis-McChord are the Stone Education Center at Fort Lewis, and the McChord Consolidated Services Building at McChord Air Force Base. Pierce College does not have Campus Safety Officers stationed at these sites. The Joint Base Lewis-McChord Provost Marshal of the Directorate of Emergency Services (PMO) provides an array of services to the soldiers and families on base. The PMO is a professionally trained, positive, community customer focused Army Law Enforcement and Access Control organization, that is responsive to the needs of not only the commander, but the civilian community, and is committed to maintaining good order, discipline, safety, and security for all those who live, work, or attend classes on JBLM.

Campus Safety Officers are authorized to request identification from any person on district property to determine whether they have lawful business at the college, but do not possess arrest authority. They are equipped with mobile phones and radios capable of contacting local Police, Fire and Medical Aid. Campus Safety maintains a close working relationship with these agencies, however Pierce College does not currently have a written Memorandum of Understanding (MOU) with local law enforcement agencies or the Provost Marshal's Office. Department procedure requires that law enforcement be contacted when incidents occur that are outside of the department's scope of authority; criminal incidents are referred to the local police department having jurisdiction on campus. If the Provost Marshal's Office is contacted about criminal activity occurring off-campus involving Pierce College students, they may notify the Fort Steilacoom Campus Safety office. However, there is no official policy requiring such notification. In addition, Pierce College is not aware of practices by local law enforcement agencies concerning monitoring of criminal activity by Pierce College student organizations at non-campus locations.

**Ft. Steilacoom Campus**

**Lakewood Police**

<https://www.cityoflakewood.us/police>

**West Pierce Fire & Rescue**

<http://www.westpierce.org>

**Puyallup Campus**

**Puyallup Police**

<http://puyalluppolice.org/215/Police-Department>

**Central Pierce Fire & Rescue**

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

## **SECURITY AND ACCESS**

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### **Fort Steilacoom and Puyallup campus**

During business hours, the College is open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to college facilities is by card access, or through coordination with Campus Safety.

Some facilities have scheduled hours which may vary throughout the year, examples are the Health Education Centers and the Arts & Allied Health building. In these cases, college facilities are secured according to schedules developed by the department responsible for the facility. Operational requirements or Emergencies may require changes to posted schedules.

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Pierce College Campus Safety Officers regularly patrol the campuses and report malfunctioning lights and other unsafe conditions to the Facilities Department for correction. Employees may report equipment problems to Facilities through the on-line work order system located on the College Intranet, other members of the college community may report facilities issues directly to Campus Safety.

The Center for Global Scholars (CGS) student housing facility parking lots are patrolled by the Fort Steilacoom Campus Safety Department. Lakewood Police Department has access to the facility and pays extra attention to the site when patrolling the area. CGS is a fully secured facility, surrounded by a secured gate and equipped with 24 hour surveillance cameras. The gate and doors to the facility may only be accessed by key or access card.

### **Joint Base Lewis McChord**

JBLM is a controlled access installation, allowing access to persons with authorized ID cards, or an authorized visitor pass only. All vehicle occupants, aged 16 or older, are required to present photo ID. All vehicles entering JBLM are subject to inspection at any time. These inspections are conducted as an installation force protection measure. Refusal to submit to the inspection will result in a denial of access to the installation.

Building access is controlled by federal employees assigned to specific buildings, or privately contracted building monitors. The Pierce College learning sites are open to students, parents, employees, contractors, guests, and invitees during business hours. Some Pierce College employees are issued keys to the Pierce College assigned spaces and can access those during business hours.

Some facilities may have individual hours which may vary at different times of the year. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility. Emergencies or operational requirements may cause changes to posted schedules.

Facilities and landscaping are maintained by the JBLM Public Works Department in a manner that minimizes hazardous conditions. Pierce College employees report maintenance issues to the College Liaison Officers.

The College does not have any officially recognized student organizations that have housing facilities at Joint Base Lewis-McChord.

### **Pierce at Graham(Graham-Kapowsin) and Pierce at Spanaway(Spanaway Lake High School)**

Class are held at these high schools for Pierce College students locations at specified times and locations per quarter. Times may vary. Access to these locations/building is only allowed during Pierce College specified times since these are high school campuses. Pierce college security does not patrol these locations. For emergencies contact 911. Pierce College employees and Instructors are on-site for questions.

## **SAFETY & SECURITY AWARENESS/CRIME PREVENTION PROGRAMS FOR STUDENTS AND EMPLOYEES**

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The Director of Safety and Security, and/or Faculty Counselors, will conduct crime prevention and general security and safety awareness presentations, when requested by various campus community groups, including students and employees of the College. During these presentations, the following information is typically provided: general crime prevention and security awareness, safety education, discussions about topics such as alcohol and drug abuse, active shooter, domestic violence, fire safety, emergency response and evacuation procedures, sex offender information, and theft prevention. Sexual assault prevention is emphasized by encouraging bystander intervention and awareness such as:

- Recognizing situations of potential harm;
- Understanding institutional structures and cultural conditions that facilitate violence;
- Overcoming barriers to intervening;
- Identifying safe and effective intervention options; and

- Acting to intervene

Pierce College Campus Safety Supervisors and Officers will conduct presentations upon request by various college community groups throughout the year, addressing crime on campus and in surrounding neighborhoods, emergency communications and response, reporting procedures, Traffic/parking rules, permits, and courtesy services provided by the Campus Safety Department, to include escort services, disabled vehicle services, vehicle unlock, building access, and assistance with lost and found items.

Crime Prevention classes and services are also offered on JBLM through the Provost Marshal's Office Community Resources

Presentation participants are routinely encouraged to take an active role in ensuring their own security and safety and the security and safety of others on campus, particularly in cases of dating violence, domestic violence, sexual assault or stalking. Observers of crime are encouraged to report incidents to the Campus Safety or designated Campus Safety Authorities.

### **Crime Prevention Education Presentations**

- **Active Shooter Presentation** – This presentation is conducted by request and is available to both student and employee groups:
  - Awareness of active shooter statistics and trends
  - Review of “Run, Hide, Fight” concept
  - Developing a survival mindset
  - 1<sup>st</sup> Responder tactics
  - Violence indicators and behaviors of concern
  - Behavioral Intervention and threat assessment
- **Behavioral Intervention and Threat Assessment (BITA) Presentation** – This presentation is conducted by request and is available to both student and employee groups:
  - Description of investigative procedures, threat assessments, determining the best mechanisms for student support, crisis intervention, warning/notification and response.
  - How the BITA team deploys its resources, and coordinates follow-up actions.
  - Discuss the difference between calling 911 for crimes in progress versus reporting behaviors of concern with the potential for escalation of threat to the campus community

Information concerning safety and security is provided to students and employees via the Campus Safety website at <http://www.pierce.ctc.edu/studentlife/safety/> and via Campus Safety Notices sent through student and employee email systems. Information is also provided on a regular basis through the Pioneer (Fort Steilacoom student newspaper), The Puyallup Post (Puyallup student newspaper), and The Pen (employee electronic newsletter).

Crime statistics for the three previous years are published annually and can be found at <https://www.pierce.ctc.edu/safety-security-report>. Students will find additional information in the college catalog at <http://www.pierce.ctc.edu/pubs/catalog/> and the student handbook.

Emergency information is communicated to the college community through email, and voice and text messages, which are sent to students and employees via the Everbridge emergency notification system. Emergency notifications are also posted on the college's main website.

## MISSING STUDENT NOTIFICATION POLICY

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The purpose of this policy is to establish procedures for Pierce College's response to reports of missing residential students as required by the Higher Education Opportunity Act of 2008. The Clery Act defines an on-campus student housing facility as owned, controlled by, or on the property of the institution, and within the reasonable contiguous geographic area which makes up the campus area.

As the Center for Global Scholars (CGS) fits the definition of an on-campus student housing facility, this policy applies to all students who reside there.

For purposes of this policy, a student may be considered a "missing person" when he or she has been absent from the CGS for more than 24 hours without any known reason. A student may also be deemed missing when his/her absence is contrary to his/her usual pattern of behavior and/or unusual circumstances may have contributed to the student's absence. Such circumstances may include, but not be limited to, a report or suspicion that the person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, or has been with persons who may endanger the student's welfare.

All residential students will have the opportunity to designate a confidential contact who would be notified by authorized campus officials or local law enforcement in the event that the student is determined to be missing; instructions will be provided to residential students on how to register that person's contact information. All reports of missing residential students shall be directed to the Pierce College Campus Safety Department at 253-444-0325, which shall investigate each report and determine as to whether the student is missing.

**NOTE:** If a student who has been determined to be missing is under the age of 18, and is not emancipated, an authorized campus authority will contact the designated confidential contact, but is also required to contact the legal guardian or parent.

### Procedures

#### a. Notices to students

All residential students will be given the opportunity to designate an individual or individuals who would be contacted by Pierce College no more than 24 hours after the time the student is determined to be missing. This contact person is not assumed by the institution to be the same contact person already listed as a general emergency contact by the student, and may be either the same or different contact. All residential students who are under the age of 18 and are not legally emancipated are also notified that the institution shall notify the student's legal guardian or parent no later than 24 hours after the time the student has been determined to be missing under this policy.

Student notification of this policy and contact designation procedures are:

- Included on the CGS residential life/housing handbook.
- Discussed during new student orientations and mandatory housing meetings at the beginning of each quarter
- Sent to CGS students via Pierce College e-mail each quarter

#### b. Reporting

Any individual on campus who has information that a residential student may be a missing person must notify a Resident Assistant, Campus Safety or the Dean of Students as soon as possible. Any Pierce College office that receives a report of a missing residential student shall immediately relay the report to the Campus Safety office. Campus Safety will gather all relevant information about the residential student and notify appropriate college personnel, which shall include at a minimum the Dean of Students, to assist in determining if the student is a missing person. If the student is determined to be missing, the Dean of Students shall notify the confidential contact, if any, no later than 24 hours after the determination has been made. If the student is under 18 and un-emancipated, the student's parent or legal guardian will be contacted.

#### c. Confidentiality of designated contact information

All contact information designated by a residential student under this policy shall be kept confidential. Only institution officials authorized to respond to a missing student report and law enforcement officers acting in furtherance of the investigation may have access to the confidential contact information designated by a student pursuant to this policy.

**d. Compliance**

Pierce College includes this policy and procedures in its annual security report to the Secretary of Education as required by 34 CFR § 668.46 (b) (14).

## **CONTROLLED SUBSTANCES POLICY**

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Pierce College intends to provide a drug-free, healthful, safe and secure environment. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in or on Pierce College-owned or controlled property, or while conducting Pierce College business, is illegal under both state and federal law and is prohibited. In addition, state law prohibits selling, furnishing or providing alcohol to a person under the age of 21. The possession of alcohol by anyone less than 21 years of age in a public place, or a place open to the public, is illegal.

The Pierce College District has implemented a program to prevent unlawful possession, use, or distribution of alcohol and controlled substances by students and employees. Details of this program are contained in the <https://www.pierce.ctc.edu/policy-student-code-conduct> and in the Drug and Alcohol Workplace Prevention policy <https://www.pierce.ctc.edu/policy-drug-and-alcohol-workplace-prevention>.

Violation of this policy will be reason for disciplinary action, which may include expulsion or termination of employment, and may be referred for prosecution and result in the imposition of penalties, which may include community service hours, fines, forfeiture of personal and/or real property, and/or incarceration.

## **SUBSTANCE ABUSE EDUCATION**

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The use of illicit drugs and the abuse of alcohol may result in numerous physiological, psychological and sociological disorders. College and community resources are available to assist students and employees with problems related to alcohol and other substance abuse, which include dissemination of informational materials, educational programs, counseling services, and referrals.

Employees are encouraged to voluntarily seek expert assistance for alcoholism, drug dependency, or any other job-impairing personal problems. Free, professional help is available to all employees on a confidential basis through the state's Employee Advisory Service.

Facilities are open to active duty personnel and their family members. Military One Source is a free counseling service, which is anonymous and available to anyone on the installation. The Army also has a substance and abuse program (ASAP) on base.

Licensed mental health counselors are available to provide free services to enrolled students at the Fort Steilacoom and Puyallup campuses.

County alcohol centers and mental health clinics are available for both students and employees. Private practitioners and agencies are listed in the local telephone directory (See Alcoholism Treatment and/or Drug Abuse Information & Treatment in the Yellow Pages)



## SEX OFFENDER REGISTRATION

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Washington State Sex Offender Information Center

<http://www.icrimewatch.net/index.php?AgencyID=54528>

Pierce County Sheriff's Sex Offender Information

<http://www.co.pierce.wa.us/index.aspx?nid=1964>

Thurston County Sheriff's Sex Offender Information

[http://www.sheriffalerts.com/cap\\_main.php?office=54490](http://www.sheriffalerts.com/cap_main.php?office=54490)

Federal Sex Offender Search

Engine

<http://www.nsopw.gov/en-US>

## SEX OFFENDER NOTIFICATION

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The purpose of the Sex Offender Notification Procedure is to respond to the enrollment or presence of a convicted sex offender at Pierce College, with minimum interruption to the college community. A list of known currently attending registered sex offenders will be on file at the Campus Safety Offices. Students with felony convictions are not allowed on JBLM.

Notification to the campus community will be made pursuant to RCW 4.24.550, Sex Offender and Kidnapping Offenders-Release of Information to Public.

In the case where an offender self-identifies to a college employee, the employee will obtain the name and notify Campus Safety, and will refer the student to Campus Safety.

Risk classifications are determined by the Department of Corrections.

Notification to the college community:

### Level I - Low Risk to Reoffend

- Offender name and Risk Level will be on file in the Campus Safety Office.
- District Conduct Officer is notified.

### Level II - Medium Risk to Reoffend

- Same notification as for Level I.
- If available, background information on the offender supplied by the reporting law

enforcement agency will be on file in the Campus Safety Office. This information normally includes: offender name, picture, and descriptive information about the offender and the offense.

- Faculty teaching classes in which the offender has enrolled are notified.
- The Early Childhood Education Programs and child development centers are notified.

#### **Level III - High Risk to Reoffend**

- Same notification as for Level II.
- All campus employees and students via college email systems are notified.
- Post information, including picture and name, to campus bulletin boards.

## **SEX OFFENSE CRIME PREVENTION PROGRAM AND RESPONSE**

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Student Life and the Counseling Centers periodically provide sexual assault education presentations to the college community. Literature on dating violence education, risk reduction and College response is available through the offices of Student Life and the Counseling Centers, and on the Campus Safety website. In addition, both Puyallup and Lakewood Police Departments offer sexual assault education and information programs to students and employees upon request.

If you or someone you know is the victim of a sex offense on campus, your priority should be to get to a place of safety. You should then obtain necessary medical treatment. Pierce College strongly advocates that a victim of sexual assault reports the incident in a timely manner, however doing so is voluntary and the choice of the victim alone. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a trusted Pierce College Official. Filing a report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgment. Campus Security Authorities will assist with notifying law enforcement authorities if requested by the victim. Filing a report will:

- Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim;
- Provide the opportunity for collection of evidence helpful in prosecution, and/or obtaining a protection order, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam);
- Assure the victim has access to free confidential counseling from counselors specifically trained in sexual assault crisis intervention.

When a sexual assault victim files a report, the local Police Department will be notified as well. If the suspect is also a student, the victim of the sexual assault may choose for the investigation to be pursued through the criminal justice system and/or the Student Services Office. A representative from the Campus Safety Office, or the Student Services Office, will guide the victim through the available options and support the victim in his or her decision.

### **Domestic Violence, Dating Violence, Sexual Assault and Stalking**

Pierce College prohibits the crimes of dating violence, domestic violence, sexual assault and stalking, as defined by the Clery Act. Pierce College is committed to raising awareness and providing support services and educational venues towards this goal. Pierce College promotes a work and education environment in which employees, students and visitors feel safe from harm. Pierce College will respond to any allegations of dating violence, domestic violence, sexual assault and stalking by using a prompt, fair, and impartial process from the initial investigation to the final result.

## **Protection Order**

The decision to file a protection order can be hard for many in volatile and unsafe situations. Luckily, there are support groups available to help with such things as understanding the legal process, how to prepare paperwork, and the qualifications for obtaining an order. The Pierce County Protection Order website is a good way to start the process: <http://www.co.pierce.wa.us/3446/Filing-a-Stalking-Protection-Petition>.

Pierce College will fully comply with and support the enforcement of protection orders issued by criminal, civil or tribal courts. Students may file a protection order with the college, through the Campus Safety Department. If the department becomes aware of a protection order violation, law enforcement will be contacted immediately.

Mutual no-contact-orders may be issued to both the student complainant and respondent involved in the Title IX process should it be appropriately deemed by the Title IX Coordinator in relation to sexual harassment, sexual assault, and other actions that fall within the college's obligations under Title IX.

## **Confidentiality and Right to Privacy**

Pierce College will seek to protect the privacy of the complainant to the full extent possible, consistent with the legal obligation to investigate, take appropriate remedial and/or disciplinary action, and comply with the federal and state law, as well as Pierce College policies and procedures. Although Pierce College will attempt to honor complainants' requests for confidentiality, it cannot guarantee complete confidentiality. Determinations regarding how to handle requests for confidentiality will be made by the Title IX Coordinator.

## **Requesting Confidentiality**

If a complainant wants to remain confidential, they must request it in writing to the Title IX Coordinator who will determine whether the College can honor the request. Factors to be weighed during this determination may include, but are not limited to:

- The seriousness of the accusation
- The age of the complainant
- Whether the sexual violence was perpetrated with a weapon
- Whether the respondent has a history of committing acts of sexual violence or violence or has been the subject of other sexual violence complaints
- Whether the respondent threatened to commit additional acts of sexual violence against the complainant or others
- Whether relevant evidence can be obtained through other means (e.g., security cameras, other witnesses, physical evidence)

If the College decides not to investigate or take disciplinary action because of a request for confidentiality, the Title IX Coordinator will evaluate whether other measures are available to limit the effects of the harassment and prevent its recurrence and implement such measures if reasonably feasible. Maintaining confidentiality may limit the college's ability to fully respond to the allegations.

If the College is unable to honor a complainant's request for confidentiality, the Title IX Coordinator will notify the complainant of the decision and ensure that complainant's identity is disclosed only to the extent reasonably necessary to effectively conduct and complete the investigation.

## **Confidential Reporting**

Currently, the only option for confidential reporting on campus, when the complainant wishes to pursue action within the college system or the criminal justice

system, is with a licensed professional counselor whose official responsibilities include providing mental health counseling. To speak with a counselor, visit our Counseling Center.

### **Assistance and remedies for victims of alleged dating violence, domestic violence, sexual assault or stalking**

#### **Interim Protective Measures**

Interim protective measures are actions taken while an investigation is in process. Pierce College is obligated to comply with a student's reasonable request for a living and/or academic situation following an alleged sex offense. Examples of such actions may include, but are not limited to:

- Adjusting academic deadlines, course schedules, etc.
- Arranging in-class changes to groups, seating, etc.
- Issuing a no-contact directive
- Restricting access to specific locations
- Issuing interim suspensions
- Adjusting work schedule/location
- Referring to counseling and health services
- Reporting incidents to local police/prosecutors
- Providing campus escorts

#### **Modifications**

Modifications are actions taken in an effort to mitigate any negative impact on a person's ability to continue their education or participate in their (campus) employment. Examples of modifications may include, but are not limited to:

- Everything listed under Interim Protective Measures
- "Safe hours" – negotiated hours to access specific locations
- Safety plan – designated parking lots and/or walking paths on campus
- Ability to drop class after deadline
- Negotiated incompletes for a course

#### **Other Remedies**

- Campus Safety escort to and from locations on campus
- Counseling services
- Referral to community agencies and advocacy groups
- Assistance filing a report with law enforcement
- Assistance with financial aid and registration appeals

### **Procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault or stalking**

**Title IX Coordinator will:** Explain the steps, anticipated timelines, and decision-making process of disciplinary proceeding used by the institution; how to file a disciplinary complaint; and how the institution determines which type of proceeding to use based on the circumstances of an allegation of dating violence, domestic violence, sexual assault or stalking. The Title IX Coordinator will also:

- Help you decide how to proceed
- Explain both formal and informal resolution processes
- Coach you on ways to address unwanted behaviors
- Connect you with resources
- Coordinate interim measures and modifications

**Standard of Evidence** - used during any institutional disciplinary proceeding arising from an

allegation of dating violence, domestic violence, sexual assault or stalking is a preponderance of the evidence.

**During any institutional disciplinary proceeding** - Both the complainant and the respondent will be provided with the same opportunities to be accompanied by an advisor of their choice. This requirement is not limited to students. Employees are provided with the same opportunities. However, the advisor's role may be restricted such as prohibiting the advisor from speaking during the proceeding, addressing the disciplinary tribunal or questioning witnesses.

- The college may remove or dismiss advisors who become disruptive or who do not abide by the restrictions on their participation.
- All parties will be informed of any limitations on the advisor's participation before a proceeding is scheduled so that both parties understand and respect these limitations.

**Simultaneous notification** - Both the complainant and the respondent will be provided, in writing:

- The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault or stalking;
- The institution's procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding, if such procedures are available;
- Any change to the result; and
- When such results become final.

**Rights and options** - Victims of dating violence, domestic violence, sexual assault or stalking will be provided with written documentation of their rights and options.

**Training for officials who are chosen to conduct proceedings to address allegations of dating violence, domestic violence, sexual assault and stalking**

Annual title IX investigator training is provided to all college officials involved in proceedings to address allegations of dating violence, domestic violence, sexual assault and stalking. Training for these officials addresses but is not limited to the following topics:

- Relevant evidence and how it should be used during a proceeding;
- Proper techniques for questioning witnesses;
- Basic procedural rules for conducting a proceeding; and
- Avoiding actual and perceived conflicts of interest.

This training may be delivered in person and/ or by electronic means, such as a webinar or video.

Students and employees who are victims of sexual assault or domestic violence are encouraged to seek help from the following resources:

Puyallup Campus - Jennifer Wright, Counselor: (253) 864-3115

Fort Steilacoom Campus - Megan Irby, Counselor: (253) 912-3602

JBLM Military Police Investigations – (253) 967-7112/7113

JBLM Victim/Witness Liaison – (253) 967-0309

JBLM Family Advocacy Program – (253) 966-7233

Sexual Assault Crisis Center - 1-800-756-7273

Pierce County Crisis Line - (253) 292-4200 or 1-800-576-7764

Washington State Domestic Violence Hotline: 1-800-562-6025

Pierce County Domestic Violence Helpline 1-800-764-2420

The Employee Advisory Service (EAS): Seattle Office (206) 720-3514; Olympia Office (360) 753-3260 EAS schedules appointments in the Tacoma area through their Seattle Office.

For information on the procedures for campus disciplinary action and of the sanctions the institution may impose following final determination of a disciplinary proceeding, please see Student Rights and Responsibilities/Code of Conduct.

The Code of Conduct provides, in part, that the complainant and the respondent have the right to be assisted by any advisor they choose, at their own expense. The advisor may be an attorney, but advisors are not permitted to speak or participate directly in any hearing before a judicial body, except as permitted by the hearing chair. A written statement of the judicial advisor's decision and findings of fact shall be served on both the respondent and the complainant. The statement shall indicate in that decision the review and appeals process.

### **Sexual Misconduct**

A student found guilty of a sex offense could be criminally prosecuted in the state courts and may be suspended or expelled from the College for the first offense. Student victims have the option to change their academic and/or on-campus living situation after an alleged sexual assault, if such changes are reasonably available. Sexual misconduct includes sexual harassment, sexual intimidation and sexual violence and are violations of the Pierce College policy.

Under RCW [9A.44.010\(7\)](#) "Consent" means that at the time of the act of sexual intercourse or sexual contact there are actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact.

The following are the definitions of conduct prohibited by the sexual misconduct policy:

### **Sexual Harassment**

Sanctions range from warning through expulsion/termination.

- Unwelcome conduct (verbal, nonverbal, written, physical)
- That is sexual in nature, sex-based or gender-based **AND**
- Severe, persistent **or** pervasive **AND**
- Objectively offensive **AND**
- Interferes with, denies or limits access/ability to participate in or benefit from education/educational activity or employment

### **Sexual Intimidation**

Sanctions range from warning through expulsion/termination.

- Incorporates the definition of “sexual harassment” **AND**
- Threatening or emotionally distressing conduct based on sex
- Including, but not limited to, non-consensual recording of sexual activity or the distribution of such recording

### **Sexual Violence**

Sexual violence is a type of sexual harassment and includes:

### **Non-consensual Intercourse**

Sanctions typically result in suspension or expulsion/termination.

- Any intercourse (anal, oral, vaginal) **OR**
- Oral copulation by mouth to genital contact or genital to mouth contact,
- However slight,
- With any object
- By a person upon another person,
- That is without consent or where the person is unable to give consent **AND/OR**
- With force.

### **Non-consensual Sexual Contact**

Sanctions range from warning through expulsion/termination.

- Any intentional sexual touching,
- However slight,
- With any object,
- By a person upon another person,
- That is without consent or where the person is unable to give consent **AND/OR**
- With force

### **Sexual Coercion**

Sanctions range from warning through expulsion/termination.

- Incorporates the definition of “sexual harassment” **AND**
- Unreasonable amount of pressure for sexual access

### **Sexual Exploitation**

Sanctions range from warning through expulsion/termination.

- Occurs when one person takes non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, **AND**
- That behavior does not otherwise constitute one of other sexual misconduct offenses.

### **Dating Violence**

Sanctions range from warning through expulsion/termination.

- Is or has been in a social relationship of a romantic or intimate nature with the complainant; **AND**
- Where existence of such a relationship shall be determined based on consideration of the following factors:
  - Length of relationship
  - Type of relationship
  - Frequency of interaction between the persons involved in the relationship

- Includes, but not limited to, sexual or physical abuse threat of such abuse

### **Domestic Violence**

Sanctions range from warning through expulsion/termination. Felony or misdemeanor crime of violence committed by a

- Current or former spouse or intimate partner of complainant,
- Person with who the complainant shares a child in common,
- Person who is cohabitating with or has cohabitated with the complainant as a spouse or intimate partner,
- Person similarly situated to a spouse of complainant under the domestic or family violence laws of the jurisdiction in which it occurred

### **Stalking**

Sanctions range from warning through expulsion/termination.

- Intentional **AND**
- Repeated (2 or more acts)
- Harassment or following of another person
- That places that person in reasonable fear that there is an intent to injure, intimidate or harass **OR**
- Where the perpetrator knows or reasonably should know that the person is frightened, intimidated or harassed even if there is no such intent.

### **Retaliation**

Sanctions range from warning through expulsion/termination

- Any adverse action,
- Taken against a person participating in a protected activity,
- Because of that person's participation in that protected activity
  - Subject to limitations imposed by the First Amendment and/or academic freedom.

### **Examples of Sexual Harassment Behaviors**

- Deliberate touching, stroking or repeated brushing against another's body
- Repeated requests for a date or for sexual activity
- Written, verbal, pictorial or nonverbal communications of a sexual nature not related to the work, service or education activity being conducted
- Pressure or demands for a date or for sexual activity
- Jokes, offensive comments that are gender-based
- Unwanted, repeated email
- Non-consensual sex, sexual activity
- Attempted or actual sexual violence, including acts involving sexual coercion and incapacitation
- Non-consensual recording of sexual acts, distribution
- Relationship violence including emotional, verbal, physical, financial
- Following someone in person, via a third party, online
- Sexual innuendos and comments, sexually explicit questions
- Pervasive displays of pictures, calendars, cartoons, or other materials with sexually explicit or graphic content

### **Please note:**

- Anyone present who is subjected to the behavior because they can see it, hear it, etc. can bring forward a complaint of unwanted behavior.
- There is not necessarily a requirement for the person to explicitly say the words "no" or "stop" for it to be made clear that the behavior is unwanted.

- Intent is not required. A person may not intend to sexually harass another, but still violate the policy because their actions have met the criteria.

## **DISCLOSURE TO ALLEGED VICTIMS OF CRIMES OF VIOLENCE OR NON-FORCIBLE SEX OFFENSES**

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Pierce College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased because of the crime or offense, Pierce College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

## **CRIMINAL ACTIVITY OFF CAMPUS**

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If any local Police Department is contacted about criminal activity occurring off-campus involving Pierce College students, they may notify Campus Safety. However, there is no official policy requiring such notification.

## **REPORTING CRIMES AND OTHER EMERGENCIES**

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Pierce College encourages employees, students and visitors to immediately report any incidents on campus that may constitute a crime, student code of conduct violation, physical injury or an emergency - including threats, harassment or family violence, so they may be dealt with in a timely manner.

Crimes should be reported to Pierce College Campus Safety to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community when appropriate. For example, a crime that was reported only to the Pierce County Rape Crisis Center would not be included in the Pierce College crime statistics.

To report in-progress crimes, fires or medical emergencies, please dial 911 from any college telephone, and then contact Campus Safety at:

<b>Campus</b>	<b>Phone Number</b>	<b>Location</b>
Puyallup	253-444-0325	Gaspard Bldg. A117
Fort Steilacoom	253-444-0325	Cascade Bldg. C311

Emergency Call Boxes are located throughout Pierce College campuses and are illustrated as a telephone symbol on [campus building maps](#) available on the Pierce College website. Emergency Call Boxes may be used to directly contact Campus Safety.

In addition, you may report a crime that is not in progress to the following persons:

Title	Phone Number	Location
Vice President for Human Resources	253-964-6519	Cascade C207
Title IX Coordinator	253-840-8472	Cascade C235
Executive Director of Military Programs	253-912-2259	Stone Ed CTR Bldg. 6242
Dean of Student & Enrollment Services for Military Programs	253-964-6716	Stone Ed CTR Bldg. 6242
Dean of Instruction for Military Programs	253-964-6542	Stone Ed CTR Bldg. B145
Dean of Student Success - Ft. Steilacoom	253-964-6581	Cascade C380
Dean of Student Success - Puyallup	253-840-8403	Gaspard A120A
Student Life Director – Ft. Steilacoom	253-964-6598	Cascade C422
Student Life Director – Puyallup	253-840-8415	College Center C210A
District Director of Athletics- Ft. Steilacoom	253-964-6612	HEC 305
Executive Director Intl Education – Ft. Steilacoom	253-964-7327	Cascade C509K
Continuing Ed Program Development Manager-Puyallup	253-840-8450	Library/Science LSC137
Dean of Transitional Education – Ft. Steilacoom	253-912-3633	Cascade C365

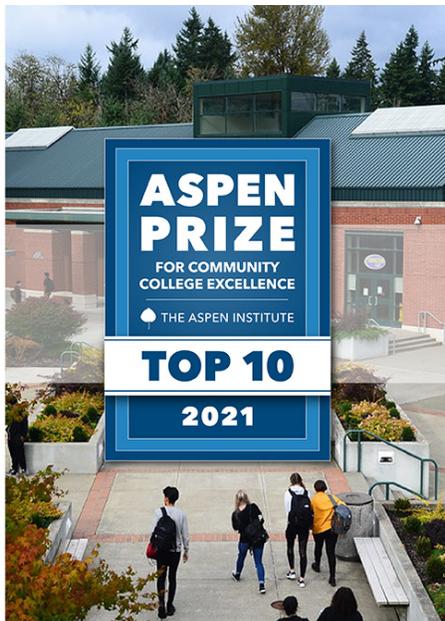
The following forms are provided to report crimes, incidents or accidents. They are available online for printing, or can be picked up at the Campus Safety office. Please fill them out as completely and accurately as possible, and turn them back in to Campus Safety.

**Incident Report** - Used to report altercations, thefts, vehicle collisions, etc.

<https://www.pierce.ctc.edu/sites/default/files/safety-incident-report-jul-2017.pdf>

**Accident Report** - Used to report personal injuries.

<https://www.pierce.ctc.edu/sites/default/files/accident-report-fillable.pdf>



## CONFIDENTIAL REPORTING PROCEDURES

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If you are the victim of a crime and do not want to pursue action within the college system or the criminal justice system, you may still want to consider making a confidential report. With your permission, a Pierce College Campus Safety Officer can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

The college does not have a policy that encourages faculty counselors to inform those they counsel of procedures for reporting crimes voluntarily and confidentially for inclusion in the institution's annual security report and Web-based report to the Department. However, Faculty Counselors are members of the College's Behavioral Intervention and Threat Assessment (BITA) Team. This is a multi-disciplined team, which includes members of the Campus Safety Department, who regularly discuss incidents on campus and who would verbally advocate the reporting of Clery related crimes.

## NOTIFICATION TO THE COLLEGE COMMUNITY ABOUT REPORTED CRIMES- TIMELY WARNING PROCEDURES

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In the event a situation arises, either on or adjacent to campus, that, in the judgment of the Director of Safety & Security or an Executive Team Member, constitutes a serious or continuing threat, a campus wide "**Campus Safety Timely Warning**" will be issued. The notification will be issued through the college e-mail system to students, faculty, and staff. Depending upon the circumstances of the incident, Campus Safety may also post notices on campus bulletin boards on

campus-wide electronic bulletin boards, and on the college web site at: <http://www.pierce.ctc.edu>. Anyone with information warranting a Campus Safety Timely Warning should immediately report the circumstances to Campus Safety by phone, or in person.

## EMERGENCY RESPONSE AND EVACUATION PROCEDURES

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### Emergency Response Procedures

The information covered in the college's emergency response procedures is targeted to students and employees and provides basic guidance in case of emergencies and are intended to reduce injuries, loss of life, and property damage. There is more specific information contained in the college's Multi-Hazard Emergency Operations Plan which is targeted to administrators and other personnel charged with developing and implementing emergency management plans for the college. The emergency response procedures document in its entirety is located on the Campus Safety website as a downloadable PDF: <https://www.pierce.ctc.edu/safety-emergency-response>. The following is an outline of the subjects/ hazards contained within:

- Medical emergencies
- Procedures in case of a fire
- Bomb threat procedures
- Evacuation procedures and the role of Evacuation Coordinators
- Procedures during an earthquake (drop, cover, hold-on)
- Procedures during volcanic eruption (shelter in place)
- Hazardous materials spill response
- Power failure/ Elevator malfunction
- Behavioral intervention and threat assessment
- Crisis intervention
- Active Shooter

### Evacuation Procedures and testing

An evacuation drill is coordinated by Campus Safety during each academic school year for all buildings on the College's two main campuses. The emergency response and evacuation procedures are tested yearly for both campuses. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation.

During this time, the college takes part in the annual Great Washington Shake Out earthquake drill. During this drill multiple emergency procedures, plans and capabilities are tested to include:

- **Drop, Cover and Hold-on** earthquake drill, where faculty lead students in conducting the drill prior to being prompted to evacuate by the sounding of the fire alarm
- **Evacuation Coordinators** are college staff who are trained and equipped to lead evacuees to designated areas in the event of an evacuation. They also provide status updates to Campus Safety and aid in keeping accountability of persons, and control of pedestrian and vehicle traffic throughout the campus.

- **Facilities personnel** are trained to assist Campus Safety by augmenting the available security force, they also practice emergency procedures for finding and disconnecting utilities and systems impacted by potential hazards such broken gas mains, water and sewer lines and electrical systems.

## **NOTIFICATION TO THE PIERCE COLLEGE COMMUNITY ABOUT AN IMMEDIATE THREAT**

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In the event Campus Safety receives information from any office or department on the college campus, and confirms that a situation may pose a threat, or is an immediate threat, to the health and safety of the Pierce College community, Campus Safety will work collaboratively with the College Administration to determine the content of an Emergency Notification message. Some or all the systems described below will be used to communicate the threat to the Pierce College Community, or to the appropriate segment of the community, if the threat is limited to a building or segment of the population.

Campus Safety and the College Administration will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system unless issuing a notification will, in the judgment of the first responders (including, but not limited to: Puyallup Police, Lakewood Police, West Pierce Fire & Rescue and Central Pierce Fire & Rescue) compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the Pierce College community, the College has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the Pierce College campus community. These methods of communication include network emails, emergency text messages that can be sent to a phone or PDA, and voice messages that can be sent to mobile and home telephones. Individuals can sign up for this service on the Campus Safety web site by selecting "Emergency Notifications." Students are automatically signed up when registering, but can opt out of the system if they choose to do so. The College will also post updates during a critical incident on the Pierce College Main website.

Members of the larger community who are interested in receiving information about emergencies on campus should sign up for the emergency message system, and can check the Pierce College Main website.

## **TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

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An evacuation drill is coordinated by Campus Safety during each academic school year for all buildings on the College's two main campuses. The emergency response and evacuation procedures are tested yearly for both campuses. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. At Pierce College, evacuation drills are used to educate and train occupants on issues specific to their building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the College an opportunity to test the operation of fire alarm system components.

Evacuation drills are performed for the occupied residence hall each year. Evacuation assistance residence hall staff provide a confidential list of students that may require assistance during evacuations to fire safety and police personnel. Students may request in writing to the residence hall area desk to be added or removed from this list at any time during the year.

Evacuation drills are monitored by Campus Safety to evaluate egress and behavioral patterns. A report is prepared which identifies deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.

Campus Safety has evacuation and shelter-in-place instructions published on its website. In addition, students receive information about evacuation and shelter-in-place procedures during the fall quarter. Pierce College Campus Safety will complete a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.

## **SHELTER-IN-PLACE PROCEDURES**

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### **What It Means To "Shelter-in-Place"**

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

### **Basic "Shelter-in-Place" Guidance**

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

### **How You Will Know To "Shelter-in-Place"**

A shelter-in-place notification may come from several sources, including Campus Safety, local Police or Fire Department, other College employees, other State or local authorities, or other authorities utilizing the College's emergency communications tools.

### **How to "Shelter-in-Place"**

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

- If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
- Locate a room to shelter inside. It should be:
  - An interior room;
  - Above ground level; and
  - Without windows, or with the least number of windows. If there is a large group of people inside a particular building, several rooms maybe necessary
- Shut and lock all windows (tighter seal) and close exterior doors.

- Turn off air conditioners, heaters, and fans and close vents to ventilation systems as you are able. (College staff will turn off ventilation as quickly as possible.)
- Make a list of the people with you and ask someone to call the list in to Pierce College Campus Safety so they know where you are sheltering. If only students are present, one of the students should call in the list.
- Turn on a radio or TV and listen for further instructions.

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## **ANNUAL SECURITY & FIRE SAFETY REPORT AND DAILY CRIME/FIRE LOG**

### **Annual Security & Fire Safety Report**

The Pierce College District 11 Annual Security & Fire Safety Report (ASFSR) is prepared in accordance with the *Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act*. This report contains Pierce College's policies, procedures and programs concerning safety and security. It also reflects statistics for *Clery Act* crimes, alcohol, drug and weapon violations and referrals which were reported to have occurred within the most recent three years. Statistics for reported *Clery Act* crimes must also have occurred: (1) on campus, (2) on public property within or immediately adjacent to the campus, and (3) in or on non-campus buildings or property that the institution owns or controls.

The ASFSR is available online at <https://www.pierce.ctc.edu/safety-security-report> or you may pick up a paper copy at either the Fort Steilacoom or the Puyallup Campus Safety office or at one of the education centers located on Joint Base Lewis-McChord (JBLM). The ASFSR discloses fire safety policies, procedures and fire statistics for the Center for Global Scholars (CGS). The CGS is a new student housing facility which opened in the fall of 2016.

### **Daily Crime/ Fire Log**

All criminal incidents, to include alleged incidents that have been reported to Campus Safety and all fires occurring at the CGS are compiled into a Daily Crime/Fire Log. The Daily Crime/Fire Log is kept current reflecting the most recent 60-day period and is available for public inspection at both the Fort Steilacoom and Puyallup Campus Safety offices. Older logs are available for public inspection within two business days of request.

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## **PREPARATION OF DISCLOSURE OF CRIME STATISTICS**

The procedures for preparing the annual disclosure of crime statistics includes a written request for statistical information from the following sources: Pierce College Campus Safety, the Puyallup and Lakewood Police Departments, JBLM Provost Marshalls office, other police agencies as applicable and Campus Security Authorities. (*A "Campus Security Authority" is an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings.*) All the statistics are gathered, compiled, and reported to the College community via the Annual Security & Fire Safety Report by the Campus Safety Department.

Each year, an email notification is made to all enrolled students, faculty, and staff, which provides the website to access this report. Prospective students, as well as the public, may also obtain copies of the report. Copies of the report may be obtained by downloading at <https://www.pierce.ctc.edu/safety-security-report> picked up at the Campus Safety office at both Puyallup and Fort Steilacoom, the Pierce College Military Program Office at the Stone Education Center on JBLM, the McChord Education Center on JBLM, or obtained by calling the Campus Safety phone number listed for each campus.

## SPECIFIC INFORMATION ABOUT CLASSIFYING GEOGRAPHY AND CRIME STATISTICS

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### CLERY GEOGRAPHIC DEFINITIONS:

#### **On Campus Property**

Defined as any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

#### **On Campus Student Housing Facilities**

Defined as any student housing facility that is owned, or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus.

#### **Public Property**

Defined as all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

#### **Non-campus Buildings or Property**

Defined as any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by the institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

### CRIMINAL OFFENSE DEFINITIONS:

#### **Criminal Homicide:**

- a) **Murder/Non-negligent Manslaughter** - Defined as the willful (non-negligent) killing of one human being by another.
- b) **Manslaughter by Negligence** - Is defined as the killing of another person through gross negligence.

**Sexual Assault (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.

- a) **Rape** - The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
- b) **Fondling** - The touching of the private body parts of another person for the purpose of sexual gratification, without consent from the victim, including incidents where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.
- c) **Incest** - Sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law.
- d) **Statutory Rape** - Sexual intercourse with a person who is under the statutory age of consent.

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

**Aggravated Assault** - An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Burglary** - The unlawful entry of a structure to commit a felony or theft.

**Motor Vehicle Theft** - The theft or attempted theft of a motor vehicle.

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

**Hierarchy Rule** - Reporting and Counting Criminal Offenses includes applying the FBI's UCR Hierarchy Rule. Under this rule, when more than one Criminal Offense was committed during a single incident you should only count the most serious offense. With few exceptions, this rule is applied when reporting Criminal Offenses. This rule only applies to the counting of criminal offenses and does not apply to the reporting of hate crimes, VAWA offenses or Arrests or Disciplinary Referrals for Clery reportable law violations.

## **HATE CRIMES**

A hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Under the Clery Act, only the following eight categories of covered classes are reported: race, religion, sexual orientation, gender, gender identity, ethnicity, natural origin, and disability.

**Although there are many possible categories of bias under the Clery Act, only the following eight categories are reported.**

1. **Race** - Preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
2. **Religion** - Preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).
3. **Sexual Orientation** - Preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic and/or emotional attraction to members of the same and/or opposite sex (e.g., lesbian, gay, bisexual, heterosexual individuals).
4. **Gender** - Preformed negative opinion or attitude toward a group of persons based on their actual or perceived gender (male or female).
5. **Gender Identity** Preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity (bias against transgender or gender non-conforming individuals).
6. **Ethnicity** - Preformed negative opinion or attitude toward a group of persons whose members identify with each other, through a common heritage, often consisting of a common language, common culture and/or ideology that stresses common ancestry.

7. **National Origin** - Preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.
8. **Disability** - Preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

**Note:** For purposes of the annual statistical disclosure, hate crimes include any Clery-reportable criminal offense (listed above) and the following additional offenses:

1. **Larceny-Theft** - The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
2. **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.
3. **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.
4. **Destruction/Damage/Vandalism of Property** - To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control over it.

## **VAWA OFFENSES**

### **Dating Violence, Domestic Violence and Stalking**

For the purposes of the Annual Security report, the following definitions apply for Clery classification:

1. **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.
2. **Domestic Violence** is defined as a felony or misdemeanor crime of violence committed -
  - By a current or former spouse or intimate partner of the victim;
  - By a person with whom the victim shares a child in common;
  - By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner;
  - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
  - By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
3. **Stalking** is defined as engaging in a **course of conduct** (see below) directed at a specific person that would cause a reasonable person to –
  - Fear for the person's safety or the safety of others; or
  - To 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.

## ARRESTS AND DISCIPLINARY REFERRALS

Arrests and disciplinary referral statistics include the number of persons arrested and/or referred for disciplinary action for the following violations:

1. **Weapons: Carrying, Possessing, Etc.** - Defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.
2. **Drug Abuse Violations** - Defined as the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.
3. **Liquor Law Violations** - Defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.







2018	Pierce College								
	Fort Steilacoom			Puyallup		Joint Base Lewis McChord		Non-Campus Buildings and Property	Pierce at Graham (Graham-Kapowsin High School)
	On Campus	Center for Global Scholars	Public Property	On Campus	Public Property	Army / Lewis	Air Force / McChord		
		Student Housing				On Campus	On Campus		
<b>Criminal Offenses</b>									
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0
Rape	0	0	1	0	0	0	0	1	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	1	0	0	0	0	0	0	0	0
Aggravated Assault	1	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	2	0
Motor Vehicle Theft	1	0	0	1	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
<b>VAWA Offenses</b>									
Domestic Violence	0	0	0	1	0	0	0	1	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	1	0	0	1	0	0	0	0	0
<b>Arrests</b>									
Weapons: Carrying,	0	0	0	0	0	0	0	0	1
Drug Abuse Violations	0	0	0	0	0	0	0	3	5
Liquor Law Violations	0	0	0	0	1	0	0	0	2
<b>Disciplinary Actions/Judicial Referrals</b>									
Weapons: Carrying,	1	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0
<b>No Hate Crimes were recorded for 2018</b>									



# FIRE SAFETY REPORT

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## PROLOGUE

On Aug. 14, 2008, the Higher Education Opportunity Act or HEOA (Public Law 110-315) reauthorized and expanded the Higher Education Act of 1965, as amended. HEOA amended the Clery Act and created additional safety and security-related requirements for institutions. Specifically, it added: Fire safety reporting requirements for institutions with on-campus student housing facilities.

In compliance with appropriate provisions of federal law, Pierce College is required to make reports available to the campus community and to prospective students and their parents pertaining to fire safety. Institutions maintaining on-campus student housing facilities must collect fire statistics, publish an Annual Fire Safety Report and keep a Fire Log. In compliance with the Clery Act, Pierce College is required to prepare an Annual Security Report that contains security and safety related policies and procedures as well as the 3 most recent calendar years' worth of crime statistics. Both reports have been combined into one report: the Annual Security & Fire Safety Report (ASFSR). Consumers may access this report by visiting <https://www.pierce.ctc.edu/safety-security-report>.

## ANNUAL FIRE SAFETY REPORT-HEOA DIRECTIVE

The Annual Fire Reports contains per the Directive:

- Fire statistics listed for the on-campus student housing Facility.
- Description of the fire safety system for the on-campus student housing facility.
- The number of fire drills held the previous calendar year.
- Institutional policies or rules on portable electrical appliances, smoking and open flames in the student housing facility.
- Procedures for student housing evacuation.
- Policies for fire safety education and training programs for students, staff, faculty.
- A list of the titles of each person or organization to which individuals should report that a fire has occurred.
- Plans for future improvements in fire safety, if determined necessary by the institution.
- Fire statistics safety report requirement citation 34 CFR 668.49

## DEFINITIONS

### **Definition of a Fire**

For fire safety reporting, a fire is, *“Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.”* *“Fire definition citation 34 CFR 668.49(a) definitions*

### **Definition of On-Campus Student Housing Facility**

For purposes of the Clery Act regulations, *“any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility”.*

*On-campus student housing facility definition citation 34 CFR 668.41(a)*

### **Definition of a Fire Safety System**

The Higher Education Opportunity Act defines a fire safety system as *“any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, standalone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of a fire”.*

## FIRE LOG

A Fire Log is maintained by the institution. It is combined with the Daily Crime Log. This *Daily Crime/Fire Log* is easily understood and fires are recorded on the date reported. For each report of a fire the following information should be included in the Fire Log:

1. The nature of the fire
2. The date the fire occurred
3. The time of day the fire occurred
4. The general location of the fire

The Daily Crime/Fire Log is in hard copy. The log is accessible on site at both the Fort Steilacoom and the Puyallup Safety Offices. The log reports for the most recent sixty (60) day period is open to public inspection upon request during normal business hours. Any portion of the log that is older than 60 days must be made available within two (2) business days of a request for public inspection. The log must be kept for three (3) years following the publication of the last annual report to which it applies (in effect: seven years.)

## **FIRE STATISTICS**

Fire statistics must be collected and reported in both the annual fire safety report and the U.S. Department of Education's web-based data collection system. Fire statistics for each on-campus student housing facility that must be reported are:

1. The number of fires
2. Cause of each fire  
Classifications:
  - a. Unintentional fire categories:
    - Cooking
    - Smoking materials
    - Open flames
    - Electrical
    - Heating equipment
    - Hazardous products
    - Machinery/Industrial
    - Natural
    - Other
  - b. Intentional
  - c. Undetermined
3. Number of injuries related to the fire resulting in treatment at a medical facility.
4. Number of deaths related to the fire
5. The value of property damage related to the fire.

## **STUDENT HOUSING DRILL RECORD**

Each quarter, the residence hall conducts planned, unannounced fire drills in compliance with the HEA requirement regarding emergency response and evacuation procedure testing requirements. There were two known fire drills conducted in 2019.

## **STUDENT HOUSING FIRE SAFETY SYSTEMS DESCRIPTION**

1. Fire sprinkler system per NFPA #13R and approved and tested in presence of Authority Having Jurisdiction (AHJ)
2. Proprietary fire alarm monitoring
3. Fire extinguishers
4. Emergency lighting coverage
5. Fire pull stations at every major exit
6. There are battery operated smoke detectors in each student room and student space that are not attached to the main system

## **FIRE SAFETY INSPECTIONS**

In late 2015, in preparation for the 2016 opening of the residence hall, the fire sprinkler system was converted from a #13 wet system to the NFPA #13R that is currently installed. The conversion plans were submitted and approved by West Pierce Fire and Rescue who are the Authority Having Jurisdiction (AHJ) for the area. The modified system was then tested in the presence of the AHJ. A fire safety inspection was conducted by West Pierce Fire and Rescue in 2019. Evergreen Fire & Safety completed a fire

safety inspection in 2019.

## **STUDENT HOUSING POLICIES**

### **Smoking Policy**

Smoking is not permitted in any area of the residence facility including individual student rooms. CGS is a tobacco-free facility. No nicotine related products are allowed on the property except for medically prescribed smoking cessation products.

### **Health, Safety and Preventative Maintenance**

CGS staff will enter rooms to perform inspections to ensure health and safety standards are being met and to identify potential hazards. Residents will receive advance notification and will be expected to cooperate. Failure to comply will result in disciplinary action. Inspections will focus on the following, but are not limited to this list:

- Safety Equipment
- Smoke detectors
- Sprinkler heads
- Other security features (self-closing door hinges, window & door locks, etc.)
- Fire Hazards
- Frayed and/or overloaded electrical wiring, including multiple cords or power strips plugged together (“daisy chained”)
- Stacks of newspapers or magazines
- Covered heaters
- Buildup of grease in ovens, broilers, or on stovetops
- Storage of gasoline or other flammable materials, or gas powered vehicle in unit
- Health Hazards
- Improperly disposed garbage or food
- Improperly disposed aluminum cans, glass, bottles, and paper bags
- Obstructions blocking interior safety equipment or ease of ingress/egress
- Unreported water intrusion/leaks
- Pest control issue
- Lease violations
- Prohibited pets
- Potential illegal occupancy
- Excessively dirty or cluttered rooms

### **Prohibited Items**

**The use of unauthorized devices can present a fire hazard. The following items are prohibited in the residence halls:**

- Hot pots, hot plates, toaster ovens, space heaters, halogen lamps, lava lamps, candles, incense, hookahs, and any open element heating device, open flame, or other fire hazard.
- Personal appliances not authorized by CGS
- Weapons are not allowed in the residence halls or on campus as restricted by the College’s weapons policy. In accordance with the WAC 132K-126-190 Student Code of Conduct Rules and regulations.
- Possession or use (to include exhibiting, displaying or drawing any weapon) of firearms, explosives, other weapons or dangerous chemicals or any other device or substance which can be used to inflict bodily harm on college premises or at college-sponsored or supervised activities, except for authorized college purposes or for law enforcement officers.
- Other weapons including, but not limited to, rifles, shotguns, handguns, archery equipment, swords, knives, slingshots, nun chucks, fireworks or other explosives, paint ball guns, air-soft guns, pellet guns, or other explosive devices are not allowed in the residence halls or on campus.
- Any item used to harm or threaten any individual or oneself is considered a weapon.
- Amplifiers, speakers greater than six inches in diameter, subwoofers, and unauthorized wireless internet routers.
- Alcohol and/or drug paraphernalia including, but not limited to, beer kegs, alcoholic beverage containers used for display, shot glasses, bong, pipes, and grinders.

- Pets
- Beds, wardrobes, couches, and other large pieces of furniture that are already supplied by CGS or that may obstruct exits and create additional hazards.
- Prohibited items found in the Residence Hall will be confiscated and disciplinary action will be taken.

## **STUDENT HOUSING EVACUATION PROCEDURES**

Student residents are required to evacuate residence halls upon activation of the building fire alarm system.

### **Evacuation Procedures In Case of a Fire**

- If you hear the fire alarm immediately evacuate the building using the nearest available exit. Do not attempt to fight a fire unless you have been trained to do so.
- Awaken any sleeping roommate. Prepare to evacuate by putting on shoes and coat if necessary. Feel the doorknob and the door. If they are hot, do not open the door. If they are cool, open slowly, if heat or heavy smoke rushes in, close the door immediately and remain inside.
- When leaving your room, be sure to take your key in case it is necessary to return to the room should conditions in the corridor deteriorate. Make sure to close the door tightly when evacuating.
- Resident hall staff members who are present on their floors should facilitate the evacuation of their floor/section if possible. When the alarm sounds shout (Example: there is an emergency in the building leave by the nearest exit) and knock on doors as they make their way to the nearest exit and out the building.
- When exiting in smoky conditions keep your hand on the wall and crawl to the nearest exit. Always know more than one path out of your location and the number of doors between your room and the exit.
- Each resident should report to their assigned assembly area. Resident hall staff should report to their assigned assembly area and make sure that students have cleared the building. Conduct a head count and do not allow re-entry into the building until directed to do so by emergency personnel

### **Evacuation Route**

Emergency evacuation routes in the facility are posted on the interior door of each residence room. Residents are required to gather on sidewalks or other appropriate areas out of the traffic areas used by emergency responders. After being evacuated, residents should only return to the residence halls after an announcement by the fire department personnel or a CGS evacuation assistant that it is permissible to do so. Evacuation drills are performed for each occupied residence hall four (4) times per year. Drills are performed each quarter. Evacuation assistance residence hall staff provides a confidential list of students that may require assistance during evacuations to fire safety and police personnel. Students may request in writing to the residence hall area desk to be added or removed from this list at any time during the year. Resident Assistants provide assistance or assign personnel to assist any student that may be mobility impaired or that may require assistance in the event of an evacuation.

## **FIRE EDUCATION**

Fire safety training is required for all Resident Hall Assistants. The training includes:

- Discussion about what the major causes and contributing factors of fire on campus are
- The effects of fire and smoke
- How fires can be prevented
- What the special fire hazards in a residence hall are
- Evacuation and exit routes and Life Safety
- Survival techniques
- Use of fire alerting devices and equipment
- Use of fire extinguishers

**FIRE REPORTING-LIST OF PERSONS WHOM A FIRE SHOULD BE REPORTED TO**

Depending on the nature of the fire, West Pierce Fire and Rescue may be automatically dispatched. ALL fires, no matter the size, must be reported to one of the following:

- Resident Hall Manager-On site
- Resident Assistants-On site
- Resident Desk Monitors-On site
- Campus Safety-253-964-6751

**FUTURE IMPROVEMENTS FOR FIRE SAFETY**

An Emergency Evacuation Plan with procedure/steps for staff has been completed.

**FIRE STATISTICS FOR ON-CAMPUS HOUSING, CENTER FOR GLOBAL SCHOLARS**

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	Total Number of Fires	Nature of Fire	Alarm/Sprinkler Activation	Estimated Damages	Injuries from Fire	Deaths from Fire
2020	0	0	NO			
2019	0	0	NO			
2018	0	0	NO			

