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1.0 Introduction & Contact Information

The Clery Act is a Federal law that requires all institutions of higher learning to prepare, publish, and distribute an annual report concerning campus crime statistics, security policies, emergency notification and fire safety. The 2016 Annual Security Report was prepared by the Administrative Services Office in conjunction with the Public Safety Office.

This document is free of charge and readily available to all current and prospective students, faculty, and staff. To receive a hard copy of this report, please contact: Public Safety at (206) 592-3218. A copy of this report is distributed via email to all current students and current employees by October 1st each year.

It is a priority at Highline College to provide a safe learning and working environment and we hope you find the information in this document helpful.
2.0 Highline College Public Safety Department

The Public Safety Department is responsible for providing safety and security services for Highline College. The Public Safety Office is located in the Student Services Building (Building 6). Public Safety officers are available 24 hours a day, 7 days a week and 365 days a year. Additionally, our officers also staff the Union Station desk in Building 8 at various times during the day.

Public Safety Mission: Highline College Department of Public Safety serves and supports our campus community to ensure a safe and secure environment. Public Safety is committed to a positive social and educational process for our students. We will provide professional services that value and respect community diversity at Highline College through partnerships with students and employees.

2.1 Public Safety Department Structure

The Public Safety Department consists of the Director: 1 Sergeant, 6 full time officers, and 4 part time officers, 1 full-time, and 2 part-time office support staff. The Public Safety officers are non-commissioned. The Director of Public Safety reports to the Vice President of Administration. The Executive Assistant to the Vice President also provides support to the department in her role as Emergency Management Coordinator.
The College is a member of the International Association of Campus Law Enforcement Administrators (IACLEA) and the Safety, Security and Emergency Management Council for the State Board of Community and Technical Colleges. All officers maintain current first aid, cardiopulmonary resuscitation (CPR) and automated external defibrillator (AED) certifications. The officers are also trained in several Federal Emergency Management Agency courses, Basic Campus Crime Prevention, Response to High Risk Incidents, and both crisis and suicide intervention.

### 2.2 Working Relationships with Local Law Enforcement Agencies

Highline College maintains a close working relationship with the Des Moines Police Department (DMPD). The Outreach Building, though part of the main campus is located within Kent City limits. The Public Safety staff occasionally work with the Kent Police Department (KPD) on emergency calls to the Outreach Building. Meetings with both law enforcement agencies are held with these agencies on both a formal and informal basis when necessary.

Through a Memorandum of Understanding (MOU) with the DMPD, the following priorities have been established:

A. The Des Moines Police Department will assist Highline College Public Safety staff in their efforts to provide security and maintain a peaceful learning atmosphere on the campus.

B. Crimes committed on the Highline College campus are reported to the Des Moines Police Department.

C. The Des Moines Police Department will handle crimes occurring on campus that Public Safety personnel have no authority to handle.

D. The Des Moines Police Department provides a system of reports and records for incidences that it is investigating and manages the release of information pertaining thereto.

### 2.3 Clery Compliance Committee

In February 2017, the Clery Compliance Committee was established to promote campus compliance with the Jeanne Clery Act. Coordination and facilitation of this committee is the responsibility of the Director of Public Safety and Emergency Management. Committee members attend quarterly meetings to review recent crimes, ensure that the College community receives accurate and timely notifications, makes informed decisions on crime classifications, and facilitates cross-campus cooperation to comply with the Clery Act. The dialogue and networking the committee members participate in helps communication across campus and ensures accurate crime reporting.
### 3.0 Reporting Criminal Activity

**To reach the Public Safety Department 24 hours, 365 days a year, call: (206) 592-3218.**

All members of the Highline College community are strongly encouraged to immediately report all criminal activity, occurring on or immediately adjacent to the campus, to 911 and then the Public Safety Department. An officer will promptly respond and in a manner appropriate to each incident. For crimes occurring at off-campus locations including the college non-campus property, the law enforcement agency with jurisdiction in that area should be contacted. Police services for non-campus properties are the responsibility of the local law enforcement agency in that area.

By dialing 911 from any landline telephone on campus to report an emergency, it also notifies Public Safety to expedite response.

Additionally, there are six Blue Light Emergency Telephones located in campus parking lots that can be used to immediately contact the Public Safety office 24 hours a day, 365 days a year.

#### 3.1 Confidential Reporting Procedures

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 Public 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 College.

#### 3.2 Daily Crime Log

A daily crime log is available for review at the Public Safety Office in Student Services Building 6, room 105, from 8 a.m. – 5 p.m. Monday through Friday, excluding holidays. Summer office hours are Monday through Thursday from 8 a.m. – 5 p.m. The information in the crime log typically includes the case number, classification, date reported, date occurred, time occurred, general location, and brief explanation of each crime. Public Safety Officers may withhold information from the crime and fire log if the release of such information would jeopardize the safety of an individual or investigation.
3.3 Campus Security Authorities (CSA)

Campus Security Authorities (CSAs) includes advisors to student organizations; athletic team coaches; coordinators of campus recreation; Dean of Students; Director, Associate Director, Residence Directors, student activity directors, student program directors, student judicial officials and others.

The Federal Department of Education defines a Campus Security Authority as:

- A campus police department or a campus security department of an institution.
- Any individual(s) who has responsibility for campus security but who does not constitute a campus police department or a campus security department (e.g. an individual who is responsible for monitoring the entrance to the institution or providing safety escorts)
- Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- Any official of the University who has a significant responsibility for student and campus activities (i.e. Dean of Students; Student Judicial Affairs Officer; Directors of Campus Community Centers; Director of Student Housing; Director of Athletics and team coaches; Coordinators directors and/or advisors to student organizations, programs, activities, campus recreation, Greek Affairs; faculty advisor to a student group; etc.).

Individuals who would not meet the criteria for being campus security authorities include faculty members who do not have any responsibility for student and campus activity beyond the classroom, clerical staff and cafeteria staff. A physician in a campus health center or a counselor in a counseling center whose only responsibility is to provide care to students is unlikely to have significant responsibility for student and campus activity.

When a campus security authority receives crime information that he/she believes was provided in good faith, (little or no reason to doubt the validity of the information) the CSA has the duty to immediately report the crime information to the Public Safety Department either by calling police dispatch at 206-592-3218 or by submitting a completed form online, found at safety.highline.edu/clery_form.php.

- If the victim survivor does not want to “report” the crime to the police department, the CSA must advise him/her that for statistical purposes, you are required to report the incident but can do that without disclosing any personally identifying information
- Do not attempt to convince or force the crime victim to make a report to the police department.
- A CSA is not responsible for authoritatively determining whether a crime actually took place, determination is the function of law enforcement.

A written request for statistical information is made on an annual basis to all Campus Security Authorities (as defined by federal law, see above). The College encourages the reporting of all campus criminal activity directly to the Public Safety Department, however, in some instances members of the campus community may feel more comfortable reporting criminal activity to a Campus Security Authority other than an officer. For Clery purposes, a crime is considered “reported” when it is brought to the
attention of a Campus Security Authority by anyone (victim, witness, offender, second/third party) whether or not they are affiliated with the College.

3.4 Statistical Disclosure of Reported Incidents

All of the statistics are gathered, compiled, and reported to the College community via this report and the daily crime log. The Clery Compliance Officer submits the annual crime statistics published in this brochure to the United States Department of Education (USDOE). The statistical information gathered by the USDOE is available online at ope.ed.gov/security.
4.0 Security of Campus Facilities

4.1 Access to Campus Facilities at Highline College

Most Highline College buildings are open to the public during the day and evening hours when classes are in session. During those times that the College is officially closed, buildings are generally locked and only authorized faculty, staff and some students are permitted access. The Public Safety Office in coordination with Information Technology Services is responsible for controlling access to all college facilities. All keys or access cards issued by the campus remain the property of Highline College and prior to employment separation, or any other activity for which key or card access is granted, all such items must be returned to Human Resources in compliance with campus procedures.

Highline College uses strategically placed video cameras to provide physical security for some buildings and parking lots on campus. Video is recorded for future use and can be used as an investigative tool to document crimes. The video can also be used to provide responding officers with real time information. In addition, several buildings, office suites and computer labs have an alarm system.

Public Safety and Facilities staff members’ work together to secure buildings after hours and ensure the alarms are in working order. We encourage community members to promptly report any unlocked doors to the Public Safety Department at (206) 592-3218.

4.2 Maintenance of Campus Facilities

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Landscaping is trimmed to increase visibility and minimize places for concealment. The campus lighting system was recently upgraded to LED lamps and Public Safety officers report malfunctioning lights and other unsafe physical conditions to the Facilities and Operations Department for correction. Other members of the College community are encouraged to report unsafe conditions to the Highline College Facilities Department at (206) 592-3260. These conditions may include unsafe steps or handrails, unsafe roadways and walkways on campus, and unsecured equipment.

4.3 Student Organizations’ Facilities

In 2016, Highline College did not have any officially recognized student organizations that have housing facilities “on or off-campus”.


5.0 Responding to Emergencies

5.1 Emergency Operations Plan

Information on what to do in an emergency can be found in Highline College's Emergency Operations Plan. The Emergency Operations Plan (EOP) includes information about incident priorities, performance expectations, and response plans for various events. The Emergency Action Plan is available on the Public Safety website at: safety.highline.edu/emergency, as well as in hard copy at the Public Safety Department (Building 6, room 105).

The Emergency Action Plan includes the following response information:
- The College’s Incident Command System
- Response actions to various emergencies
- Description of the College’s HC Alert system built for mass notification.

Detailed information and updates to the Emergency Operation Plan are available upon request.

5.2 Emergency Tests and Drills

The Emergency Response Team as outlined in the EOP, conducts emergency response exercises each year, such as tabletop exercises, field exercises, and tests of the emergency communication system on campus, both announced and unannounced. Exercises are designed to assess and evaluate the emergency plans and capabilities of the College. The emergency response team has received training on the National Incident Management System and the Incident Command System from the Federal Emergency Management Agency.

On a regular basis, the Emergency Management Coordinator works with the Building Evacuation Coordinators (see section below) to retrain on the evacuation procedures annually to comply with Occupational Safety & Health Administration regulations (1910.38(e)).

5.3 Emergency Evacuation Procedures

Evacuation drills are coordinated by the Public Safety Department every academic school year on the College’s main campus. The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. At Highline, evacuation drills are used as a way to educate and train occupants on safety issues specific to their building. During the drill, occupants practice drill procedures and familiarize themselves with the location of exits and their appointed Building Evacuation Coordinators. Evacuation drills are monitored by Public Safety Officers to evaluate responsiveness.

Emergency procedure charts, describing basic incident response to several different scenarios. The College strongly recommends that each student and employee familiarize him or herself with the posted flip charts the evacuation route in their office of classroom.
The following are the standard evacuation procedures for the College:
1. Walk – do not run – to the nearest exit, if you are indoors.
2. Take your personal belongings with you.
3. If you are on an upper floor, take the stairs. DO NOT USE THE ELEVATORS.
4. Assist any disabled or injured persons who are not able to leave the area quickly by themselves. Evacuation chairs are located in buildings 6, 8, 23, 25, 26, 29, 30, and 99.
5. If you are unable to assist disabled or injured persons out of the building, move them to a designated area of refuge where they may wait until assistance is available from emergency responders.
6. Evacuate to the outside of the buildings. Go to a pre-established Evacuation Assembly Area or away from buildings (see map of assembly points in Appendix)
7. Notify first responders if there are disabled or injured persons needing assistance.
8. Do not reenter the buildings until instructed that it is safe by the first responders or by the College Emergency Response Team.

The Public Safety department conducts unannounced evacuation drills for several buildings on campus. Documentation of each drill is maintained by the Public Safety Department.

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<td>Drill</td>
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</table>
6.0 Timely Warnings and Emergency Notification

6.1 Timely Warnings to the College Community about Reported Crimes

Federal regulations implemented with the Jeanne Clery Act require every college and university to provide “timely warnings” to their campus community after campus security authorities and/or Public Safety receives reports of specified crimes that appear to pose a serious or continuous threat to students or employees. The alerts are generally written by the Director of Public Safety and Emergency Management or a designee and include pertinent information about the report(s) and if possible a description of a suspect(s). Updates to the College community about any particular case resulting in a “Clery crime alert” may be distributed via email. Crime alert digital signage may also be posted by Highline College Public Safety in campus buildings when deemed necessary.

Timely Warnings are distributed on a case by case basis, depending on the facts of the case, the information known by Highline College Public Safety and the frequency of the reported crime. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other College community members and a crime alert would not be distributed. The Director of Public Safety and Emergency Management reviews all reports to determine if there is an on-going threat to the community and if the distribution of a crime alert is warranted.

Timely Warnings will be distributed in a manner reasonably likely to reach the entire campus community. Crime alerts will not be limited to a certain region or group of the campus community. All timely notification disseminations may be distributed using, any or a combination of the following methods, may be used to disseminate a timely notification: posting paper notices, student and staff email, and/or articles in the Thunderword student newspaper.

6.2 Emergency Notification to the College Community about Immediate Threats

Highline College will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus.

It is the responsibility of the Public Safety Office to confirm there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the College. In order to confirm an emergency, Public Safety will utilize all assets available including local fire, and police resources, security cameras, information from departments or personnel on campus and reports made to the front office staff. Upon confirmation, the college will use some or all of the systems described below to communicate the immediate threat. Highline Public 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: Highline Public Safety and the DMPD), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.
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Highline Alerts consists of the following components:

**Desktop Alert**
Desktop Alert allows for the ability to send emergency alert notification directly to desktop college computers. The message will be displayed prominently on your computer screen. We suggest you read the emergency alert and follow the recommended actions. The alert can be cleared from the computer screen by hitting the Acknowledge button.

**Campus Phone Alert**
All campus phones (offices, classrooms and common areas) are equipped with internal speakers. During an emergency, alert messages are sent to the campus phone system and communicated via the internal speaker on the phone set. Please listen to the alert and follow the recommended action.

**Outdoor/Indoor Public Address Speakers**
The campus has installed a new outdoor public address system, consisting of speaker sets located in the central outdoor pathways and buildings 6, 8, 25, 29, and Building 30. During campus emergencies a voice message will sound indicating an emergency is occurring on campus and what action should be followed.

**Digital Signage Alert**
The college digital signage alert system is equipped with emergency alert capabilities. Emergency alerts can now be broadcast via digital display devices which are located in many of the campus buildings and common areas.

**Text Alerts**
If you are a current Highline faculty, staff, or student you can sign up for the Highline Text Highline Alert system to receive emergency messages to directly to your phone. Those who wish to register their cell phone may do so at the following link: [htextalerts.highline.edu](http://htextalerts.highline.edu).

**Email Alerts**
If you are a current Highline Faculty, Staff, or Student, you are automatically registered in for email alerts.

**Highline.edu Alert**
Any emergency notification message will also show up on the Highline.edu College homepage for an extended period of time, and depending on the scenario, give users a link where additional information about the emergency or incident is provided.

**Social Media Alerts**
The college maintains an official [Facebook](https://facebook.com) and [Twitter](https://twitter.com) account that will automatically post the Highline Alert message on the social media 'feeds'.

*Important to note: The dynamic nature of emergency situations, the depth, breadth and manner of any emergency notification is subject to the available information and the professional judgement of the issuing authority.*
managers, depending on the nature of the incident, will update the social media pages with new information on an emergency as it becomes available. Highline community members are encouraged to notify the Highline Public Safety office of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. Highline College has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation.
7.0 Drug, Alcohol and Weapon Policies

7.1 Drug Free Campus Policy

Highline College is committed to promoting the health and safety of its campus community through the implementation of relevant policies. The College enforces compliance with Federal and State and laws regarding the use and distribution of drugs on campus.

Illicit Drugs Prohibited -- The unlawful possession, use, and distribution of illicit drugs on College property, or as any part of College activity, is prohibited.

7.2 Alcohol Policy

All possession, consumption, and distribution of alcohol at Highline College shall be in accordance with all applicable Washington State laws and Highline College policies and procedures.

Alcoholic beverages may only be served at on-campus events with the prior written approval of the Vice President for Administration. No alcohol may be served at on-campus College events and activities during the regular business hours of 8AM to 5PM, Monday through Friday.

No college employee may possess or consume alcohol while on pay status.

Alcohol may not be served or consumed at any event sponsored or funded by student clubs or organizations, regardless of on or off campus.

Possession, consumption, and distribution of alcohol to and by anyone under the age of 21 is strictly prohibited on Highline College premises, including in all buildings owned, occupied, managed, or used by the college.

7.3 Weapons Policies

Highline College is committed to maintaining a safe and secure environment that supports the academic/educational goals and mission of the College.

Washington Administrative Code 1321-124-020 prohibits weapons on campus except under certain circumstances:

(1) Carrying, exhibiting, displaying, or drawing of any weapon is prohibited. Such weapons may include, but are not limited to, firearms, daggers, swords, knives (with larger than a three-inch blade), or any cutting or stabbing instrument, club, or any other weapons, including fake weapons capable of producing bodily harm, emotional distress, and/or property damage.

(2) Explosives, incendiary devices, or any weapons facsimiles are prohibited on college property or in college facilities.

(3) This prohibition shall not apply to equipment or material that is owned, used, or maintained by the college, nor will it apply to law enforcement officers or authorized contractors performing work for the college. Any person who desires
to bring a weapon on college property must seek and receive prior written approval from the vice president of administration or his or her designee.

7.4 Violations

Students are asked to refer to the Students Rights and Responsibilities information codified at this printing in the WAC 132I-120.

Criminal Penalties -- A student or employee's violation of this prohibition may result in arrest and conviction under applicable criminal laws of the United States, the State of Washington, or local municipalities. Conviction may result in legal penalties.

Sanctions imposed by College -- Students and employees who violate the College's policy against illicit drugs and alcohol are subject to sanctions imposed by the College, that are consistent with local, state, and federal law and regulations. Such sanctions may include, but are not limited to, the offender's completion of an appropriate rehabilitation program, expulsion from the College or termination of College employment, and referral to other authorities for prosecution. Disciplinary action against employees or students will be initiated in accordance with the Washington Administrative Code, applicable contract provisions, and College policy.

Assistance for students with drug or alcohol related problems is available by appointment through the Counseling Center (Building 6). Self-referral can also be made to agencies such as the following:

- Alcohol 24-Hour Help Line, (206) 722-3700 or 1-800-562-1240;
- Highline-West Seattle Mental Health Center, (206) 241-0990; or
- Crisis Clinic Information Line, (206) 461-3200.
8.0 Crime Definitions

8.1 Specific Information about Classifying Crime Statistics

The statistics in this brochure are published in accordance with the standards and guide used by the FBI Uniform Crime Reporting Handbook and the relevant federal law (the Clery Act/HEOA). The number of victims involved in a particular incident is indicated in the statistics column for the following crime classifications: Murder/Non-Negligent Manslaughter, Negligent Manslaughter, Sex Offenses, and Aggravated Assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart.

The number reflected in the statistics for the following crime categories includes one offense per distinct operation: Robbery, Burglary, Larceny, Vandalism, and Arson. For example, if five students are walking across campus together and they are robbed, this would count as one instance of robbery in the crime statistics chart.

In cases of Motor Vehicle Theft, each vehicle stolen is counted as a statistic. In cases involving Liquor Law, Drug Law, and Illegal Weapons violations, each person who was arrested is indicated in the arrest statistics.

Any statistics captured under the “Referred” section for Liquor Law, Drug Law, and Illegal Weapons violations indicates the number of people referred to the Vice President for Student Services’ office for disciplinary action for violations of those specific laws. Being found responsible for a violation includes a referral that resulted in a student being charged by the Student Conduct Office and a record of the action kept on file.

When a hate/bias crime occurs where there is an incident involving Intimidation, Vandalism, Larceny, Simple Assault or other bodily injury, the law requires that the statistic be reported as a hate/bias crime even though there is no requirement to report the crime classification in any other area of the compliance document.

**Note:** A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender’s bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim’s race, sexual orientation, etc., the assault is then also classified as a hate/bias crime.

8.2 Clery Crime Definitions and 2016 Statistics

The crimes definitions listed below are taken from the Handbook for Campus Safety and Security Reporting. These definitions guide Highline College on defining and classifying crimes.

- **Homicide and non-negligent manslaughter** – is the willful killing of one human being by another.
- **Negligent manslaughter** – is the killing of another person by gross negligence.
• **Sex offenses** – are any sexual acts directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent. There are four types of forcible sex offenses:
  - Rape
  - Sodomy
  - Sexual Assault with an Object
  - Fondling
  - Incest
  - Statutory Rape

• **Robbery** – is the taking or attempts 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** – is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury.

• **Burglary or Larceny (from a Building)** – is the unlawful entry of a structure to commit a felony or a theft.

• **Motor vehicle theft** – is the theft or attempted theft of a motor vehicle.

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

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8.3 Hate Crimes

Hate Crimes reporting under the Clery Act may be divided into three general categories:

1) Any reportable crime that law enforcement determines has a biased motive. “Bias” means a bias based on race, gender, religion, disability, sexual orientation, or ethnicity/national origin.

2) Crimes that results in bodily injury, and that law enforcement determines has a biased motive.

3) Any of the (below) non-required crimes, where it was determined by Law Enforcement that the motive was bias:

   a. Larceny/Theft –
      1) Pocket Picking – theft of articles from another person’s physical possessions by stealth where the victim usually does not become immediately aware of theft. (If use of force or threat of force is present, this will be counted as a strong arm robbery.
      2) Purse Snatching – grabbing or snatching of a purse, handbag, etc., from the physical possession of another person.
      3) Shoplifting – theft from within a building which is either open to the general public or where the offender has legal access.
      4) Theft from Building – theft from within a building which is either open to the general public or where the offender has legal access.
      5) Theft from Coin Operated Machine or Device – theft from a machine or device which is operated or activated by the use of coins.
      6) Theft from a Motor Vehicle – theft of articles from a motor vehicle, whether locked or unlocked. Note: Do not count theft of motor vehicle parts or accessories.
      7) All Other Larceny – all thefts which do not fit any of the definitions of the specific subcategories of Larceny/Theft listed above.

   b. Simple Assault – an unlawful physical attack by one person upon another where neither the offender displays a weapon, but 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.

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

   d. Destruction/Damage/Vandalism of Property (Except Arson) – to willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

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</tbody>
</table>

(1 On Campus hate crime incident category of bias: Race)
8.4 Alcohol, Drug and Weapon (ADW) Violations

a. Alcohol: The unlawful manufacture, sale, purchase, transportation, possession, furnishing, or use of alcoholic beverages (does not include public drunkenness or driving while under the influence of alcohol).

b. Drugs: The unlawful manufacture, sale, purchase, transportation, possession, distribution, importation of any drug or narcotic substance and the equipment or devices utilized in their preparation and/or use.

c. Weapons: The unlawful manufacture, sale, purchase, transportation, possession, concealment or use of a firearm (loaded or unloaded), illegal knife, explosive, incendiary device, or any other deadly weapon.

d. ADW Arrest Statistics: For reporting purposes, arrest statistics for alcohol, drug/narcotics or weapons violations reflect the number of persons arrested, not the number of reported incidents. When a person is arrested for multiple violations involving alcohol, drugs/narcotics, and/or weapons as a result of a single incident, the “Hierarchy Rule” will apply and only the most serious violation shall be counted for statistical purposes. At Highline College, the hierarchy of the most serious violations in descending order read: 1 - weapons, 2 - drugs/narcotics and 3 - alcohol violations.

e. ADW Disciplinary Referral: Is the referral of any person (student, staff or faculty) to an official who initiates an (informal or formal) disciplinary action of which a record is kept and which may result in the imposition of a sanction (i.e. warnings, discipline, probation, mediation, three strikes, including those referrals where no sanction was imposed).

<table>
<thead>
<tr>
<th>Liquor, Drug and Weapons Violations</th>
<th>Campus Property</th>
<th>Non-Campus Property</th>
<th>Public Property</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Referrals</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Drug Law Arrests</td>
<td>0</td>
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<td>0</td>
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<tr>
<td>Drug Law Referrals</td>
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<tr>
<td>Weapons Arrests</td>
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<tr>
<td>Weapons Referrals</td>
<td>0</td>
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8.5 Violence Against Women Act Crimes

a. Dating violence: The term “dating violence” means 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 by the victim 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: (i) dating violence includes sexual or physical abuse or the threat of such abuse (ii) dating violence does not include acts covered under the definition of domestic violence

b. Domestic violence: The term “domestic violence” includes felony or misdemeanor crimes 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 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.

c. *Stalking:* engaging in a course of conduct directed at a specific person that would cause a reasonable person to - fear for his/her safety or the safety of others; or suffer substantial emotional distress. For the purposes of this definition – (i) 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. (ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling. (iii) Reasonable person means – a reasonable person in the victim’s circumstances.

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8.6 Geography Definitions from the Clery Act

*On-Campus Defined as:* (1) 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 in a manner related to the institution’s educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), 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 retail vendor).

*Non-Campus Building or Property Defined as:* (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an 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.

*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. The UCR Police crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.
Highline College Main Campus and MaST Center

MAP KEY

- Student Parking
- Faculty/Staff Parking
- Restricted: Disabled, Carpool, Visitor
- Disabled Parking
- Parking Pay Station
- No Wheelchair Access
- Bike Racks
- Elevators
- Bus Stops
- Ballot Drop Box

*Visitor parking is $1 for the entire day (until 10 pm). Please use the general parking areas.
### Clery Reportable Crimes

<table>
<thead>
<tr>
<th>Crime</th>
<th>2016</th>
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<tbody>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
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</tr>
<tr>
<td>Robbery (Robbery with Firearm)</td>
<td>0</td>
</tr>
<tr>
<td>Robbery (Robbery with knife)</td>
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</tr>
<tr>
<td>Robbery (Robbery with dangerous weapon)</td>
<td>0</td>
</tr>
<tr>
<td>Robbery (Robbery with strong arm)</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
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</tr>
<tr>
<td>Burglary</td>
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### Sex Offenses

<table>
<thead>
<tr>
<th>Crime</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rape</td>
<td>0</td>
</tr>
<tr>
<td>Sodomy</td>
<td>0</td>
</tr>
<tr>
<td>Sexual Assault w/Object</td>
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<tr>
<td>Focible Fondling</td>
<td>0</td>
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<tr>
<td>Incest</td>
<td>0</td>
</tr>
<tr>
<td>Statutory Rape</td>
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### Liquor, Drug and Weapons Violations

<table>
<thead>
<tr>
<th>Crime</th>
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</thead>
<tbody>
<tr>
<td>Liquor Law Arrests</td>
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<tr>
<td>Liquor Law Referrals</td>
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<td>Drug Law Arrests</td>
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<tr>
<td>Weapons Referrals</td>
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### Hate Crimes

<table>
<thead>
<tr>
<th>Crime</th>
<th>2016</th>
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</thead>
<tbody>
<tr>
<td>Any Incident</td>
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</tbody>
</table>
## 8.7 Off-Campus International Student Housing (4-Plex)

24311 27th Ave. South Des Moines, WA

<table>
<thead>
<tr>
<th>Clery Reportable Crimes</th>
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<tbody>
<tr>
<td>Murder/Non-Negligent Manslaughter</td>
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</tr>
<tr>
<td>Robbery</td>
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<tr>
<td>(Robbery with Firearm)</td>
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<tr>
<td>(Robbery with knife)</td>
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<tr>
<td>(Robbery with dangerous weapon)</td>
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<tr>
<td>(Robbery with strong arm)</td>
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<tr>
<td>Aggravated Assault</td>
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<tr>
<td>Motor Vehicle Theft</td>
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<td>Arson</td>
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<td>Burglary</td>
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<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Rape</td>
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</tr>
<tr>
<td>Sodomy</td>
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<tr>
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<tr>
<td>Focible Fondling</td>
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<tr>
<td>Incest</td>
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<tr>
<td>Statutory Rape</td>
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<table>
<thead>
<tr>
<th>Liquor, Drug and Weapons Violations</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Arrests</td>
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<tr>
<td>Liquor Law Referrals</td>
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<tr>
<td>Drug Law Arrests</td>
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<td>Drug Law Referrals</td>
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<tr>
<td>Weapons Arrests</td>
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<tr>
<td>Weapons Referrals</td>
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<table>
<thead>
<tr>
<th>Hate Crimes</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any Incident</td>
<td>0</td>
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</table>
9.0 Crime Prevention

Highline College Public Safety strives to prevent crimes rather than to react after the fact. The Public Safety Department has created a crime prevention strategy and awareness campaign in order to reduce the amount of crimes motivated by opportunity. In addition, Public Safety Department provides a proactive campus patrol, promotes crime prevention education programs, and makes frequent public contact. Crime prevention specialists are available to assist individuals and/or groups in planning, presenting, and coordinating programs of interest or concern.

Attendees at the New Student Orientation can obtain all the guidance and information necessary to begin their college experience at Highline. At the orientation the Public Safety Officers covers topics such as safety and security on campus, alcohol policies, general crime prevention, safety escorts, how to report a crime, and other department services.

On the main campus, Public Safety Officers provide an escort service for community members that need assistance. An Officer will meet the person and walk them to their vehicle or next class. This service is offered during the academic school hours. It can be requested by calling (206) 592-3218 or extension 3218 from a campus telephone.

9.1 Responsibilities of the College Community

Members of the College community must share responsibility for their own personal safety and the security of their personal property. All community members are encouraged to take responsibility for their own safety, and when possible assist others with their safety needs. The following precautions are encouraged:

- Report all suspicious activity to Highline Public Safety immediately.
- Never take personal safety for granted.
- Try to avoid walking alone at night. If necessary, use the Public Safety escort service.
- Carry only small amounts of cash.
- Never leave valuables (wallets, purses, books, laptops, etc.) unattended.
- Carry your keys at all times and do not lend them to anyone.
- Lock up bicycles and motorcycles.
- Lock car doors and close windows when leaving your car.
- Do not leave valuables in your car, especially if they can be easily seen.
- Engrave serial numbers or owner’s recognized numbers, such as a driver’s license number, on items of value.
- Inventory your personal property and insure it appropriately with personal insurance coverage.
9.2 Notification of Missing Students

Highline College does not have on campus resident life (housing for students). Highline is not required to address Missing Students. Highline College Public Safety will work with the Des Moines City Police Department or other local or regional law enforcement agencies to locate missing persons upon request.
10.0 Stalking, Dating and Domestic Violence, and Rape
Policy, Programs and Procedures

10.1 Statement of Prohibition – Sexual Assault, domestic violence, dating violence and stalking

Rape and all forms of sexual assault and misconduct are violations of Highline’s Code of Student Conduct and the Revised Code of Washington (RCW) Chapter 9.44 and the following regulations:

- RCW 49.60.030 Freedom from discrimination – Declaration of civil rights · http://apps.leg.wa.gov/RCW/default.aspx?cite=49.60.030
- Highline College Title IX Policy and Procedure· https://humanresources.highline.edu/policies/TitleIX.php

Highline College seeks to provide an educational environment in which students, faculty, and staff work together in an atmosphere free of sexual misconduct, including sexual assault, sexual harassment, dating violence, domestic violence and stalking. Every member of the Highline College community shall be aware that sexual misconduct, and/or acts of violence with a sexual nature directed toward another person will not be tolerated and are prohibited by federal and state law. Highline College will discipline persons identified as responsible for sexual misconduct, dating or domestic violence, or stalking as described in this report and college policy.

Below are the definitions for the numerous terms used by Highline College in our policy and procedures.

**Consent** is defined in Washington as 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 (RCW 9A.44.010).

**Sexual Assault:** Means an offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.

**Domestic Violence:** is abuse committed against someone who is a current or former spouse; current or former cohabitant; someone with whom the abuser has a child; someone with whom the abuser has or had a dating or engagement relationship. Cohabitant means two unrelated persons living together for a substantial period of time, resulting in some permanency of relationship. Factors that may determine whether persons are cohabiting include, but are not limited to, (1) sexual relations between the parties while sharing the same living quarters, (2) sharing of income or expenses, (3) joint use or ownership of property, (4) whether the parties hold themselves out as husband and wife, (5) the continuity of the relationship, and (6) the length of the relationship. For purposes of this definition, “abuse” means intentionally or recklessly causing or attempting to cause bodily injury or
placing another person in reasonable apprehension of imminent serious bodily injury to himself or herself, or another. Abuse does not include non-physical, emotional distress or injury.

**Dating Violence**: is abuse committed by a person who is or has been in a social or dating relationship of a romantic or intimate nature with the victim. This may include someone the victim just met: i.e., at a party, introduced through a friend, or on a social networking website. For purposes of this definition, “abuse” means intentionally or recklessly causing or attempting to cause bodily injury or placing another person in reasonable apprehension of imminent serious bodily injury to himself or herself, or another. Abuse does not include non-physical, emotional distress or injury.

**Stalking**: means engaging in a repeated course of conduct directed at a specific person that would cause a reasonable person to fear for his/her or others’ safety or to suffer substantial emotional distress. For purposes of this definition: 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 the same protected statuses as the Complainant; Substantial Emotional Distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

### 10.2 Education and Prevention Programs

The College provides educational programs to prevent domestic violence, dating violence, sexual assault and stalking. Educational programs consist of primary prevention and awareness programs for all incoming students and new employees and ongoing awareness and prevention campaigns for students and faculty that:

- Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- Defines what behavior and actions constitute consent to sexual activity in the State of Washington;
- Provides safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than the bystander;
- Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks;
- Provides an overview of the information contained in the Annual Security Report in compliance with the Clery Act.
The College has developed an annual educational campaign\(^1\) consisting of presentations that include distribution of educational materials to new students; often participating in several College-wide events throughout the year; presenting programs throughout the year that focus on domestic violence, dating violence and sex trafficking, including sessions such as: clothesline projects, a guest speaker series, and showing the film *Hunting Ground* followed by a question and answer forum.

### 10.3 Physical Evidence

After an incident of sexual assault and domestic violence, the victim should consider seeking medical attention as soon as possible at the nearest hospital. In Washington, evidence may be collected even if you chose not to make a report to law enforcement. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to College hearing boards/investigators or police.

If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with law enforcement or Public Safety to preserve evidence in the event that the victim changes her/his mind at a later date.

### 10.4 Confidentiality

Counselors who work on or off campus acting solely in the capacity of the provision of medical or mental health treatment or counseling (including those who work or volunteer in those offices) may not report any information about an incident of sexual misconduct to anyone else at the college, including the Title IX Coordinator, without your consent. You can seek assistance and support from counselors, without triggering a college investigation that could reveal your identity or the fact of your disclosure. These individuals will still assist you in receiving other necessary protection and support, such as victim advocacy, medical/health or mental health services, or legal services. They may not, however, be able to assist you with college academic support, such as adjustments to your course schedule. Only the Title IX Coordinator can assist with those matters.

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\(^1\) Under the 2013 Reauthorization of the Violence Against Women Act, institutions must implement “primary prevention and awareness programs for all incoming students and new employees” and “ongoing prevention and awareness campaigns for students and faculty” that include a-f above under section B. While “campaign” is yet to be defined, examples of “primary prevention programs” as they relate to incoming students may be found here: [http://www.ovw.usdoj.gov/docs/campus-minimum-standards-orientation.pdf](http://www.ovw.usdoj.gov/docs/campus-minimum-standards-orientation.pdf)
10.5 Procedures for Reporting a Complaint

The College has designated a Title IX Coordinator to provide you with assistance and support, and to monitor and oversee overall compliance with laws and policies related to sexual misconduct, dating and domestic violence, and stalking. The Title IX coordinator is available to explain and discuss your right to file a criminal complaint, the College’s relevant complaint process, and your right to receive assistance with that process: how confidentiality is handled: available resources, both on and off campus: and other related matters.

Students and employees also have the option of filing a report with the Public Safety Department ((206)-592-3281). To file a report and inquire about the support services mentioned. The Highline Public Safety Department will assist any victim with notifying local police if they so desire. The Des Moines Police Department may also be reached directly by calling (206) 878-3301 or in person at 21900 11th Ave South Des Moines, WA.

<table>
<thead>
<tr>
<th>Incident Being Reported:</th>
<th>Procedure College Will Follow:</th>
<th>Evidentiary Standard</th>
</tr>
</thead>
</table>
| Sexual Assault          | 1. Depending on when reported (immediate or delayed report), College will refer complainant with access to medical care  
2. College will assess immediate safety needs of complainant  
3. College will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department  
4. College will provide complainant with referrals to on and off campus mental health providers | Preponderance of Evidentiary Standard: Proving a proposition by the preponderance of the evidence requires demonstrating that the proposition is more likely true than not true.  
Clear and Convincing Evidentiary Standard: A medium level of burden of proof which is a more rigorous standard to meet than the preponderance of the evidence standard, but a less rigorous standard to meet than proving |
5. College will assess need to implement interim or long-term protective measures, such as housing changes, change in class schedule, “No Contact” directive between both parties

6. College will provide a “No trespass” directive to accused party if deemed appropriate

7. College will provide written instructions on how to apply for Protective Order

8. College will provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution

9. College will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is

10. College will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation

Stalking

1. College will assess immediate safety needs of complainant

2. College will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department

3. College will provide written instructions on how to apply for Protective Order

4. College will provide written information to complainant on how to preserve evidence

5. College will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate

6. College will provide a “No trespass” directive to accused party if deemed appropriate

Stalking cases are referred to the Director of Public Safety and Emergency Management and adjudicated using the clear and convincing evidentiary standard. If the stalking is sexually based, it may fall under the College’s Sexual Misconduct Policy and if so, would be referred to the Title IX Coordinator and adjudicated under the College’s Student Conduct Office using the preponderance of the evidence standard.
### Dating Violence

1. College will assess immediate safety needs of complainant
2. College will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department
3. College will provide written instructions on how to apply for Protective Order
4. College will provide written information to complainant on how to preserve evidence
5. College will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate
6. College will provide a “No trespass” (PNG) directive to accused party if deemed appropriate

### Domestic Violence

1. College will assess immediate safety needs of complainant
2. College will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department
3. College will provide written instructions on how to apply for Protective Order
4. College will provide written information to complainant on how to preserve evidence
5. College will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate
6. College will provide a “No trespass” (PNG) directive to accused party if deemed appropriate

Dating Violence cases are referred to the Director of Public Safety and Emergency Management and adjudicated using the *clear and convincing* evidentiary standard. If the dating violence incident is sexually based, it may fall under the College’s Sexual Misconduct Policy and if so, would be referred to the Title IX Coordinator and adjudicated under the College’s Student Conduct Office using the *preponderance of the evidence* standard.

Domestic Violence Cases are referred to the Director of Public Safety and Emergency Management and adjudicated using the *clear and convincing* evidentiary standard. If the act of domestic violence is sexually based, it may fall under the College’s Sexual Misconduct Policy and if so, would be referred to the Title IX Coordinator and adjudicated under the College’s Student Conduct Office using the *preponderance of the evidence* standard.
Regardless of whether a victim elects to pursue a criminal complaint, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights. In Washington, a victim of domestic violence, dating violence, sexual assault or stalking has the right to seek a protection order. Further, Highline College complies with Washington State law in recognizing orders of protection. Any person who obtains an order of protection should provide a copy to the Public Safety Office and the Office of the Title IX Coordinator. A complainant may then meet with Public Safety to develop a Safety Action Plan, which is a plan for Public Safety and the victim to reduce risk of harm while on campus or coming and going from campus. This plan may include, but in not limited to: escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc. Protection from abuse orders may be available through the Washington State Courts webpage: http://www.courts.wa.gov/forms/.

Public Safety and the Title IX coordinator staff will work cooperatively with the victim to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic or working situations in addition to counseling and assistance in notifying appropriate local law enforcement. Additionally, personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. The college does not publish the name of crime victims nor include identifiable information regarding victims in the Daily Crime Log or online.

**Resources for victims of Domestic Violence, Dating Violence, Sexual Assault & Stalking**

**On-Campus**

<table>
<thead>
<tr>
<th>Service</th>
<th>Location</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling Center</td>
<td>Building 6, Upper Level</td>
<td>206-878-3710</td>
</tr>
<tr>
<td>Public Safety</td>
<td>Building 6, Lower Level</td>
<td>206-592-3218</td>
</tr>
<tr>
<td>Women’s Programs</td>
<td>Building 6, Lower Level</td>
<td>206-592-3340</td>
</tr>
<tr>
<td>Office of the Title IX Coordinator</td>
<td>Building 99, Second Floor</td>
<td>206-592-3320</td>
</tr>
<tr>
<td>Office of International Students</td>
<td>Building 25, Fifth Floor,</td>
<td>(206) 592-3725</td>
</tr>
</tbody>
</table>

**Community Resources**

<table>
<thead>
<tr>
<th>Service</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Des Moines Police Department</td>
<td>21900 11th Ave S, Des Moines, WA</td>
<td>206-878-3301</td>
</tr>
<tr>
<td>Highline Medical Center</td>
<td>16251 Sylvester Rd. SW Burien, WA</td>
<td>206-244-9970</td>
</tr>
<tr>
<td>24 Hour Crisis Hot Line</td>
<td></td>
<td>206-461-3222</td>
</tr>
</tbody>
</table>

866-427-4747 toll free
### 10.4 Adjudication of Violations

Whether or not criminal charges are filed, the College\(^2\) or a person may file a complaint under the Student Code of Conduct (WAC 1321·120·101) alleging that a student violated the College’s policy on sexual harassment. Reports of all domestic violence, dating violence, sexual assault and stalking made to Public Safety will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

Highline Colleges’ disciplinary process includes a prompt, fair, and impartial investigation and resolution process. Highline’s Title IX coordinator is trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability.

When a complainant does not consent to the disclosure of his or her name or other identifiable information to the alleged perpetrator, the College’s ability to respond to the complaint may be limited.

### 10.5 Sanctions and Protective Measures

In all cases, investigations that result in a finding of more likely than not that a violation of the Student Code of Conduct occurred will lead to the initiation of disciplinary procedures against the accused individual. College sanctions including but not limited to a warning, disciplinary probation, disciplinary suspension, or limited College activities may be imposed upon those determined to have violated this policy. The College may implement protective measures following the report of domestic violence, dating violence, sexual assault and/or

\(^{2}\) Title IX states that if an institution knows or reasonably should know of sexual harassment, to include sexual violence, the institution has a duty to investigate. Consequently, whether a complainant chooses to cooperate or not will not be the deciding factor for whether or not disciplinary charges are brought against an accused party. If an investigation determines that it is more likely than not that the institution’s sexual misconduct policy was violated, then the “College” may assume the role of the complainant.
stalking which may include some or all of the following actions: special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc. For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Conduct Code. Employees who violate this policy will be subject to discipline, up to and including termination of employment. Sexual assault, domestic violence, dating violence, and stalking are criminal acts that also may subject the perpetrator to criminal and civil penalties under federal and state law.

The Title IX Coordinator will determine whether interim interventions and protective measure should be implemented, and, if so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include, but are not limited to: an order of no contact, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator’s directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by Highline College.

10.8 Sex Offender Registration

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000 requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information concerning registered sex offenders may be obtained.

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

In addition, any such adult or juvenile who is admitted to a public or private institution of higher education shall, within ten days of enrolling or by the first business day after arriving at the institution, whichever is earlier, notify the Sheriff of the county of the person’s residence of the persons intent to attend the institution. The Sheriff shall then notify the institutions Public Safety Department and provide them with the person’s: name, address, date and place of birth; place of employment; crime for which convicted; date and place of conviction; aliases used; social security number; photograph; and fingerprints.

In the State of Washington, the Washington State Patrol and local Sheriff’s Offices (King County Sheriff’s Office) maintain sex offender information. When sex offender information is received from local law enforcement agencies the Public Safety Department cross checks the information against current lists of registered students and employees to determine if

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3 Applicable law requires that, when taking such steps to separate the complainant and the accused, the College must minimize the burden on the complainant and thus should not, as a matter of course, remove the complainant from his or her job, classes or housing while allowing the accused to remain.
additional notification of the college community is warranted. When necessary, sex offender information is made as a college alert. The Highline community may conduct their own sex offender searches at the links below:

- King County Sex Offender Search  
- Pierce County Sex Offender Search  
- State of Washington Sex Offender Search  

11.0 Conclusion

This report was prepared not only with the intention of disseminating important and mandatory information to the College community, such as crime statistics, but also to inform current students and employees and assist prospective students and their families in the decision-making process of selecting a college. It is our objective to illustrate the many ways in which the Public Safety Office strives to keep this College community safe.

We encourage you to sign up for the HC Text Alert service (hctextalerts.highline.edu). We welcome and value your comments, suggestions, and questions. Please call the 24 hour Public Safety number: 206-592-3218.