



# HIGHLINE COLLEGE 2021 ANNUAL SECURITY REPORT

Des Moines, WA



Jeanne Clery Disclosure of Campus Security Policies  
& Campus Crime Statistics Act.  
**CLERY CRIME STATISTICS 2018-2020**

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## Message from the Public Safety Department

When our office begins compiling statistics and preparing this report each year, we have a lot of discussions around the intention of the Jeanne Clery Act. We wholeheartedly believe that this law at its core is about transparency and awareness with the intention of spreading useful knowledge that gives the reader tools to protect and look out for one another. Providing a safe and welcoming environment is critical to the mission of the Public Safety office and we encourage everyone to familiarize yourself with the information on crime prevention programs, safety procedures, and campus resources. It's important to note that many departments across the college collaborate with each other daily to create a culture that shares information and reports situations that are potentially unsafe.

We welcome suggestions and recommendations you may have to increase the well-being of the college. Please reach out to the Director of Public Safety and Emergency Management or Associate Director of Public Safety and Emergency Management at any time.

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## Preparing the Annual Security Report

The Annual Security Report (ASR) is prepared by the Director and Associate Director of Public Safety and Emergency Management in collaboration with the Clery compliance committee and various campus departments including Student Housing, Student Services, Student Conduct, Title IX Office, and Purchasing. The Public Safety Department conducts outreach and establishes collaborative relationships with local law enforcement agencies to gather statistical Clery reporting by those agencies serving public property areas as well as identified non-campus properties that the Public Safety Department does not patrol or provide response to. Statistical data found on pages 4 through 9 reflects the totals of Clery reportable crimes, hate crimes, and violations of state and local drug, liquor, and weapons laws (including arrests or referrals for discipline) occurring within the College's Clery geography. Reports made in good faith were collected from the Public Safety Department, Campus Security Authorities (CSAs), local law enforcement, and the appropriate law enforcement agencies with jurisdiction over non-campus properties.

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 will be distributed via email to all current students and current employees by October 1<sup>st</sup>, 2021.

## 2020 Clery Crime Statistics

Main Highline College Campus  
2400 S. 240<sup>th</sup> St. Des Moines, WA 98198

CRIMINAL OFFENSES	YEAR	TOTAL ON CAMPUS	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	ON CAMPUS HOUSING
<b>Murder/Non-negligent Manslaughter</b>	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
<b>Robbery</b>	2020	1	0	0	0
	2019	3	0	0	0
	2018	1	0	1	0
<b>Aggravated Assault</b>	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
<b>Motor Vehicle Theft</b>	2020	2	0	0	0
	2019	3	0	0	0
	2018	3	0	0	0
<b>Arson</b>	2020	1	0	0	0
	2019	0	0	0	0
	2018	2	0	0	0
<b>Burglary</b>	2020	3	0	0	1
	2019	2	0	0	0
	2018	1	0	0	0
<b>Rape</b>	2020	0	0	0	0
	2019	0	0	0	0
	2018	1	0	0	0

CRIMINAL OFFENSES	YEAR	TOTAL ON CAMPUS	NON-CAMPUS PROPERTY	PUBLIC PROPERTY	ON CAMPUS HOUSING
<b>Forcible Fondling</b>	2020	0	0	0	0
	2019	1	0	0	1
	2018	1	0	0	0

<b>Incest</b>	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
<b>Statutory Rape</b>	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0

<b>Liquor, Drug &amp; Weapon Violations</b>	<b>YEAR</b>	<b>TOTAL ON CAMPUS</b>	<b>NON-CAMPUS PROPERTY</b>	<b>PUBLIC PROPERTY</b>	<b>ON CAMPUS HOUSING</b>
<b>Liquor Law Arrests</b>	2020	0	0	0	0
	2019	1	0	0	0
	2018	0	0	0	0
<b>Liquor Law Referrals</b>	2020	2	0	0	
	2019	6	0	0	6
	2018	0	0	0	0
<b>Drug Law Arrests</b>	2020	0	0	0	0

	2019	0	0	0	0
	2018	1	0	0	0
<b>Drug Law Referrals</b>	2020	1	0	0	0
	2019	4	0	0	0
	2018	0	0	0	0
<b>Weapon Law Arrests</b>	2020	0	0	0	0
	2019	1	0	0	0
	2018	0	0	0	0
<b>Weapon Law Referrals</b>	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0

<b>Violence Against Women Act (VAWA) Crimes</b>	<b>YEAR</b>	<b>TOTAL ON CAMPUS</b>	<b>NON-CAMPUS PROPERTY</b>	<b>PUBLIC PROPERTY</b>	<b>ON CAMPUS HOUSING</b>
<b>Dating Violence</b>	2020	1	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0
<b>Domestic Violence</b>	2020	0	0	0	0
	2019	2	0	0	0
	2018	0	0	0	0
<b>Stalking</b>	2020	0	0	0	
	2019	4	0	0	1
	2018	5	0	0	0

<b>Hate Crimes</b>	<b>YEAR</b>	<b>TOTAL ON CAMPUS</b>	<b>NON-CAMPUS PROPERTY</b>	<b>PUBLIC PROPERTY</b>	<b>ON CAMPUS HOUSING</b>
<b>Hate Crimes</b>	2020	0	0	0	0
	2019	0	0	0	0
	2018	0	0	0	0

**Unfounded Crimes:** There were no unfounded crimes in 2018, 2019, or 2020.

**Marine and Science Technology Center (MaST) Clery Statistics**  
*28203 Redondo Beach Dr. S. Des Moines, WA 98198*

<b>CRIMINAL OFFENSES</b>	<b>YEAR</b>	<b>MaST (Non-Campus Property)</b>
<b>Murder/Non-negligent Manslaughter</b>	2020	0
	2019	0
	2018	0
<b>Robbery</b>	2020	0
	2019	0
	2018	0
<b>Aggravated Assault</b>	2020	0
	2019	0
	2018	0
<b>Motor Vehicle Theft</b>	2020	0
	2019	0
	2018	0
<b>Arson</b>	2020	0
	2019	0
	2018	0
<b>Burglary</b>	2020	0
	2019	0
	2018	0
<b>Rape</b>	2020	0
	2019	0
	2018	0
<b>Sodomy</b>	2020	0
	2019	0
	2018	0
<b>Sexual Assault w/Object</b>	2020	0
	2019	0
	2018	0



<b>CRIMINAL OFFENSES</b>	<b>YEAR</b>	<b>TOTAL ON CAMPUS</b>
<b>Forcible Fondling</b>	2020	0
	2019	0
	2018	0
<b>Incest</b>	2020	0
	2019	0
	2018	0
<b>Statutory Rape</b>	2020	0
	2019	0
	2018	0

<b>Liquor, Drug &amp; Weapon Violations</b>	<b>YEAR</b>	<b>MaST (Non-Campus Property)</b>
<b>Liquor Law Arrests</b>	2020	0
	2019	0
	2018	0
<b>Liquor Law Referrals</b>	2020	0
	2019	0
	2018	0
<b>Drug Law Arrests</b>	2020	0
	2019	0
	2018	0
<b>Drug Law Referrals</b>	2020	0
	2019	0
	2018	0
<b>Weapon Law Arrests</b>	2020	0
	2019	0
	2018	0
<b>Weapon Law Referrals</b>	2020	0
	2019	0
	2018	0

<b>Violence Against Women Act (VAWA) Crimes</b>	<b>YEAR</b>	<b>TOTAL ON CAMPUS</b>
<b>Dating Violence</b>	2020	0
	2019	0
	2018	0
<b>Domestic Violence</b>	2020	0
	2019	0
	2018	0
<b>Stalking</b>	2020	0
	2019	0
	2018	0

<b>Hate Crimes</b>	<b>YEAR</b>	<b>TOTAL ON CAMPUS</b>
<b>Hate Crimes</b>	2020	0
	2019	0
	2018	0

## Compiling Crime Statistics

The following definitions used for reporting 2020 Clery crimes are derived from the Federal Bureau of Investigation's (FBI) Uniform Crime Reporting (UCR) Program and Department of Regulations:

- The definitions for *Murder, Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Weapons: Carrying, Possessing, Etc., Law Violations, Drug Abuse Violations, and Liquor Law Violations* are from the FBI's UCR Summary Reporting System (SRS) User Manual.
- The definitions for *Fondling, Incest, and Statutory Rape* are excerpted from the FBI's UCR National Incident-Based, Reporting System (NIBRS) User Manual.
- The definitions for *Larceny-Theft (except Motor Vehicle Theft), Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property* are from the FBI's UCR Hate Crime Data Collection Guidelines and Training Manual.
- The definitions for Dating Violence, Domestic Violence, and Stalking are from the Violence Against Women Act of 1994.

The statistics provide an overall picture of crime at Highline College from January 1 to December 31 for 2018, 2019, and 2020.

Note: The FBI has announced that it will retire the SRS and transition to using only the NIBRS in January 2021.

Crime statistics are collected annually from law enforcement agencies for whom the college resides in their jurisdiction(s) and off-site properties or facilities owned or controlled by Highline. Highline does not have any properties off campus that are owned by student organizations.

Statistics regarding certain law violations resulting in campus disciplinary actions are collected from multiple sources including but not limited to the offices of Title IX, Student Housing, and Student Conduct. Clery Act statistics are also collected from individuals with significant responsibility for students and/or campus activities.

Clery Act crime statistics are classified and counted pursuant to the guidelines specified in the U.S. Department of Education, Office of Postsecondary Education in the Clery Appendix of the Federal Student Aid Handbook and separated by the following geographical areas:

- On Campus;
- On Campus residential housing facilities (these are crimes repeated from the on-campus column that occurred in the on campus housing premises.
- On public property (within and immediately adjacent to Highline)
- In or on non-campus property (either owned or controlled by Highline in direct support of or related to its education purposed; or a building or property owned or controlled by an officially recognized student organization not reasonably contiguous to the main campus).

## Counting Hierarchy

The following information is important when reviewing Highline College's Clery Act crime statistics:

When counting multiple offenses in a single incident, Highline uses the FBI's UCR Hierarchy Rule. Under this rule, when more than one Criminal Offense is committed during a single incident, Highline only counts the most serious offense. As single incident means the offenses were committed at the same time and place (that is, the time interval between the offenses and the distance between the locations where they occurred are insignificant).

Beginning with the most serious offense, the following list shows the hierarchy for Clery Act reporting:

- Murder and Non-Negligent Manslaughter
- Manslaughter by Negligence
- Sexual Assault
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft

There are exceptions to using the Hierarchy Rule when counting Arson, Sexual Assaults, Hate Crimes, and VAWA Offenses. Under these exceptions, Highline must:

- Always count Arson regardless of the nature of any other offenses committed during the same incident.
- When multiple offenses are committed during the same distinct operations as the Arson offense, report the most serious offense along with the Arson.
- Include incidents in which persons are killed as a direct result of the Arson as Murder and Non-Negligent manslaughter and Arson or Manslaughter by Negligence Arson.
- Fondling is recognized as an element of Sexual Assault. Include a Sexual Assault as Fondling only if it is the only Sexual Assault.

The Hierarchy Rule does not apply to Hate Crimes. Highline must count all of the offenses committed in a multiple offense incident that are bias motivated and include only the crimes that are bias motivated as Hate Crimes. For any Criminal Offense that is also a Hate Crime, statistics will indicate the offense and also the offense with the category of bias. For example, if an Aggravated Assault is a Hate Crime, Highline will include one Aggravated Assault in the statistics in the Criminal Offenses category and one Aggravated Assault motivated by (category of bias) in the Hate Crime category. The exception is when the Aggravated Assault is not included in the Criminal Offenses category because of the Hierarchy Rule. For example, for a single incident involving both a Rape and an Aggravated Assault that were both Hate Crimes, Highline will include only the Rape in the Criminal Offenses category and both the Rape and the Aggravated Assault in the Hate Crimes category.

Lastly, the Hierarchy Rule does not apply to VAWA offenses (i.e., Dating Violence, Domestic Violence, Stalking). Therefore, for any Criminal Offense, Hate Crime, or arrest for Weapons, Drug, or Liquor Law Violations that is also a VAWA Offense, statistics reflect the original offense and the VAWA Offense.

## Unfounded Crimes

In accordance with 34 C.F.R. 668.46, Highline College may only exclude a reported crime from an upcoming ASR or remove a reported crime from its previously reported statistics, after a full investigation. Only sworn or commissioned law enforcement personnel can make a formal determination that the report was false or baseless when made and the crime report was therefore unfounded. This does not include a District Attorney who is sworn or commissioned. A Campus Security Authority (CSA) who is not a sworn or commissioned law enforcement authority cannot “unfound” a crime report. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with law enforcement or the prosecution, of the failure to make an arrest do not “unfound” a crime.

Crime reports can be properly determined to be false only if the evidence from the complete and thorough investigation established that the crime reported was not, in fact, completed or attempted in any manner. Crime reports can only be determined to be baseless if the allegations reported did not meet the elements of the offense investigation was conducted or the investigation was not completed, nor can it be designated unfounded merely because the investigation failed to prove the crime occurred; this would be an inconclusive or unsubstantiated investigation.

Unfounded crimes will not be included in the Clery Act statistics for the associated crime category and will be removed from any previously reported statistics for that crime category. The unfounded crime will be included in the total count of unfounded crimes for the year in which the crime was originally reported.

## Reporting Criminal Actions and Emergencies

*Reach the Public Safety Department 24 hours, 365 days a year: (206) 592-3218*

Community members, students, faculty, staff and guests are encouraged to promptly report all crimes, emergencies, and public safety related incidents to the Public Safety Department.

### Emergency Reporting Procedures

- Dial 9-1-1 from a campus or mobile phone.
- For non-emergencies, dial (206) 592 3281.
- Use any of the Blue Light Emergency Phones in the parking lot to report an emergency directly to the Public Safety Office.
- Off-campus calls for emergency assistance should be directed to the local law enforcement agency.
- By dialing 911 from any landline telephone on campus to report an emergency, it also notifies Public Safety with an emailed recording of the call in order to expedite response.

### Non-Emergency Reporting Procedures

- Call the Public Safety office at 206-592-3218.
- Visit the Public Safety Office, located in the Student Services Building (Building 6) during services hours (see [website](#)).
- Additionally, officers staff the Campus View Welcome desk at various times during the day.
- Email the Public Safety Team at [publicsafety@highline.edu](mailto:publicsafety@highline.edu).

- File a crime report on the Crime Reporting Form located on the Public Safety [website](#).

### Confidential Reporting of Crime

The Highline College Public Safety Department Reports accepts voluntary reports of criminal activity anonymously with the [online form](#) found on the Public Safety page.

For victims of a crime, reporting of the crime is voluntary. Those who choose not to pursue action with the Highline Student Conduct system or the criminal justice system, may want to consider making a confidential report. If a complainant request confidentiality or asks that the complaint not be pursued, the College will take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue the investigation. Upon request of the victim, Public Safety can file a report documenting the incident and reporting details only to the Title IX Coordinator and other pertinent offices. The purpose of a confidential report is to comply with the desire to keep information confidential, while taking steps to ensure the future safety of Highline students and staff. With such information, Highline can keep accurate records of the number incidents involving students, 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.

Sexual assault reporters are notified that a decision maintain to confidentiality may limit the College's ability to fully investigate and respond to the allegations.

### Campus Security Authorities

As mentioned above, the college encourages all members of the campus community to contact Public Safety when they have been the victim of or have witnessed criminal actions. However, in some instances members of the campus community may feel more comfortable reporting criminal activity to a Campus Security Authority. A Campus Security Authority (CSA) is an individual, who by virtue of their college responsibilities and under the Clery Act, is designated to receive and report criminal incidents to the Department of Public Safety so that they may be included and published in the college's Annual Security Report.



When a CSA receives crime information he or 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 Public Safety either by calling the office at 206-592-3218 or by submitting a completing a crime reporting form found on the Public Safety webpage ([highline.edu/public-safety](http://highline.edu/public-safety)).

A written request for statistical information is made on an annual basis to all Campus Security Authorities (as defined by federal law, see above). 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.

Under the Clery Act, there are two types of individuals, pastoral counselors and professional counselors, who may have significant responsibility for student and campus activities but are not CSAs. This exemption is intended to protect the counselor-client relationship. However, there may be situations in which counselors are in fact under a legal obligation to report a crime. An individual who is counseling students and/or employees but does not meet the Clery Act definition below of a pastoral or professional counselor is not exempt from being a CSA if he or she otherwise has significant responsibility for student and campus activities. Highline College did not employ any pastoral counselors or professional counselors in 2019.

## Daily Crime Log

A daily crime log is available for review at the Public Safety Office in Student Services Building 6, room 105, during open service hours (see [website](#) for office hours). Additionally, an electronic copy of the crime log is available on the [Public Safety website](#). The information in the crime log typically includes the case number, classification, date reported, date occurred, time occurred, general location, and disposition. Public Safety Officers may withhold information about the crime if the release of such information would jeopardize the safety of an individual or investigation.

## 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](http://ope.ed.gov/security). You can access the annual Clery crime statistics, daily crime log and fire log at any time on the Public Safety [website](#).

## Clery Compliance Committee

In February 2017, the Clery and Title IX 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.

## Highline College Clery Geography

The main Highline College campus is located in Des Moines, Washington and covers nearly 80 acres. The campus is bordered by residential streets on the south, west and north side of campus and the eastern part of campus is bordered by a mixture of private businesses and Pacific Highway. The rents the second floor of the Outreach Building, also known as Building 99 and it's located along Pacific Highway places it in the main campus's contiguous geography. Though Building 99 is immediately adjacent to campus, the Building resides in Kent City limits. During the pandemic, approximately 14 students lived in the campus housing during the 2020 pandemic and the only essential staff and the Respiratory Care and Nursing Program students were physically on campus after Winter quarter.





\*Yellow border denotes the Clery geography known as “Public Property”.

\*Student housing (named CV on map) officially opened in December 2018

Clery requires the reporting of crimes that occur in three types of locations, on **campus property**, on campus student housing facilities which are a subset of on campus; **public property** (defined on the map with yellow lines) which is defined as all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent and accessible from the campus; and **non-public property** which is any 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 institutions educational purpose, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

## Public Safety Procedures and Practices

### Authority & Jurisdiction

The Public Safety Office is the official reporting authority for crimes at Highline College. All members of the College community, including all students, faculty, staff and visitors, are encouraged to report all crimes and other public safety concerns to Public Safety in a timely manner. If a life-threatening emergency situation arises that immediately endangers a person or others, the reporting party should first dial 911 to notify the appropriate local law enforcement or fire department. Des Moines Police Department has primary jurisdiction for Highline College campus and Campus View Student Housing. Kent Police Department has primary jurisdiction for Building 99 Outreach Center which is in Kent City limits.

If a crime occurs on the Highline College campus, it should be reported immediately to the Public Safety Department. The Public Safety Department has primary jurisdiction over the college campus. All criminal actions and emergencies reported to Public Safety will receive immediate attention and will be investigated to determine possible legal charges.



## Public Safety Department Structure



The Public Safety Department consists of the Director, Associate Director, 1 Sergeant, 7 full time officers, and 2 part time officers, and 1 full-time Administrative Assistant. The Public Safety officers are non-commissioned. The Director of Public Safety reports to the Vice President of Administration. 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.

## 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 works 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.

## Crime Prevention

Although the prevention of crime is paramount with the Public Safety Department, all community members need to remember that the college is not immune to criminal activity. The potential for criminal activity is ever-present. To this end, all members of the Highline College community are encouraged to take responsibility for their own safety and when possible assist others with their safety needs. While the Public Safety Department offers advice and assistance regarding campus safety, each individual has the primary responsibility for his or her own safety.



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, the Public Safety Department provides a proactive campus patrol, promotes crime prevention education programs, hosts tables at college events, and makes frequent public contact. Public Safety officers are available to assist individuals and/or groups in planning, presenting, and coordinating programs of interest or concern upon appointment.

Attendees of student and faculty orientations 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.

Quarterly, the Public Safety Department hosts Crime Prevention Awareness Clean-ups that recruit both student and employee volunteers to pick up trash and unsafe debris around campus. The hope for these clean-ups is to dissuade potential criminal activity by showing the campus community members take pride in its appearance and pay attention to upkeep and it also hopefully improves the “walkability” of campus since a build-up of trash and debris can sometimes indicate that an area isn’t safe for pedestrians. The time spent with volunteers is also used to promote crime prevention and awareness techniques.

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

## Personal Safety Recommendations

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 ensure it appropriately with personal insurance coverage.



## Access to Campus Facilities at Highline College

With the exception of reduced service hours during the pandemic, Highline College buildings are open to the public during the day and evening hours when classes are in session. Access to individual classrooms and laboratories is limited to those who have an educational purpose to use those spaces after normal business hours. Similarly, access to most programs is limited to those enrolled in the program or otherwise authorized access. During those times that the College is officially closed, buildings are generally locked and only authorized faculty, staff and some students are permitted access.

Highline College uses strategically placed video cameras to provide physical security for some outdoor plazas 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. The primary intent of video camera use is to discourage theft and criminal activity and enhance the likelihood of apprehending and successfully prosecuting offenders. In addition, several buildings, office suites and computer labs have an alarm system.



Some campus buildings are equipped with an “access control system” (card key access) where door contacts are electronically connected to the Public Safety Office.. In conjunction with Information Technology Services Department, which processes the card access systems, the Public Safety Department is responsible for authorizing campus keys and access cards. All

keys or access cards issued by the campus remain the property of Highline College. Prior to separation from the college or any other activity for which key or card access is granted, all such items must be returned.

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.

### Special Considerations for Student Housing Access

On the Highline College campus, student housing operates under an electronic access control system. Electronic swipe access cards are coded to only current Highline College student residents and authorized staff are given electronic access to enter the building; the system

denies entry to all unauthorized persons. These cards are not transferrable.

#### Facility Work Order Report

*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.*

Only current students, their registered guests, and college staff with a business purpose (including custodial, maintenance persons, and members of the Student Services office) are permitted in student housing. Some of the guest and visitor

regulations include but are not limited to:

- Guests are expected sign in at the student housing lobby with a staff member and must be accompanied at all times with their host.
- It is the host's responsibility to ensure that his/her guest is aware of College policies.
- Guests are not provided with room keys or door access cards.

All exterior doors are locked 24 hours a day. It is the responsibility of residents and staff members to report individuals who cannot be identified as residents or the guests of residents. When Public Safety receives a report of an unfamiliar person in student housing, an officer is dispatched to identify that person. Public Safety personnel make regular patrols of the exterior of the building, common areas and inside the lobby of student housing.

## Maintenance of Campus Facilities

Highline College is always working to improve the security of campus through landscaping that minimizes hazardous conditions. Pathways with landscaping is trimmed to increase visibility and minimize places for concealment. Careful consideration is given to lighting, landscaping and building maintenance to further campus safety. Public Safety officers report malfunctioning lights and other unsafe physical conditions to the Facilities and Operations Department for correction.



## Timely Warnings and Emergency Notifications

### Timely Warnings to the College Community about Reported Crimes

The college will issue a timely warning as soon as pertinent information is available when a Clery reportable crime is reported to the Public Safety Department or a designated CSA that occurred in a Clery-defined geographical area, a case-by-case analysis of pertinent facts known is completed, and a determination is made that an ongoing or continuing threat to the community exists. Additionally, in our partnership with local police departments we have communicated our expectations to be notified of crimes on campus they respond to as soon as it is operationally possible, preferably the same day the crime occurred.

The alerts are generally written by the Public Safety Office and include pertinent information about the report(s) and if possible a description of a suspect(s). Under certain circumstances the office of the Vice President for Administration may send out a Timely Warning on behalf of the Public Safety office. The following people have been trained and are responsible for sending out Timely Warnings to the campus community:

- Director of Public Safety and Emergency Management
- Associate Director of Public Safety and Emergency Management
- Administrative Assistant, Public Safety Department
- Sergeant, Public Safety Department
- Vice President of Administrative Services

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 and the hardcopies of the timely warning may be placed on campus building entrance doors.



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 timely warning 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.

### 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 law enforcement), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

### **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: [hctextalerts.highline.edu](http://hctextalerts.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](#) and [Twitter](#) account that will automatically post the Highline Alert message on the social media ‘feeds’. College emergency managers, depending on the nature of the incident, will update the social media pages with new information on an emergency as it becomes available.

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*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.*

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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. The Public Safety Department 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.

### Missing Student Policy

In compliance with the Jeanne Clery Act Missing Student Notification Requirements (Policy Disclosure Citation 34 CFR 668.46(b)(14)) this policy is intended to provide process for reporting, investigating, and notifying emergency contacts concerning a missing student.

Any individual who believes that a student living in on-campus housing is missing should notify the Public Safety Department immediately. Once a report is filed with the Public Safety Department, an investigation will commence.

A person is presumed missing when their absence is inconsistent with their established patterns of behavior and the deviation cannot be readily explained. Before presuming that a person is missing, reasonable measures should be taken to determine that no one familiar with the person has seen or heard from the person for an unusual period of time or is aware of where they may be. At that point, they need to notify Public Safety at 206-592-3218. Should the investigation result in the conclusion that the student is a missing person, the Public Safety Department will notify the Des Moines Police Department.

No later than 24 hours after determining that a student is missing, the Public Safety Department will notify the student’s emergency contact (for students 18 and older) and the parent/guardian (for students under the age of 18 and not emancipated) that the student is believed to be missing.

Emergency Contact – All students living in on-campus housing have the option to confidentially identify and register one or more individuals to be contacted if the student is determined to be missing. The contact person may be anyone and is not limited to parents/guardians. Contact information will be accessible only to authorized campus officials, and it may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

#### Definitions:

- In compliance with the Jeanne Clery Act, the College's missing student regulations relate only to students who reside in on-campus housing.
- On-campus housing is 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 is considered an on-campus student housing facility.
- This policy is in compliance with the Jeanne Clery Act Missing Student notification policy disclosure 34 CFR 668.46(b)(14)

## Emergency Plans and Procedures

### 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 Operation Plan is available on the Public Safety website at: [safety.highline.edu/emergency](https://safety.highline.edu/emergency), as well as in hard copy at the Public Safety Department (Building 6, room 105).

The Emergency Operation Plan includes the following response information:

- The College's Incident Command System
- Response actions to various emergencies, including evacuation procedures.
- 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.

### 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)).





## 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, the

evacuation assembly areas and their appointed Building Evacuation Coordinators.

Evacuation drills are monitored by Public Safety Officers to evaluate responsiveness.

Emergency procedure posters (see page 29), describing basic incident response to several different scenarios. The College strongly recommends that each student and employee familiarize him or herself with the posters and the evacuation route in their office or 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 and announced evacuation drills for several buildings on campus. Documentation of each drill is maintained by the Public Safety Department, however during the pandemic there were no fire drills completed in 2020 after Winter quarter.

During an emergency, alert messages are sent to registered cell phones via text message. Please listen and/or read the alert and follow the recommended action.

## Emergency Procedure Poster



## Substance Abuse Policies and Education

### Alcohol and Drugs

Below is the official Highline College policies used to comply with The Drug Free Workplace Act of 1990 and the Drug Free Schools and Communities Act (DFSC Act). The full version of this policy can be found on the official college [policies](#) web page.

### Drug-Free Policy

Highline College strictly prohibits the unlawful possession, use or distribution of controlled substances, including marijuana, on the college premises. The college premises is defined as all buildings and spaces owned, occupied, managed, or used by Highline College.

While Washington State I-502 decriminalizes the possession and use of marijuana under state law, the initiative prohibits the consumption of marijuana in public spaces, limits the use of marijuana to persons aged 21 years or older, and prohibits driving under the influence of marijuana. Initiative 502 does not repeal regulations prohibiting the use of marijuana and other controlled substances on college campuses. Federal laws criminalizing the manufacture, sale, and use of marijuana remain in place, as do federal regulations that require institutions of higher education to maintain drug-free campuses to qualify to receive federal financial aid (Attorney General of Washington, 2012).

### 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.

### Substance Abuse Education/Programs

The Employee Assistance Program (EAP) is the official assistance program for Highline College employees and their family members. Upon request, the EAP provides assessment and referral services for drug and alcohol abuse issues, as well as health family, marital, emotional, stress, and financial issues that affect job performance. The EAP will help clients

identify and clarify their problems and develop a plan for resolving them and may make a referral to outside services to facilitate resolution.

Assistance for students with alcohol and drug abuse issues is available by appointment through the Counseling Center, located in Building 6. Self-referral can also be made to agencies such as the following:

- Alcohol/Drug 24-hour Help Line, 1-800-662-4357
- Navos Mental Health and Wellness Center, (206) 257-6600
- Crisis Connections 24 hour line, (866) 427-4747

## Weapons on Campus

### Weapon policy

Highline College strictly prohibits the possession of any weapons on campus, except for commissioned law enforcement personnel, legally authorized military personnel, or approved contractors, while in performance of their duties. Weapons are defined as any firearm, cutting or stabbing instrument, club, explosive device, or any other objects designed or likely used to inflict bodily harm.

Employees, students, and visitors with a valid concealed weapons permit may store a firearm in his or her vehicle parked on campus in accordance with RCS 9.41.050 (2) or (3), provided the vehicle is locked and the weapon is concealed from view.

The president or designee may grant permission to bring a weapon on campus upon a determination that the weapon is reasonably related to a legitimate pedagogical purpose. Such permission shall be in writing and shall be subject to such terms or conditions incorporated in the written permission.

## Disciplinary Procedures

Students are asked to refer to the Students Rights and Responsibilities information codified at this printing in the [WAC 132I-126-040](#).

**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.

## Sexual Assault and Violence

### Sexual Harassment Policy

Highline College prohibits rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking for all students and employees. 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) 49.60.030.

### Student Code of Conduct

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:

- [Washington Administrative Code, Title 1321 WAC](#)
- [RCW 49.60.030 Freedom from discrimination](#) – Declaration of civil rights
- [Highline College Title IX Policy and Procedure](#)

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](#)).

To further that definition for the purposes of this report, Highline College considers consent to be the following:

*Voluntary, informed and freely-given agreement, which may be withdrawn at any time, to engage in a course of conduct. Consent is demonstrated through words or actions creating clear permission of willingness to engage in mutually agreed-upon sexual activity. Neither silence, the absence of resistance, nor the existence of a prior consensual sexual relationship are sufficient to indicate consent. A person who is incapacitated by alcohol or illegal or prescription drugs, unconscious, or asleep cannot give consent. Agreement to engage in a course of conduct shall not be considered as freely given, and shall not constitute consent, when it is obtained through harassment, coercion, threats, or other forcible conduct.*

**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:** 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 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 receiving grant monies, 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.

**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.

### Education and Prevention Programs

The College provides free educational programs to prevent domestic violence, dating violence, sexual assault and stalking. A link to an educational video is sent to all students during the calendar year that teaches participants how to approach situations of sexual assault, harassment, disclosure, and enable bystanders to prevent possible dangerous situations. Also, staff in the Women's Program office have taken crises intervention courses and are trained to work with students in crisis. 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:

- a. Identifies domestic violence, dating violence, sexual assault and stalking as prohibited conduct;
- b. Defines what behavior constitutes domestic violence, dating violence, sexual assault, and stalking;
- c. Defines what behavior and actions constitute consent to sexual activity in the State of Washington.

- d. 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;
- e. Provides information on risk reduction so that students and employees may recognize warning signs of abusive behavior and how to avoid potential attacks.
- f. Provides an overview of the information contained in the Annual Security Report in compliance with the Clery Act.

### Physical Evidence

After an incident of sexual assault and/or domestic violence, the victim should consider seeking medical attention as soon as possible at the nearest hospital and report the incident to law enforcement. 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.

- To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate, or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable.
- Typically, if police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. They will gather bedding, linens or unlaundered clothing, and any other pertinent articles that may be used for evidence. It is best to allow police to secure items in evidence containers, but if you are involved in transmission of items of evidence, such as to the hospital, secure them in a clean paper bag or clean sheet to avoid contamination.
- If you have physical injuries, photograph or have them photographed, with a date stamp on the photo.
- Record the names of any witnesses and their contact information. This information may be helpful as proof of a crime, to obtain an order of protection, or to offer proof of a campus policy violation.
- Try to memorize details (e.g., physical description names, license plate number, car description, etc.), or even better, write notes to remind you of details, if you have the time and ability to do so.
- If you obtain external orders of protection (e.g., restraining orders, injunctions, protection from abuse), please notify the local police department if off-campus or if

on-campus, notify Public Safety and Police Services and/or the Title IX Coordinator so that those orders called a no contact order can be observed on campus.

### **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.

### **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

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*Highline Title IX Coordinator: Summer Korst, Executive Director of Human Resources  
Building 99 (Outreach Center), Second Floor  
Phone (206) 592-3200  
[skorst@highline.edu](mailto:skorst@highline.edu)*

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Department ((206)-592-3218). 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.

The College has procedures in place that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of medical, counseling and support services, and additional remedies to prevent contact between an accuser and the accused if reasonably available.



Incident Being Reported:	Procedure College Will Follow:	Evidentiary Standard
<b>Sexual Assault</b>	<ol style="list-style-type: none"> <li>1. Depending on when reported (immediate or delayed report), College will refer complainant with access to medical care</li> <li>2. College will assess immediate safety needs of complainant</li> <li>3. College will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department</li> <li>4. College will provide complainant with referrals to on and off campus mental health providers</li> <li>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</li> <li>6. College will provide a "No trespass" directive to accused party if deemed appropriate</li> <li>7. College will provide written instructions on how to apply for Protective Order</li> <li>8. College will provide a copy of the Sexual Misconduct Policy to complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution</li> <li>9. College will inform both parties and the appropriate disciplinary authority in compliance with the Title IX Grievance Procedure, the outcome of the investigation and whether or not the accused will be administratively charged and what the outcome of the hearing is.</li> <li>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</li> </ol>	<p><b>Preponderance of Evidentiary Standard:</b> Proving a proposition by the preponderance of the evidence requires demonstrating that the proposition is more likely true than not true.</p> <p><b>Clear and Convincing Evidentiary Standard:</b> 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 evidence beyond a reasonable doubt. In order to meet the standard and prove something by clear and convincing evidence, a party must prove that it is substantially more likely than not true.</p> <p>For all students, sexual assault cases are referred to the Title IX Coordinator and based upon the investigation, the appropriate discipline will be handled by the Student Conduct Office.</p>
<b>Stalking</b>	<ol style="list-style-type: none"> <li>1. College will assess immediate safety needs of complainant</li> <li>2. College will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department</li> <li>3. College will provide written instructions on how to apply for Protective Order</li> </ol>	<p>Stalking cases are referred to the Director of Public Safety and Emergency Management and adjudicated using the <i>clear and convincing</i> 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</p>

	<ol style="list-style-type: none"> <li>College will provide written information to complainant on how to preserve evidence</li> <li>College will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate</li> <li>College will provide a “No trespass” directive to accused party if deemed appropriate</li> </ol>	under the College’s Student Conduct Office using the <i>preponderance of the evidence</i> standard.
<b>Dating Violence</b>	<ol style="list-style-type: none"> <li>College will assess immediate safety needs of complainant</li> <li>College will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department</li> <li>College will provide written instructions on how to apply for Protective Order</li> <li>College will provide written information to complainant on how to preserve evidence</li> <li>College will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate</li> <li>College will provide a “No trespass” (PNG) directive to accused party if deemed appropriate</li> </ol>	Dating Violence cases are referred to the Director of Public Safety and Emergency Management and adjudicated using the <i>clear and convincing</i> 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 <i>preponderance of the evidence</i> standard.
<b>Domestic Violence</b>	<ol style="list-style-type: none"> <li>College will assess immediate safety needs of complainant</li> <li>College will assist complainant with contacting local police if complainant requests AND complainant provided with contact information for local police department</li> <li>College will provide written instructions on how to apply for Protective Order</li> <li>College will provide written information to complainant on how to preserve evidence</li> <li>College will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate</li> <li>College will provide a “No trespass” (PNG) directive to accused party if deemed appropriate</li> </ol>	Domestic Violence Cases are referred to the Director of Public Safety and Emergency Management and adjudicated using the <i>clear and convincing</i> evidentiary standard. If the act of domestic violence is sexually based, it may fall under the Colleges 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 <i>preponderance of the evidence</i> standard.

## Assistance for Victims: Rights & Options



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 is 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](#).

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.

Highline College may not limit an accused or accuser's choice of advisor, they may restrict the advisor's role, such as prohibiting the advisor from speaking during the proceeding, addressing the disciplinary tribunal or questioning witnesses. Institutions may remove or dismiss advisors who become disruptive or who do not abide by the restrictions on their participation. Institutions should inform all parties of any limitations on the advisor's participation before a proceeding is scheduled so that both parties understand and respect these limitations. Highline College is required to provide simultaneous notification, in writing, to both the accuser and the accused of the result of any disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault or stalking; Highline College'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.

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

Counseling Center	Building 6, Upper Level	206-878-3710
Public Safety	Building 6, Lower Level	206-592-3218
Women's' Programs	Building 6, Lower Level	206-592-3340
Office of the Title IX Coordinator	Building 99, Second Floor	206-592-3200
Office of International Students	Building 25, Fifth Floor,	(206) 592-3725

**Community Resources**

Des Moines Police Department	21900 11th Ave S Des Moines, WA	206-878-3301
Highline Medical Center	16251 Sylvester Rd. SW Burien, WA	206-244-9970
24 Hour Crisis Hot Line		206-461-3222 866-427-4747 toll free
Teen Link	Available evenings	206-461-4922
King County Crisis Clinic		206-461-3222 866-427-4747
National Domestic Violence Hotline		1-800-799-7233 1-800-787-3224
YWCA Domestic Violence Program	South King County Regional Center:  1010 South 2 <sup>nd</sup> St  Renton, WA 98057	206-280-9961
Des Moines Municipal Court	21630 11 <sup>th</sup> Ave. S Suite C  Des Moines, WA 98198	206-878-4597
Washington State Domestic Violence Hotline		1-800-562-6025
Kling County Sheriff's Office		(206)296-3311

## Adjudication of Violations

Whether or not criminal charges are filed, the College<sup>1</sup> or a person may file a complaint under the Student Code of Conduct (WAC 1321-126) 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. An accuser can still file a report under the Student Code of Conduct, make a Public Safety report and refer an incident to Title IX and decline a law enforcement investigation. If an accuser declines to make a law enforcement report, Highline College will honor this request.

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.

## 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 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 measures 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,

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<sup>1</sup> 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.

both, or multiple parties involved. <sup>2</sup>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.

### 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 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](#)

### 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

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<sup>2</sup> 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.

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](http://hctextalerts.highline.edu)).

We welcome and value your comments, suggestions, and questions. Please call the 24 hour Public Safety number: 206-592-3218.

## APPENDIX A

### 2020 Fire Safety Report – Campus View Student Housing

#### INTRODUCTION

This section contains the Highline College annual fire safety report and a statistical record of reported fire related incidents for the past three calendar years as well as information about campus fire safety policies, procedures and practices intended to promote fire safety on campus.

#### CAMPUS FIRE SAFETY

Highline College maintains a comprehensive fire safety program that involves regular inspections, drills and compliance enforcement with established state law, campus policies and on-campus housing fire safety rules and regulations.

Student housing encompasses one apartment complex along Pacific Highway (2920 College Way, Des Moines, WA 98198) with residents living on the second, third and fourth floor. The apartment complex is equipped with a fire sprinkler system, pull alarms, and smoke and heat detectors in compliance with applicable building codes. Each residential apartment contains heat and smoke detectors and sprinklers. All fire safety alarms/activations within Campus View are monitored by the Student Housing staff office, and also by the Public Safety office. In the case of an actual fire, firefighting responsibilities are delegated to South King Fire and Rescue.

The Student Housing staff is responsible for continual testing and maintenance of the fire safety systems in Campus View housing, including, weekly fire pump tests, fire alarm tests, annual fire extinguisher checks, and fire inspections with the regional fire department.

#### FIRE SAFETY INSPECTIONS

The Student Housing Director maintains an annual comprehensive fire safety inspection to ensure the fire sprinkler system, pull alarms and smoke detectors are working properly.

#### STUDENT HOUSING FIRE EVACUATIONS.

Any member of the student housing community who observes a fire should activate a fire alarm (if nearby) and evacuate to a safe location. All fire incidents must be immediately reported to 911 and then the Public Safety Office, even if the fire(s) have been extinguished.

- a) Residents should think about fire safety. All members of the student housing community should familiarize themselves with the buildings, fire alarm stations, fire extinguishers, hallways, stairwells and exits within the student housing community.
- b) Residents should preplan an escape route(s) in anticipation of the possibility of a fire. The Evacuation Assembly Area for the Campus View is on the west side of the building near the volleyball court area.
- c) Residents should know and recognize the alarms that signal a building evacuation.
- d) In the event of a reported fire, residents should never enter a room that is smoke filled or if the door is warm to the touch.



- e) If the exit door is hot, don't open it. If possible, fill any cracks with wet towels, signal from your room by hanging a sheet out your window and wait to be rescued.
- f) If you are able to leave, close your door behind you to impede the movement of smoke and flames.
- g) If smoke is present in the hallways, lie down and crawl to safety, fresh air will be near the floor.
- h) Once in the evacuation area, find a Resident Advisor (RA) or a student housing staff member and check in with them. Remember to notify an RA if someone in your apartment cannot be accounted for. The fire department will give an "all clear" instruction when it is safe to re-enter the building.
- i) False alarms do happen! The smoke detectors can be set off by dust, an insect/animal or just may need routine cleaning. Opening the front door and windows (to allow fresh air into the apartment) may stop the false alarm, but you should treat all alarms as if they are legitimate.

#### FIRE EVACUATION DRILLS

Together with the Public Safety office, Student Housing staff members conduct four mandatory fire evacuation drills per calendar year, one at the beginning of each quarter. Student housing staff are also responsible for conducting periodic fire safety instruction sessions with residents during the academic year. **NOTE:** During the pandemic, the Fire Marshall's office did not require evacuation drills in order to prevent people congregating in one area.

For the safety of all student residents, all building evacuations are considered genuine emergencies and residents will be instructed to take all necessary precautions and follow all evacuation instructions from student housing staff, Public Safety Officers, and any first responder personnel.

Residents are encouraged to read and follow all policies, rules and regulations regarding fire alarms, evacuations, assembly locations and the accounting of roommates and neighbors.

#### REPORTING A FIRE:

All fires shall be reported to the Public Safety Department:

1. To report an active fire dial 911
2. To report a past occurred fire dial (206) 592-3218
3. Report a fire to the Student Housing Manager at [studenthousing@highline.edu](mailto:studenthousing@highline.edu)

#### STUDENT HOUSING POLICIES: OPEN FLAMES, SMOKING AND SAFETY EQUIPMENT POLICY

- a. Student will immediately notify the housing manager in the event that the smoke detector or sprinkler head becomes damaged, lost, stolen, or otherwise inoperable. Student understands that the willful damage, theft, or destruction of any smoke detector, sprinkler head, or fire extinguisher endangers the safety of all students and employees. Student is prohibited from tampering with any smoke detector, sprinkler head, fire extinguisher or other fire safety equipment.

- b. Smoking of any kind, including vapor and electronic cigarette, is prohibited inside of the Campus View. Smoking is also prohibited within twenty-five (25) feet from entrances, exits, windows, and ventilation intakes that serve an enclosed area.
- c. The use of an open flame or heat source inside any part of Campus View is prohibited. This includes, but is not limited to: matches, lighters, smoking paraphernalia, candles, incense burners, oil or kerosene lamps, space heaters, halogen lamps, hot plates, barbecues, and burners of any kind.

#### CAMPUS FIRE STATISTICS

The annual fire safety statistics reported below contains fire statistics compiled from the 2019 calendar year for the Campus View facility.

#### On-Campus Student Housing – Fire Statistics for 2020

Fire Log 2019					
Student Housing	Student Housing Address	Date	Time	Location of Fire	# of Fires
Campus View	23609 Pacific Highway S. Des Moines, WA 98198	N/A	N/A	N/A	0

Fire Log 2020					
Student Housing	Student Housing Address	Date	Time	Location of Fire	# of Fires
Campus View	23609 Pacific Highway S. Des Moines, WA 98198	N/A	N/A	N/A	0

#### DEFINITION OF A FIRE

For the purposed of fire safety reporting, the Higher Education Act (HEA), defines a fire *as any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.*

This definition contains two (2) descriptions of fire.

- 1) Any instance of open flame or other burning in a place not intended to contain the burning. Examples include:
  - Trash can fire
  - Oven or microwave fire
  - Burning oven mitt on a stove
  - Grease fire on a stovetop
  - Flame coming from electric extension cord
  - Burning wall hanging or poster
  - Fire in an overheated bathroom vent fan

- Couch that is burning without any flame evident
- 2) Any instance of open flame or other burning in an uncontrolled manner. Examples include:
- Chimney fire
  - Gas stove fire
  - Fuel burner or boiler fire