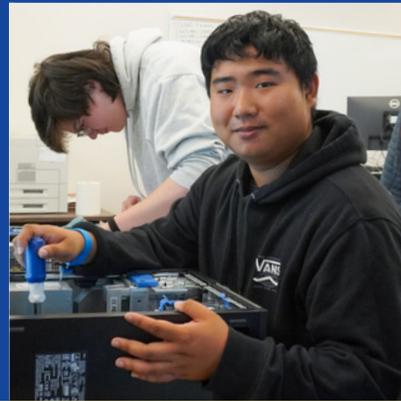
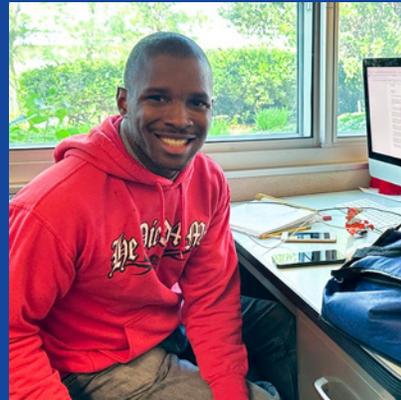




2025

ANNUAL SECURITY AND FIRE SAFETY REPORT



HIGHLINE COLLEGE
DEPARTMENT OF
PUBLIC SAFETY

Message from the Public Safety Department	2
Preparing the Annual Security Report	10
Compiling Crime Statistics	10
Highline College Clery Geography	12
Reporting Crimes and Other Emergencies	13
The Public Safety Department	16
Campus Security Authorities	17
Crime Prevention Programs	18
Access to Campus Facilities at Highline College	21
Emergency Plans and Procedures	27
Missing Student Policy	29
Sexual Assault, Domestic Violence, Dating Violence and Stalking	34
Conclusion	54
APPENDIX A	56
APPENDIX B	60
APPENDIX C - Crime Statistics for Non-campus Properties 2024	65

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 themselves 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.

David Menke

dmenke@highline.edu

Director of Public Safety and Emergency Management

Francesca Fender

ffender@highline.edu

Associate Director of Public Safety and Emergency Management

Crime Statistics for Calendar Year 2024

MAIN CAMPUS STATISTICS - 2400 S. 240TH ST. DES MOINES, WA

**Please note that occur in Campus residential housing facilities are crimes repeated from the on-campus column that occurred in the on campus housing premises.*

Criminal Homicide

YEAR	CAMPUS TOTAL	CAMPUS HOUSING	NON-CAMPUS	PUBLIC PROPERTY
2022	0	0	0	0
2023	0	0	0	0
2024	0	0	0	0

Robbery

YEAR	CAMPUS TOTAL	CAMPUS HOUSING	NON-CAMPUS	PUBLIC PROPERTY
2022	1	0	0	0
2023	0	0	0	0
2024	0	0	0	0

Aggravated Assault

YEAR	CAMPUS TOTAL	CAMPUS HOUSING	NON-CAMPUS	PUBLIC PROPERTY
2022	1	1	0	0
2023	0	0	0	0
2024	0	0	0	0

Motor Vehicle Theft

YEAR	CAMPUS TOTAL	CAMPUS HOUSING	NON-CAMPUS	PUBLIC PROPERTY
2022	7	0	0	0
2023	10	0	0	1
2024	7	2	0	0

Arson

YEAR	CAMPUS TOTAL	CAMPUS HOUSING	NON-CAMPUS	PUBLIC PROPERTY
2022	2	1	0	0
2023	0	0	0	0
2024	0	0	0	0

Burglary

YEAR	CAMPUS TOTAL	CAMPUS HOUSING	NON-CAMPUS	PUBLIC PROPERTY
2022	1	0	0	0
2023	2	0	0	0
2024	1	0	0	0

Liquor Law Violations (Referral)

YEAR	CAMPUS TOTAL	CAMPUS HOUSING	NON-CAMPUS	PUBLIC PROPERTY
2022	1	1	0	0
2023	0	0	0	0
2024	4	2	0	0

Weapons Law Violations (Referral)

YEAR	CAMPUS TOTAL	CAMPUS HOUSING	NON-CAMPUS	PUBLIC PROPERTY
2022	0	0	0	0
2023	0	0	0	0
2024	0	0	0	0

Drug Law Violations (Referral)

YEAR	CAMPUS TOTAL	CAMPUS HOUSING	NON-CAMPUS	PUBLIC PROPERTY
2022	1	1	0	0
2023	1	0	0	0
2024	3	3	0	0

Liquor Law Violations (Arrest)

YEAR	CAMPUS TOTAL	CAMPUS HOUSING	NON-CAMPUS	PUBLIC PROPERTY
2022	0	0	0	0
2023	0	0	0	0
2024	0	0	0	0

Weapons Law Violations (Arrest)

YEAR	CAMPUS TOTAL	CAMPUS HOUSING	NON-CAMPUS	PUBLIC PROPERTY
2022	1	1	0	0
2023	0	0	0	0
2024	0	0	0	0

Drug Law Violations (Arrest)

YEAR	CAMPUS TOTAL	CAMPUS HOUSING	NON-CAMPUS	PUBLIC PROPERTY
2022	0	0	0	0
2023	0	0	0	0
2024	0	0	0	0

Rape

YEAR	CAMPUS TOTAL	CAMPUS HOUSING	NON-CAMPUS	PUBLIC PROPERTY
2022	2	1	0	0
2023	0	0	0	0
2024	0	0	0	0

Fondling

YEAR	CAMPUS TOTAL	CAMPUS HOUSING	NON-CAMPUS	PUBLIC PROPERTY
2022	0	0	0	0
2023	0	0	0	0
2024	0	0	0	0

Incest

YEAR	CAMPUS TOTAL	CAMPUS HOUSING	NON-CAMPUS	PUBLIC PROPERTY
2022	0	0	0	0
2023	0	0	0	0
2024	0	0	0	0

Statutory Rape

YEAR	CAMPUS TOTAL	CAMPUS HOUSING	NON-CAMPUS	PUBLIC PROPERTY
2022	0	0	0	0
2023	0	0	0	0
2024	0	0	0	0

Hate Crimes

YEAR	CAMPUS TOTAL	CAMPUS HOUSING	NON-CAMPUS	PUBLIC PROPERTY
2022	0	0	0	0
2023	0	0	0	0
2024	0	0	0	0

Domestic Violence

YEAR	CAMPUS TOTAL	CAMPUS HOUSING	NON-CAMPUS	PUBLIC PROPERTY
2022	1	1	0	0
2023	0	0	0	0
2024	1	0	0	0

Dating Violence

YEAR	CAMPUS TOTAL	CAMPUS HOUSING	NON-CAMPUS	PUBLIC PROPERTY
2022	1	1	0	0
2023	0	0	0	0
2024	1	0	0	0

Stalking

YEAR	CAMPUS TOTAL	CAMPUS HOUSING	NON-CAMPUS	PUBLIC PROPERTY
2022	0	0	0	0
2023	2	1	0	0
2024	4	0	0	0

Sexual Assault

YEAR	CAMPUS TOTAL	CAMPUS HOUSING	NON-CAMPUS	PUBLIC PROPERTY
2022	0	0	0	0
2023	0	0	0	0
2024	0	0	0	0

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 Facilities. The Public Safety office not only works in real time to collect crime reports but also does a full review at the end of the calendar year, looking over police reports, student conduct cases and housing incidents. During this year-end review the Public Safety office works with the conduct office, housing to closely review cases to see if they meet the definition of a Clery crime.

In order to provide accurate crime statistics the Director and Associate Director of the Public Safety Department have fostered collaborative relationships with local law enforcement agencies. These agencies work closely with the Public Safety Department by serving public property areas adjacent to the college as well as identifying crime statistics for non-campus properties that Public Safety Officers do not patrol or provide response to.

Statistical data found on pages 3 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. Crimes that occurred in student housing are counted twice, once in the campus total column, and once more under the student housing column. The statistical information gathered by the Department of Education is available to the public through the ED website: <https://ope.ed.gov/campussafety/#/>.

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 1st, 2025.

Compiling Crime Statistics

The following definitions used for reporting 2025 Clery crimes are derived from the Federal Bureau of Investigation's Program and Department of Regulations:

- The definitions for Criminal Homicide, Robbery, Burglary, Arson, Liquor Law Violations, Rape, Aggravated Assault, Motor Vehicle Theft, Drug Law Violations, Illegal Weapons Possession, fondling, incest, and statutory rape are found in the National-Incident Based Reporting System (NIBRS).
- All hate crime data collection complies with the Uniform Crime Reporting System (UCR).
- The definitions for Dating Violence, Domestic Violence, Sexual Assault 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 2022, 2023, and 2024.

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 (Besides the main campus, Highline considers the MaST and Federal Way HUB to be separate campuses);
- 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 (immediately adjacent to Highline).
- In or on non-campus property ([a]ny 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).

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 Public Safety leadership team 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 the [Department of Education's Campus Safety and Security](#) page. You can access the annual Clery crime statistics, daily crime log and fire log at any time on the Public Safety website.

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, or the failure to make an arrest do not “unfound” a crime.

There were no unfounded crimes in the reporting year of 2022, 2023 and 2024.

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 while the eastern border is adjacent to Pacific Highway, and private businesses.

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 campus property crimes; public property (defined on the map with yellow lines) which is 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.



**The light yellow border on the map below represents the “public property” area of the college’s Clery geography.*

Reporting Crimes and Other Emergencies

Criminal actions and other emergencies occurring on campus should be reported immediately to the Public Safety Department by calling (206) 592-3218 or dialing 911 from campus or cellular phone. Support for instant messaging on Microsoft Teams is made on a “best- effort” basis and is not as reliable as voice calls made to the office line. Other methods include “blue light” emergency telephones. In addition to the Public Safety office, students can make reports to any of the employees listed as Campus Security Authorities in Appendix A.

Accurate crime reporting helps our department respond to threats or safety concerns on campus. We encourage all campus community members to report all crimes in an accurate and timely manner to the Public Safety office.

The department will respond by taking the following action(s) as necessary:

- Dispatch an officer/and or Des Moines Police Department to the scene of a reported incident.
- Investigate the incident and take statements from parties involved and witness statements.
- Take appropriate action(s) to identify, and refer the person(s) responsible to the student conduct office.
- Notify or request the assistance of other law enforcement and/or other agencies and college resources when necessary.
- Take action(s) and/or make appropriate notifications.

Emergency Reporting Procedures

- Dial 9-1-1 from a campus or mobile phone.
- Be ready to provide your name and number, describe the incident clearly and as accurately as possible.
- 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.
- Use any of the Blue Light Emergency Phones in the parking lot to report an emergency directly to the Public Safety Office. In the event Public Safety does not pick up the call will be forwarded to 911.

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 Substation at various times during the evening to serve Campus View residents.
- Email the Public Safety Team at publicsafety@highline.edu.
- File a crime report on the [Crime Reporting Form](#) located on the Public Safety website.
- For those that feel uncomfortable reporting to Public Safety officers, staff designated as Campus Security Authorities will accept crime reports on behalf of the Public Safety office. Appendix B on page 60 has a complete list of Campus Security Authorities.

Students and employees of Highline College come from diverse backgrounds and may not trust the Public Safety office immediately. In order to build a culture of healthy reporting, the officers try to build trust in the community by developing relationships with the various departments that work directly with student events and support services. It is considered part of the services we offer to listen to reports and safety concerns from all members of our community.

Confidential Reporting of Crime

Those who would like to make a report anonymously, may want to consider making a confidential report. The Public Safety Department reports voluntary reports of criminal activity completely anonymously with the online form found on the Public Safety page or by calling the office at 206-592-3218.

If a complainant requests 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. 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 of 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 and harassment reporters are notified that a decision maintain to confidentiality may limit the College's ability to fully investigate and respond to the allegations. Additionally, Public Safety staff are considered mandatory reporters and are obligated to report instances of sexual assault, discrimination or harassment.

Clery Compliance Committee

The Compliance Committee was established to promote campus compliance with the Jeanne Clery Act, Title IX, Anti-hazing, and other behavioral measures. 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 is purposeful in creating integrity and transparency around the college's Clery statistics.

Daily Crime Log

A daily crime log is available for review at the Public Safety Office in Student Services Building 6, room 101, 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.

The Public Safety Department

Authority & Jurisdiction

Through provision of the Washington Administrative Code (WAC), Campus Safety Officers are non-sworn officers. With regard to criminal matters on campus, Campus Safety Officers will make the initial response. If officers respond to a crime minor in nature, with no physical evidence at the scene and no suspect present, they will take the information and prepare a report to be forwarded to law enforcement. If any of the exceptions mentioned above are present then law enforcement will be notified. Public Safety officers do not have the authority to arrest suspects.

The Highline College campus is in the jurisdiction of the Des Moines Police Department and they have the authority to investigate crimes and make arrests on campus property.

Public Safety Department Structure



The Public Safety Department consists of the Director, Associate Director, 8 full time officers, 3 part time officers, and 1 full-time Program Specialist. 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). Meetings with law enforcement agencies are held 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.

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. (Complete list in Appendix B). 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).

Crime Prevention Programs

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. Any office or classroom can request the following trainings from the Public Safety office:

- **De-escalation training:** *Training available to employees, upon request intended to provide skills in bringing down the level of irritation and anger during discussions with students. Skills include, empathizing with feelings, explaining limits and options in a calm but authoritative manner, listing consequences of inappropriate behavior without threats or anger and working on not arguing back with a student who is at the height of their emotions.*
- **Violent intruder training and site walk-through:** *Offered for spaces, offices, or groups interested in reviewing procedures and physical safety measures listed as best practices for violent intruders. Training discusses the Department of Homeland Security recommended actions of Run, Hide, Fight. Also, the training covers the importance of recognizing the indications of escalating workplace violence behaviors and how to document them with a campus CARE report.*
- **Earthquake preparedness training:** *Provided annually during the Great Washington Shakeout. Reviews response for earthquakes including, drop, cover and hold, and what to expect after an earthquake ends. Many resources are shared*

via email, however in-person events are hosted upon request and during the Great Washington Shakeout.

- **Campus Security Authority training:** *Mandatory training for employees identified as CSA's. CSAs are entrusted to promptly notify the Public Safety office of crimes reported to them but are not responsible for investigating a crime or determining if a crime has occurred. CSAs are required to facilitate the collection of accurate crime statistics by formally notifying the college of Clery Crimes observed by them or reported to them by another individual and to provide VAWA crime victims with information on crime reporting and victim support resources (i.e., Victim Rights and Options). To ensure CSAs have a clear understanding of their role and responsibilities, CSAs are provided annual training by the college.*

Attendees of student and faculty orientations can obtain all the guidance and information necessary to begin their college experience at Highline. At the orientation, attendees watch a video that covers Public Safety services, parking and general safety precautions.

Campus Crime Prevention Clean-ups

Quarterly, the Public Safety Department hosts Campus Crime Prevention Clean-ups that recruit both student and employee volunteers to pick up trash and unsafe debris around campus. Clean-ups like this hopefully dissuade potential criminals from using the campus as a place to commit crimes. When the campus community takes pride in its appearance and pays attention to upkeep it can hopefully improve the “walkability” of campus. The time spent with volunteers is also used to promote crime prevention and awareness techniques.

Walking Escort 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 24/7, 365 days of the year. It can be requested by calling (206) 592-3218 or



extension 3218 from a campus telephone.

English Speakers of Other Languages (ESOL) Outreach

The Public Safety office provides consistent outreach efforts to the Outreach efforts will include visiting classrooms to discuss reporting crimes, utilizing escort services and general safety awareness while on campus. Additionally, a descriptive poster that communicates safety awareness with universally recognizable images is made available to students.

General 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 are personal safety tips:

- Campus can get dark, stick to lighted pathways and try to walk with a buddy.
- Walk assertively. If you think someone is following you or acting suspiciously, call Public Safety.
- If you're selling something or meeting up with someone you don't know, choose a public meeting place with lots of people around. For example, Building 6 (Student Services Building) or 8 (Student Union Building).
- If a stranger asks to use your cell phone, you do not have to say yes. Direct them to the Public Safety Office to use campus phones.
- Bullying or hazing is not tolerated on campus. If you believe you are a victim of either bullying or hazing, reach out to Public Safety. This college complies with Sam's law. To view the quarterly hazing report, [click here](#).



The following are vehicle safety tips:

- Lock your doors
- Close all windows

- Never leave belongings in

Access to Campus Facilities at Highline College

The Highline College Public Safety Department is responsible for providing a safe and secure environment and the protection of all properties and facilities owned, operated, controlled, or administered by the college. Public Safety is responsible for controlling access to all college facilities. Most Highline buildings and facilities are open to the public during the day and variable evening hours when classes are in session. During times the college is officially closed, buildings are locked and only faculty, staff, and some students with proper authorization are permitted access. Many buildings on campus are equipped with an access control system (card key access) where door contacts for operational hours are electronically controlled by the Public Safety office.

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 college employment or any other activity for which key or card access is granted, all such items must be returned through the employee separation checklist process.

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

Highline College uses strategically placed video cameras to provide physical security for parking lots and some areas of the campus perimeter. The primary intent of video camera use is to discourage theft and criminal activity and enhance the likelihood of apprehending and successfully prosecuting offenders. 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.

Special Considerations for Student Housing Access

On the Highline College campus, student housing operates under an electronic access control system. All entrances to the residence building remain locked at all times and only 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 transferable and are immediately wiped of access once a resident has moved out of the building.

Some of the guest and visitor regulations include but are not limited to:

- Guests are expected to 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.

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.

The resident building shares the ground floor with two private businesses. The businesses do not have access to the resident lobby or the housing floors and are responsible for securing their areas after hours of operation.

Facility Work Order Report

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.

Maintenance of Campus Facilities

Highline College is always working to improve the security of campus through landscaping that minimizes hazardous conditions. Pathways with landscaping are 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.

The campus Safety Committee meets quarterly to review safety concerns put forth by employees and students that could result in physical harm. The committee reviews the concerns and creates a work plan to address them and reduce the potential risk. As of writing this report, the committee is dedicated to improving the lighting in parking lots and along pathways.

Public Safety Alerts (Warnings)

Timely Warnings Policy

Highline College Public Safety Office will issue “timely warning” notifications about crimes, occurring on campus or within our Clery Act geographic area, that have been reported to the Public Safety Department or local law enforcement AND are considered by the college to represent a serious or continuing threat to students and employees.

The primary intention of “timely warning” notifications is to provide pertinent information to enable the campus community members to protect themselves. The decision to issue a timely warning is made on a case-by-case basis, taking into account the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts. “Timely warning” notifications will contain relevant information about the crime, including the potential of an on-going threat, AND safety guidelines to help in the prevention of similar crimes. As pertinent information is available the Public Safety Office will issue “timely warnings” utilizing various means to reach as many students and employees as possible, including email, text alerts, and posted notifications around the campus.

Additional Considerations for Timely Warnings

Once pertinent information is available and the Public Safety office has confirmed relevant facts, a case-by-case analysis will be completed, and a determination will be made as to whether the incident is an ongoing threat to the community. 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
- Program Specialist, Public Safety Department
- Vice President of Administrative Services

Other factors that are considered before making the decision to send the timely notification include but are not limited to:

- Physical injury to a victim
- Use of weapons
- Forced entry used and/or tools used in commission of the crime
- A suspect arrested or incapacitated by injury
- A suspect that is identified or otherwise can be located by law enforcement
- A suspect that is out of the area
- A victim who fears for their safety from the suspect
- A clear modus operandi and/or pre-planning indicated
- Multiple suspect(s) involved
- A pattern of similar crimes established
- The possible risk of compromising law enforcement efforts, such as to gather evidence and/or apprehend suspect(s), if a warning was issued

Timely warnings are distributed through college email accounts and in special circumstances may be sent to mobile phone numbers through the HC TextAlert system. Updates to the College community about any particular case resulting in a “Clery crime alert” may be distributed via email. Hard copies of the timely warning may be placed on campus building entrance doors when it’s found necessary.

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 determination that an emergency notification is necessary the Associate Director of Public Safety or their designee will draft the message text using the confirmed facts of the situation and the recommended action. The message will be sent immediately to the entire campus community, unless it's been determined that the majority of campus is not under threat and it’s possible just Campus View residents need to receive.

Though rare, there are times only a certain segment of the college community will be notified of an emergency incident. For example, if an incident occurs on a Saturday evening when campus is largely closed, the choice might be made to alert the Campus View students only. The Public Safety office will assess for incidents that pose a dangerous situation or a significant emergency and make a decision if only a segment of the community needs notification. If a message is sent to Campus View residents only, the message will be tailored to that audience and have instructions specifically for them.

As emergencies are often fluid events, you may receive multiple emergency messages. As information is provided, additional messages are sent with relevant information to continue to keep the college community aware of the situation. At a minimum, you should receive an initial message about the emergency and an all-clear message.

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.

Emergency Alerts Components:

Desktop Alert

Desktop Alert allows for the ability to send emergency alert notifications 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) will deliver a text-to-speech automated message. Please listen to the alert, do not hang up the phone until the message is done playing and follow the recommended action.

Outdoor/Indoor Public Address Speakers

The campus's outdoor public address system consists 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

HC Text Alert is part of the Highline College emergency messaging system. All students who are actively enrolled in classes are automatically opted-in to HC Text Alert. The text alert system allows the college to send emergency messages and crisis information directly and quickly to your cell phones on record. ALL STUDENTS should check to make sure their mobile phone number is correct in ctcLink. (Learn how to update your ctcLink information). Users also have the ability to change their preferred language in the emergency notification app.

Email Alerts

If you are a current Highline faculty, staff, or student, you are automatically registered for email alerts.

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.

A list of employees by title responsible for initiating and creating content for emergency notifications:

1. Associate Director of Public Safety
2. Director of Public Safety
3. Sergeant, Public Safety

Emergency Plans and Procedures

Emergency Response

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, 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 Comprehensive Emergency Management Plan, conducts emergency response exercises each quarter, 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.

Drills, tests, and exercises run by the emergency management office are designed to test emergency plans and overall campus readiness. Most of the planned quarterly exercises involve the emergency response team, and communication team; a group of people who respond to campus incidents as part of their job duties.

The emergency response team has received training on the National Incident Management System and the Incident Command System from the Federal Emergency Management Agency.

Emergency Evacuation Procedures

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)).

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 25), describing basic incident response to several different scenarios, are placed in every college building. 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, and 30.
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.
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.

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 a 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 and Compliance:

- 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 Procedure Poster



HIGHLINE COLLEGE **EMERGENCY PROCEDURES**

EARTHQUAKE

WHEN SHAKING STARTS... **1 DROP-COVER-HOLD** **2 EVACUATE**

SUSPICIOUS PERSON

SEE SOMETHING, SAY SOMETHING **206-592-3218**

ACTIVE SHOOTER

1 RUN **2 HIDE** **3 FIGHT**

FIRE

911

©2020 4/20

The poster is a red-bordered graphic with four horizontal panels. Each panel has a circular icon on the left and a title. The first panel, 'EARTHQUAKE', shows buildings shaking, a person under a table, and a person running. The second, 'SUSPICIOUS PERSON', shows a burglar, a car, and a phone call to a public safety department. The third, 'ACTIVE SHOOTER', shows a handgun, people running, a person hiding, and a person fighting. The fourth, 'FIRE', shows a kitchen fire, a person running, a person on a phone, and a burning building. The number '911' is prominently displayed in the fire section.

Drug, Alcohol and Weapons - Policies and Program

Below are 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 are 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 and Prevention

Highline College complies with the Drug Free Schools and Community Act. This act requires the college to adopt and implement a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees in order to remain eligible for federal financial assistance. To comply with this act the college emails students at the start of Fall quarter to distribute available training regarding alcohol and drugs. The training provides the opportunity to learn applicable legal sanctions under federal and state laws, a description of health risks associated with the risks of taking illicit drugs or alcohol, a list of drug and alcohol programs available to students and a clear statement of disciplinary actions that could be imposed on students and employees.

Assistance for students with alcohol and drug abuse issues is available by appointment through the Counseling Center, located in Building 6. Beginning Fall 2024, residents within Campus View, will be assigned a mandatory online course titled “Understanding Alcohol and Other Drugs”. Additionally, AlcoholEdu will be assigned to all students under “extra training”. For other students, this course will be a recommended course.

Self-referral can also be made to agencies such as the following:

- Drug Addiction Hotline Washington, 1-844-289-0879
- Navos Mental Health and Wellness Center, (206) 257-6600
- Crisis Connections 24 hour line, (866) 427-4747

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 a resolution.

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.

Discipline and Sanctions

As an institution of higher education, Highline is an adult learning environment and expects all students to conduct themselves in a respectful and orderly manner. Consistent with procedures established by the Student Conduct Code, WAC 1321-126, any student at Highline College may be suspended, placed on probation, or given a lesser sanction for violating college policies and campus regulations.

Students can refer to the Highline College Student Conduct Code, where violations are listed in Prohibited Student Conduct section (WAC 1321-126-100). Access the document here using this link.

Sexual Assault, Domestic Violence, Dating Violence and Stalking

Sexual Assault Position Statement

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 Student Conduct Code found in the Washington Administrative Code, Title 1321 WAC 1321-126.

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.

The following information, consistent with U.S. Department of Education Title IX guidance, provides details on the college's response, resources and remedies to sexual violence.

Definitions

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

Consent

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.

Under our prohibited conduct within Title IX, sexual assault is defined as Sexual assault includes the following conduct:

(a) Non Consensual sexual intercourse. Any actual or attempted sexual intercourse (anal, oral, or vaginal), however slight, with any object or body part, by a person upon another person, that is without consent and/or by force. Sexual

intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.

(b) Nonconsensual sexual contact. Any actual or attempted sexual touching, however slight, with any body part or object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

(c) Incest. Sexual intercourse or sexual contact with a person known to be related to them, either legitimately or illegitimately, as an ancestor, descendant, brother, or sister of either wholly or half related. Descendants include stepchildren and adopted children under the age of eighteen.

(d) Statutory rape. Consensual sexual intercourse between someone who is eighteen years of age or older and someone who is under the age of sixteen.

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.

Under our prohibited conduct within Title IX, domestic violence is defined as physical violence, bodily injury, assault, the infliction of fear or imminent physical harm, sexual assault, or stalking committed 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, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Washington, 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 state of Washington, RCW 26.50.010.

Dating Violence

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.

Under our prohibited conduct within Title IX, dating violence is defined as physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person:

- a) Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- b) Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (i) The length of the relationship;
 - (ii) The type of relationship; and
 - (iii) The frequency of interaction between the persons involved in the relationship.

Stalking

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.

Sexual Assault Prevention and Education Programs

The College provides free educational programs to prevent domestic violence, dating violence, sexual assault and stalking. Throughout the year, the Women's Programs office 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.

Get Inclusive: Voices for Change

Bystander intervention training is mandatory for all incoming students and a link with the training module is sent via email to student accounts. The objective of the training is to provide students the skills and knowledge to safely intervene when they witness troubling behavior.

All new students are automatically enrolled in an online training course titled “Voices for Change” and are required to complete the training during their first quarter. Incoming students will receive an invitation email in their highline email address by the first week of the quarter. The course contains four modules, alcohol and other drugs, consent and sexual violence, hazing and bullying, and identities and inclusion.

Women's Programs Educational Campaigns

The College has developed an annual educational campaign 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 speaker series, and an annual marketing series.

Training	Department	Date
Clothesline (art projects that share empowering messages for women victims of violence).	Women's Programs	Early October
Domestic Violence Presentation (by YWCA)	Women's Programs	Fall Quarter
Domestic Violence 101	Women's Programs	Early October (domestic violence awareness month).

Procedures for Victims of Domestic Violence, Dating Violence, Stalking, Sexual Assault and Harrassment.

- 1) If you are not safe and need immediate help, call the police. If the incident happened on campus, call the Public Safety Department at 206-592-3218.
- 2) Do what you need to do to feel safe. Go to a safe place or contact someone with whom you are comfortable. You can call the 24 hour crisis hotline at 866-427-4747 toll free to get advice and discuss options for how to proceed.
- 3) If you have experienced sex or gender discrimination, including sexual assault, relationship or intimate partner violence, stalking, sexual harassment, or other sexual misconduct, you have the right to make a formal complaint and request an investigation.
- 4) Do not shower, bathe, douche, change or destroy clothes, eat, drink, smoke, chew gum, take any medications or straighten the room or place of the incident. Preserving evidence is critical for criminal prosecution. Although you may not want to prosecute immediately after the incident, that choice will not be available without credible evidence. The evidence collected can also be useful in the campus conduct process. 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 officials or police.

- 5) Go to the closest medical center to receive care for any physical injuries that may have occurred. While in the emergency room, treatment will be provided for sexually transmitted diseases and to prevent pregnancy if desired.
- 6) Upon arrival at the Medical Center, you will be taken to a private exam area. Some hospitals provide a Sexual Assault Nurse Examiner (SANE), which is a registered nurse who completed additional education and training to provide comprehensive health care to survivors of sexual assault. The nurse will need to perform an examination in order to treat any injuries and gather evidence. Note: a sexual assault exam can be performed up to 120 hours (five days) after the assault.
- 7) With your permission, the Sexual Assault Response Advocate will support you throughout the entire exam, which will be performed by the nurse. The advocate will provide a packet of written materials that contains information about common reactions to sexual assault, follow-up medical needs and support services.

Reporting and Involving Campus Officials

Students have multiple options for reporting sexual assault and harassment cases at the college. Any person may report sex discrimination, including sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), online, in person, by mail, by telephone, or by e-mail, using the contact information listed for the Title IX (see below section title Role of Title IX Coordinator).



For complainants who wish to submit a written complaint about a student, a formal complaint form is available online at [Incident Reporting Form](#). For complainants who wish to submit a written complaint about an employee, a formal complaint form is available online at [faculty and staff discrimination & harassment report](#).

For complainants who wish to schedule a meeting with the Title IX coordinator:
Call: (206) 592-3600 or email titleix@highline.edu.

For complainants who wish to file a report of an alleged student conduct violation: Submit a [report online](#).

Students and employees also have the option of filing a report with the Public Safety Department. To file a report and inquire about the support services mentioned student have the following reporting options:

- Call for an appointment at: 206-592-3218
- File an online report at: [Crime Reporting Form](#)

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. Victims also have a right to decline filing a police report while working with any Highline College office.

If the suspect is also a student, the complainant of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the Student Conduct Office, or only the latter. A representative from the Campus Safety Office, or the Title IX office, will guide the complainant through the available options, support the complainant in his or her decision, and will assist the student in notifying appropriate authorities if the student requests. Students and employees who are victims of sexual assault, domestic violence, dating violence, or stalking, are encouraged to seek help from the following community organizations in addition to those provided on campus:

- King County Regional Crisis Line at the Crisis Connections Line, (866) 427-4747 or (206) 461-3222
- Rape, Abuse & Incest National Network (RAINN) , (800) 656-4673
- King County Domestic Violence Hotline, (206)737-0242 or (877)737-0242
- National Domestic Violence Hotline, (800) 799-7233
- Teen Dating Violence Hotline, (866)331-9474
- Valley Medical Center, (425) 228-3430

Some of these organizations are repeated in the Resources for Victims section [on page](#).

A complainant can file both a Title IX report and a Student Conduct violation report, however both of those offices also have the option of starting reports and investigations without the complainant if they find the initial report meets the

Role of the Title IX Coordinator

“Title IX Coordinator” is responsible for processing Title IX Complaints and conducting or overseeing formal investigations and informal resolution processes under this Investigation Procedure. The college Title IX Coordinator is:

Name: Danielle Slota
Title: Executive Director, Office of the President
Office: Building 12, Room 134
Email: dslota@highline.edu or titleix@highline.edu
Phone: (206) 592-3600

During an investigation, the Title IX Coordinator or a delegate is responsible for the following:

1. Accepting, evaluating, and processing all sex discrimination and sex-based harassment complaints, reports or referrals.
2. Conducting an intake meeting with the complainant and, at that time, notifying the complainant, or the individual who reported the conduct if the complainant is unknown, of the College’s Sex Discrimination investigation and disciplinary procedures, as well as the informal resolution process if appropriate and available. After providing this information, the Title IX Coordinator will ascertain whether the Complainant or the College will proceed with an investigation of the Sex Discrimination Complaint.
3. Addressing and resolving, if possible, questions regarding confidentiality raised by parties and witnesses.
4. Determining whether a Complaint should be dismissed during the investigation phase, and if so, notifying the Complainant or the Parties (if Respondent has been notified of the Complaint) of the reasons for the dismissal, and providing the Complainant or Parties with information about the procedure for filing an appeal of the dismissal.
5. Maintaining accurate records of all complaints, reports, and referrals.
6. Retaining investigation files, Complaints, reports, and referrals in compliance with applicable records retention periods or federal or state law, whichever is longer.
7. Either conducting an impartial investigation of a complaint or assigning the investigation to an impartial investigator and overseeing the investigation.
8. Engaging in an interactive process with both parties to identify and provide supportive measures that ensure during the investigation and disciplinary processes that the parties have equitable access to education programs and

activities and are protected from further discrimination or retaliation and making revisions to supportive measures as circumstances may require.

9. Upon completion of an investigation, issuing or overseeing the issuance of a final investigation report to the parties and to the appropriate disciplinary authority in compliance with this investigation procedure.
10. Recommending non-disciplinary corrective measures to stop, remediate, and/or prevent recurrence of discriminatory conduct to College disciplinary authorities and administrators.
11. For more information on the role of the Title IX Coordinator, visit <https://humanresources.highline.edu/faculty-and-staff/policies/title-ix/>.

Mandatory Reporters

All college employees, excluding confidential employees, are mandatory reporters. Meaning that members of the college community **MUST** report incidents of sex based discrimination, sexual harassment, sexual misconduct, pregnancy and parenting rights, sexual assault, dating violence, domestic violence or stalking that are reported to them.



College personnel will report all allegations of what can reasonably constitute sex discrimination to the Title IX office for appropriate reporting.

Confidentiality

Treating physicians, psychotherapists, professional counselors, and clergy (of which the college does not employ) who work or volunteer providing medical or mental health treatment or counseling may not report any information about an incident of sexual misconduct, without your consent.

The Public Safety office will omit names in all Clery Act reporting, disclosures, recordkeeping, daily crime logs and the annual security report for those who request confidentiality. However, if a complainant insists on confidentiality, the College may not be able to fully assist the complainant with: college academic support or accommodations; changes to college-based living or working schedules; or adjustments to course schedules. The Public Safety Director or the Title IX coordinator will work

with the victim to ensure they are comfortable with the level of confidentiality being provided.

A complainant who at first requests confidentiality may later decide to file a complaint with the college or report the incident to the police, and thus have the incident fully investigated. Counselors and advocates can provide complainants with that assistance if requested.

Procedures the College will Follow when a crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking is Reported.

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.

NOTE: If the college determines that the respondent poses a serious and immediate threat to the campus community, under the Clery Act the campus may be required to issue a timely warning to the community. Any such warning will not include any information that identifies the victim.

Domestic Violence (Student Procedure)

1. Institution will assess the immediate safety needs of the complainant.
2. Institution will assist the complainant with contacting local police if the complainant requests AND the complainant provides contact information for the local police department.
3. Institution will provide written instructions on how to apply for a Protective Order.
4. Institution will provide written information to the complainant on how to preserve evidence.
5. Institutions will assess the need to implement interim or long term protective measures to protect the complainant, if appropriate.
6. Institution will inform the complainant and respondent of the outcome of the investigation, whether or not the complaint will progress to a hearing.
7. Institution will provide a no contact order to all parties if deemed appropriate.

Dating Violence (Student Procedure)

1. Institution will assess the immediate safety needs of the complainant.
2. Institution will assist the complainant with contacting local police if the complainant requests AND provide the complainant with contact information for the local police department.
3. Institution will provide written instructions on how to apply for a Protective Order.
4. Institution will provide written information to the complainant on how to preserve evidence.
5. Institutions will assess the need to implement interim or long term protective measures to protect the complainant, if appropriate.
6. Institution will inform the complainant and respondent of the outcome of the investigation, whether or not the complaint will progress to a hearing.
7. Institution will provide a no contact order to all parties if deemed appropriate

Sexual Assault (Student Procedure)

1. Depending on when reported (immediate vs delayed report), institution will assist complainant with access to medical care
2. Institution will assess immediate safety needs of complainant
3. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department
4. Institution will provide complainant with referrals to on and off campus mental health providers
5. Institutions will assess the need to implement interim or long-term protective measures, if appropriate
6. Institution will provide the victim with a written explanation of the complainant rights and options
7. Institution will provide a No Contact Order to all parties if deemed appropriate

8. Institution will provide written instructions on how to apply for Protective Order
9. Institution will provide a copy of the policy applicable to sexual assault and inform the complainant regarding the procedure for reporting investigation and resolution.
10. Institution will inform the complainant and respondent of the outcome of the investigation, whether or not the complaint will progress to a hearing.
11. Institution 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 (Student Procedure)

1. Institution will assess immediate safety needs of complainant
2. Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department
3. Institution will provide written instructions on how to apply for Protective Order
4. Institution will provide written information to the complainant on how to preserve evidence
5. Institution will assess need to implement interim or long term protective measures to protect the complainant, if appropriate
6. Institution will inform the complainant and respondent of the outcome of the investigation, whether or not the complaint will progress to a hearing.

NOTE: In any Title IX complaint of sexual misconduct, discrimination or harassment, both parties are entitled to be accompanied to any related meeting or proceeding by an advisor of their choice. The advisor can be any person who is not otherwise involved in the investigation, and serves as a support person throughout the process. Both parties are encouraged to fully participate in the process, and their advisor may speak on the behalf of the participant. Once an investigation is complete, the parties will be informed of the outcome, in writing, including the finding, the sanctions (if any) and the rationale therefore. Delivery of this outcome to the parties will occur without undue delay between notifications. All parties will also be informed in writing of their right to

exercise a request for appeal. Should any change in outcome occur prior to finalization, all parties will be timely informed in writing, and will be notified when the results of the resolution process become final. All processes shall be conducted in a reasonable time.

Standard of evidence

The standard of evidence to be used to determine responsibility for any institutional disciplinary proceeding is the preponderance of the evidence standard. Thus, each sexual misconduct case investigated by either the Title IX office or the Student Conduct office will use that standard of evidence. During the investigation procedure, the college is responsible for gathering and presenting evidence to a neutral and unbiased decision maker who will determine if a violation has occurred.

Employee procedures for sexual assault and harassment:

Upon receiving the Title IX investigation report from the Title IX Coordinator, the employee disciplinary officer will independently review the report to determine whether there are sufficient grounds to pursue a disciplinary action against the Respondent for engaging in prohibited conduct under Title IX.

If the employee disciplinary officer determines that there are sufficient grounds to proceed under these supplemental procedures, the employee disciplinary officer will initiate a Title IX disciplinary proceeding by filing a written disciplinary notice with the decision maker and by serving the notice on the Respondent and the Complainant, and their respective advisors. The notice must:

1. Set forth the basis for Title IX jurisdiction;
2. Identify the alleged Title IX violation(s);
3. Set forth the facts underlying the allegation(s);
4. Identify the range of possible sanctions that may be imposed if the Respondent is found responsible for the alleged violation(s);
5. Explain that each Party is entitled to be accompanied by an Advisor of their own choosing during the hearing and that:
6. Advisors will be responsible for questioning all witnesses on the Party's behalf;
7. An Advisor may be an attorney and/or, if the Party is a represented employee, a union representative;
8. A represented employee who chooses an Advisor who is not a union representative must submit a signed waiver of union representation that includes consent from the union; and

9. The College will appoint the Party an Advisor of the College's choosing at no cost to the Party, if the Party fails to choose an Advisor; and
10. Explain that if a Party fails to appear at the hearing, a decision of responsibility may be made in the Party's absence.

Interim Measures to Protect Safety and Well-Being

The Title IX Coordinator promptly makes supportive measures available to the Parties upon receiving notice or a complaint. At the time that supportive measures are offered, the college will inform the complainant, in writing, that they may file a formal complaint with the college either at the time or in the future, if they have not done so already. The Title IX Coordinator works with the complainant to ensure that their wishes are considered with respect to the supportive measures that are planned and implemented. The college will maintain the privacy of the supportive measures that are planned and implemented.. The college will act to ensure as minimal an academic/occupational impact on the Parties as possible. These actions may include, but are not limited to:

- Communication and contact restrictions between complainant and respondent.
- Complying with protection/anti-harassment order issued by the appropriate court of the State of Washington.
- Class or work schedule changes.
- Alternate housing arrangements.
- Limiting access to certain Highline facilities or activities.
- Leave of absence.
- Public Safety escorts across campus.
- Academic support services.
- Other remedies which can be tailored to the involved parties to achieve the goals of this policy.
- Counseling services through the Counseling Center for students or the Employee Assistance Plan (EAP) for staff and faculty.

While the college can issue a no contact order that applies while both parties are on campus, it cannot issue order of protection, restraining orders, or similar lawful orders issued by criminal, civil, or by tribal court. However, the college Public Safety office can support victims who are interested in acquiring civil protection orders and guide them along the process.

Physical Evidence

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 the following:

- 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/or the Title IX Coordinator so that those orders called a no contact order can be observed on campus.

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.

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

Campus Office	Location	Phone Number
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 12, Room 134	206-592-3601
Office of International Students	Building 25, Fifth Floor	(206) 592-3725

Community Resources

Agency	Location (if applicable)	Phone Number
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
National Sexual Assault Hotline Confidential 24/7 Support (RAINN)		800-656-4673
Washington Teen Link (a service of crisis connections)	Available evenings	866-833-6546
King County Crisis Clinic		206-461-3222 866-427-4747
National Domestic Violence Hotline		1-800-799-7233 Text "start" to 88788
YWCA Domestic Violence Advocacy Program	South King County Regional Center:	206-280-9961
Des Moines Municipal Court	21630 11 th Ave. S Suite C Des Moines, WA 98198	206-878-4597
StrongHearts Native Helpline		1-844-762-8483

King/Snohomish/Pierce County Deaf Hotline		206-812-1001
Kling County Sheriff's Office		(206) 296-3311

Disciplinary Proceedings

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.

Adjudication of Violations

Whether or not criminal charges are filed, the College 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 if the complainant chooses to pursue criminal charges. A complainant 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. Additionally, when a student or employee reports to the institution that the student or employee has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on campus or off campus, the institution will provide the student or employee a written explanation of the students' or employee's rights and options.

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. Title IX regulations assure that the accuser and the accused will have the same opportunities to have others present, including an

advisor of the individual's choosing, in any disciplinary-related meeting. The disciplinary process

The institution must provide a statement that it will simultaneously provide in writing to both the accused and the accuser; the results of any disciplinary proceeding conducted by such institution against a student accused of dating violence, domestic violence, sexual assault or stalking. The institution's procedures for the accused and accuser to appeal the result of the institutional disciplinary hearing, if such procedures are available; any changes to the result; and when the results become final.

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.

Under the Student Conduct office, when a report is submitted that alleges a violation of Student Conduct Code, the following can be expected for the disciplinary proceeding.

1. **Report is submitted:** alleged violation of Student Conduct Code.
2. **Preliminary investigation:** Information gathering from complainant, witnesses and reporting parties (When possible The Office of Standards will respond to the reporting parties within 48 hours). Letter and email notification of disciplinary meeting is sent to the student (Code Violations).
3. **Initial Disciplinary Meeting:** Student attends a hearing with the Student Conduct Officer. Allegations are presented and the student(s) are given the opportunity to respond and explain. All parties involved may be accompanied by a non-attorney assistant or advocate of his/her choice at any point during the process.
4. **Action based on findings:** within ten business days, the institution will simultaneously notify, in writing, both the accuser and the accused of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault or stalking and are notified of the outcome of the initial disciplinary meeting.

*This process may be modified or expanded to include summary suspension or other actions based on the severity and nature of Code violations. For a full description of the Student Conduct Process including Title IX related proceedings, please review the [Highline College Student Conduct Code](#).

- Possible actions include:
- Exoneration
- Disciplinary Warning (verbal)

- Written Reprimand
- Disciplinary Probation
- Disciplinary Suspension (specific time period)
- Disciplinary Dismissal (permanent removal)

In some cases, the Student Conduct Officer may refer a student to the Student Conduct Committee for disciplinary actions.

Sanctions

For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Conduct Code and a finding of responsibility can result in a warning, written reprimand, disciplinary probation, disciplinary suspension or disciplinary dismissal from the college. 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, both, or multiple parties involved.

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 person's 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; and a photograph;

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.

It should be noted that the sex offender units for each sheriff's department no longer posts notifications (bulletins) for Level 1 sex offenders.

The Highline community may conduct their own sex offender searches at the links below (please note, level one sex offenders will no longer show up in a search):

- [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 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.

APPENDIX A

2023 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 pre plan 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

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. Students are 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.

DEFINITION OF A FIRE

For the purposes 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

CAMPUS FIRE STATISTICS

On-Campus Student Housing – Fire Statistics for 2022 - 2024

Fire Log 2022

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 2023

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 2024

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

APPENDIX B

List of Campus Security Authorities (as of September 2025)

Employee Name	Job Title	Email	Phone
Mike Gruberg	ISP Program Manager	mgruberg@highline.edu	206-592-3906
Ana Morales	ISP Program Manager	amorales@highline.edu	206-592-3552

Eva Englehard	International Student Advisor	eengelhard@highline.edu	206-592-3664
Nga Pham	International Student Advisor	npham@highline.edu	206-592-3988
Chase Magliocca	Director of Running Start	cmagliocca@highline.edu	206-592-3886
Loyal Allen Jr.	Associate Dean of Funding		
Jan Patrick Campanano	Academic Advisor	pcampanano@highline.edu	206-592-3115
Quynh Mihara	Director of Enrollment Services & Registrar	qmihara@highline.edu	206-592-4366
Feney Perez	Assoc. Director of Registration & Records	fperez@highline.edu	206-592-4435
Angela Thao	athao@highline.edu	athao@highline.edu	206-592-4197
Lomasi Marshall	Entry Advisor	lmarshall@highline.edu	206-592-3355
Margiorry Davila	Administrative Assistant	mdavila@highline.edu	206-592-3200
Mya Kim	RS Academic Advisor	mkim@highline.edu	206-592-4131
Kirsten Rinker	RS Academic Advisor	krinker@highline.edu	206-592-3492
Karen Steinbach	Program Manager	ksteinbach@highline.edu	206-592-3355
Samantha Bartlett	Program Coordinator	sbartlett@highline.edu	206-592-3221
Larisa Wendfeldt	Director, Counseling	lwendfeldt@highline.edu	206-592-3579
Alex Lawrence	Program Coordinator, Counseling	alawrence@highline.edu	206-592-3353
Megan Mihara	Program Manager, TRiO	mmihara@highline.edu	206-592-4366
Blia Xiong	Program Specialist, TRiO	bxiong@highline.edu	206-592-3229

Maribel Jimenez	VP of Equity, Diversity, and Transformation	mjimenez@highline.edu	206-592-3607
Rus Higley	MaST Director	rhigley@highline.edu	206-592-3135
Krystal Welch	Cohort learning director and Umoja	kwelch@highline.edu	206-592-3148
Geomarc Panelo	Mentorship Programs Leadership Advisor	gpanelo@highline.edu	206-592-3901
Danielle Slota	Executive Director	dslota@highline.edu	206-291-2494
Etevis Leiato	Executive Assistant	eleiato@highline.edu	206-960-7452
Edwina Fui	Center for Cultural and Inclusive Excellence	efui@highline.edu	206-592-4319
Sara Thomas	Programming and Marketing Leadership Advisor	stthomas@highline.edu	206-592-3256
Cindy Arias	CCIE Program Assistant	carias@highline.edu	206-592-3296
Geomarc Panelo	Mentorship Programs Leadership Advisor	gpanelo@highline.edu	206-592-3901
Cassie Geraghty	Clubs Leadership Advisor	cgeraghty@highline.edu	206-592-3892
Tuan Dao	CLS Program Specialist	tudao@highline.edu	206-592-3255
Yara Bautista-Penafiel	CCIE Program Coordinator	ybautistapenafiel@highline.edu	206-592-3296
Jeffrey Kurnick	International Engagement Leadership Advisor	jkurnick@highline.edu	206-592-3918
Oussama Alkhalili	Club Advisor	oalkhalili@highline.edu	
Zanetka Gawronski	Club Advisor	zgawronski@highline.edu	
Michelle Dwyer	Club Advisor	mdwyer@highline.edu	
Krystal Welch	Club Advisor	kwelch@highline.edu	
Laneeka Hall	Club Advisor	lhall@highline.edu	
Aaron Hayden	Club Advisor	ahayden@highline.edu	

Tetyana Matsyuk	Club Advisor	tmatsyuk@highline.edu	
Dusty Wilson	Club Advisor	dwilson@highline.edu	
Aaron Hayden	Club Advisor		
Laneeka Hall	Club Advisor		
Mary Kajoka	Club Advisor	mkajoka@highline.edu	
Cathy Cartwright	Club Advisor	ccartwright@highline.edu	
Krystal Bjorge	Club Advisor	nbjorge@highline.edu	
Aleya Dhanji	Club Advisor	adhanji@highline.edu	
Kirsten Rinker	Club Advisor	krinker@highline.edu	
Chino Gonzalez	Club Advisor		
Amy Rider	Club Advisor	arider@highline.edu	
Fred Goglia	Club Advisor	fgoglia@highline.edu	
Jennifer Sandler	Club Advisor	jsandler@highline.edu	
Lori Evans	Club Advisor	levans@highline.edu	
Diego Luna	Club Advisor	dluna@highline.edu	
Kareen Maloney	Club Advisor	kmaloney@highline.edu	
Michael Pham	Club Advisor	mpham@highline.edu	
Jenny Olson	Club Advisor	jolson@highline.edu	
Gabrielle Bachmeier	Dean	gbachmeier@highline.edu	
Gerie Ventura	Associate Dean	gventura@highline.edu	
Timur Kuzu	MESA Director	tkuzu@highline.edu	
JaeLeesa Smith	ASC Director	jsmith@highline.edu	
Rus Higley	MaST Director	rhigley@highline.edu	206-592-3135
Josh Gerstman	Vice President	jgerstman@highline.edu	206-592-3705
Dominique Barnes	Administrative Assist.	dbarnes@highline.edu	206-592-3209
Danielle Slota	Exec. Director	dslota@highline.edu	206-592-3600

Alycia Williams	Program Manager - A	alwilliams@highline.edu	206-592-3842
Afrah Mohamed	Life Skills Advisor	afmohamed@highline.edu	206-592-3107
Sean Kerr	Advisor	sekerr@highline.edu	206-592-3240
Eve Garcia Torbensen	Office Assistant	egarciatorbensen@highline.edu	650-619-1313
John Dunn	Athletics Director	jdunn@highline.edu	206-592-3455
Laura Rosa	Assistant Athletics Director	lrosa@highline.edu	206-592-3312
Makoa Rosa	Assistant Athletics Director	mrosa@highline.edu	
Jennifer Armenta	Part time athletics	jarmenta@highline.edu	
Barry Carel	Athletics, PE Facilities Manager	bcarel@highline.edu	
Daimen Crump	Coach	dcrump@highline.edu	
Che Dawson	Coach	cdawson@highline.edu	
David Denny	Part-time athletics	ddenny@highline.edu	
Russ Dickinson	Assistant Coach		
Kristine Foley	Coach	kfoley@highline.edu	
Jack Harton	Reference Librarian	jharton@highline.edu	
Jordan Jennings	Part-time athletics	jjennings@highline.edu	
Chris Littleman	Part-time athletics	clittleman@highline.edu	
Bradley Luvaas	Part-time athletics	bluvaas@highline.edu	
Stephen Mohn	Coach	smohn@highline.edu	
Marco Monzon	Part-time athletics	mmonzon@highline.edu	
Thomas Moore	Part-time athletics	tmoore@highline.edu	
Skyler Roehr	Assistant Coach	sroehr@highline.edu	
Alexandria Savini	Assistant Coach	asavini@highline.edu	

Joshua Scothorne	Part-time athletics	jscothorne@highline.edu	
Kevin Strozier	Assistant Coach	kstrozier@highline.edu	
Steve Trucotte	Part-time athletics	sturcotte@highline.edu	
Cameron Vickers	Part-time athletics	cvickers@highline.edu	
Kevin Whitehouse	Part-time athletics	kwhitehouse@highline.edu	
Kharmyn Williams	Fiscal Analyst 2	kwilliams@highline.edu	
Josh Gerstman	VP of IA	jgerstman@highline.edu	206-592-3705
Tanisha Williams	Scholarships & Alumni Rel. Program Spec.	twilliam@highline.edu	206-592-3212
Jessica Underwood	Assoc. Director, Com. & PIO	junderwood@highline.edu	206-592-3393
Erin Jentges	Print Shop Manager	ejentges@highline.edu	206-592-3519
Dominique Barnes	Administrative Assistant	dbarnes@highline.edu	206-592-3209
Ashley Kerr	EA to VP of IA	akerr@highline.edu	206-592-3642
Rachel Hartshorn	Communications Consultant 2	rhartshorn@highline.edu	206-592-3608

APPENDIX C - Crime Statistics for Non-campus Properties 2024

MaST STATISTICS (non-campus property) - 28203 Redondo Beach Dr S, Des Moines, WA 98198

Criminal Homicide

Year	Campus Total	Campus Housing	Non-campus	Public Property
2022	0	0	0	0
2023	0	0	0	0
2024	0	0	0	0

Rape

Year	Campus Total	Campus Housing	Non-campus	Public Property
2022	0	0	0	0
2023	0	0	0	0
2024	0	0	0	0

Robbery

Year	Campus Total	Campus Housing	Non-campus	Public Property
2022	0	0	0	0
2023	0	0	0	0
2024	0	0	0	0

Fondling

Year	Campus Total	Campus Housing	Non-campus	Public Property
2022	0	0	0	0
2023	0	0	0	0
2024	0	0	0	0

Aggravated Assault

Year	Campus Total	Campus Housing	Non-campus	Public Property
2022	0	0	0	0
2023	0	0	0	0
2024	0	0	0	0

Incest

Year	Campus Total	Campus Housing	Non-campus	Public Property
2022	0	0	0	0
2023	0	0	0	0
2024	0	0	0	0

Motor Vehicle Theft

Year	Campus Total	Campus Housing	Non-campus	Public Property
2022	0	0	0	0
2023	0	0	0	0
2024	0	0	0	0

Statutory Rape

Year	Campus Total	Campus Housing	Non-campus	Public Property
2022	0	0	0	0
2023	0	0	0	0
2024	0	0	0	0

Arson

Year	Campus Total	Campus Housing	Non-campus	Public Property
2022	0	0	0	0
2023	0	0	0	0
2024	0	0	0	0

Hate Crimes

Year	Campus Total	Campus Housing	Non-campus	Public Property
2022	0	0	0	0
2023	0	0	0	0
2024	0	0	0	0

Burglary

Year	Campus Total	Campus Housing	Non-campus	Public Property
2022	0	0	0	0
2023	0	0	0	0
2024	0	0	0	0

Domestic Violence

Year	Campus Total	Campus Housing	Non-campus	Public Property
2022	0	0	0	0
2023	0	0	0	0
2024	0	0	0	0

Liquor Law Violations (Referral)

Year	Campus Total	Campus Housing	Non-campus	Public Property
2022	0	0	0	0
2023	0	0	0	0
2024	0	0	0	0

Dating Violence

Year	Campus Total	Campus Housing	Non-campus	Public Property
2022	0	0	0	0
2023	0	0	0	0
2024	0	0	0	0

Weapons Law Violations (Referral)

Year	Campus Total	Campus Housing	Non-campus	Public Property
2022	0	0	0	0
2023	0	0	0	0
2024	0	0	0	0

Stalking

Year	Campus Total	Campus Housing	Non-campus	Public Property
2022	0	0	0	0
2023	0	0	0	0
2024	0	0	0	0

Drug Law Violations (Referral)

Year	Campus Total	Campus Housing	Non-campus	Public Property
2022	0	0	0	0
2023	0	0	0	0
2024	0	0	0	0

Sexual Assault

Year	Campus Total	Campus Housing	Non-campus	Public Property
2022	0	0	0	0
2023	0	0	0	0
2024	0	0	0	0

HUB STATISTICS (non-campus property) - 1615 S 325th St, Federal Way, WA 98003

Criminal Homicide

Year	Campus Total	Campus Housing	Non-campus	Public Property
2022	0	0	0	0
2023	0	0	0	0
2024	0	0	0	0

Rape

Year	Campus Total	Campus Housing	Non-campus	Public Property
2022	0	0	0	0
2023	0	0	0	0
2024	0	0	0	0

Robbery

Year	Campus Total	Campus Housing	Non-campus	Public Property
2022	0	0	0	0
2023	0	0	0	0
2024	0	0	0	0

Fondling

Year	Campus Total	Campus Housing	Non-campus	Public Property
2022	0	0	0	0
2023	0	0	0	0
2024	0	0	0	0

Aggravated Assault

Year	Campus Total	Campus Housing	Non-campus	Public Property
2022	0	0	0	0
2023	0	0	0	0
2024	0	0	0	0

Incest

Year	Campus Total	Campus Housing	Non-campus	Public Property
2022	0	0	0	0
2023	0	0	0	0
2024	0	0	0	0

Liquor Law Violations (Referral)

Year	Campus Total	Campus Housing	Non-campus	Public Property
2022	0	0	0	0
2023	0	0	0	0
2024	0	0	0	0

Dating Violence

Year	Campus Total	Campus Housing	Non-campus	Public Property
2022	0	0	0	0
2023	0	0	0	0
2024	0	0	0	0

Weapons Law Violations (Referral)

Year	Campus Total	Campus Housing	Non-campus	Public Property
2022	0	0	0	0
2023	0	0	0	0
2024	0	0	0	0

Stalking

Year	Campus Total	Campus Housing	Non-campus	Public Property
2022	0	0	0	0
2023	0	0	0	0
2024	0	0	0	0

Drug Law Violations (Referral)

Year	Campus Total	Campus Housing	Non-campus	Public Property
2022	0	0	0	0
2023	0	0	0	0
2024	0	0	0	0

Sexual Assault

Year	Campus Total	Campus Housing	Non-campus	Public Property
2022	0	0	0	0
2023	0	0	0	0
2024	0	0	0	0