



# South Puget Sound

COMMUNITY COLLEGE

*The skills you need  
for the life you want.*

## ANNUAL SECURITY REPORT 2016



Campus Security Department  
2011 Mottman Road SW  
Olympia, WA 98512  
Building 25 Room 104  
360-596-5299

<http://www.spscc.edu/campus-life/campus-security>

## *College Origins*

In September 1962, the Olympia School District founded the current college as Olympia Vocational Technical Institute (OVTI) in the Montgomery Ward Building in downtown Olympia. OVTI was the formalization of the adult education offerings the school district began offering in 1957 out of Olympia High School.

In 1967, with the passage of the Community College Act, OVTI joined the state community college system, merging into District 12 with the long-established Centralia College. The district purchased the land that is now the present day Olympia campus on Mottman Road in 1971.

The first permanent building, the College Center, was completed in spring 1976. That same year, OVTI became Olympia Technical Community College (OTCC) and had the unique distinction of being the only community college in the state devoted entirely to technical education.

In 1980, the Board of Trustees called for the addition of an academic transfer program. In 1982, the college awarded its first Associate of Arts degree. That same year, the college added 31 more acres of land to the campus.

In 1984, in recognition of its growth and the broadening of its mission, the college name was changed one last time, to South Puget Sound Community College.

In 1988, under House Bill 1361, SPSCC formed its own autonomous district. The new district, number 24, encompassed all of Thurston County, except the Rochester and Tenino school districts and the Thurston County portion of the Centralia School District.

In the fall 1995, the college opened a satellite center in Hawks Prairie Village Mall in Lacey as the Hawks Prairie Center. Today, more than 7,000 students each quarter seek education at South Puget Sound Community College.

## *Campus Setting*

Nestled on 101 acres of lush woods, our tranquil campus is one of the most beautiful in the nation. We welcome all students from the Thurston County area and from around the world to visit our campus and join our learning community.

# REPORTING PROCEDURES

## **General Procedures for Reporting a Crime or Emergency**

Community members (students, faculty, staff, and guests) are encouraged to report all crimes and safety-related incidents to Campus Security in a timely manner.

To report a crime or an emergency on the campus, call 911 first and then call Campus Security at extension 5299 or, from outside the College phone system, (360) 596-5299. To report a non-emergency security or safety-related matter, call Campus Security at extension 5299 or, from outside the College phone system, (360) 596-5299.

This publication contains information about on and off-campus resources and is made available to all SPSCC community members. The information about “resources” is not provided to suggest that those resources are “crime reporting entities” for SPSCC. Crimes should be reported to the SPSCC Campus Security Department to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. For example, a crime that was reported only to the Thurston County Crisis Clinic would not be included in the SPSCC crime statistics. SPSCC Campus Security sends a request each year to local law enforcement authorities asking them to provide crime logs for our geographic area for inclusion in the annual disclosure of crime statistics, when they deem it appropriate.

## **Notification to the SPSCC Community about Reported Crimes**

In an effort to provide timely notice to the SPSCC community, and in the event of a serious incident which may pose an on-going threat to members of the college community, an e2Campus Alert is sent to all on current registered users on campus. In addition, Alert notifications are also sent out via desktop pop-ups using the AlertUS system. The Supervisor of Safety and Security or a designee generates the alerts. Updates to the college community about any particular case resulting in a Crime Alert may be distributed via email or may be posted on the College’s website. Crime Alert posters may also be posted by Campus Security in campus buildings when deemed necessary.

Crime Alerts are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending

on the facts of the case and the information known by Campus Security. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other SPSCC community members and a Crime Alert would not be distributed. The Supervisor of Safety and Security reviews all reports to determine if there is an on-going threat to the community and if the distribution of a Crime Alert is warranted. Crime Alerts may also be posted for other crime classifications, as deemed necessary.

A daily crime log is available for review at the SPSCC Campus Security Office at Building 25, Room 117, from 7:30 a.m.–4:30 p.m. Monday through Friday, excluding holidays. The information in the crime log typically includes the case number, classification, date reported, date occurred, time occurred, general location, and disposition of each crime.

### **Statistical Disclosure of Reported Incidents**

Incidents reported to SPSCC Campus Security that fall into one of the required reporting classifications will be disclosed as a statistic in this annual brochure published by SPSCC Campus Security.

### **Reporting Methods Available on Campus**

For an emergency requiring police, fire, or medical aid dial 911. Immediately afterwards, call the Campus Security at extension 5299 on any campus phone, or 360-596-5299 from an outside line. Campus Security should be contacted for all incidents occurring on campus. Campus Security officers may receive your calls directly via cell phone while on patrol. They will meet you anywhere on campus. Campus Security's office is located in the lower level of building 25, room 117.

### **Reporting a Crime to the Olympia or Tumwater Police Department**

Any community member reporting a crime to Campus Security has the right to report the crime to the Police Department. Security Officers regularly discuss this option with the victim of a crime and will assist the victim with that process. The number to central dispatch for both jurisdictions is 360-704-2740.

### **Off-Campus Crimes**

If the responding Police agency is contacted about criminal activity occurring off-campus involving students, they may notify SPSCC Campus Security. However, there is no official policy requiring such notification.

### **Confidential Reporting Procedures**

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

### **Access to Campus Facilities at South Puget Sound Community College**

South Puget Sound Community College is a public institution and is open to the public, even though part of the property is surrounded by a fence. The Mottman Road and Crosby entrances are accessible 24 hours a day. Instructional and administrative buildings on campus are generally open for use from 7:00 a.m. to 11:00 p.m. Monday through Friday. On Saturday only the buildings scheduled for use will be open and all other buildings will be locked and alarm systems armed. On Sunday the campus is closed. The Library hours fluctuate throughout the year, so it is best to check the Library schedule to determine the operating hours.

### **Maintenance of Campus Facilities**

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Campus Security regularly patrols the both campus locations and reports malfunctioning lights and other unsafe physical conditions to Facilities for repair. Other members of the College community assist when they report equipment problems or malfunctions to Facilities through the Megamations work request system.

# CRIME STATISTICS

**The information below provides context for crime statistics reported as part of compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).**

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the College community obtained from the following sources: SPSCC Campus Security, the City of Lacey Police Department, the Olympia Police Department, the Tumwater Police Department, and the Thurston County Sheriff's Office. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. Any incidents reported by Campus Security Authorities (as defined by federal law) will also be included in the Annual Security Report. All of the statistics are gathered, compiled, and reported to the College community via the Annual Security Report. SPSCC Campus Security submits the annual crime statistics published in this brochure to the Department of Education. The statistical information gathered by the Department of Education is available to the public through their website.

## **Specific Information about Classifying Crime Statistics**

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

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

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

The statistics captured under the “Referred for Disciplinary Action” section for Liquor Law, Drug Law, and Illegal Weapons violations indicates the number of people the Vice-President of Student Services representative referred to the Student’s Rights and Responsibilities Office for disciplinary action for violations of those specific laws. Being “found responsible” for a violation includes referrals that result in a student being charged by the college and a record of the action is kept on file.

In addition to the crime statistics that are traditionally tracked and reported, the Department of Education requests that additional statistics are included in this Annual Security Report that correspond to the Violence Against Women Reauthorization Act of 2013. Reported events in the categories of domestic violence, sexual assault, and stalking are included this year, and will be reported annually.

The statistics in the Hate Crime charts are separated by category of prejudice. The numbers for most of the specific crime categories are part of the overall statistics reported for each year. The only exceptions to this are the addition of Simple Assault, Intimidation, and any other crime that involves bodily injury that is not already included in the required reporting categories. If a hate/bias crime occurs where there is an incident involving Intimidation, Vandalism, Larceny, Simple Assault or other bodily injury, the law requires that the statistic be reported as a hate/bias crime even though there is no requirement to report the crime classification in any other area of the compliance document.

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

<i>Crimes reported by security / local police</i>	<i>Campus Buildings or Property ONC</i>			<i>Non Campus Buildings or Property</i>			<i>On Public Property</i>			<i>Hawks Prairie Campus/Mottman Center</i>		
	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
Offense Type (includes attempts)												
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offence	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offenses	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	1	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	1	0	0	5	0	0	5	0	0	2	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	2	0	0	0	0	0	3	0	0	0	0	0
Statistics not required by law												
Minor Assault	0	0	1	0	0	0	0	0	0	0	0	0
Larceny/Theft	17	10	6	1	0	0	10	0	0	0	0	0
Vandalism	0	0	1	0	0	0	0	0	0	0	0	0

**VAWA Offenses Reporting table**

<i>Crimes reported by security / local police</i>	<i>Campus Buildings or Property ONC</i>			<i>Non Campus Buildings or Property</i>			<i>On Public Property</i>			<i>Hawks Prairie Campus/Mottman Center</i>		
	2013	2014	2015	2013	2014	2015	2013	2014	2015	2013	2014	2015
Offense Type (includes attempts)												
Domestic Violence	0	0	0	0	0	0	6	0	0	3	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0

**Violations of Weapons, Drug, and Liquor Laws - Arrests and Disciplinary Referrals**

	2013		2014		2015	
	Arrests	Referrals	Arrests	Referrals	Arrests	Referrals
<b>Weapons</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Drugs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Alcohol</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

## Clery Hate Crime Statistics 2015

2015

Clery Act Reportable Offenses	Race	Gender	Religion	Sexuality	Ethnicity	Disability
MURDER/NONNEGLIGENT	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0
SEX OFFENSES: FORCIBLE SEX	0	0	0	0	0	0
SEX OFFENSES: NONFORCIBLE	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0
ARSON	0	0	0	0	0	0
ANY OTHER CRIME INVOLVING	0	0	0	0	0	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

2014

Clery Act Reportable Offenses	Race	Gender	Religion	Sexuality	Ethnicity	Disability
MURDER/NONNEGLIGENT	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0
SEX OFFENSES: FORCIBLE SEX	0	0	0	0	0	0
SEX OFFENSES: NONFORCIBLE	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0
ARSON	0	0	0	0	0	0
ANY OTHER CRIME INVOLVING	0	0	0	0	0	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

2013

Clery Act Reportable Offenses	Race	Gender	Religion	Sexuality	Ethnicity	Disability
MURDER/NONNEGLIGENT	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0
SEX OFFENSES: FORCIBLE SEX	0	0	0	0	0	0
SEX OFFENSES: NONFORCIBLE	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0
ARSON	0	0	0	0	0	0
ANY OTHER CRIME INVOLVING	0	0	0	0	0	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

### **Statistics Reported by SPSCC**

The column “On-Campus (ONC)” includes crime statistics from incidents that were reported to Campus Security. If an incident was reported to both Campus Security and the Police, the statistics would be counted under the “On-Campus (ONC)” column. The crime statistics provided by the Lacey, Olympia and Tumwater Police are provided based on the crime definitions in the Revised Codes of Washington. Crime statistics for the categories of Minor Assault, Larceny and Vandalism are not required by law, but are still provided in the interest of informing the community about the most frequent crimes that occur at SPSCC. Campus Security requests yearly statistics from local Police departments and compiles any reports from Campus Security Authorities.

Statistics under the heading of “Referred for Disciplinary Action” include those individuals referred for student conduct action through the Office of Student Administration. The numbers include incidents that are reported via Campus Security incident reports and reports provided directly to the Vice president of Student Administration from other members of the SPSCC community.

### **Sex Offender Registry**

The federal Campus Sex Crimes Prevention Act was enacted on October 28, 2000. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

In the State of Washington (Revised Code of Washington (RCW) 9A.44.130) any adult or juvenile residing 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. Where a person required to register under this section is in custody of the state Department of Corrections, the state Department of Social and Health Services, a local division of youth services, or a local jail or juvenile detention facility

as a result of a sex offense or kidnapping offense, the person shall also register at the time of release from custody with an official designated by the agency that has jurisdiction over the person. 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 notify the institution's department of Campus Security and shall provide that department with the person's: name; address; date and place of birth; place of employment; crime for which convicted; date and place of conviction; aliases used; social security number; photograph; and fingerprints.

In the State of Washington, RCW 9A.44.138 requires that information about registered sex offender students (Level II), shall be provided to every teacher of the student and to any other personnel who supervises the student or for security purposes should be aware of the student's record. SPSCC's guidelines on sex offender notification for offenders in the Level III status require that the same requirements but include public posting in the student's program building and on information bulletin boards. In certain Level III offender cases, the Campus Security Director in consultation with the Vice President for Student Services can determine if additional public notification is necessary. In these instances, a college alert may be used.

The SPSCC community may conduct their own sex offender searches at the links below:

**Thurston County Sex Offender Search**

<http://www.icrimewatch.net/index.php?AgencyID=54490>

**State of Washington Sex Offender Search**

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

# Emergency Response and Notification

The SPSCC Emergency Response Plan includes information designed to provide guidance to the campus community. Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees occurring on the campus, SPSCC will determine and employ communication methods appropriate to the situation to notify the affected campus community immediately. An emergency notification may include information about the type of incident, location, and instructions on possible actions to take. Each building on campus has volunteers identified as Evacuation Coordinators. These volunteers assist building occupants in response to emergency situations and evacuation. Custodial, Facilities, and Campus Security personnel make up the campus wide Emergency Response Team. They respond to buildings or parts of campus during an emergency to direct first responders and coordinate the College's response. College departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility.

The College conducts tests of the emergency notification systems on campus each year. Additionally one drill per quarter is scheduled. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. SPSCC Campus Security Officers receive training in Incident Command and will assist the Incident Commander during emergencies on campus. General information about the emergency response and evacuation procedures for SPSCC are publicized each year as part of the institution's Clery Act compliance efforts, and that information is available on the SPSCC Campus Security website at:

<https://spscc.edu/sites/default/files/imce/campus-life/security/Emergency-Response-Guide.pdf>

SPSCC community members are encouraged to notify Campus Security of any situation on campus that constitutes an emergency or dangerous situation which poses an immediate or ongoing threat to the health and safety of students and/or employees on campus. Campus Security has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation.

## **Emergency Procedures**

Evacuation drills are coordinated by Campus Security during each academic school year. Students can learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. Evacuation Area maps are posted inside campus building and direct occupants to nearby assembly areas. Evacuation drills and materials are designed to prepare building occupants for an organized evacuation in case of a fire or other emergency. During the drill, occupants can familiarize themselves with the location of exits and the sounds of the fire alarm. The process also provides the College an opportunity to test the operation of fire alarm system components.

Students receive information about evacuation and shelter-in-place procedures during the first week of fall quarter. SPSCC will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.

## **Information**

The college website provides an opportunity to sign up for campus alerts through e2campus:

<https://www.e2campus.net/my/spsc/>

On the SPSCC main Campus, Campus Security provides a courtesy escort service for community members who request assistance. This service is offered during the academic school hours. This service can be requested by calling (360) 596-5299 or extension 5299 from an on-campus telephone.

An Officer will meet the person and escort them to their vehicle or next class.

## Important Campus and Community Services

### Resources for Support and Assistance:

The SPSCC Counseling Center, located in the Center for Student Success (Building 22 Room 260) on the Mottman campus, has counselors registered in the state of Washington to provide short-term personal and mental health counseling services. When students have issues or concerns that require long-term counseling, counselors assist students with initial referrals to community resources and may also consult with community agencies. Brochures listing community resources are available in the Counseling Center. The Counseling Center is open

**M-F 8:00 a.m. – 4:30 p.m. and can be reached at (360) 596-5261 or by email at [counseling@spscc.edu](mailto:counseling@spscc.edu).**

### *Other resources*

- Campus Security 596-5299
- Diversity and Equity Center – 596-5383, 2<sup>nd</sup> Floor Bld 22
- Vice President for Student Services 596-5231
- Chief Human Resources Officer 596-5360
- Safeplace (Sexual Assault & Domestic Violence Services) 24-Hours Crisis Line 360-754-6300
- Crisis Clinic (24 Hours) 360-586-2800, <http://crisis-clinic.org>
- Police/Medic/Fire 911

Counseling, Security, Human Resources, and Student Services also maintain a list of community resources available for students, faculty, and staff. The list for those resources is also available at

<http://www.crisis-clinic.org/PDF/CommunityServicesListThurston20131220.pdf> and

<http://www.crisis-clinic.org/PDF/CommunityServicesListMason20131220.pdf>.

## *Prevention Programs*

The Supervisor of Safety and Security upon request will conduct crime prevention and general security and safety awareness presentations when requested by various community groups, including students and employees of the College. The following information is available: crime prevention and security awareness, fire safety, emergency response and evacuation procedures, and sexual assault prevention. The Security Department communicates with students and staff regularly on safety and security issues.

SPSCC faculty are asked to show a basic emergency preparedness video to all students during the first week of fall quarter. The video provides information on steps students may consider in order to prepare for an emergency event.

SPSCC is dedicated to providing a safe environment for people to learn and work. In furtherance of that in April 2013 SPSCC began conducting quarterly campus emergency drills in selected buildings to practice emergency procedures for students, faculty, and staff.

In 2015 SPSCC conducted 34 exercises which included the following:

Date	Topic/Event
February 20, 2015	Table top discussion on Incident Command
March 9, 2015	AlertUS desktop notification test
April 1, 2015	DHS Region 3 Full Scale Exercise on Active Shooter south campus
May 19, 2015	Section Chiefs Meeting
June 10, 2014	Response to Active Shooter, Alert and discussion of Incident Objectives
June 10, 2014	Emergency Response Protocols and Introduction to ICS 100
Sep 18, 2015	Fall quarter emergency preparedness and Run, Hide, Fight videos
Oct 15, 2015	Great American Shakeout; Drop, Cover, & Hold
Nov 3, 2014	Pandemic Response to Ebola (Thurston County Health)
Nov 17, 2015	Table top discussion with executive team on Active Shooter
Dec 21, 2015	Thurston County Hazard Mitigation Planning

# **SEXUAL HARASSMENT**

## **Acts Prohibited**

All forms of sexual harassment to include sexual assault are violations of the South Puget Sound Community College's Code of Student Conduct and are violations of policy for employees of SPSCC.

## **Acts Defined**

Sexual Harassment is defined as: unwelcome sexual advances, requests for sexual favors, other verbal or physical conduct of sexual favors, or other verbal or physical conduct of the sexual nature of employees toward students, supervisors toward supervisees, students toward students, students toward employees, or employees toward employees.

## **Reporting**

The Colleges Title IX coordinator has oversight for all reports of sexual harassment that occur at SPSCC. Victims or witnesses of sexual harassment can report these acts to Human Resources, Advisors and Counselors, and Campus Security. Per Policy, all employees at SPSCC are compelled to report instances of sexual harassment if they are told acts have occurred.

## **Process**

Sexual Harassment complaints involving students will be forwarded to Human Resources. Upon conclusion of a Title IX investigation, the findings of the investigation may be forwarded to Student Success Services for possible violation of the Code of Student Conduct processing. Victims, witnesses, and evidence are subject to the rules established in SPSCC's Code of Student Conduct.

## **Education and Awareness**

SPSCC Human Resources provides sexual harassment training and resources during the school year in compliance with requirements. Campus Security also provides information about sexual harassment awareness and prevention.

## **Reasonable Accommodation**

Victims of sexual harassment may be eligible for assistance in changing academic and work study employment status on campus. Reasonable accommodations may be sought through the Dean of Student Services.

# **DOMESTIC VIOLENCE**

## **Acts Prohibited**

Domestic Violence, Dating Violence, and Stalking are criminal acts and are also prohibited acts in violation of the Code of Student Conduct should they occur on campus or in conjunction with any sanctioned/organized activity off campus.

## **Acts Defined**

The Revised Code of Washington (RCW) is the written law of the land in Washington State. The RCW provides definitions of criminal conduct. The terms are provided in the appendix section of this document to establish the definition of criminal behaviors that are prohibited not only by state statute but also prohibited by SPSCC's Code of Student Conduct.

## **Reporting**

Victims of Domestic Violence, Dating Violence or Stalking are encouraged to seek assistance from the law enforcement agency of jurisdiction by immediately calling 911. If the domestic violence related event occurs on campus, victims are encouraged to contact Campus Security after calling 911. Victims are also encouraged to contact domestic violence advocacy organizations to assist them in navigating any criminal proceedings, obtaining permanent court orders of protection, support, and in formulating safety strategies going forward.

## **Court Orders**

Victims of domestic violence related offenses are encouraged to seek a No-Contact Order through the prosecutor's office. Victims may also seek a civil Order of protection. Victims can seek assistance through victim advocacy organizations by contacting Thurston County's Crisis line or Washington State Domestic Violence Hotline in obtaining court orders. Once an order has been obtained, victims should contact Campus Security, and provide them with a copy of the order. Campus Security will contact the Police if the offender is seen or contacted on campus and is in violation of the order. In most circumstances Campus Security will stay with the victim on campus until the violation has been investigated by the police.

## **Counseling and Emotional Support**

South Puget Sound Community College has counseling support available for victim(s) of domestic or dating violence. Persons may be referred to off-campus advocacy services at the 24-Hour Sexual and Domestic Violence Help Line (360) 754-6300.

Thurston County Crisis Line (360) 586-2800

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

Olympia Police Department- Victim Assistance Program: (360) 753-8408

**Education and Awareness**

Campus Security provides information on student and employee awareness, education, and prevention.

**Reasonable Accommodation**

Victims of domestic and dating related offenses may be eligible for assistance in changing academic and work study employment status on campus. Reasonable accommodations may be sought through the Dean of Student Success.

# APPENDIX

*Definitions:*

## **Domestic Violence/Dating Violence-Definitions**

### **Domestic violence**

(a) Physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury or assault, between family or household members; (b) sexual assault of one family or household member by another; or (c) stalking as defined in RCW 9A.46.110 of one family or household member by another family or household member.

"Family or household members" means spouses, domestic partners, former spouses, former domestic partners, persons who have a child in common regardless of whether they have been married or have lived together at any time, adult persons related by blood or marriage, adult persons who are presently residing together or who have resided together in the past, persons sixteen years of age or older who are presently residing together or who have resided together in the past and who have or have had a dating relationship, persons sixteen years of age or older with whom a person sixteen years of age or older has or has had a dating relationship, and persons who have a biological or legal parent-child relationship, including stepparents and stepchildren and grandparents and grandchildren.

"Dating relationship" means a social relationship of a romantic nature. Factors that the court may consider in making this determination include: (a) The length of time the relationship has existed; (b) the nature of the relationship; and (c) the frequency of interaction between the parties.

### **Stalking**

(1) A person commits the crime of stalking if, without lawful authority and under circumstances not amounting to a felony attempt of another crime: (a) He or she intentionally and repeatedly harasses or repeatedly follows another person; and (b) The person being harassed or followed is placed in fear that the stalker intends to injure the person, another person, or property of the person or of another person. The feeling of fear must be one that a reasonable person in the same situation would experience under all the circumstances; and (c) The stalker either: (i) Intends to frighten, intimidate, or harass the person; or (ii) Knows or reasonably should know that the person is afraid, intimidated, or harassed even if the stalker did not intend to place the person in fear or intimidate or harass the person.

(2)(a) It is not a defense to the crime of stalking under subsection (1)(c)(i) of this section that the stalker was not given actual notice that the person did not want the stalker to contact or follow the person; and (b) It is not a defense to the crime of stalking under subsection (1)(c)(ii) of this section that the stalker did not intend to frighten, intimidate, or harass the person.

(3) It shall be a defense to the crime of stalking that the defendant is a licensed, private investigator acting within the capacity of his or her license as provided by chapter 18.165 RCW.

(4) Attempts to contact or follow the person after being given actual notice that the person does not want to be contacted or followed, constitutes prima facie evidence that the stalker intends to intimidate or harass the person. "Contact" includes, in addition to any other form of contact or communication, the sending of an electronic communication to the person.

(5)(a) Except as provided in (b) of this subsection, a person who stalks another person is guilty of a gross misdemeanor.(b) A person who stalks another is guilty of a class B felony if any of the following applies: (i) The stalker has previously been convicted in this state or any other state of any crime of harassment, as defined in RCW 9A.46.060, of the same victim or members of the victim's family or household or any person specifically named in a protective order; (ii) the stalking violates any protective order protecting the person being stalked; (iii) the stalker has previously been convicted of a gross misdemeanor or felony stalking offense under this section for stalking another person; (iv) the stalker was armed with a deadly weapon, as defined in RCW 9.94A.825, while stalking the person; (v)(A) the stalker's victim is or was a law enforcement officer; judge; juror; attorney; victim advocate; legislator; community corrections' officer; an employee, contract staff person, or volunteer of a correctional agency; court employee, court clerk, or courthouse facilitator; or an employee of the child protective, child welfare, or adult protective services division within the department of social and health services; and (B) the stalker stalked the victim to retaliate against the victim for an act the victim performed during the course of official duties or to influence the victim's performance of official duties; or (vi) the stalker's victim is a current, former, or prospective witness in an adjudicative proceeding, and the stalker stalked the victim to retaliate against the victim as a result of the victim's testimony or potential testimony.

## Sex Offenses—Definitions

As per the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

## Sex Offenses—Forcible

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

## Forcible Rape

The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

## Forcible Sodomy

Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

## Sexual Assault with an Object

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

## Forcible Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

## Sex Offenses—Non-Forcible

Unlawful, non-forcible sexual intercourse

## Incest

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law

## Statutory Rape

Non-forcible sexual intercourse with a person who is under the statutory age of consent

## Uniform Crime Reporting Handbook- Crime Definitions

**Aggravated Assault:** an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

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

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joy riding).

**Murder and Non-negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

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

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

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

**Vandalism:** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

**Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

**Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Liquor Law Violations:** The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

## **Offense Definitions relating to Hate/Bias Related Crime Statistics as per the UCR Hate Crime Reporting Guidelines**

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

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

## **Geography definitions from the Clery Act**

**On-Campus-Defined as:** (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

**Non-Campus Building Or Property-Defined as:** (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

**Public Property-Defined as:** All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to accessible from the campus. The GW crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.



South Puget Sound Community College  
Campus Security Department  
2011 Mottman Road SW  
Olympia, WA 98512  
Building 25 Room 117  
360-596-5299

<https://spscc.edu/campus-life/campus-security>