

**CHARTER COLLEGE**

**WE WORK TO GET YOU TO WORK.**

**2025**

**Campus Safety & Security Annual Report  
Drug – Free Campus/Workplace Report**

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**State of Washington**

*Campus Locations:*

Vancouver • Pasco • Yakima • Lacey

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The purpose of this publication is to: share information regarding emergency preparedness and planning, including evacuation procedures; provide the Charter College community with an overview of how to report crimes and suspected crimes, occurring on or near their respective campuses; share crime statistics required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as recently amended by the 2013 Campus Sexual Violence Elimination Act; and inform current and prospective students, staff and visitors about the College's policies designed to keep them safe.

The College will not tolerate any retaliatory actions taken against a student or employee that makes a good faith report of criminal or illegal activity. Anyone found engaging in retaliatory activity will be subject to immediate disciplinary action up to and including expulsion or termination.

Each year an email notification regarding the availability of this report is made to all enrolled students providing the website to access the report. Faculty and staff receive a similar notification via their email.

### GENERAL EMERGENCY RESPONSE AND EVACUATION PLAN

Clear communication is essential during an emergency. Multiple methods must be used as no one system alone can transfer information. As decisions are made, appropriate communications must be developed and distributed in a timely manner to all key audiences: students, faculty, staff, and the general public.

Should an event occur, either on or off campus, which, in the judgment of the Regional Campus Manager/Campus Manager, constitutes a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community (an "Emergency"), a campus-wide notification would be issued. A message notification is sent to employees, students, and designated persons in the larger community in the event of an Emergency. In the event of an Emergency, the Regional Campus Manager/Campus Manager would craft a notification containing a basic description of the time and form of the Emergency. In addition, the Regional Campus Manager/Campus Manager may, if warranted, make an Emergency announcement using the College's emergency notification system.

Prior to making an Emergency announcement, the Regional Campus Manager/Campus Manager will determine (1) whether, in his or her judgment, the information suggesting that an Emergency has occurred is credible, and (2) whether issuing a notification or making an announcement would compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the Emergency. If the Regional Campus Manager/Campus Manager is unable to carry out the duties described above, they will be carried out by the manager on duty.

In the event that an Emergency announcement is made directing an evacuation, all persons on campus should exit the building immediately by way of the nearest exit, marked with a lighted red exit sign, and follow the signs, exiting to the outside and quickly proceeding to the parking lot in front of the building. If the nearest exit is blocked by smoke, individuals should use another exit. Please see posted evacuation routes for each office or classroom space. In the event of an Emergency, persons should *not* use any elevator while evacuating. It is the responsibility of all able staff to assist any persons with disabilities in descending the stairwell quickly and safely.

Those persons who exit the building first must position themselves far enough away from the street to enable everyone to stand clear of emergency vehicles. The street must be kept clear at all times, so as not to hamper the movement of emergency vehicles into the area.

Once outside the building, the Regional Campus Manager/Campus Manager or designee will confirm that appropriate emergency personnel have been contacted, congregate everyone in the designated parking lot and confirm that everyone is out of the building, and meet with emergency personnel at the front entrance to provide additional information. Staff members trained in CPR and rescue breathing should survey the individuals outside to determine if anyone needs first aid and provide such aid as needed.

Once outside, no one should re-enter the campus building for any reason until it is declared safe by the appropriate emergency personnel and the Regional Campus Manager/Campus Manager has agreed to permit persons to re-enter.

Should an Emergency occur, either on or off-campus, which, in the judgment of the Regional Campus Manager/Campus Manager, constitutes an ongoing or continuing concern, follow-up information would be issued to the campus community as needed. This information would be issued through the College's e-mail and text messaging system to students, faculty, and staff. Related information also would be posted in classrooms, student bulletin boards, and student lounges as appropriate.

Students and staff will undergo emergency drills and review emergency procedures to prepare building occupants for an organized simulation of emergency conditions. Drills will be announced and unannounced to simulate the conditions that can occur in an actual emergency. A test of the College's Plan is publicized and conducted annually. Documentation of any such test is maintained at the College, and includes a description of the exercise, the date and time at which it occurred, and whether it was announced or unannounced.

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## EMERGENCY COMMUNICATIONS

One or more of the following methods may be used to notify the campus community of various emergency events that may impact students, staff, faculty, and visitors at Charter College:

- Charter College website: [www.chartercollege.edu](http://www.chartercollege.edu)
- Charter College social media pages (e.g., Facebook)
- Student and faculty portals
- Broadcast emails
- Text Message

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## ACTIVE SHOOTER

Quickly determine the best way to protect your life.

### ***RUN.***

- Have an escape route and plan in mind.
- Leave your belongings behind.
- Keep your hands visible to responding police officers.

### ***HIDE.***

- Hide in an area out of the active shooter's view.
- Block entry to your hiding place and lock doors.
- Silence mobile phones.

### ***FIGHT.***

- As a last resort and only when your life is in imminent danger.
- Attempt to incapacitate the shooter.
- Act with physical aggression. Throw items at the shooter, if possible. If available, discharge the fire extinguisher aiming at the shooter's eyes and nose.

**CALL 911 AS SOON AS IT IS SAFE TO DO SO.**

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## BIOHAZARDOUS MATERIALS

Part of learning to be a health care professional will be learning to deal with biohazardous materials. Charter College laboratories are designed to simulate a health care facility and deal with biohazardous materials accordingly. All federal, state and local laws are complied with, sharps containers and biohazardous disposal bins are available at appropriate locations in the labs. In the event of exposure on campus the student will report the incident to the Lead Instructor, or in the case of exposure while on externship the student will report the incident to the site supervisor and Lead Instructor, to file an incident report.

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## BLOODBORNE PATHOGENS

Bloodborne pathogens are viruses that can be transmitted through contact with blood and other body fluids. The most important viruses affecting health care workers exposed to blood and body fluids are Hepatitis B, HIV and Hepatitis C. For students enrolled in programs that may include exposure to bloodborne pathogens, the curriculum includes information about personal protective equipment and how to limit exposure.

While on campus should a needle stick or any incident occur exposing a student to potentially infective blood and body fluids, the student will report the incident to the Lead Instructor to file an Incident Report. In the case of exposure while on externship, the student will report the incident to the site supervisor and Lead Instructor to file an Incident Report.

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## BOMB THREAT

Bomb threats usually come by telephone. If you receive a bomb threat call, remain calm and obtain as much information as possible from the caller:

- When will the bomb explode?
- What kind of bomb is it?
- What will cause it to explode?
- Where is it right now?
- What does it look like?
- Did you place the bomb? If not you, then who?
- Why did you place the bomb?
- How many bombs are there?
- What is your name and address?
- Call 911 and inform the Regional Campus Manager/Campus Manager immediately. Describe the caller's voice, any background noises you heard, and the exact wording of the message.
- Do not touch suspicious packages. Inform the police of any suspicious packages, items, or people in the area.
- Follow instructions from first responders in regard to evacuation.

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## CHILD ABUSE AND NEGLECT REPORTING

Charter College strongly believes that protecting children in danger is everyone's responsibility. The Child Abuse and Neglect Reporting Act is designed to protect children from suffering harm. Protecting the child may also provide the opportunity to protect other children in the home. The report of abuse may be a catalyst for bringing about change in the home environment, which in turn may lower the risk of future abuse.

Should an employee of Charter College be made aware of a child or student under the age of 18 being directly or indirectly abused by another student and/or family member of a student, that employee must report the information to their supervisor/Regional Campus Manager/Campus Manager/Campus Leadership and the appropriate authorities within his/her county. Failure to do so could result in disciplinary action and/or legal actions outside the school.

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## EARTHQUAKES

Taking the proper actions, such as "Drop, Cover and Hold On", can save lives and reduce the risk of injury. In most situations, you will reduce your chance of injury if you:

**DROP** where you are, onto your hands and knees. This position protects you from being knocked down and also allows you to stay low and crawl to shelter if nearby.

**COVER** your head and neck with one arm and hand. If a sturdy table or desk is nearby, crawl underneath it for shelter. If no shelter is nearby, crawl next to an interior wall (away from windows). Stay on your knees; bend over to protect vital organs.

**HOLD ON** until shaking stops. Under shelter: hold on to it with one hand; be ready to move with your shelter if it shifts. No shelter: hold on to your head and neck with both arms and hands.

**INDOORS: Drop, Cover and Hold On.** Avoid exterior walls, windows, hanging objects, mirrors, tall furniture, large appliances and cabinets with heavy objects or glass. However, do not try to move more than 5 to 7 feet before getting on the ground. Do not go outside during shaking! The area near the exterior walls of a building is the most dangerous place to be. Windows, facades and architectural details are often the first parts of the building to break away. If seated and unable to drop to the floor, bend forward, **Cover** your head with your arms, and **Hold On** to your neck with both hands.

**OUTDOORS:** Move to a clear area if you can safely do so; avoid power lines, trees, signs, buildings, vehicles and other hazards. Then **Drop, Cover and Hold On**. This protects you from any objects that may be thrown from the side, even if nothing is directly above you.

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## EVACUATION

- All building occupants are required to evacuate when the fire alarm sounds or upon the order of an authorized College official.
- If time permits, stabilize lab procedures and unplug or disable any device that could make a dangerous situation even worse.
- Move to the closest exit in a safe and orderly manner. Take personal belongings with you if time permits.
- Once outside, stay a minimum of 100 feet away from the building. Stay out of the traffic lanes. Notify emergency responders of any trapped, especially anyone with a physical disability who cannot evacuate.
- Do not enter the building for any reason until emergency responders, police, or College officials deem it safe to reenter.

## EVACUATING THE DISABLED

- **Pre-Planning is Important.** If you may need assistance evacuating in an emergency, advise your Regional Campus Manager/Campus Manager.
- Evaluate your need to identify yourself as someone who requires assistance. Some people who may need assistance have no visible disability.
- Master the skill of giving quick information on how best to assist you. Be clear and concise. If you have difficulty speaking, consider using a carry-with-you preprinted message.
- Establish a personal network consisting of people who are regularly in the same area as you. Do not depend on just one person as they may not always be available. Assess your own abilities and communicate your capabilities and limitations to those in your network.
- Determine all evacuation options and prioritize them (e.g., consider the pros and cons of being carried, etc.). Plan for a variety of conditions (e.g., how to evacuate if you and/or your helpers are injured, etc.).

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## FIRE

### IN THE EVENT OF A FIRE ON CAMPUS:

- Activate the fire alarm system by pulling a fire alarm station on your way out of the building.
- If time permits, take your personal items with you.
- If time permits, stabilize lab procedures and unplug or disable any device that could make a dangerous situation even worse.
- Leave the building via the nearest exit. Warn others as you leave.
- Close doors behind you as you leave.
- If trapped, keep the doors closed and place cloth under them to keep out smoke.
- Once outside, stay a minimum of 100 feet away from the building. Stay out of the traffic lanes. Notify emergency responders of any trapped, especially anyone with a physical disability who cannot evacuate.
- Do not enter the building for any reason until emergency responders, police, or the Regional Campus Manager/Campus Manager deems it safe to reenter.

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## HOSTAGE SITUATION

### IF YOU HEAR OR SEE A HOSTAGE SITUATION

Immediately remove yourself from any danger and call 911. Provide them with the following information:

- Location and room number of the incident.
- Number of possible hostages and hostage takers.

- Physical description and name of hostage takers, if known.
- Any weapons the hostage takers may have.
- Your name, location, and phone number.

### **IF YOU ARE TAKEN HOSTAGE**

- Remain calm, be polite, and cooperate with your captors.
- DO NOT attempt to escape unless there is an extremely good chance of survival. It is safer to be submissive and obey your captors.
- Speak normally. DO NOT complain and avoid being belligerent or argumentative.
- DO NOT draw attention to yourself with sudden body movements, statements, comments, or hostile looks.
- Observe the captors and try to memorize their physical traits, voice patterns, clothing, or other details that can help provide a description later.
- Avoid getting into political or ideological discussions.
- Try to establish a relationship with your captors and get to know them. Captors are less likely to harm you if they respect you.
- If forced to present terrorist demands to authorities, either in writing or on tape, state clearly that the demands are from your captors. Avoid making a plea on your own behalf.
- Try to stay low to the ground or behind cover from windows or doors, if possible.

### **IN A RESCUE SITUATION**

- DO NOT run. Drop to the floor and remain still. If that is not possible, cross your arms, bow your head, and stay still. Make no sudden moves that a responder may interpret as hostile or threatening.
- Wait for instructions and obey all instructions you are given.
- Do not be upset, resist, or argue if a rescuer is not sure whether you are a terrorist or a hostage.
- If you are handcuffed and searched DO NOT resist. You will be taken to a safe area where proper identification and status will be determined.

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## **INFECTIOUS DISEASES**

Students in clinical rotations or externship may be asked to care for patients with communicable infectious illnesses. A student may not refuse this assignment unless a physician's note specifically excluding this type of care is written and received by the Instructor and Program Manager/Lead Instructor. Appropriate personal protective equipment (PPE) should be used in any situation, regardless of the presence of an infectious disease is known or not.

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## **INSTRUCTIONAL CONTINUITY PLAN**

Charter College is committed to ensuring high-quality and continuous education, and depending on the type of disaster/emergency, will implement items from the plan below as necessary and within recommended guidelines of federal, state, or accrediting agencies. As a disclaimer, our intention is to be prepared for as many different emergency events as possible, and an exhaustive list of each will not be found here.

1. Loss of electricity to campus
  - a. The institution may hire large portable generators to provide power to the building to safe laboratory practices.
  - b. Depending on the program and current course offerings, laboratory practices may be supplemented by online simulations.
  - c. Lectures may be moved to an online service such as Teams or Zoom.
2. Building damage
  - a. If the building is damaged and determined unsafe for habitation, Charter College may acquire portable buildings to complete laboratory requirements and/or work with partnered clinical sites to borrow/rent space as required by program or current course offerings.
  - b. Depending on the program and current course offerings, laboratory practices may be supplemented by online simulations.
  - c. Lectures may be moved to an online service such as Teams or Zoom.
3. Internet outage

- a. Hotspots may be available for instructor/student/staff use as needed.
- b. Local physical locations may be open and available to students for internet access in the event of intermittent community availability.
- c. We may partner with local schools, businesses or clinical partners who maintain conductivity.

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## LOCKDOWN

An imminent threat of violence may be cause for a lockdown on all or part of the campus. The orderly lockdown of a building during an emergency depends on early warning and student, faculty, and staff awareness of proper lockdown procedures. The goal is to limit exposure of students, faculty, and staff to danger by preventing dangerous persons from entering the building.

### **IF A LOCKDOWN IS ORDERED:**

- Stay inside! Do not leave the building unless an imminently dangerous situation arises inside. If outside, seek shelter in the nearest building.
- Take shelter in a lockable room, if possible. If the office or classroom does not lock, the occupant(s) should barricade the door with a secure object (i.e., desk, etc.) until given the “all clear”.
- Avoid being seen from the outside, if possible, and turn out all lights.
- Monitor text and email alerts for updates and further instructions. A description of the threat will be disseminated as soon as possible using these methods.
- Report any emergency or unusual condition to the Regional Campus Manager/Campus Manager.
- Use discretion in admitting anyone into a secured building. Require all backpacks and other bags be left outside at least 30 feet from the building. Require all persons seeking shelter to open all outer garments for visual inspection before allowing entry.
- Do not leave a secure location until receiving an “all clear” from a police officer, emergency responder, or the Regional Campus Manager/Campus Manager.

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## MEDIA CALLS

The Chief Operations Officer (COO) serves as the point of contact for all media inquiries. During an emergency situation, it is especially important that reporters be directed to the Chief Operations Officer at the Corporate Office. The COO speaks on behalf of Charter College and has the most accurate and up-to-date information. In addition, the COO works closely with emergency responders to coordinate what information can or should be released to the general public.

When receiving any calls from media representatives, please take the following steps:

- Direct all media inquiries to the Regional Campus Manager/Campus Manager. The Regional Campus Manager/Campus Manager will:
  - To assist the COO in responding as quickly as possible, obtain the following information and forward to the COO:
    - The reporter’s name and phone number.
    - The media organization he/she represents.
    - The type of information he/she is seeking.
    - The reporter’s deadline.
  - Regardless of the situation or what the media questions might be, never say “No Comment.” A better response is “Thanks for calling. Allow me to refer you to our COO who handles media questions and they will be able to assist you.”
  - Never talk “off the record” with the media. Always assume that they will use any and all information they obtain in their report.

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## MEDICAL EMERGENCIES

- Do not move a seriously injured person unless there is a life-threatening situation.
- Dial 911 and give your name, location, and telephone number.

- Give as much information as possible regarding the nature of the injury or illness (e.g., whether or not the victim is conscious, etc.).
- Do not hang up until directed to do so by the emergency operator.
- Return to the victim; administer first aid (if you know how); keep the victim as calm and comfortable as possible.
- Remain with the victim.
- Notify the Regional Campus Manager/Campus Manager.

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## REPORTING CRIME

All crimes should be reported to the Regional Campus Manager/Campus Manager. Charter College personnel will respond and will call local police for assistance when necessary.

If you witness a crime in progress, dial 911. Give your name, location, and phone number. Do not hang up until the dispatcher tells you to do so. Remain at the location until police arrive on scene, unless it is not safe to do so.

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## RADIATION EXPOSURE

### *IN DENTAL ASSISTING*

#### **Radiation Safety Policy and Procedure**

All staff members and students working in the Radiology Labs are being exposed to radiation from the x-ray equipment will follow the ALARA “as low as reasonably achievable” principle. Basic protective measures will be executed at all times to minimize the time spent near a radioactive source, maximizing the distance away from the radioactive source, and the use of shielding between the person and the radioactive source. Additionally, students are not permitted to hold image receptors.

Instructors will be responsible for assuring that all radiation safety measures are performed by the students in the labs.

#### **Dosimeters**

All Radiology students will be issued a Dosimeter badge within the first Module of attendance and are required to wear their issued dosimeter badge at all times while in the Radiology lab.

The Lead Instructor for each program will collect the Dosimeter badges quarterly for dosing analysis and provide the students with new Dosimeter badges. Dosing levels are monitored by a service and quarterly exposure reports will be generated and provided for each student.

In the event of abnormal exposure levels, it will be necessary for the campus to find out why the exposure is abnormal, and correct the problem to ensure the lowest reasonable and compliant levels. The campus will notify the Department of Health, Radiation Protection Office, of exposures that exceed the regulatory limits. The campus will follow all regulatory requirements for over-exposure.

To promote reading accuracy and to ensure availability of Dosimeter badges, students will leave the dosimeters on the campus in a designated location on campus. Lost dosimeters will be the student’s responsibility to pay for replacement.

#### **Pregnancy Policy**

The National Council of Radiation Protection (NCRP) advises that control measures should be taken to avoid or reduce the risk of ionizing radiation exposure to the human embryo or fetus. The NCRP notes that the risks of detectable effects induced by medical diagnostic exposure are very small.

The program has established the following policy directed toward the protection of the declared pregnant student and the unborn fetus from the harmful effects of ionizing radiation. The student may elect to voluntarily declare the pregnancy to the program director. The declaration must be in writing. The declared pregnant student has the option to withdraw the declaration of pregnancy at any time. Withdrawal of the declaration must be in writing. In the absence of this voluntary written disclosure, a student cannot be considered pregnant and will continue her educational program without modification.

Declared pregnant students are expected to follow additional protective steps detailed below. These measures restrict the fetal radiation dose to not exceed 0.5 rem (5mSv), the maximum permissible occupational exposure dose equivalent to the embryo-fetus during the gestational period. The following procedure shall be followed:

1. The Lead Instructor will review the student's previous radiation exposure history. The Instructor will review with the student the NCR Guide 8.13, protective actions and the risks associated with radiation exposure to the fetus. Guide available at: <https://www.nrc.gov/docs/ML0037/ML003739505.pdf>.
2. After student consultation with her physician and medical certification that a pregnancy exists, the Lead Instructor will offer two options to the student. Medical forms provided by the Program will need to be completed by the physician.

#### OPTION #1 - WITHDRAWAL DURING PREGNANCY

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If the student so decides, she may elect to leave the program during the pregnancy period.

1. If the student decides to accept this option and leaves the program, she must immediately notify the Program Manager in writing.
2. May postpone entry until the following year if the pregnancy is declared before beginning the program.
3. Before the student withdraws, the student services and the financial aid departments will meet with the student to discuss options for return. The remaining course work may be completed upon the student's return; however, it may not be feasible for the student to re-enter the program immediately since all courses are offered chronologically and only once a year.
4. All course work must be completed prior to completion of the program.

#### OPTION #2 - REMAIN IN THE PROGRAM DURING THE PREGNANCY

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If the student so decides, she may continue in the program under the following requirements:

1. The student is required to review and implement radiation safety practices as outlined by NCR Guide 8.13.3.
2. Submit a note from her physician documenting that she may continue to participate in all aspects of the program.
3. Follow all policies and procedures of the clinical education affiliate.
4. The student will wear two body dosimetry badges. One badge should always be worn at collar level and the other badge at waist level. The waist level badge should be identified as a fetal badge. When a lead apron is worn, the badge at collar level should be worn outside the apron and the badge at waist level should be worn under the apron.
5. The student should wear a wrap-around lead apron during exposures to radiation. Lead aprons of 1.0 mm Pb, worn at fetal level is recommended.

This documentation is kept in the student's secure file.

#### ***In the event of abnormal exposure levels:***

1. It will be necessary for the campus to find out why the exposure is abnormal and correct the problem to ensure the lowest reasonable and compliant levels.
2. The campus will notify the Department of Health, Radiation Protection Office, of exposures that exceed the regulatory limits.
3. The campus will follow all regulatory requirements for over-exposure.

#### **CERTIFICATE IN VETERINARY ASSISTANT**

Radiation protection and monitoring devices are available for each Veterinary Assistant externship student. All Veterinary Assistant externship students will be issued a dosimeter during their 7<sup>th</sup> mod before attending their externship. Students will return the dosimeters to the campus immediately following the completion of their externship hours.

In the event of abnormal exposure levels:

1. It will be necessary for the campus to find out why the exposure is abnormal and communicate with the extern site to correct the problem to ensure the lowest reasonable and compliant levels.
2. The campus will notify the Department of Health, Radiation Protection Office, of exposures that exceed the regulatory limits.

3. The campus will follow all regulatory requirements for over-exposure.

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## RISK ASSESSMENT

Charter College provides a variety of resources to assess and mitigate risks.

- The College provides risk education during orientation of new students. During orientation, staff and students review the *Emergency Preparedness Plan* which spans a variety of topics including, but not limited to, emergencies on campus, how to respond, and how to communicate during emergencies.
- Throughout the year, Charter staff and students participate in a variety of drills to practice the action needed and effective communication necessary during an actual emergency.
- Annually, the College assesses risks via the Campus Safety & Security Annual Report. This report includes in-depth information on campus security, a drug-free campus and workplace, and other topics. More information is available at <https://www.chartercollege.edu/campus-crime-security>.

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## SEXUAL ASSAULT

Victims of a sexual assault or rape are strongly encouraged to report the incident in order to deter these assaults and to ensure that victims receive the services they need. Steps should be taken to help deal with the physical and emotional trauma:

- Go to a safe place; go somewhere to receive emotional support
- Report a sexual assault on campus to the Regional Campus Manager/Campus Manager
- Report the assault to the police. If requested, Charter College will assist with notification
- Preserve all physical evidence

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## SHELTER-IN-PLACE

Shelter-in-place is designed to keep you safe while indoors if dangerous environmental conditions exist, such as extreme weather or a hazardous materials release.

If a Shelter-in-Place is ordered:

- Seek shelter in an interior room with few windows.
- Close and lock all exterior doors, windows, and any other openings to the outside.
- Avoid overcrowding by using several rooms, if necessary.
- Monitor Charter College notification systems (student/faculty portals, and social media).
- Report any emergency or unusual conditions to the receptionist and Regional Campus Manager/Campus Manager.
- Do not leave the building until receiving the “all clear” from police, emergency responders, or a Charter College authorized official.

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## STUDENT IN DISTRESS

If you are in contact with a student who appears to be an immediate threat to his or her own safety or that of others, contact the Regional Campus Manager/Campus Manager and/or 911 immediately.

### Quick Reference for helping Students having difficulties:

Recognize Symptoms

- Significant change in academic performance or classroom conduct.
- Unusual behavior or appearance.
- Traumatic event or change in relationships.
- Reference to suicide, homicide, or death.

Respond to the Student

- Speak privately with the student.
- Directly and candidly discuss your observations and concerns.

- Offer support and assistance.

Refer the student to a Mental Health Professional

- Be caring, firm, and straight-forward in your referral.

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## TORNADO/SEVERE WEATHER

- A **tornado watch** is issued by the National Weather Service when tornadoes are possible in the area.
- A **tornado warning** is issued by the National Weather Service when a tornado has been sighted, or indicated by weather radar, in the area.
- Monitor local TV stations and weather websites for severe weather updates.
- Be prepared to take shelter if a tornado warning is issued.
- DO NOT PULL THE FIRE ALARM TO ALERT OTHERS, USE THE INTERNAL EMERGENCY NOTIFICATION SYSTEM.
- Stay away from windows and exterior doors.
- Move to an interior hallway for shelter
- Wait for an all-clear notification prior to returning to your work area or classroom
- If outdoors, lie in a ditch, low-lying area, or crouch near a building if shelter is not available or there is no time to get indoors.

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## TRAINING

Students and staff will undergo emergency drills and review emergency procedures to prepare building occupants for an organized simulation of emergency conditions. Drills will be announced and unannounced to simulate the conditions that can occur in an actual emergency.

Disabled individuals and the Regional Campus Manager/Campus Manager will collaborate to create a plan for evacuation. To learn more, please refer to *Evacuating the Disabled* listed in the *Emergency Preparedness Plan*.

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## WEAPONS

For the safety of everyone, all types of weapons are prohibited on campus. This includes, but is not restricted to, firearms, illegal knives, ammunition, explosives, gas or spring-loaded guns, crossbows, bows and arrows, spring-type guns, slingshots, TASERS, firecrackers, fireworks and cherry bombs. Anyone possessing or using any of these weapons can and will be subject to disciplinary action or arrest.

## SECURITY AND ACCESS TO FACILITIES

1. Each campus limits access to all campus facilities to authorized personnel, students, and visitors.
2. Unauthorized persons will be considered “trespassers” and will be dealt with accordingly.
3. Adequate lighting is provided at all campus locations, especially in outside areas. Certain school staff and/or faculty are always on campus during business hours.
4. Only authorized vehicles are allowed to park in the designated parking areas.
5. Persons may be employed as security personnel at each campus. They may represent the campus or property manager and are instructed to enforce campus security policies.
6. Security personnel is defined as any individual who is responsible for monitoring entrance into campus property, an individual or organization specified in a campus security policy as an individual or organization to which students and employees should report criminal offenses, or an official of a campus who has significant responsibility for student and campus activities. The security personnel do not have power of arrest.
7. Such persons have the authority to evict unauthorized persons from the campus premises and will notify local authorities of all actual or suspected criminal activities, including trespassing.
8. The campus maintains its relationship with local police through collection of statistical data. In addition, the campus works with local law enforcement as necessary to report or investigate crimes.
9. Charter College does not maintain residential facilities.

## CRIME AWARENESS & PREVENTION

All new campus employees and students are instructed on crime awareness during orientation, including the description of campus security measures and procedures for reporting any criminal activity or emergency. Students are required to follow campus security guidelines for their own personal and property safety and are encouraged to report any suspicious activity.

Prospective students and employees are provided with a summary of the campus measures to prevent crime on campus, with details for acquiring the complete policies and procedures package from the campus via the campus website or at the residential campus location. This information on crime awareness is readily available upon request and will be updated and re-distributed to all existing students and staff on an annual basis.

The campus does not maintain any off-campus student organizations.

Students performing externship or off-campus clinical practice are expected to practice safety and security procedures as if the site were an extension of the campus. Sites providing externship and/or clinical practice typically provide students with their safety management plan and phone numbers to call in case of emergency.

## CRIME PREVENTION

Often people contribute to crimes of opportunity by needlessly placing themselves or their property at risk. Prevention efforts can be effective in reducing the opportunities for criminal activity. The following list is a compilation of tips devoted to crime prevention:

- Do not prop open campus doors.
- Do not leave personal property unattended.
- Report suspicious individuals to security.
- Keep your room locked at all times.
- At night, always walk in groups of at least two.
- Stay on main walkways.
- Remove valuables from your car and lock it.
- Engrave your initials into your valuables.
- Attend college-sponsored programs led by law enforcement officials.
- Always carry your picture ID.
- Be aware of your surroundings and what is going on around you.

If you assume responsibility for your own safety first and encourage others to do the same, the opportunities for crime are drastically reduced.

## SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS

During student orientation and new employee orientation, students, faculty, and associates are informed of services offered by Charter College. Periodically, the Title IX Coordinator will present crime prevention and security awareness sessions on a variety of timely topics specific to the campus or surrounding community. The common theme of all security awareness and crime prevention programs is to encourage students, faculty and staff to be aware of their shared responsibility with the college for their own security and the security of others. In addition to these sessions, crime prevention information is disseminated to students, faculty and staff through crime prevention awareness posters, security alert posters, displays, and social media outlets.

## PROGRAMS TO PREVENT DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND STALKING

In accordance with the Clery Act and VAWA, the College offers programming to identify and prevent Sexual Assault, Dating Violence, Domestic Violence (including stranger and known offender assaults), and Stalking each year. Educational programs are offered to raise awareness for all incoming students and employees and are often conducted during new student and new employee orientation.

Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention-based apps, identifying allies, and/or creating distractions. Bystander empowerment training highlights the need for those who intervene to ensure their

own safety in the intervention techniques they choose and motivates them to intervene as stakeholders in the safety of the College community when others might choose to be bystanders.

The College also provides written information regarding:

1. Procedures victims should follow if a crime of domestic violence, dating violence, sexual assault or stalking occurs (as described in “Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault or Stalking Occurs” elsewhere in this document)
2. How the institution will protect the confidentiality of victims and other necessary parties (as described in “Assistance for Victims: Rights and Options” elsewhere in this document)
3. Existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services/resources available for victims in the community (as described in “Assistance for Victims: Rights and Options” elsewhere in this document). Student financial assistance may be available at the college.
4. Options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in “Assistance for Victims: Rights and Options” elsewhere in this document)
5. Procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (as described in “Adjudication of Violations” elsewhere in this document)

## **POLICY STATEMENT ADDRESSING PREVENTING AND RESPONDING TO DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING**

Charter College prohibits domestic violence, dating violence, sexual assault, and stalking. Charter maintains a ZERO TOLERANCE policy for the above offenses. Toward that end, Charter College issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a College official.

Charter College prohibits the offenses of domestic violence, dating violence, sexual assault and stalking. Each of these offenses are defined as follows:

### **DOMESTIC VIOLENCE**

A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crimes of violence occurred, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

### **DATING VIOLENCE**

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

For purposes of this definition -

- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- Dating violence does not include acts covered under the definition of domestic violence.

### **STALKING**

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- Fear for the person’s safety or the safety of others; or
- Suffer substantial emotional distress

For the 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 similar identities to the victim. *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 AND RAPE

An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Sexual activity requires consent, which is defined as positive, unambiguous, and voluntary agreement to engage in specific sexual activity throughout a sexual encounter. Consent cannot be inferred from the absence of a "no"; a clear "yes," verbal or otherwise, is necessary. Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply present or future consent. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Consent cannot be obtained by threat, coercion, or force. Agreement under such circumstances does not constitute consent. Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition. A person is mentally or physically incapacitated when that person lacks the ability to make or act on considered decisions to engage in sexual activity. Engaging in sexual activity with a person whom you know -- or reasonably should know -- to be incapacitated constitutes sexual misconduct.

Consent can only be accurately gauged through direct communication about the decision to engage in sexual activity. Presumptions based upon contextual factors (such as clothing, alcohol consumption, or dancing) are unwarranted, and should not be considered as evidence for consent. Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and gauging consent, and you are thus urged to seek consent in verbal form. Talking with sexual partners about desires and limits may seem awkward, but serves as the basis for positive sexual experiences shaped by mutual willingness and respect.

**Consent Reminder:** Once consent is withdrawn, the sexual activity must stop immediately.

**Washington State Law definition of Consent (RCW 9A.44.010):** "Consent" means that at the time of sexual intercourse or sexual contact there are actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact.

## BYSTANDER INTERVENTION

If you are the bystander to domestic violence, dating violence, sexual assault or stalking, below are some options for the bystander:

1. If you witness sexual violence, get support from people around you. You do not have to act alone.
2. Practice with friends and family about what you would say and how you would say it.
3. When intervening, be respectful, direct and honest.
4. Contact your local sexual assault center to see if they offer resources or training on bystander intervention [Bystander Intervention Resources | National Sexual Violence Resource Center \(NSVRC\)](#)
5. If you see or hear something and you do not feel safe, contact the police.

## RISK REDUCTION AND ONGOING AWARENESS

Charter College provides risk reduction and ongoing awareness through orientation of new staff and prospective and ongoing students. In our orientation program, staff and students are provided information on general crime prevention, how to interrupt situations of harm and the appropriate notification system when an act occurs.

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## RETALIATION PROHIBITED

Employees and students are protected by law from retaliation for reporting alleged unlawful harassment or discrimination or for otherwise participating in processes connected with an investigation, proceeding or hearing conducted by the College or a government agency with respect to such complaints. The College will take disciplinary action up to and including the immediate termination or expulsion of any employee or student who retaliates against

another employee or student for engaging in any of these protected activities. If you believe you have been retaliated against, you should promptly notify the Regional Campus Manager/Campus Manager, your supervisor, Human Resources or the Title IX Coordinator.

## PROCEDURES TO FOLLOW WHEN A CRIME OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT AND/OR STALKING OCCURS

Victims of a sexual assault or rape are strongly encouraged to report the incident in order to deter these assaults and to ensure that victims receive the services they need. Steps should be taken to help deal with the physical and emotional trauma:

- Go to a safe place. If there is any immediate danger, contact the Regional Campus Manager/Campus Manager/Campus Manager or your Supervisors if you are on campus or a location or call 911 if you are off campus.
- Consider securing immediate professional support (e.g., counseling, victim advocacy, medical services, etc.) to assist you. The College does not have a confidential counselor on campus but local resources are available that can provide confidential assistance <https://www.chartercollege.edu/campus-crime-security>
- For your safety and well-being, immediate medical attention is encouraged. Further, being examined (through a forensic examination) as soon as possible, ideally within 120 hours, is important in the case of rape or Sexual Assault. Completing a forensic examination does not require someone to file a police report. To find a location near you that performs free forensic examinations, call the National Sexual Assault Hotline at (800) 656-4673. Resources are also available through the Rape Abuse & Incest National Network (RAINN); [www.RAINN.org](http://www.RAINN.org).
- To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate, or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable.
- Typically, if police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. They will gather bedding, linens or unlaundered clothing, and any other pertinent items 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 bedsheet 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 College 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 time and the ability to do so.

Evidence of a sexual assault should be preserved as soon as possible after the incident, even if the reporting individual is unsure about reporting or filing criminal charges. A Sexual Assault Forensic Examination (SAFE) will preserve evidence and may be done up to 84 hours after an assault. A SAFE may be done regardless of whether or not the student receiving the examination wants to pursue criminal charges. The individual does not need to provide his/her name to police to have the exam and for the evidence to be preserved. Preserving evidence, including from a SAFE, does not obligate the student to pursue criminal charges or appear in court. Steps to preserve evidence:

- Do not shower or douche
- Try not to urinate. Urinating may reduce the ability to detect “date rape” drugs
- If there was oral contact, do not smoke, eat, or brush teeth
- Do not change clothes. If you have already changed your clothes, place them in a paper bag (plastic may destroy evidence) If you haven’t changed, keep the original clothes on and bring an extra set to wear home from the hospital
- Go to a hospital with the capability of providing a SAFE exam and request the exam. The cost of a SAFE examination is paid for from a state fund

## ASSISTANCE FOR VICTIMS - RIGHTS AND OPTIONS

Regardless of whether a victim elects to pursue a criminal complaint, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of his/her rights regardless whether the offense occurred on or off campus. Such written information will include:

- The procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- Information about how the institution will protect the confidentiality of victims and other necessary parties;
- A statement that the institution will provide written notification to students and employees about victim services such as existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available within the institution and in the community;
- A statement regarding the institution’s provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- An explanation of the procedures for institutional disciplinary action

## ADJUDICATION OF VIOLATIONS

Prospect Education/Charter College (the “College”) is committed to providing a work and educational environment free of unlawful harassment, discrimination and retaliation. In accordance with Title IX of the Education Amendments of 1972, the College does not discriminate on the basis of sex in its education programs or activities, which extends to admission and employment. The College also prohibits Sexual Harassment (as defined below) committed against persons as part of its education programs or activities. The College will comply with both federal and state specific requirements but will follow federal requirements where they conflict.

If you believe that you have experienced or witnessed other incidents of sexual misconduct or discrimination, please follow the procedures outlined in the College’s Student Anti-Discrimination and Sexual Harassment Policy or the Employee Anti-Discrimination and Sexual Harassment Policy.

The College reserves the right to make changes to this policy as necessary, and once those changes are posted online, they are in effect. If government laws, regulations or court decisions change requirements in a way that affects this policy, the policy will be construed to comply with the most recent government regulations or holdings.

### Title IX Coordinator

The Title IX Coordinator coordinates the College’s efforts to comply with its Title IX responsibilities. A Title IX Coordinator is available for each College campus—contact information is available below by campus.

Name	Campus/Location	Contact Information
Angela McCary Regional Campus Manager	Pasco	<a href="mailto:Angela.mccary@chartercollege.edu">Angela.mccary@chartercollege.edu</a> 509-546-3900 5278 Outlet Drive Pasco, WA 99301
Angela McCary Regional Campus Manager	Yakima	<a href="mailto:Angela.mccary@chartercollege.edu">Angela.mccary@chartercollege.edu</a> 509-412-1694 2706 West Nob Hill Blvd, #106 Yakima, WA 98902
Mahala Bemis Regional Campus Manager	Vancouver	<a href="mailto:Mahala.bemis@chartercollege.edu">Mahala.bemis@chartercollege.edu</a> 360-448-2000 17200 SE Mill Plain Boulevard, Suite 100 Vancouver, WA 98683
Catlin Gerig Campus Manager	Lacey	<a href="mailto:catlin.gerig@chartercollege.edu">catlin.gerig@chartercollege.edu</a> 4520 Lacey Blvd SE, Suite 40 Lacey, WA 98503

The Title IX Coordinator is responsible for implementing the College’s Title IX policy, intaking reports and Formal Complaints of Sexual Harassment, providing supportive measures and accurately reporting Clery Act crime statistics.

Any person can report sex discrimination, including Sexual Harassment (whether or not the person reporting is the alleged victim) in person, by mail, telephone, or e-mail, using the contact information listed above for the Title IX

Coordinator. A report can be made at any time, including during non-business hours. However, responses to reports made outside of business hours, including during weekends and holidays, may be delayed.

### Key Definitions

**Sex-based Harassment** is a form of sex discrimination and means sexual harassment and other harassment on the basis of sex, including:

1. *Quid pro quo harassment*. An employee, agent, or other person authorized by the College to provide an aid, benefit, or service under the College's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
2. *Hostile environment harassment*. Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the College's education program or activity. Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following: (i) the degree to which the conduct affected the complainant's ability to access the College's program or activity; (ii) the type, frequency, and duration of the conduct; (iii) the parties' ages, roles with the College's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct; (iv) the location of the conduct and the context in which the conduct occurred; and (v) other sex-based harassment in the College's education program or activity ; or
3. Sexual Assault (as defined in the Clery Act), or Dating Violence, Domestic Violence or Stalking as defined in the Violence Against Women Act (VAWA) (collectively referred to as "Sexual Violence") \*:
  - **Sexual Assault**: meaning an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation<sup>2</sup>.
  - **Dating Violence**: meaning violence 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: the length of the relationship; the type of relationship; and, the frequency of interaction between the persons involved in the relationship.
  - **Domestic Violence**: meaning felony or misdemeanor crimes committed by a person who: (A) is a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction of the recipient, or a person similarly situated to a spouse of the victim; (B) shares a child in common with the victim; (C) is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner; (D) commits acts against a youth or adult victim who is protected from those acts under the domestic or family violence laws of the jurisdiction;
  - **Stalking**: meaning engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (A) fear for the person's safety or the safety of others; or (B) suffer substantial emotional distress.

\* Please note: In accordance with the Violence Against Women Reauthorization Act of 2013 ("VAWA"), state definitions for Sexual Assault, Dating Violence, Domestic Violence, Stalking and Consent may vary from the definitions above. VAWA crimes are reported in the ASR based on the definitions above.

**Complainant**: An individual who is alleged to be the victim of conduct that could constitute Sexual Harassment, regardless of whether a Formal Complaint has been filed. A Complainant must be the alleged victim unless a parent or legal guardian has a legal right to act on the alleged victim's behalf.

**Respondent**: An individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.

**Parties**: include the Complainant(s) and Respondents(s) collectively.

**Advisor**: An individual chosen by a party to accompany the party to meetings related to the resolution process, to advise the party on that process and to conduct cross-examination for the party at any hearing, if any. If a party does not have an Advisor at the hearing portion of the Grievance Process, the College will appoint an advisor.

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<sup>2</sup> The FBI's Uniform Crime Reporting Program (FBI UCR) includes forcible and nonforcible sex offenses such as rape, fondling, and statutory rape, which contain elements of "without the consent of the victim."

**Formal Complaint:** A document (hardcopy or electronic) filed by a Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that the College investigate. A Formal Complaint must be signed (physical or digital) by the Complainant, the Title IX Coordinator, or otherwise indicate that the Complainant is the person filing the Formal Complaint. At the time of filing a Formal Complaint, the Complainant must be participating in or attempting to participate in the College's education Program or Activity with which the Formal Complaint is filed.

**Program or Activity:** On or off campus locations, events, or circumstances over which the College exercises substantial control over both the Respondent and the context in which the Sexual Harassment occurred.

**Mandatory Reporter:** Designated College employees who must share knowledge, notice and/or reports of Sexual Harassment, discrimination and/or retaliation with the Title IX Coordinator.

**Discretionary Reporter:** All College employees who may, with the Complainant's consent, report instances to the Title IX Coordinator. See Reporting Requirements – Confidentiality Request for additional information on Complainants Confidentiality.

**Clery Act:** Meaning the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (20 U.S.C. Section 1092(f); 34 C.F.R. Part 668.46). In accordance with the Clery Act, the College publishes required crime statistics and policy statements in its Annual Safety and Security Report (ASR) on or before October 1<sup>st</sup> of each year. The College's most recent ASR is located <https://www.chartercollege.edu/campus-crime-security>.

**Clery Geography:** As defined in the Clery Act, includes (A) buildings and property that are part of the College's campus; (B) the College's non-campus buildings and property; and (C) public property within or immediately adjacent to and accessible from the campus.

**Consent:** is informed, voluntary and revocable. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity. It must be given without coercion, force, threats or intimidation. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

**VAWA:** Meaning the Violence Against Women Act (34 CFR Part 668).

**Duty to Respond:** The College must respond to sexual harassment, including off campus incidents if there is "any reason to believe that the incident could contribute to a hostile educational environment or otherwise interfere with a student's access to education."

The College must respond to incidents actually, or that reasonably should be, known to the College. With exceptions, the College is presumed to have known of an incident if a responsible employee knew or, in the exercise of reasonable care, should have known about the incident.

### **Procedure for Reporting**

If you believe that you have experienced or witnessed Sexual Harassment (including Sexual Violence), discrimination or retaliation, the College encourages you to notify the Title IX Coordinator as soon as possible after the incident.

A report may be made to either or both the police and the Title IX Coordinator. The criminal process is separate from the College's process. It is the College's policy not to notify local law enforcement when Sexual Violence occurs, unless a Complainant wishes or there is an emergency threat to health or safety. Complainants have the option to notify law enforcement directly or be assisted in doing so. If requested, the College will assist a victim of Sexual Violence in contacting the police. A Complainant is not required to contact the police in order to pursue the College's grievance process.

Regardless of whether or not a complaint has been filed under the College's grievance procedures, if the College knows, or reasonably should know, about possible sexual harassment involving individuals subject to the College's policies at the time, the College will promptly investigate to determine whether the alleged conduct more likely than not occurred, or otherwise respond if the College determines that an investigation is not required. If the College determines that the alleged conduct more than likely than not occurred, it will immediately take reasonable steps to end the harassment, address the hostile environment, if one has been created, prevent its recurrence, and address its effects.

The College does not issue orders of protection. Orders of protection, restraining orders, injunctions or similar lawful orders may be obtained through the court system and can be enforced by the College. Individuals who have obtained

an order of protection are encouraged to provide a copy to the Title IX Coordinator as soon as possible. Although the College does not issue orders of protection, information on how to obtain a protective order is located at [PO Brochure 2023\\_01.pdf \(wa.gov\)](#)

### **Reporting Requirements**

In order to make informed choices, it is important to be aware of confidentiality and reporting requirements when consulting College resources. The College does not have confidential reporting resources on campus, such as pastoral or professional counselors. Outside confidential resources you can contact for assistance are located in the Community Resource section of the ASR.

The College will keep confidential the identity of the Complainant, Respondent, and witnesses, except as may be permitted by FERPA, as required by law, or as necessary to carry out the Title IX Grievance Process.

#### *Confidentiality Request*

In evaluating the confidentiality request, the College may consider various factors:

- whether there are multiple or prior reports against the respondent;
- whether a weapon, physical restraints or battery was involved;
- whether the respondent was a faculty or staff member with student oversight;
- the power imbalance, if any, between the parties;
- the safety of complainant; and
- whether a thorough investigation can be completed while maintaining the request for confidentiality.

If the complainant's identity will be disclosed, the complainant must be informed prior to making the disclosure or initiating the investigation. When a complainant's identity is disclosed against their request, the College shall take immediate steps to provide for the safety of complainant when appropriate.

An individual who seeks completely confidential assistance may do so by speaking with professionals who have legally protected confidentiality. The College does not have confidential reporting resources, such as pastoral or professional counselors on campus. Crisis, mental health and victim resource hotline information is available in the Community Resource section of the ASR located. Information shared with confidential resources will not be shared with the College (including the Title IX Coordinator) or anyone else without express, written permission of the individual seeking services unless required by law or court order.

There is no time limitation on providing notice/complaints to the Title IX Coordinator. However, if the Respondent is no longer subject to the College's jurisdiction and/or significant time has passed, the ability to investigate, respond, and provide remedies may be more limited or impossible. Acting on notice/complaints significantly impacted by the passage of time (including, but not limited to, the rescission or revision of policy) is at the discretion of the Title IX Coordinator, who may document allegations for future reference, offer supportive measures and/or remedies, and/or engage in informal or formal action, as appropriate.

### **Supportive Measures**

The Title IX Coordinator will provide Supportive Measures as necessary. Supportive Measures are individualized services reasonably available to ensure equal educational access, protect safety or deter prohibited conduct. Supportive Measures are available, as appropriate to either or both the Complainant and Respondent and are non-punitive, non-disciplinary and not unreasonably burdensome to the other party. Examples include counseling, extensions of time or other course-related adjustments, modifications to work or class schedules, campus escort services, restrictions on contact between the Parties, leave of absence, increased security and monitoring of certain areas on campus, and other similar accommodation.

Supportive Measures are individualized and appropriate based on the information gathered by the Title IX Coordinator. The Supportive Measures needed by the Complainant and/or Respondent may change over time, and the Title IX Coordinator will communicate with each party to ensure that any Supportive Measures are necessary and effective based on evolving needs.

Victims of Sexual Violence will also be provided with written notification about existing counseling, health and/or mental health services, victim advocacy, legal assistance, visa and immigration assistance, safety planning, timely warnings, student financial aid and other services available to victims within the College and in the community.

Once the Title IX Coordinator receives a report, the Title IX Coordinator will promptly contact the Complainant confidentially to discuss the availability of Supportive Measures (available with or without filing a Formal Complaint) and explain the process for filing a Formal Complaint and provide a copy of this policy. The Title IX Coordinator will consider the Complainant's wishes with respect to Supportive Measures.

The College will keep confidential the identity of the victim of Sexual Violence and any accommodations or Supportive Measures provided, to the extent that maintaining such confidentiality will not impair the College's ability to provide the accommodations or Supportive Measures. See Reporting Requirements regarding confidentiality.

### **Dismissal of a Formal Complaint**

Dismissal of a Formal Complaint may occur under several circumstances. The College must dismiss a Formal Complaint if the allegations do not meet the definition of Sexual Harassment or did not occur in the College's education Program or Activity.

The College may dismiss a Formal Complaint if the Complainant informs the Title IX Coordinator, in writing, that he, she, or they withdraw the Formal Complaint or allegations therein; the Respondent is no longer enrolled or employed by the College; or if specific circumstances prevent the College from gathering sufficient evidence to reach a determination. If a Formal Complaint is dismissed, the Parties will be provided written notice of the dismissal outlining the reason(s) for dismissal. A dismissal does not preclude action by the College under the Student Anti-Discrimination and Sexual Harassment Policy or Employee Anti-Discrimination and Sexual Harassment Policy.

### **Grievance Process**

The College utilizes a prompt, equitable and impartial Grievance Process to evaluate Formal Complaints. Title IX personnel (Title IX Coordinator, Investigators, Decision-Makers, individuals who facilitate Informal Resolution process) will be free from conflicts of interest or bias for or against Complainants or Respondents. Title IX personnel will objectively evaluate all relevant evidence and avoid credibility determinations based on a person's status as a Complainant, Respondent or witness.

Both Parties will receive equal opportunity to provide information, witness statements, evidence, and other information that may be necessary to fully evaluate the alleged offense. Both Parties will be afforded equitable rights and access during the Grievance Process. Both Parties will be given an opportunity to identify witnesses and other evidence to assist the College in determining whether a policy violation has occurred and will be informed that any evidence available but not disclosed during the investigation might not be considered at a subsequent hearing. The Respondent is presumed not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the Grievance Process.

Generally, the Grievance Process consists of a Formal Complaint, investigation, Live Hearing, determination, Disciplinary Actions, Remedies and appeal (if applicable). The Grievance Process, barring extenuating circumstance, will conclude within ninety (90) days from the date a Formal Complaint is filed.

### ***Advisor***

A party may be accompanied by an Advisor of their choice during the Grievance Process. The Parties may choose Advisors from inside or outside the College community. If the Complainant or Respondent does not have an Advisor present at the Live Hearing, the College will select and provide an Advisor, without fee or charge, to conduct cross-examination of witnesses on behalf of that party. A party may reject a College appointed Advisor and choose their own Advisor, but they may not proceed without an Advisor. The Complainant and Respondent may not conduct cross-examination.

Choosing an Advisor who is a witness in the Grievance Process creates potential for bias and conflict of interest. A party who chooses an Advisor who is also a witness can anticipate that issues of potential bias will be explored by the Decision-Maker.

The Parties are expected to ask and respond to questions on their own behalf throughout the investigation phase of the Grievance Process. Advisors are expected to advise without disrupting proceedings. For example, advisors should not address College officials in a meeting or interview unless invited to. An Advisor may not make a presentation during any meeting or proceeding and may not speak on behalf of the party to the investigation or other Decision-Maker except during a Live Hearing, during cross-examination. If an Advisor is disruptive or otherwise fails to respect the limits of the Advisor role, the meeting or interview may be ended.

Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by the College. The College may seek to restrict the role of any Advisor who does not respect the sensitive nature of the process or who fails to abide by the College's privacy expectations.

### ***Investigation of Formal Complaints***

The College will investigate Sexual Harassment allegations in a Formal Complaint filed by a Complainant or signed by the Title IX Coordinator. The Title IX Coordinator will respect the Complainant's wishes as to whether the College investigates an allegation of Sexual Harassment, unless the Title IX Coordinator determines that not investigating

would be deliberately indifferent or harmful to the College community. The College may consolidate Formal Complaints where the allegations arise out of the same facts.

Upon receipt of a Formal Complaint, written notice will be sent to the Parties. The Notice of Investigation will include:

- details of the allegations (including identities of the Parties involved),
- specific section of the policy alleged to have been violated,
- the conduct that would be considered Sexual Harassment,
- the date of the incident(s) and
- the location of the incident(s));
- a statement that the Respondent is presumed to be not responsible for the alleged conduct until a determination is made according to the College's Grievance Process,
- a statement that the Parties may have an Advisor of their choice, and
- a reminder of the expectation of truthfulness including consequences for submitting false information.
- The Parties will also be provided with separate written notice of any investigative interview, meeting or hearing. Interview/meeting notices will include:
  - the date,
  - time,
  - location,
  - participants and
  - purpose of the investigative interview or meeting.

Formal Complaints involving employees will also be referred to Human Resources and simultaneously evaluated under employee conduct policies and procedures.

During the investigation, the Title IX Coordinator or his/her designee ("Investigator") will conduct interviews and gather evidence. No unauthorized audio or video recording of any kind is permitted during investigation interviews/meetings. The Parties will be provided an equal opportunity to present fact and expert witnesses or other evidence. The Parties (and their Advisors) will be provided with evidence directly related to the allegations, in electronic format or hardcopy, with at least 10 days for the Parties to inspect, review, and respond to the evidence. The Investigator will consider the responses received from the Parties before issuing the investigative report.

Once the investigation has concluded, the Investigator will draft an investigative report (hardcopy or electronic) that fairly summarizes relevant evidence. The investigative report will be sent to the Parties (and their Advisors) at least 10 days prior to a Live Hearing. The Parties may provide a written response to the investigative report.

### ***Informal Resolution***

If the Complainant and Respondent voluntarily consent in writing, Formal Complaints can be resolved through Informal Resolution, such as mediation. The Title IX Coordinator will facilitate an appropriate Informal Resolution process depending on the nature of the allegations, the Parties involved, and the overall circumstances. Informal Resolution will be conducted by a facilitator, who may or may not be the Title IX Coordinator. It is not necessary to pursue Informal Resolution first in order to pursue the College's Grievance Process. At any time prior to agreeing to a resolution, any party has the right to withdraw from the Informal Resolution process and resume the Grievance Process. Informal Resolution is unavailable to resolve allegations that an employee sexually harassed a student.

### ***Live Hearing***

If a Formal Complaint is not or cannot be resolved through Informal Resolution, the College may conduct a Live Hearing. Live Hearings are facilitated by the designated Decision-Maker. The Decision Maker may be the same person as the Title IX Coordinator.

Live Hearings will be conducted directly, orally, and in real time by the party's Advisor and not by a party personally. The Decision-Maker will permit each party's Advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Only relevant cross-examination and other questions may be asked of a party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Decision-Maker must first determine whether the question is relevant and explain to the party's Advisor asking cross-examination questions any decision to exclude a question as not relevant.

Rape shield protections are applied to Complainants, deeming irrelevant questions and evidence about a Complainant's prior sexual behavior unless offered to prove that someone other than the Respondent committed the alleged Sexual Harassment or offered to prove consent.

At the request of either party, the College will provide for the entire Live Hearing (including cross-examination) to occur with the Parties located in separate rooms with technology enabling the Parties to see and hear each other.

Live Hearings may be conducted with all Parties physically present in the same geographic location or, at the College's discretion, any or all Parties, witnesses, and other participants may appear at the Live Hearing virtually. An audio or audiovisual recording, or transcript, of any Live Hearing will be created and maintained for seven (7) years.

During the Grievance Process, the College will not use, rely on or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. The College will not access or use a party's medical, psychological, and similar treatment records unless the party provides voluntary, written consent.

### ***Standard of Evidence***

For all Formal Complaints of Sexual Harassment (including where employees are Respondents), the College utilizes the preponderance of the evidence standard, meaning the College will evaluate whether it is "more likely than not" that the alleged conduct occurred.

### ***Disciplinary Actions and Remedies***

Disciplinary Actions against the Respondent will not be imposed before completion of the College's Grievance Process. Following a determination of responsibility, appropriate corrective action will be taken, and the College will take steps to prevent recurrence. Disciplinary Actions taken will be determined on a case-by-case basis. Factors considered when determining Disciplinary Action may include but are not limited to:

- Nature, severity of, and circumstances surrounding the violation(s)
- Respondent's disciplinary history
- Previous allegations or allegations involving similar conduct
- Need for disciplinary action to bring an end/prevent future reoccurrence of the violation
- Need for disciplinary action to remedy the effects on the Complainant and the College community
- Impact on the parties
- Any other information deemed relevant by the Decision-Maker.

Any employee determined by the College to be responsible for an act of Sexual Harassment will be subject to appropriate Disciplinary Action, up to and including termination. Employees are also subject to processes and discipline determined by the Human Resources Department. The HR process is separate and apart from the Title IX process and not constrained by the outcome of the Title IX process. Disciplinary Action for student-related claims may include, but are not limited to, additional training, a restriction on contact, warning, suspension, or termination. Disciplinary action will be placed in a student's permanent academic file and an employee's permanent personnel file. These documents are securely maintained.

Failure to abide by imposed Disciplinary Actions (whether by refusal, neglect or any other reason), may result in additional Disciplinary Action, including suspension or termination.

Remedies are provided to a Complainant whenever a Respondent is found responsible. Remedies are implemented by the Title IX Coordinator and may be disciplinary and punitive. Student Remedies are designed to maintain the Complainant's equal access to education. Remedies will be determined on a case-by-case basis and may include supportive measures.

Individuals who make a materially false statement in bad faith in the course of a Title IX Grievance Process will be subject to the College's Student Conduct Policy or the Employee Discipline and Standards of Conduct.

### ***Written Determination***

The Decision-Maker will issue a Written Determination regarding responsibility with findings of fact, conclusions about whether the alleged conduct occurred, rationale for the result as to each allegation, a description of the procedure from Formal Complaint through the Live Hearing, Disciplinary Actions imposed on the Respondent and whether Remedies will be provided to the Complainant. The determination will be sent simultaneously to the Parties along with information on how to file an appeal.

### ***Appeal***

Both Parties have the right to appeal a determination regarding responsibility, the College's dismissal of a Formal Complaint or any allegations therein if:

- (1) procedural irregularity affected the outcome of the matter,
- (2) there is newly discovered evidence that could affect the outcome of the matter; and/or

(3) Title IX personnel had a conflict of interest or bias, that affected the outcome of the matter.

An appeal must be submitted in writing to the Title IX Coordinator within 30 days of the delivery of the Written Determination. Both parties will be informed in writing and simultaneously of any change to the results that occur prior to the time that such results become final and when such results become final.

### **Retaliation Prohibited**

Both Title IX and the Clery Act provide protections for individuals who bring allegations of non-compliance with the Clery Act and/or Title IX to the attention of appropriate campus administrators. Retaliation (including intimidation, threats, coercion or discrimination) against an individual for raising an allegation of Sexual Harassment, for cooperating in the Grievance Process is prohibited.

If you believe you have been retaliated against, you should notify the Title IX Coordinator.

### **Bias/Conflict of Interest**

To raise any concern involving bias or conflict of interest by the Title IX Coordinator, contact the Director of Human Resources, [shamilton@prospecteducation.com](mailto:shamilton@prospecteducation.com) or another Title IX Coordinator. Concerns of bias or potential conflict of interest by any other Title IX personnel should be raised with the Title IX Coordinator.

### **Notices and Training**

A notice of nondiscrimination is disseminated to all

- Employees
- Volunteers who regularly interact with students, and
- Individuals or entities under a contract involving regulator interaction with students

The College ensures that its Title IX personnel responsible for implementing any grievance process or with authority to terminate or modify supportive procedures as well as Investigators and Decision Makers have adequate training annually. All employees are trained on:

- the obligation to address sex discrimination,
- the scope of the conduct that constitutes Prohibited Conduct under Title IX, and definition of sex discrimination,
- all applicable notification and information requirements.

The Title IX Coordinator and Investigators are trained on:

- the definition of Sexual Harassment,
- the scope of the College's Education Program or Activity,
- how to conduct an investigation,
- the College's Grievance Process (including Live Hearings, Appeals, and Informal Resolution processes, as applicable) and
- how to serve impartially by avoiding prejudgment of the facts at issue, conflicts of interest, and bias.

Decision-Makers are trained on:

- the definition of Sexual Harassment,
- the Live Hearing process,
- technology to be used in Live Hearings, and
- issues of relevance (including how to apply the rape shield protections provided for Complainants).

Informal Resolution facilitators are trained on:

- the Informal Resolution process.

In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act ("Clery Act") and the Violence Against Women Reauthorization Act of 2013 ("VAWA"), the College will provide primary prevention and awareness programs to prevent Sexual Assault, Dating Violence, Domestic Violence and Stalking to incoming students (during new student orientation) and new employees (upon hire) and generally every year thereafter. Materials used to train Title IX personnel are posted on the College's website at <https://www.chartercollege.eud/student-consumer-information> listed under Title IX.

### **Clery Act Reporting**

College administrators will issue timely warnings for incidents reported that pose a substantial threat of bodily harm or danger to other members of the campus community. The College will make every effort to ensure that a victim's

name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The College reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

Personally identifiable information for victims of Sexual Assault, Dating Violence, Domestic Violence and Stalking will not be included in any publicly available recordkeeping, including Clery Act Reporting and disclosures such as the ASR.

### **Emergency Removal**

The College can remove a Respondent entirely or partially from the Education Program or Activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical or safety of any student or other individual justifies removal. The risk analysis is performed by the Title IX Coordinator in conjunction with the Chief Academic Officer or Director of Human Resources.

In cases in which an emergency removal is imposed, the Respondent will be given notice of the action and the option to request to meet with the Title IX Coordinator prior to such action/removal being imposed, or as soon thereafter as reasonably possible, to show cause why the action/removal should not be implemented or should be modified. This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. When this meeting is not requested in a timely manner, objections to the emergency removal will be deemed waived.

The Title IX Coordinator has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion or termination.

The College will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. As determined by the Title IX Coordinator, these actions could include, but are not limited to: temporarily re-assigning an employee, restricting a student’s or employee’s access to the campus, allowing a student to withdraw or take grades of incomplete without financial penalty, and authorizing an administrative leave.

### **Record Keeping**

Charter College maintains records for seven year, to include:

- Documentation of each complaint
- Documentation of actions the College took to respond to notices of sex discrimination
- Title IX training materials

### **Disability Accommodations**

The College is committed to providing reasonable accommodations and support to qualified students, employees, or others with disabilities to ensure equal access to the College’s Grievance Process. Anyone needing accommodation should contact the ADA Coordinator listed below for their campus to request accommodation.

<b>Name</b>	<b>Campus/Location</b>	<b>Contact Information</b>
Angela McCary Regional Campus Manager	Pasco	<a href="mailto:Angela.mccary@chartercollege.edu">Angela.mccary@chartercollege.edu</a> 509-546-3900 5278 Outlet Drive Pasco, WA 99301
Angela McCary Regional Campus Manager	Yakima	<a href="mailto:angela.mccary@chartercollege.edu">angela.mccary@chartercollege.edu</a> 509-412-1694 2706 West Nob Hill Blvd, #106 Yakima, WA 98902
Mahala Bemis Regional Campus Manager	Vancouver	<a href="mailto:Mahala.bemis@chartercollege.edu">Mahala.bemis@chartercollege.edu</a> 360-448-2000 17200 SE Mill Plain Boulevard, Suite 100 Vancouver, WA 98683
Catlin Gerig Campus Manager	Lacey	<a href="mailto:catlin.gerig@chartercollege.edu">catlin.gerig@chartercollege.edu</a> 360-292-7179 4520 Lacey Blvd SE, Suite 40 Lacey, WA 98503

## Additional Information

Students and employees may contact the Title IX Coordinator, Director of Regulatory Affairs or Director of Human Resources with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights (“OCR”) investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the Parties. For more information, visit the OCR website at <http://www.hhs.gov/ocr/>. To the extent that an employee or contract worker is not satisfied with the College’s handling of a complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

## **ACCOMMODATIONS AND PROTECTIVE MEASURES AVAILABLE FOR VICTIMS**

Upon receipt of a report of domestic violence, dating violence, sexual misconduct and/or stalking, Charter College will provide written notification to students and employees about accommodations available to them, including academic, living, transportation and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations.)

At the victim’s request, and to the extent of the victim’s cooperation and consent, the College will work cooperatively to assist the victim in obtaining accommodations. The College is obligated to comply with a victim’s reasonable request to make changes to academic, living, working or transportation situations regardless of whether the victim chooses to report the crime to local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, campus, etc. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

To request changes to academic, living, transportation and/or working situations or protective measures, a victim should contact the Title IX Coordinator. If the victim wishes to receive assistance in requesting these accommodations, she or he should contact the Title IX Coordinator.

## **RIGHTS OF VICTIMS AND THE INSTITUTION’S RESPONSIBILITIES FOR ORDERS OF PROTECTION, “NO-CONTACT” ORDERS, RESTRAINING ORDERS, OR SIMILAR LAWFUL ORDERS ISSUED BY A CRIMINAL, CIVIL, OR TRIBAL COURT OR BY THE INSTITUTION**

Victims have the right to seek legal protections such as orders of protection, no contact orders, restraining orders, or other lawful orders of criminal, civil, or tribal courts. The College cannot apply for a legal order of protection, no contact order or restraining order for a complainant from the applicable jurisdiction(s). The College will comply with the lawful orders issued by such a court as they apply to the College and will make modifications to educational and/or workplace environments to comply with the terms of such lawful orders.

Charter College WILL: only notify your parents, spouse or significant other if you ask us to; treat you and your concerns with courtesy, sensitivity, dignity, understanding and professionalism; openly listen with no prejudice; consider your case regardless of your gender, gender identity, sexual orientation, or the gender or status of the suspect; assist you in arranging for any medical needs; assist you with information for advocacy support, private counseling, and/or other available resources; assist you in contacting law enforcement and filing a police report; and continue to be available to answer your questions and concerns.

## **CONFIDENTIALITY**

If the Complainant reports to the College and requests confidentiality or asks that the complaint not be pursued, the College will take all reasonable steps to respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation. If a Complainant insists that his/her name or other identifiable information not be disclosed to the Respondent, the College’s ability to respond may be limited. If the Complainant continues to ask that his or her name not be revealed, the College will take all reasonable steps to respond to the complaint consistent with the party’s request as long as doing so does not prevent the College from responding effectively to the harassment and preventing harassment of other parties. At the same time, the College will evaluate the confidentiality request in the context of its responsibility to provide a safe and nondiscriminatory environment for all persons.

Education records are maintained in accordance to Family Educational Rights and Privacy Act of 1974 (FERPA). All documentation related to a student’s complaint, investigation, and resolution is protected by FERPA and not available to the public. Non-identifying information may be used in order to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. A Complainant’s name will never be published. Persons may request that directory information on file be removed from public sources by request. To request removal of directory information, students should contact the College Registrar or Title IX Coordinator. The College reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, or a change in student status.

## **TYPES OF DISCIPLINARY PROCEEDINGS UTILIZED IN CASES OF ALLEGED DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT & STALKING**

The College only uses one type of disciplinary proceedings for domestic violence, dating violence, sexual assault and stalking allegations by using a Live Hearing model. The steps and the decision-making process are outlined in a previous section titled, “Live Hearing.”

The victim of dating violence, domestic violence, sexual assault or stalking may choose for the investigation to be pursued through the criminal justice system and the Title IX Coordinator, or only the former or the latter. The Title IX Coordinator can guide the victim through the available options and support the victim in his or her decision.

## **FALSE REPORTS**

The College recognizes that sexual harassment frequently involves interactions between persons that are not witnessed by others or cannot be substantiated by additional evidence. Lack of corroborating evidence or “proof” should not discourage individuals from reporting sexual harassment under this policy. However, making false charges of sexual harassment is a serious offense. If a report is found to have been intentionally false or made maliciously without regard for truth, the claimant will be subject to disciplinary action. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

## **CONTACT INFORMATION**

Students and employees may contact the Title IX Coordinator with any questions related to this policy. In addition, the U.S. Department of Education Office for Civil Rights (“OCR”) investigates complaints of unlawful harassment of students in educational programs or activities. This agency may serve as a neutral fact finder and will attempt to facilitate the voluntary resolution of disputes with the parties. For more information, visit the OCR website at: <http://www.hhs.gov/ocr/>. To the extent that an employee or contract worker is not satisfied with the College’s handling of a complaint, he or she may also contact the appropriate state or federal enforcement agency for legal relief.

## **SEX OFFENDERS**

The federal Campus Sex Crimes Prevention Act requires colleges and universities to disclose to its students the location of sex offender registries and the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. The act also requires registered sex offenders to provide a notice of any campus of higher education in which the offender is employed, carries on a vocation, or is a student to state officials.

Any member of the campus community who wishes to obtain further information regarding registered sex offenders in the area may refer to <http://www.sexoffender.com> for the national registry or <http://icrimewatch.net/washington.php> for the Washington sex offender registry.

## **REPORTING CRIMES**

- Students and staff should report criminal acts to the Regional Campus Manager/Campus Manager at the campus or a member of the Campus Management staff.
- Reporting crimes is on a voluntary, confidential basis.
- The Regional Campus Manager/Campus Manager is responsible to document any criminal acts, as well as reporting crimes to the local authorities as required by law.

- The campus is required to make timely warnings to members of the campus community regarding the occurrence of crimes. The campus community includes all campus buildings and grounds, all adjacent public property and externship sites.
- Timely warnings to the campus community will be issued through social media (e.g. Facebook), College website or in a handout or flyer, and also posted on any notice boards within the campus.
- If there is an ongoing investigation of a crime that occurred in, at, or on any of the locations listed above that would be jeopardized, cause the suspect to flee, risk the safety of an individual, or result in the destruction of evidence, the campus may delay the timely warning until any adverse effect is no longer likely to occur.
- The statistics are collected centrally for each campus on a monthly basis and reported to the U.S. Department of Education annually.

Students and staff who report crimes will be provided with an explanation of your rights and options.

## SANCTIONS

Students found responsible for violating any of the College’s policies may receive disciplinary sanctions. The fundamental principle guiding the imposition of sanctions in the student discipline system is founded in the College’s effort to balance upholding community standards with the educational development of its students in addressing individual behavior.

The sanctioning regimen is designed to reestablish order while considering the common good, which sometimes necessitates the temporary or permanent removal of the offender. Mechanism within which offenders can reflect upon their actions and their impact on both themselves and restoration of the offender to good standing within the community provided the safety of the community is not jeopardized by the individuals’ presence or return. The sanctions listed below are not meant to be exhaustive.

- Suspension from the College
- Dismissal from the College

The final determination of the appropriate sanction is done by the Campus Leadership, in combination with the Corporate Office Leadership.

Employees found responsible for violating the College’s policies may receive disciplinary sanctions that could include a written warning, final written warning and/or dismissal from employment depending on the specific violation of the College’s policies. The final determination for employees is decided by the Human Resources department.

## CRIME STATISTICS

The federal law requires that colleges and universities disclose statistics on crimes that may occur on-campus, on non-campus property, or on public property adjacent to the campus. For the purposes of the Clery Act, any building 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 facility even if the building itself is owned or controlled by a third party, as classified by the FBI Uniform Crime Report. The *Campus Crime Statistics* contain the criminal offenses and disciplinary instances as reported to the campus or the local law enforcement as occurring on campus, off campus, or on public property within close proximity of the campus.

Campus specific statistics are attached as an addendum and may be obtained by students and/or employees (current and perspective) via the campus website at <http://www.chartercollege.edu/campus-crime-security> or at the residential campus location. The Campus Crime Statistics include the number of offenses or instances for the last three completed calendar years.

## CAMPUS SECURITY AUTHORITY REPORT

Individuals to contact in case of emergency:

- Receptionist / Campus Support Specialist
- Instructor
- Regional Campus Manager/Campus Manager

## DRUG-FREE CAMPUS AND WORKPLACE

### ALCOHOL & DRUG POLICY

The campus is designated as “Drug-Free.” The possession, sale or the furnishing of alcohol on campus is governed by the Code of Student Conduct found in the catalog. The Code of Student Conduct states that students will be held accountable for the use of alcoholic beverages or controlled substances on College or externship property, including the purchase, consumption, possession, or sale of such items. The National Minimum Drinking Age Act of 1984 required all states to raise their minimum purchase and public possession of alcohol to age 21.

Violation of the rules in the Code of Student Conduct may lead to dismissal from the College. All disciplinary matters will come before the administration, which will review the complaint, interview the person(s) involved and make a determination of the action. Results may include: dismissal of the charge, dismissal of the student, probation, or suspension for a specified period of time. The finding will become part of the student’s permanent file, possibly affecting future employment referrals from Charter College to future employers. Charter College reserves the right to dismiss any student for whom it feels continuation would be a detriment to the student, fellow students and/or the College.

In conjunction with the campus security bi-annual in-services, the campus will address the Drug and Alcohol Prevention program that was implemented to determine the following:

The number of drug and alcohol-related violations and fatalities that occur on the campus or as part of any of the campus activities must be reported to campus officials, and

The number and type of sanctions that are imposed by the campus as a result of drug and alcohol-related violations and fatalities on the campus or as part of any of the campus activities.

Note: Additional information is available within the *Employee Handbook* for campus personnel.

The Anti-Drug Abuse Act of 1988 includes provisions that authorize federal and state judges to deny certain federal benefits, including federal student aid, to persons convicted of drug trafficking or possession. The FAFSA Processing System (FPS) maintains a hold file of individuals who have received such a judgment. All applicants are checked against this file to determine if they should be denied aid. Records matching the drug abuse hold file receive a rejected application.

### DRUGS OF ABUSE/USES AND EFFECTS

Drug abuse, which can affect one’s physical and emotional health and social life, is the utilization of natural and/or synthetic chemical substances for nonmedical reasons to affect the body and its processes, the mind and nervous system, and behavior. Drugs can be highly addictive and injurious to the body. Among the manifestations may be loss of sense of responsibility and coordination, restlessness, irritability, anxiety, paranoia, depression, acting slow-moving, inattentiveness, loss of appetite, sexual indifference, coma, convulsions, and death.

There are classic warning signs that could be indicative of drug use. These signs include:

- Unexplained change in personality or attitude
- Drop in attendance and performance at work or school
- Deterioration of physical appearance and personal grooming habits
- Sudden mood swings, irritability or angry outbursts
- Unexplained need for money or financial problems; may borrow or steal to get it
- Engaging in secretive or suspicious behaviors
- Sudden change in friends, favorite hangouts and hobbies

Information regarding the effects of commonly abused drugs may be found on the internet at [Research Topics | National Institute on Drug Abuse \(NIDA\) \(nih.gov\)](#) . Drug and alcohol abuse education programs are offered by local community agencies.

DRUGS DEPRESSANTS	CSA SCHEDULES	TRADE OR OTHER NAMES	MEDICAL USES	DEPENDENTS PHYSICAL/PSYCHOLOGICAL/TOLERANCE	USUAL METHOD	POSSIBLE EFFECTS	EFFECTS OF OVERDOSE	WITHDRAWAL SYNDROME
gamma Hydroxybutyric Acid	Substance I, Product III	GHB, Liquid Ecstasy, Liquid X, Sodium Oxybate, Xyrem®	None in U.S., Anesthetic	Moderate/Moderate/Yes	Oral	Slurred speech, disorientation, drunken behavior without odor of alcohol, impaired memory of events, interacts with alcohol	Shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, possible death	Anxiety, insomnia, tremors, delirium, convulsions, possible death
Benzodiazepines	Substance IV	Valium, Xanax, Halcion, Ativan, Restoril, Rohypnol (Rofies, R-2), Klonopin	Antianxiety, Sedative, Anti-convulsant, Hypnotic, Muscle Relaxant	Moderate/Moderate/Yes	Oral, injected			
Other Depressants	Substance I, II, III, IV	Ambien, Sonata, Meprobamate, Chloral Hydrate, Barbiturates, Methaqualone (Quaalude)	Antianxiety, Sedative, Hypnotic	Moderate/Moderate/Yes	Oral			

DRUGS NARCOTICS	CSA SCHEDULES	TRADE OR OTHER NAMES	MEDICAL USES	DEPENDENTS PHYSICAL/PSYCHOLOGICAL/TOLERANCE	USUAL METHOD	POSSIBLE EFFECTS	EFFECTS OF OVERDOSE	WITHDRAWAL SYNDROME
Heroin	Substance I	Diamorphine, Horse, Smack, Black tar, Chiva, Negra (black tar)	None in U.S., Analgesic, Antitussive	High/High/Yes	Injected, snorted, smoked	Euphoria, drowsiness, respiratory depression, constricted pupils, nausea	Slow and shallow breathing, clammy skin, convulsions, coma, possible death	Watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills and sweating
Morphine	Substance II	MS-Contin, Roxanol, Oramorph SR, MSIR	Analgesic	High/High/Yes	Oral, injected			
Hydrocodone	Substance II, Product III, V	Hydrocodone w/ Acetaminophen, Vicodin, Vicoprofen, Tussionex, Lortab	Analgesic, Antitussive	High/High/Yes	Oral			
Hydromorphone	Substance II	Dilaudid	Analgesic	High/High/Yes	Oral, injected			
Oxydodone	Substance II	Roxicet, Oxycodone w/ Acetaminophen, OxyContin, Endocet, Percocet, Percodan	Analgesic	High/High/Yes	Oral			
Codeine	Substance II, Product III, V	Acetaminophen, Guaifenesin or Promethazine w/Codeine, Fiorinal, Fioricet or Tylenol w/Codeine	Analgesic, Antitussive	Moderate/Moderate/Yes	Oral, injected			
Other Narcotics	Substance II, III, IV	Fentanyl, Demerol, Methadone, Darvon, Stadol, Talwin, Paregoric, Buprenex	Analgesic, Antidiarrheal, Antitussive	High-Low/High-Low/Yes	Oral, injected, snorted, smoked			

DRUGS STIMULANTS	CSA SCHEDULES	TRADE OR OTHER NAMES	MEDICAL USES	DEPENDENTS PHYSICAL/PSYCHOLOGICAL/TOLERANCE	USUAL METHOD	POSSIBLE EFFECTS	EFFECTS OF OVERDOSE	WITHDRAWAL SYNDROME
Cocaine	Substance II	Coke, Flake, Snow, Crack, Coca, Blanca, Perico, Nieve, Soda	Local anesthetic	Possible/High/Yes	Snorted, smoked, injected	Increased alertness, excitation, euphoria, increased pulse rate & blood pressure, insomnia, loss of appetite	Agitation, increased body temperature, hallucinations, convulsions, possible death	Apathy, long periods of sleep, irritability, depression, disorientation
Amphetamine/ Methamphetamine	Substance II	Crank, Ice, Cristal, Krystal Meth, Speed, Adderall, Dexedrine, Desoxyn	Attention deficit/ hyperactivity disorder, narcolepsy, weight control	Possible/High/Yes	Oral, injected, smoked			
Methylphenidate	Substance II	Ritalin (Illy's), Concerta, Focalin, Metadate	Attention deficit/ hyperactivity disorder	Possible/High/Yes	Oral, injected, snorted, smoked			
Other Stimulants	Substance III, IV	Adipex P, Ionamin, Prelu-2, Didrex, Provigil	Vaso-constriction	Possible/Moderate/Yes	Oral			

## DRUGS OF ABUSE/USES AND EFFECTS

DRUGS HALLUCINOGEN	CSA SCHEDULES	TRADE OR OTHER NAMES	MEDICAL USES	DEPENDENTS PHYSICAL/PSYCHOLOGICAL/TOLERANCE	USUAL METHOD	POSSIBLE EFFECTS	EFFECTS OF OVERDOSE	WITHDRAWAL SYNDROME
MDMA and Analogues	Substance I	(Ecstasy, XTC, Adam), MDA (Love Drug), MDEA (Eve), MBDB	None	None/Moderate/Yes	Oral, snorted, smoked	Heightened senses, teeth grinding and dehydration	Increased body temperature, electrolyte imbalance, cardiac arrest	Muscle aches, drowsiness, depression, acne
LSD	Substance I	Acid, Microdot, Sunshine, Boomers	None	None/Unknown/Yes	Oral	Illusions and hallucinations, altered perception of time and distance	(LSD) Longer, more intense "trip" episodes	None
Phencyclidine and Analogues	Substance I, II, III	PCP, Angel Dust, Hog, Loveboat, Ketamine (Special K), PCE, PCPy, TCP	Anesthetic (Ketamine)	Possible/High/Yes	Smoked, oral, injected, snorted	Unable to direct movement, feel pain, or remember	Drug seeking behavior Not regulated	
Other Hallucinogens	Substance I	Psilocybe mushrooms, Mescaline, Peyote Cactus, Ayahuasca, DMT, Dextro-methorphan* (DXM)	None	None/None/Possible	Oral			

DRUGS CANNABIS	CSA SCHEDULES	TRADE OR OTHER NAMES	MEDICAL USES	DEPENDENTS PHYSICAL/PSYCHOLOGICAL/TOLERANCE	USUAL METHOD	POSSIBLE EFFECTS	EFFECTS OF OVERDOSE	WITHDRAWAL SYNDROME
Marijuana	Substance I	Pot, Grass, Sinsemilla, Blunts, Mota, Yerba, Grifa	None	Unknown/Moderate/Yes	Smoked, oral	Euphoria, relaxed inhibitions, increased appetite, disorientation	Fatigue, paranoia, possible psychosis	Occasional reports of insomnia, hyperactiv- ity, decreased appetite
Tetrahydro- cannabinol	Substance I, Product III	THC, Marinol	Antinauseant Appetite stimulant	Yes/Moderate/Yes	Smoked, oral			
Hashish and Hashish Oil	Substance I	Hash, Hash oil	None	Unknown/Moderate/Yes	Smoked, oral			

DRUGS ANABOLIC STERIODS	CSA SCHEDULES	TRADE OR OTHER NAMES	MEDICAL USES	DEPENDENTS PHYSICAL/PSYCHOLOGICAL/TOLERANCE	USUAL METHOD	POSSIBLE EFFECTS	EFFECTS OF OVERDOSE	WITHDRAWAL SYNDROME
Testosterone	Substance III	Depo Testosterone, Sustanon, Sten, Cypt	Hypogonadism	Unknown/Unknown/Unknown	Injected	Virilization, edema, testicular atrophy, gyneco- mastia, acne, aggressive behavior	Unknown	Possible depression
Other Anabolic Steroids	Substance III	Parabolan, Winstrol, Equipose, Anadrol, Dianabol, Primabolin-Depo, D-Ball	Anemia, Breast cancer	Unknown/Yes/Unknown	Oral, injected			

DRUGS INHALANTS	CSA SCHEDULES	TRADE OR OTHER NAMES	MEDICAL USES	DEPENDENTS PHYSICAL/PSYCHOLOGICAL/TOLERANCE	USUAL METHOD	POSSIBLE EFFECTS	EFFECTS OF OVERDOSE	WITHDRAWAL SYNDROME
Amyl and Butyl Nitrite		Pearls, Poppers, Rush, Locker Room	Angina (Amyl)	Unknown/Unknown/No	Inhaled	Flushing, hypotension, headache	Methemo- globinemia	Agitation
Nitrous Oxide		Laughing gas, balloons, Whippets	Anesthetic	Unknown/Low/No	Inhaled	Impaired memory, slurred speech, drunken behavior, slow onset vitamin deficiency, organ damage	Vomiting, respiratory depression, loss of consciousness, possible death	Trembling, anxiety, insomnia, vitamin deficiency, confusion, hallucinations, convulsions
Other Inhalants		Adhesives, spray paint, hair spray, dry clean- ing fluid, spot remover, lighter fluid	None	Unknown/High/No	Inhaled			

DRUGS	CSA SCHEDULES	TRADE OR OTHER NAMES	MEDICAL USES	DEPENDENTS PHYSICAL/PSYCHOLOGICAL/TOLERANCE	USUAL METHOD	POSSIBLE EFFECTS	EFFECTS OF OVERDOSE	WITHDRAWAL SYNDROME
Alcohol		Beer, wine, liquor	None	High/High/Yes	Oral	Impaired memory, slurred speech, drunken behavior, slow onset vitamin deficiency, organ damage	Vomiting, respiratory depression, loss of consciousness, possible death	Trembling, anxiety, insomnia, vitamin deficiency, confusion, hallucinations, convulsions

### WASHINGTON STATE LAWS REGARDING MINOR IN POSSESSION (MIP) AND USE

- Persons under the age of 21 may not acquire, possess, or consume alcohol. Nor may other persons furnish alcohol to anyone under 21 or permit underage consumption on premises within their control. Penalty: Maximum \$500 fine, 2 months imprisonment, or both.
- Persons under 21 may not be in a public place or in a vehicle in public while exhibiting the effects of having consumed alcohol. A public place includes city streets and any buildings and grounds used for University purposes. Penalty: Maximum \$500 fine, 2 months imprisonment, or both.
- Persons under 21 may not purchase or attempt to purchase alcohol. Penalty: Maximum \$1,000 fine, 90 days imprisonment or both.
- Alcohol may not be opened or consumed in a public place. Penalty: Maximum \$1,000 fine.
- It is unlawful to manufacture, deliver, or possess an illicit drug. Penalty: Maximum \$10,000 fine, 5 years imprisonment, or both. The possession of 40 grams or less of marijuana is a misdemeanor (minimum \$250 fine and not less than 24 hours in jail).
- It is unlawful to possess or use drug paraphernalia for purposes relating to the manufacture, delivery, possession, or use of an illicit drug. Penalty: Minimum \$250 fine and not less than 24 hours in jail.

### WASHINGTON STATE LAWS REGARDING DRIVING

- Any minor in possession (alcohol or drug) offense will result in loss of your driver's license for one year (1st offense) or for two years (2nd offense).
- Under age 21 Driving Under the Influence (DUI) with a .02-.07 BAC has the following penalties:
  - a) 1st Offense: 90-day license suspension, maximum 90 days in jail and \$1,000 fine
  - b) 2nd Offense: License revoked until age 21 or at least 1 year, maximum 90 days in jail and \$1,000 fine
- Any age Driving Under the Influence (DUI) with a BAC of .08 or higher has the following penalties:
  - a) 1st Offense: 90-day license suspension, 1 day jail or 15-day electronic home monitoring, fines \$8,125, possible ignition interlock
  - b) 2nd Offense: License revoked for minimum of two years, minimum 30 days in jail and 60 days electronic home monitoring, fines \$8,125, possible five year ignition interlock.

The penalties for furnishing minors with alcohol can be severe. For example, repeat offenders or if the minor causes serious injury while under the influence of alcohol can result in being charged with a Class C felony offense. The penalties include a fine of up to \$50,000 and up to five years in prison.

### WASHINGTON STATE LAW REGARDING FALSE IDENTIFICATION

- Possession of a false identification card is a misdemeanor. Penalty: Minimum \$250 fine and 25 hours community service.

## **POSSESSION OF DRUGS AND SCHEDULE III, IV AND V NARCOTICS**

For the possession of the following substances, the punishment is imprisonment in the state prison and a fine of \$1,000 to \$50,000:

- Opiates, opium, opium derivatives, cocaine base, mescaline, peyote, PCP and synthetic cannabis, diazepam, anabolic steroids, hallucinogenic, and all Schedule III, VI and V narcotics.

Washington classifies crimes into five degrees, misconduct in the first-degree being the most serious. Sale or distribution involves degrees one through five.

Delivery is a felony punishable by imprisonment of five to 99 years and a fine of up to \$500,000.

## **MARIJUANA LAWS**

Students and employees should be aware that despite the November 2012 Washington state vote to legalize and/or decriminalize small amounts of marijuana possession or use for persons over the age of 21, Charter College is required to uphold, and expects its students and employees to abide by federal laws that prohibit use, distribution, consumption, of marijuana by anyone of any age.

Medical marijuana users should be aware that Charter College does not permit marijuana use or possession on campus, even with official medical documentation.

*Federal Trafficking Penalties* on following page.

## FEDERAL TRAFFICKING PENALTIES

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500-4999 gms mixture	<b>First Offense:</b> Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual.  <b>Second Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	5 kgs or more mixture	<b>First Offense:</b> Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual.  <b>Second Offense:</b> Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.  <b>Two or More Prior Offenses:</b> Life imprisonment.
Cocaine Base (Schedule II)	28-279 gms mixture		280 gms or more mixture	
Fentanyl (Schedule II)	40-399 gms mixture		400 gms or more mixture	
Fentanyl Analogue (Schedule I)	10-99 gms mixture		100 gms or more mixture	
Heroin (Schedule I)	100-999 gms mixture		1 kg or more mixture	
LSD (Schedule I)	1-9 gms mixture		10 gms or more mixture	
Methamphetamine (Schedule II)	5-49 gms pure or 50-499 gms mixture		50 gms or more pure or 500 gms or more mixture	
PCP (Schedule II)	10-99 gms pure or 100-999 gms mixture		100 gms or more pure or 1 kg or more mixture	

DRUG/SCHEDULE	QUANTITY	PENALTIES
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	<b>First Offense:</b> Not more than 10 yrs. If death or serious injury, not less than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. <b>Second Offense:</b> Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1.5 million if an individual, \$5 million if not an individual.
Other Schedule III drugs	Any amount	<b>First Offense:</b> Not more than 10 yrs. if death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. <b>Second Offense:</b> Not more than 20 yrs. if death or serious injury, not more than 30 yrs. Fine not more than \$1.5 million if an individual, \$5 million if not an individual.
All other Schedule IV drugs	Any amount	<b>First Offense:</b> Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. <b>Second Offense:</b> Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.
Flunitrazepam (Schedule IV)	Less than 1 mgs	
All other Schedule V drugs	Any amount	<b>First Offense:</b> Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. <b>Second Offense:</b> Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

DRUG	QUANTITY	1ST OFFENSE	2ND OFFENSE
Marijuana (Schedule I)	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> <li>• Not less than 10 yrs, not more than life</li> <li>• If death or serious injury, not less than 20 yrs, not more than life</li> <li>• Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 20 yrs, not more than life</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine not more than \$8 million if an individual, \$20 million if other than an individual</li> </ul>
Marijuana (Schedule I)	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> <li>• Not less than 5 yrs, not more than 40 yrs.</li> <li>• If death or serious injury, not less than 20 yrs, not more than life</li> <li>• Fine not more than \$2 million if an individual, \$5 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not less than 10 yrs, not more than life</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine not more than \$4 million if an individual, \$10 million if other than an individual</li> </ul>
Marijuana (Schedule I)	More than 10 kgs hashish; 50 to 99 kg mixture  More than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> <li>• Not more than 20 yrs.</li> <li>• If death or serious injury, not less than 20 yrs, not more than life</li> <li>• Fine \$1 million if an individual, \$5 million if other than an individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 30 yrs.</li> <li>• If death or serious injury, mandatory life</li> <li>• Fine \$2 million if an individual, \$10 million if other than an individual</li> </ul>
Marijuana (Schedule I)	1 to 49 plants; less than 50 kg mixture	<ul style="list-style-type: none"> <li>• Not more than 5 yrs.</li> <li>• Fine not more than \$250,000, \$1 million other than individual</li> </ul>	<ul style="list-style-type: none"> <li>• Not more than 10 yrs.</li> <li>• Fine not more than \$500,000 if individual, \$2 million other than individual</li> </ul>
Hashish (Schedule I)	10 kg or less		
Hashish Oil (Schedule I)	1 kg or less		

## DRUG AND ALCOHOL COUNSELING

Although the availability and use of various substances may change from time to time, the use of chemical substances by youth and adults continues at an alarming rate. Working with individuals and families who have become unable to cope with the demands of daily living and who have turned to chemicals to help in coping is difficult and complex task.

We recognize that it is not easy for individuals and families to confront the problem of drug and alcohol abuse and harder still to admit the need for outside help. We strongly believe that early intervention and early treatment will significantly decrease the potential harm from drug and alcohol abuse and more easily repair dysfunctional relationships.

With this goal in mind, Charter College has a staff member who is available to all students, faculty and staff for advising. Charter College may assist in the referral to one of the local agencies. See/refer to Community Resources beginning on page 30.

## NATIONAL AGENCIES

This list is not intended to be complete, but it represents a variety of alternative locations. Charter College does not have a personal association with any agency.

- Alcoholics Anonymous  
(888) 486-0889 Toll Free  
[www.aa.org](http://www.aa.org)
- Cocaine Hotline  
(800) COCAINE
- Drug Abuse Hotline  
(800) 662-HELP
- Narcotics Anonymous Toll Free  
(855) 258-6329
- National Alcohol Hotline  
(800)-ALCOHOL
- National Clearinghouse for Alcohol and Drug Information  
(800) 729-6686
- National Council on Alcoholism and Drug Dependence  
(800) NCA-CALL  
[www.ncadd.org](http://www.ncadd.org)
- National Institute on Drug Abuse Hotline  
(800) 662-HELP
- National Institutes of Health (NIH)  
(800) 654-4673

## STATEMENT OF INSTITUTION SANCTIONS

Violation of this policy can result in a disciplinary action, up to and including termination of an employee or dismissal of a student, even for a first-time offense.

## DRUG & ALCOHOL ABUSE PROCEDURES FOR EMPLOYEES

The Company is concerned about the use of alcohol, illegal drugs or controlled substances as it affects the workplace. In keeping with this commitment and the Drug-Free Schools and Communities Act Amendments of 1989, it maintains a strict policy against the unlawful manufacture, distribution, dispensation, possession or use of drugs and alcohol in the workplace. The following rules and standards of conduct apply to all employees during the workday (including meal and rest periods) either on or off company property, as well as during business-related travel. No employee may use, possess, distribute, sell, or be under the influence of alcohol or drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair the employee's ability to perform the essential functions of the job in a safe manner.

No employee may use, possess, distribute, sell, or be under the influence of alcohol or drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair the employee's ability to perform the essential

functions of the job in a safe manner. "Illegal drug" means any drug that is not legally obtainable under state or federal law or that is legally obtainable but has not been legally obtained. It includes prescription drugs not being used for prescribed purposes or by the person to whom it is prescribed or in prescribed amounts. It further includes any substance a person holds out to another as an illegal drug. Marijuana (or any cannabis product), even when legally obtained for recreational or medicinal purposes, is an illegal drug under federal law, and as such, is considered an illegal drug under this policy.

Employees are expected to report to their supervisor or the Human Resources Department, or other management personnel, any known or suspected violations of this policy.

Employees must also notify the Company of any criminal drug statute conviction for themselves if the violation occurred in the workplace. This notification must be made within five (5) days after such a conviction.

Any employee who feels he or she has developed an addiction to, dependence upon or problem with alcohol or drugs, legal or illegal, is strongly encouraged to seek assistance before a violation of this policy occurs. Any employee who requests time off to participate in a rehabilitation program will be reasonably accommodated. However, employees may not avoid disciplinary action, up to and including immediate termination, by entering a rehabilitation program after a violation of this policy is suspected or discovered.

When an employee or student is suspected of being in violation of this policy, the individual making the observation should immediately consult with an appropriate member of management.

## REVIEW OF PROGRAM

It is the intent of Charter College to review biennially our Drug Awareness Program to ensure:

- To measure the effectiveness of the program and to modify where necessary.
- The sanctions will be reviewed and ensure all violations are consistently enforced.
- A record of all biennial reviews. These reviews will be maintained and will be available if required.

## QUESTIONS?

Please direct any questions or concerns to the Regional Campus Manager/Campus Manager.

*Community Resources* on the following page.

## COMMUNITY RESOURCES

### LACEY

- Lacey Police Department (360)704-2740–Non-Emergency 911 – Emergency
- Concern For Animals (360) 456-8176
- GRuB - Garden-Raised Bounty Farmers Market (360) 753-5522
- Lacey Senior Center (360) 407-3967
- Lacey Public Library (360) 491-3860
- Our Forgotten Warriors Community Service/Non-Profit (360) 989-9363
- Regional Athletic Complex (The RAC) (360) 491-0857
- Senior Services for South Sound Program Information (360) 586-6181
- The Arc of Washington Community Service/Non-Profit (360) 357-5596
- Thurston County Food Bank (360) 352-8597

### PASCO

- Pasco Police Department 911 - Emergency (509) 628-0333 Non-Emergency
- Alcoholics Anonymous (509) 582-6761
- Assessment & Treatment Associates (509) 380-5292
- Catholic Charities Child Care Assistance (509) 946-4645
- Housing Authority of Pasco and Franklin Counties (509) 547-3581
- Second Harvest Tri-Cities Food Bank (509) 545-0787
- Support, Advocacy, & Resource Center (SARC) - Domestic Violence Services (509) 374-5391
- Tri-City Union Gospel Mission Shelter (509) 547-2112
- WIC – Benton and Franklin Health District (509) 460) 4203
- YMCA of the Greater Tri-Cities Child Care Assistance (509) 374-1908

### VANCOUVER

- Vancouver Police Department 911 - Emergency (360) 693-3111 – Non Emergency
- Alcoholics Anonymous (360) 694-3870 Call 24/7
- Clark County Teen Talk Warmline: (360) 397-CHAT (2428)
- Peer-to-peer support Crisis Line: (360) 696-9560
- Community Housing Resource Center (360) 690-4496
- Domestic Violence/Sexual Assault Hotline (YWCA Safe Choice) (360) 695-0501 OR (800) 695-0167
- Early Childhood Education and Assistance Program (ECEAP) (360) 952-3470
- Friends of the Carpenter (360) 750-4752
- Giving Closet (360) 993-4800
- Meals on Wheels People (503) 736-6325
- Mental Health Crisis Line (360) 696-9560 or (800) 626-8137

## YAKIMA

- Yakima Police Department  
911 – Emergency  
(509) 575-6200 – Non-Emergency
- Aspen Victim Advocacy Services Hotline  
(509) 452.9675
- Comprehensive Healthcare  
(509) 575-4200
- Lower Valley Crisis and Support Center  
Hotline (509) 837-6689
- Neighborhood Health Services  
(509) 454-4143
- OIC of Washington Utility Bill Assistance  
(509) 452-7145
- OIC of Washington Migrant Seasonal  
Farmworkers Program  
(509) 248-6751
- Operation First Response Military Family  
Assistance Program  
(888) 289-0280

# LACEY CAMPUS SECURITY REPORT

## CHARTER COLLEGE

### Campus Security Report

(without student housing)

Reported in accordance with Uniform Crime Reporting procedures

and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

(Crime statistics indicate the number of occurrences of each crime, but do not necessarily reflect arrests or conviction)

**Location: Lacey, Washington**

**Updated: 09-16-2025**

	On Campus			Non-Campus Building or Property			Public Property			Total		
Offense Type:	2022	2023	2024	2022	2023	2024	2022	2023	2024	2022	2023	2024
Criminal Homicide: 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
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	2	0	0	0	5	0	2	5	0
Motor Vehicle Theft	0	0	0	0	0	0	0	3	0	0	3	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Theft	0	0	0	10	0	0	0	1	0	10	1	0
	On Campus			Non-Campus Building or Property			Public Property			Total		
VAWA Offenses (Includes Attempts)	2022	2023	2024	2022	2023	2024	2022	2023	2024	2022	2023	2024
Domestic Violence	0	0	0	1	0	0	0	0	0	1	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault	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
	On Campus			Non-Campus Building or Property			Public Property			Total		
Arrests & Referrals for Disciplinary Action	2022	2023	2024	2022	2023	2024	2022	2023	2024	2022	2023	2024
Arrests: Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0	0	0	0
Arrests: Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Arrests: Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>Hate Crimes</b> Prejudice Categories: - Race - Religion - Sexual Orientation - Gender - Gender Identity - Disability - Ethnicity - National Origin	<p><b>Hate Crimes:</b>                      Note: To be categorized as a hate crime, campus security or a local law enforcement agency must determine that there is evidence that the victim was intentionally selected because of the perpetrator's bias.</p> <p><b>2022: There were zero reported on-campus, non-campus, and public property incidents of hate crimes.</b>  <b>2023: There were zero reported on-campus, non-campus, and public property incidents of hate crimes.</b>  <b>2024: There were zero reported on-campus, non-campus, and public property incidents of hate crimes.</b></p> <hr/> <p><b>Total Unfounded Crimes:</b>                      Of the Total Crimes reported following is the total determined to be Unfounded Crimes:  <b>2022 - 0    2023 - 0    2024 - 0</b></p>											

# PASCO CAMPUS SECURITY REPORT

## CHARTER COLLEGE

### Campus Security Report

(without student housing)

Reported in accordance with Uniform Crime Reporting procedures

and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

(Crime statistics indicate the number of occurrences of each crime, but do not necessarily reflect arrests or convictions)

**Location: Pasco, Washington      Updated: 09-16-2025**

	On Campus			Non-Campus Building or Property			Public Property			Total		
Offense Type:	2022	2023	2024	2022	2023	2024	2022	2023	2024	2022	2023	2024
Criminal Homicide: 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
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	1	0	0	0	0	0	1
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Theft	0	0	1	0	0	0	0	0	0	0	0	1
	On Campus			Non-Campus Building or Property			Public Property			Total		
VAWA Offenses (Includes Attempts)	2022	2023	2024	2022	2023	2024	2022	2023	2024	2022	2023	2024
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0	0	0	0	0	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
	On Campus			Non-Campus Building or Property			Public Property			Total		
Arrests & Referrals for Disciplinary Action	2022	2023	2024	2022	2023	2024	2022	2023	2024	2022	2023	2024
Arrests: Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0	0	0	0
Arrests: Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	1	0	0	0	0	0	0	0	0	1	0	0
Arrests: Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>Hate Crimes</b> Prejudice Categories: - Race - Religion - Sexual Orientation - Gender - Gender Identity - Disability - Ethnicity - National Origin	<b>Hate Crimes:</b> Note: To be categorized as a hate crime, campus security or a local law enforcement agency must determine that there is evidence that the victim was intentionally selected because of the perpetrator's bias.  2022: There were zero reported on-campus, non-campus, and public property incidents of hate crimes. 2023: There were zero reported on-campus, non-campus, and public property incidents of hate crimes. 2024: There were zero reported on-campus, non-campus, and public property incidents of hate crimes.  <hr/> <b>Total Unfounded Crimes:</b> Of the Total Crimes reported following is the total determined to be Unfounded Crimes: 2022 - 0    2023 - 0    2024 - 0											

# VANCOUVER CAMPUS SECURITY REPORT

## CHARTER COLLEGE

### Campus Security Report

(without student housing)

Reported in accordance with Uniform Crime Reporting procedures

and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

(Crime statistics indicate the number of occurrences of each crime, but do not necessarily reflect arrests or convictions)

**Location: Vancouver, Washington**

**Updated: 09-16-2025**

	On Campus			Non-Campus Building or Property			Public Property			Total		
Offense Type:	2022	2023	2024	2022	2023	2024	2022	2023	2024	2022	2023	2024
Criminal Homicide: 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
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	1	0	0	0	0	0	1	0	0	2	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Theft	0	0	1	0	0	0	0	0	0	0	0	1
	On Campus			Non-Campus Building or Property			Public Property			Total		
VAWA Offenses (Includes Attempts)	2022	2023	2024	2022	2023	2024	2022	2023	2024	2022	2023	2024
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault	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
	On Campus			Non-Campus Building or Property			Public Property			Total		
Arrests & Referrals For Disciplinary Action	2022	2023	2024	2022	2023	2024	2022	2023	2024	2022	2023	2024
Arrests: Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0	0	0	0
Arrests: Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Arrests: Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>Hate Crimes</b> Prejudice Categories: - Race - Religion - Sexual Orientation - Gender - Gender Identity - Disability - Ethnicity - National Origin	<p><b>Hate Crimes:</b>                      Note: To be categorized as a hate crime, campus security or a local law enforcement agency must determine that there is evidence that the victim was intentionally selected because of the perpetrator's bias.</p> <p><b>2022: There were zero reported on-campus, non-campus, and public property incidents of hate crimes.</b>  <b>2023: There were zero reported on-campus, non-campus, and public property incidents of hate crimes.</b>  <b>2024: There were zero reported on-campus, non-campus, and public property incidents of hate crimes.</b></p> <hr/> <p><b>Total Unfounded Crimes:</b>                      Of the Total Crimes reported following is the total determined to be Unfounded Crimes:  <b>2022 - 0      2023 - 0      2024 - 0</b></p>											

# YAKIMA CAMPUS SECURITY REPORT

## CHARTER COLLEGE

### Campus Security Report

(without student housing)

Reported in accordance with Uniform Crime Reporting procedures

and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

(Crime statistics indicate the number of occurrences of each crime, but do not necessarily reflect arrests or convictions)

**Location: Yakima, Washington**

**Updated: 09-16-2025**

Offense Type:	On Campus			Non-Campus Building or Property			Public Property			Total		
	2022	2023	2024	2022	2023	2024	2022	2023	2024	2022	2023	2024
Criminal Homicide: 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
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	2	0	0	0	0	0	0	0	0	2	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Theft	1	0	0	0	0	0	0	0	0	1	0	0
	On Campus			Non-Campus Building or Property			Public Property			Total		
<b>VAWA Offenses (Includes Attempts)</b>	2022	2023	2024	2022	2023	2024	2022	2023	2024	2022	2023	2024
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Assault	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
	On Campus			Non-Campus Building or Property			Public Property			Total		
<b>Arrests &amp; Referrals for Disciplinary Action</b>	2022	2023	2024	2022	2023	2024	2022	2023	2024	2022	2023	2024
Arrests: Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Weapons: Carrying, Possessing, Etc.	0	0	0	0	0	0	0	0	0	0	0	0
Arrests: Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Drug Abuse Violations	0	1	0	0	0	0	0	0	0	0	1	0
Arrests: Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Disciplinary Referrals: Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
<b>Hate Crimes</b> Prejudice Categories: - Race - Religion - Sexual Orientation - Gender - Gender Identity - Disability - Ethnicity - National Origin	<p><u>Hate Crimes:</u> Note: To be categorized as a hate crime, campus security or a local law enforcement agency must determine that there is evidence that the victim was intentionally selected because of the perpetrator's bias.</p> <p><b>2022:</b> There were zero reported on-campus, non-campus, and public property incidents of hate crimes.  <b>2023:</b> There were zero reported on-campus, non-campus, and public property incidents of hate crimes.  <b>2024:</b> There were zero reported on-campus, non-campus, and public property incidents of hate crimes.</p> <hr/> <p><u>Total Unfounded Crimes:</u> Of the Total Crimes reported following is the total determined to be Unfounded Crimes:  <b>2022 - 0    2023 - 0    2024 - 0</b></p>											

## Sexual Assault Procedures

1. Initial complaint received.
2. Determine if injury exists and if medical treatment is necessary.
3. Contact local law enforcement if a criminal complaint is required.
4. Transfer investigative duties to local law enforcement if required.
5. Provide supportive measures and Title IX Sexual Harassment procedure to victim.
6. Complete campus incident report.
7. Coordinate completed report and investigation with local law enforcement.
8. Apply College policies addressing Sexual Harassment.

## Non-Forcible Sexual Offense Procedures

1. Initial complaint received.
2. Determine if injury exists and if medical treatment is necessary.
3. Contact local law enforcement if a criminal complaint is required.
4. Transfer investigative duties to local law enforcement if required.
5. Provide supportive measures and Title IX Sexual Harassment procedure to victim.
6. Complete campus incident report.
7. Coordinate completed report and investigation with local law enforcement.
8. Apply College policies upon completed investigation.

## Murder and Non-Negligent Manslaughter Procedures

1. Initial complaint received.
2. Determine if injury exists and if medical treatment is necessary.
3. Contact local law enforcement if a criminal complaint is required.
4. Transfer investigative duties to local law enforcement if required.
5. Complete campus incident report.
6. Provide support information to victim.
7. Coordinate completed report and investigation with local law enforcement.
8. Apply College policies upon completed investigation.

## Negligent Manslaughter Procedures

1. Initial complaint received.
2. Determine if injury exists and if medical treatment is necessary.
3. Contact local law enforcement if a criminal complaint is required.
4. Transfer investigative duties to local law enforcement if required.
5. Complete campus incident report.
6. Provide support information to victim.
7. Coordinate completed report and investigation with local law enforcement.
8. Apply College policies upon completed investigation.

## Aggravated Assault Procedures

1. Initial complaint received.
2. Determine if injury exists and if medical treatment is necessary.
3. Contact local law enforcement if a criminal complaint is required.
4. Transfer investigative duties to local law enforcement if required.
5. Complete campus incident report.
6. Provide support information to victim.
7. Coordinate completed report and investigation with local law enforcement.
8. Apply College policies upon completed investigation.

## Robbery Procedures

1. Initial complaint received.
2. Determine if injury exists and if medical treatment is necessary.
3. Contact local law enforcement if a criminal complaint is required.
4. Transfer investigative duties to local law enforcement if required.
5. Complete campus incident report.
6. Provide support information to victim.
7. Coordinate completed report and investigation with local law enforcement.
8. Apply College policies upon completed investigation.

## Burglary Procedures

1. Initial complaint received.
2. Determine if injury exists and if medical treatment is necessary.
3. Contact local law enforcement if a criminal complaint is required.
4. Transfer investigative duties to local law enforcement if required.
5. Complete campus incident report.
6. Provide support information to victim.
7. Coordinate completed report and investigation with local law enforcement.
8. Apply College policies upon completed investigation.

## Motor Vehicle Theft Procedures

1. Initial complaint received.
2. Determine if injury exists and if medical treatment is necessary.
3. Contact local law enforcement if a criminal complaint is required.
4. Transfer investigative duties to local law enforcement if required.
5. Complete campus incident report.
6. Provide support information to victim.
7. Coordinate completed report and investigation with local law enforcement.
8. Apply College policies upon completed investigation.

## Arson Procedures

1. Initial complaint received.
2. Determine if injury exists and if medical treatment is necessary.
3. Contact local law enforcement if a criminal complaint is required.
4. Transfer investigative duties to local law enforcement if required.
5. Complete campus incident report.
6. Provide support information to victim.
7. Coordinate completed report and investigation with local law enforcement.
8. Apply College policies upon completed investigation.

## Missing Person Procedures

1. Initial complaint received.
2. Determine if injury exists and if medical treatment is necessary.
3. Contact local law enforcement if a criminal complaint is required.
4. Transfer investigative duties to local law enforcement if required.
5. Complete campus incident report.
6. Provide support information to victim.
7. Coordinate completed report and investigation with local law enforcement.
8. Apply College policies upon completed investigation.