2015 ANNUAL SECURITY REPORT

★
Violence Against Women Reauthorization Act
★
Title IX Policies & Procedures for Reporting Year 2015
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Shoreline Community College offers excellent academic, professional/technical and work force training programs to meet the lifelong learning needs of its community. Dedicated faculty and staff are committed to the educational success of all students.

Located 10 miles north of downtown Seattle, Shoreline is one of the most strikingly beautiful college campuses in Washington. Nestled among native evergreens, the campus is a brilliant sea of colors during spring, summer and fall, when many flowering plants are in bloom. The scenic surrounding area is nationally known for its recreational and cultural opportunities, which richly complement academic life. Twenty-six buildings constitute the 83-acre campus. These include an award-winning automotive training center, a visual arts building, computer centers, laboratories, a student center, a theater, a well-equipped gymnasium, a child care center, a sophisticated multimedia center and the Ray W. Howard Library/Technology Center.

Established in 1964, Shoreline operates under the regulations of the State Board for Community and Technical Colleges and is governed by the Board of Trustees of Shoreline Community College, District Number Seven.

The college is a member of the American Association of Community Colleges and the Association of Community College Trustees.
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)), as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private post-secondary educational institutions participating in federal student aid programs are required to comply with it. The law, originally enacted by Congress in 1990 as the Campus Security Act, was initiated by Howard and Connie Clery after their daughter Jeanne was killed at Lehigh University in 1986. Amendments to the Act in 1998 renamed it in memory of Jeanne Clery. The Clery Act requires colleges and universities to publish an annual security report every year by October 1st that contains three years of crime statistics and certain policy statements including sexual assault policies which assure basic victims’ rights, resources available, and where the students, staff, faculty, and visitors should go to report crimes.

Shoreline Community College is aware that crimes may go unreported to security and law enforcement and we strongly encourage our students, staff, faculty, and visitors to immediately report crime that has occurred within our campus community to the college’s security department.

Campus Security Authorities (CSA) are those employees who have significant responsibility for students and student activities. This includes, but is not limited to: all athletics staff/coaches, student discipline, study-abroad and International advisors, faculty and staff club advisors, and security personnel. Crime statistics and incident referrals for the Annual Security Report include those incidents reported to SCC Safety & Security and CSAs. Classroom faculty (except for Club Advisors) and licensed counseling staff are not CSAs, however faculty are still encouraged to report crimes to the Safety and Security Department. Licensed clinicians at SCC are the one exception from reporting crimes as a result of the privilege that applies to their communications. Local law enforcement, Shoreline Police Department, operated under King County Sheriff’s Office, also works cooperatively with the college to provide additional crime statistics surrounding the campus. This collaborative effort provides a comprehensive picture of the overall incidents of crime and the care, service, and assistance provided at Shoreline Community College.

Each year, the Annual Security Report is made available to students and employees in printed copies and online at the Safety, Security, and Emergency Management website: [www.shoreline.edu/safetyandsecurity](http://www.shoreline.edu/safetyandsecurity). You can obtain a printed copy at the Safety and Security office at: 16101 Greenwood Avenue N, Room 5102, Shoreline WA 98133.
ANNUAL AND DAILY CRIME STATISTICS

To comply with crime reporting for the Clery Act, Shoreline Community College is required to:

• Collect, classify, and count crime incident reports and related law enforcement crime statistics as defined under the Federal Bureau of Investigation’s FBI’s Uniform Crime Reporting (UCR) Program, separated out by geographical areas.

For the categories of Domestic Violence, Dating Violence and Stalking, the Clery Act specifies the definitions used are those provided by the Violence Against Women Act of 1994, and classified and counted based on Clery Act regulations.

• Submit crime statistics to the U.S. Department of Education. Each year in the late summer, we must participate in a web-based data collection to disclose crime statistics by type, location and year.

• Publish an Annual Campus Security Report (ASR) including but not limited to: safety, security, and Title IX related policy statements, how to file a report or complaint, the college’s disciplinary process, and crime statistics.

• Colleges must also inform prospective students and employees about the availability of the report. This report includes data from two years prior to the most previous year. In this particular report, you will see data for calendar years 2012, 2013 and 2014.

• Maintain a Daily Crime Log of all criminal incidents and alleged criminal incidents that are reported to the Safety and Security Department. The Daily Log is open to public inspection and is intended to provide crime information on a more timely basis than the annual statistical disclosures. The daily logs indicate an initial classification of the crime, date reported and date occurred when known, a general location, as well as if it occurred on the main campus or not. The Crime Log includes all crimes reported, not just Clery Act crimes. The Daily Crime Log can be found electronically on the Safety & Security web page: www.shoreline.edu/crimelogs. The current year’s Daily Crime Logs are organized by month.

• Issue Campus Emergency Alerts to provide the campus community with information necessary to make informed decisions about their health and safety.

TIMELY WARNINGS

In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act (the “Clery Act”), 20 U.S.C. 1092 (f), Shoreline Community College issues timely warning reports to notify the campus community of Clery Act crimes or other serious incidents that the College determines represents a serious and ongoing threat to the campus. The College may distribute time warning reports using a variety of means, including emails, text messages, or website announcements.
Anyone with crime information should immediately report the information to the Safety and Security Department. To report an incident that my warrant the issuing of a timely warning, immediately contact Safety & Security at 206-546-4633 or 206-235-5860. You may also use the emergency “blue light” phones on campus to contact Campus Security.

Timely warnings are issued on a case by case basis for Clery Act crimes or other serious incidents reported to campus security authorities or local police and that pose “serious and ongoing threats” to students and employees on campus or in the immediate campus community. In determining whether to issue a timely warning, the College considers all known facts and information surrounding the reported incident, the nature of the crime, the continuing danger to the campus community, and any possible risks of compromising law enforcement efforts in the apprehension of the subjects involved.

**EMERGENCY NOTIFICATIONS**

Emergency Notifications are issued for a significant emergency or dangerous situation involving an immediate or imminent threat to the campus. Notifications are triggered by an event that is currently occurring on or imminently threatening the campus nearby. As compared to a Timely Warning, an Emergency Notification can apply to any dangerous situation or emergency that threatens, and does not have to be for a Clery crime.

**RAVE ALERT EMERGENCY MESSAGING**

The college communicates using the students’ college-assigned go.shoreline.edu email address. For urgent messages and emergencies, we may send voice and text messages. To receive text messages, you must sign in to provide a text number. Subscribe to: www.shoreline.edu/Connect.
Students can also receive information via the college website: http://www.shoreline.edu and the main phone line of the campus at 206-546-4101. Communication will be updated with a message to advise on the college’s current status.

REPORTING TO SHORELINE COMMUNITY COLLEGE
Safety & Security Department

Shoreline Community College Security Officers respond to all reports of emergencies, crimes and/or criminal activity. Officers will complete an “Incident Report” for any crime occurring on Shoreline Community College property. Reports are confidential among the involved campus authorities under the guidelines established by the General Education Provisions Act (Buckley Amendment) and the Campus Security Act (amended in 1998). As a service to the college community, most reports are made available, free-of-charge, to the complainant-victim to assist him/her with a further investigation or to file an insurance claim.

SCC community members are encouraged to notify the Department of Safety and Security of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. A SCC security officer is available 7 days a week, 24 hours a day to report a crime or suspicious activity. Remember – prompt reporting greatly improves campus safety and security.

TO REPORT A CAMPUS INCIDENT OR CRIME

When it comes to safety and reporting crime, the Shoreline Community College motto is:

IF YOU SEE SOMETHING - SAY SOMETHING!

Call Campus Safety and Security immediately if:

• Someone is injured or ill
• You see fire or smell smoke
• You see anything suspicious such as a person with a weapon
• Someone is hurting another person or fighting
• You see someone stealing something
• You have something stolen
• You see someone forcing entry into a building or vehicle

Don’t assume someone else has made the call. Try to provide the security call-taker or officer with accurate, detailed information about the problem. Stay on the phone until the security call-taker or officer says it’s okay to hang up. Depending upon the emergency, security may also request assistance from the appropriate law enforcement agency, fire or medical aid service.
SAFETY & SECURITY DEPARTMENT

16101 Greenwood Ave. N, 5000 Building, Room 5102
Shoreline, WA 98133

Office Hours
Monday-Thursday 9 a.m. - 4 p.m.
Friday 9 a.m. - 3 p.m.

Office Phone: 206-546-4633
After Hours: 206-235-5860
or Ext. 4499 from a campus phone

CRIMINAL COMPLAINTS

Law enforcement authorities accept complaints for the jurisdiction the crime occurred in. The two police agencies in closest proximity to the SCC campus are:

Shoreline Police (206) 801-2710 1206 N 185th St., Shoreline, WA 98133
King County Sheriff (206) 296-3311 3rd Ave W-150, Seattle, WA 98104

EMERGENCY CONTACTS

Shoreline Police Emergency 911 (9-911 on campus)
Shoreline Police Non-Emergency 206-296-3311
Shoreline Fire Non-Emergency 206-533-6500
Safety & Security Office 206-546-4633
After Hours Officer 206-235-5860
Main Campus Line 206-546-4101
Counseling Center 206-546-4559
King County 211 (24 Hour Crisis Line) 866-4-CRISIS (866-427-4747)

CAMPUS EMERGENCY PHONES (CALL BOXES)

For your convenience and protection, seven (7) safety phones have been placed around the college property. Yellow call boxes are located on buildings with a blue light above them. These phones may be used to request help during an emergency, safety escorts on campus, or other assistance needed. The yellow boxes are located at these locations.

• On the north side of the Music building (800)
• On the northwest corner of the 1500 building.
• On the northeast corner of the 1800 building.
• On the south side of the 2000 building (lower level)
• On the northwest corner of the Automotive building (2100)
• On the north side of the 2500 building, lower level.
• On the west side of the gym (3000) upper level
This is a hands-free, ADA-compliant height telephone and there is no dialing of numbers; Simply press the red button on the panel near the speaker and it will put you in direct contact with security personnel.

CRIME PREVENTION

Shoreline Community College strives to provide a safe learning environment. Crime prevention information is shared throughout the year on campus televisions, table-top tents, posters, and campus internet communication, and email. The Safety and Security website: [www.shoreline.edu/safetyandsecurity](http://www.shoreline.edu/safetyandsecurity) has a multitude of prevention information for faculty, staff, and students. The site includes campus and street crime prevention fundamentals and safety tips, a student information handbook, training videos, emergency equipment locations and training, a significant amount of emergency preparation and response information, parking information, and more.

At the start-of-quarter Student Orientation, students are informed of services offered by Safety and Security. Personal safety on campus, riding the bus, how to report a crime, campus policies and emergency management are presented at multiple sessions.

SECURITY SAFETY ESCORT

If you are feeling uncomfortable or threatened, Safety & Security will provide an escort to your vehicle or any location on campus. You can call 206-235-5860 *(available 24 hours a day, 7 days a week)* or use one of the safety phones (yellow call-box or tower with blue light) around campus to contact Security.

CRIME OCCURRING OFF-CAMPUS

If Campus Security is contacted regarding criminal activity occurring off-campus involving SCC students, SCC Security can assist the student with reporting to Shoreline Police Department. Security should also be advised of Orders of Protection, so assistance can be offered while on campus. There is no College requirement that a student or employee be required to report these matters to Campus Security or Human Resources, but to prevent further victimization and keep the campus safe, we encourage members of the campus to report criminal incidents. If an off-campus incident continues onto the SCC campus, the College is committed to investigating incidents on campus and/or assisting, however possible.

CAMPUS SECURITY AUTHORITIES (Officials with Significant Responsibility)

To ensure that campus crime is fully disclosed and not under reported by any one area, the Clery Act requires campus crime statistics include any crime that is reported to local police agencies or Campus Security Authorities (CSAs), which is a broad designation that potentially includes many institutional personnel.
By definition, a Campus Security Authority is:

• a campus police department or a campus security department of an institution

• any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department, such as an individual who is responsible for monitoring entrance into institutional property

• any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses; or

• an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, athletics, student housing, student discipline, and campus judicial proceedings.

Examples of Campus Security Authorities at Shoreline Community College include but are not limited to the following individuals:

• a dean of students who oversees student housing, a student center or student extracurricular activities

• a director of athletics, all athletic coaches (including part-time employees and graduate assistants)

• a faculty advisor to a student group or club

• a Title IX coordinator or deputy coordinator

• a counselor, a student success coach, or peer counselor

• the director of a campus health or counseling center

Examples of individuals who would not meet the Campus Security Authority criteria include a faculty member who does not have responsibility for student and campus activities beyond the classroom, clerical or food service staff.

At Shoreline Community College, the Director of Safety and Security is the lead Campus Security Authority. The Director of Safety and Security has primary responsibility for tracking and coordinating the Clery crime statistics and campus incidents. While certain individuals are named by law as Campus Authorities for reporting, every faculty, staff or student is strongly encouraged to report crimes.

**CLERY REPORTING GEOGRAPHY**

Clery statistics are categorized separately as offenses that occur in the following 3 locations:

• **On Campus**

  Main Campus

  16101 Greenwood Ave N., Shoreline, WA 98133

  This includes any buildings and facilities owned or controlled by Shoreline Community College, which are within the same reasonably contiguous geographic
area and used to meet or support the institution’s educational purpose.

**Non-Campus**

Sears Rear Parking Lot  
15711 Aurora Avenue North, Shoreline, WA 88133  

This area includes buildings and facilities that are near campus or are either owned, leased, or controlled by the college.

**Public Property**

This area can be described as public streets that run through or form the border of main campus and its roadways. While we do not have public streets running through the campus, public transportation brings non-students to the main campus. We also report crime that occurs on Innis Arden Way and Greenwood Ave. North. The City of Shoreline Shoreview Park and Shoreview Off-leash Dog Park border the college’s campus and we have included King County Sheriff Office crime statistics reported for all of these locations.

Off-Campus: Shoreline Community College does not own or control any off-campus property, housing, or off-campus student organization facilities during this reporting period.

**PROPERTY MAP**
Additional Crime data and incidents reported include:
1) **Main Campus** – 16101 Greenwood Ave N., Shoreline, WA 98133
2) **Non-campus property – Sears Rear Parking Lot** – 15711 Aurora Avenue N., Shoreline, WA 88133
3) **Public Property** – Bordering streets, Shoreview Park

**CRIMINAL OFFENSES:**

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<th>OFFENSE</th>
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* Hate Crimes: Two incidents of vandalism of Property characterized by Ethnicity bias.
### ARRESTS AND DISCIPLINARY REFERRALS:

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*Hate Crime Reporting also includes: Larceny-theft; simple assault; vandalism; intimidation; destruction/damage or vandalism of property.*
Additional Crime data and incidents reported include:

1) **Main Campus** – 16101 Greenwood Ave N., Shoreline, WA 98133

2) **Non-campus property** – Sears Rear Parking Lot – 15711 Aurora Avenue N., Shoreline, WA 88133

3) **Public Property** – Bordering streets, Shoreview Park

### VAWA OFFENSES REPORTING TABLE:

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*Hate Crime Reporting also includes: Larceny-theft; simple assault; vandalism; intimidation; destruction/damage or vandalism of property.*

### ALL INCIDENT AND CRIME STATISTICS FOR SCC

Although not required by federal law, Shoreline Community College believes all crime information and awareness is of great value. All crime incidents and Security Department reports and responses are tracked and provided in this ASR for the geographical areas listed. This more all-inclusive data chart follows the required Clery Act crime statistics charts.
## Additional Crime Incidents

<table>
<thead>
<tr>
<th>Incident Type</th>
<th>Year 2015</th>
<th>Year 2014</th>
<th>Year 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCIDENTAL DEATH</td>
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<tr>
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<td>8</td>
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<td>2</td>
<td>4</td>
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<tr>
<td>(STUDENT) CODE OF CONDUCT VIOLATIONS</td>
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<tr>
<td>CRIMINAL DAMAGE TO PROPERTY</td>
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<td>DISTURBANCE/DISPUTE</td>
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<td>FIRE/NON-ARSON</td>
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<tr>
<td>FOUND PROPERTY</td>
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<tr>
<td>FRAUD</td>
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<tr>
<td>HARASSMENT/INTIMIDATION</td>
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<td>3</td>
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<tr>
<td>HIT &amp; RUN</td>
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<td>8</td>
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<td>INJURY REPORT – EMPLOYEES</td>
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<td>INJURY REPORT – STUDENTS</td>
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<td>MEDICAL/AID CALLS – EMPLOYEES</td>
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<td>THEFT/LARCENY</td>
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<td>THEFT FROM VEHICLE/VEHICLE PROWL</td>
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<td>THREATS TO SELF OR OTHERS</td>
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<td>VEHICLE ACCIDENTS</td>
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<td>TRESPASS</td>
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<td>VANDALISM or MALICIOUS MISCHIEF</td>
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<td>14</td>
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<tr>
<td>WELFARE CHECK</td>
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</table>

**Additional Crime Incidents Year-End Totals**

<table>
<thead>
<tr>
<th>Year 2015</th>
<th>Year 2014</th>
<th>Year 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>228</strong></td>
<td><strong>193</strong></td>
<td><strong>212</strong></td>
</tr>
</tbody>
</table>
CRIME DEFINITIONS

(Source: The listed crime definitions are from the FBI Uniform Crime Reporting Handbook and a 2013 revised UCR definition of Rape, as prescribed by 2014 Violence Against Women's Act VAWA.)

Murder/Non-Negligent Manslaughter: the willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

Negligent Manslaughter: the killing of another person through gross negligence.

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

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

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

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

Arson: The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

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

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

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

**Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the complainant-victim, including instances in which the complainant-victim is incapable of giving consent.

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

**Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

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**VIOLENCE AGAINST WOMEN (VAWA) DEFINITIONS**

**Domestic Violence:** A felony or misdemeanor crime of violence committed by:

a) A current or former spouse or intimate partner of the complainant-victim.
b) A person with whom the complainant-victim shares a child in common.
c) A person who is cohabitating with or has cohabitated with the complainant-victim as a spouse or intimate partner.
d) A person similarly situated to a spouse of the complainant-victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
e) Any other person against an adult or youth complainant-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.

**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 purpose 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. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable person means a reasonable person under similar circumstances and with similar identities to the complainant-victim.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant-victim. a) 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. b) For the purpose of this definition, dating violence includes but is not limited to, sexual or physical abuse or the threat of such abuse and does not include acts covered under the definition of domestic violence.

**Consent:** RCW 9A.44.010. (7) “Consent” means that at the time of the act of sexual intercourse or sexual contact there are actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact.

**Age of Consent:** Under Washington State law, a 16-year-old is legally capable of consenting to having sexual contact. There are some exceptions. A person could be guilty of indecent liberties if someone with supervisory authority causes another to have sexual contact. The third-degree child molestation law is a charge that applies for sexual contact with teens 14 up to age 16 – applying to perpetrators at least four years older than the complainant-victim.

### HATE CRIMES

SCC is also required to report statistics for hate (bias) related crimes by the type of bias that occurred against the victim(s). There are eight possible categories of bias under the Clery Act, which include:

- Race, Religion, Sexual Orientation, Gender, Gender Identity, Ethnicity, National Origin, and Disability.

Statistics are collected for the first seven crime categories defined above: murder/non-negligent manslaughter, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson. Under Hate Crime offenses, the crimes of larceny-theft, vandalism, intimidation, simple assault, and destruction/damage/vandalism of property (defined below) are added to the crime statistical count if they were shown to be motivated by bias.

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

When a hate crime occurs, the Clery Act requires the crime incident be counted as one (1) count for the crime classification and one (1) count of a hate crime.

**Crime Definitions Included Under Hate Crimes:**

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

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

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

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

**DAILY CRIME LOGS**

The Safety and Security Department maintains a daily crime/media log of all crime incidents investigated or reported to the department for the most recent 30-day period. Additional Crime Logs for the year are provided on the website for public inspection. To view or print from our website, visit: [www.shoreline.edu/crimelog](http://www.shoreline.edu/crimelog)

Example of a Daily Crime Log for Shoreline Community College:
### Daily Crime Log for Shoreline Community College

<table>
<thead>
<tr>
<th>Classification</th>
<th>Case Number</th>
<th>Date Reported</th>
<th>Time Reported</th>
<th>Date Occurred</th>
<th>Time Occurred</th>
<th>General Location</th>
<th>On Campus (Yes or No)</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXAMPLE: Theft</td>
<td>10-011</td>
<td>11/14/10</td>
<td>4:00 PM</td>
<td>11/14/10</td>
<td>3:00 PM</td>
<td>Library 4000</td>
<td>Y</td>
<td>Closed 11/16/2010</td>
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<tr>
<td>No Activity</td>
<td></td>
<td>11/01/15</td>
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<td></td>
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<tr>
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<td></td>
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<td>Larceny Theft</td>
<td>15-0223</td>
<td>11/03/15</td>
<td>7:21 AM</td>
<td>11/01/15 - 11/03/15</td>
<td>12 PM - 7:21 AM 8:20 PM</td>
<td>9000 Building</td>
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<td>15-0226</td>
<td>11/03/15</td>
<td>8:20 PM</td>
<td>11/03/15 - 11/03/15</td>
<td>8:30 PM</td>
<td>9000 Building</td>
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<td>11/3/15</td>
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<td>Theft: Other</td>
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<td>11/05/15</td>
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</table>
EMERGENCY PROCEDURES AND EVACUATION PLAN

We treasure the privilege to move freely and unfettered about our campus, and while campuses are relatively safe places to be, the potential for acts of violence and natural disasters threaten our college campuses.

While all risks can never be eliminated completely, they can be reduced through coordinated, collaborative efforts, training, and preparedness. Each member of the campus community has an important role to play in our continued safety and awareness.

Our vision at Shoreline Community College is to ensure as safe a campus as possible in the event of an emergency.

Our priority is to mitigate the risk and impact of crime, violence, and disaster, whether natural or person-caused. On-going emergency management strategies complement the security efforts that have been developed at Shoreline for the past several years.

The most important emergency procedures to become aware of and prepared for include: Fire, Earthquake, a Winter Storm, Power Outage, an Evacuation for various reasons, a Suspicious Person or Object, an Intruder Alert, Active Shooting, or a Hazardous Material incident. While some emergency responses are similar, some may be very different. Visit the Emergency Preparedness webpage at: www.shoreline.edu/safetyandsecurity/emergency-preparedness.aspx for detailed information on the college’s Emergency Response Plan and Evacuation Map.

The Active Shooter safety videos on the college’s Emergency Preparedness webpage contain important emergency information in the event of an intruder or active shooter on campus. Being aware of your environment, and knowing how to respond, could save your life and that of others.

Active Shooter Safety Videos: www.shoreline.edu/safetyandsecurity/active-shooter.aspx

SHORELINE THREAT ASSESSMENT TEAM (STAT)

While interacting with the large number of students across the college, faculty, staff, and students may be confronted with situations in which a student is displaying concerning, destructive, or violent behavior. The SCC Threat Assessment Team (STAT) is a multi-disciplinary team of qualified and dedicated SCC professionals designed to assist in the individual needs of the student and those of the campus community. STAT assesses and reviews student behavioral incidents that may involve student code violations, mental health, safety issues, or illegal acts that have occurred on campus. On occasion, off-campus incidents may
be reviewed if the parties involved are students of Shoreline Community College.

Behaviors of concern might be observed in a number of settings: in the classroom, at a service location, an on-campus job, or during participation at an extracurricular activity. By immediately reporting behaviors that are concerning, the SCC Threat Assessment Team will be able to reach out to students to intervene, provide support, take disciplinary action, or connect them with resources to assist them.

Moderate to severe incidents in progress should be immediately reported to the Safety and Security Department. STAT Reports for behaviors of concern can be made to the Dean of Students, Room 5202, 5000 Building; 206-546-4641.

ADDITIONAL POLICIES — SCC STUDENT CONDUCT CODE 5030

WEAPONS

Possession, holding, wearing, transporting, storage or presence of any firearm, dagger, sword, knife or other cutting or stabbing instrument, club, explosive device, or any other weapon apparently capable of producing bodily harm is prohibited on the college campus, subject to the following exceptions:

a. Commissioned law enforcement personnel or legally – authorized military personnel while in performance of their duties;

b. A student with a valid concealed weapons permit may store a pistol in his or her vehicle parked on campus in accordance with RCW 9.41.050(2) or provided the vehicle is locked and the weapon is concealed from view.

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

d. This policy does not apply to the possession and/or use of disabling chemical sprays when possessed and/or used solely for self-defense purposes.

HAZING: Hazing includes, but is not limited to, any initiation into a student organization or any pastime or amusement engaged in with respect to such an organization that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student.

ALCOHOL, DRUGS, AND TOBACCO PRODUCTS

a. Alcohol. The use, possession, delivery, sale, or being visibly under the influence of any alcoholic beverage, except as permitted by law and applicable college policies.
b. Marijuana. The use, possession, delivery, sale, or being visibly under the influence of marijuana or the psychoactive compounds found in marijuana and intended for human consumption, regardless of form. While state law permits the recreational use of marijuana, federal law prohibits such use on college premises or in connection with college activities.

c. Drugs. The use, possession, delivery, sale, or being visibly under the influence of any legend drug, including anabolic steroids, androgens, or human growth hormones as defined in SCC Student Conduct Code – Policy 5030, Page 5; or in RCW 69.41, or any other controlled substance under RCW 69.50, except as prescribed for a student’s use by a licensed practitioner.

d. Tobacco, electronic cigarettes and related products. The use of tobacco, electronic cigarettes, and related products in any building owned, leased or operated by the college or in any location where such use is prohibited, including twenty-five feet from entrances, exits, windows that open, and ventilation intakes of any building owned, leased or operated by the College. The use of tobacco, electronic cigarettes, and related products on the College’s campus is restricted to designated smoking areas. “Related products” include, but are not limited to cigarettes, pipes, bidi, clove cigarettes, waterpipes, hookahs, chewing tobacco, and snuff.

MUTUAL AID AGREEMENTS

A Mutual Aid Agreement or MOU is a written agreement between agencies, organizations, and/or jurisdictions in Washington State, King County and the Shoreline City limits. This agreement endeavors to provide a timely emergency response plan and recovery through cooperation, coordination, sharing of resources, equipment and/or expertise in a specific manner. Shoreline Community College has a current Mutual Aid Agreement with the City of Shoreline, to include police and fire services, and King County.

REGISTERED SEX OFFENDERS

Shoreline Community College (SCC) is dedicated to providing timely and appropriate notification of registered sexual offenders present on the campus.

In Washington, sex offenders are categorized as Level I (low risk to re-offend), Level II (moderate risk to re-offend) and Level III (high risk to re-offend). It is the College’s policy (Administrative Policy: Notification of Registered Sexual Offender(s)) to notify the general campus of Level II and Level III sex offenders.

The King County Sheriff’s Office advises the following: Experts believe sex
offenders are less likely to re-offend if they live and work in an environment free of harassment. Any actions taken against the individuals named in the notification, including vandalism of property, verbal or written threats of harm; or physical violence against this person, his or her family, or employer, will result in arrest and persecution of criminal acts. It is against the law (RCW 9A.44.130) to use this information in any way to threaten, intimidate, or harass registered offenders.

Notifications are intended as information items only and there is no additional action required nor is this intended to create excessive anxiety among students and staff. For more information, contact the Dean for Student Success at 206-546-4641 or visit the college’s webpage at: www.shoreline.edu/safetyandsecurity/registered-sex-offender.aspx
In the 2014 Not Alone Report (January 22, 2014), President Barack Obama and Vice President Joe Biden made the following statements:

Sexual violence is more than just a crime against individuals. It threatens our families, it threatens our communities; ultimately, it threatens the entire country. It tears apart the fabric of our communities. And that’s why we’re here today—because we have the power to do something about it as a government, as a nation. We have the capacity to stop sexual assault, support those who have survived it, and bring perpetrators to justice.

~President Barack Obama, January 22, 2014

Freedom from sexual assault is a basic human right… a nation’s decency is in large part measured by how it responds to violence against women… our daughters, our sisters, our wives, our mothers, our grandmothers have every single right to expect to be free from violence and sexual abuse.

~Vice President Joe Biden, January 22, 2014

The Violence Against Women’s Reauthorization Act of 1994 (VAWA) is a United States federal law, originating in 1994. As it relates to college campuses and crime statistics, it expounds upon the Clery Act, requiring greater attention and prevention for victims. In response to increasing violence against women in America, this landmark federal legislation’s comprehensive approach to violence against women combined tough new provisions to hold offenders accountable with programs to provide services for the victims of such violence.

The Campus Sexual Violence Elimination (SaVE) Act legislation updates the Jeanne Clery Act and represents a turning point in our nation’s handling of sexual misconduct on college campuses and universities. Introduced by U.S. Senator Bob Casey and House Representative Caroline Maloney, SaVE will complement the Title IX Guidance by the U.S. Department of Education’s Office for Civil Rights.

The Campus SaVE Act seeks to address the violence women face on campus: the highest rates of stalking, the highest risk of nonfatal intimate partner violence, and 20-25% of female students experiencing rape or attempted rape.

From these established laws, mandates, recommendations, and guidance, it is clear that a comprehensive and multifaceted approach must be undertaken at
higher education institutions if we are to reduce sexual violence and create a culture that embraces equity, inclusion and full participation for all members of the community. “Students cannot learn in an atmosphere where they do not feel safe” (American College Health Association Toolkit, 2007).

**TITLE IX**

**TITLE IX NON-DISCRIMINATION STATEMENT**

Shoreline Community College provides equal opportunity in education and employment and does not discriminate on the basis of race, sex, age, color, religion, national origin, marital status, gender, sexual orientation or disability. The following person has been designated by the College President as the Title IX Coordinator and is responsible for responding to inquiries and complaints regarding all College non-discrimination policies:

**Stephen Smith**
Vice President for Human Resources & Legal Affairs
Shoreline Community College
16101 Greenwood Ave. N
Shoreline, WA 98133
Phone: 206-546-4694
Fax: 206-546-5850
E-Mail: TitleIXCoordinator@shoreline.edu

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

~ Title IX, Education Amendments of 1972, Section 1681(a)

Title IX requires gender equity at a college in education programs, athletics, and activities that receive federal funding and the workplace.

Title IX prohibits gender discrimination, sexual harassment, and sex violence.

**WHAT DOES IT ALL MEAN?**

- Prohibits gender discrimination, sexual harassment, and sex violence.
- Protects against retaliation.
- Ensures a safe place to report, be heard, and receive support.
- The college has a responsibility to immediately take steps to resolve the situation, end the violence, and work to prevent reoccurrence.
- College ensures fairness and equity in athletics, programs, clubs, and activities.
TITLE IX DEPUTY COORDINATORS

Please contact any of the individuals listed below regarding questions, concerns, filing a complaint or an appeal involving Title IX rights and responsibilities.

Kim Thompson
Dean of Students
206-546-6910
kthompson@shoreline.edu

Yvonne Terrell-Powell
Associate Dean – Equity/Engagement and Counseling
206-546-4509
yterrell@shoreline.edu

Mariko Kakiuchi
Director of Career Education Options (CEO) Program
206-546-7848
mkakiuchi@shoreline.edu

Robin Blacksmith
Director, Safety, Security, and Emergency Management
206-546-4503
rblacksmith@shoreline.edu

Steve Eskridge
Athletic Director
206-546-4553
seskridg@shoreline.edu

Lianne Almughirah
Assistant Director of International Student Success
206-533-6664
lalmughirah@shoreline.edu

WHO MAY FILE A COMPLAINT

Any student, employee, applicant, or visitor at the College may file a complaint or report of inappropriate or offensive behavior, including sexual harassment or sexual assault. Complaints may be submitted in writing or verbally. The College encourages the prompt, timely reporting of any incidents of harassment or other form of discrimination. For complainants who wish to submit a written complaint, a formal complaint form is available online at: www.shoreline.edu/title-ix. Hard copies of the complaint form are available at the following locations on campus:

• Dean of Students Office, Room 5202, (206) 546-4641
• Human Resources Office, Room 1013, (206) 546-4694
• Counseling Center, Room 5241, (206) 546-4509
• Safety & Security Office, Room 5102, (206) 546-4633

Any person submitting a discrimination complaint will be provided with a written copy of the College’s anti-discrimination policies and procedures.

HOW TO REPORT A COMPLAINT OR CONCERN:

1. You may make a complaint verbally or in writing to the Title IX/EEO Coordinator or any Title IX Deputy Coordinator.
2. You may use a college complaint form, which they can provide to make a written complaint, but are not required to do so.

3. The College cannot guarantee confidentiality, but will make reasonable efforts to protect your privacy upon receipt of a complaint or report involving your civil rights, including Title IX rights.

4. Upon receipt, the College will investigate the complaint or report promptly. Investigations are normally completed within sixty (60) calendar days. The reporting and responding parties are notified in writing during and after conclusion of an investigation.

5. You may discuss any questions or concerns about this procedure privately with the College’s Title IX/EEO Coordinator or any Title IX Deputy Coordinator.

NOTE: Separate from the complaint process, students may discuss any issue or concern confidentially with a College Counselor who is a Licensed Mental Health Care professional. Please contact the Student Counseling Center to arrange to speak with a counselor.

ADDITIONAL DISCRIMINATION COMPLAINT OPTIONS

Discrimination complaints may also be filed with the following federal and state agencies:

Washington State Human Rights Commission,
http://www.hum.wa.gov/index.html

US Dept. of Education Office for Civil Rights,
http://www2.ed.gov/about/offices/list/ocr/index.html


TITLE IX DEFINITIONS

Title IX defines* gender discrimination as:

• Discrimination or harassment based upon one’s gender (sex)
• Unfair treatment, attitudes, or behaviors towards an individual based upon their gender (sex)
• Gender identity discrimination as covered by Title VII
• Sexism, sexist attitudes, and sex stereotyping
• Unproportioned athletic programs or activities offered to all genders in relationship to the college’s enrollment

Examples of gender discrimination include:
• Gender-based bullying
• Derogatory or sexist remarks
• Gender discrimination in an activity, athletics, program, office or classroom

**Title IX defines** sexual harassment as:
• Unwanted sexual behavior, advances or requests for favors
• Unwelcomed verbal, visual or physical sexual conduct
• Offensive, severe and/or frequent remarks about a person’s sex
• Harassment of a sexual nature which interferes with an individual’s right to an education and participation in a program or activity

**Examples of sexual harassment include:**
• Stalking or obscene phone calls, texts, emails or gestures
• Sexually suggestive jokes, whistles, cat-calls or innuendos
• Inappropriate touching
• Intimidation

**Title IX defines** sex violence as:
• Sexual abuse or assault, battery or coercion
• Unwanted sexual contact that stops short of rape or completed rape
• Use of force or manipulation of unwanted sexual activity
• Physical acts where a person is incapable of giving consent or is against a person’s will

**Examples of sex violence include:**
• Sexual assault, battery or coercion
• Dating and domestic violence
• Attempted or completed rape
• Inappropriate touching
• Physical and/or aggressive sexual advances

**Title IX defines** retaliation as:
• A strike-back in response to another’s action or accusation
• A form of revenge or reaction because of a filed complaint against a person
• Refusal to promote, advance or accurately support/qualify a person due to a complaint filed

**Examples of retaliation include:**
• Demotion or prohibiting advancement due to a filed complaint
• Firing, loss of benefits, or the like due to a filed complaint
• Unfair treatment or discrimination due to a filed complaint
For Title IX purposes a working definition of a hostile environment is:

- A situation of discriminatory or sexual nature that has occurred and created an adverse educational setting
- An intimidating or offensive class or college environment that causes a person to be fearful
- A setting that denies, limits or interferes with a person’s ability to participate in or benefit from a college class, program, activity or job

Examples of a hostile environment include:

- Bullying, abusive or intimidating comments and actions
- Intimidating or offensive comments that alter the conditions of a person’s work, classroom, team, or program environment
- Continual offensive comments or surroundings of a discriminatory or sexual nature

*This is a summary definition only. Please refer to Student Conduct Code Policy 5030 for complete Title IX definitions.

POLICY 5030 – STUDENT CONDUCT CODE

Authority

The board of trustees, acting pursuant to RCW 28B.50.140 (14), delegates to the president of the college the authority to administer disciplinary action. Administration of the disciplinary procedures is the responsibility of the vice-president of academic and student affairs or her/his designee. The student conduct officer shall serve as the principal investigator and administrator for alleged violations of this code.

STATEMENT OF STUDENT RIGHTS

As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in an independent search for truth. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the college community.

TITLE IX AND STUDENT CONDUCT CODE DEFINITIONS

Sexual Misconduct. The term “sexual misconduct” includes sexual harassment, sexual intimidation, and sexual violence.
**Sexual Harassment.** The term “sexual harassment” means unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently serious as to deny or limit, and that does deny or limit, based on sex, the ability of a student to participate in or benefit from the college’s educational program or that creates an intimidating, hostile, or offensive environment for other campus community members.

**Sexual Intimidation.** The term “sexual intimidation” incorporates the definition of “sexual harassment” and means threatening or emotionally distressing conduct based on sex, including, but not limited to, nonconsensual recording of sexual activity or the distribution of such recording.

**Sexual Violence.** “Sexual Violence” is a type of sexual discrimination and harassment. Nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, dating violence, and stalking are all types of sexual violence.

*Nonconsensual sexual intercourse* is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.

*Nonconsensual sexual contact* is any intentional sexual touching, however slight, with any object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

**Domestic violence** includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

**Dating violence** means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

**Stalking** means intentional and repeated harassment or following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate, or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated, or harassed, even if the perpetrator lacks such intent.

**Consent** means knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. Each party has the responsibility to make certain that the other has consented before engaging in the activity. For
consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct.

Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct.

**Harassment** means unwelcome and offensive conduct, including verbal, nonverbal, or physical conduct, that is directed at a person because of such person's protected status and that is sufficiently serious as to deny or limit, and that does deny or limit, the ability of a student to participate in or benefit from the college’s educational program or that creates an intimidating, hostile, or offensive environment for other campus community members. Protected status includes a person’s race; color; national origin; sensory, mental or physical disability; use of a service animal; gender, including pregnancy; marital status; age; religion; creed; genetic information; sexual orientation; gender identity; veteran's status; or any other legally protected classification. See “Sexual Misconduct” for the definition of “sexual harassment.” Harassing conduct may include, but is not limited to: physical conduct, verbal, written, social media and electronic.

**Retaliation** against any individual for reporting, providing information, exercising one’s rights or responsibilities, or otherwise being involved in the process of responding to, investigating, or addressing allegations or violations of federal, state or local law, or college policies, including, but not limited to, student conduct code provisions prohibiting discrimination and harassment.

In addition to initiating discipline proceedings for violation of the student conduct code, the college may refer any violations of federal, state or local laws to civil and criminal authorities for disposition. The college shall proceed with student disciplinary proceedings regardless of whether the underlying conduct is subject to civil or criminal prosecution.

**DISCIPLINARY SANCTIONS — TERMS AND CONDITIONS**

The following disciplinary sanctions may be imposed upon students found to have violated the student conduct code.

1. **Disciplinary Warning**: A verbal statement to a student that there is a violation and that continued violation may be cause for further disciplinary action.

2. **Written Reprimand**: Notice in writing that the student has violated one or more terms of this code of conduct and that continuation of the same or similar behavior may result in more severe disciplinary action.
3. **Disciplinary Probation**: Formal action placing specific conditions and restrictions upon the student’s continued attendance depending upon the seriousness of the violation and which may include a deferred disciplinary sanction. If the student subject to a deferred disciplinary sanction is found in violation of any college rule during the time of disciplinary probation, the deferred disciplinary sanction, which may include, but is not limited to, a suspension or a dismissal from the college, shall take effect immediately without further review. Any such sanction shall be in addition to any sanction or conditions arising from the new violation. Probation may be for a limited period of time or may be for the duration of the student’s attendance at the college.

4. **Disciplinary Suspension**: Dismissal from the college and from the student status for a stated period of time. There will be no refund of tuition or fees for the quarter in which the action is taken.

5. **Dismissal**: The revocation of all rights and privileges of membership in the college community and exclusion from the campus and college-owned or controlled facilities without any possibility of return. There will be no refund of tuition or fees for the quarter in which the action is taken.

Disciplinary terms and conditions that may be imposed alone or in conjunction with the imposition of a disciplinary sanction include, but are not limited to, the following:

1. **Restitution**: Reimbursement for damage to or misappropriation of property, or for injury to persons, or for reasonable costs incurred by the college in pursuing an investigation or disciplinary proceeding. This may take the form of monetary reimbursement, appropriate service, or other compensation.

2. **Professional Evaluation**: Referral for drug, alcohol, psychological or medical evaluation by an appropriately certified or licensed professional may be required. The student may choose the professional within the scope of practice and with the professional credentials as defined by the college. The student will sign all necessary releases to allow the college access to any such evaluation. The student’s return to college may be conditioned upon compliance with recommendations set forth in such a professional evaluation. If the evaluation indicates that the student is not capable of functioning within the college community, the student will remain suspended until future evaluation recommends that the student is capable of reentering the college and complying with the rules of conduct.

3. **Not in Good Standing**: A student may be deemed “not in good standing” with the college. If so the student shall be subject to the following restrictions: (a) Ineligible to hold an office in any student organization recognized by the college or to hold any elected or appointed office of the college. (b) Ineligible to represent the college to anyone outside the college community in any way,
including representing the college at any official function, or any forms of intercollegiate competition or representation.

4. **No Contact Order**: An order directing a student to have no contact with a specified student, college employee, a member of the college community, or a particular college facility.

**TITLE IX SUPPLEMENTAL COMPLAINT PROCESS**

The following supplemental procedures shall apply with respect to complaints or other reports of alleged sexual misconduct by a student.

1. The college's Title IX Coordinator or designee, shall investigate complaints or other reports of alleged sexual misconduct by a student. Investigations will be completed in a timely manner and the results of the investigation shall be referred to the student conduct officer for disciplinary action.

2. Informal dispute resolution shall not be used to resolve sexual misconduct complaints without written permission from both the complainant and the respondent. If the parties elect to mediate a dispute, either party shall be free to discontinue mediation at any time. In no event shall mediation be used to resolve complaints involving allegations of sexual violence.

3. College personnel will honor requests to keep sexual misconduct complaints confidential to the extent this can be done without unreasonably risking the health, safety and welfare of the complainant or other members of the college community or compromising the college's duty to investigate and process sexual harassment and sexual violence complaints.

4. The student conduct officer, prior to initiating disciplinary action, will make a reasonable effort to contact the complainant to discuss the results of the investigation and possible disciplinary sanctions and/or conditions (if any) that may be imposed upon the respondent if the allegations of sexual misconduct are found to have merit.

5. The student conduct officer, on the same date that a disciplinary decision is served on the respondent, will serve a written notice informing the complainant whether the allegations of sexual misconduct were found to have merit and describing any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including disciplinary suspension or dismissal of the respondent. The notice will also inform the complainant of his or her appeal rights. If protective sanctions and/or conditions are imposed, the student conduct officer shall make a reasonable effort to contact the complainant to ensure that prompt notice of the protective disciplinary sanctions and/or conditions.
POLICY 5030 — STUDENT CONDUCT CODE
TITLE IX SUPPLEMENTAL APPEAL RIGHTS

1. The following actions by the student conduct officer may be appealed by the complainant:
   a. the dismissal of a sexual misconduct complaint; or
   b. any disciplinary sanction(s) and conditions imposed against a respondent for a sexual misconduct violation, including a disciplinary warning.

2. A complainant may appeal a disciplinary decision by filing a notice of appeal with the conduct review officer within twenty-one (21) days of service of the notice of the discipline decision provided for in WAC 132G-125-015(2). The notice of appeal may include a written statement setting forth the grounds of appeal. Failure to file a timely notice of appeal constitutes a waiver of this right and the disciplinary decision shall be deemed final.

3. If the respondent timely appeals a decision imposing discipline for a sexual misconduct violation, the college shall notify the complainant of the appeal and provide the complainant an opportunity to intervene as a party to the appeal.

4. Except as otherwise specified in this supplemental procedure, a complainant who timely appeals a disciplinary decision or who intervenes as a party to respondent’s appeal of a disciplinary decision shall be afforded the same procedural rights as are afforded the respondent.

5. An appeal by a complainant from the following disciplinary actions involving allegations of sexual misconduct against a student shall be handled as a brief adjudicative proceeding:
   a. exoneration and dismissal of the proceedings;
   b. a disciplinary warning;
   c. a written reprimand;
   d. disciplinary probation;
   e. suspensions of ten instructional days or less; and/or
   f. any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions.

6. An appeal by a complainant from disciplinary action imposing a suspension in excess of ten (10) instructional days or an expulsion shall be reviewed by the student conduct committee.

7. In proceedings before the student conduct committee, respondent and complainant shall have the right to be accompanied by a non-attorney assistant of their choosing during the appeal process. Complainant may choose to be represented at the hearing by an attorney at his or her own
expense, but will be deemed to have waived that right unless, at least four (4) business days before the hearing, he or she files a written notice of the attorney’s identity and participation with the committee chair, and with copies to the respondent and the student conduct officer.

8. In proceedings before the student conduct committee, complainant and respondent shall not directly question or cross examine one another. All questions shall be directed to the committee chair, who will act as an intermediary and pose questions on the parties’ behalf.

9. Student conduct hearings involving sexual misconduct allegations shall be closed to the public, unless respondent and complainant both waive this requirement in writing and request that the hearing be open to the public. Complainant, respondent and their respective non-attorney assistants and/or attorneys may attend portions of the hearing where argument, testimony and/or evidence are presented to the student conduct committee.

10. The chair of the student conduct committee, on the same date as the initial decision is served on the respondent, will serve a written notice upon complainant informing the complainant whether the allegations of sexual misconduct were found to have merit and describing any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant’s protection, including suspension or dismissal of the respondent. The notice will also inform the complaint of his or her appeal rights.

11. Complainant may appeal the student conduct committee’s initial decision to the president subject to the same procedures and deadlines applicable to other parties

12. The president, on the same date that the final decision is served upon the respondent, shall serve a written notice informing the complainant of the final decision. This notice shall inform the complainant whether the sexual misconduct allegation was found to have merit and describe any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant’s protection including suspension or dismissal of the respondent.

CONFIDENTIALITY AND RIGHT TO PRIVACY

Shoreline Community College will make reasonable efforts to protect the privacy of the complainant and other parties to the extent possible, consistent with the legal obligations to investigate, take appropriate remedial and/or disciplinary action, and comply with applicable federal and state law, as well as Shoreline Community College policies and procedures. For those reasons, the College cannot guarantee confidentiality in responding to any report or complaint. Only Licensed Mental Health professionals who are employed by the College as Counselors can maintain confidentiality, with limited exceptions, when providing counseling services with students.
CONFIDENTIALITY REQUESTS AND SEXUAL VIOLENCE COMPLAINTS

The college’s Title IX/EEO Coordinator or designated Title IX Deputy Coordinator will inform and obtain consent from a complainant before commencing a college investigation of a sexual violence complaint or report. If a sexual violence complainant asks that his or her name not be revealed to the respondent or that the college not investigate the allegation, the Title IX/EEO Coordinator will inform the complainant that maintaining confidentiality may limit the college’s ability to fully respond to the allegations and also limit the ability to ensure that retaliation by the respondent and/or others is prohibited. If the complainant continues to request that his or her name not be disclosed and/or that the college not investigate, the Title IX/EEO Coordinator will determine if the college can honor the request and at the same time maintain a safe and non-discriminatory environment for all members of the college community, including the complainant. Factors to be weighed during this determination may include, but are not limited to:

• the seriousness of the alleged sexual violence;
• the age of the complainant;
• whether the sexual violence was perpetrated with a weapon;
• whether the respondent has a history of committing acts of sexual violence or violence or has been the subject of other sexual violence complaints;
• whether the respondent threatened to commit additional acts of sexual violence against the complainant or others; and
• whether relevant evidence can be obtained through other means (e.g., security cameras, other witnesses, physical evidence).

If the college is unable to provide confidentiality, the Title IX/EEO Coordinator will notify the complainant of that decision and ensure that complainant’s identity is disclosed only to the extent reasonably necessary to effectively conduct and complete the investigation.

If the college decides to not conduct a formal investigation or take disciplinary action because of a request for confidentiality, the Title IX/EEO Coordinator will evaluate whether other measures are available to limit the effects of the harassment and prevent its recurrence and promptly implement such measures if reasonably feasible.

CAMPUS SEXUAL ASSAULT BILL OF RIGHTS

Shoreline Community College will not tolerate sexual abuse, rape, sexual assault, domestic violence, dating violence, stalking, sexual coercion, or other forms of sexual violence by or against students, staff, faculty, alumni or visitors.
The United States enacted the “Campus Sexual Assault Victims’ Bill of Rights” in 1992 as a part of the Higher Education Amendments of 1992 (Public Law: 102-325, section 486(c). It was signed by President George Bush in July of 1992. This law requires that all colleges and universities (both public and private) participating in federal student aid programs afford sexual assault victims certain basic rights. It also requires the school to notify victims of their option to report their assault to the proper law enforcement authorities.

**In Cases of Sexual Assault on Campus:**

- Accuser and accused must have the same opportunity to have others present for support and consultation.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be informed of their options to notify law enforcement.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations.

**WHAT TO DO IF YOU ARE A VICTIM OF SEXUAL VIOLENCE**

The following advice is applicable for all forms assaults, whether sexual or the result of domestic violence, dating violence, or stalking.

1. **Get Help!** This is not the time to be alone. Get in touch with someone you trust. If there is not a family member or friend you are able to talk with, you can call Safety & Security for assistance at 206-546-4633 or 206-235-5860 (after hours and weekends). Security can also work to connect you with helpful resources, on and off-campus, if needed.

2. **Reporting to police** — Sexual offenses are very personal matters. If you are unsure about making a police report or pursuing criminal charges in that moment, you are not required to report. Sexual assault is a serious crime the security department wants to be aware of to keep you and others on campus safe. If you do decide to report, security or a college official can assist you in contacting police and helping with the process, if you so desire. Timely reporting a crime of this nature is important to increase the chances of preserving important evidence and identifying the perpetrator.

3. **Get medical attention.** You can call 9-1-1 for emergency aid or have someone take you to a local hospital. In both cases, completely confidential services are provided. Most hospitals have sexual assault expertise and victim advocates to
support you through the process.

4. **Preservation of Evidence:** Preserving evidence of a sex offense is time critical. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Safety and Security or law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

   a. It is important that a victim of sexual assault not bathe, douche, smoke, drink, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence, as may be necessary to the proof of criminal activity, may be preserved.

   b. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, emergency rooms and health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease.

   c. You may have internal injuries which you are not aware of. If you decide to press charges, documentation, photos, and physical specimens collected soon after the rape will be valuable evidence. Completing the evidence collection does not commit you to filing charges.

5. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to the college conduct officer, Title IX Coordinator, or police.

6. 24-Hour Crisis Line: Available for complainant-victims of domestic violence and sexual assault, 24 hours a day, seven days a week.

   WA State Domestic Violence Hotline: 1-800-562-6025 www.wadvhotline.org

7. Shoreline Community College Counseling Services offers mental health counseling and makes referrals to other agencies that can provide help and support to complainant-victims of domestic violence and sexual assault. Therapy sessions can be offered to survivors so they may express their feelings, thoughts and fears.

8. Advocacy: Trained advocates can provide personal support, emergency shelter, food and clothing. Advocates support the individual’s choice regarding reporting the crime. Advocates provide information about the legal system and are available to accompany and support the complainant-victim throughout the medical and legal process.
9. Support Groups: Provide peer support for complainant-victims of domestic violence and sexual assault. Talk with your advocate for the location of the one nearest you.

PROHIBITED RETALIATION

Clery Act: There shall be no retaliation against anyone who exercises rights under the Clery Act.

Title IX: AP6115 §3.3 Complaints against students. Reports of discriminatory conduct or related retaliation that involve students, including student-to-student complaints, will be handled by the Vice President of Human Resources and Legal Affairs and will be guided by the provisions of the Student Code of Conduct, Policy 5030

ORDERS OF PROTECTION AND ENFORCEMENT

In Washington State, there are several types of orders that are designed to prevent contact between two people. Contact can refer to personal contact, phone contact, texting, emailing, facebooking, communication through a third party or even remaining within a certain distance of someone's school, home or workplace. Although people commonly refer to all orders preventing contact as restraining orders, the type of order that is issued will depend upon who initiates the order as well as the relationship between the accuser and the accused.

In WA State, a violation of any of the court issued orders is a criminal offense. In a criminal trial, the prosecutor must prove that:

1. An order was in place AND
2. The violator knew about the order AND
3. The violator engaged in any type of prohibited contact.

Law enforcement must have proof of service or notification in the order that respondent was present at the hearing before they can arrest the respondent for violating the protection order. (NOTE: Police may always arrest if an assault occurs, even without a protection order.)

If the respondent is still present when police arrive, you can give police a copy of the order to serve right then. If service takes place in this manner, law enforcement should note that service was made by writing on your certified copy of the order, as a proof of service. Law enforcement should also obtain and complete a Return of Service and file this with the court. If the full hearing is still pending you should present this proof of service at the hearing.

The Safety and Security Department at Shoreline Community College is not a
commissioned law enforcement agency, therefore, they must rely on the response of the Shoreline Police Department to officially enforce an order of protection, or make an arrest of the violator, on campus. Toward the effort of awareness and protection, the college encourages students and employees to provide a copy of their active court order to the Safety and Security Department. A confidential file of current court orders is maintained within the department to inform officers and a limited number of campus authorities of the order and need for protection. Current photos of the respondent can assist in identifying the violator and summoning police to campus.

There is no obligation by an employee or student to share their order information with the college. A protection order cannot guarantee your safety. It is just one of many tools you can employ to try to increase your safety in cases of abuse. If you have an order of protection you would like to file with Safety and Security or you would like to speak with a campus official about your personal safety situation, please contact the: Safety and Security Department, Room 5102, Building 5000 or call 206-546-4633.

PREVENTION & RISK REDUCTION
HOW TO AVOID A POTENTIAL ATTACK

Rape or sexual assault can happen to anyone, woman or man, and it’s never the complainant-victim’s fault. It’s important to know that…

There’s no absolute way to prevent a sexual assault, but it is helpful to consider crime prevention techniques, avoidance and risk reduction strategies, and how to make plans to stay safe:

• Alcohol, drugs, or both are a factor in almost all sexual assaults on college campuses.

• Many perpetrators of sexual assault are someone the complainant-victim knows. If you started the evening with the person, this may later be referred to as “date rate.” The perpetrator may use the relationship against the victim-complainant after the crime claiming the victim “knows me” or “knows I would never do anything like that.”

• If you do go off with someone you don’t know well, or on a blind date for example, tell someone you trust. Record or photo snap the person’s license plate with your cell phone. This information can be very useful later-on, if a crime occurs.

• Sexual assaults can happen at a party. Be aware of anyone tampering with drinks or food. Always keep your beverage with you to prevent someone from drugging your drink.
• Avoid going off alone with someone at a party or going outside the premise at a party or social event. The perpetrator(s) may be trying to isolate you from others.

• Stay alert, actively look around, and walk with a purpose as you walk to your car or home.

• Always have your keys out and ready to use. If someone approaches or attacks, keys can be used as a weapon.

SAFE AND POSITIVE ACTIONS FOR Bystander INTERVENTION

A bystander is someone other than the victim who is present when an act of dating violence, domestic violence, stalking or sexual assault is occurring or when a situation is occurring in which a reasonable person feels as though some protective action is required to prevent sexual assault, dating violence, domestic violence or stalking. Bystanders, if active, can prevent harm or intervene before a situation gets worse. Examples of active bystander intervention include: not leaving an overly intoxicated person in a bar/party alone, walking a classmate to his/her car after class, calling police when a potentially violent situation is unfolding, not leaving an unconscious person alone (alerting campus security or emergency medical services), or intervening when someone is being belittled, degraded or emotionally abused (for example: walking victim away from abuser, contacting others for help, contacting the counseling center, or Safety & Security).

PRIMARY AND ONGOING PREVENTION AND AWARENESS PROGRAMS

Awareness programs means community-wide or audience-specific programming, initiatives, and strategies that increase audience knowledge and share information and resources to prevent violence, promote safety, and reduce perpetration.

Beginning in 2015, SCC will be utilizing two online sources to create awareness and to educate the campus community in order to help reduce risky student behavior and prevent sexual assault on your campus:

Campus Clarity for students, and Law Room for employees.

The objectives of these prevention and awareness programs are to:

1. Increase sexual assault prevention and awareness
2. Teach sexual assault risk reduction strategies
3. Provide information about what a person should do in the event of a sexual assault
Shoreline Community College offers on-going prevention and awareness campaigns, programming, initiatives, and strategies to focus on increasing the understanding of topics and skills relevant to dating violence, domestic violence, sexual assault, stalking, drug and alcohol use, and consent. Examples of these for 2015 include:

- Alcohol and Drug Awareness Information Booths
- Online resource eCHECKUPTOGO - alcohol awareness tool
- “Consent” Workshop (quarterly)
- “Improving Relationships” Workshop - which focuses on developing and maintaining healthy relationships (quarterly)
- Online resources supporting victims/survivors of domestic violence, dating violence, sexual assault and stalking.
- Title IX Training to Student Affairs Department and ESL classes.

SUPPORT AND RESOURCES

ON-CAMPUS RESOURCES

Shoreline Community College Counseling Services
(Mental Health Counselors are the only on-campus confidential resources)
FOSS (5000) Building, Room 5229
Phone: 206-546-4559
http://www.z.edu/counseling-services

Center for Equity and Engagement
The Center for Equity & Engagement promotes equal access and retention support services for women, students of color, and other traditionally underrepresented student groups.
9000 Building, Room 9302
Phone: 206-546-4714
www.shoreline.edu/womencenter

OFF-CAMPUS RESOURCES

Police (Emergency): Call 911

Washington State Domestic Violence Hotline
www.wadvhotline.org 1-800-562-6025

National Domestic Violence Hotline
1-800-799-SAFE (1-800-799-7233), (or 1-800-787-3224 TTY)
Asian Counseling Services & Referral Service  
www.acrs.org/services  206-695-7600 A broad array of human services and behavioral health programs for Asian Pacific Americans.

API Chaya  

Abused Deaf Women's Advocacy Services  
www.adwas.org  206-922-7088 VP

Consejo Counseling & Referral Service for the Latino Community  
www.consejocounseling.org  206-461-4880

Harborview Center for Sexual Assault Resource Center (KCSARC)  
www.kcsarc.org contact 24 -Hour Sexual Assault Resource Helpline  
(888) 998-6423

Legal Voice  

New Beginnings  
www.newbegin.org  206-522-9472 New Beginnings provides services to those whose lives have been affected by domestic violence – physical, emotional, or sexual abuse.

Northwest network for Bi, Trans, Lesbian and Gay Survivors of Abuse  
nwnetwork.org  206-568-7777 Support, advocacy and community education.

Refugee Women’s Alliance (ReWA)  
www.rewa.org/services/domestic-violence Provides comprehensive culturally and linguistically appropriate services to refugee and immigrant communities.

Sexual Violence Law Center  
svlawcenter.org/section_resources/index.htm  206-624-0621

Domestic Violence Services of Snohomish County  
425-25-ABUSE (252-2873)

“King County 2-1-1”  
24 Hour Crisis Line 866-4-CRISIS (866-427-4747)

Snohomish County DV Services  
24 Hour Hotline 425-25-ABUSE (425-252-2873)

Child Protective Service (CPS)  
866-829-2153 toll free 24 hours per day
Snohomish County Prosecutor (victim witness)
425-388-3628

Snohomish County Protection Order Office
425-388-3638

Snohomish County Victim Witness Advocate for Misdemeanors in all of the District Courts
425-388-6317 or 425-388-6318

Snohomish County Victim Witness Advocate for Superior Court felony Domestic Violence 425-388-3628

Love is Respect.org
866-331-9474 or 866-331-8453 TTY