1.160 LAW ENFORCEMENT

PRACTICE:

Centralia College security is provided by a contracted agency that is coordinated through the coordinator of security (director of maintenance and construction projects) in the Facilities, Operations and Maintenance Office. The security service staff routinely patrol the campus every evening from 7:00 PM to 1:00 AM Monday through Saturday and approximately 7:00 PM to 11:00 PM on Sunday evening. In addition, they are also contracted on a case-by-case basis to provide additional coverage for special events or emphasis patrols (smoking, skateboarding, dances, etc.) and when security is required to be present due to large amounts of money (during registration, surplus sales, etc.). The security patrol staff are not routinely on campus during the day and do not have arrest authority nor do they provide investigative services. If you are involved in a situation where you believe police action may be required, NOTIFY THE POLICE AT ONCE. FROM ON-CAMPUS DIAL 9-911. After the police are called please notify the campus security coordinator at extension 218.

CRIME REPORTING:

FOR EMERGENCIES IMMEDIATELY CALL THE LOCAL POLICE!
FROM ON-CAMPUS DIAL 9-911

Report any criminal or suspected criminal behavior to Facilities, Operations, and Maintenance Office (Extension 218). All college employees who either witness or hear about criminal or suspected criminal behavior are encouraged to make immediate reports. In addition, any college official who has significant responsibility for student and campus activities is required to make such reports. Although professional counselors are exempted from this requirement, they may on a case-by-case basis voluntarily report anonymous crime statistics to the coordinator of security, in a manner that will protect the identity of their source. The Facilities, Operations, and Maintenance Office is responsible for compiling crime statistics from both on campus and police sources for the purposes of the annual crime statistics report. The coordinator of security shall poll appropriate local police agencies and campus offices to include, but not necessarily limited to, the vice president, student services, student programs, and counseling center. Since Centralia College does not recognize any off campus student groups or organizations, no monitoring or reporting is required. As of October 1 of each year, the college will publish its annual crime statistics report for the past three calendar years. These crime statistics reports will be included as part of this total report.

The coordinator of security also keeps and maintains a daily log that records all crimes reported to the police or the coordinator of security reporting. The log contains information about the nature, date, time and general location of each crime and the disposition of the complaint, if known. This information is reviewed by the Facilities/Safety Committee, published in the campus newspaper, and distributed as an elective e-mail to all campus computers on a regular basis. Except where such disclosure is prohibited by law or where such disclosure would jeopardize the confidentiality of the victim, the information in the log will be open to public inspection within two business days of the initial report being made to the coordinator of security or a campus security authority. If there is clear and convincing evidence that the release of such information would jeopardize an on-going criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence, such information may be withheld until that damage is no longer likely to occur from the release of such information.

The coordinator of security will assist any victim or third party in completing criminal reports. The college will request the appropriate police agency to investigate any reported crime. The coordinator of security shall classify reports using the FBI Uniform Crime Reporting definitions.
When alleged perpetrators are identified as students, with the cooperation of the victim, the case will be processed according to the disciplinary procedures outlined in the Centralia College Student Rights and Responsibilities Code, WAC 132L-120. Criminal investigations and proceedings can occur independently, before, during, or after, college disciplinary proceedings.

Report as much detail as possible. After a crime, write down as much information as you can. Try to note such things as gender, age, height, weight, color of hair, hairstyle, eye color, dress or clothing, facial hair, glasses, distinguishing marks such as scars, distinguishing walk, manner or voice.

The coordinator of security will accept third party reports in cases such as sex offenses in which the victim wishes to remain anonymous. However, the college prefers to receive reports directly from the victim because the victim will usually be able to provide greater detail to assist in any investigation.

Preserve all physical evidence of any crime or suspected crime. Do not wash off or destroy evidence that may be critical to any investigation. Preserve the crime scene. Do not touch anything. Attempt to close off the area and not allow anyone to enter until the police arrive.

Timely Warning:

The college is committed to providing the campus community a timely warning when it becomes aware of potential threats to students or employees. Whenever any campus security authority becomes aware of any on campus event, whether involving students or not, that poses a potential threat to students or employees they shall immediately notify the vice-president, student services. The vice president, students services, in consultation with the coordinator of security will make the decision to disclose any such incident on a case-by-case basis in light of the facts surrounding a crime, including such factors as of the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts.