



**Annual Security & Fire Safety Report  
Centralia College Main Campus & CCEast  
2025**

(Includes Crime and Fire Statistics from 2022, 2023 & 2024)

Centralia College does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All inquiries regarding compliance with access, equal opportunity and/or grievance procedures should be directed to the Vice President of Human Resources and Equity, Joy Anglesey, Centralia College, 600 Centralia College Blvd, Centralia, WA 98531, 360-623-8943, or [joy.anglesey@centralia.edu](mailto:joy.anglesey@centralia.edu).

Centralia College is committed to assisting all members of the Centralia College community in providing for their own safety and security. This Annual Security and Fire Safety Report contains information and crime statistics for 2022, 2023 and 2024 calendar years for crimes that occurred:

- On campus;
- In certain off-campus buildings or property owned or controlled by Centralia College; and
- On public property within, or immediately adjacent to and accessible to the campus

The report contains information regarding campus security and personal safety including topics such as: crime prevention, fire safety, college law enforcement authority, crime reporting policies, policies related to programs to prevent sexual assault and other crimes, disciplinary procedures and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Centralia College; and on public property within, or immediately adjacent to and accessible from campus.

The Annual Security and Fire Safety Report is available on the main Centralia College website at <https://www.centralia.edu/resources/safety/clery.aspx>

If you would like to receive a hard copy of the Annual Security and Fire Safety Report that contains the following information, you can stop by the Safety & Security Directors office located in the Transitional Services Building room 112 or you can request that copy be mailed to you by calling 360-623-8888 or emailing 8888@centralia.edu.

This information is required by law and is provided by Centralia College. We hope that you will review the information within this report to make informed decisions about your safety.

Jared Cunningham

Director Safety & Security

Centralia College Clery Compliance Officer

**Table of Contents**

The Clery Act and other Federal Regulations about Safety on College Campuses.....	7
Emergency Response and Evacuation Procedures.....	7
Emergency Notifications .....	8
Missing Student .....	9
Contact Information:.....	10
Procedures .....	10
Alcohol and Drug Policy (Drug Free Schools and Communities Act).....	11
Drug And Alcohol Prevention Program Requirements .....	11
Centralia College’s Drug, Marijuana, Alcohol and Tobacco Policies.....	11
Health risks associated with the use of illicit drugs, nicotine and the abuse of alcohol.....	14
Information about Moderate Drinking.....	15
Resources for Alcohol or Drug Problems.....	16
Disciplinary sanctions for students and employees for violations of standards of conduct .....	17
Students.....	17
Employees.....	18
Campus Security Authority & Local Law Enforcement.....	18
Crime Reporting.....	19
Timely Warning .....	20
Compiling the Annual Disclosure of Crime Statistics.....	22
Campus Security Authority (CSA).....	22
Who They Are.....	22
What They Do.....	23
Confidential Crime Reporting through CSAs.....	23
Daily Crime Log.....	24
Crime Statistics.....	24
CLERY Geography .....	25
CLERY Crimes and Definitions .....	25
Hazing (Stop Campus Hazing Act) .....	27

SCHA Definitions .....	28
Hazing Statistics.....	28
Centralia College Hazing Policy & Washington State Law .....	29
Sam’s Law–Hazing Prevention .....	29
Hazing Described and Defined.....	29
Student Code of Conduct.....	29
Policies Impacting Employees .....	29
Student Anti-hazing Training Program .....	29
Campus Hazing Transparency Report (CHTR).....	30
Centralia College Crime Statistics Tables .....	31
Table 1: Crime Statistics for Centralia College Main Campus.....	31
Table 2: Crime Statistics for Centralia College East .....	32
Hate Crime Statistics .....	33
Centralia College Main Campus: .....	33
Centralia College East Campus:.....	33
Unfounded Crimes:.....	33
Registered Sex Offenders Policy & Procedure .....	33
Requirements For Sex Or Kidnapping Offenders.....	34
Policy and Procedures Regarding Sexual Assault .....	37
If you are a victim of sexual assault, you should consider the following actions:.....	37
College Disciplinary Proceedings (Staff & Faculty).....	38
College Disciplinary Proceedings (Students) .....	38
Centralia College Title IX Grievance Procedures-Students .....	38
Definitions.....	39
Principles for Title IX Grievance Procedure .....	42
Title IX Administrators – Free from bias – Training requirements.....	43
Filing a Complaint .....	43
Confidentiality .....	44
Complaint Resolution .....	44

Emergency Removal.....	45
Investigation Notices .....	46
Investigation Process - Dismissal .....	46
Investigation Process – Consolidation of Formal Complaints .....	47
Investigation Process – Required Procedures.....	47
Centralia College—Student Rights And Responsibilities Code .....	48
WAC 132L-352-005 Authority.....	48
WAC 132L-352-010 Statement of jurisdiction.....	48
WAC 132L-352-015 Statement of student rights.....	48
WAC 132L-352-020 Definitions.....	49
WAC 132L-352-030 Prohibited student conduct.....	52
WAC 132L-352-035 Corrective action, disciplinary sanctions, terms and conditions.....	59
WAC 132L-352-040 Hazing sanctions .....	60
WAC 132L-352-045 Initiation of disciplinary action.....	61
WAC 132L-352-050 Appeal from disciplinary action.....	63
WAC 132L-352-055 Brief adjudicative proceedings—Initial hearing.....	64
WAC 132L-352-060 Brief adjudicative proceedings—Review of an initial decision.....	64
WAC 132L-352-065 Student conduct committee .....	65
WAC 132L-352-070 Student conduct committee—Prehearing.....	65
WAC 132L-352-075 Student conduct committee—Presentation of evidence.....	68
WAC 132L-352-080 Student conduct committee—Initial decision.....	69
WAC 132L-352-085 Student conduct committee—Review of initial decision .....	69
WAC 132L-352-090 Summary suspension .....	70
Access to College Facilities and Safety .....	71
Access To And Security Of Centralia College Campuses.....	71
Access To And Security Of Student Residential Housing.....	71
Video Surveillance Cameras .....	72
Access and Monitoring.....	73
Placement of Security Cameras.....	73

Notification .....74

Appropriate use and Confidentiality.....74

Storage .....74

Responsibilities .....74

Training .....75

Exceptions.....75

Security Considerations In Maintaining Campus Facilities .....75

Reporting Security Issues .....75

Personal Security Recommendations .....75

Safety and Security Educational Programs .....76

Fire Safety Report and Procedures.....77

Fire Statistics.....77

Student Housing Fire Safety .....77

## **The Clery Act and other Federal Regulations about Safety on College Campuses**

Clery Regulations overlap with other federal statutes; thus, many have shared areas of focus.

These regulations include:

- Student Right to Know- On November 8, 1990, President George H. W. Bush signed the “Students Right to Know and Campus Security Act of 1990.” This disclosure act is a federal mandate requiring all institutions of higher education that participate in the federal student financial aid program to disclose information about crime on their campuses and in the surrounding communities.
- Jeanne Clery- amendments enacted to the Student Right to Know in 1998 renamed Title II. This act is now known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. It is named after Jeanne Clery, who at 19 years old, was raped and murdered in her Lehigh University residence hall in 1986. Her parents lobbied Congress to enact the law when they discovered students at Lehigh hadn’t been notified about 38 violent crimes that had occurred on campus in the three years prior to Clery’s murder.
- Title IX- Prior to the Clery Act, Title IX was enacted in 1972 as part of a larger educational package by the federal government. The most pertinent provision of Title IX required that no person, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance.
- Higher Education Opportunity Act of 2008 (HEOA)- Reauthorized the Higher Education Act of 1965, as amended (HEA), and specifies campus requirements for Emergency Response and Evacuation Fire logs and Safety, and Missing Students. HEOA is meant to be used in conjunction with the Clery Act.
- Campus Sexual Violence Elimination (SaVE) Act and Violence Against Women Act (VAWA)- SaVE and VAWA were enacted in 1994 to raise awareness of domestic violence and assault crimes against women. Some of its provisions mandated that states create separate criminal statutes for domestic violence, provide additional protections to victims such as quicker access to restraining orders, the ability to break housing contracts without penalty, and funding for safe houses. It has been updated and modified numerous times, most notably to expand the coverage to include all humans (men, transgender, transsexual, etc.) VAWA was updated again in 2013 through the Campus SaVE Act with changes that became effective on October 1, 2014.

## **Emergency Response and Evacuation Procedures**

The Incident Command Team may meet depending on the severity and nature of the emergency. An emergency incident is an incident that results or is likely to result in grave harm or death or major damage to facilities or infrastructure. The college will implement its Emergency Response & Evacuation Plan to confirm that there is a significant emergency, determine who to notify, determine the content of the notification and initiate the notification system.

The Incident Command Team shall consist of: President (or Administrator in Charge), Vice President of Finance & Administration, Vice President of Human Resources & Equity, Vice President of Instruction, Vice President of Student Services, Campus Safety & Security Director, Director of Facilities, Chief Technology Officer, Director of College Relations, and other persons deemed necessary by the team.

The Incident Commander will issue the order to implement the Incident Command Team and manage the emergency. The Incident Commander will determine the location of the Incident Command Post (ICP) with priority given to TransAlta Commons Room 230 or Room 129 or Washington Hall room 203, whichever is safer.

The Incident Commander will take emergency action when, in their judgment at the time, there is probable cause to assume an emergency is in progress or is imminent. The Incident Commander will base this decision upon information provided by public health, safety, law enforcement, fire, weather, or other emergency officials or agencies or provided by credible statements or eye-witness reports from campus officials, students or the public. The Incident Commander should not necessarily wait for the Incident Command Team to convene before initiating the emergency notification system, if waiting for the team to convene will cause unacceptable delay in making such notification.

The Incident Commander will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the college community occurring on campus. The Incident Commander will, without delay, take into account the safety of the community, determine the content of the notification, and initiate the notification system, unless the notification will, in the professional judgment of the Incident Commander, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

The scope of the emergency notification shall depend on the location and nature of the emergency and may be stepwise as more information is developed. The Public Information Officer shall provide the larger community with follow-up information.

The college will use the InformaCast communications system for disseminating emergency information to the larger community. Members of the college community should sign up for the InformaCast alerting system at: <https://www.centralia.edu/resources/academic/it-services.aspx>.

The college will test its emergency response and evacuation procedures on an annual basis, including publishing its procedures in conjunction with at least one test per calendar year, and documenting a description of the exercise as well as the date and time of the exercise and whether it was announced or unannounced.

### **Emergency Notifications**

Centralia College will notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on or near campus. The success of the Emergency Notification is dependent upon a thorough understanding of the protocols to follow during a crisis, critical occurrence, or college emergency.

Following the listed steps in General College Policy's section 1.102 Emergency Notifications, will ensure a timely and efficient method of dissemination of critical information to the college community and in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, or "Clery Act."

If a serious crime, natural disaster, or a man-made emergency occurs that poses an immediate threat to the health and safety of the College community or a segment of the College community, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

The types of incidents that may cause an immediate threat to the community could include but are not limited to emergencies such as: an active shooter on campus, hostage/barricade situation, a riot, suspicious package with confirmation of a device, a tornado, a fire/explosion, suspicious death, structural damage to an owned or controlled facility, biological threat (anthrax, etc.), significant flooding, a gas leak, hazardous materials spill, outbreak of meningitis, norovirus, or other serious illness, etc. (Note: If the institution implements the procedures regarding notification of the College community for an Emergency Notification, the institution is not obligated to implement the timely warning notice procedures.)

All members of the campus community are notified on an annual basis through email that they are encouraged to notify Safety & Security of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or on going threat to the health and safety of students and/or employees on campus. Safety & Security has a responsibility to respond to such incidents to determine if the situation does in fact, pose an immediate threat to the community.

The Safety & Security Director (or designee) is responsible for immediately notifying the President of any situation that poses an immediate threat to the community. The Incident Commander (or designee) will initiate the steps for the Emergency Notification. The Emergency Notification will be sent out via InformaCast using a variety of means, including, but not limited to, emails, text messages, and phone calls. The college may update the college website with emergency information as well, however this system is separate from Informacast.

As per the requirements of the law, Incident Commander will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to local police departments and Fire and Emergency Medical Services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Public Information Officer (or designee) will post updates during a critical incident on the campus website and other locations throughout campus. Note: The Emergency Response & Evacuation Plan provides added information and reference for emergency advisories to the College.

### **Missing Student**

Centralia College has an exclusive contract with Collegiate Housing International (CHI) to house and operate the college's student housing facilities. Currently there are two facilities which are located at 111 S. Ash St and 115 S. Silver St. Both locations are considered on-campus student housing.

This policy establishes procedures for the CHI Centralia's response of missing students, as required by the Higher Education Opportunity Act of 2008. A residential student (a student who lives in on-campus housing) will be considered missing if a roommate, classmate, faculty member, family member, or other campus official has reason to believe that a resident student's absence is contrary to their behavior and the student has not been seen in "a reasonable amount of time." "A reasonable amount of time" may vary with the time of day and information available regarding the missing person's daily schedule, habits, and reliability. Before presuming that a student is missing, reasonable measures should be taken to determine whether those familiar with the student have not seen or heard from the student for an unusual period of time or is aware of the student's location.

If a student's absence has occurred under circumstances that are considered suspicious or there are concerns for their safety, they shall be considered missing immediately.

If a student who lives in student residential housing is determined to have been missing for 24 hours, Collegiate Housing International Centralia has only 24 hours after receiving the information to initiate the missing student notification procedures. This does not preclude CHI from making a determination that a student is missing before the student has been missing for a full 24 hours, or from initiating notification procedures as soon as it is determined that the student is missing.

Once it has been determined that a student is missing, the CHI Manager will contact the Safety & Security Director. Upon notification, the Safety & Security Director (or designee) will notify the Vice President of Student Services, Director of Student Life & Involvement, Centralia Police Department, and the Missing Student Contact Person(s) identified by the student on their housing application. The missing students' contact person will be informed in the event that the student is known as being missing for more than 24 hours.

**Contact Information:****Collegiate Housing International Centralia Housing Manager** 360-970-3487**Vice President of Student Services Cell** 360-688-3827 or Office 360-623-8385**Director of Student Life & Involvement** 360-623-8120**Centralia Police Dept.** 360-330-7680 or 911

During the housing application process, students may register one or more individuals as a contact for missing person purposes. This information will be kept with CHI in a secure cabinet or secure electronic database. Missing student contact information is confidential and may only be accessed by authorized CHI staff, campus officials, and law enforcement officials and for the purpose of a missing student investigation.

If the missing student is under 18 years of age and not emancipated and it has been determined that such a student has been missing for 24 hours, the Safety & Security Director (or designee) will notify both the student's custodial parent or guardian and the Missing Student Contact Person, if they have registered one, that the student is missing.

Once determination has been made that a student living in on-campus student housing is missing, the Safety & Security Director (or designee) will notify local law enforcement of the situation within 24 hours. The only exception is when it was the law enforcement agency that made the determination that the student was missing.

**Procedures**

The following procedures will go into effect as soon as possible but no longer than 24 hours after CHI and/or the Safety & Security Director (or designee) makes the determination that a student who lives in student residential housing has been missing for 24 hours.

The Safety & Security Director (or designee) will notify the student's registered Missing Student Contact Person, as soon as possible but not longer than 24 hours after official determination that the student is missing. This contact does not need to be an in-person contact. If multiple contacts are listed, the Safety & Security Director (or designee) can determine in which order they will be contacted. If the student registers multiple Missing Student Contacts and the first person contacted confirms that the student is missing, the Safety & Security Director (or designee) must contact each additional contact person in turn, unless the student in question is contacted by Safety & Security or contacts Safety & Security. If the Safety & Security Director (or designee) is unsuccessful or successful in contacting the named individual or individuals, attempts of contact will be documented as follows:

Name of official who made the contact; whether contact was made and who was contacted; and date and time of contact and how contact was attempted.

If the missing student is under 18 years of age and is not legally independent of their parents, the Safety & Security Director (or designee) has only 24 hours in which to contact (in no required order): The custodial parent or guardian, The confidential contact person; if the student has identified one.

This does not preclude the Safety & Security Director (or designee) from contacting the student's Missing Student Contact Person or the custodial parent or guardian immediately upon determination that the student is missing.

Safety & Security will forward information to the local law enforcement when any student who lives in on-campus student housing has been determined to be missing for 24 hours. This must be done even if the College has campus police or campus security.

## **Alcohol and Drug Policy (Drug Free Schools and Communities Act)**

In accordance with the Drug-Free Schools and Campus Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA), institutions of higher education (IHE), such as Centralia College, must certify to the Secretary of Education, it has adopted and implemented a drug and alcohol prevention program (DAAPP) to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by all students and employees both on school premises and as part of any of its activities. At a minimum, each institution of higher education must communicate its plan annually, in writing, to all students enrolled in any course(s) for which academic credit will be awarded as well as to all employees, and must include:

- (1) Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;
- (2) A description of the applicable legal sanctions under Local, State or Federal law for unlawful possession or distribution of illicit drugs and alcohol;
- (3) A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
- (4) A description of any drug or alcohol counseling, treatment, rehabilitation, or re-entry programs that are available to employees or students; and
- (5) A clear statement that the college will impose disciplinary sanctions on students and employees (consistent with Local, State and Federal law), and description of those sanctions up to and including student expulsion or termination of employment and referral for prosecution, for violations of the standards of conduct enumerated in the DAAPP.

### **Drug And Alcohol Prevention Program Requirements**

REQUIREMENT 1: Centralia College standards of conduct that prohibit the unlawful possession, use, or distribution of illicit drugs.

### **Centralia College's Drug, Marijuana, Alcohol and Tobacco Policies**

The College abides by all federal, state and municipal laws, statutes, regulations and codes related to the use, sale, consumption, possession or distribution of alcohol and drugs. Employees and students in violation of any such ordinances may be subject to criminal action in addition to any campus disciplinary proceedings.

Under certain conditions, exceptions to serve alcohol can be granted by the President by following the "Alcoholic Beverages Policy"(1.020).

Employees must, as a condition of continued employment abide by the terms of this policy and must report any conviction under a criminal drug statute for violations occurring in or on property owned or controlled by Centralia College or while conducting Centralia College business to their supervisor and Human Resources within five days after the conviction. Centralia College will report the conviction to the appropriate federal grant/contracting agency as required by the agency. Students applying for or receiving financial aid must report any drug convictions to the director of financial aid in accordance with the federal regulations governing financial aid. Financial aid may be denied or terminated as a result.

### Sanctions:

In accordance with various employees' regulations, negotiated contracts, and college policies, individuals may be subject to discipline up to and including termination. Students who are found in violation may be subject to student disciplinary sanctions in accordance with the student code of conduct.

The dissemination or use of alcoholic beverages on Centralia College's premises without first applying for and receiving authorization from the College to serve or sell alcoholic beverages is prohibited. The college reserves the right to deny authorization to serve or sell alcoholic beverages to any event that may be inconsistent with the college's educational mission.

To ensure legal and appropriate use of alcoholic beverages on campus, the Vice President for Finance and Administrative Services shall maintain a procedure for requesting permission to serve alcoholic beverages and to ensure appropriate oversight of such events. That procedure will include at minimum:

- A prohibition against serving alcohol to employees, including student workers, in the workplace during events that take place during the employees' regular work hours, events in which attendance is mandatory, or at events when the employee is directly compensated for their time.
- College employees who are required to work at or attend an event where alcohol is served may not consume alcohol during the event.
- A timeline for requests, typically 14 working days prior to the event.
- A requirement that food and non-alcoholic beverages be available at the event.
- Identification of responsible parties, who will agree to be present at the event.
- An agreement by the party responsible to abide by applicable state laws and regulations.
- The specific location on campus where alcoholic beverages may be consumed during the event.
- All sales and/or use of alcoholic beverages will comply with Washington State Law, as interpreted by the Washington State Liquor and Cannabis Control Board.
- A requirement the individual or organization obtain all applicable licenses and permits and make them available to the College 14 business days prior to the event, unless a specific exception to timeline is made in writing.
- Any provisions necessary to maintain order at the event, such as the use of paid security personnel.
- A provision that no person who is under the influence of alcohol or dangerous substances, or who is disorderly in conduct, shall be allowed to serve, consume, or dispense alcoholic beverages.
- A requirement that when the College grants permission to an individual or organization to use its facilities, the individual or organization assumes full responsibility for any loss or damage resulting from such use and agrees to hold harmless and indemnify the College against any loss or damage arising out of such use.
- Final approval by the College president.
- Smoking is prohibited on campus except in designated smoking areas. WAC 132L-136-021
- **DEFINITION:**  
**"Smoke" or "smoking"** means carrying or smoking of any kind of lighted pipe, cigar, cigarette, or any other lighted smoking equipment; the use of any tobacco or nicotine product; or the use of any facsimile of a tobacco or nicotine product, including electronic cigarettes. Nicotine gum, patches, or like products are permissible. WAC 132L-136-010.

### Alcohol and Drugs in the Residence Hall

The possession or use of fermented malt beverages, intoxicating liquors, and illegal drugs is not permitted in the student housing. This prohibition applies to all students and guests, regardless of age. Use, abuse, possession, manufacturing, or distribution of illegal (under federal or state law) drugs including but not limited to marijuana, narcotics, methamphetamines, cocaine, opiates, LSD, mushrooms, heroin, designer drugs such as Ecstasy and GHB, or other controlled substances is prohibited. Use, abuse, or possession of prescription drugs other than for the person prescribed, or for use other than the prescribed purpose is

prohibited. Abuse of over-the-counter drugs or inhalants is prohibited. Possession or use of drug paraphernalia including but not limited to equipment, products, and materials used to cultivate, manufacture, distribute, or use illegal drugs is also prohibited.

#### Medical and Recreational Cannabis in Residence Hall

The possession of a medical cannabis permit does not allow for the possession or use of cannabis in student housing. Cannabis obtained for medicinal purposes cannot be stored or used in the student housing. Recreational cannabis use, possession, and distribution is also a violation of student housing policy and the Student Code of Conduct. These activities are illegal for persons under 21; for those 21 and older, these activities cannot occur on any College property.

Legal sanctions under state and federal law for the unlawful possession or distribution of illicit drugs and alcohol.

#### Applicable Legal Sanctions for the State of Washington

The following list of state and Federal drug laws and penalties are in effect and current as of August 2, 2021. Please refer to the links below for specific prohibitions and information regarding penalties.

#### **State of Washington Uniform Controlled Substances Act (69.50 RCW)**

- State of Washington Penalties for Consuming Alcohol or Marijuana and Driving Under the Age 21 ([RCW 46.61.503](#))
- State of Washington Physical Control of Vehicle While Under the Influence ([RCW 46.61.504](#))
- State of Washington Possession of Useable Marijuana ([RCW 69.50.4013](#)) (Please note: CCS enforces federal drug laws)
- State of Washington Statutory Provisions for Illegal Drugs Manufacture or Delivery of a Controlled Substance ([RCW 69.50.401](#))
- State of Washington Statutory Provisions for Sale, Delivery, or Possession of Legend Drug without Prescription or Order Prohibited ([RCW 69.41.030](#))

#### **Federal Drug Laws (21 USC Controlled Substances Act)**

The possession, use, or distribution of illicit drugs is prohibited by federal law. Strict penalties are enforced for drug convictions, including mandatory prison terms for many offenses. The following information is an overview of federal penalties for first convictions.

#### **Forfeiture of Personal Property and Real Estate (21 USC 853)**

Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation.

#### **Federal Drug Trafficking Penalties (21 USC 841)**

Penalties for federal drug trafficking convictions vary according to the quantity of the controlled substance involved in the transaction. The following list is a sample of the range and severity of federal penalties imposed for first convictions. Penalties for subsequent convictions may be twice as severe.

- If death or serious bodily injury result from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces mandatory life sentence and fines ranging up to \$10 million.
- Persons convicted on federal charges of drug trafficking within 1,000 feet of a college ([21 USC 860](#)) face penalties of prison terms twice as high and fines up to twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least 1 year.

### Federal Drug Possession Penalties (21 USC 844)

- Persons convicted on Federal charges of possessing any controlled substance face penalties of up to one year in prison and a mandatory fine of no less than \$1,000. Second convictions are punishable by not less than 15 days but not more than two years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days but not more than three years in prison and a minimum fine of \$5,000.
- Civil penalties of up to \$10,000 may also be imposed for possession of small amounts of controlled substances, whether or not criminal prosecution is pursued.

### Health risks associated with the use of illicit drugs, nicotine and the abuse of alcohol

The impaired judgment and coordination resulting from the use of drugs are associated with DUI/DWI arrests, falls, drowning and other injuries, acquaintance assault and rape, the contraction of sexually transmitted diseases including HIV/AIDS and unwanted or unplanned sexual experiences and pregnancy. Following is a brief description of several drugs and the health risks associated with them.

- **Alcohol—beer, wine, liquor**
  - **Dependence Potential:** yes.
  - **Possible Effects:** muscle relaxation, impaired motor control, memory and judgment, depression, intoxication.
  - **Common Complications:** severe impairment of all physical and mental functions, risk of choking or injury from falls or accidents, loss of consciousness, respiratory failure, coma, death due to anesthesia of brain centers controlling breathing and heart rate.
- **Cannabis—marijuana, hashish, hashish oil**
  - **Dependence Potential:** yes.
  - **Possible Effects:** altered sense of time and visual perception, euphoria, memory, depression interference, reduced coordination and reflex response capacity.
  - **Common Complications:** fatigue, reactions ranging from mild anxiety to panic and paranoia, confusion, disorientation, hallucinations and distortion of sense perceptions.
- **Sedatives – barbiturates, tranquilizers, methaqualone, other depressants**
  - **Dependence Potential:** yes.
  - **Possible Effects:** drowsiness, slurred speech, disorientation, impaired motor coordination.
  - **Common Complications:** shallow respiration, weak and rapid pulse, coma, possible death from depression of central nervous system functions.
- **Hallucinogens—LSD—acid, psilocybin, peyote, mescaline, many other natural and synthetic hallucinogens**
  - **Dependence Potential:** yes.
  - **Possible Effects:** altered sense of time, space and visual perception, disorientation, hallucinations, nausea, dilated pupils, cross sensory perceptions, dizziness, increased temperature, blood pressure and heart rate, sweating and chills.
  - **Common Complications:** impaired judgment leading to impulsive actions, paranoia, rapid mood swings, “bad trip”—fear, anxiety, paranoia, panic and hallucinations to match, exhaustion after use, depression, fears—often of death, of their mind not working right or of flashbacks.

- **Narcotics—heroin, codeine, opium, morphine, Percodan, Percocet, Fentanyl, Oxycodone**
  - **Dependence Potential:** yes.
  - **Possible Effects:** euphoria, drowsiness, nausea, respiratory depression.
  - **Common Complications:** shallow and slow breathing, dizziness, vomiting, sweating, convulsions, coma, and possible death.
- **Steroids—anabolic steroids**
  - **Dependence Potential:** yes.
  - **Possible Effects:** acne, aggressive behavior, anger management problems, cholesterol imbalance, impotence, psychosis.
  - **Common Complications:** aggressive behavior, psychosis, reduced fertility, stroke, liver damage, increased cancer risk.
- **Stimulants—cocaine, crack, speed, amphetamines, and methamphetamines**
  - **Dependence Potential:** yes.
  - **Possible Effects:** increased alertness, increased pulse and blood pressure, euphoria, pupil dilation, insomnia, loss of appetite.
  - **Common Complications:** agitation, irritability, dizziness, confusion, fatigue, depression, seizure, convulsions, tactile or visual hallucinations, possible death.
- **Nicotine—cigarette, cigar, pipe smoking, vaping (e-cigarettes) chewing tobacco**
  - **Dependence Potential:** yes.
  - **Possible Effects:** increased heart rate and blood pressure, irritation of the eyes, nose and respiratory tract, shortness of breath, decreased sensitivity of taste buds, depression.
  - **Common Complications:** increased risk of: heart attack, cardiovascular disease, mouth, throat and lung cancer, and other pulmonary diseases.

### Information about Moderate Drinking

If you are making a choice to drink alcoholic beverages, there are some strategies to consider adopting that will lessen the chance of a negative consequence occurring. You are encouraged to:

- Plan ahead, and set a limit before you start drinking
- Consider how you will get home, plans for next day
- Be aware of your health and mood
- 1 drink means 12 oz. of beer, 4 oz. of wine, or 1 oz. of spirits
- Pour your own drinks, and measure them
- Keep track of how much you drink
- Eat some food before you drink (something that isn't salty!)
- Sip, instead of gulp, your drink (make it last awhile!)
- Substitute or alternate nonalcoholic drinks
- Do NOT mix energy drinks with alcohol
- Space your drinks (i.e., No more than 1 per hour)
- Try to resist pressure to keep up with your friends, or join in drinking games
- Be aware of cues that can influence you to drink more: (i.e., people, places, emotions, thirst, and stress)

## Resources for Alcohol or Drug Problems

Drug or Alcohol Counseling, Treatment or Rehabilitation or Re-Entry Programs that are Available to Students and Employees

- **Washington Recovery Help Line:** 866-789-1511
- [Washington Recovery Helpline](#)
- [Free online drug and alcohol addiction self-assessments](#)
- [Free alcohol screening](#)
- **True North Student Assistance (Addiction treatment center)**
  - 151 NE Hampe Way, Suite C2-1
  - Chehalis, WA 98532
  - 360-748-2274
  - Intake Line/All Scheduling 360-464-6867
  - Confidential Fax 360-464-6980
- **Addiction Recovery**
  - Chehalis: 360-748-4357
  - Morton: 360-496-6216
- **Eugenia Center**
  - 360-740-9767
- **New Directions Counseling LLC**
  - 1956 N.E. Kresky Road
  - Chehalis, WA 98532
  - 360-740-4380
  - Fax: 360-740-1887
  - Mossyrock: 360-330-5012
  - Email: [admin@newdirectionswa.co](mailto:admin@newdirectionswa.co)
- **American Behavioral Health Systems**
  - 1550 Irving St. SW
  - Olympia, WA 98512
  - 360-507-8030
  - Admissions: 866-729-8038
  - Email: [admissions@abhsinc.net/509-381-3516](mailto:admissions@abhsinc.net/509-381-3516)
- **Set Free NW**
  - 3149 Jackson Hwy
  - Chehalis, WA 98532
  - 360-861-8062
- **Community Allied Behavioral Health**
  - 135 W. Main St.
  - Chehalis, WA 98532
  - 360-748-4339

- **Centralia College Counseling Center**

2<sup>nd</sup> Floor TransAlta Commons  
360-623-8967

- **Inner Peace Counseling Inc.**

118 N. Market Blvd  
Chehalis, WA 98532  
360-748-7268  
[www.innerpeacecounseling.com](http://www.innerpeacecounseling.com)

- **Employee Assistant Program (EAP)**

877-313-4455  
<https://des.wa.gov/services/employee-assistance-program>

## **Disciplinary sanctions for students and employees for violations of standards of conduct**

### **Students**

WAC 132L-351-050 Disciplinary sanctions terms and conditions.

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

- a) Disciplinary warning. A verbal statement to a student that there is a violation and that continued violation may be cause for further disciplinary action.
- b) Written reprimand. Notice in writing that the student has violated one or more terms of this code of conduct and that continuation or repetition of the same or similar may be cause for more severe disciplinary action. This sanction is not subject to appeal.
- c) 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 dis-missal 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.
- d) Summary suspension. Immediate exclusion from classes and other privileges or activities in accordance with this code.
- e) Disciplinary suspension. Dismissal from the college and from the student status for a stated period of time. There will be no re-fund of tuition or fees for the quarter in which the action is taken.
- f) Deferred suspension. Notice of suspension from the college with the provision that the student may remain enrolled contingent on meeting any condition(s) specified. Not meeting the contingency shall immediately invoke the suspension for the period of time and under the conditions originally imposed.
- g) 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 re-turn. 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:

- a) 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.
- b) 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.
- c) 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:
  - (i) Ineligible to hold an office in any student organization recognized by the college or to hold any elected or appointed office of the college.
  - (ii) Ineligible to represent the college to anyone outside the college community in any way, including representing the college at any official function, or any form of intercollegiate competition or representation.
- d) 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.
- e) Disqualification from athletics. Any student found by the college to have violated this code related to the use, possession, sale, or delivery of legend drugs is subject to additional sanctions, including disqualification from college-sponsored athletic events.
- f) College or community service. Assignment of labor or responsibilities to any student or student organization with the college or local community. May also include mandatory attendance at educational programs or courses or other assignments.

## **Employees**

In accordance with various employees' regulations, negotiated contracts, and college policies, individuals may be subject to discipline up to and including termination for violating the Drug Free Schools Act.

## **Campus Security Authority & Local Law Enforcement**

Centralia College security is provided by a contracted agency that is coordinated through the Campus Safety & Security Director in the Campus Safety & Security Office located in the TSB building. The security service staff routinely patrol the campus Monday through Thursday from 5:00pm to 8:00am and from 12:00pm Friday evening to 8:00am Monday morning.

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.).

Contracted security staff are not routinely on campus during the day and do not have arrest authority. Contracted security staff can provide some investigative services. Contracted security staff can request identification from individuals on campus if they are believed to be involved in committing a crime or violating college rules.

Contracted Security and Campus Safety and Security only have authority on college owned property.

The Campus Safety & Security Director, or designee, is on campus Monday through Thursday from 7:00am to 5:00pm and on Friday 7:00am to 12:00pm. The Campus Safety & Security Director is tasked with emergency management, crime prevention, investigations, parking enforcement, and responding to calls for service. Crimes that are committed on the Centralia College campus may be reported to the Centralia Police Department. The Campus Safety & Security Director works closely and in cooperation with the Centralia Police Department and other law enforcement agencies when they request assistance in emergency, dangerous, or suspected emergency situations which are altering or may alter normal campus operations. The Safety & Security Director has also been designated as the college's Clery Compliance Officer.

Currently there are no Memorandums of Understanding (MOU's) between the college and the Centralia Police Department, Lewis County Sheriff's Office, or Morton Police Department when it comes to the investigations of crimes on campus. At this time the college does not have any policy or agreement with local law enforcement to monitor or record criminal activity by students at non-campus locations of student organizations officially recognized by the school, including student organizations with non-campus housing facilities. However, the Campus Safety & Security Director receives daily press releases from the Centralia Police Department and if a criminal act occurs involving students of the college, they will be forwarded to the Vice President of Student Services. The college does not receive daily press releases from the Lewis County Sheriff's Office or the Morton Police Department.

If you are involved in a situation where you believe police action may be required, NOTIFY THE POLICE AT ONCE by calling 911 or 360-740-1105 (non-emergency). After the police are called, please notify the Campus Safety & Security Director at ext. 8888 or 360-623-8888.

## **Crime Reporting**

FOR EMERGENCIES - IMMEDIATELY CALL THE LOCAL POLICE, DIAL 911.

Report any criminal or suspected criminal behavior to Campus Safety & Security at ext. 8888, or 360-623-8888. All college employees and students who witness or hear about criminal or suspected criminal behavior are encouraged to make immediate reports. The Office of Campus Safety & Security has been designated as the primary office to receive reports about crimes occurring on campus to ensure compliance with the Clery Act.

The Campus Safety & Security Office is responsible for compiling crime statistics from both on campus and police sources for the purposes of the annual crime statistics report. The Campus Safety & Security Director shall poll appropriate local police agencies and campus offices to include, but not necessarily limited to, the Vice President of Student Services, student programs, and counseling center. As of October 1st, of each year, (unless otherwise directed), the college will publish its annual crime statistics report for the past three calendar years. These crime statistic reports will be included as part of this total report.

The Campus Safety & Security Director may assist any victim or third party in completing criminal reports. The college may request the appropriate police agency to investigate a reported crime. The Campus Safety & Security Director shall classify reports using the FBI Uniform Crime Reporting definitions. The Campus Safety & Security Director will accept third party reports 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.

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-352*. Criminal investigations and proceedings can occur independently, before, during, or after, college disciplinary proceedings.

When reporting a crime or incident be sure to include 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.

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.

The college encourages both pastoral and professional counselors, when they deem it appropriate, to inform the individual they are counseling to report crimes to the Office of Campus Safety & Security. Pastoral and professional counselors are encouraged to let the individual they are counseling know that they have the option to file a confidential report with the Office of Campus Safety & Security so that crime statistics can be gathered to be included in the Annual Security Report. Pastoral and professional counselors are also able to file a report with the Office of Campus Safety & Security on behalf of the victim.

### **Timely Warning**

The Safety & Security Director, or a designee, will develop and send Timely Warning Notifications to notify members of the campus community about serious crimes against people that occur within campus geography, where it is determined that the incident may pose an ongoing threat to members of the Centralia College community. Decisions to disseminate a warning will be decided on a case-by-case basis considering all the facts surrounding the crime and the continuing danger to the campus community. These warnings will be distributed if the incident is reported to Safety & Security directly, or if it is reported indirectly through a Campus Security Authority (CSA) or the local police department.

Timely Warning Notifications are provided to notify students, faculty, and staff of certain crimes that may represent a serious or ongoing threat to the campus community and to heighten safety awareness. A Timely Warning Notification also seeks information that may lead to the arrest and conviction of the offender when violent crimes against persons or substantial crimes against property have been reported.

Timely Warning Notifications include information about the crime that triggered the warning, but do not include personally identifiable information about the victim of the crime. Timely Warning Notifications also include other available information that the college determines will help members of the campus community to protect themselves, ranging from descriptive information about suspects to tips on deterring theft. Thus, the amount and type of information presented in the warning will vary depending on the circumstances of the crime. If there is certain information that could compromise law enforcement efforts, it may be withheld from the Timely Warning Notification. An effort will always be made to distribute a warning as soon as pertinent information is available so that the warning is a preventive tool, not solely the description of the incident. A Timely Warning Notification will typically include the following, unless issuing any of this information would risk compromising law enforcement efforts:

- Date and time or timeframe of the incident
- A brief description of the incident
- Information that will promote safety and potentially aid in the prevention of similar crimes (crime prevention or safety tips)
- Suspect description(s) when deemed appropriate and if there is sufficient detail (see below)
- Police agency/Campus Safety & Security department contact information
- Other information as deemed appropriate by the Safety & Security Director (or designee)

The description of subjects in a case will only be included in the alert if there is a sufficient amount of detail to describe the individual. If the only known descriptors are sex and race, that will not be included in the alert. Timely Warning Notifications are made in response to the occurrence of crimes specified in the Clery Act.

**When Timely Warning Notifications are issued:**

Centralia College will issue a Timely Warning Notification as soon as it determines there is a serious and ongoing threat to students or employees on campus and/or in the immediate campus community. The determination will be made based on the information that Safety & Security has available at the time.

**Department or Individual responsible for issuing Timely Warning Notifications:**

The Safety & Security Director (or designee) will initiate the steps for the Timely Warning Notification. Included in those steps are:

1. Forwarding the proposed wording to the Public Information Officer (or designee) to determine the message, along with
2. Notification to the Vice President of Student Services.

Phrasing and wording of the warning will be confirmed between those departments, and then it will be sent out using a variety of means, including, but not limited to, emails, text messages, emergency notification system message, phone calls, and website announcements posted on the Centralia College website.

**Crimes included in this policy:**

This policy is focused on "Clery Act crimes," which are:

- murder and non-negligent manslaughter
- sexual violence and other sex offenses, forcible or non-forcible, but not including sexual harassment or indecent exposure (sexual violence must be reported to the Title IX Coordinator) domestic violence and dating violence (if the alleged, suspected, or reported victim is a student, the incident likely also needs to be reported to the Title IX Coordinator)
- stalking (if the alleged, suspected, or reported victim is a student, the stalking incident likely also needs to be reported to the Title IX Coordinator)
- robbery and burglary
- aggravated assault
- motor vehicle theft –including theft of motorized scooters, golf carts, motorized wheelchairs and the like
- arson
- "Hate crimes" include: (i) any other crime involving bodily injury, or (ii) larceny, theft, simple assault, intimidation, and destruction/ damage/ vandalism of property, when motivated by the perpetrator's bias. Bias is defined as a negative opinion or attitude toward a group of persons based on their race, gender or gender identity, religion, sexual orientation, ethnicity/national origin, or disability.

The Safety & Security Director does not issue Timely Warning Notifications for the above listed crimes if:

- The Campus Safety & Security department or police apprehends the subject(s) and the threat of imminent danger for members of the community have been mitigated by the apprehension.
- If a report was not filed ,with a CSA, or if Safety & Security was not notified of the crime in a manner that would allow the department to post a Timely Warning Notification for the community. A general guideline includes a report that is filed more than five days after the date of the alleged incident may not allow Safety & Security to post a Timely Warning Notification to the community. This type of situation will be evaluated on a case-by-case basis.

Timely Warning Notifications may be distributed for crimes (ex. a pattern of larcenies or vandalism cases) that do not rise to the level of causing a serious or continuing threat to the College community. In addition, they may be distributed for other safety concerns (mulch fires, etc.).

Safety & Security maintains a daily crime log which is normally updated each business day and contains all crimes reported to the department.

### **Compiling the Annual Disclosure of Crime Statistics**

Campus Security Authorities will submit all crime reports by submitting an online CSA report form which is sent to the Campus Safety & Security Director. Statistics from CSA reports will be added to the crime statistics from appropriate police jurisdictions to complete the Annual Crime Report. By October 1 of each year, (unless otherwise directed), the Clery Compliance Officer will submit the annual report to the U.S. Department of Education, update the Annual Security and Fire Safety Report on the college website and notify the campus community how to get the annual report and crime statistics.

### **Campus Security Authority (CSA)**

A Campus Security Authority (CSA) is an individual, who by virtue of their assigned college responsibilities and under the Clery Act, is designated to receive and report criminal incidents to the Campus Safety and Security Office, so that they may be included and published in the Annual Security and Fire Safety Report for Centralia College. CSA's have completed training on appropriately handling reporting crimes, victim relations and support, and related school policies.

Individuals identified as a Campus Security Authority (CSA) based on Clery Act guidelines are required to report allegations of Clery Act crimes they receive which occurred on the college owned or controlled geography. Centralia College identifies individuals on an ongoing basis and trains individuals identified as CSAs on an annual basis. CSAs play a key role in ensuring safety by delivering information to the necessary offices such as Safety & Security and Title IX. All reporting should be completed using Centralia College's [Campus Security Authority Report Form](#) found on the website.

The College has identified the following individuals as preferred CSA's to report crimes to:

- The Campus Safety & Security Office
- Vice President of Human Resource & Equity
- Vice President of Student Services

### **Who They Are**

The Campus Safety & Security Director, as well as contracted Security Officers, are CSAs, but other Centralia College employees designated as CSAs include: Deans, Directors, Department Heads, Supervisors, Safety & Security Staff, Contracted Security, Club Advisors, Human Resources Staff, Athletic staff including coaches, and Student Life Staff.

The Clery Act defines a CSA as any of the following categories:

- (1) A campus police department or a campus security department of an institution, e.g. any member of Centralia College Safety & Security and contracted security company.
- (2) Any individuals who have responsibility for campus security but are not members of a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property, such as a contracted security guard).
- (3) 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 offense; or
- (4) An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings.

### What They Do

A CSA must notify Campus Safety & Security of crimes or criminal incidents that are reported to them which occurred on campus and complete an online report. They disclose statistics that fall under the Clery Act's list of reportable crimes and occur within Clery geography. They also allow for the Office of Campus Safety & Security to maintain an accurate Daily Crime Log, Issue Emergency Notifications, and Timely Warnings if appropriate.

If a CSA is notified of a crime in progress or an ongoing threat to the Centralia College campus community, they will contact Lewis County Dispatch by calling 911 (or 360-740-1105) for assistance, then immediately notify Campus Safety & Security at 360-623-8888.

### Confidential Crime Reporting through CSAs

Occasionally, a person may want to seek assistance anonymously. For example, if you are a victim of sexual assault and wish to seek help, medical or otherwise, without contact with law enforcement, you can confidentially report the incident to a designated CSA. Your CSA can provide you with information and resources and serve as your agent to obtain the support you need without filing a police report.

Even though the Office of Campus Safety & Security is the primary office to receive reports about crime, some individuals may not be comfortable reporting a crime to the Office of Campus Safety & Security. Below is a list of offices and individuals who have been identified as CSA's and can receive reports of crimes so they can be included in the college's statistics.

- Office of Campus Safety & Security 360-623-8888
- Office of Vice President of Human Resources & Equity 360-623-8943
- Office of Vice President of Student Services 360-623-8977
- Safety & Security Director 360-623-8454
- Vice President of Human Resources/Title IX Coordinator 360-623-8474
- Vice President of Student Services 360-623-8385

Although professional counselors are exempted from this requirement, they may, on a case-by-case basis, voluntarily report anonymous crime statistics to Campus Safety & Security in a manner that will protect the identity of their source.

## **Daily Crime Log**

Interested parties can view the daily crime log at the Welcome Desk located on the First Floor of the TransAlta Commons building during normal business hours or on the Campus Safety & Security webpage: <https://www.centralia.edu/resources/safety/default.aspx> The Office of Campus Safety & Security maintains the daily crime log and any reported crime which occurs on the college's campus geography or patrol jurisdiction is added to the log within two business days. The daily crime log covers all reported crimes not just Clery Act crimes. The Campus Safety & Security Office may withhold entering information into the daily crime log if the information is prohibited from being disclosed by law or would jeopardize the confidentiality of the victim. The college may also withhold information required for the daily crime log if there is clear and convincing evidence that the release of information would:

- Jeopardize an ongoing criminal investigation or the safety of an individual
- Cause a suspect to flee or evade detection
- Result in the destruction of evidence

Once the adverse threat has been mitigated, the information will be added to the daily crime log.

The daily crime log for the previous 60 days is open to public inspection during normal business hours. Any portion of the daily crime log older than 60 days will be made available within two business days of the request for public inspection.

## **Crime Statistics**

The statistics in this report are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and relevant federal law. Centralia College submits the annual crime statistics published in this report to the Department of Education. The process for reporting crime statistics includes gathering statistics from the following jurisdictions:

- Centralia College Facilities, Operations & Maintenance Department,
- Centralia Police Department
- Morton Police Department
- non-police officials, and other police jurisdictions.

For reporting purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

A written request for crime statistic information is made on an annual basis to the jurisdictions mentioned above and to non-police officials that include Campus Security Authorities. In the event a jurisdiction does not respond or non-police officials do not respond a second attempt will be made to collect the crime stats for the calendar year.

Centralia College will not withhold, or subsequently remove, a reported crime from its crime statistics based on a decision by a court, coroner, jury, prosecutor, or other similar non-campus official. The crime stats collected and portrayed in the Annual Security Report are based on allegations of a crime, not proof that a crime was committed.

In limited situations, a crime may be withheld or removed from the crime statistics if the crime is investigated by a sworn commissioned law enforcement officer and through the officers investigation, they determine, based on the investigation and evidence, that the report was false or baseless and is then considered unfounded. Any unfounded crimes are reported in the Annual Security Report. The recovery of stolen property, the low value of stolen property, the refusal of a victim to cooperate with the prosecution, and the failure to make an arrest do not "unfound" a crime report. It is the general procedure of the Campus Safety & Security Officer to count all crimes in its annual crime statistics regardless of whether or not a crime

is unfounded.

When counting crimes for Clery act purposes, if multiple crimes are committed during the same offense the FBI's Uniformed Crime Reporting Hierarchy Rule is used. Under this rule, when more than one Criminal Offense was committed during a single incident you only count the most serious offense.

### **CLERY Geography**

Clery Geography is a term that is unique to the Clery Act. These are the physical locations from which all Clery crime data is gathered. The following are the four categories of Clery Geography:

- **On-Campus:** Any building or property owned or controlled by Centralia College within the same reasonably contiguous geographic area and used by Centralia College in direct support of, or in a manner related to the institution's educational purposes, and any building or property that is owned by the College but controlled by another person, or is frequently used by students, and supports institutional purposes.
- **On-Campus Residential:** NOTE: Residential buildings are considered a subset of On-Campus Geography, and statistics for Centralia College's Residential Housing (115 S. Silver St. Apartments, 111 S. Ash St) are recorded and included in two places—the On-Campus category and the On-Campus Residential category.
- **Non-Campus Building or Property:** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- **Public Property:** All public property, including thoroughfares, streets, sidewalks, and parking facilities that is within the campus or immediately adjacent to and accessible from the campus.

### **CLERY Crimes and Definitions**

- **Murder/Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.
- **Negligent Manslaughter:** The killing of another person through gross negligence.
- **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 victim. This offense includes the rape of both males and females. If this incident occurs in the same incident as a murder, then both a murder and rape is counted in the crime statistics.
- **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity. If this incident occurs in the same incident as a murder, then both a murder and fondling is counted in the crime statistics.
- **Incest:** Sexual intercourse between persons who are related to each other within the degrees where in marriage is prohibited by law. If this incident occurs in the same incident as a murder, then both a murder and incest is counted in the crime statistics.
- **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent. If this incident occurs in the same incident as a murder, then both a murder and statutory rape is counted in the crime statistics.
- **Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force 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.
- **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 or 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 (SUVs, automobiles, trucks, buses, motorcycles, motor scooters, golf carts, motorized wheelchairs, ATVs, and snowmobiles).
- **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc. Any time an Arson is committed within the campus geography the stat must be recorded even if another crime is committed. The Hierarchy rule does not apply to Arson.
- **Liquor law violations:** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, furnishing, transportation, possession, or use of alcoholic beverages or intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the above.
- **Drug Law Violations:** The violation of laws prohibiting the production, distribution, and/or use of controlled substances and the equipment or devices utilized in their preparation and/or use.
- **Illegal Weapons Possession:** The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. Include possession of deadly weapons; carrying deadly weapons, concealed or open; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.
- **Hate Crimes:** Crimes that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. Hate crimes, by category of bias include: Race, Disability, Ethnicity, National origin, Gender, Religion, and sexual orientation. Hate crimes also include the following crimes
  - **Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
  - **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 lacerations, or loss of consciousness.
  - **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
  - **Destruction/Damage/Vandalism of Property:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
- **Domestic Violence:** Means a "felony or misdemeanor crime of violence committed by:
  - A current or former spouse or intimate partner of the victim.
  - A person with whom the victim shares a child in common.
  - A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner.
  - A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies [under VAWA].

- Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the state of Washington."
- Dating Violence: Means a "violence committed by a person:
  - Who is or has been in a social relationship of a romantic or intimate nature with the victim; Where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - The type of relationship
  - The frequency of interaction between the persons involved in the relationship."
- Stalking: Means "engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
  - Fear for his or her safety or the safety of others;
  - Suffer substantial emotional distress.
  - When recording reports of stalking that include activities in more than one calendar year, an institution must record a crime statistic for each and every year in which the course of conduct is reported to a local police agency or to a campus security authority. An institution must record each report of stalking at only the first location within the institutions Clery geography in which a perpetrator engaged in the stalking course of conduct; or a victim became aware of the stalking.

### **Hazing (Stop Campus Hazing Act)**

On December 23, of 2024, President Joe Biden signed into law the Stop Campus Hazing Act (SCHA) which requires colleges through the Clery act to include crime statistics for Hazing incidents as well as requires colleges to be transparent around Hazing investigations across campus. The new law has also defined what hazing is so that there is a standard language across the country when it comes to talking about and investigating hazing incidents. The SCHA also requires institutions of higher education to include Hazing incidents in their Annual Security Report (ASR), New policies around hazing in their ASR, establishing campus wide evidence-informed prevention education, and requires campuses to produce a hazing transparency report.

As with any new law there is an implementation timeline which is as follows:

- January 1<sup>st</sup> of 2025 begin collecting statistics on hazing incidents and develop hazing policies/procedures and prevention programs
- June 23 of 2025 implement hazing policies, procedures & prevention programs.
- July 1<sup>st</sup> of 2025 start collecting hazing incident information for the Campus Hazing Transparency Report (CHTR)
- December 23 of 2025 make 1<sup>st</sup> CHTR publicly available on website (if applicable)
- October 1<sup>st</sup> of 2025 publish 1<sup>st</sup> ASR containing hazing policy statements
- October 1<sup>st</sup> of 2026 will be the 1<sup>st</sup> ASR containing both hazing statistics and policy statements. Hazing statistics will be added as a line to the general crime categories.

## SCHA Definitions

“Hazing”-any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other persons), against another person or persons regardless of the willingness of such other person or persons to participate, that:

- Is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in a student organization; and
- Causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the organization (such as the physical preparation necessary for participation in an athletic team), of physical or psychological injury including;
  - Whipping, beating, striking, electronic shocking, placing of a harmful substance on someone’s body, or similar activity;
  - Causing, coercing, or otherwise inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
  - Causing coercing, or otherwise inducing another person to perform sexual acts;
  - Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
  - Any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law; and
  - Any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law.

**Student Organization:** an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

## Hazing Statistics

For a hazing incident to be counted and added to the ASR the incident must meet the three following criteria:

- The incident is hazing as defined by federal law
- The incident was reported to a CSA
- The incident occurred within the college’s Clery geography

If all three of these criteria are met the incident will be counted as hazing and added to the ASR crime statistics in the hazing category based on the geography and where it occurred. Per federal law hazing incidents for statistical purposes “shall be compiled per each single hazing incident and in accordance with the definition of the term hazing and if the same person or persons commit more than one hazing act, and the time and place intervals separating each such are insignificant, such act shall be reported as a single hazing incident.”

## **Centralia College Hazing Policy & Washington State Law**

### **Sam's Law–Hazing Prevention**

Sam's Law is the name of the new anti-hazing legislation adopted in Washington State in 2022. It is named after Sam Martinez, a freshman at Washington State University who died of alcohol poisoning at a fraternity party in November 2019. The new law updates the definition of hazing and requires institutions of higher education (IHEs) to publish an annual report identifying student organizations, athletic teams, and living groups found responsible for engaging in hazing.

### **Hazing Described and Defined**

Hazing is prohibited within the Centralia College community. Hazing is any conduct committed as part of a person's recruitment, initiation, pledging, admission into, or affiliation with a student organization, athletic team, or living group (collectively "student groups") or any pastime or amusement engaged in with respect to such a student group that causes, or is likely to cause, bodily danger or physical harm, or serious psychological or emotional harm, to any student or other person attending Centralia College, including causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm, regardless of the person's willingness to participate. "Hazing" does not include customary athletic events or other similar contests or competitions. This prohibition applies to conduct that may occur both on and off campus.

Additional information about anti-hazing law is located in [RCW 28B.10.901](#) and [RCW 28B.10.902](#).

### **Student Code of Conduct**

The college may impose disciplinary sanctions against a student or student group, who commits, attempts to commit, aids, abets, incites, encourages, or assists another person to commit, an act(s) or misconduct, which includes, but is not limited to hazing.

### **Policies Impacting Employees**

If, as a result of observations or information received in the course of employment or volunteer service, any employee, including as student employee, or volunteer at Centralia College has reasonable cause to believe that hazing has occurred, the employee or volunteer shall report the incident, or cause a report to be made, to the Vice President of Human Resources, [by email](#) or phone at 360-623-8474. The employee or volunteer shall make the report at the first opportunity to do so.

### **Student Anti-hazing Training Program**

Centralia College partners with *Vector Solutions* to provide the course "Hazing Awareness and Prevention for Students" that educates on the dangers of and prohibition on hazing, including information on hazing awareness, prevention, intervention, and CC's policy on hazing. This course is offered to all new students each quarter.

### **Campus Hazing Transparency Report (CHTR)**

As part of the SCHA law institutions of higher education are also required to provide a CHTR which requires the institution to publish the report on its school webpage in a prominent location. The webpage must include the following:

- Statement notifying the public of annual availability of hazing statistics
- Information related to institutional policies related to hazing
- Applicable local State, and Tribal laws on hazing
- Information required for the campus CHTR

The CHTR unlike the hazing statistics in the ASR only applies to student organizations that have been found responsible for violating the institution's standards of conduct addressing hazing. These entries will be made publicly available on the colleges website and must stay in the CHTR for five years.

For the CHTR a student organization must have two or more enrolled students, be recognized and registered by the institution, and established by the institution.

Each entry into the CHTR will include the following information:

- Name of the Student Organization
- General description of the violation
- Whether hazing involved the abuse or illegal use of alcohol or drugs
- Key dates
  - Incident Date
  - Start of Investigation
  - End of Investigation
  - Outcome notification to the student organization
- Finding
- Sanctions imposed on organization

The report may include:

- Other information determined by the institution to be necessary; or
- Reported as required by state law

Institutions of higher education are not required to develop the CHTR until the institution has a finding of a hazing violation. Likewise, institutions are not required to update the CHTR if they do not have any findings of hazing.

## Centralia College Crime Statistics Tables

**Table 1: Crime Statistics for Centralia College Main Campus**

CC Main Campus	On-Campus			On-Campus Student Housing			Non-Campus			Public Property		
	2022	2023	2024	2022	2023	2024	2022	2023	2024	2022	2023	2024
<b>CLERY CRIMES</b>												
Aggravated Assault	0	0	1	0	0	0	0	0	0	0	0	1
Arson	0	2	0	0	0	0	0	0	0	0	0	0
Burglary	10	12	6	3	0	0	0	0	0	0	0	0
Fondling	0	1	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	3	2	1	0	0	0	0	0	0	2	0	0
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	1	0	0	1	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
<b>VAWA OFFENSES</b>												
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	1	1	1
Stalking	1	2	5	0	0	0	0	0	0	0	0	0
<b>ARRESTS</b>												
Arrests: Drug Abuse Violations	0	1	0	0	0	0	0	0	0	0	0	2
Arrests: Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0
Arrests: Weapons - carrying, possessing, etc	0	0	0	0	0	0	0	0	0	0	0	0
<b>DISCIPLINARY ACTION</b>												
Disciplinary: Drug Abuse Violations	3	2	2	3	1	1	0	0	0	2	0	0
Disciplinary: Liquor Law Violations	12	9	8	12	9	8	0	0	0	0	0	0
Disciplinary: Weapons - carrying, possessing, etc	0	0	0	0	0	0	0	0	0	0	0	0

**Table 2: Crime Statistics for Centralia College East**

CC East Campus	On-Campus			On-Campus Student Housing			Non-Campus			Public Property			
	2022	2023	2024	2022	2023	2024	2022	2023	2024	2022	2023	2024	
<b>CLERY CRIMES</b>													
Aggravated Assault	0	0	0	<b>No student housing at East Campus</b>	0	0	0	0	0	0	0	0	
Arson	0	0	0		0	0	0	0	0	0	0	0	
Burglary	0	0	0		0	0	0	0	0	0	0	0	
Fondling	0	0	0		0	0	0	0	0	0	0	0	
Incest	0	0	0		0	0	0	0	0	0	0	0	
Manslaughter by Negligence	0	0	0		0	0	0	0	0	0	0	0	
Motor Vehicle Theft	0	0	0		0	0	0	0	0	0	0	0	
Murder/Non-Negligent Manslaughter	0	0	0		0	0	0	0	0	0	0	0	
Rape	0	0	0		0	0	0	0	0	0	0	0	
Robbery	0	0	0		0	0	0	0	0	0	0	0	
Statutory Rape	0	0	0		0	0	0	0	0	0	0	0	
<b>VAWA OFFENSES</b>													
Dating Violence	0	0	0		0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0		0	0	0	0	0	0	0	0	0
Stalking	0	0	0		0	0	0	0	0	0	0	0	0
<b>ARRESTS</b>													
Arrests: Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0	
Arrests: Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	
Arrests: Weapons - carrying, possessing, etc	0	0	0	0	0	0	0	0	0	0	0	0	
<b>DISCIPLINARY ACTION</b>													
Disciplinary: Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0	
Disciplinary: Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	
Disciplinary: Weapons - carrying, possessing, etc	0	0	0	0	0	0	0	0	0	0	0	0	

## **Hate Crime Statistics**

Centralia College strives to foster a safe and healthy learning environment that supports students in diverse and inclusive ways. The hate crime statistics are separated by category of prejudice. The crime statistics for the primary crime offenses include crimes motivated by bias. If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime or bias incident even though there is no requirement to the crime classification in any other area of the compliance document. Categories of prejudice include race, sexual orientation, gender, religion, ethnicity, national origin, gender identity, or disability.

### **Centralia College Main Campus:**

2024: No hate crime or bias incident report

2023: There was one reported hate crime of Destruction of property which was motivated by sexual orientation. This offense occurred on-campus.

2022: No hate crime or bias incidents reported

### **Centralia College East Campus:**

2024: No hate crimes or bias incidents reported

2023: No hate crimes or bias incidents reported

2022: No hate crimes or bias incidents reported

### **Unfounded Crimes:**

There were no unfounded crimes in 2022, 2023, 2024 on Centralia College Main campus or Centralia College East Campus.

## **Registered Sex Offenders Policy & Procedure**

Centralia College, as a public agency, is authorized to release information to the public regarding sex and kidnapping offenders when the college believes that disclosure of the information is relevant and necessary to protect the public and counteract the danger created by a particular individual. This disclosure applies to any information regarding:

- Any person convicted of a sex offense as defined in **RCW 9A.44.130** or a kidnapping offense as defined by **RCW 9A.40**;
- Any person under the jurisdiction of the indeterminate sentence review board as the result of a sex or kidnapping offense;
- Any person committed as a sexually-violent predator under chapter **71.09 RCW** or as a sexual psychopath under chapter **71.06 RCW**;
- Any person found not guilty of a sex or kidnapping offense by reason of insanity under chapter **10.77 RCW**; and
- Any person found incompetent to stand trial for a sex or kidnapping offense and subsequently committed under chapter **71.05 RCW** or **71.34 RCW (RCW 4.24.550(1))**.

The college is required to advise the campus community where law enforcement agency information provided by a state under the Megan Nicole Kanka and Alexandra Nicole Zapp Community Notification Program (**34 U.S.C. 20923**) concerning registered sex offenders may be obtained, such as a local law enforcement agency with jurisdiction for the campus or a computer network address (**34 CFR 668.46(b)(12)**). In addition to complying with provisions of the Adam Walsh Child Protection and Safety Act of 2006.

### **Requirements For Sex Or Kidnapping Offenders**

Three business days prior to enrolling in classes, being present on campus, or participating in class or college activity for the first time, all sex and kidnapping offenders must:

- Notify the Lewis County Sheriff of the intent to attend or be present on the college campus. The sheriff will notify the college through the Vice President of Student Services. **RCW 9A.44.130(1)**.
- Self-disclose status to the Vice President of Student Services.
- Participate in an intake meeting by providing requested information and release of information including but not limited to: details of the crime(s), treatment, risk level classification, compliance history, victim profile, or other information deemed by the college to be important.
- Agree to comply with any conditions or restrictions as part of a safety plan and/or behavioral contract that limits access, interactions, or participation. Behavioral contracts shall specify consequences for non-compliance and shall be signed by a college representative and the student.

A College official or employee is immune from civil liability for damages for the release of relevant and necessary information unless it is shown that the College official or employee acted with gross negligence or in bad faith. (**RCW 4.24.550**)

Failure to comply will be grounds for denial of admission or dismissal for admitted students under the provisions of WAC 132L-351, *Student Rights and Responsibilities Code*.

This policy will be published in the college catalog and on the college webpage.

Procedure: Upon receiving written notification from the County Sheriff's Office, any other police agency, or self-disclosure, about the likely presence of a sexual offender on or near any College-controlled facility, activity or event, the College may take such steps as are necessary and appropriate under applicable state law to inform members of the College community of the presence of such persons. Persons likely to be present include applicants for admission, attending students, employees of the College, or persons otherwise known or suspected to frequent the College or College-controlled facilities, activities, or events.

Annually, the Safety & Security Director will send an email to the campus community notifying them where to access information about registered sex offenders. This email will provide:

- A link to the College's Campus Safety webpage directing the user to the Lewis County Sheriff's Office, which provides ready access to the public to search for sex offenders. If there is any change in this link, the Vice President of Student Services will notify, in a timely manner, the campus community about the change.
- Directions on how to report RSO information to the Safety & Security Director if the employee is made aware of an RSO on campus.

The Vice President of Student Services shall be the designated official to receive notifications from the County Sheriff's Office or other police agencies. Prior to notification, the Vice President of Student Services may, when deemed advisable, contact appropriate police and/or community corrections personnel to obtain information to guide notification actions. The Vice President of Student Services shall coordinate notification to the campus community. Any person on campus receiving notification from a police agency shall provide a copy of such notification to the Vice President of Student Services and the Safety & Security Director.

The Vice President of Student Services will coordinate campus notification and maintain documentation including but not limited to the following records:

1. Copies of all files, photos, and other correspondence provided by other agencies.
2. Record of all notifications made.
3. Copies of all community advisory flyers or other public notices.

In the case of a college employee, the Vice President of Student Services will provide appropriate information to the Human Resources office. The Vice President of Human Resources & Equity, with consultation of the college President, will coordinate notifications as deemed appropriate.

Notifications, adjusted on a case-by-case basis, shall be guided by the risk classification of the registered sex offender.

The extent of the public disclosure of relevant and necessary information shall be rationally related to:

- a) the level of risk posed by the offender to the community,
- b) the locations where the offender resides or is regularly found, and
- c) the needs of the members of the college community for information to enhance their individual and collective safety. The extent and types of notifications may be adjusted on a case-by-case basis, but shall be generally guided by the offender risk factors as follows:

#### Level I Sex Offender - Low Risk to Re-offend

##### **Notifications: (on a case-by case basis including, but not limited to)**

- Campus Safety and Security
- President
- All Vice Presidents
- All Deans
- Directors, as determined through the intake process
- If employed, notify supervisor.
- Any member of the college community upon request

##### **Restrictions: (on a case-by case basis, as part of the behavioral contract with the Vice President Student Services, including, but not limited to)**

- Employment that cannot be continually supervised, or has unsupervised access to locations in which vulnerable adults or persons under age 18 are present, or has access to student records, or involves unsupervised access to recreational areas
- Specified areas or places on or near the campus

#### Level II Sex Offender - Moderate Risk to Re-offend

##### **Notifications: (on a case-by-case basis including, but not limited to)**

- All Level I notifications
- Counseling Center/Running Start
- ABE/High School Completion Program
- GED Program

- STEM Tutoring Center
- Writing Center
- Tutoring Center
- Blazer Central
- Math Emporium
- Student Employment Office
- Student Programs
- All Child Care, ECEAP, Parenting, and Child Development Centers
- Disability Services
- Faculty advisor
- Any other College program with a significant population of students under the age of 18 or with vulnerable adults
- Faculty and staff in whose program and/or course the student is enrolled (name, crime(s), and restrictions, if any)
- Librarians
- Computer Lab
- If employed at the College, send notification to supervisor and co-workers
- Any other program or office with whom the student has or is likely to have contact

**Restrictions: (on a case-by case basis, as part of the behavioral contract with the Vice President Student Services, including, but not limited to)**

- All Level I Restrictions
- SAALT or any other club, organization, or activity in which students officially represent the college to off-campus events
- Any position of authority or power that has access to student information or that can influence students or employees
- Any club or organization officer
- Field trips and outings
- Group projects
- Certain classes or programs
- In addition to Level I job restrictions, any job that requires or permits extended unsupervised personal contact with other students or staff members, or poses a threat to safety or security

Level III Sex Offender - High Risk to Re-offend

**Notifications: (on a case-by case basis including, but not limited to)**

- All Level I and II notifications
- Email notification and link to a law enforcement website to students in whose class the offender is enrolled
- All College employees via e-mail and link to Lewis County or Thurston County Sheriff's website
- College bulletin boards and other public posting areas
- Any other legal means to get the information out to the college community

**Restrictions: (on a case-by case basis, as part of the behavioral contract with the Vice President Student Services, including, but not limited to)**

- All Level I and II restrictions
- May not be employed by or through the College
- May not be a member of any club, organization, or co-curricular or extra-curricular activity.

**Additional procedures for Level III Offenders:**

- Written notification of the offender's intent to enroll must be received at least (3) months prior to actual enrollment.
- Offender must have at least (6) consecutive months without any violations of their registration conditions leading up to enrolling
- While on campus, offender will be monitored by campus safety and security staff and will be introduced via email to each class they attend via email as a Level III Offender

**Policy and Procedures Regarding Sexual Assault**

Centralia College condemns all sexual violence. It is the goal of the college to be a community free from sexual violence.

The college provides educational information in brochure form to students and the campus community about sexual violence. This information is available at the counseling center. All students and employees are provided access to training on sexual violence, assault, and harassment. Every year college employees take online Title IX training. Students are also provided with an opportunity to take online training however they are not required to complete it.

Whenever sexual violence occurs, whether it is on or off campus, the college strongly encourages that the victim reports the incident to the police, the Title IX Coordinator, or the College's Counseling Center if they want to report anonymously. The College will assist any victim and will support them in reporting the incident to the police. Whether criminal charges are filed depends on the victim's wishes and the decision of the city or county attorney as to whether there are sufficient grounds to prosecute. If the alleged crime occurs within the jurisdiction of the college, the victim is strongly encouraged to report the crime to the Title IX Coordinator. With the consent of the victim, the college will initiate appropriate disciplinary action against the accused, even in cases also being handled by civil authorities. The college will also, at the victim's request, implement appropriate interim remedies and supportive measures to the victim. The college may take action without the complainant choosing to move forward if the college deems it necessary for the health and safety of campus.

Both victim and accused have the right to have a support person present during a disciplinary proceeding. The victim will be notified of the final results of any disciplinary proceeding. In the event the victim is deceased, their next of kin will receive the final results of any disciplinary proceeding.

**If you are a victim of sexual assault, you should consider the following actions:**

- Go immediately to a safe place.
- Call the police even if you don't want to press charges. They will help you get immediate and critical medical attention. Regardless of whether you choose to contact authorities, seek immediate medical assistance.
- Go to a hospital. Do not shower or douche. Do not urinate or have a bowel movement.
- Do not eat or smoke. While at the hospital you will be checked for physical injuries, and evidence will be collected in case you wish to press charges. Going to the hospital does not mean you need to press charges. You can decide that later.
- Contact the Lewis County Human Response Network (360-748-6601 or 1- 800 244-7414) for crisis intervention and support services.
- Protect yourself from possible pregnancy. Talk immediately with a health care provider or pharmacist about the "morning-after" pill. This may reduce the chances for pregnancy but needs to be done within 72 hours-the earlier, the better chance of preventing pregnancy.

- Consider talking with someone you trust such as a relative, counselor, teacher, or pastor for the much-needed support you deserve
- Explore legal avenues for criminal and or civil action as well as using on-campus reporting procedures, including the college's disciplinary system or Title IX office
- Allow yourself time to heal. Seek counseling services at the Hope Alliance, private counseling, or at the College's Counseling Center.

To minimize the danger of sexual assault, the college provides nightly security patrols of the Centralia College main campus. Further information about sexual assault prevention may be obtained from the Title IX Coordinator or the counseling center.

### **College Disciplinary Proceedings (Staff & Faculty)**

The college disciplinary process is carried out and conducted in a manner which complies with and follows the Collective Bargaining Agreements (CBA). In the event an employee is not covered by a CBA then the Office of Human Resources uses a progressive discipline approach.

### **College Disciplinary Proceedings (Students)**

The college disciplinary process is the mechanism by which the college can appropriately respond to a report of student misconduct. Student Conduct proceedings are conducted in accordance with the Centralia College *Student Rights and Responsibilities Code, WAC 132L-352*.

Inappropriate student conduct that is sexual in nature or Title IX related should be reported to the Title IX Coordinator to be properly addressed. All inappropriate non-Title IX related behavior should be reported to the Vice President of Student Services. The Title IX Coordinator and the Vice President of Student Services will follow the appropriate process to adequately address the situation. Based on the interest of the reporting party, the situation may be resolved at the informal or formal level. If the complaint is criminal in nature, it will be forwarded to the Campus Safety and Security Director for Clery reporting and may be forwarded to law enforcement. Because the standard of proof for a college disciplinary proceeding is less than the standard of proof for criminal conviction, the college disciplinary process is a viable option for victims. The college has jurisdiction, not only for on-campus or college related actions, but also for off campus actions in which the college can show that its interests are involved. The college encourages any victim of sexual assault to proceed with the college disciplinary process. Criminal investigations and proceedings can occur independently, before, during, or after, college disciplinary proceedings.

The respondent may be found responsible or not responsible depending on the facts and strength of the case. If the accused is found responsible, there are a wide variety of sanctions that may result in a disciplinary proceeding including, warning, restrictions, fines, restitution, probation, suspension, and dismissal.

### **Centralia College Title IX Grievance Procedures-Students**

Centralia College recognizes its responsibility to investigate, resolve, implement corrective measures, and monitor the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of sex, as required by Title IX of the Educational Amendments of 1972. To this end, Centralia College has adopted the following Title IX Grievance Procedure for receiving and investigating Sexual Harassment allegations arising during education programs and activities. Any individual found responsible for violating Centralia College's Title IX policy is subject to disciplinary action up to and including dismissal from the College's educational programs and activities and/or termination of employment.

Application of this Title IX Grievance Procedure is restricted to allegations of "Sexual Harassment," as that term is defined in 34 C.F.R. §106.30 of the federal Title IX regulations. Nothing in this procedure limits or

otherwise restricts the College's ability to investigate and pursue discipline based on alleged violations of other federal, state, and local laws, their implementing regulations, and other college policies prohibiting gender discrimination through processes set forth in the College's code of student conduct, employment contracts, employee handbooks, policies, and collective bargaining agreements.

## Definitions

For purposes of this Title IX Grievance Procedure, the following terms are defined as follows:

- **"Complainant"** means an individual who is alleged to be the victim of conduct that could constitute Sexual Harassment.
- **"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 they are unable to understand what is happening or are 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.
- **"Educational Program or Activity"** includes locations, events, or circumstances over which the College exercised substantial control over both the Respondent and the context in which the alleged Sexual Harassment occurred. It also includes any building owned or controlled by a student organization officially recognized by the College.
- **"Formal Complaint"** means a writing submitted by the Complainant or signed by the Title IX Coordinator alleging Sexual Harassment against a Respondent and requesting that the College conduct an Investigation.
- **"Grievance Procedure"** is the process the College uses to initiate, informally resolve, and/or investigate allegations that an employee or student has violated Title IX provisions prohibiting sexual harassment.
- **"Respondent"** means an individual who has been reported to be the perpetrator of conduct that could constitute Sexual Harassment.
- **"Sexual Harassment,"** for purposes of these Title IX Grievance Procedures, Sexual Harassment occurs when a Respondent engages in the following discriminatory conduct on the basis of sex:
- **Quid pro quo harassment.** A College employee conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct.
- **Hostile environment.** Unwelcome conduct that a reasonable person would find to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's educational programs or activities or College employment.
- **Sexual assault.** Sexual assault includes the following conduct:
  - **Nonconsensual sexual intercourse.** Any actual or attempted sexual intercourse (anal, oral, or vaginal), however slight, with any object or body part, by a person upon another person, that is without Consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.
  - **Nonconsensual sexual contact.** Any actual or attempted sexual touching, however slight, with any body part or object, by a person upon another person that is without Consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth,

or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

- **Incest.** Sexual intercourse or sexual contact with a person known to be related to them, either legitimately or illegitimately, as an ancestor, descendant, brother, or sister of either wholly or half related. Descendant includes stepchildren, and adopted children under the age of eighteen (18).
- **Statutory rape.** Consensual intercourse between a person who is eighteen (18) years of age or older, and a person who is under the age of sixteen (16).
- **Domestic violence.** Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Washington, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Washington, RCW 26.50.010.
- **Dating violence.** Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person (i) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (ii) where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - The length of the relationship;
  - The type of relationship; and
  - The frequency of interaction between the persons involved in the relationship.
- **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (i) fear for their safety or the safety of others; or (ii) suffer substantial emotional distress.
- **"Summary Suspension"** means an emergency suspension of a student Respondent pending investigation and resolution of disciplinary proceedings pursuant to the procedure and standards set forth in WAC 132L-351-100.
- **"Supportive Measures"** are non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or Respondent regardless of whether the Complainant or the Title IX Coordinator has filed a Formal Complaint. Supportive Measures restore or preserve a party's access to the College's education programs and activities without unreasonably burdening the other party, as determined through an interactive process between the Title IX Coordinator and the party. Supportive Measures include measures designed to protect the safety of all parties and/or the College's educational environment and/or to deter Sexual Harassment or retaliation. Supportive measures may include, but are not limited to, (i) counseling and other medical assistance, (ii) extensions of deadlines or other course-related adjustments, (iii) modifications of work or class schedules, (iv) leaves of absence, (v) increased security or monitoring of certain areas of campus, and (vi) imposition of orders prohibiting the parties from contacting one another in housing or work situations. Determinations about whether to impose a one-way no contact order must be made on a case-by-case basis. If supportive measures are not provided, the Title IX Coordinator must document in writing why this was clearly reasonable under the circumstances.
- **"Title IX Administrators"** are the Title IX Coordinator, Title IX investigators, the Student Conduct Officer, Student Conduct Committee members, and College provided advisors assigned to the parties by the College during Title IX disciplinary proceedings.

- **“Title IX Coordinator”** is responsible for processing Title IX complaints and conducting and/or overseeing formal investigations and informal resolution processes under this Grievance Procedure. Among other things, the Title IX Coordinator is responsible for:
  - Accepting and processing all Title IX reports, referrals, and Formal Complaints.
  - Executing and submitting a Formal Complaint when appropriate and necessary.
  - Handling requests for confidentiality.
  - Determining during the Grievance Procedure (i) whether a Formal Complaint should be dismissed either in whole or in part, and if so, (ii) providing notice to both parties about why dismissal was necessary or desirable, and (iii) referring the complaint to the appropriate disciplinary authority for proceedings outside the jurisdiction of Title IX.
  - Maintaining accurate records of all complaints, reports, and referrals, and retaining investigation files, complaints, reports, and referrals in compliance with the applicable records retention schedules or federal or state law, whichever is longer.
  - Conducting investigations or assigning and overseeing investigations.
  - Engaging in an interactive process with both parties to identify and provide supportive measures that ensure during the investigation and disciplinary processes that the parties have equitable access to education programs and activities and are protected from further discrimination or retaliation.
  - Upon completion of an investigation, issuing or overseeing the issuance of a final investigation report to the parties and the appropriate disciplinary authority in compliance with this Grievance Procedure.
  - Recommending non-disciplinary corrective measures to stop, remediate, and/or prevent recurrence of discriminatory conduct to disciplinary authorities and other College administrators.

### **Principles for Title IX Grievance Procedure**

Respondent shall be presumed not responsible for the alleged conduct unless or until a determination of responsibility is reached after completion of the grievance and disciplinary processes.

Before imposing discipline, the College is responsible for gathering and presenting evidence to a neutral and unbiased decision maker establishing responsibility for a Title IX violation by a preponderance of the evidence.

The College shall treat both the Complainant and Respondent equitably by providing Complainant with remedies against Respondent who has been found responsible for Sexual Harassment through application of the institution’s Title IX grievance and applicable Title IX disciplinary procedures and by providing Respondent with Title IX procedural safeguards contained in this Title IX Grievance Procedures and in the applicable Title IX disciplinary procedures.

The investigator shall base investigation results on all relevant evidence, including both exculpatory and inculpatory evidence.

Formal and informal resolutions will be pursued within reasonably prompt timeframes with allowances for temporary delays and extensions for good cause shown. Grounds for temporary delay include, but are not limited to college breaks or holidays. Good cause supporting a request for an extension includes, but is not limited to: a party, a party’s advisor, or a witness being unavailable, concurrent law enforcement activity, and the need for language assistance or accommodation of disabilities. Both parties will receive written notice of any temporary delay or extension for good cause with an explanation of why the action was necessary.

A Respondent found responsible for engaging in Sexual Harassment may receive discipline up to and including dismissal from the College. A description of other possible disciplinary sanctions and conditions that may be imposed against students can be found in WAC 132L-351-045.

An employee found responsible for Sexual Harassment may receive discipline up to and including dismissal from employment. A description of possible disciplinary sanctions and conditions that may be imposed against employees can be found in the appropriate bargaining agreements.

In proceedings against a student Respondent, the parties may appeal the Student Conduct Committee's ruling to the President pursuant to WAC 132L-351-090 and Supplement Title IX Student Conduct Code Procedures, WAC 132L-351-280.

In proceedings against an employee Respondent, the parties may appeal the Employee Disciplinary Decision to the President pursuant policy 1.138. Title IX Administrators may not require, allow, rely upon, or otherwise use questions or evidence that seeks disclosure of privileged communications, unless the privilege has been effectively waived by the holder. This provision applies, but is not limited to information subject to the following:

- Spousal/domestic partner privilege;
- Attorney-Client and attorney work product privileges;
- Privileges applicable to members of the clergy and priests;
- Privileges applicable to medical providers, mental health therapists, and counsellors;
- Privileges applicable to sexual assault and domestic violence advocates; and
- Other legal privileges identified in RCW 5.60.060.

### **Title IX Administrators – Free from bias – Training requirements**

Title IX Administrators shall perform their duties free from bias or conflicts.

Title IX Administrators shall undergo training on the following topics:

- The definition of Sexual Harassment under these procedures,
- The scope of the College's educational programs and activities,
- How to conduct an investigation,
- How to serve impartially without prejudice of facts, conflicts of interest, or bias,
- Use of technology used during an investigation or hearing,
- The relevance of evidence and questions, and
- Effective report writing.
- All Title IX Administrator training materials shall be available on the College's Title IX webpage.

### **Filing a Complaint**

Any employee, student, applicant, or visitor who believes that they have been the subject of Sexual Harassment should report the incident or incidents to the College's Title IX Coordinator identified below. If the complaint is against the Title IX Coordinator, the Complainant should report the matter to the President's office for referral to an alternate designee.

Joy Anglesey  
 Vice President of Human Resources & Equity  
 Centralia College  
 600 Centralia College Blvd.  
 Centralia, WA 98531  
 360-623-8474  
[Email Joy Anglesey](mailto:Joy.Anglesey@centralia.edu)

## Confidentiality

The College will seek to protect the privacy of the Complainant to the fullest extent possible, consistent with the legal obligation to investigate, take appropriate remedial and/or disciplinary action, and comply with the federal and state law, as well as College policies and procedures. Although the College will attempt to honor Complainants' requests for confidentiality, it cannot guarantee complete confidentiality. Determinations regarding how to handle requests for confidentiality will be made by the Title IX Coordinator.

The Title IX Coordinator will inform and attempt to obtain consent from the Complainant before commencing an investigation of alleged Sexual Harassment. If a Complainant asks that their name not be revealed to the Respondent or that the College not investigate the allegation, the Title IX Coordinator will inform the Complainant that maintaining confidentiality may limit the College's ability to fully respond to the allegations and that retaliation by the Respondent and/or others is prohibited. If the Complainant still insists that their name not be disclosed or that the College not investigate, the Title IX Coordinator will determine whether the College can honor the request and at the same time maintain a safe and nondiscriminatory 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 Harassment;
- The age of the Complainant;
- Whether the Sexual Harassment was perpetrated with a weapon;
- Whether the Respondent has a history of committing acts of Sexual Harassment or violence or has been the subject of other Sexual Harassment or violence complaints or findings;
- Whether the Respondent threatened to commit additional acts of Sexual Harassment or violence against the Complainant or others; and
- Whether relevant evidence about the alleged incident can be obtained through other means (*g.*, security cameras, other witnesses, physical evidence).
- If the College is unable to honor a Complainant's request for confidentiality, the Title IX Coordinator will notify the Complainant of the decision and ensure that Complainant's identity is disclosed only to the extent reasonably necessary to effectively conduct and complete the investigation in compliance with this Grievance Procedure.
- If the College decides not to conduct an investigation or take disciplinary action because of a request for confidentiality, the Title IX Coordinator will evaluate whether other measures are available to address the circumstances giving rise to the complaint and prevent their recurrence, and implement such measures if reasonably feasible.

## Complaint Resolution

The Title IX resolution processes are initiated when the Title IX Coordinator's Office receives a written complaint alleging that a Respondent(s) sexually harassed a Complainant and requesting that the College initiate an investigation (a Formal Complaint). A Formal Complaint must be either submitted by the Complainant or signed by the Title IX Coordinator on behalf of the Complainant. Formal complaints submitted to the Title IX Coordinator may be resolved through either informal or formal resolution processes. The College will not proceed with either resolution process without a Formal Complaint.

For purposes of this Title IX Grievance Procedure, the Complainant must be participating in or attempting to participate in a College education program or activity at the time the Formal Complaint is filed.

### 1. Informal Resolution:

Under appropriate circumstances and if the impacted and responding parties agree, they may voluntarily pursue informal resolution during the investigation of a concern. Informal resolution is not appropriate

when the allegations involve a mandatory reporting situation, an immediate threat to the health, safety or welfare of a member of the College community, or in cases where an employee is alleged to have sexually harassed a student.

If an informal resolution is appropriate, the impacted party and the responding party may explore remedies or resolution through:

- Guided conversations or communications conducted by the Title IX coordinator / HRO representative or a mutually agreed upon third party;
- Structured resolution process conducted by a trained mediator; or
- Voluntarily agreed on alterations to either or both of the parties' work or class schedules or student housing arrangements.

If the parties agree to an informal resolution process, the College will commence the process within 10 business days after the parties agree to this option and conclude within 15 business days of beginning that process; subject to reasonable delays and extensions for good cause shown. The informal process is voluntary. Either the impacted or responding party may withdraw from the informal resolution process at any time, at which point the formal investigation process will resume.

If the impacted and responding party voluntarily resolve a report, the College will record the terms of the resolution in a written agreement signed by both parties and provide written notice to both parties that the report has been closed.

## **2. Formal Resolution**

Formal resolution means that the Complainant's allegations of Sexual Harassment will be subjected to a formal investigation by an impartial and unbiased investigator. The investigator will issue a report of the investigation findings. Upon completion of the investigation, the investigator will submit the final investigation report to the appropriate disciplinary authority to determine whether disciplinary proceedings are warranted.

### **Emergency Removal**

If a student Respondent poses an immediate threat to the health and safety of the College Community or an immediate threat of significant disruption to College operations, the College's student conduct officer may summarily suspend a Respondent pursuant to WAC 132L-351-100 pending final resolution of the allegations. Nothing in this Grievance Procedure prohibits the College from placing non-student employees on administrative leave pending final resolution of the allegations.

## Investigation Notices

Upon receiving a Formal Complaint and determining that allegations comport with Title IX claims, the College will provide the parties with the following notices containing the following information:

1. Notice of formal and informal resolution processes. A description of College's grievance resolution procedures, including the informal resolution procedure.
2. The investigator will serve the Respondent and the Complainant with a Notice of Investigation in advance of the initial interview with the Respondent to allow the Respondent sufficient time to prepare a response to the allegations and to inform the Complainant that the College has commenced an investigation. The investigation notice will:
3. Include the identities of the parties (if known), a description of the conduct alleged constituting Title IX Sexual Harassment, and the time and location of the incident (if known).
  - Confirm that the Respondent is presumed not responsible for the alleged conduct and that the College will not make a final determination of responsibility until after the grievance and disciplinary processes have been completed.
  - Inform parties that they are both entitled to have an advisor of their own choosing, who may be an attorney.
  - Inform parties they have a right to review and inspect evidence.
  - Inform parties about student conduct code provisions and employment policies that prohibit students and employees from knowingly submitting false information during the grievance and disciplinary processes.
4. Amended investigation notice. If during the course of the investigation, the College decides to investigate Title IX Sexual Harassment allegations about the Complainant or Respondent that are not included in the investigation notice, the college will issue an amended notice of investigation to both parties that includes this additional information.
  - Interview and meeting notices. Before any interviewing or meeting with a party about Title IX allegations, the College shall provide the party with a written notice identifying the date, time, location, participants, and purpose of the interview or meeting with sufficient time for the party to prepare for the interview or meeting.

## Investigation Process - Dismissal

Mandatory dismissal. The Title IX Coordinator will dismiss the Title IX allegations, if during the course of a formal investigation under the Title IX Grievance Process, the investigator determines that the alleged misconduct in the Formal Complaint:

- Does not meet the definition of Sexual Harassment under Title IX, even if proved; or
- Did not occur in the context of a College Education Program or Activity; or
- Occurred outside the United States.
- Discretionary The College may dismiss a Title IX claim in whole or in part, if:
  - The Complainant notifies the Title IX Coordinator in writing that they would like to withdraw the Formal Complaint in whole or in part;
  - Respondent is no longer enrolled with or employed by College; or
  - Specific circumstances prevent the College from gathering evidence sufficient to complete the investigation of the Title IX allegations in whole or in part.
- The Title IX Coordinator will provide both parties written notice if Title IX allegations are dismissed with an explanation for the dismissal.
- Mandatory or discretionary dismissal of a Title IX claim does not preclude the College from investigating and pursuing discipline based on allegations that a Respondent violated other federal or state laws and regulations, College conduct policies, and/or other codes and contractual provisions governing student and employee conduct.

### **Investigation Process – Consolidation of Formal Complaints**

When multiple Sexual Harassment allegations by or against different parties arise out of the same facts or circumstances, the College may consolidate the investigation of Formal Complaints, provided consolidation can be accomplished in compliance with confidentiality protections imposed by the Family Educational Records and Privacy Act (FERPA). This includes instances in which Complainant and Respondent have lodged Formal Complaints against one another or when allegations of sexual assault are lodged by a single Complainant against multiple Respondents, or when multiple Complainants lodge sexual assault complaints against single or multiple Respondents.

### **Investigation Process – Required Procedures**

During the investigation, the Investigator:

- Will provide the parties with equal opportunity to present relevant statements, and other evidence in the form of fact or expert witnesses and inculpatory or exculpatory evidence.
- Will not restrict the ability of either party to discuss the allegations under investigation or gather and present relevant evidence, except when a no contact order has been imposed based on an individualized and fact specific determination that a party poses a threat to the health, safety, or welfare of another party and/or witnesses or when contact with a party and/or witness is prohibited by court order. A College imposed no contact shall be no broader than is necessary to protect the threatened party or witness and must provide the impacted party or their advisor with alternative means of gathering and presenting relevant evidence from the protected witness and/or party.
- Will allow each party to be accompanied by an advisor of their choosing, who may be an attorney, to any grievance related meeting or interview. Advisors' roles during the investigation meetings or interviews will be limited to providing support and advice to the party. Advisors will not represent or otherwise advocate on behalf of the parties during the investigation process. An attorney representing a party must enter a notice of appearance with the Title IX Coordinator and the Investigator at least five (5) days before the initial interview or meeting they plan to attend, so that the College can secure its own legal representation, if necessary.
- The investigator will provide both parties and their respective advisors with an equal opportunity to review the draft investigation report and to inspect and review any evidence obtained during the investigation that is directly related to the allegations raised in the Formal Complaint, including inculpatory or exculpatory evidence, regardless of its source, as well as evidence upon which the investigator does not intend to rely in the final investigation report. After disclosure, each party will receive ten (10) days in which to submit a written response, which the investigator will consider prior to completion of the investigation report. If a party fails to submit a written response within ten (10) days, the party will be deemed to have waived their right to submit comments and the investigator will finalize the report without this information.
- The investigator will forward the final report to the Title IX Coordinator, who will distribute the report and evidence to the parties, as well as the disciplinary authority responsible for determining whether pursuing disciplinary action is warranted.

## **Centralia College—Student Rights And Responsibilities Code**

### **WAC 132L-352-005 Authority.**

The Centralia College board of trustees, acting pursuant to RCW 28B.50.140(14), delegates to the president of the college the authority to administer student disciplinary action. The president is authorized to delegate or reassign any and all duties and responsibilities as set forth in this chapter as may be reasonably necessary. Administration of the disciplinary procedures is the responsibility of the vice president of student services or their designee. Except in cases involving allegations of sex discrimination, including sex-based harassment, the student conduct officer, or delegate, shall serve as the principal investigator and administrator for alleged violations of this code. This code will govern all issues that happen after August 1, 2024. Chapter 132L-351 WAC will govern all issues that happen prior to August 1, 2024.

### **WAC 132L-352-010 Statement of jurisdiction**

- (1) The student conduct code shall apply to conduct by students or student groups that occurs:
  - (a) On college premises;
  - (b) At or in connection with college programs or activities; or
  - (c) Off college premises, if in the judgment of the college, the conduct has an adverse impact on the college community, the pursuit of its objectives, or the ability of a student or staff to participate in the college's programs and activities.
- (2) Jurisdiction extends to locations in which students are engaged in college programs or activities including, but not limited to, college-sponsored housing, foreign or domestic travel, activities funded by the students, student government, student clubs or organizations, athletic events, training internships, cooperative and distance education, online education, practicums, supervised work experiences or any other college-sanctioned social or club activities.
- (3) Students are responsible for their conduct from the time they gain admission to the college through the last day of enrollment or award of any degree or certificate, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of enrollment.
- (4) These standards shall apply to a student's conduct even if the student withdraws from college while a disciplinary matter is pending.
- (5) The college has sole discretion, on a case-by-case basis, to determine whether the student conduct code will be applied to conduct by students or student groups that occurs off campus.
- (6) In addition to initiating disciplinary 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 reserves the right to pursue student disciplinary proceedings regardless of whether the underlying conduct is subject to civil or criminal prosecution.

### **WAC 132L-352-015 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.

The following enumerated rights are guaranteed to each student within the limitations of statutory law and college policy, which are deemed necessary to achieve the educational goals of the college:

- (1) Academic freedom.
  - (a) Students are guaranteed the rights of free inquiry, expression, and assembly upon and within college facilities that are generally open and available to the public.
  - (b) Students are free to pursue appropriate educational objectives from among the college's curricula, programs, and student affairs, subject to the limitations of RCW 28B.50.090 (3)(b).
  - (c) Students shall be protected from academic evaluation that is arbitrary, prejudiced, or capricious, but are responsible for meeting the standards of academic performance established by each of their instructors.
  - (d) Students have the right to a learning environment that is free from unlawful discrimination, inappropriate and disrespectful conduct, and any and all harassment, including sex discrimination.
- (2) Due process.
  - (a) The rights of students to be secure in their persons, quarters, papers, and effects against unreasonable searches and seizures is guaranteed.
  - (b) No disciplinary sanction may be imposed on any student without notice to the accused of the nature of the charges.
  - (c) A student accused of violating this code of student conduct is entitled, upon request, to procedural due process as set forth in this chapter.

#### **WAC 132L-352-020 Definitions.**

The following definitions shall apply for the purpose of this student conduct code:

- **"Business day"** means a weekday, excluding weekends and college holidays.
- **"College premises"** shall include all campuses of the college, wherever located, and includes all land, buildings, facilities, vehicles, equipment, and other property owned, used, or controlled by the college.
- **"Complainant"** means the following individuals who are alleged to have been subjected to conduct that would constitute sex discrimination:
  - A student or employee; or
  - A person other than a student or employee who was participating or attempting to participate in the college's education program or activity at the time of the alleged discrimination.
- **"Conduct review officer"** is a college administrator designated by the president who is responsible for reviewing or referring ap-peals of student disciplinary actions as specified in this code.
- **"Disciplinary action"** is the process by which the student conduct officer imposes discipline against a student for a violation of the student conduct code. A written or verbal warning is not disciplinary action.
- **"Disciplinary appeal"** is the process by which an aggrieved party can appeal the discipline imposed or recommended by the student conduct officer. Disciplinary appeals from a suspension in excess of 10 instructional days or a dismissal from the college are heard by the student conduct committee. Appeals of all other disciplinary action shall be reviewed by a conduct review officer through brief adjudicative proceedings.
- **"Filing"** is the process by which a document is officially delivered to a college official responsible for facilitating a disciplinary review. Unless otherwise provided, filing shall be accomplished by:
  - Hand delivery of the document to the specified college official or college official's assistant; or
  - By sending the document by email and first-class mail to the specified college official's office and college email address. Papers required to be filed shall be deemed filed upon actual receipt during office hours at the office of the specified college official.

- **"Pregnancy or related conditions"** means:
  - Pregnancy, childbirth, termination of pregnancy, or lactation;
  - Medical conditions related to pregnancy, childbirth, termination of pregnancy, or lactation; or
  - Recovery from pregnancy, childbirth, termination of pregnancy, lactation, or related medical conditions.
- (9) **"President"** is the president of the college. The president is authorized to:
  - Delegate any of their responsibilities as set forth in this chapter as may be reasonably necessary; and
  - Reassign any and all duties and responsibilities as set forth in this chapter as may be reasonably necessary.
- (10) **"Program"** or **"programs and activities"** means all operations of the college.
- (11) **"Relevant"** means related to the allegations of sex discrimination under investigation. Questions are relevant when they seek evidence that may aid in showing whether the alleged sex discrimination occurred, and evidence is relevant when it may aid a decision maker in determining whether the alleged sex discrimination occurred.
- (12) **"Remedies"** means measures provided to a complainant or other person whose equal access to the college's educational programs and activities has been limited or denied by sex discrimination. These measures are intended to restore or preserve that person's access to educational programs and activities after a determination that sex discrimination has occurred.
- (13) **"Respondent"** is a student who is alleged to have violated the student conduct code.
- (14) **"Service"** is the process by which a document is officially delivered to a party. Unless otherwise provided, service upon a party shall be accomplished by:
  - Hand delivery of the document to the party; or
  - By sending the document by email and by certified mail or first-class mail to the party's last known address. Service is deemed complete upon hand delivery of the document or upon the date that the document is emailed and deposited in the mail, whichever is first.
- (15) **"Student"** includes all persons taking courses at or through the college, whether on a full-time or part-time basis, and whether such courses are credit courses, noncredit courses, online courses, or otherwise. Persons who withdraw after allegedly violating the code, who are not officially enrolled for a particular term but who have a continuing relationship with the college, or who have been notified of their acceptance for admission are considered a "student" for purposes of this chapter.
- (16) **"Student conduct officer"** is a college administrator designated by the president to be responsible for implementing and enforcing the student conduct code.
- (17) **"Student employee"** means an individual who is both a student and an employee of the college. When a complainant or respondent is a student employee, the college must make a fact-specific inquiry to determine whether the individual's primary relationship with the college is to receive an education and whether any alleged student conduct code violation including, but not limited to, sex-based harassment, occurred while the individual was performing employment-related work.
- (18) **"Student group"** is a student organization, athletic team, or living group including, but not limited to, student clubs and organizations, members of a class or student cohort, student performance groups, and student living groups within student housing.

- (19) "**Supportive measures**" means reasonably available, individualized and appropriate, nonpunitive and non-disciplinary measures offered by the college to the complainant or respondent without unreasonably burdening either party, and without fee or charge for purposes of:
  - Restoring or preserving a party's access to the college's educational program or activity, including measures that are designed to protect the safety of the parties or the college's educational environment; or providing support during the college's investigation and disciplinary procedures, or during any informal resolution process; or
  - Supportive measures may include, but are not limited to: Counseling; extensions of deadlines and other course-related adjustments; campus escort services; increased security and monitoring of certain areas of campus; restriction on contact applied to one or more parties; a leave of absence; change in class, work, housing, or extra-curricular or any other activity, regardless of whether there is or is not a comparable alternative; and training and education programs related to sex-based harassment.
- (20) "**Title IX coordinator**" is the administrator responsible for processing complaints of sex discrimination, including sex-based harassment, overseeing investigations and informal resolution processes, and coordinating supportive measures, in accordance with college policy.

### WAC 132L-352-030 Prohibited student conduct

The college may impose disciplinary sanctions against a student or a college-sponsored student organization, athletic team or living group, who commits, at-tempts to commit, aids, abets, incites, encourages or assists another person to commit, an act(s) of misconduct which include, but are not limited to, the following:

- (1) **Abuse of others.** Assault, physical abuse, verbal abuse, threat(s), intimidation, or other conduct that harms, threatens, or is reasonably perceived as threatening the health or safety of another person or another person's property unless otherwise protected by law.
- (2) **Abuse in later life.**
  - a. Neglect, abandonment, economic abuse, or willful harm of an adult aged 50 or older by an individual in an ongoing relationship of trust with the victim; or
  - b. Domestic violence, dating violence, sexual assault, or stalking of an adult aged 50 or older by any individual; and
  - c. Does not include self-neglect.
- (3) **Academic dishonesty.** Any act of academic dishonesty, including:
  - a. Cheating - Any attempt to give or obtain unauthorized assistance relating to the completion of an academic assignment.
  - b. Plagiarism - Taking and using as one's own, without proper attribution, the ideas, writings, work of another person, or artificial intelligence, in completing an academic assignment. Prohibited conduct may also include the unauthorized submission for credit of academic work that has been submitted for credit in another course.
  - c. Fabrication - Falsifying data, information, or citations in completing an academic assignment and also includes providing false or deceptive information to an instructor concerning the completion of an assignment.
  - d. Deliberate damage - Taking deliberate action to destroy or damage another's academic work or college property in order to gain an advantage for oneself or another.
- (4) **Acts of dishonesty.** Acts of dishonesty include, but are not limited to:
  - a. Forgery, alteration, and/or submission of falsified documents or misuse of any college document, record, or instrument of identification;
  - b. Furnishing false information, or failing to furnish correct information, in response to the request or requirement of a college officer or employee;
  - c. Knowingly making a false statement or submitting false information in relation, or in response, to a college academic or disciplinary investigation or process.
- (5) **Alcohol.** Use, possession, manufacture, or distribution of alcoholic beverages or paraphernalia (except as expressly permitted by college policies, and federal, state, and local laws), or public in-toxication on college premises or at college-sponsored events. Alcoholic beverages may not, in any circumstance, be used by, possessed by, or distributed to any person not of legal age.

**(6) Cannabis, drug, and tobacco violations.**

- a. **Cannabis.** The use, possession, growing, delivery, sale, or being visibly under the influence of cannabis or the psychoactive compounds found in cannabis and intended for human consumption, regard-less of form, or the possession of cannabis paraphernalia on college premises or college-sponsored events. While state law permits the recreational use of cannabis, federal law prohibits such use on college premises or in connection with college activities.
- b. **Drugs.** The use, possession, production, delivery, sale, or being observably under the influence of any legend drug, including anabolic steroids, androgens, or human growth hormones as defined in chapter 69.41 RCW, or any other controlled substance under chapter 69.50 RCW, except as prescribed for a student's use by a licensed practitioner.
- c. **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 25 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 campus is restricted to designated smoking areas. "Related products" include, but are not limited to, cigarettes, pipes, bidi, clove cigarettes, waterpipes, hookahs, chewing tobacco, vaporizers, and snuff.

**(7) Cyber misconduct.** Use of electronic communications including, but not limited to, electronic mail, instant messaging, electronic bulletin boards, applications (apps), and social media sites, to harass, abuse, bully or engage in other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person. Prohibited activities include, but are not limited to, unauthorized monitoring of another's email communications directly or through spyware, sending threatening emails, disrupting electronic communications with spam or by sending a computer virus, sending false messages to third parties using another's email identity, nonconsensual recording of sexual activity, and nonconsensual distribution of a recording of sexual activity.

**(8) Disruption or obstruction.** Disruption or obstruction of instruction, research, administration, disciplinary proceeding, or other college activity, including the obstruction of the free flow of pedestrian or vehicular movement on college premises or at a college activity, or any activity that is authorized to occur on college premises, whether or not actually conducted or sponsored by the college.

**(9) Discriminatory harassment.**

- a. Unwelcome and offensive conduct including verbal, nonverbal, or physical conduct, not otherwise protected by law, that is directed at a person because of such person's protected status and that is sufficiently severe, persistent, or pervasive so as to:
  - (i) Limit the ability of a student to participate in or benefit from the college's educational and/or social programs and/or student housing;
  - (ii) Alter the terms of an employee's employment; or

- (iii) Create an intimidating, hostile, or offensive environment for other campus community members.
  - b. Protected status includes a person's race; color; creed/religion; national origin; presence of any sensory, mental or physical disability; use of a trained service animal; sex, including pregnancy; marital status; age; genetic information; sexual orientation; gender identity or expression; veteran or military status; HIV/AIDS and hepatitis C status; or membership in any other group protected by federal, state, or local law.
  - c. Discriminatory harassment may be physical, verbal, or nonverbal conduct and may include written, social media, and electronic communications not otherwise protected by law.
- (10) Ethical violation.** The breach of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular profession for which the student is taking a course or is pursuing as an educational goal or major.
- (11) Failure to comply with directive.** Failure to comply with the direction of a college officer or employee who is acting in the legitimate performance of their duties, including failure to properly identify oneself to such a person when requested to do so.
- (12) Harassment or bullying.** Conduct unrelated to a protected class that is unwelcome and sufficiently severe, persistent, or pervasive such that it could reasonably be expected to create an intimidating, hostile, or offensive environment, or has the purpose or effect of unreasonably interfering with a person's academic or work performance, or a person's ability to participate in or benefit from the college's programs, services, opportunities, or activities.
- a. Harassing conduct may include, but is not limited to, physical, verbal, or nonverbal conduct, including written, social media, and electronic communications not otherwise protected by law.
  - b. For purposes of this code, "bullying" is defined as repeated or aggressive unwanted behavior not otherwise protected by law when a reasonable person would feel humiliated, harmed, or intimidated.
  - c. For purposes of this code, "intimidation" is an implied threat. Intimidation exists when a reasonable person would feel threatened or coerced even though an explicit threat or display of physical force has not been made. Intimidation is evaluated based on the intensity, frequency, context, and duration of the comments or actions.
- (13) Hazing.** Hazing is any act committed as part of a person's recruitment, initiation, pledging, admission into, or affiliation with a college-sponsored student organization, athletic team, or living group, or any pastime or amusement engaged in with respect to such an organization, athletic team, or living group that causes, or is likely to cause, bodily danger or physical harm, or serious psychological or emotional harm, to any student, including causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm, regardless of the person's willingness to participate. "Hazing" does not include customary athletic events or other similar contests or competitions. Consent is not a valid defense against hazing.

- (14) Indecent exposure.** The intentional or knowing exposure of a person's genitals or other private body parts when done in a place or manner in which such exposure is likely to cause affront or alarm. Breastfeeding or expressing breast milk is not indecent exposure.
- (15) Misuse of electronic resources.** Theft or other misuse of computer time or other electronic information resources of the college. Such misuse includes, but is not limited to:
- a. Unauthorized use of such resources or opening of a file, message, or other item;
  - b. Unauthorized duplication, transfer, or distribution of a computer program, file, message, or other item;
  - c. Unauthorized use or distribution of someone else's password or other identification;
  - d. Use of such time or resources to interfere with someone else's work;
  - e. Use of such time or resources to send, display, or print an obscene or abusive message, text, or image;
  - f. Use of such time or resources to interfere with normal operation of the college's computing system or other electronic information resources;
  - g. Use of such time or resources in violation of applicable copyright or other law;
  - h. Adding to or otherwise altering the infrastructure of the college's electronic information resources without authorization; or
  - i. Failure to comply with the college's electronic use policy.
- (16) Property violation.** Damage to, misappropriation of, unauthorized use or possession of, vandalism, or other nonaccidental damage or destruction of college property or the property of another person. Property for purposes of this subsection includes computer passwords, access codes, identification cards, personal financial account numbers, other confidential personal information, intellectual property, and college trademarks.
- (17) Retaliation.** Harming, threatening, intimidating, coercing, or other adverse action taken against any individual for reporting, providing information, exercising one's rights or responsibilities, participating, or refusing to participate, in the process of responding to, investigating, or addressing allegations or violations of federal, state, or local law, or college policies.
- (18) Safety violations.** Nonaccidental, reckless, or unsafe conduct that interferes with or otherwise compromises any college policy, equipment, or procedure relating to the safety and security of the campus community, including tampering with fire safety equipment and triggering false alarms or other emergency response systems.

**(19) Sex discrimination.** The term "sex discrimination" includes sex-based harassment, and may occur when a respondent causes more than de minimis harm to an individual by treating them different from a similarly situated individual on the basis of: Sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity. Conduct that prevents an individual from participating in an education program or activity consistent with the person's gender identity subjects a person to more than de minimis (insignificant) harm on the basis of sex.

- a. **Sex-based harassment.** "Sex-based harassment" is a form of sex discrimination and means sexual harassment or other harassment on the basis of sex, including the following conduct:
  - (i) **Quid pro quo harassment.** A student, employee, agent, or other person authorized by the college to provide an aid, benefit, or service under the college's education program or activity explicitly or impliedly conditioning the provision of such an aid, benefit, or service on a person's participation in unwelcome sexual conduct.
  - (ii) **Hostile environment.** Unwelcome sex-based conduct that, based on the totality of the circumstances, is subjectively and objectively offensive and is so severe or pervasive that it limits or denies a person's ability to participate in or benefit from the recipient's education program or activity (i.e., creates a hostile environment). Whether a hostile environment has been created is a fact-specific inquiry that includes consideration of the following:
    - (A) The degree to which the conduct affected the complainant's ability to access the college's education program or activity;
    - (B) The type, frequency, and duration of the conduct;
    - (C) The parties' ages, roles within the college's education program or activity, previous interactions, and other factors about each party that may be relevant to evaluating the effects of the conduct;
    - (D) The location of the conduct and the context in which the conduct occurred; and
    - (E) Other sex-based harassment in the college's education program or activity.
  - (iii) **Sexual violence.** "Sexual violence" includes nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, incest, statutory rape, domestic violence, dating violence, and stalking.
    - (A) **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.

- (B) **Nonconsensual sexual contact (fondling)** is any actual or at-tempted sexual touching, however slight, with any body part or object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.
  - (C) **Incest** is sexual intercourse or sexual contact with a person known to be related to them, either legitimately or illegitimately, as an ancestor, descendant, brother, or sister of either wholly or half related. Descendant includes stepchildren and adopted children under the age of 18.
  - (D) **Statutory rape (rape of a child)** is nonforcible sexual inter-course with a person who is under the statutory age of consent.
  - (E) **Domestic violence** is physical violence, bodily injury, as-sault, the infliction of fear of imminent physical harm, sexual as-sault, coercive control, damage or destruction of personal property, stalking or any other conduct prohibited under RCW 10.99.020, commit-ted by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim un-der the domestic or family violence laws of the state of Washington, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the state of Washington.
  - (F) **Dating violence** is physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
    - (I) The length of the relationship;
    - (II) The type of relationship; and
    - (III) The frequency of interaction between the persons involved in the relationship.
  - (G) **Stalking** means 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 to suffer substantial emotional distress.
- b. **Consent.** For purposes of this code, "consent" means knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity.
- (i) Each party has the responsibility to make certain that the other has consented before engaging in the activity.

- (ii) 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.
  - (iii) A person cannot consent if they are unable to understand what is happening or are 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.
  - (iv) Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct.
- c. **Title IX retaliation** means intimidation, threats, coercion, or discrimination against any person by a student, for the purpose of interfering with any right or privilege secured by Title IX, or because the person has reported information, made a complaint, testified, assisted, or participated or refused to participate in any manner in a sex discrimination investigation, proceeding, or hearing, including during an informal resolution process, during a Title IX investigation, or during any disciplinary proceeding involving allegations of sex discrimination.
- (20) Unauthorized access.** Unauthorized possession, duplication, or other use of a key, keycard, or other restricted means of access to college property, or unauthorized entry onto or into college property.
- (21) Violation of other laws or policies.** Violation of any federal, state, or local law, rule, or regulation, or other college rules or policies, including college housing, traffic, and parking rules.
- (22) Weapons.** Carrying, exhibiting, displaying, or drawing any firearm, dagger, sword, knife, or other cutting or stabbing instrument, club, or any other weapon apparently capable of producing bodily harm, in a manner, under circumstances, and at a time and place that either manifests an intent to intimidate another or that warrant alarm for the safety of other persons.

**WAC 132L-352-035 Corrective action, disciplinary sanctions, terms and conditions.**

- (1) One or more of the following corrective actions or disciplinary sanctions may be imposed upon a student or upon college-sponsored student organizations, athletic teams, or living groups found responsible for violating the student conduct code.
- a. **Warning.** A verbal or written statement to a student that there is a violation and that continued violation may be cause for disciplinary action. Warnings are corrective actions, not disciplinary, and may not be appealed.
  - b. **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.
  - c. **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.
  - d. **Disciplinary suspension.** Dismissal from the college and from student status for a stated period of time. There will be no refund of tuition or fees for the quarter in which the suspension is imposed.
  - e. **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 dismissal is imposed.
- (2) 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:
- a. **Education.** Participation in or successful completion of an educational assignment designed to create an awareness of the student's misconduct.
  - b. **Loss of privileges.** Denial of specified privileges for a designated period of time.
  - c. **Not in good standing.** A student deemed "not in good standing" with the college shall be subject to the following restrictions:
    - (i) Ineligible to hold an office in any student organization recognized by the college or to hold any elected or appointed office of the college.
    - (ii) 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.
  - d. **No contact directive.** 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.
  - e. **Professional evaluation.** Referral for drug, alcohol, psycho-logical or medical evaluation by an appropriately certified or li-censed 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 and the evaluation is at the student's expense. 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.

- f. **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.
  - g. **Trespass or restriction.** A student may be restricted from any or all college premises and/or college-sponsored activities based on the violation.
  - h. **Residence hall suspension or termination.** Removal from a residence hall for a specified period or permanently. Conditions may be imposed before a student is permitted to return to a residence hall.
- (3) More than one of the disciplinary terms and conditions listed above may be imposed for any single violation.
  - (4) If a student withdraws from the college or fails to reenroll before completing a disciplinary sanction or condition, the disciplinary sanction or condition must be completed either prior to or upon the student's reenrollment, depending on the nature of the sanction, condition, and/or the underlying violation. Completion of disciplinary sanctions and conditions may be considered in petitions for readmission to the college.

#### **WAC 132L-352-040 Hazing sanctions**

- (1) Any student group that knowingly permits hazing is strictly liable for harm caused to persons or property resulting from hazing. If the organization, association, or student living group is a corporation, whether for profit or non-profit, the individual directors of the corporation may be held individually liable for damages.
- (2) Any person who participates in the hazing of another shall forfeit any entitlement to state-funded grants, scholarships, or awards for a period of time determined by the college.
- (3) Any student group that knowingly permits hazing to be conducted by its members or by others subject to its direction or control shall be deprived of any official recognition or approval granted by the college.
- (4) Any student group found responsible for violating the code of student conduct, college antihazing policies, or state or federal laws relating to hazing or offenses related to alcohol, drugs, sexual assault, or physical assault will be disclosed in a public report issued by the college setting forth the name of the student group, the date the investigation began, the date the investigation ended, a finding of responsibility, a description of the incident(s) giving rise to the finding, and the details of the sanction(s) imposed.

**WAC 132L-352-045 Initiation of disciplinary action**

- (1) Any member of the college community may file a complaint against a student or student group for possible violations of the student conduct code.
- (2) The student conduct officer, or designee, may review and investigate any complaint to determine whether it appears to state a violation of the student conduct code.
  - a. **Sex discrimination, including sex-based harassment.** The college's Title IX coordinator or designee shall review, process, and, if applicable, investigate complaints or other reports of sex discrimination, including sex-based harassment. Allegations of sex discrimination, including sex-based harassment, by a student shall be addressed through the student conduct code. Allegations involving employees or third parties associated with the college will be handled in accordance with college policies.
  - b. **Hazing by student groups.** A student conduct officer, or designee, may review and investigate any complaint or allegation of hazing by a student group. A student group will be notified through its named officer(s) and address on file with the college. A student group may designate one representative who may speak on behalf of a student group during any investigation and/or disciplinary proceeding. A student group will have the rights of a respondent as set forth below.
- (3) 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.
- (4) If a student conduct officer determines that a complaint appears to state a violation of the student conduct code, the student conduct officer will consider whether the matter might be resolved through agreement with the respondent or through alternative dispute resolution proceedings involving the complainant and the reporting party.
  - a. Informal dispute resolution shall not be used to resolve sex-based harassment complaints without written permission from both the complainant and the respondent.
  - b. If the parties elect to mediate a dispute through informal dispute resolution, either party shall be free to discontinue mediation at any time.
- (5) If the student conduct officer has determined that a complaint has merit and if the matter is not resolved through agreement or informal dispute resolution, the student conduct officer may initiate disciplinary action against the respondent.
- (6) Both the respondent and the complainant in cases involving allegations of sex discrimination shall be provided the same procedural rights to participate in student discipline matters, including the right to participate in the disciplinary process and to appeal any disciplinary decision.
- (7) All disciplinary actions will be initiated by the student conduct officer. If that officer is the subject of a complaint, the president shall, upon request and when feasible, designate another person to fulfill any such disciplinary responsibilities relative to the complaint.
- (8) The student conduct officer shall initiate disciplinary action by serving the respondent with written notice directing him or her to attend a disciplinary meeting. The notice shall briefly describe the factual allegations, the provision(s) of the conduct code the respondent is alleged to have violated, the range of possible sanctions for the alleged violation(s), and specify the time and location of the meeting.
- (9) At the meeting, the student conduct officer will present the allegations to the respondent and the respondent shall be afforded an opportunity to explain what took place. If the respondent fails to attend the meeting after proper service of notice, the student conduct officer may take disciplinary action based upon the available information.

- (10) Within 10 calendar days of the initial disciplinary meeting, and after considering the evidence in the case, including any facts or argument presented by the respondent, the student conduct officer shall serve the respondent with a written decision setting forth the facts and conclusions supporting their decision, the specific student conduct code provisions found to have been violated, the discipline imposed (if any), and a notice of any appeal rights with an explanation of the consequences of failing to file a timely appeal. This period may be extended at the sole discretion of the student conduct officer, if additional information is necessary to reach a determination. The student conduct officer will notify the parties of any extension period and the reason therefore.
- (11) The student conduct officer may take any of the following disciplinary actions:
- a. Exonerate the respondent and terminate the proceedings;
  - b. Impose a disciplinary sanction(s), with or without conditions, as described in WAC 132L-352-035; or
  - c. Refer the matter directly to the student conduct committee for such disciplinary action as the committee deems appropriate. Such referral shall be in writing, to the attention of the chair of the student conduct committee, with a copy served on the respondent.
- (12) In cases involving allegations of sex discrimination, the student conduct officer shall review the investigation report provided by the Title IX coordinator, and determine whether, by a preponderance of the evidence, there was a violation of the student conduct code; and if so, what disciplinary sanction(s) and/or remedies will be recommended. The student conduct officer shall, within five business days of receiving the investigation report, serve respondent, complainant, and the Title IX coordinator with a written recommendation, setting forth the facts and conclusions supporting their recommendation. The time for serving a written recommendation may be extended by the student conduct officer for good cause.
- a. The complainant and respondent may either accept the student conduct officer's recommended disciplinary sanction(s) or request a hearing before a student conduct committee.
  - b. The complainant and respondent shall have 21 calendar days from the date of the written recommendation to request a hearing before a student conduct committee.
  - c. The request for a hearing may be verbal or written, but must be clearly communicated to the student conduct officer.
  - d. The student conduct officer shall promptly notify the other party of the request.
  - e. In cases involving sex discrimination, the student conduct officer may recommend dismissal of the complaint if:
    - (i) The college is unable to identify respondent after taking reasonable steps to do so;
    - (ii) Respondent is not participating in the college's educational programs or activities;
    - (iii) The complainant has voluntarily withdrawn any or all of the allegations in the complaint, and the Title IX coordinator has declined to initiate their own complaint;
    - (iv) The college determines that, even if proven, the conduct alleged by the complainant would not constitute sex discrimination; or
    - (v) The conduct alleged by the complainant falls outside the college's disciplinary jurisdiction.
  - f. In cases involving allegations of sex-based harassment, the college must obtain the complainant's voluntary withdrawal in writing before the matter can be dismissed.
  - g. If no request for a full hearing is provided to the student conduct officer, the student conduct officer's written recommendation shall be final and implemented immediately following the expiration of 21 calendar days from the date of the written recommendation.

- h. Upon receipt of the student conduct officer's written recommendation, the Title IX coordinator or their designee shall review all supportive measures and, within five business days, provide written direction to the complainant and respondent as to any supportive measures that will be implemented, continued, modified, or terminated. If either party is dissatisfied with the supportive measures, the party may seek review in accordance with the college's Title IX investigation procedure.
- i. If the respondent is found responsible for engaging in sex discrimination, the Title IX coordinator shall also take prompt steps to coordinate and implement any necessary remedies to ensure that sex discrimination does not recur and that complainant has equal access to the college's programs and activities.

### **WAC 132L-352-050 Appeal from disciplinary action**

- (1) Except as specified for cases involving allegations of sex discrimination, as set forth in WAC 132L-352-045(12) (Initiation of Disciplinary Action), the respondent may appeal a disciplinary action by filing a written notice of appeal with the student conduct officer within 21 calendar days of service of the student conduct officer's decision. Failure to timely file a notice of appeal constitutes a waiver of the right to appeal and the student conduct officer's decision shall be deemed final.
- (2) The notice of appeal must include a brief statement explaining why the respondent is seeking review.
- (3) The parties to an appeal shall be the respondent, complainant, if any, and the student conduct officer.
- (4) A respondent, who timely appeals a disciplinary action or whose case is referred to the student conduct committee, has a right to a prompt, fair, and impartial hearing as provided for in these procedures.
- (5) On appeal, the college bears the burden of establishing the evidentiary facts underlying the imposition of a disciplinary sanction by a preponderance of the evidence.
- (6) Imposition of disciplinary action for violation of the student conduct code shall be stayed pending appeal, unless respondent has been summarily suspended.
- (7) A conduct review officer shall conduct a brief adjudicative proceeding for appeals of:
  - a. Suspensions of 10 instructional days or less;
  - b. Disciplinary probation;
  - c. Written reprimands; and
  - d. Any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions.
- (8) The student conduct committee shall hear appeals from:
  - a. Disciplinary suspensions in excess of 10 instructional days;
  - b. Dismissals;
  - c. Sex discrimination, including sex-based harassment cases; and
  - d. Disciplinary cases referred to the committee by the student conduct officer, a conduct review officer, or the president.

**WAC 132L-352-055 Brief adjudicative proceedings—Initial hearing**

- (1) Brief adjudicative proceedings shall be conducted by a conduct review officer. The conduct review officer shall not participate in any case in which they are a complainant or witness, or in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity.
- (2) The parties to a brief adjudicative proceeding are the respondent and the student conduct officer. Before taking action, the conduct review officer shall conduct an informal hearing and provide each party:
  - a. An opportunity to be informed of the agency's view of the matter; and
  - b. An opportunity to explain the party's view of the matter.
- (3) The conduct review officer shall serve an initial decision upon the respondent and the student conduct officer within 10 calendar days of consideration of the appeal. The initial decision shall contain a brief written statement of the reasons for the decision and information about how to seek administrative review of the initial decision. If no request for review is filed within 21 calendar days of service of the initial decision, the initial decision shall be deemed the final decision.
- (4) If the conduct review officer upon review determines that the respondent's conduct may warrant imposition of a disciplinary suspension in excess of 10 instructional days or expulsion, the matter shall be referred to the student conduct committee for a disciplinary hearing.

**WAC 132L-352-060 Brief adjudicative proceedings—Review of an initial decision**

- (1) An initial decision is subject to review by the president, provided a party files a written request for review with the conduct review officer within 21 calendar days of service of the initial decision.
- (2) The president shall not participate in any case in which he or she is a complainant or witness, or in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity.
- (3) During the review, the president shall give all parties an opportunity to file written responses explaining their view of the matter and shall make any inquiries necessary to ascertain whether the sanctions should be modified or whether the proceedings should be referred to the student conduct committee for a formal adjudicative hearing.
- (4) The decision on review must be in writing and must include a brief statement of the reasons for the decision and must be served on the parties within 20 calendar days of the initial decision or of the request for review, whichever is later. The decision on review will contain a notice that judicial review may be available. A request for review may be deemed to have been denied if the president does not make a disposition of the matter within 20 calendar days after the re-quest is submitted.
- (5) If the president upon review determines that the respondent's conduct may warrant imposition of a disciplinary suspension of more than 10 instructional days or expulsion, the matter shall be referred to the student conduct committee for a disciplinary hearing.

**WAC 132L-352-065 Student conduct committee**

- (1) The student conduct committee shall consist of five members:
  - a. Two full-time students appointed by the student government;
  - b. Two faculty members appointed by the president;
  - c. One faculty member or administrator (other than an administrator serving as a student conduct or conduct review officer) appointed by the president at the beginning of the academic year.
- (2) The faculty member or administrator appointed on a yearly basis shall serve as the chair of the committee and may take action on preliminary hearing matters prior to convening the committee.
- (3) Hearings may be heard by a quorum of three members of the committee so long as the chair, one faculty member, and one student are included on the hearing panel. Committee action may be taken upon a majority vote of all committee members attending the hearing.
- (4) Members of the student conduct committee shall not participate in any case in which they are a party, complainant, or witness, in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity. Any party may petition the committee for disqualification of a committee member.
- (5) For cases involving allegations of sex discrimination, including sex-based harassment, members of the student conduct committee must receive training on serving impartially, avoiding prejudgment of facts at issue, conflicts of interest, and bias. The chair must also receive training on the student conduct process for sex discrimination cases, as well as the meaning and application of the term "relevant" in relation to questions and evidence, and the types of evidence that are impermissible, regardless of relevance in accordance with 34 C.F.R. §§ 106.45 and 106.46.
- (6) The college may, in its sole discretion, contract with an administrative law judge or other qualified person to act as the presiding officer, authorized to exercise any or all duties of the student conduct committee and/or committee chair.

**WAC 132L-352-070 Student conduct committee—Prehearing**

- (1) Proceedings of the student conduct committee shall be governed by the Administrative Procedure Act, chapter 34.05 RCW.
- (2) The student conduct committee chair shall serve all parties with written notice of the hearing not less than seven calendar days in advance of the hearing date. The chair may shorten this notice period if both parties agree, and also may continue the hearing to a later time for good cause shown. The notice must include:
  - a. A copy of the student conduct code;
  - b. The basis for jurisdiction;
  - c. The alleged violation(s);
  - d. A summary of facts underlying the allegations;
  - e. The range of possible sanctions that may be imposed; and
  - f. A statement that retaliation is prohibited.
- (3) The chair is authorized to conduct prehearing conferences and/or to make prehearing decisions concerning the extent and form of any discovery, issuance of protective decisions, and similar procedural matters.
- (4) Upon request filed at least five calendar days before the hearing by any party or at the direction of the chair, the parties shall exchange, no later than the third day prior to the hearing, lists of potential witnesses and copies of potential exhibits that they reasonably expect to present to the committee. Failure to participate in good faith in such a requested exchange may be cause for exclusion from the hearing of any witness or exhibit not disclosed, absent a showing of good cause for such failure.

- (5) The chair may provide to the committee members in advance of the hearing copies of:
  - a. The student conduct officer's notification of imposition of discipline (or referral to the committee); and
  - b. The notice of appeal (or any response to referral) by the respondent. If doing so, however, the chair should remind the members that these "pleadings" are not evidence of any facts they may allege.
- (6) The parties may agree before the hearing to designate specific exhibits as admissible without objection and, if they do so, whether the committee chair may provide copies of these admissible exhibits to the committee members before the hearing.
- (7) The student conduct officer shall provide reasonable assistance to the respondent and complainant in procuring the presence of college students, employees, staff, and volunteers to appear at a hearing, provided the respondent and complainant provide a witness list to the student conduct officer no less than three business days in advance of the hearing. The student conduct officer shall notify the respondent and complainant no later than 24 hours in advance of the hearing if they have been unable to contact any prospective witnesses to procure their appearance at the hearing. The committee chair will determine how to handle the absence of a witness and shall describe on the record their rationale for any decision.
- (8) Communications between committee members and other hearing participants regarding any issue in the proceeding, other than procedural communications that are necessary to maintain an orderly process, are generally prohibited without notice and opportunity for all parties to participate, and any improper "ex parte" communication shall be placed on the record, as further provided in RCW 34.05.455.
- (9) In cases heard by the committee, each party may be accompanied at the hearing by an advisor of their choice, which may be an attorney retained at the party's expense.
- (10) The committee will ordinarily be advised by an assistant attorney general or their designee. If the respondent and/or the complainant is represented by an attorney, the student conduct officer may be represented by an assistant attorney general.
- (11) Attorneys for students must file a notice of appearance with the committee chair at least four business days before the hearing. Failure to do so may, at the discretion of the committee chair, result in a waiver of the attorney's ability to represent the student at the hearing, although an attorney may still serve as an advisor to the student.
- (12) In cases involving allegations of sex discrimination, the complainant has a right to participate equally in any part of the disciplinary process, including appeals. Respondent and complainant both have the following rights:
  - a. **Notice.** The college must provide a notice that includes all information required in subsection (2) of this section, and a statement that the parties are entitled to an equal opportunity to access relevant and permissible evidence, or a description of the evidence upon request.
  - b. **Advisors.** The complainant and respondent are both entitled to have an advisor present, who may be an attorney retained at the party's expense.
  - c. **Extensions of time.** The chair may, upon written request of any party and a showing of good cause, extend the time for disclosure of witness and exhibit lists, accessing and reviewing evidence, or the hearing date, in accordance with the procedures set forth in subsection (13)(b) of this section.
  - d. **Evidence.** In advance of the hearing, the student conduct officer shall provide reasonable assistance to the respondent and complainant in accessing and reviewing the investigative report and relevant and not otherwise impermissible evidence that is within the college's control.
  - e. **Confidentiality.** The college shall take reasonable steps to prevent the unauthorized

disclosure of information obtained by a party solely through the disciplinary process, which may include, but are not limited to, directives by the student conduct officer or chair pertaining to the dissemination, disclosure, or access to evidence outside the context of the disciplinary hearing.

- (13) In cases involving allegations of sex-based harassment, the following additional procedures apply:
- a. **Notice.** In addition to all information required in subsection (2) of this section, the notice must also inform the parties that:
    - (i) The respondent is presumed not responsible for the alleged sex-based harassment;
    - (ii) The parties will have an opportunity to present relevant and not otherwise impermissible evidence to a trained, impartial decision maker;
    - (iii) They may have an advisor of their choice, who may be an attorney, to assist them during the hearing;
    - (iv) They are entitled to an equal opportunity to access relevant and not otherwise impermissible evidence in advance of the hearing; and
    - (v) The student conduct code prohibits knowingly making false statements or knowingly submitting false information during a student conduct proceeding.
  - b. **Extensions of time.** The chair may, upon written request of any party and a showing of good cause, extend the time for disclosure of witness and exhibit lists, accessing and reviewing evidence, or the hearing date. The party requesting an extension must do so no later than 48 hours before any date specified in the notice of hearing or by the chair in any prehearing conference. The written request must be served simultaneously by email to all parties and the chair. Any party may respond and object to the request for an extension of time no later than 24 hours after service of the request for an extension. The chair will serve a written decision upon all parties, to include the reasons for granting or denying any request. The chair's decision shall be final. In exceptional circumstances, for good cause shown, the chair may, in their sole discretion, grant extensions of time that are made less than 48 hours before any deadline.
  - c. **Advisors.** The college shall provide an advisor to the respondent and any complainant, if the respondent or complainant have not otherwise identified an advisor to assist during the hearing.
  - d. **Evidence.** In advance of the hearing, the student conduct officer shall provide reasonable assistance to the respondent and complainant in accessing and reviewing the investigative report and relevant and not otherwise impermissible evidence that is within the college's control.
  - e. **Confidentiality.** The college shall take reasonable steps to prevent the unauthorized disclosure of information obtained by a party solely through the disciplinary process, which may include, but are not limited to, directives by the student conduct officer or chair issuing directives pertaining to the dissemination, disclosure, or access to evidence outside the context of the disciplinary hearing.
  - f. **Separate locations.** The chair may, or upon the request of any party, must conduct the hearing with the parties physically present in separate locations, with technology enabling the committee and parties to simultaneously see and hear the party or the witness while that person is speaking.
  - g. **Withdrawal of complaint.** If a complainant wants to voluntarily withdraw a complaint, they must provide notice to the college in writing before a case can be dismissed.

**WAC 132L-352-075 Student conduct committee—Presentation of evidence**

- (1) Upon the failure of any party to attend or participate in a hearing, the student conduct committee may either:
  - a. Proceed with the hearing and issuance of its decision; or
  - b. Serve a decision of default in accordance with RCW 34.05.440.
- (2) The hearing will ordinarily be closed to the public. However, if all parties agree on the record that some or all of the proceedings be open, the chair shall determine any extent to which the hearing will be open. If any person disrupts the proceedings, the chair may exclude that person from the hearing room.
- (3) The chair shall cause the hearing to be recorded by a method that they select, in accordance with RCW 34.05.449. That recording, or a copy, shall be made available to any party upon request. The chair shall ensure maintenance of the record of the proceeding that is re-quired by RCW 34.05.476, which shall also be available upon request for inspection and copying by any party. Other recordings shall also be permitted, in accordance with WAC 10-08-190.
- (4) The chair shall preside at the hearing and decide procedural questions that arise during the hearing, except as overridden by majority vote of the committee.
- (5) The student conduct officer (unless represented by an assistant attorney general) shall present the college's case.
- (6) All testimony shall be given under oath or affirmation. Except as otherwise provided in this section, evidence shall be admitted or excluded in accordance with RCW 34.05.452.
- (7) In cases involving allegations of sex-based harassment, the complainant and respondent may not directly question one another or other witnesses. In such circumstances, the chair will determine whether questions will be submitted to the chair, who will then ask questions of the parties and witnesses, or allow questions to be asked directly of any party or witnesses by a party's attorney or advisor. The committee chair may revise this process if, in the chair's determination, the questioning by any party, attorney, or advisor, becomes contentious or harassing.
  - a. Prior to any question being posed to a party or witness, the chair must determine whether the question is relevant and not otherwise impermissible; and must explain any decision to exclude a question that is deemed not relevant, or is otherwise impermissible. The chair will retain for the record copies of any written questions pro-vided by any party.
  - b. The chair must not permit questions that are unclear or harassing; but shall give the party an opportunity to clarify or revise such a question.
  - c. The chair shall exclude and the committee shall not consider legally privileged information unless the individual holding the privilege has waived the privilege. Privileged information includes, but is not limited to, information protected by the following:
    - (i) Spousal/domestic partner privilege;
    - (ii) Attorney-client communications and attorney work product privilege;
    - (iii) Clergy privileges;
    - (iv) Medical or mental health providers and counselor privileges;
    - (v) Sexual assault and domestic violence advocate privileges; and
    - (vi) Other legal privileges set forth in RCW 5.60.060 or federal law.
  - d. The chair shall exclude and the committee shall not consider questions or evidence that relate to the complainant's sexual interests or prior sexual conduct, unless such question or evidence is offered to prove someone other than the respondent committed the alleged conduct, or is evidence of specific instances of prior sexual conduct with the respondent that is offered to prove consent to the alleged sex-based harassment. The fact of prior consensual sexual conduct between the complainant and respondent does not by itself demonstrate or imply the complainant's consent to the alleged sex-based harassment or preclude determination that sex-based harassment occurred.

- e. The committee may choose to place less or no weight upon statements by a party or witness who refuses to respond to questions deemed relevant and not impermissible. The committee must not draw an inference about whether sex-based harassment occurred based solely on a party's or witness's refusal to respond to such questions.
- (8) Except in cases involving allegations of sex-based harassment, the chair has the discretion to determine whether a respondent may directly question any witnesses; and if not, to determine whether questions must be submitted to the chair to be asked of witnesses, or to allow questions to be asked by an attorney or advisor for the respondent.

**WAC 132L-352-080 Student conduct committee—Initial decision.**

- (1) At the conclusion of the hearing, the committee chair shall permit the parties to make closing arguments in whatever form, written or verbal, the committee wishes to receive them. The committee also may permit each party to propose findings, conclusions, and/or a proposed decision for its consideration.
- (2) Within 20 calendar days following the later of the conclusion of the hearing or the committee's receipt of closing arguments, the committee shall issue a decision in accordance with RCW 34.05.461 and WAC 10-08-210. The decision shall include findings on all material issues of fact and conclusions on all material issues of law, including which, if any, provisions of the student conduct code were violated. Any findings based substantially on the credibility of evidence or the demeanor of witnesses shall be so identified and explained.
- (3) The committee's decision shall also include a determination of appropriate sanctions, if any. If the matter was referred to the committee by the student conduct officer, the committee shall identify and impose disciplinary sanction(s) or conditions (if any) as authorized in the student code. If the matter is an appeal by a party, the committee may affirm, reverse, or modify the disciplinary sanction(s) and/or conditions imposed by the student conduct officer and/or impose additional disciplinary sanction(s) or conditions as authorized here-in.
- (4) The committee chair shall cause copies of its decision to be served on the parties and their attorney, if any. The notice will inform all parties of their appeal rights. The committee chair shall also promptly transmit a copy of the decision and the record of the committee's proceedings to the president.
- (5) In cases involving sex-based harassment, the initial decision shall be served on all parties simultaneously, as well as the Title IX coordinator.

**WAC 132L-352-085 Student conduct committee—Review of initial decision**

- (1) Any party, including a complainant in sex-based harassment cases, may appeal the committee's decision to the president by filing a written appeal with the president's office within 21 calendar days of service of the committee's decision. Failure to file a timely appeal constitutes a waiver of the right and the decision shall be deemed final.
- (2) The written appeal must identify the specific findings of fact and/or conclusions of law in the decision that are challenged and must contain argument why the appeal should be granted. Appeals may be based upon, but are not limited to:
  - a. Procedural irregularity that would change the outcome;
  - b. New evidence that would change the outcome and that was not reasonably available when the initial decision was made; and
  - c. The investigator, decision maker, or Title IX coordinator had a conflict of interest or bias for or against a respondent or complainant individually or respondents or complainants generally.

- (3) Upon receiving a timely appeal, the president or a designee will promptly serve a copy of the appeal on all nonappealing parties, who will have 10 business days from the date of service to submit a written response addressing the issues raised in the appeal to the president or a designee, and serve it on all parties. Failure to file a timely response constitutes a waiver of the right to participate in the appeal.
- (4) If necessary to aid review, the president may ask for additional briefing from the parties on issues raised on appeal. The president's review shall be restricted to the hearing record made before the student conduct committee and will normally be limited to a review of those issues and arguments raised in the appeal.
- (5) The president shall serve a written decision on all parties and their attorneys, if any, within 20 calendar days after receipt of the appeal. The president's decision shall be final and subject to judicial review pursuant to chapter 34.05 RCW, Part V.
- (6) In cases involving allegations of sex-based harassment, the president's decision must be served simultaneously on the complainant, respondent, and Title IX coordinator.
- (7) The president shall not engage in an ex parte communication with any of the parties regarding an appeal.

#### **WAC 132L-352-090 Summary suspension**

- (1) Summary suspension is a temporary exclusion from specified college premises or denial of access to all activities or privileges for which a respondent might otherwise be eligible, while an investigation and/or formal disciplinary procedures are pending.
- (2) The student conduct officer may impose a summary suspension if there is probable cause to believe that the respondent:
  - a. Has violated any provision of the code of conduct; and
  - b. Presents an immediate danger to the health, safety, or welfare of members of the college community; or
  - c. Poses an ongoing threat of substantial disruption of, or interference with, the operations of the college.
- (3) Notice. Any respondent who has been summarily suspended shall be served with oral or written notice of the summary suspension. If oral notice is given, a written notification shall be served on the respondent within two calendar days of the oral notice.
- (4) The written notification shall be entitled "Notice of Summary Suspension" and shall include:
  - a. The reasons for imposing the summary suspension, including a description of the conduct giving rise to the summary suspension and reference to the provisions of the student conduct code or the law(s) allegedly violated;
  - b. The date, time, and location when the respondent must appear before the conduct review officer for a hearing on the summary suspension; and
  - c. The conditions, if any, under which the respondent may physically access the campus or communicate with members of the campus community. If the respondent has been trespassed from the campus, a notice against trespass shall be included warning respondent that their privilege to enter into or remain on college premises has been withdrawn, and that the respondent shall be considered trespassing and subject to arrest for criminal trespass if they enter the college campus other than to meet with the student conduct officer or conduct review officer, or to attend a disciplinary hearing.
- (5) The conduct review officer shall conduct a hearing on the summary suspension as soon as practicable after imposition of the summary suspension.
  - a. During the summary suspension hearing, the issue before the conduct review officer is whether there is probable cause to believe that the summary suspension should be continued pending the conclusion of disciplinary proceedings and/or whether the summary

- suspension should be less restrictive in scope.
- b. The respondent shall be afforded an opportunity to explain why summary suspension should not be continued while disciplinary proceedings are pending or why the summary suspension should be less restrictive in scope.
  - c. If the respondent fails to appear at the designated hearing time, the conduct review officer may order that the summary suspension remain in place pending the conclusion of the disciplinary proceedings.
  - d. As soon as practicable following the hearing, the conduct re-view officer shall issue a written decision which shall include a brief explanation for any decision continuing and/or modifying the summary suspension and notice of any right to appeal.
  - e. To the extent permissible under applicable law, the conduct review officer shall provide a copy of the decision to all persons or offices who may be bound or protected by it.
- (6) In cases involving allegations of sex discrimination, the complainant shall be notified that a summary suspension has been im-posed on the same day that the summary suspension notice is served on the respondent. The college will also provide the complainant with timely notice of any subsequent changes to the summary suspension order.

### **Access to College Facilities and Safety**

Centralia College is a public institution. It is important to balance public access with safety considerations, thus, campus facilities (with exception to restricted areas) are open to the public during posted business hours and are locked after hours with access permitted only with proper authorization and identification. Centralia College maintains campus facilities in a manner that minimizes hazardous conditions.

### **Access To And Security Of Centralia College Campuses**

Access and security of the two Centralia College campus locations are different, based on location and student use. Main Campus is staffed by Safety & Security. Centralia College East refers safety issues to the jurisdiction of the local law enforcement agency. Centralia College East can also refer Safety issues to the Safety & Security Director.

Building entrances at all campus sites are secured by electronic locks or normal mechanical locks requiring keys during non-business hours. Both key card access (for electronic locks) and key access (for mechanical locks) are authorized for each individual employee based on their position functions, supervisor approval, and then granted by Facilities, Operations, and Maintenance (FOM).

### **Access To And Security Of Student Residential Housing**

All student residential housing is overseen by Collegiate Housing International Centralia (CHI Centralia). CHI Centralia Housing Manager and Staff work with the Safety & Security Office to provide a safe environment within student residential housing. Propping doors open is strictly prohibited. Students should report any and all malfunctioning doors or locking mechanisms immediately to CHI Centralia staff. CHI Centralia also uses security cameras to monitor the entrances and exits of the buildings. From time-to-time CHI Centralia will provide Safety & Security access to video footage to conduct investigations. Safety & Security does not have or maintain access to CHI Centralia's security systems. The Office of Campus Safety & Security does provide foot patrols of the exterior of student housing and if called by CHI Centralia or students will respond within the building as needed.

### 111 S. Ash St

This property is maintained by Collegiate Housing International Centralia and has the following security measures:

- Electronic Door Locks with access granted by app on an electronic device
- Security Cameras at all entrances and exits (Cameras are not accessible by College Safety & Security)
- Ongoing foot patrol by College Safety & Security Staff

### 115 S. Silver St

- Property is fenced in its entirety requiring a key or electronic access to enter.
- Each apartment has a separate lock and each bedroom within has a separate lock and key. (Single bedroom units do not have a lock on bedroom door)
- Security cameras cover most common areas (Safety & Security has access to these cameras)
- Ongoing foot patrol by College Safety & Security Staff

Centralia College East does not have any housing facilities.

## **Video Surveillance Cameras**

There are dozens of surveillance cameras installed in various locations on the main campus and several at Centralia College East. With these in operation, they are monitored by the Safety & Security Office (and for CC East, by their assigned staff) to help ensure safety for our college community. Camera efficacy is assessed annually, and changes in location or position are made as appropriate.

Centralia College is committed to a balance of ensuring safety and privacy as appropriate on campus. A critical and cost-effective component of a comprehensive security program is the use of security cameras or Closed-Circuit Television (CCTV). Security cameras and/or CCTV are intended to enhance security, deter crime, assist in the investigation of crimes and recovery of property, and enforce college policy. Security cameras and/or CCTV will be used in a professional, ethical, and legal manner in accordance with college policy and procedure, local, state and federal laws and regulations.

Definitions:

- Security Camera: a camera used for recording public areas for the purposes of enhancing public safety, monitoring restricted areas or equipment, to discourage theft and other criminal activities, and for preventing, investigating, and resolving incidents.
- Security Camera Monitoring: the real-time review or watching security camera feeds.
- Security Camera Recording: a digital or analog recording of the feed from a security camera.
- CCTV: Is a system where a single or multiple cameras can be displayed on limited devices for monitoring.
- Security Camera Systems: any electronic service, software, and/or hardware directly supporting the deployment of a security camera, feed distribution, recording video feeds, backup/archive of video feeds.
- Wiretapping (audio recording): intercepting or recording a private telephone call, in-person conversation, or electronic communication. RCW 9.73.030(1).

## Access and Monitoring

All recording and monitoring by college security cameras will be conducted in a manner consistent with college policies, state and federal laws, and will not be based on a subjects' personal characteristics, including age, color, disability, gender, national origin, race, religion, sexual orientation, or other protected characteristics. Furthermore, all recording or monitoring will be conducted in a professional, ethical, and legal manner. All personnel with access to college security cameras shall be trained in the effective, legal, and ethical use of monitoring equipment.

Campus Safety & Security has the authority to select, coordinate, operate, manage, and monitor all campus security camera systems pursuant to this procedure.

In certain departments on campus, there may be a need for limited access to security cameras. In these instances, a written request needs to be submitted to the Safety & Security Director stating what cameras the department needs access to, the reason why they need access, who will need access, and if they need access to recordings. Upon receiving this information, the Campus Safety & Security Director will review the request and grant access to the system if appropriate. If the Campus Safety & Security Director does not agree with the department needs or request to the system, they will review the request with the Vice President of Finance and Administration to determine if access is granted or denied.

## Placement of Security Cameras

Security Cameras will be placed in a manner to provide a safe environment while also balancing the needs of personal privacy.

All security camera installations should be visible. The exact location, number and function of all security cameras will generally be considered confidential for security purposes and not be released to the general public, guests, or employees. The college reserves the right to place cameras in areas that are not open to the campus or general public (e.g., closed buildings or secured areas).

Camera positions and views of residential housing facilities shall be limited to corridors, service areas, public spaces, the building exterior, and property grounds. The security camera shall be positioned to ensure there is no view into a residential suite or private room and will not violate the standard of a reasonable expectation of privacy. In the event a camera covers a portion of a window of a housing unit, that portion of the view will have a privacy zone set over it.

Anyone who tampers with security video equipment will be subject to disciplinary action and/or criminal charges (e.g., vandalism).

Monitoring by security cameras in the following locations is prohibited:

- Bathrooms
- Locker rooms
- Offices
- Classrooms not used as a lab
- Student residential suites/private rooms

Mobile or portable security camera equipment may be used in compliance with this procedure to ensure the safety and security of the college community and its property.

## Notification

Appropriate signage will be placed at various locations throughout the campus to provide notice of the presence of CCTV security cameras. In general, each public and private entrance to a building should have a sign visible stating the use of CCTV cameras.

Human Resources will provide a general security camera notification to all new employees and to any current employees upon request.

## Appropriate use and Confidentiality

All information gathered and/or observations made in the use of security cameras is considered confidential and can only be used for official college and law enforcement purposes or when required by law. In the event an external entity requests or needs access to CCTV footage, approval must be given by the Vice President of Finance and Administration or their designee. Any inappropriate use or dissemination of information acquired by college security cameras will result in immediate disciplinary action up to and including termination as warranted.

Inappropriate use may include but is not limited to:

- Using cameras for personal benefit
- Using cameras to make fun of or hold leverage over someone
- Using cameras to monitor or track employees
- Sharing footage with other employees or individuals who do not have access to the cameras

Security camera video footage will generally not be released to the public, students, general employee, or student's parent or guardian. While college personnel will typically view the footage, the College reserves the right to allow individuals or law enforcement to review the security camera video live feed or recording if it is a necessary action as part of an investigation of a crime, code of conduct violation, significant campus safety concern, or campus policy violation.

## Storage

Recordings are stored temporarily in a server/hard drive, unless retained as part of an incident report, criminal investigation or court proceeding, or other bona fide use as approved.

The duration of storage of video images is dependent on the location, need, and technical characteristics of the security camera system. In general, the average expected storage is 30 days. The server/hard drive will automatically purge the oldest recordings when storage is full.

When images are exported for use in a case report or other approved use it will be exported directly into the case report the images are being used for. The images or footage itself will be saved to the case report as well as a copy of the media player so the image and/or footage can be accessed. At this point the images and footage will be saved and kept in accordance with state record retention laws and the Clery Act.

## Responsibilities

All security video footage will be secured and managed by the Campus Safety & Security Director with technical support from Information Technology Services and the Facilities department. Any requests to view security camera footage must be formally submitted to the Campus Safety & Security Director and may be subject to the College's public records policy.

The Campus Safety & Security Director has the responsibility to authorize all security camera operations for the safety and security purposes at Centralia College, in consultation with the Vice President of Finance and Administration, Vice President of Human Resources, and other pertinent or relevant campus stakeholders.

Campus Safety & Security is authorized to oversee and coordinate the use of security camera systems at the College.

The Chief Technology Officer has the responsibility to advise on appropriate applications of security camera technologies and for providing technical assistance in acquiring new cameras and the storage of camera footage.

The Facilities, Operations, and Maintenance Department install, maintain, and secure the security camera systems.

Campus Safety & Security is responsible for facilitating security camera systems training for authorized users.

### **Training**

Individuals who are authorized to access and use the camera system will receive training in the technical, legal, and ethical parameters of appropriate camera use. Once the training has been completed, the authorized users will sign an Authorized User and Operator Code of Conduct Agreement which outlines that they have undergone the training and will follow the CCTV policy and Procedures.

### **Exceptions**

This policy does not apply to video cameras used for academic purposes. Cameras that are used for research, communications, class projects, lecture capture or for testing would be governed by other policies and procedures as directed by affiliated academic programs.

This policy does not address the use of student/employee personal cameras, webcams, videotaping events, college marketing activities, or live streaming for general use by the College. This also does not apply to the use of video equipment for the recording of public performances or events, interviews, or other use for broadcast or educational purposes. Automated teller machines (ATMs), which may utilize cameras, are also exempt from this policy.

### **Security Considerations In Maintaining Campus Facilities**

Centralia College maintains campus facilities in a manner that minimizes hazardous conditions. Walkways are illuminated with lighting and malfunctioning lights and door locks, for example, are reported to and fixed by Facilities, Operations, and Maintenance. Shrubbery and trees are pruned to allow the walkways to be clear of low or dangerous branches that may impede a person's path or cause injury.

### **Reporting Security Issues**

If an employee, student, or visitor finds or becomes aware of a safety or security issue they should immediately report it to the Safety & Security Office by calling 360-623-8888.

### **Personal Security Recommendations**

Although the college has taken precautions to reduce risks, only you can protect yourself by being aware of your surroundings and taking appropriate steps to prevent crime.

- Lock your office door. It only takes seconds for someone to enter your room and take your valuables.
- Store your handbags, wallets and other valuables in locked cabinets or drawers, even when you are in your office or room.
- Do not prop open locked doors.
- Do not loan your keys to anyone, including colleagues, classmates, or friends.

- Do not leave your keys in public places or in your jacket pocket when you are not wearing it.
- Do not put your name or address on your keys; do not put room or building identification on your keys.
- Do not leave personal property unattended. Take purses, briefcases, books, and calculators with you when leaving a room, office, or classroom. Do not leave valuables in plain view.
- Do not carry large sums of money.
- Park your bike where you can keep an eye on it when possible. Always lock your bike. Casehardened or kryptonite heavy locks and 3/8-inch chains provide good protection. A U-bolt locking device provides the best protection. Secure each wheel.
- Always lock your car doors and never leave your keys in the car.
- Park in well-lit areas.
- Avoid leaving valuables in your car.
- Always have your key ready when you approach your car and scan the area. If you are not comfortable leave the area.
- Don't walk alone at night.
- Walk assertively without daydreaming; be alert to everything around you.
- Some people choose to carry whistles or other loud devices to alert others in case of emergency.
- Police advise saying, "No," to requests for money from street people and avoid confrontations by not saying or doing anything else.
- Mark your valuables.
- Dress for movement; wear low-heeled shoes and don't carry too many bulky packages.
- Don't take shortcuts. Always walk where there is plenty of light and traffic.
- Be aware of your surroundings. If you think you are being followed, go in a different direction or the other side of the street and yell for help. Quickly go to a lighted area or to a group of people.
- Watch for suspicious people in and around buildings and parking lots. Do not pursue them. Notify Safety & Security or call the police.

### **Safety and Security Educational Programs**

The Campus Safety & Security Director can make arrangements for presentations on security and safety, crime prevention, sexual assault awareness, personal safety, and fire prevention. The Office of Campus Safety & Security makes periodic safety presentations to offices around campus throughout the year when requested.

At this point in time the Office of Campus Safety & Security does not provide any ongoing programs in regard to the prevention of crimes outside of safety tips which are provided in timely warnings. The Office of Campus Safety & Security does make a point to educate individuals on crime prevention during normal day-to-day interactions.

## Fire Safety Report and Procedures

### Fire Statistics

Table 3: Fire Statistics for Centralia College Main Campus

Student Housing Fire Stats	Total Fires in each Building	Fire Number	Date	Time	Cause of Fire	# of Injuries Req Treatment	# of Deaths	Value of Property Damage
115 S Silver Street - 2022	0	0	0	0	0	0	0	0
115 S Silver Street - 2023	1	1	Unknown	Unknown	Undetermined	0	0	\$0-\$99
115 S Silver Street - 2024	0	0	0	0	0	0	0	0
401 S Rock Street - 2022	0	0	0	0	0	0	0	0
401 S Rock Street - 2023	0	0	0	0	0	0	0	0
401 S Rock Street - 2024	Sold on January 11, 2024 - No Students since 2023							
403 S Rock Street - 2022	0	0	0	0	0	0	0	0
403 S Rock Street - 2023	0	0	0	0	0	0	0	0
403 S Rock Street - 2024	Sold on January 11, 2024 - No Students since 2023							
512 W Pear Street - 2022	0	0	0	0	0	0	0	0
512 W Pear Street - 2023	0	0	0	0	0	0	0	0
512 W Pear Street - 2024	0	0	0	0	0	0	0	0
111 W Ash Street - 2022	Building was not built or operational during this timeframe							
111 W Ash Street - 2023	0	0	0	0	0	0	0	0
111 W Ash Street - 2024	0	0	0	0	0	0	0	0

### Student Housing Fire Safety

Centralia College has limited student housing which is overseen and managed by Collegiate Housing International Centralia (CHI Centralia). Student housing is generally reserved for student athletes but all students can live there. Currently CHI Centralia and Centralia College have two residence hall facilities. Listed below is a description of the fire safety system in each facility.

#### 115 S Silver Street

Smoke detectors are located in the hallway and each bedroom. Fire extinguishers are located throughout the facility in accordance with local fire code. This facility has a fire alarm monitoring system which will sound an alarm and notify the fire department if smoke is detected. This facility also has a fire suppression system which will activate upon a fire being detected.

## 111 S Ash St

Smoke detectors are located in the hallways and individual rooms within each apartment. Fire extinguishers are located throughout the facility in accordance with local fire code. This facility has a fire alarm monitoring system which will sound an alarm and notify the fire department if smoke is detected. This facility also has a fire suppression system which will activate upon a fire being detected.

### Fire Drills

CHI Centralia, in partnership with Safety & Security, may hold a minimum of two fire evacuation drills during the year (one announced and one unannounced). Safety & Security will assist CHI Centralia with these drills and provide feedback for improvement within 7 business days of each drill. This feedback will provide content for future safety educational programming

### Appliances in Bedrooms

While cooking is not permitted in student rooms, coffee pots, popcorn poppers, and irons that are Underwriter's Laboratory approved, in good repair, and have thermostatic control may be used. Due to fire hazard, hot plates are not permitted and will be confiscated if used.

### Candles & Open Flames

Candles, incense, potpourri burners, hookahs or water pipes, smoking, lithium-ion batteries, or other open flame/high-risk items are not permitted in Student Housing. Such items will be confiscated.

### Fire Equipment

Extinguishers and fire detection equipment are available, should a real emergency arise. However, the cost of refilling, replacing, and repairing any equipment or damage resulting from improper use will be charged to whoever is responsible or to all residents. Each residence has a smoke detector and they are not to be removed or tampered with. Misuse of any fire safety system is cause for serious disciplinary action in accordance with the student conduct code, WAC 132L-352. Sanctions may include removal from student housing and suspension or dismissal from the college.

### Fireworks, Explosives, & Firearms

Possession or use of firearms, dangerous chemicals, or other dangerous weapons or instruments are not permitted in student housing.

No flammable or combustible substances including, but not limited to, those as defined in Washington State Explosives Act Chapter 70.74 REC and Washington State Fireworks Law Chapter 70.77 REC are permitted in student housing.

Violation of any of these rules is cause for serious disciplinary action in accordance with the student conduct code, WAC 132L-352. Sanctions may include removal from student housing and suspension or dismissal from the college.

### Fire Safety Procedures for Emergency Evacuation of Student Housing

- Call 911 any time a fire is present. **DO NOT DO ANYTHING TO PUT YOURSELF IN DANGER.**
- If there is a very small fire you may attempt to put it out yourself with the fire extinguisher in your facility. If this does not work, or if it seems uncontrollable, evacuate immediately. Leave your belongings and call for others in your building to evacuate as you are leaving.
- If you are caught in a fire, crawl or stay low so that you do not inhale too much smoke. Touch your hand to a door before leaving a room to see if it is too hot and if there is a fire on the other side. If so, do not go through that door.
- As you exit the building make as much noise as possible to get the attention of other students. **DO**

NOT GO BACK INTO A BURING APARTMENT OR HOUSE.

- Stay at your evacuation location until the fire department indicates that it is safe to go inside or until Centralia College staff give you further instructions.
- When safe to do so, notify Facilities, Operations & Maintenance and Campus Safety & Security at ext. 8888 or 360-623-8888.

### Fire Safety Education

Centralia College is committed to promoting campus fire safety education in student residential housing, which is operated by Collegiate Housing International Centralia (CHI Centralia). Housing is designed for multiple occupancy. CHI Centralia will provide educational materials about fire safety for all residents at the time of occupancy. Safety & Security will work cooperatively and collaboratively with CHI Centralia to provide additional safety educational programming as appropriate for specific units, buildings, or for the entire complex.

Safety education programming and materials are in place to promote fire safety and security at student residential housing. Centralia College will work with CHI Centralia to maximize safety for all residents. The overall goal is to help provide safe and secure housing for on-campus residential students.

CHI Centralia will, within the Student Housing Contract, note the following:

- The procedures for CHI Centralia staff to enter a student's room without notice and in the student's absence for reasons of health, safety, or general welfare; to make repairs to the room and/or furnishing; upon reasonable suspicion of the presence of any illegal substance or activity; or for other suspected violations of federal, state, or local law, or the policies and regulations which are listed in the Student Housing Contract;
- That the student will agree to immediately notify CHI Centralia staff in the event that the smoke detector or sprinkler head equipment becomes damaged, lost, stolen, or otherwise made inoperable or appears inoperable;
- That the student will understand that the willful damage, theft, or destruction of any smoke detector, sprinkler head, or fire extinguisher endangers their safety and the safety of others and may be considered a condition of default under their Student Housing Contract;
- That the possession of explosives is not permitted; including but not limited to fireworks, firecrackers, and dangerous chemicals, potentially injurious war souvenirs, hunting arrows, and collector style weapons;
- That the possession of firearms or potentially dangerous weapons is not permitted, including but not limited to potentially injurious war souvenirs, hunting arrows, and collector style weapons;
- That the use of an open flame (e.g., candle, incense, cigarette, cigar, etc.) inside any part of student residential housing facilities is prohibited;
- That smoking (as defined by the Student Code of Conduct) is prohibited in all interior spaces including but not limited to bedrooms, bathrooms, kitchens, living rooms, common spaces, and stairwells;
- That the use and/or possession of appliances which have open or exposed heating elements (e.g., hot plates, sunlamps, and halogen lamps) or any other high intensity appliances are not permitted; refrigerators in excess of six (6) cubic feet and portable space heaters are not permitted.

CHI Centralia staff receive orientation to the operations and locations of the fire alarm system, pull-stations, smoke alarms, and fire extinguishers during their first week of employment. Students receive a general orientation to fire systems in the building during the first week of arrival. Fire safety training programs can also be requested by contacting Safety & Security.

Student residents are strongly encouraged, when receiving their orientation materials on move-in day, to become familiar with the regular and emergency exits of their buildings. Students should arrange their room contents with fire safety in mind while considering the following (through safety programming and conversations with CHI Centralia staff):

- Know the locations of the fire extinguishers and how to operate them
- Maintain clear and unobstructed access to all room doors, from both the outside and inside at all times
- Not to use broken, frayed, or cracked electrical cords
- Not to overload electrical outlets
- Not to allow excess clutter or flammable materials to accumulate

If a fire occurs, students are instructed to leave hazardous areas per the evacuation routes and to get to a predetermined location before calling 911 for help.

CHI Centralia, in partnership with Safety & Security, may hold a minimum of two fire evacuation drills during the year (one announced and one unannounced). Safety & Security will assist CHI Centralia with these drills, and provide feedback for improvement within 7 business days of each drill. This feedback will provide content for future safety educational programming.

Once a term, CHI Centralia staff will conduct health and safety checks where each unit is checked for health and safety concerns. During these checks each smoke detector and carbon monoxide detector is tested to ensure they are operational. Each fire extinguisher is checked to ensure it is properly charged. All spaces are checked for fire hazards and if any are noted they are documented, and the residents are requested to correct the hazard.

#### Notification of Fire:

After a fire has occurred in student housing, CHI Centralia needs to report the fire to the Office of Campus Safety & Security so statistics can be recorded, and the Fire Log can be updated. Safety & Security can be contacted by calling 360-623-8888.

If a member of the college community finds evidence of a fire that has been extinguished, and the person is not sure whether Campus Safety & Security has been notified they should immediately notify Campus Safety & Security by calling 360-623-8888.

#### Plans for Future Improvement:

There are no future plans for improvement of the fire systems in student housing.