Lower Columbia College
2020 Annual Crime/Security Report
Crime and Security Information (Clery Act)

Purpose

In 1998, the Federal Government passed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This law requires that universities and colleges receiving federal funding disclose reported instances of criminal activities on campuses. In addition to the disclosure of campus crime statistics the act requires timely warnings of criminal activity to the campus community as well as the disclosure of various campus policies. For more information on this legislation, please visit the Clery Web Site. Any questions should be directed to the Lower Columbia College Safety and Security Department. A hard copy printout of this report may be requested by contacting the Lower Columbia College Safety and Security Department at (360) 442-2270. You may also print out a copy of the annual Clery Report.

The Annual Crime/Security Report is prepared by the Director of Student Conduct and Security Services, or designee, and is comprised of information collected from the Lower Columbia College incident reporting software platform Report Exec and student conduct software platform Maxient. Additional statistical information is provided to Lower Columbia College by the Longview Police Department, the Kelso Police Department, and the Castle Rock Police Department at the college's request.

Mission Statement

The Lower Columbia College Safety and Security team works to ensure a safe and orderly environment in which members of the college community can pursue their educational goals. We provide service and assistance to students, staff and community members and assure compliance with regulations.

Authority and Jurisdiction of the Lower Columbia College Safety and Security Department

The Lower Columbia College Safety and Security team is a staff of non-commissioned personnel whose principal responsibilities and objectives include ensuring public and employee safety, preventing crime, providing information, enforcing parking regulations, lending assistance, and maximizing efforts to preserve a safe environment for the College community. Security guards may ask individuals on campus to provide identification.

Due to heightened security concerns, it is the practice of Lower Columbia College to not permit people to loiter on campus. People should be on campus to conduct official college business.

The Lower Columbia College Safety and Security Department is located in the Student Center. Crimes committed on campus are referred to the Longview Police Department. Lower Columbia College Security professionals are responsible for providing protection for campus buildings, grounds, and related property as well as persons on campus. Lower Columbia College Safety and Security works closely and in cooperation with the Longview 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 Lower Columbia College Safety and Security Department maintains a positive working relationship with the Longview Police Department, Kelso Police Department, Cowlitz County Sheriff's Office and the Washington Department of Corrections for information sharing, report transferring and staff training. Additionally, Lower Columbia College has a Memorandum of Understanding (MOU) with the Longview Police Department regarding the investigation of crimes of sexual violence and any other crimes that may be related to Title IX.

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 Lower Columbia College within the same reasonably contiguous geographic area and used by Lower Columbia 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, 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 Lower Columbia College's Residential Housing (Oak Terrace and Olympic Court) 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. The Lower Columbia College Campus has adjacent Clery Public Property defined as Mark Morris High School, Northlake Elementary School and the Longview Public Library.

Policy

Lower Columbia College is a public institution. It is important to balance public access with safety considerations, thus, campus facilities (with exceptions to restricted areas) are open to the public during normal business hours, and are locked after hours with access permitted only with proper authorization and identification.

Lower Columbia College maintains campus facilities in a manner that minimizes hazardous conditions.

Procedure

Access to, and Security of, Lower Columbia College Campus

Access to, and the security of the Lower Columbia College campus, is maintained by the Lower Columbia College Campus Safety and Security Team. Building entrances at multiple campus sites are secured by magnetic locks during non-business hours. Older buildings without magnetic locks are secured by normal mechanical locks requiring keys. Both Key Card access (for magnetic locks) and Key Access (for mechanical locks) are authorized for each individual employee based on their position functions and supervisor approval, and then granted by Campus Security and/or Facilities.

Video Surveillance Cameras

There are dozens of surveillance cameras installed in various locations on campus. With these in operation, their use by the Campus Safety and Security Team helps ensure safety for our college community. Camera efficacy is assessed annually, and changes in location or position are made as appropriate. Feeds from cameras are recorded onto campus servers. Campus Security has access to view and play and/or replay those recordings as appropriate for college security needs.

Security Considerations in Maintaining Campus Facilities

Lower Columbia 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 Facilities or to Safety. 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.

Annual Fire Safety Report

The College takes fire safety seriously and strongly encourages students residing in on-campus housing become familiar with the regular and emergency exits of their buildings.

- Know where the fire alarm pull stations are located and how to activate them
- Know the locations of the fire extinguishers and how to operate them
- Arrange their room contents with fire safety in mind
- Maintain clear and unobstructed access to all room doors, from both the outside and inside at all times
- Do not use broken, frayed, or cracked electrical cords
- Do not overload electrical outlets
- D allow excess clutter or flammable materials to accumulate

Residential Building Descriptions

Oak Terrace (1931 Olympia Wy) – Standard construction with 11 individual apartments. Each unit is equipped with smoke and carbon monoxide detectors. Fire extinguishers are provided at conspicuous locations throughout the building and within each apartment.

Olympic Court (1615 20th Ave)- Standard construction with 12 individual apartments distributed over three similar, connected buildings. Each unit is equipped with smoke/carbon monoxide detectors. Fire extinguishers are provided at conspicuous locations throughout the building and within each apartment.

The housing department will, within the Student Housing Contract, note the following:

- the procedures for Campus Security and Campus Facilities 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 LCC Policies and Regulations which are listed in the Student Housing Contract
- that the student will agree to immediately notify the Director of Student Housing or designee in the event that the smoke detector equipment becomes damaged, lost, stolen, or otherwise made inoperable
- that the student will agree to immediately notify the Director of Housing or designee if the smoke detector appears to be inoperable
- that the student will understand that the willful damage, theft, or destruction of any smoke detector or fire extinguisher endangers their safety and the safety of others and may be considered a condition of default under their housing contract
- that the possession of explosives is not permitted; fireworks, firecrackers, and dangerous chemicals are not permitted, including potentially injurious war souvenirs, hunting arrows, and collector style weapons are not permitted
- that the possession of firearms or potentially dangerous weapons is not permitted, including 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 campus apartment facilities is prohibited
- that smoking and vaping is prohibited in all Lower Columbia College owned or controlled property.
- 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; portable space heaters are not permitted

Fire Summary Report for 2020

Residential Facility	Total Fires in Building	Fire Number	Cause of Fire	Number of Injuries requiring treatment at medical facility	Number of Deaths related to fire	Estimated Property Damage Caused by Fire
Oak Terrace	0	0	N/A	N/A	0	0
Olympic Court	0	0	N/A	N/A	0	0

Use of Tobacco Products

Using tobacco products of any kind is prohibited on all Lower Columbia College property including housing facilities per the Code of Student Conduct (Chapter 132M-125 WAC).

Evacuation Procedures for on-campus housing:

When an emergency evacuation is ordered or when audio or visual alarms are activated, all residents are required to evacuate the premises immediately and move to a place of safety away from the fire. Residents who fail to evacuate a building or take an excessive length of time to exit the building are subject to Lower Columbia College disciplinary action.

Any person who discovers a fire is to call 911 immediately and then, if possible, contact Lower Columbia College Campus Security emergency line at 360-442-2911.

Fire Drills

Student housing at Lower Columbia College consists of individual apartment buildings leased to students instead of the traditional residence hall or dorm-based housing. Lower Columbia College is in the process of implementing a fire drill policy and procedure for these facilities.

Fire Reporting

If you discover a fire, first dial 911 and alert the fire department then call 360-442-2911 to alert the Safety and Security Team. All fires must be reported to Campus Services at (360-442-2260) and the Safety and Security Team.

Accessing Housing

Lower Columbia College student housing consists of individual student rented apartments versus a traditional dorm/residence hall setting. Access to these apartments is restricted by the use of a traditional key-lock system where each apartment is keyed differently to deter unauthorized entry.

Missing Students Notification Policy

For students who reside in on-campus housing, designated college officials are required to notify the Longview Police Department and the contact person(s) identified by the student in the event the student is potentially missing for 24 hours. The procedure is as follows:

- All students living in on-campus housing (Oak Terrace or Olympic Court) are accountable for any absence of more than 24hours.
- Students living in on-campus housing, who plan to be away for more than 24 hours, must notify either the Athletic Director (for athletes) or the Director of International Programs (for international students) or his/her designee of the student's expected return time. It is highly recommended that the student also provides information as to the student's general destination.
- A student is deemed missing, if it is reported or otherwise becomes known to designated college officials, (i.e. Athletic director; International Programs Director; Vice President(s), Student Services, Security, or their designees) that the student has been unreachable via personal contact, telephone, e-mail or other means of electronic communication for 24 hours and the student has not notified the appropriate individual of their anticipated absence.
- Anyone who receives a missing student report shall immediately bring it to that department's attention and report the missing student to the Longview Police Department and the Lower Columbia College's Director of Student Conduct and Security Services. A request will then be made through 911 that the Longview Police Department conduct a "welfare check" on the student's apartment. The results of this welfare check will be documented in the Lower Columbia College incident report writing system.
- For any student determined by the police to be missing, college officials shall notify the student's designated "missing persons" contact, as soon as possible, but no later than 24 hours after that determination. The student's custodial parent or guardian will also be notified by college officials, if that person is not the designated emergency contact and the student is under 18 years of age and not an emancipated individual.
- Each student living in on-campus housing shall be notified of the requirements of this procedure.
- All students, with the exception listed above, living in on-campus housing can confidentially identify and register one or more individuals to be contacted if the student is suspected missing. The contact person may be anyone, including, but not limited to, the person the student has otherwise identified as an emergency contact. Students may register and update this contact information with the Athletic Director or Director of International Programs during the required "check in period" each term they are enrolled. This information is accessible to Lower Columbia College Safety and Security and designated college officials in the event that an on-campus student is determined to be missing. The contact information will be registered confidentially, accessible only to authorized campus officials, and it will not be disclosed,

except to law enforcement personnel to further a missing person investigation.

- Students under the age of 18, who are not emancipated, shall provide the Director of Student Housing or his/her designee with the contact information for a parent or guardian.
- Students are encouraged to periodically review and update their emergency and missing person contacts.

Emergency Preparedness

The Lower Columbia College Emergency Action Desk Reference contains comprehensive information on campus emergency response procedures. Additionally, the College employs the Informacast campus wide mass notification system. This system will be tested, at minimum, once per calendar year and will typically be announced prior to the tests being commenced.

Crime Prevention Education and Security Awareness

The Director of Student Conduct and Security Services and/or designee, meets with particular campus departments and personnel to assist with planning related to crime prevention, safety, and security. The Director of Student Conduct and Security Services is available upon request to discuss similar issues with interested campus groups or student organizations.

Crime prevention information can also be obtained by accessing the Longview Police Department website.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware and responsible for their own security and the security of others. Students and employees must also be aware of their responsibility to protect their personal property and property belonging to the college. When time is of the essence, information is released to the college community through emergency notifications, timely warnings, and security alerts posted prominently throughout campus.

Daily Crime Log

The Lower Columbia College Safety and Security Department maintains a Daily Crime Log that lists crimes that are reported to the Safety and Security Department and the Longview Police Department. The log lists the type of offense, date, case number, general location and disposition of the complaint if known.

Behavioral Intervention Team (BIT)

The Lower Columbia College Behavioral Intervention Team (BIT), under the authority of the Lower Columbia College President, exists to provide a proactive approach to distressed student behavior that balances the individual needs of the student, faculty or staff and those of the greater college community. By formalizing an information sharing system, conducting threat assessments, meeting regularly and intervening with students

at risk, the BIT team maximizes early detection and engagement opportunities. BIT seeks to identify patterns of behavior that indicate possible risk or threat. Through training and education about effective referrals, BIT ensures that services, support, and resources are deployed effectively.

Employees and students should report concerns about unusual or threatening behavior to BIT by submitting a report even if such behavior is not perceived as a direct threat or an immediate danger. If the person shows evidence of immediate harm of self or others call 911 and then Security at 442-2911.

Domestic Violence Victim Notification (Cowlitz County, Washington)

If you are the victim of Domestic Violence, you can contact local law enforcement to file a criminal complaint. You also have the right to file a petition in Superior Court requesting an Order for Protection from domestic abuse that could include any of the following:

- An order restraining your abuser from further acts of abuse.
- An order directing your abuser to leave your household.
- An order preventing your abuser from entering your residence, school, business or place of employment.
- An order awarding you or the other parent custody of, or visitation with, your minor child or children, and
- An order restraining your abuser from molesting or interfering with minor children in your custody.

The forms you need to obtain an Order for Protection are available at the Cowlitz County Clerk's Office, second floor, Hall of Justice, 312 S. 1st W, Longview, WA 98632.

Alcohol, Drug, and Tobacco Violations

The college may impose disciplinary sanctions against a student who commits, or aids, abets, incites, encourages or assists another person to commit, an act(s) of misconduct, which include, but are not limited to any of the following:

a) Alcohol. The use, possession, delivery, sale, or being visibly under the influence of any alcoholic beverage, except as permitted by law and applicable college policies.
b) Marijuana. The use, possession, delivery, sale, or being visibly under the influence of consumption, regardless of form while on campus or in connection with college activities. While state law permits the recreational use of marijuana, federal law prohibits such use on college premises or in connection with college activities.
c) Drugs. The use, possession, delivery, sale, or being under the influence of any legend drug, including anabolic steroids, androgens, or human growth hormones as defined in RCW 69.41, or any other controlled substance under RCW 69.50, except as prescribed for a student's use by a licensed practitioner.

Tobacco, electronic cigarettes and related products. Consistent with its efforts to promote wellness, fitness, and a campus environment conducive to work, study, and

activities for staff, students, and the public, Lower Columbia College maintains a smoke-free campus. The use of tobacco, electronic cigarettes, and related products in any building owned, leased or operated by the college or in any location is prohibited, including twenty-five feet from entrances, exits, windows that open, and ventilation intakes of any building owned, leased or operated by the college. “Related products” include, but are not limited to cigarettes, pipes, bidi, clove cigarettes, water pipes, hookahs, chewing tobacco, and snuff.

Any violation of this policy may also be referred to the Longview Police Department for criminal investigation and possible prosecution.

Drug and Alcohol Abuse Prevention Program 2018-2019 Notification and Biennial Review

Annually, employees and students are made aware of the LCC Drug and Alcohol Abuse Prevention Program via email. This email includes links to the LCC webpage outlining the policy with additional links to reference documents, resources, prevention information, etc. In addition, new staff and faculty are informed of the program at New Employee Orientation. Students are sent program information via email annually at the start of fall quarter, and additional information may be provided/announcements made at New Student Orientations.

Lower Columbia College acknowledges its legal obligation to conduct a biennial review of compliance with the Drug-Free Schools and Communities Act to determine the effectiveness of the policy and implement any needed updates/changes. The Vice President of Student Services, along with Human Resources and the Director of Student Conduct and Security Services, are responsible for conducting the review and reporting on findings. This team will review:

- Alcohol and drug policies and information provided at similar institutions
- Student Handbook and Staff Handbook policies related to drug and alcohol use and the sanctions imposed for failure to comply
- Various resources available to students and employees regarding drug and alcohol abuse
- Incident reports in Student Services (student) and Human Resources (employee) related to any possible infractions of the drug and alcohol policy
- Local, State and Federal Mandates

Drug and Alcohol Abuse Prevention Program Statistics 2018 & 2019

OFFENSE	YEAR	ON CAMPUS PROPERTY	NON-CAMPUS PROPERTY	SANCTIONS (Type/Number)
ARRESTS: DRUG ABUSE VIOLATIONS	2019	0	0	N/A
	2018	2	0	N/A
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2019	1	0	Written Reprimand (1)
	2018	1	0	Suspension (1)
ARRESTS: LIQUOR LAW VIOLATIONS	2019	0	0	N/A
	2018	0	0	N/A
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2019	0	0	N/A
	2018	0	0	N/A

- There were 14 reported uses of the Employee Assistance Program (EAP) for drug/alcohol counseling by employees during the 2018 and 2019 calendar years. Nine in 2018 and 5 in 2019. There were no reports of employees receiving discipline for violation of these policies for the same time period.
- There were zero drug or alcohol related fatalities for students or employees reported to the institution for the calendar years 2018 and 2019.

Alcohol, Drug and Tobacco Education/Counseling Service Resources

- Student Services Counseling Center 360-442-2330
- Lower Columbia College Employees, contact Human Resources
- Alcohol and Drug Help Line (800) 562-1240
- Tobacco Quit Line (877) 270-7867
- Family Health Center (360) 636-3892
- Families Anonymous (800) 736-9805

Incident Reporting

If a crime is in progress call 911 immediately followed by calling Lower Columbia College Security at 360-442-2911 or extension 2911 from a campus phone.

When a security incident is reported to the Safety and Security Department, a written record may be generated; copies of case reports are provided to appropriate campus departments and law enforcement agencies. Public records requests must be arranged through the Vice President of Administrative Services office. Community members, students, faculty staff and visitors are encouraged to report all crimes and security matters to the Safety and Security Department in a timely and accurate manner. Reporters may remain anonymous.

Reports of a student's criminal conduct or violations of the Student Code of Conduct will be forwarded to the Student Conduct Designee. Crimes should be reported to the Security Department to ensure that they are included in the annual crime statistics and to assist in preparing and forwarding Timely Warnings to the College community.

Lower Columbia College does not have a policy encouraging pastoral counselors or professional counselors to inform the person being counseled to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

Campus Security Authority

A campus security authority is described as 1) individuals who have responsibility for campus security 2) any individual specified by the college as an individual to which students should report criminal offenses 3) an official of the college who has significant responsibility for student and campus activities including but not limited to, student housing, student discipline, and campus judicial proceedings.

Lower Columbia College Campus Security Authorities

- President
- VP - Student Services
- VP - Administrative Services
- VP – Instruction
- VP – Human Resources and Foundation
- VP – College Relations and Effectiveness
- Safety and Security Department
- Director of Advising
- Student Conduct Designees
- Director of Athletics
- Director of Student Programs
- Director of International Programs
- Director of Environmental Health and Safety
- Director of Early Learning Center
- Housing Personnel
- All Athletic Department personnel
- Adviser for any student club or registered student organization on campus
- EHS personnel
- All ECAP personnel and Area Managers

Emergency Response and Notification

Emergencies or disasters can happen any time and usually occur with little or no warning. When an emergency occurs at Lower Columbia College, our safety and speedy recovery depend on existing levels of preparedness and coordinated response from students, faculty and staff. Everyone should be aware of what to do in an emergency.
During a time of emergency, Lower Columbia College Safety and Security and/or a designated College administrator shall immediately implement the appropriate emergency procedures necessary to protect life-safety and College assets/functions.

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students, employees and visitors occurring on any college property, Lower Columbia College will determine and employ the appropriate communication methods to notify the affected college community immediately and without delay. Confirmation of significant emergencies may require direct investigation by appropriate college personnel. Considering the safety of the community, Lower Columbia College will determine the content of the notification and initiate the appropriate elements of the emergency notification streams unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency. The College mass notification system http://twitter.com/LowerCC_Alerts is designed to send information regarding closure and other emergency information by text message on your mobile phone via LCC's Emergency Twitter account. Lower Columbia College also employs a campus wide mass-notification system utilizing digital clocks, desktop computers and desktop telephones to expedite the delivery of important, emergency related information.

Lower Columbia College, at least once per year, tests emergency response systems and evacuation procedures. These systems and procedures may include tests that are unannounced. Additionally, Lower Columbia College will conduct drills which are advertised prior to the event and the notification of such an event will include response and/or evacuation procedures. These tests with be documented with a description of the exercise, the date and time of the event and whether or not the event was announced or unannounced.

Trespass Situations

According to WAC 132F-136-050, in the instance of any event that the Vice President for Student Services (VPSS) or designee deems to be disruptive of order, or deems to impede the movement of persons or vehicles, or deems to disrupt or threaten to disrupt the ingress or egress of persons from college facilities, the VPSS or designee is authorized to: Prohibit the entry of any person, or withdraw from any person the license or permission to enter onto or remain upon any portion of a college facility;

(1) Give notice against trespass to any person from whom the license or permission has been withdrawn or who has been prohibited from entering onto or remaining upon all or any portion of a college facility; Order any person to leave or vacate all or any portion of a

college facility.

(2) Any student who disobeys a lawful order given by the VPSS or designee pursuant to subsection (1) shall be subject to discipline.

Safety and Security may exclude/trespass from the Lower Columbia College campus and other College facilities any person determined to be in violation of Washington Administrative Code (WAC), Revised Code of Washington (RCW), Lower Columbia College Board Policies and Administrative Procedures, or any person determined to be a disturbance or otherwise violating the Code of Student Conduct. Persons excluded will be given a written trespass warning informing them that they must leave the property and not return, and that any return to Lower Columbia College facilities will subject them to arrest for criminal trespass under RCW 9A.52.070 and 080 and WAC 132N-120-065. Safety and Security can provide copies of trespass notices to the Longview Police Department on a regular basis to facilitate such prosecution.

Safety Escort

Lower Columbia College Security Professionals are available to escort individuals to buildings and parking lots on campus. Please call (360) 442-2911 to request a safety escort.

General Safety Concerns

Individuals concerned about general safety issues can make suggestions or recommendations through the College's Safety Committee by contacting the Director of Environmental Health and Safety.

Sexual Assault Policy and Procedures

Lower Columbia College prohibits the crimes of dating violence, domestic violence, sexual assault and stalking as defined by the Clery Act.

The college may impose disciplinary sanctions against a student who commits, or aids, abets, incites, encourages or assists another person to commit, an act(s) of misconduct, which include, but are not limited to any of the following:

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

b) **Sexual Harassment** means unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently serious as to deny or limit, and that does deny or limit, based on sex, the ability of a student to participate in or benefit from the

college's educational program or that creates and intimidating, hostile, or offensive environment for other campus community members.

c) **Sexual Exploitation** means taking sexual advantage of another person and includes, without limitation: indecent exposure; causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over him or her; causing the prostitution of another person; recording, photographing, or transmitting images of private sexual activity and/or the intimate parts of another person without effective consent; allowing third parties to observe private sexual acts without effective consent; engaging in voyeurism without effective consent; and knowingly or recklessly exposing another person to a significant risk of sexually transmitted infection, including HIV.

d) **Sexual Violence** incorporates the definition of "sexual harassment" and means a physical sexual act perpetrated without clear, knowing, and voluntary consent, such as committing a sexual act against a person's will, exceeding the scope of consent, or where the person is incapable of giving consent, including rape, sexual assault, sexual battery, sexual coercion, sexual exploitation, gender-or sex-based stalking. The term further includes acts of dating or domestic violence. A person may be incapable of giving consent by reason of age, threat or intimidation, lack of opportunity to object, disability, drug or alcohol consumption, or other cause.

e) **Consent** is defined as permission for something to happen or agreement to do something.

Victims of a sex offense at Lower Columbia College should first seek a place of safety. They should then obtain necessary medical treatment. The Safety and Security Department strongly encourages a victim of a sexual assault to report the incident in a timely manner. Time is a critical factor for the collection and preservation of evidence. Victims should contact the Longview Police Department by calling from a campus phone by dialing 911 immediately and/or then contacting the Lower Columbia College Safety and Security Department at 360-442-2911 (from campus phones extension 2911). Victims should not attempt to clean themselves or tamper with any evidence until the proper law enforcement agency can be contacted. Victims should not take showers or change clothing until the appropriate law enforcement agency is contacted and an incident report and medical examination are completed. The clothing and examination by a qualified physician are important evidence that should be preserved to prove that a sexual assault has occurred and to help with the successful prosecution of the offender. Victims have the option of contacting the Longview Police Department or the College Safety and Security Department. If the Safety and Security Department is contacted first, they will assist in notifying the proper authorities.

Victims of a sexual assault may decide to have the incident investigated through the criminal justice system and/or the Student Conduct process. Lower Columbia College's Title IX Coordinator can guide the victim through his/her various options and provide assistance if requested by the victim. Various counseling options are available through the college's counseling office. Counseling and support services (24 hours) outside the college can be obtained through Lower Columbia Mental Health at (360) 423-0203 or

Crisis Resource Services at (800) 803-8833.

Sex offense educational materials are available on-line, in the college's counseling office, Safety and Security office and in Student Services. Training on Sexual Misconduct, by- stander awareness, and reporting is provided to students, faculty and staff. After an alleged sex offense, academic change options may be discussed with the college's counseling staff.

Disciplinary procedures and sanctions for sex offenses are prescribed in the Code of Student Conduct or employee contracts/personnel rules, as applicable. The college counseling services is located in the Admissions Building at the Career Center.

Lower Columbia College is obligated to make reasonable accommodations, at the request of the victim, to alter living and/or academic situations following an alleged sex offense. These changes will be made by the Vice President of Student Services or his/her designee.

Alleged victims of a crime of violence, or a non-forcible sex offense will, upon written request, receive the report on the results of any disciplinary proceeding conducted by Lower Columbia College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of the victim shall be treated as the alleged victim for purposes of disclosure.

Lower Columbia College will make every attempt to keep the name of the victim of a sex offense confidential and the victim's personal information will not be included with the Annual Security Report.

Some positive options for bystander intervention:

- Notice the situation: Be aware of your surroundings.
- Interpret it as a problem: Do I recognize that someone needs help? Feel responsible to act: See yourself as being part of the solution to help.
- Know what to do: Educate yourself on what to do.
- Intervene safely: Take action but be sure to keep yourself safe.

How to Intervene Safely:

- Tell another person. Being with others is a good idea when a situation looks dangerous.
- Ask a victim if he/she is okay. Provide options and a listening ear.
- Ask the person if he/she wants to leave. Make sure that he/she gets home safely.
- Call the police (911) or someone else in authority or yell for help.

Remember these tips when you are out...

☐ **Have a plan.**

Talk with your friends about your plans for the night BEFORE you go out. Do you feel like drinking? Are you interested in hooking up? Where do you want to go? Having a clear plan ahead of time helps friends look after one another.

☐ **Go out together.**

Go out as a group and come home as a group; never separate and never leave your friend(s) behind.

☐ **Watch out for others.**

If you are walking at night with friends and notice a woman walking by herself in the same direction, ask her to join you so she does not have to walk alone.

☐ **Defuse situations.**

If you see a friend coming on too strong to someone who may be too drunk to make a consensual decision, interrupt, distract, or redirect the situation. If you are too embarrassed or shy to speak out, get someone else to step in.

☐ **Trust your instincts**.

If a situation or person does not seem "right" to you, trust your gut and remove yourself, if possible, from the situation.

Notification on Convicted Sexual Offenders

The Lower Columbia College Safety and Security Department considers the protection of our campus community to be of the utmost importance. The 1990 Community Protection Act attempts to provide adequate notice to the community regarding sex offenders attending or working on campus.

Authority

Public agencies are authorized to release information to the public regarding sex offenders and kidnapping offenders when the agency determines that disclosure of the information is relevant and necessary to protect the public and to counteract the danger created by a particular offender.

This 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)**).

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Clery Act and the Family Educational Rights and Privacy Act of 1974, the Lower Columbia College Safety and Security Department provides a link to the Cowlitz County Sheriff's Office Sex Offender webpage.

This act requires institutions of higher education to issue an annual statement advising the college community where law enforcement information regarding registered sex offenders may be obtained. It also requires a registered sex offender to notify each institution of higher education in the state that they are employed, carries a vocation, or are a student. In the state of Washington, sex offenders who are enrolled in a public or private institution of higher education must also notify the local county sheriff immediately.

Pursuant to the Community Protection Act of 1990, the Cowlitz County Sheriff's Office is the lead agency for compiling and maintaining information on sex offenders residing in Cowlitz County. Using this public information to threaten, intimidate or harass sex/kidnap offenders will not be tolerated by law enforcement agencies of Cowlitz County.
Additionally, any student violating this provision could be subject to the Lower Columbia College Student Code of Conduct.

Immunity

A College official or employee is immune from civil liability for damages for a 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**)

Procedure

ALL registered sex offenders who are registering for classes must schedule a meeting with the Lower Columbia College Director of Student Conduct and Security Services no later than the

first Friday of every quarter of attendance. The student must provide a current schedule showing all classes being attended and the instructor for each class.

At the conclusion of this meeting, pre-selected college administrators and all instructors of Level I and Level II registered sex offenders will receive notification from the Director of Student Conduct and Security Services of the offender's name and that they will be attending his/her respective class.

In addition to the above, all Level III offenders will also have their directory information, including his/her photograph, distributed to all members of the campus community and postings will be made throughout campus in conspicuous locations.

The Director of Student Conduct and Security Services shall be the designated official to receive notifications from the Cowlitz County Sheriff's Office or other law enforcement agencies. Prior to notification, the Director of Student Conduct and Security Services may, when deemed advisable, contact appropriate law enforcement personnel to obtain information to guide notification actions.

The Vice President of Student Services shall coordinate notification to the campus community with the Director of Student Conduct and Security Services. Any person on campus receiving notification from a law enforcement agency shall provide a copy of such notification to the Director of Student Conduct and Security Services.

The office of the Vice President of Student Services will maintain the following records on all registered sex offenders covered under this policy:

- copies of all files
- photos and other correspondence provided by other agencies
- a record of all notifications made
- copies of all community advisory flyers or other public notices

In the case of a College employee, the Vice President for Human Resources, or equivalent officer, shall maintain a similar file and, with consultation of the President, shall coordinate notification.

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.

For all registered sex offenders, the College will ordinarily notify the offender of the notifications it is making. For employees who have been assigned the Level II and Level III risk categories, the College reserves its rights not to employ the person and/or to assign or limit employment hours, job duties or work sites.

The Washington Association of Sheriffs and Police Chiefs (WASPC) through the "Model Policy" established guidelines for risk-level classification and the dissemination of information about sex offenders.

1. **Lower Risk to Re-Offend (Level 1):**
   Information is maintained by local law enforcement agency and is disseminated to other appropriate law enforcement agencies.

2. **Moderate Risk to Re-Offend (Level 2):**
   In addition to Level 1 dissemination, information is also released to any businesses or organizations who serve families and children. These include but are not limited to public schools, private schools, day care facilities and public service organizations. Also, it is recommended that there are community notification meetings.

3. **Higher Risk to Re-Offend (Level 3):**
   Includes all notification dissemination for Level 1 and Level 2 offenders. In addition, the public may be notified through press releases to local news media outlets.

The End of Sentence Review Committee is made up of a variety of state and local agencies that together complete risk-level assessment of most sex offenders either convicted in Washington State or convicted in another state and move to Washington. The purpose of risk-level assessment is to provide the community with information about convicted sex offenders who pose a moderate or high risk to re-offend.

Timely Warnings

What are Timely Warning Notifications?

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 Notifications 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**.**

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Student Conduct and Security Services, or designee, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued.

What Department or individual is responsible for issuing the Timely Warning Notifications?

The Director of Student Conduct and Security Services (or his/her designee) will initiate the steps for the Timely Warning Notification. Included in those steps are:

1. Forwarding the proposed wording to the Executive Director of College Relations (or designee) to determine the message, along with
2. Notification to the Vice President of Student Services

The warning will be issued through the college e-mail system to students, faculty and staff. The information will also be posted on the Safety and Security webpage.

Per the Clery Act, timely warnings can be issued for the following crimes, if (1) the crime is reported to campus security authorities, (2) the crime is determined to pose a serious or continuing threat to Lower Columbia College

students, faculty and employees, and

- the crime occurred on campus, in or on non-campus buildings or property owned by Lower Columbia College or on public property that is within the campus or immediately adjacent to campus: Sex offenses (includes forcible sex offenses and non-forcible sex offenses)
- Robbery
- Aggravated assault
- Burglary
- Arson
- Motor vehicle theft
- Arrests or referrals for disciplinary action for liquor law violations, drug law violations, and illegal weapons possession. Hate crimes, including the following listed below, if such crime manifests evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, gender, gender identity, ethnicity, or disability.
- “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.

Any crime listed above, as defined by the Clery Act, Crimes of larceny-theft, simple assault, intimidation, and destruction/ damage/ vandalism of property, or any other crime involving bodily injury. A timely warning may be issued for any other alleged crime or incident as deemed necessary or appropriate.

Campus Safety and Security does not issue Timely Warning Notifications for the above listed crimes if:

- Campus Safety and 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 Campus Safety and Security or if Campus Safety and 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 Campus Safety and 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.).

Anyone with information warranting a timely warning should report the circumstances to the college's Campus Security office by phone or in person immediately.

Weapons on Campus

From Administrative Policy 246, Workplace Violence

> Employees, students and visitors may not possess, or store firearms, or other weapons on College property or in privately-owned vehicle parked on College property unless such items are pre-approved for a class or class-related activity. These items are also prohibited at College events and functions that take place off campus.

Annual Crime Report Crime Statistics

The Lower Columbia College Safety and Security Department, in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, prepares and distributes statistics annually on all the reported occurrences of the offenses below. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (T he Clery Act), 20 U.S.C. 1092(f), requires the annual publication of crime statistics for the previous three calendar years.

The crime statistics include reports of, arrests for, and disciplinary actions arising from selected crimes. Effective with the 1999 calendar year, the Clery Act requires an expanded reporting that includes crimes and arrests occurring in certain off-campus locations. The annual crime statistics are compiled from data provided by: the Longview Police Department, the Kelso Police Department, the Castle Rock Police Department and Campus Security Authorities.

- 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.
- Sex offenses.
  - Forcible Sex Offense: Any sexual act directed against another person, forcible and/or against that person's will; or not forcibly or against that person's will where the victim is incapable of giving consent (Forcible rape, forcible sodomy, forcible assault with an object, forcible fondling).
  - Non-Forcible Sex Offense: Unlawful, non-forcible sexual intercourse (Incest and statutory rape).

- 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.
- 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, Sexual orientation
- 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], or
  - 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; and
  - 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: 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; or
    - Suffer substantial emotional distress.

Campus Crime Statistics (2020)

1600 Maple St., Longview, WA 98632 • lowercolumbia.edu

LCC Campus	On Campus			On Campus Residence**			Non-Campus Geography			Public			Unfounded Cases		
	17	18	19	17	18	19	17	18	19	17	18	19	17	18	19
TYPE OF CLERY CRIME															
Murder/Non-negligent Manslaughter	0	0	0	0	0	0		0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0		0	0	0	0	0	0	0	0
Rape	1	0	0	0	0	0		0	0	0	0	0	1	0	0
Fondling	0	1	0	0	0	0		0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0		0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0		0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0		0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0		0	0	0	0	0	0	0	0
Burglary	1	0	0	1	0	0		0	0	0	0	0	0	0	0
Motor Vehicle Theft	1	0	0	0	0	0		0	0	1	0	1	0	0	0
Arson	0	0	0	0	0	0		0	0	0	0	0	0	0	0
VAWA Offenses															
Domestic Violence	0	0	0	0	0	0		0	0	0	1	1	0	0	0
Dating Violence	1	0	0	0	0	0		0	0	0	0	0	0	0	0
Stalking	0	1	0	0	0	0		0	0	0	0	0	0	0	0
ARRESTS															
Arrests: Weapons Carrying, possessing, etc.	0	0	0	0	0	0		0	0	0	0	0	0	0	0
Arrests: Drug abuse Violations	0	2	0	0	0	0		0	0	0	8	5	0	0	0
Arrests: Alcohol/Liquor law violations	0	0	0	0	0	0		0	0	0	0	2	0	0	0
CAMPUS DISCIPLINARY REFERRALS															
Referrals: Liquor/Alcohol Violations	2	0	0	0	0	0		0	0	0	0	0	0	0	0
Referrals: Drug abuse Violations	5	0	1	0	0	1		0	0	0	0	0	0	0	0
Referrals: Weapons Carrying, Possessing, etc.	0	0	0	0	0	0		0	0	0	0	0	0	0	0

HATE CRIMES

Hate Crimes: Any crimes motivated by perpetrator bias against the victim based on race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability (whether actual or perceived). Note--When a hate crime is reported, specific bias is noted as well as which Clery Geographical Area it occurred.

2019: No hate crimes reported
2018: No hate crimes reported
2017: One report of vandalism based upon race

* 2017 One burglary was reported at campus housing at 1931 Olympia Way. There were no other Clery reportable crimes at either campus housing location.

Marijuana use by residents over 21 years of age at LCC is not reported as a Clery violation since it is not a violation of law; Marijuana use by minors is reported as a Clery violation.

**On-Campus Residence data is also reported in the On-Campus category. (For example, if a burglary is reported in an on-campus residence the single incident is reported twice, once in the on-campus category and once in the on-campus residence category, even though there was only one incident.)

Residential Building Descriptions

Oak Terrace (1931 Olympia Way) – Standard construction with 11 individual apartments. Each unit is equipped with smoke and carbon monoxide detectors. Fire extinguishers are provided in each apartment and at conspicuous locations throughout the building.
Olympic Court (1615 20th Ave)- Standard construction with 12 individual apartments distributed over three similar, connected buildings. Each unit is equipped with smoke/carbon monoxide detectors. Fire extinguishers are provided in each apartment and at conspicuous locations throughout the building.

Non-Campus Locations

Lower Columbia College operates four (4) Early Childhood Education Centers for pre-school age children off campus. They are located at:

Barnes – 1601 Bowmont Ave. (Kelso, WA)
Broadway – 1410 8th Ave. (Longview, WA)
Castle Rock – 620 Roake Ave NE (Castle Rock, WA)
Memorial Park – 3802 Memorial Park Dr. (Longview, WA)

Notes to crime statistics:

1. Includes incidents reported to College Campus Security Authorities and to the local law enforcement (Longview Police Department).
2. A change to federal law requires that the incident count for certain crimes be reported by geographic category beginning in 1999. Counts for other classifications not required by federal law include only incidents on college facilities unless otherwise designated.
3. On-Campus Property. This category includes incidents that occurred on the main campus of the College.
4. Non-Campus Property. This category includes incidents that occurred on property other than the main campus, was owned or controlled by the College and used in support of our educational purposes.
5. Public Property. This category includes incidents that occurred on property immediately adjacent to and accessible from the campus.

Lower Columbia College provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal. All Inquiries regarding compliance with access, equal opportunity and/or grievance procedures should be directed to Director of Human Resources & Legal Affairs, 1600 Maple Street, PO Box 3010, Longview, WA 98632, Phone number, 360.442.2120, Phone number/TTY 800.833.6388.