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 at http://www.clerycenter.org under “Policy.” 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 Security Department at (360) 442-2270. You may also print out a copy at http://lowercolumbia.edu/safety/crime-reports/_assets/documents/Annual-Crime-Security-Report.pdf

Mission Statement

The Lower Columbia College Safety and Security staff 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 college regulations.

Authority and Jurisdiction of the Lower Columbia College Security Department

The principal responsibilities and objectives of the Lower Columbia College Safety and Security Department staff 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 officers have the authority to ask individuals on campus to provide identification. Students who fail to provide identification can be subject to a student code of conduct violation. Non-students and visitors may be asked to leave campus.

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, requesting 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.
Annual Fire Safety Report

Lower Columbia College does not currently maintain any on-campus student housing facilities and does not prepare an Annual Fire Safety Report.

Missing Student Notification Policy

Lower Columbia College is in the process of creating a permanent policy regarding missing students as the college has recently added on campus housing. If a Lower Columbia College student is reported missing, the Lower Columbia College Safety and Security Department will assist the investigating law enforcement agency in any way possible. This includes posting notifications on the agency website as well as posting notifications physically on campus.

Emergency Preparedness

The Lower Columbia College Emergency Action Desk Reference can be found at http://lowercolumbia.edu/publications/emergency/index.php

Crime Prevention Education and Security Awareness

The Safety and Security Director and/or designee, meets with particular campus departments and personnel to assist with planning related to crime prevention, safety, and security. The Safety and Security Director is available upon request to discuss similar issues with interested campus groups or student organizations, and meets with participants in off-campus student programs.

Crime prevention information can also be obtained by accessing the Longview Police Department web site at http://www.ci.longview.wa.us/index.aspx?page=400

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.

Daily Crime Log

The Lower Columbia College Safety and Security Department maintains a daily case log that lists crimes that are reported to the 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. The log can be accessed on the Lower Columbia College Security web site at http://lowercolumbia.edu/safety/crime-reports/crime-log.php
Behavioral Intervention Team (BIT)

The Lower Columbia College Behavioral Intervention Team (BIT) team, 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 an Incident Report form located at http://lowercolumbia.edu/students/make-a-report/index.php 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.

d) 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.

Alcohol, Drug and Tobacco Education/Counseling Service Resources

- Student Services Counseling Center 442-2330
- Lower Columbia College Employees, contact Human Resources
- Alcohol and Drug Help Line (800) 562-1240
- Tobacco Quit Line (877) 270-7867
- Drug Abuse Prevention Center (360) 425-9210
- Families Anonymous (800) 736-9805
- Recovery Northwest (360) 695-1297

Incident Reporting

If a crime is in progress call 911 immediately followed by calling Lower Columbia College Security at 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.

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.
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

- VP - Student Services
- VP - Administrative Services
- Security and Safety Department
- Director of Advising
- Student Conduct Designees
- Director of Human Resources
- Director of Athletics
- Director of Student Programs
- Director of Effectiveness & College Relations
- Athletic Coaches
- Adviser for any student club or registered student organization on campus

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, (Cabinet member), 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 will require direct investigation by appropriate college personnel. Taking into account the safety of the community, Lower Columbia College will determine the content of the notification and initiate the appropriate elements of the emergency notification system 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 is designed to send information regarding closure and other emergency information by text message on your mobile phone via [http://lowercolumbia.edu/publications/emergency/crisis-communication-procedure.php](http://lowercolumbia.edu/publications/emergency/crisis-communication-procedure.php)
**Trespass Situations**

According to WAC 132F-136-050 (1), 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; 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 safety 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**

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

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.

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 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.

Level 3 Sex Offender Registration

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.

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 a 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. The Cowlitz County SO web site is http://www.co.cowlitz.wa.us/index.aspx?nid=979.

In addition, ALL registered sex offenders who are registering for classes must schedule a meeting with the Lower Columbia College Safety & Security Manager/Student Conduct Officer at the start 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 specific college administrators and all instructors of Level I and Level II registered sex offenders will receive notification from the Student Conduct Officer of the offenders 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.
Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of the Director of Safety and Security, or their designee, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. 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 (3) 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:

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.

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, carry, or store firearms, edged weapons, martial arts weapons, or blunt force weapons on College property, to include privately-owned vehicles 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. The ban shall not apply to tools that are used by employees in the performance of work duties, or otherwise legal items such as a small penknife or pocketknife carried or possessed without the intent of injuring, threatening or intimidating others.
Annual Crime Report Crime Statistics


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 and Campus Security Authorities. Lower Columbia College has no off-campus facilities and no resident facilities; therefore, no statistics are recorded. If you have questions regarding the statistics published here, please contact the Lower Columbia College Security and Safety Department.

- 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:
  o Race, Disability, Ethnicity, national origin, Gender, Religion, Sexual orientation

• Domestic Violence: Means a “felony or misdemeanor crime of violence committed by-
  o A current or former spouse or intimate partner of the victim,
  o A person with whom the victim shares a child in common,
  o A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
  o 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
  o 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-
  o Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  o 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-
  o Fear for his or her safety or the safety of others; or
  o Suffer substantial emotional distress.”
### Reported Incidents On or Near College Main Campus Facilities

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**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.