



GRAYS HARBOR COLLEGE

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ANNUAL SECURITY REPORT Columbia Education Center

2020

Campus Security Department
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Aberdeen, WA 98520
Hillier Union Building (100), room 131
www.ghc.edu/safety

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THE COLLEGE

Grays Harbor College is a community college located in Aberdeen, Washington, United States. Founded in 1930, the college sits on a 120-acre campus overlooking the town of Aberdeen and its seaport on the edge of the Pacific Ocean. Additional "education centers" are located in Raymond and Ilwaco. The college does not maintain student residences (i.e., dormitories) on campus.

Primary responsibility for campus security is vested with the Security Department. None of the Grays Harbor College security staff are commission law enforcement officers, nor do they have the authority to make arrests.

THE CLERY ACT

The Campus Security Act requires colleges and universities to

- Disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities and remote classrooms. The statistics gathered from campus security, local law enforcement, and other university officials who have significant responsibility for student and campus activities. This information can be found on the [Grays Harbor College Jeanne Clery Report](#).
- Provide “time warning” notices of those crimes that occurred on campus, or within the patrol jurisdiction of campus police or campus security department. This information can be found in the Daily Crime Log in the Campus Security Office.
- The Grays Harbor College Security Department is responsible for preparing and distributing this report. The Security Department worked closely with a variety of College departments and organizations to develop and compile the information contained within this annual report.
- Publish an annual report every year by October 1 that contains three years of campus crime statistics and certain campus security policy statements.

The Grays Harbor College community is encouraged to use this report as a guide for safe practices on and off campus. In accordance with United States Code of Federal Regulations, Title 34, Part 668.46(c) (1) this [2020 Annual Security Report](#) is available online at the Grays

Harbor College. For a paper copy of this report please visit the Campus Security Office located in building 100 room 131.

CAMPUS SEXUAL VIOLENCE ELIMINATION (SAVE) ACT AND VIOLENCE AGAINST WOMEN ACT (VAWA)

SaVE and VAWA were enacted in 1994 to raise awareness of domestic violence and assault crimes against women. Some of its provisions mandated that states create separate criminal statutes for domestic violence, provided additional protections to victims like quicker access to restraining orders, ability to break housing contracts without penalty, and provided funding for safe houses. It's been updated and modified numerous times, most notably to expand the coverage to include basically all humans (men, transgender, transsexual, etc.) VAWA was updated again in 2013 through the Campus SaVE Act with changes that became effective on October 1, 2014

Reporting Requirements:

One of the updates is the Campus SaVE provision which modifies the Clery Act by putting new requirements on schools about what to report and how to report it. The implementation of VAWA's SaVE provision and the new Clery reporting requirements must comply with Title IX's equal protection clauses. In short, the Campus SaVE Act refers to Section 304 of the reauthorized VAWA. It is a set of amendments to the Clery Act. Thus, what is referred to as the Campus SaVE Act is, in fact, the Clery Act. What does the SaVE provision require an institution of higher education (IHE) to do? The SaVE Act requires institutions to provide educational training on sex assault and similar topics to all new students and employees, create written procedures and methods for reporting and handling on-campus sex crimes, and include additional types of crimes in Clery reports.

SaVE Requirements:

The SaVE Act requires institutions to provide educational training on sex assault and similar topics to all new students and employees, create written procedures and methods for reporting and handling on-campus sex crimes, and include additional types of crimes in Clery reports. In response to this act, Grays Harbor College has created the Sexual Harassment and Assault Prevention and Elimination (S.H.A.P.E) committee. This committee plans training for students and staff around domestic and dating violence, bystander intervention, personal defense

and awareness and healthy relationships. These trainings typically occur as part of new student orientation, at first meeting with new athletes and during Sexual Assault Prevention month in April of each year.

COMPLIANCE WITH THE CLERY ACT

Compliance with these laws requires an institution-wide effort and support from college leadership. It is through Grays Harbor College's concern about their students and employees, that they have a sense of personal safety within our campus community. We expect that the learning of and practicing of preventative measures serve to substantially reduce the probability of someone becoming a victim. The objective with the Annual Security Report is to provide effective and accurate written information that will help foster a safe and healthy environment for our students and employees, and provide information prospective and current students and employees need to make informed decisions regarding their individual safety. We want to inform our community about the occurrence of crime on our campuses, our campus security and safety policies, and our most recent initiatives to prevent and respond to crime and emergencies. Compliance with the Clery Act requires Grays Harbor College to provide timely warnings of crimes that represent a threat to the safety of students or employees and to make campus security policies available to the public. The act also requires the College to collect, report, and disseminate crime data to everyone on-campus and to the Department of Education (ED) annually. To be in full compliance, Grays Harbor College must do the following:

- Publish, provide information about and distribute an Annual Security Report to current and prospective students and employees by October 1st of each year. The report must provide crime statistics for the past three years, detail campus and community policies about safety and security measures, describe campus crime prevention programs, and list procedures to be followed in the investigation and prosecution of alleged sex offenses.
- Provide students and employees with timely warnings of crimes that represent a threat to their safety. Grays Harbor College must also keep and make available to the public a detailed crime log of all crimes reported to them in the past 60 days. Crime logs must be kept for seven years, and logs older than 60 days must be made available within two business days upon request.
- Keep the past three years of crime statistics detailing crimes that have occurred: on-campus; in public areas on or near campus; and in certain non-campus buildings, such as remote classrooms. Grays Harbor College must also report liquor and drug law violations and illegal weapons possession if they result in a disciplinary referral or arrest
- Submit the collected crime statistics to ED each fall. Grays Harbor College has a vested interest in campus safety and the safety of our students and employees. Information about crime prevention, security authority, crime reporting policies, disciplinary procedures, and other matters of importance are contained in the following pages. This report also contains information about campus crime statistics. The report is available in the [Student's Right to Know](#) section of the webpage.

DEFINITIONS OF CLERY GEOGRAPHY AT GRAYS HARBOR COLLEGE

Clery regulations are specific about the types of property or geography from which the crime data is being gathered for the college. To help with this, there are specific descriptions for each of the types of Clery Geography locations for Grays Harbor College. The crime data stated in this report is for the previous three years concerning reported crimes which occurred in designated Clery Geography for Grays Harbor College. The Clery Geography for the College includes all four campus locations. For the purposes of The Clery Act, these four locations are considered separate campuses because:

- Grays Harbor College controls or owns the site(s)
- The site(s) are not reasonably geographically contiguous with the main campus
- The site(s) have an organized program of study
- The site(s) have at least one person on site acting in an administrative capacity.

The specific campus locations are locally known as:

- Main Campus, 1620 Edward P. Smith Drive, Aberdeen, WA 98520 (360-532-9023)
- Whiteside Education Center, 418 E.1st Street, Aberdeen, WA 98520 (**Building was sold on 11/9/2018**)
- Riverview Education Center, 600 Washington Avenue, Raymond, WA 98577 (360-5384023)
- Columbia Education Center, 208 Advent Avenue S.E., Ilwaco, WA 98624 (360-538- 2539)

Clery Regulations are specific about the types of property or geography from which an institution's crime data is gathered. To this end, and to help with clarification, the following are definitions of Grays Harbor College's Clery Geography and maps for each campus are located in Appendix 2.

On-Campus: This is any building or property owned or controlled by Grays Harbor College within the same reasonably contiguous geographic area and used by said 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.

Non-Campus Building or Property: This includes 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.

Note: Grays Harbor College does not have other buildings that are owned by any student organization. Grays Harbor College does use a wrestling training facility which the college considers another non-campus place. It is located at 1710 S. Boone Street, Aberdeen, Washington.

Public Property: This includes 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 Columbia Education Center (located at 208 Advent Avenue SE, Ilwaco, WA): includes the sidewalk and the public parking lot directly south of the structure, and the sidewalk, and that portion of Advent Avenue located directly west of the center, including the public sidewalk. In addition, there is an adjacent public parking lot to the south of the center's parking lot that borders Howerton Avenue SE to the south and Elizabeth Ave. SE to the east.

ACCESS TO CAMPUS FACILITIES AT GRAYS HARBOR COLLEGE

It is the policy of Grays Harbor College's Board of Trustees that the facilities and services of Grays Harbor College will be provided for the use of the citizens of the college district without regard to age, race, color, religion, sex, national origin, or handicap. The first priority for the use of college facilities shall be the regular college program; however, after this need is met, it is the intention to encourage widespread use of school facilities subject to the laws of the State of Washington and regulations prescribed in Grays Harbor College's Administrative Procedure 516.01. Grays Harbor College is a public institution and is open to the public. The Boone Street entrance is accessible 24 hours a day. Instructional and administrative buildings on campus are generally open for use from 7:00 a.m. to 8:00 p.m. Monday through Friday. On Saturday only the buildings scheduled for use will be open and all other buildings will be locked and alarm systems armed, if applicable. On Sunday the campus is closed. The Library hours fluctuate throughout the year, so it is best to check the Library schedule to determine the operating hours.

Security Considerations in Maintaining Campus Facilities at the Columbia Education Center

- Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Campus Operations conducts all repairs. Other members of the College community assist when they report equipment problems or malfunctions to Campus Operations through the Megamations work request system.

- Columbia Education Center: Open Monday through Thursday, offering varying schedules. Grays Harbor College staff maintain a presence at this location. During any emergency situation, Long Beach Police are also on call and available. The Safety and Security Coordinator frequently visits this location. The custodial department reports malfunctioning lights and other unsafe physical conditions to Campus Operations for repair. Other members of the College community assist when they report equipment problems or malfunctions to Campus Operations through the Megamations work request system.

Relationships with Other Agencies

Grays Harbor College maintains a close relationship with local emergency response and management systems that have jurisdiction over our campuses. One department assists the other within their authorities during mutual investigations.

- The Columbia Education Center: Long Beach Police Department (LBPD) has law enforcement jurisdiction.

When incidents arise, the Safety and Security Coordinator provides response services for the preservation of life and property. The Coordinator works closely with the local Police Department who has primary jurisdiction in the investigatory and response modes. The Coordinator also works with the law enforcement investigation' unit when incidents arise that require joint investigative efforts, resources, crime related reports, and exchanges of information.

Since Grays Harbor College has a widespread Community and Continuing Education program, including this list demonstrates the far-reaching efforts of the College to gather the appropriate crime data. Letters of inquiry about crime data were sent to each law enforcement agency as appropriate to the location and dates/times of the student presence for classes. Responses are kept at the Safety and Security Coordinators office.

REPORTING A CRIMINAL OFFENSE

General Procedures for Reporting a Crime or Emergency

Community members (students, faculty, staff, and guests) are encouraged to report all crimes and safety-related incidents to the Safety and Security Coordinator in a timely manner.

To report a crime or an emergency on the campus, call 911 first and then call the Safety and Security Coordinator at extension 4120 or, from outside the College phone system, (360) 538-4120. To report a non-emergency security or safety-related matter, call the Safety and Security Coordinator at extension 4120 or, from outside the College phone system, (360) 538-4120.

This publication contains information about on- and off-campus resources and is made available to all Grays Harbor College community members. The information about “resources” is not provided to suggest that those resources are “crime reporting entities” for Grays Harbor College. Crimes should be reported to the Grays Harbor College Campus Security Department to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. For example, a crime that was reported only to the Grays Harbor County Crisis Center would not be included in the Grays Harbor College crime statistics. The Safety and Security Coordinator sends a request each year to all campus security authorities that encourages them to inform the persons they are working with of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics, when they deem it appropriate.

Pastoral and Professional Personal Counselors

There is an exemption of Clery mandated reporting for two types of positions, college professional personal counselors and pastoral counselors. Grays Harbor College does not have any pastoral counselors, but does have full time counselors whose professional responsibilities include personal counseling. Thus, when these staff counselors are acting within the scope of their employment, they are not required to report crimes for inclusion in the annual disclosure of crime statistics. However, our campus faculty counselors are encouraged if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion in the annual crime statistics.

Limited Voluntary Confidential Reporting

Grays Harbor College encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the College cannot hold reports of crime in confidence. Anonymous reports to the Safety and Security Coordinator may be filed for statistical reporting purposes. A student’s privacy concerns are weighed against the needs of the College to respond to certain incidents and crimes. To the greatest extent possible, all reports will remain private. In compelling situations, Grays

Harbor College reserves the right to take reasonable action in response to any crime report, and information may be shared with appropriate departments and agencies under a need-to-know basis when it pertains to investigative needs and safety concerns of the campus community. All reports submitted on a confidential or anonymous basis are evaluated for purposes of issuing a campus wide “timely warning notification” as well as inclusion in the annual crime statistics.

Alternatives to Immediately Filing a Police or Safety Incident Report

Victims and witnesses may also report a crime through the college system or the criminal justice system at a later date. The alternatives available for people to use instead of filing a report immediately about a crime incident include:

- Report the crime to the Safety and Security Coordinator at a later date

- Make a complaint to the Vice President of Student Services. Such a complaint may be used for actions which include, but are not limited to, on-campus disciplinary proceedings
- Make an anonymous report to the Safety and Security Coordinator
- Contact a different department/office for help:
 - the Title IX Coordinator (for students)
 - Chief of Human Resources (for employees)

The victim of a crime who does not want to pursue action within the College's judicial system or the criminal justice system may still consider making a report to an alternative campus authority. A student or employee can notify a counselor in the Student Support Center about a crime and they can file an internal report without revealing their identity. The campus cannot guarantee confidentiality, but does guarantee privacy. The purpose of a confidential report is to comply with their wish to keep the matter confidential, while taking steps to ensure their future safety and the safety of others. Further options will be discussed with the reporting party. With such information, the college can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential dangers. Reports filed in this manner are counted and disclosed in the annual crime statistics for the College.

Monitoring Campus, Non-Campus and Public Property for Criminal Activity

The Safety and Security Coordinator periodically collects data about all non-campus locations for college and other college events and activities, including days of the week and time of day. Between January and July of each calendar year, letters of inquiry are sent to each local police jurisdictions inquiring about specific Clery crimes associated with each address during those specific dates/times. When these letters are answered, their contents are analyzed and any crime deemed to be within the exact Clery geography of that location is added to the crime data for that year.

Grays Harbor College Notifications of Timely Warning Policy

In an emergency situation, the college will without delay, and taking into account the safety of the community, determine the nature of the event and issue an emergency notification unless issuing the notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

In an effort to provide timely notice to the Grays Harbor College (GHC) community, and in the event of a serious incident which may pose an on-going threat to members of the college community, a GHC Alert is sent to all current registered users on campus. In addition, Alert

notifications are also sent out via desktop pop-ups using the Alertus system. The Chief of Campus Operations or a designee generates the alerts. Updates to the college community about any particular case resulting in a GHC Alert may be distributed via email or may be posted on the College's website. GHC Alert posters may also be posted by Campus Security in campus buildings when deemed necessary.

GHC Alerts are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by Campus Security. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other Grays Harbor College community members and a GHC Alert would not be distributed. The Safety and Security Coordinator reviews all reports to determine if there is an on-going threat to the community and if the distribution of a GHC Alert is warranted. GHC Alerts may also be posted for other crime classifications, as deemed necessary.

A daily crime log is available for review at the Safety and Security Coordinator's Office at Building 100, Room 131, from 8:00 a.m.–4:30 p.m. Monday through Friday, excluding holidays. The information in the crime log typically includes the case number, classification, date reported, date occurred, general location, and disposition of each crime.

Responding to Emergencies and Emergency Notifications

In light of recent emergent events that have happened on college campuses in the last five years, Grays Harbor College began strengthening its planned response to adapt to any emergency situation. Thus, Grays Harbor College actively examines ways to prepare for and respond to emergency situations, which are often dynamic.

GENERAL EMERGENCY INFORMATION

The college holds the safety and well-being of its students, staff and visitors in the highest regard. We encourage everyone to contact the Safety and Security Coordinator if you witness any suspicious activity or have any safety concerns while on campus. The majority of the emergencies that take place on campus are medical, which the Safety and Security Coordinator coordinates with Fire & Ambulance. Police will respond to all violent incidents including an active shooter on campus. If you witness suspicious or dangerous behavior warranting police response **call 911 first, and then call the GHC Switchboard (360) 532-9020.**

Emergency Medical Reporting Procedures

With any medical emergency, Grays Harbor College encourages any community member to call 911 whenever they feel it is necessary or if they are unsure about the severity of the victim's condition. Students, faculty, staff, and guests should report any emergency medical situations to the Safety and Security Coordinator at extension 4120 from any college phone or 360-538-4120 from an external phone and give their location. Grays Harbor College has trained

the majority of its staff in basic first aid procedures. First aid classes are conducted by American Heart Association certified instructors twice annually. A comprehensive list of Automated External Defibrillators (AED) locations throughout the main campus can be found posted throughout the campus and in Appendix 3 of this report.

Incidents reported to Grays Harbor College Campus Security that fall into one of the required reporting classifications will be disclosed as a statistic in this annual brochure published by Grays Harbor College Campus Security.

General Emergency Procedures

No emergency is ever the same therefore no single response can dictate how an emergency will be dealt with. Grays Harbor College will do everything within its power and resources to prevent the loss of life and property.

Minimum guidelines for reacting immediately to an emergency:

- Always assess if anyone is injured and the severity of injuries. Immediately call the Safety and Security Coordinator at extension 4120 from any college phone or 360-538-4120 from an external phone or dial 911.
- CERT team members will provide traffic control assistance to enable emergency vehicles to respond.
- Never speculate about the circumstances of an emergency.
- Follow directions given by law enforcement or emergency response personnel.
- Remain calm; keep each other informed as much as possible; reassure others.
- Do not speak to the media; direct them to the Public Information Officer or the College President
- Closely monitor all communication channels available at the time to keep informed of developments, especially before traveling to campus.

Logical Response and Recovery Steps

Step 1: Emergency occurs

Step 2: The Safety and Security Coordinator calls emergency agencies and Campus Operation

Step 3: Campus Operations calls the appropriate utilities as needed

Step 4: Incident Commander makes a decision to activate the EOC

Step 5: Once the EOC is activated, all Emergency Operations Center members are to meet at the Incident Command Center without delay (If possible)

Step 6: Further action is determined by the emergency and the Incident Commander

Emergency Assembly Areas

In the event of a building evacuation on any Grays Harbor College campus, all occupants should assemble at the nearest designated Assembly Area. Assembly Area maps are located in all classrooms, offices and posted throughout campus.

Testing Emergency Response and Evacuation Procedures

Drills are coordinated by the Safety and Security Coordinator or designee during each academic school year for all Grays Harbor College campuses. Drills may be either announced or unannounced and will include a test of any of the following emergencies: earthquake, evacuation, fire drill, active shooter scenario, bomb threat, suspicious package, campus alert system, any combination of the aforementioned or other events as deemed appropriate. Grays Harbor College annual participates in the Great Shakeout Earthquake Drill.

The emergency response and evacuation procedures are tested annually at all campus locations. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. At Grays Harbor College, evacuation drills are used as a way to educate and train occupants on issues specific to their building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the College an opportunity to test the operation of fire alarm system components. The college uses CERT team members to coordinate evacuations on campus. These volunteers have been provided with CERT backpacks that have been stocked with first aid supplies, flashlights, etc. The Safety and Security Coordinator serves as Team Leader, is a certified CERT trainer and State of Washington Disaster Site Worker. He schedules quarterly meetings for the CERT team to meet and discuss questions, become reacquainted with campus security protocols, and learn about new procedures.

Security Awareness and Crime Prevention Programs for Students and Employees

Grays Harbor College offers many programs designed to inform students and employees about campus safety and security procedures and practices as well as, crime prevention. A common theme of all awareness and crime prevention programs is to encourage students and employees to be responsible for their own safety and for the safety of others on campus. Ongoing crime prevention and safety awareness programs on personal safety and security are sponsored by various campus organizations throughout the year. The programs include general crime prevention and security awareness programs such as safety education forums, programs and discussions about topics such as alcohol abuse, domestic violence, de-escalation, fire safety, emergency response and evacuation procedures, driving safety, and theft protection.

Security Awareness Programs for Students and Employees

Program	Frequency	Student/Employee	Notes
General Safety	Quarterly	All Students and Employees	All students and employees must view a general safety video

Emergency Preparedness	Quarterly	Students	Session is conducted as part of training for the Student Success Conference
Active Shooter Response	Quarterly	Students/Employees	Session is conducted as part of training for the Student Success Conference and Brown Bag Lunch Sessions
Van Driver Safety	12 times yearly	Students/Employees	Requirement for use of College Vehicles
Self Defense Workshops	Twice Annually	Students/Employees/Community	Held during the school year for students and employees and during the summer for community
Bystander Training	Annually	Students	Given to all incoming students
Healthy Relationships	Annually	Students/Employees	Conducted by Human Services as part of Sexual Assault prevention Month

Bystander Intervention Programs

Bystander training was explored by the Sexually Harassment and Assault Prevention and Elimination (SHAPE) committee and determined that it was a vital component to preventing crimes against persons and helping others in potentially unsafe circumstances. Grays Harbor College implemented a Bystander Intervention Programs in the calendar year of 2015.

- During the calendar year 2015, the Washington State Board of Community and Technical

Colleges purchased a video program to be implemented state-wide, called *Campus Clarity* (a specialized on-line educational program for substance abuse and sexual assault prevention). Grays Harbor College implemented this program in the Fall of 2015 to new students.

- A since revised version of *Campus Clarity* specific to community college students is currently being used for new students during the calendar year of 2016.

Individual Responsibility

Grays Harbor College works hard to promote and ensure the safety of all individuals within its community, which includes students, faculty, staff and visitors. However, everyone must also take responsibility for his or her own safety and that of their belongings. Simple precautions are the most effective means of maintaining personal security. All individuals should strive to become less vulnerable to crime and take ordinary precautions to help with ensuring their safety. Examples of precautionary measures include:

- **Signing up for Campus Safety Alerts:** Students are encouraged to sign up for [GHC Alerts](#)
- **Requesting an Escort from Security:** Any staff or student who wants to have an escort when walking across campus may request this from the Safety and Security Coordinator or designee.
- **Taking care, Being Aware:** All individuals should notify Campus Safety of any individual on campus or in a building, who appears to have no legitimate business there, or who arouses suspicion in any way. All individuals are also urged to report any activity or crime occurring off-campus. Students and staff are encouraged to remain aware of their surroundings at all times
- **Locking Vehicles/No Valuables left in cars:** All students, faculty, staff and visitors are encouraged to not leave valuables in vehicles and to lock vehicles
- **Walking with partners:** Walk with partners or friends across campus, and when enjoying public trails.
- **Securing Bicycles:** Make sure when using bicycles on campus to secure them with good locks at campus bicycle racks

ALCOHOL AND DRUGS

Grays Harbor College prohibits the unlawful or unauthorized manufacture, distribution, dispensation, possession, use or sale of alcoholic beverages, controlled substances, and illegal drugs on campus. The impairment by alcohol or drugs of any student or employee while participating in the academic or workplace setting is also prohibited. Grays Harbor College employees, students and visitors are required to abide by all federal and state laws, local ordinances, Washington State Board for Community and Technical College policies, and other related state and federal requirements regarding the consumption or possession of alcoholic beverages, controlled substances and illegal drugs.

Drug and Alcohol Abuse Education Programs

The Counseling Center at Grays Harbor College utilizes an individualized educational process for the education about alcohol and other drugs with the goal of prevention of abuse. In collaboration with the Office for Student Life, they provide periodic group programs designed to respond to the needs and empower the wellness of all members of the college community. The program includes a continuum of activities and services which can be categorized into the three areas listed below:

- **Prevention/Education**—increase awareness, knowledge, skills and practice of healthier alcohol and other drug choices

- Policy and Procedures—review and revise college policies and procedures regarding alcohol and other drug (AOD) use and abuse, to ensure fair and consistent implementation supportive of the mission of the college as well as federal, state and local guidelines
- Resources
 - Consultation—provides all members of the Grays Harbor College community with the opportunity for a free and confidential consultation about their use/abuse of alcohol or other drugs.
 - Referral to Counseling/Treatment—where indicated following a consultation, students will be assisted in finding appropriate services which are designed to help a person stop abusing alcohol or other drugs
 - Referral to Self-Help and Support Groups—to support ongoing progress of individuals working on their recovery program, linkages with 12-step groups will be maintained to facilitate quick entry into a group

Should any student or employee have any questions or would like more information about the program, please contact the counselors in the Student Support Center, at 360-538-4099. In addition to counseling programs, some student clubs provide resources regarding drug and alcohol addiction.

Grays Harbor College has a vested interest in the health and well-being of its students and employees. Providing access to substance abuse education materials promotes a healthy campus community. The College recognizes substance abuse as a treatable condition, and offers students and employees services and referrals for those with substance dependency problems, including informational materials, educational programs, counseling services.

Student Possession, Use and Sale of Alcohol Beverages and Drugs at Grays Harbor College

The scope of Grays Harbor College Drug Free [Campus Board Policy 411](#) also includes language that shows Grays Harbor College complies with the drug and alcohol regulations mandated by the federal highway administration of the US Department of Transportation, along with other applicable federal, state, and local laws and regulations. The institution enforces state underage drinking laws as well as illicit drug use through their procedures laid out in the [Student Right To Know and Student Conduct](#) publication which is made available to all students and employees annually via email, and quarterly thereafter to any new student and/or employee. RCW 66.44.270 and RCW 66.44.290 address underage issues with alcohol. Washington State drug and federal drug laws are identified in the Student Right To Know and Student Conduct publication, as well as in the [Washington Administrative Code](#) for conduct.

Student disciplinary sanctions which are related directly to alcohol and/or drug use by minors

Official college action is taken when violation of state law or college policy regarding alcohol and other illicit drugs occurs. Students have rights within the limitations of statutory law and college policy which are deemed necessary to achieve the educational goals of the college. All disciplinary sanctions are operated under the structure of these rights, which are listed below:

Academic Freedom

- Students are guaranteed the rights of free inquiry, expression, and assembly upon and within college facilities that are generally open and available to the public.
- Students are free to pursue appropriate educational objectives from among the college's curricula, programs, and services, subject to the limitations of RCW 28B.50.090 (3)(b).
- Students shall be protected from academic evaluation which is arbitrary, prejudiced, or capricious, but are responsible for meeting the standards of academic performance established by each of their instructors.
- Students have the right to a learning environment which is free from unlawful discrimination, inappropriate and disrespectful conduct, and any and all harassment, including sexual harassment.

Due Process

- The rights of students to be secure in their persons, quarters, papers, and effects against unreasonable searches and seizures is guaranteed.
- No disciplinary sanction may be imposed on any student without notice to the accused of the nature of the charges.
- A student accused of violating this code of student conduct is entitled, upon request, to procedural due process as set forth in this chapter WAC-132J-126-010.

Definition of Disciplinary Terms

Initiation and types of non-academic discipline (Violation of law and college discipline) are described in WAC 132J 126 100 and are applied as appropriate by the Vice President of Student Services. The following definitions of disciplinary terms have been established to provide consistency in the application of penalties:

- **Warning** - A notice in writing to the student that the student is violating or has violated institutional regulations.
- **Probation** - A written reprimand for violation of specified regulations. Probation is indefinite or for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
- **Loss of privileges** - Denial of specified college privileges for a designated period of time.
- **Fines** - Previously established and published monetary charges.

- **Restitution** - Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- **Discretionary sanctions** - These may include, but are not limited to, work assignments, essays, service to the college, or other related discretionary assignments.
- **College suspension** - Separation of the student from the college for a designated period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- **College dismissal** - Permanent separation of the student from the college.
- **Revocation of admission and/or degree** - Admission to or a degree awarded from the college may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- **Registration hold** - Students may have their registration privileges blocked pending the completion of specified sanctions/conditions. Holds may be placed and removed only by the Vice President of Student Services or designee.
- **Revocation of club status and loss of college recognition** - Applies to clubs and organizations.

Initiation of Disciplinary Action

All disciplinary actions for the college (especially those involving alcohol use by minors) will be initiated by the Vice President of Student Services. If the Vice President of Student Services is the subject of a complaint initiated by the respondent, the President shall, upon request and when feasible, designate another person to fulfill any such disciplinary responsibilities relative to the complainant. Those infractions involving alcohol use by minors are transferred to the Safety and Security Coordinator, which then, in turn, transfers adjudication of the issues to the Vice President of Student Services.

- The Vice President of Student Services shall initiate disciplinary action by serving the respondent with written notice directing him or her to attend a disciplinary meeting. The notice shall briefly describe the factual allegations, the provision(s) of the conduct code the respondent is alleged to have violated, the range of possible sanctions for the alleged violation(s), and specify the time and location of the meeting. At the meeting, the Vice President of Student Services will present the allegations to the respondent and the respondent shall be afforded an opportunity to explain what took place. If the respondent fails to attend the meeting the Vice President of Student Services may take disciplinary action based upon the available information.
- Within ten days of the initial disciplinary meeting, and after considering the evidence in the case, including any facts or argument presented by the respondent, the Vice President of Student Services shall serve the respondent with a written decision setting forth the facts and conclusions supporting his or her decision, the specific student conduct code provisions found to have been violated, the discipline imposed, if any, and a notice of any appeal rights with an explanation of the consequences of failing to file a timely appeal.
- The Vice President of Student Services may take any of the following disciplinary actions:

- o Exonerate the respondent and terminate the proceedings;
- o Impose a disciplinary sanction(s), as described in WAC 132J-126-130;
- o Refer the matter directly to the student conduct committee for such disciplinary action as the committee deems appropriate. Such referral shall be in writing, to the attention of the chair of the student conduct committee, with a copy served on the respondent.

Recognized Student Organizations

Grays Harbor College does not have any nationally recognized student organizations except for Phi Theta Kappa (which is an honor society), and it does not have sorority or fraternity status at the College.

DRUG FREE WORKPLACE POLICY

Grays Harbor College promotes a drug-free campus. The college has a vital interest in maintaining a safe, healthy, and productive work and academic environment for its employees, students, and the public. As such, Grays Harbor College complies with the federal Drug Free Schools and Communities Act, the Drug Free Schools and Campuses Regulations, the Drug Free Workplace Act, the Controlled Substances Act, the drug regulations mandated by the federal highway administration of the US Department of Transportation, and other applicable federal state and local laws and regulations. Grays Harbor College prohibits the unlawful manufacture, distribution, dispensation, possession, use and/or sale of any controlled substance, including illicit drugs, marijuana, of any kind or any amount. Although possession and use of marijuana is legal under limited circumstances under Washington State law, the manufacture, distribution, dispensation, possession or use of marijuana remains prohibited under federal law, and consequently is prohibited on Grays Harbor College property, in the conduct of Grays Harbor College business, or in conjunction with any College activity or associated event.

Communication

To ensure all employees are aware of their critical roles in this, they receive a summary of the Alcohol- and Drug-Free Workplace policy, along with a link to the complete document, health risks, and legal implications during the annual notification of policies. Grays Harbor College will make good faith efforts to have and maintain an alcohol and drug-free workplace.

College Sanctions

Violations of the college drug policy by students, faculty, or staff will result in disciplinary action, as outlined in the College's Drug-Free College policy. Depending on the nature of the offense, this can take the form of a written reprimand, suspension, demotion, reduction in pay, or termination of the person's association with Grays Harbor College. Penalties for faculty and staff members may include termination of employment. Disciplinary

actions against students will be imposed in accordance with the College's Student Conduct Code, and may include suspension or expulsion. As with all illegal activities, substance abuse can result in criminal prosecution as well, under state and federal laws, including section 22 of the Drug-Free Schools and Campuses Act Amendment of 1989 (Public Law of 101- 226).

Legal Sanctions

It is unlawful in Washington to produce, manufacture, distribute, dispense, or possess illegal drugs. The most common illegal drugs on college campuses are opium derivatives, hallucinogens, depressants, cocaine, cocaine derivatives, and amphetamines. The Revised Code of Washington (RCW) carries specific penalties for the possession and use of illegal drugs. Washington RCWs on Campus Drug Free Zones, state that any person who violates a provision of the Uniform Controlled Substances Act while on any property used for school purposes by any school, within two thousand feet of any such property, or while on a school bus, shall, upon conviction, be punished by the imposition of the maximum fine and be imprisoned for not more than one and one-half times the longest term of imprisonment authorized by the applicable provisions of said Act.

It is also unlawful in Washington for anyone under 21 years of age to purchase or possess any alcoholic beverages or marijuana for any reason, in any place open to the public. Exceptions occur when the alcohol or marijuana is possessed or consumed for the following reasons: for established religious purposes; for medical purposes when prescribed by a licensed authority; when an 18-20-year-old is accompanied by a parent, spouse, or legal guardian at least 21 years of age; in private residences or private clubs or establishments when lawfully employed by a licensed enterprise for the lawful sale, handling, transport or dispensing of alcoholic beverages or marijuana. In accordance with Washington State law, it is illegal to drive or control a vehicle within this state while under the influence of intoxicating liquor (i.e. alcohol) and/or drugs. Furthermore, anyone driving or controlling a vehicle with a breath or blood alcohol concentration of 0.08 or higher can be charged with and arrested for driving under the influence (DUI).

Employee Assistance Program

The Employee Assistance Program (EAP) helps Washington State government employees and their family members resolve personal and work-related problems. Employee visits to the Employee Assistance Program are confidential (with exceptions for certain state and federal laws regarding abuse of a minor child, elderly person, disabled person, threats to self or others). Also, according to RCW 41.04.730 if the supervisor or HR directly refers the employee to EAP prior to their initial EAP contact regarding work performance issues, then EAP is required. ~~When the supervisor referred:~~ employee made an appointment

- The date/time the employee arrived and departed
- Whether further appointments were scheduled

The College recognizes that employee participation or non-participation in the EAP is voluntary and cannot be used in any decision affecting an employee's job security, promotional opportunities, corrective or disciplinary action, or other employment rights.

Counseling, Treatment, Rehabilitation or Re-entry Resources

In addition to the EAP and health insurance plans, employees may find the following resources helpful:

Crisis Resolution Services
(360)754-1338 or (800)270-0041

Crisis Clinic - Grays Harbor
(360)532-HELP(4357) (for Hoquiam area)
(800)685-6556 (East county and outside)

Evergreen Treatment Center
804 Levee Street
Hoquiam, WA 98550
360-209-6339

PREVENTING AND RESPONDING TO CRIMES OF VIOLENCE OR NON- FORCIBLE SEX OFFENSES

The college has taken a proactive stance to preventing and responding to crimes of violence and non-forcible sex offenses (to include but not limited to domestic violence, dating violence, sexual assault, and stalking).

Personal Violence Policy Statement

Under Grays Harbor College [Board Policy 406](#), the College will not tolerate and thus prohibits personal violence/harassment or sexual assault, including rape, acquaintance rape, and domestic violence, dating violence, and stalking, for incidences on and off campus. This includes both sexual behavior coerced through physical or verbal threats, force or other forms of manipulation and sexual behavior when one person cannot give consent due to incapacitation. Such activities are against the law and are a direct violation of the College's Student Conduct Code (WAC132J-126), specifically the sections related to harassment/physical harm and/or sexual harassment. When violations are believed to have occurred, disciplinary action can be pursued. Also, included are the mandates of Violence Against Women Reauthorization Act ("VAWA") which were signed into law on March 7, 2013, that imposes these new obligations on colleges and universities under its Campus Sexual Violence Act ("SaVE Act") provision, Section 304. Lastly, when applicable, this policy is also coordinated with Administrative Procedure 406.01: Title IX Complaints – Discrimination and Harassment.

Sexual Assault Prevention Programs

The college participates in using and promoting a software program, Campus Clarity, provided in an agreement facilitated by the Community and Technical Colleges State Board in Washington. This program provides education around and resources related to sexual assault and violence. Currently, the program is provided to all new employees through the Human Resources Office and to all new students through the online New Student Orientation. Additionally, there is a link to the program on the Title IX section of the Grays Harbor College (GHC) website. The Title IX Coordinator provides in person trainings about sexual assault and violence prevention to students, faculty, and staff as requested. All new athletes receive an annual presentation as well regarding Title IX and sexual assault and violence prevention. Additionally, GHC counselors are certified as confidential advocates and are able to provide trainings and programs to educate students and staff about sexual assault and violence prevention. Through a grant program in 2018-2019, GHC partnered with Beyond Survival, a local sexual assault crisis center, to provide workshops, education, and training for the students, faculty, and staff.

Responding to or Reporting Sexual Assault, Domestic Violence, Dating Violence or Stalking

Grays Harbor College is committed to providing its students with an environment conducive to the pursuit of knowledge. Admission to the institutions on this campus carries with it the presumption that students will conduct themselves in accordance with College policy, refraining from actions that would endanger the health, welfare, or safety of others. Conduct constituting any sexual offense, to include, but not limited to, sexual assault, domestic violence, dating violence or stalking, will not be tolerated. Students committing sexual offenses in any form can be prosecuted under the Washington State criminal statutes and/or subject to disciplinary action under the student rights and responsibilities (WAC 132B-120-120).

If you or someone you know of has been subjected to personal violence or sexual assault on or off campus, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. Grays Harbor College strongly advocates that a complainant of sexual assault, report the incident in a timely manner as time is a critical factor for evidence collection and preservation. An assault should be reported directly to the Safety and Security Coordinator and/or the Vice President of Student Services. Filing a report will not obligate the victim to prosecute, nor will it subject the complainant to scrutiny or judgment.

When a sexual assault complainant files a report, the local Police Department will be notified as well. If the suspect is also a student, the complainant of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the Student Affairs Office, or only the latter. The Safety and Security Coordinator, the Vice President of Student Services or a designee will guide the complainant through the available options and support the complainant in his or her decision, and will assist the student in notifying these authorities, if the student requests.

Students and employees who are victims of sexual assault, domestic violence, dating violence, or stalking, are encouraged to seek help from the following resources:

- The Safety and Security Coordinator, 360-538-4120
- The Vice President of Student Services, 360-538-4066
- Counselor, Student Support Center, 360-538-4099
- Grays Harbor Crisis Clinic: 360.532.8629 or 1.800.685.6556
- Beyond Survival Sexual Assault Resource Center: 360.533.9751 or 1.888.626.2640
- Grays Harbor Community Hospital: 360.532.8330 915 Anderson Dr., Aberdeen, WA 98520
- Domestic Violence Center of Grays Harbor: 360.538.0733 or 1.800.815.2194

Any individual who reports sexual harassment, sexual violence, and stalking or intimate partner violence can be assured that all reports will be investigated and resolved in a fair and impartial manner. A Complainant, a Respondent and all individuals involved can expect to be treated with dignity and respect. In every report under this policy, the College will make an immediate assessment of any risk of harm to the Complainant or to the broader campus community and will take steps necessary to address those risks. These steps will include interim measures to provide for the safety of the individual and the campus community.

Definitions of Consent and Prohibited Personal or Sexual Violence Crimes

Grays Harbor College has policies in place which include statements that the institution prohibits the crimes of dating violence, sexual assault, and stalking. In this policy (Operational policy 406) are the definitions of dating violence, domestic violence, sexual assault, stalking and consent (which have been developed in reference to sexual activity in the State of Washington). The definitions are as follows:

Dating Violence: Defined under federal law (42 U.S.C. 13925(a)) as violence committed by a person:

- Who is or has been in a social relationship of a romantic or intimate nature with the victim, **and**
- The existence of such a relationship shall be determined based on the reporting party's statement with consideration of the length, type, and frequency of interaction between the persons involved in the relationship

Domestic Violence: Defined under federal law (42 U.S.C. 13925(a)) as any felony or misdemeanor crime of violence committed by:

- Current or former spouse, or intimate partner, of the victim
- Person whom the victim shares a child with
- A person who has or is cohabitating 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 in which the crime or violence occurred. **Or**
- By any other person against an adult or youth victim who is protected from that domestic or family violence laws of the jurisdiction, in which the crime of violence occurred.

Sexual Assault: Can include any form of actual or attempted sexual activity perpetrated upon a person without that person's consent, including sexual behavior coerced through physical or verbal threats, force or other forms of manipulation and sexual behavior when one person cannot give consent due to incapacitation. An offense classified as a forcible or non-forcible sex offense under the Uniform Crime reporting system of the Federal Bureau of Investigation (FBI)

Stalking: Stalking, defined as intentionally and repeatedly harassing or following a person and intentionally or unintentionally placing the person being followed or harassed in fear of physical harm to one's self or property or physical harm to another person or another's property. A person engages in stalking if, without lawful authority and under circumstances not amounting to a felony attempt of another crime:

- He or she intentionally and repeatedly harasses or repeatedly follows another person; and
- The person being harassed or followed is placed in fear that the stalker intends to injure the person, another person, or property of the person or of another person. The feeling of fear must be one that a reasonable person in the same situation would experience under all the circumstances; and
- The stalker either intends to frighten, intimidate, or harass the person; or knows or reasonably should know that the person is afraid, intimidated, or harassed even if the stalker did not intend to place the person in fear or intimidate or harass the person.
- He or she attempts to contact or follow the person after being given actual notice that the person does not want to be contacted or followed constitutes prima facie evidence that the stalker intends to intimidate or harass the person. "Contact" includes, in addition to any other form of contact or communication, the sending of an electronic communication to the person.

Consent:

Pursuant with RCW 9A.44.010 (7), "Consent" means that at the time of the act of sexual intercourse or sexual contact there are actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact. Each party has the responsibility to make certain that the other has consented before engaging in the activity. The request of consent must be specific to each act and should be obtained with each new level of physical and/or sexual contact/conduct in any given interaction, regardless of who initiates it. A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct. Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct. Consent is the act of willingly and verbally agreeing to engage in specific sexual contact or conduct. Obtaining consent is an ongoing process in any sexual interaction.

WHO MAY FILE A COMPLAINT ABOUT DISCRIMINATION, HARASSMENT?

Any employee, applicant, student or visitor of the College may file a complaint. Complaints may be submitted in writing or verbally. The College encourages the timely reporting of any incidents of discrimination or harassment. For complainants who wish to submit a written complaint, they may do so. Written complaints may be submitted to the Human Resources Office, Campus Safety Office, the Title IX Coordinator and the Vice President of Student Services offices. Any person submitting a discrimination complaint shall be provided with a written copy of the College's Non-discrimination & Harassment Policies & Procedures.

Confidentiality and Right to Privacy for Discrimination, Harassment Complaints

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

Confidentiality Requests and Sexual Violence Complaints

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

- the seriousness of the alleged sexual violence
- the age of the complainant
- whether the sexual violence was perpetrated with a weapon
- whether the respondent has a history of committing acts of sexual violence or violence or has been the subject of other sexual violence complaints
- whether the respondent threatened to commit additional acts of sexual violence against the complainant or others

- whether relevant evidence can be obtained through other means (e.g., security cameras, other witnesses, physical evidence)

If the College is unable to honor a complainant's request for confidentiality, the appropriate Title IX / EEO Coordinator will notify the complainant of the decision and ensure that complainant's identity is disclosed only to the extent reasonably necessary to effectively conduct and complete the investigation.

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

POLICY AND PROCEDURES FOR DISCIPLINARY PROCEEDINGS USED BY THE INSTITUTION

Grays Harbor College is committed to providing students with an environment conducive to the pursuit of knowledge. Admission to the College carries with it the presumption that students will conduct themselves as responsible members of the community and refrain from actions that would endanger the health, welfare, or safety of others. Students who commit sexual offenses of any form can be prosecuted under Washington State Criminal Code (RCW Chapter 9A) and/or disciplined under the College's Student Conduct Code (WAC 132J-125-270 through WAC 132J-125-300).

Proceeding in the context of disciplinary proceedings means a standard series of actions or manner of action in following steps of discipline. A proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim. Result in the context of the "result of the proceeding" means the consequence, outcome or effect. There may be different proceedings and results, depending on whether the involved parties are students, employees or faculty.

Procedures for Institutional Disciplinary Action in cases of Alleged Domestic Violence, Dating Violence, Sexual Assault, or Stalking

In any proceedings of domestic or dating violence, sexual assault or stalking, the college shall provide a prompt, fair, and impartial investigation and resolution, and be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault and stalking, and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

Standard of Evidence for Disciplinary Proceedings

The College utilizes a standard of preponderance of the evidence (it is more likely than not that sexual assault, harassment or another form of sexual misconduct occurred) when reviewing a complaint.

Disciplinary Sanctions

The specific sanctions available to the adjudicating official or body may differ depending on the circumstances of the matter being addressed. In general, however, sanctions imposed upon students determined to have violated this policy can include a range of sanctions including, but not limited to, warning, censures, education/counseling, disciplinary probations, suspension or dismissal from the College. Possible sanctions that Grays Harbor College may impose following the results of any institutional disciplinary proceedings for an allegation of dating violence, domestic violence, sexual assault, or stalking include those listed above.

Investigation

Upon receiving a discrimination complaint, the college shall commence an impartial investigation. The Title IX/EEO Officer shall be responsible for overseeing all investigations. Investigations may be conducted by the Title IX/EEO Officer or his or her designee. If the complaint is against that official, the complainant should report the matter to the president's office for referral to an alternate designee. The college encourages the timely reporting of any incident(s) of discrimination or sexual harassment.

All reports of incident(s) will be forwarded to the Title IX/EEO Officer for coordination and a determination on how to process the complaint.

The complainant alleging discrimination or sexual harassment may submit a brief written statement of allegations to the Title IX/EEO Officer. Complaints shall be signed, dated, include names, description and date of the incident, and the remedy sought. If the complainant does not submit a written statement, the Title IX/EEO Officer shall prepare a statement of facts which is reviewed by the complainant. The Title IX/EEO Officer may appoint a designee to investigate the complaint. The Title IX/EEO Officer shall inform the complainant and respondent(s) of the appointment.

The investigator will conduct the investigation in a manner appropriate in light of the circumstances of the case, which will typically include interviews with the Complainant, the Respondent and any witnesses. The interviews will be supplemented by the gathering of any physical, documentary or other evidence. As part of the investigation, the College will provide an opportunity for the parties to present witnesses and other evidence. The investigation is designed to provide a fair and reliable gathering of the facts. It will be thorough, impartial and fair, and all individuals will be treated with appropriate sensitivity and respect. The investigation will be conducted in a manner that is respectful of individual privacy concerns.

At the conclusion of the investigation, the report will be forwarded to the Title IX Coordinator and the appropriate personnel responsible for initiating Formal Resolution proceedings. Information gathered during the review or investigation will be used to evaluate

the responsibility of the Respondent, provide for the safety of the Complainant and the College campus community, and impose remedies as necessary to address the effects of the conduct cited in the report.

Where there is sufficient information set forth that, if proven, would constitute a violation of policy, the College will have the discretion to institute Formal Resolution proceedings against the Respondent. At the conclusion of the investigation, the College will notify all parties that the investigation is complete and provide information about next steps in the process.

Based on the information gathered in the initial Title IX intake and/or full investigation, the College will take appropriate measures designed to end the misconduct, prevent its recurrence and address its effects. The Title IX Coordinator will document each report or request for assistance in resolving a case involving a charge of sexual misconduct, whether formal or informal, and will review and retain copies of all reports generated as a result of investigations. These records will be kept confidential to the extent permitted by law .

Interim Protective Measures

The title IX/EEO Officer may impose interim measures to protect the complainant and/or respondent pending the conclusion of the investigation. Interim measures may include, but are not limited to, imposition of non-contact orders, rescheduling classes, temporary work reassignments, referrals for counseling or medical assistance, and, imposition or summary discipline on the respondent consistent with the college's student conduct code or the college's employment policies and collective bargaining agreements. Interim measures may include, but are not limited to, the following:

- Access to counseling services and assistance in setting up initial appointment, both on and off campus
- Imposition of campus No Contact Order
- Rescheduling of exams and assignments (in conjunction with appropriate faculty)
- Providing alternative course completion options (with the agreement of the appropriate faculty)
- Change in class schedule, including the ability to take an "incomplete," drop a course without penalty or transfer sections (with the agreement of the appropriate faculty)
- Change in work schedule or job assignment
- Limit an individual or organization's access to certain College facilities or activities pending resolution of the matter.
- Voluntary leave of absence
- Providing an escort from Campus Safety to ensure safe movement between classes and activities
- Providing medical services
- Providing academic support services, such as tutoring
- Interim suspension or College-imposed leave

- Any other requests that can be tailored to the involved individuals to achieve the goals of this policy consistent with the College's Student Conduct Code or the College's employment policies and collective bargaining agreements, given the request is reasonably available

Other requested changes by the victim will be considered by the institution if those changes are reasonably available.

Written Notice of Decision

The appropriate Title IX / EEO Coordinator will provide each party and the appropriate corresponding administrator or appointing authority with written notice of the investigative findings and of actions taken or recommended to resolve the complaint, subject to the following limitations. The complainant shall be informed in writing of the findings and of actions taken or recommended to resolve the complaint, if any, and only to the extent that such findings, actions or recommendations directly relate to the complainant (such as a finding that the complaint is or is not meritorious or a recommendation that the accused not contact the complainant). The complainant may be notified generally that the matter has been referred for disciplinary action. The respondent shall be informed in writing of the findings and of actions taken or recommended to resolve the complaint and shall be notified of referrals for disciplinary action. Both the complainant and the respondent are entitled to review any final findings, conclusions, and recommendations. Note—compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g) commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

Informal Dispute Resolution

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

Informal Resolution is a remedies-based, non-judicial approach designed to eliminate a hostile environment without taking disciplinary action against a Respondent. Where the Title IX intake concludes that informal resolution may be appropriate, the College will take immediate and corrective action through the imposition of individual and community remedies designed to maximize the Complainant's access to the educational and extra-curricular activities at the College and to eliminate a hostile environment (examples of protective remedies are provided above in the section titled Interim Protective Measures). Other potential remedies include targeted or broad-based educational programming or training, direct confrontation of the Respondent and/or indirect action by the Title IX Coordinator or the College. Depending on the form of informal resolution used, it may be possible to maintain anonymity.

The College will not compel a Complainant to engage in mediation, to directly confront the Respondent, or to participate in any particular form of informal resolution. Mediation, even if voluntary, may not be used in cases involving sexual violence or assault. The decision to

pursue informal resolution will be made when the College has sufficient information about the nature and scope of the conduct, which may occur at any time. Participation in informal resolution is voluntary, and a Complainant can request to end informal resolution at any time.

The Title IX Coordinator will maintain records of all reports and conduct referred for informal resolution. Informal resolution will typically be completed within 30 business days of the initial report.

Formal Resolution

Disciplinary action against a Respondent may only be taken through Formal Resolution procedures. Because the relationship of students, staff, and faculty to the College differ in nature, the procedures that apply when seeking disciplinary action necessarily differ as well. Each of the procedures, however, is guided by the same principles of fundamental fairness and respect for all parties, which require notice, an equitable opportunity to be heard, and an equitable opportunity to respond to a report under this policy.

The accuser (complainant) and accused (respondent) are entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. Whenever possible, these proceedings dealing with students are coordinated with the Student Code of Conduct. A respondent (or complainant) may elect to have an attorney be their advisor at the hearing, at his or her own cost, but will be deemed to have waived that right unless, at least four business days before the hearing, written notice of the attorney's identity and participation is filed with the committee chair with a copy to the student conduct officer. Note: Attorneys are welcome, but the college will only consider an adjustment of a hearing date within two business days of the original hearing date. Except as provided otherwise in a collective bargaining agreement, attorneys may not speak at hearings, but may communicate with their client(s) through written notes.

Disciplinary action may be taken by according to the Student Code of Conduct, college policy and/or the relevant collective bargaining agreement.

Time Frame for Resolution

The College seeks to resolve all reports in a thorough, prompt and unbiased manner, in accordance with [Administrative Procedure 406.01](#). Extenuating circumstances may arise that require the extension the investigation. Extenuating circumstances may include the complexity and scope of the allegations, the number of witnesses involved and/or the availability of the parties or witnesses, the effect of a concurrent criminal investigation, any intervening school break or vacation, or other unforeseen circumstances.

In general, a Complainant and Respondent can expect that the process will proceed according to the procedure listed above. In the event that the investigation and resolution are extended, the College will notify all parties of the reason(s) for the delay and the expected adjustments necessary for completion. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness.

When the conduct involves allegations of a crime of violence or a non-forcible sex offense, the College will simultaneously provide written notification of the final results (including sanctions imposed) of a disciplinary proceeding against the alleged perpetrator to both the victim and the alleged perpetrator, regardless of whether the institution concluded that a violation was committed.

Final Decision/Appeal/Reconsideration

Either the complainant or the respondent may seek reconsideration of the decision by the appropriate Title IX / EEO Coordinator. Requests for reconsideration shall be submitted in writing to the appropriate Title IX / EEO Coordinator within seven days of receiving the decision. Requests must specify which portion of the decision should be reconsidered and the basis for reconsideration. If no request for reconsideration is received within seven days, the decision becomes final. If a request for reconsideration is received, the Title IX / EEO Coordinator shall respond within 10 business days. The appropriate Title IX / EEO Coordinator shall either deny the request or, if the appropriate Title IX / EEO Coordinator determined that the request for reconsideration had merit, an amended decision will be issued. Any amended decision is final and no further reconsideration is available.

Upon written request, the institution will disclose the results of any disciplinary proceeding conducted by the institution to the alleged victim of any crime of violence or a non-forcible sex offense (statutory rape, incest). If the victim is deceased as a result of such crime or offense, the next of kin of the victim shall be notified of the results of the disciplinary proceedings.

Sex Offender Registry

The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000 requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. Information on notification is outlined in Grays Harbor College's procedure [Administrative Procedure 407.01](#).

In the State of Washington (Revised Code of Washington [RCW] 9A.44.130) any adult or juvenile residing whether or not the person has a fixed residence, or who is a student, is employed, or carries on a vocation in this state who has been found to have committed or has been convicted of any sex offense or kidnapping offense, or who has been found not guilty by reason of insanity under chapter 10.77 (RCW) of committing any sex offense or kidnapping offense, shall register with the County Sheriff for the county of the person's residence, or if the person is not a resident of Washington, the county of the person's school, or place of employment or vocation, or as otherwise specified in this section.

Where a person is required to register under this section and is in custody of the state department of corrections, the state department of social and health services, a local division of youth services, or a local jail or juvenile detention facility as a result of a sex offense or

kidnapping offense, the person shall also register at the time of release from custody with an official designated by the agency that has jurisdiction over the person. In addition, any such adult or juvenile who is admitted to a public or private institution of higher education shall, within ten days of enrolling or by the first business day after arriving at the institution, whichever is earlier, notify the Sheriff of the county of the person's residence of the person's intent to attend the institution. The Sheriff shall notify the Safety and Security Coordinator, the Vice President of Student Services or designee and shall provide that department with the person's: name; address; date and place of birth; place of employment; crime for which convicted; date and place of conviction; aliases used; social security number; photograph; and fingerprints.

In the State of Washington, the Washington State Patrol and local Sheriff's Offices (Grays Harbor County Sheriff's Office) maintain sex offender information. When sex offender information is received from local law enforcement agencies, Student Services then cross checks the information against current lists of registered students and employees to determine if additional notification of the college community is warranted.

The Safety and Security Coordinator, the Vice President of Student Services or designee shall be the designated official to receive notifications from the County Sheriff's Office or other police agencies. Prior to notification, the Safety and Security Coordinator, the Vice President of Student Services or designee may, when s/he deems it advisable, contact appropriate police and/or community corrections personnel to obtain information to guide notification actions. The Vice President of Student Service shall coordinate notification to the campus community with the Safety and Security Coordinator. Any person on campus receiving notification from a police agency shall provide a copy of such notification to the Safety and Security Coordinator. The Vice President of Student Services, or equivalent officer, shall make the appropriate notifications if the offender is enrolled or deemed likely to enroll in, or to attend, a course, program, or other activity or event that is controlled or sponsored by the College. 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 Chief for Human Resources, or equivalent officer, shall maintain a similar file and, with consultation of the President, shall coordinate notification.

Sex Offender registries for the state and local areas can be found at the following websites:

[Grays Harbor Sheriff's Office](#) - 1-800-562-8714

[Pacific County Sheriff's Office](#) - (360) 875-9395

CRIME STATISTICS

The information below provides context for the crime statistics reported as part of compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the College community obtained from the following sources: Grays Harbor College Campus Security, the City of Aberdeen Police Department, the Raymond Police Department, the Long Beach Police Department, and the Grays Harbor and Pacific County Sheriff's Offices. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. A written request for statistical information is made on an annual basis to all Campus Security Authorities (as defined by federal law). Statistical information is requested and provided to Campus Security through email. All of the statistics are gathered, compiled, and reported to the College community via the Annual Security Report. Grays Harbor College Campus Security submits the annual crime statistics published in this brochure to the Department of Education. The statistical information gathered by the Department of Education is available to the public through their website.

Definitions of Clery Crimes

Definitions are established under the FBI's Uniform Crime Reports (UCR) and National Incident Based Reporting System (NIBRS) and Department of Education. Where there is an absence of definition or legal threshold, the Revised Codes of Washington become the default codes from which the Clery Act requires consideration. For all code of conduct violations, Grays Harbor College policies will become the default definition.

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

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, etc.

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

Dating Violence: Violence committed by a person: who is or has been in a social relationship of a romantic or intimate nature with the victim; and the existence of such a relationship shall be determined based on the reporting party's statement with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Disciplinary Referrals: Includes those individuals referred to the Vice President of Student Affairs or Judicial Affairs Director, for liquor law, drug law, and illegal weapons violation.

Domestic Violence: Felony or misdemeanor crimes of violence committed by: a current or former spouse, or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a

spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime or violence occurred **or** by any other person against an adult or youth victim under the domestic or family violence laws of the jurisdiction in which the crime or violence occurred.

Drug Law Violations: Violations of federal, state, and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: Opium or cocaine and their derivatives; marijuana; synthetic narcotics; and dangerous non-narcotic drugs.

Fondling: The touching of the private parts of another person for the purpose of sexual gratification, without consent of the victim, including instances where the victim is incapable of giving consent because of his/her age, or because of his/her temporary or permanent mental or physical incapacity.

Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

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

Manslaughter by Negligence: The killing of another person through gross negligence.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

Murder and Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Rape: The carnal knowledge of a person without consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or temporary or permanent mental or physical incapacity. (Definition changed 01/17/2013 in which *forcible* was removed). Rape is the penetration, no matter how slight of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

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, violence, and/or causing the victim fear.

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

Stalking: Engaging in a course of conduct, directed at a specific person that would cause a reasonable person to fear for the person's safety of others; **or** suffer substantial emotional distress.

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent. (Age of consent is defined under the WA State's Code as 16 years old).

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

Hate Crime: Any of the aforementioned criminal offenses committed against a person or property which is motivated, in whole or in part, by the offender's bias.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack. This is recorded, mostly, when dealing with crimes of hate or bias.

Specific Information about Classifying Crime Statistics

The statistics in this brochure are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and the relevant federal law (the Clery Act/HEOA). The number of victims involved in a particular incident is indicated in the statistics column for the following crime classifications: Murder/Non-Negligent Manslaughter, Negligent Manslaughter, Forcible and Non-Forcible Sex Offenses, and Aggravated Assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart. The number reflected in the statistics for the following crime categories includes one offense per distinct operation: Robbery, Burglary, Larceny, Vandalism, and Arson. For example, if five students are walking across campus together and they are robbed, this would count as one instance of robbery in the crime statistics chart.

In cases of Motor Vehicle Theft, each vehicle stolen is counted as a statistic. In cases involving Liquor Law, Drug Law, and Illegal Weapons violations, each person arrested is indicated in the arrest statistics.

The statistics captured under the "Referred for Disciplinary Action" section for Liquor Law, Drug Law, and Illegal Weapons violations indicates the number of people the Vice President of Student Services representative referred to the Student's Rights and Responsibilities Office for disciplinary action for violations of those specific laws. Being "found responsible" for a violation includes referrals that result in a student being charged by the Rights and Responsibilities Office and a record of the action is kept on file.

In addition to the crime statistics that are traditionally tracked and reported, the Department of Education requests that additional statistics are included in this Annual Security Report that correspond to the Violence Against Women Reauthorization Act of 2013. Reported

events in the categories of domestic violence, sexual assault, and stalking are included this year, and will be reported annually.

The statistics in the Hate Crime charts are separated by category of prejudice. The numbers for most of the specific crime categories are part of the overall statistics reported for each year. The only exceptions to this are the addition of Simple Assault, Intimidation, and any other crime that involves bodily injury that is not already included in the required reporting categories. If a hate/bias crime occurs where there is an incident involving Intimidation, Vandalism, Larceny, Simple Assault or other bodily injury, the law requires that the statistic be reported as a hate/bias crime even though there is no requirement to report the crime classification in any other area of the compliance document.

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

2019 CAMPUS CRIME STATISTICS – Columbia Education Center

Offense (Reported By Hierarchy)	Year	On Campus	Non-Campus	Public Property	Total
Murder/Non Negligent Manslaughter	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Negligent Manslaughter	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Rape	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Fondling	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Incest	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Statutory Rape	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Robbery	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Aggravated Assault	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Burglary	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0

Motor Vehicle Theft	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Liquor Law Arrests	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Drug Law Arrests	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Weapons Law Arrests	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Weapons Law Violations Referred for Disciplinary Action	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0

Offense (Crimes Not Reported By Hierarchy)	Year	On Campus	Non-Campus	Public Property	Total
Arson	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Domestic Violence	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0
Dating Violence	2019	0	0	0	0

	2018	0	0	0	0
	2017	0	0	0	0
Stalking	2019	0	0	0	0
	2018	0	0	0	0
	2017	0	0	0	0

HATE CRIME REPORTING:

2019 - There were no hate crimes reported.

2018 - There were no hate crimes reported.

2017 - There were no hate crimes reported.



GRAYS HARBOR COLLEGE COLUMBIA EDUCATION CENTER

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

Locations



-- Both Community Education Centers have AED's.



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Room 131
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