

# Annual Security and Fire Safety Report 2018

*Reporting calendar years 2015 through 2017*

**BIG BEND COMMUNITY COLLEGE**  
**7662 Chanute St NE**  
**Moses Lake WA 98837**

This publication is intended to provide consumers, students and potential students, employees and potential employees with information on educational programs, safety practices, crime statistics, and policies regarding the reporting of emergencies and campus crime rates.

Should you have questions, comments, or suggestions regarding the information contained within this publication or any related public safety policies, procedures, or operations, contact the Director of Safety, Security and Emergency Management at 509.793.2299 or [kylef@bigbend.edu](mailto:kylef@bigbend.edu).

## **ABOUT BIG BEND COMMUNITY COLLEGE**

Big Bend Community College (BBCC) is a small rural community college located in the sunny, central part of Washington State, and is accredited by the Northwest Commission on Colleges and Universities. The BBCC campus is in Grant County, Washington, just north of the City of Moses Lake and outside the city limits. The campus is about 150 acres in size and features 24 buildings, including two residence halls.

BBCC serves over 5,000 students annually, with an annualized full-time equivalency (FTE) of approximately 2,100 in a 4,600-square-mile service district encompassing Grant and Adams counties and the Odessa School District in Lincoln County with on-site, online instruction, and interactive classrooms.

BBCC delivers lifelong learning through commitment to student success, excellence in teaching and learning, and community engagement. We are a student-centered and innovative college that is committed to fostering a community that supports and recognizes the value of diversity; 41% of our student-body is Hispanic. BBCC is a federally designated Hispanic Serving Institution (HSI) and is recognized as a Leader College by Achieving the Dream.

Our student body consists of 83% first-generation college students and 71% of our students receive some form of financial assistance. In 2017, there was an average of 153 part-time employees (not including student workers) and an average of 191 full-time employees (staff and faculty).

## CLERY CRIME STATISTICS

Crime statistics include all reported Criminal Offenses, VAWA Offenses, and arrests and referrals for disciplinary action for Weapons, Drug Abuse and Liquor Law Violations that happened within BBCC's geographical reporting areas. The list includes the three most recent calendar years of statistics from college resources and law enforcement agencies.

<b>Criminal Offenses</b>												
	ON CAMPUS			RESIDENCE HALLS			PUBLIC PROPERTY			NONCAMPUS		
	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - Forcible	0	0	0	0	0	0	0	0	0	0	0	0
Sex offenses - Non-forcible	0			0			0			0		
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	1	1	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	1	0	0	1	0	0	0	0	0	0	0	0
Domestic Violence	0	1	0	0	1	0	0	0	0	0	0	0
Stalking	0	1	3	0	0	0	0	0	0	0	0	0
<b>Hate Crimes</b> Any crimes reported to have occurred that manifested evidence of prejudice based on race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability.												
There were zero hate crimes reported in 2015, 2016 and 2017.												
<b>Arrests for each of the following crimes</b>												
	ON CAMPUS			RESIDENCE HALLS			PUBLIC PROPERTY			NONCAMPUS		
	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017
Liquor Law Violation	0	0	0	0	0	0	0	0	0	0	0	7
Drug Law Violation	0	2	0	0	1	0	0	0	0	0	0	11
Illegal Weapons Offense	0	0	0	0	0	0	0	0	0	0	0	1
<b>Disciplinary Actions/Judicial Referrals for each of the following law violations. (These figures are not included in the arrest figures.)</b>												
	ON CAMPUS			RESIDENCE HALLS			PUBLIC PROPERTY			NONCAMPUS		
	2015	2016	2017	2015	2016	2017	2015	2016	2017	2015	2016	2017
Liquor Law Violation	1	4	4	0	4	4	0	0	0	0	0	0
Drug Law Violation	12	1	2	2	1	2	0	0	0	0	0	0
Illegal Weapons Offense	0	0	0	0	0	0	0	0	0	0	0	0
<b>Unfounded Crimes</b>												
There were zero unfounded crimes reported in 2015, 2016 and 2017.												

The College made a reasonable and good faith effort to request and retrieve statistics from all local law enforcement agencies with jurisdiction over the College's identified Clery geography. Reportable Clery crime data received from agencies who responded to these requests are included in the crime statistics noted above. The following agencies provided a response to the request: Grant County Sheriff's Office, Moses Lake Police Department, Soap Lake Police Department, Mattawa Police Department, Quincy Police Department, Warden Police Department, and the Othello Police Department.

## Clery Geography

The college's Clery geography is re-assessed each year and the Director of Safety, Security and Emergency Management maintains the map.

### On-Campus

(1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and

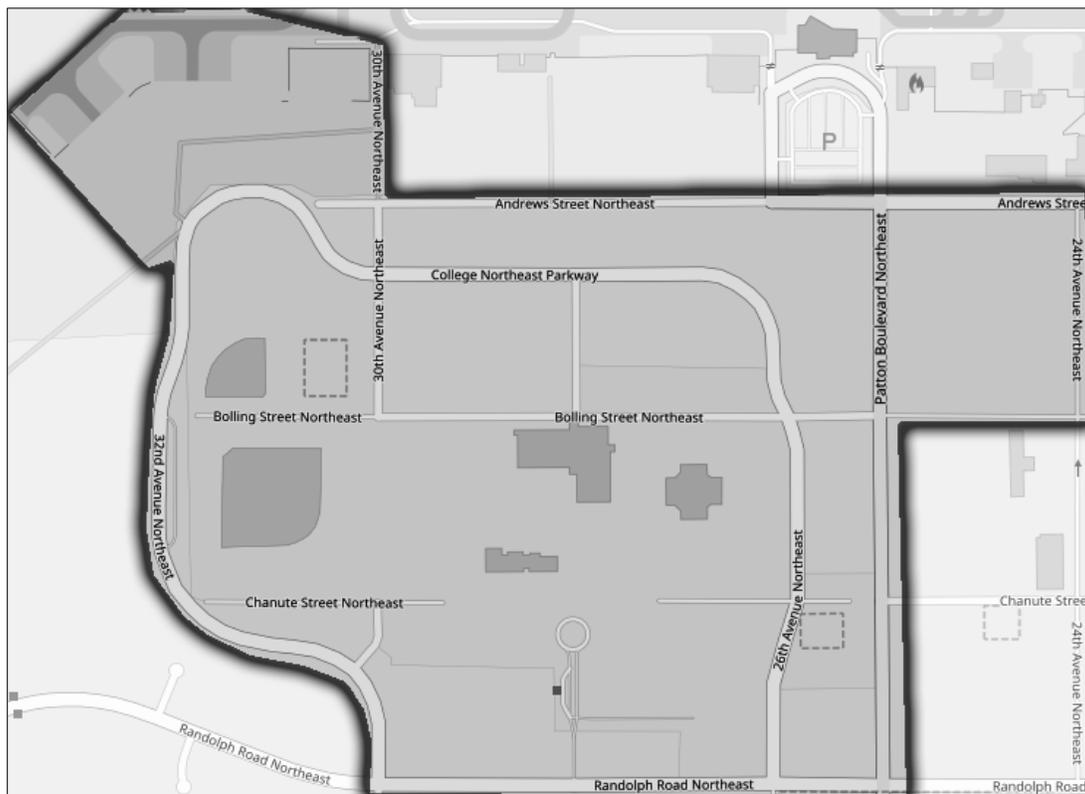
(2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

(3) Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility. This category is a considered a subset of the On-Campus category. Big Bend Community College has two on-campus student housing facilities:

- Building 5000, Philips Hall, 7502 Chanute St NE, Moses Lake
- Building 6000, Viking Hall, 7468 Chanute St NE, Moses Lake

Big Bend Community College does not own or control any off-campus housing or off-campus student organization facilities.

*The area within the black border is the BBCC on campus Clery reporting geography.*



Specifically, this includes any facility with an address of:

- 7200 - 7500 Andrews St NE, Moses Lake
- 6500 - 6800 26 Ave NE, Moses Lake
- 7300 - 8000 Bolling St NE, Moses Lake
- 7500 - 7900 Chanute St NE, Moses Lake
- 6500 - 6600 28 Ave NE, Moses Lake
- 6800 - 6900 30 Ave NE, Moses Lake
- Any address on College Parkway NE, Moses Lake

### **Non-Campus Building or Property**

(1) Any building or property owned or controlled by a student organization that is officially recognized by the institution (i.e. privately owned fraternity); or

(2) Any building or property owned or controlled by an institution 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.

This description for BBCC specifically includes:

- 1775 State Route 17 North, Moses Lake (not frequently used by students, no statistics gathered)
- SkillSource, 309 E 5th Ave, Moses Lake, WA. Classes: Adult Basic Education (ABE), Date/Time: MW 6-9pm
- Grant County Jail, 35 C NW, Ephrata, WA. Classes: Adult Basic Education. Date/Time: TTh 6-9pm
- Inspire Center, 310 4th St, Mattawa, WA. Classes: English as a Second Language (ESL). Date/Time: MTTh 6-9pm
- Othello High School, 340 S 7th Ave, Othello, WA. Classes: ABE & ESL. Date/Time: TWTh 6-9pm
- High Tech High, 404 1st Ave SW, Quincy, WA. Classes: ABE & ESL. Date/Time: TWTh 6-9pm
- Royal City Intermediate School, 6261 Rd 12 SW, Royal City, WA. Classes: ESL. Date/Time: MW 6-9pm
- Soap Lake High School, 527 2nd Ave SW, Soap Lake. Classes: ABE. Date/Time: MW 6-9pm
- Warden High School, 101 Beck Way, Warden, WA. Classes: ABE & ESL Date/Time: TWTh 6-9pm
- McCain Foods, 100 Lee St, Othello, WA. Classes: ESL. Date/Time: TBD

### **Public Property**

(1) All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus or on-campus property/facilities. The BBCC crime statistics do not include crimes that occur in privately-owned homes or businesses within or adjacent to the campus boundaries.

**Non-Clery Incident Statistics CY2017**

In addition to Clery Act-specific crimes, Big Bend Community College recorded the following incidents, which happened on campus in calendar year 2017. This helps paint a complete picture of what incidents occurred at BBCC.

RESIDENCE HALL RULE VIOLATION : HARBORING AN UNREGISTERED GUEST	1
NON-CLERY CRIMINAL OFFENSES : [23C] LARCENY: SHOPLIFTING	1
NON-CLERY CRIMINAL OFFENSES : [23D] LARCENY: THEFT FROM BUILDING	6
NON-CLERY CRIMINAL OFFENSES : [23F] LARCENY: THEFT FROM MOTOR VEHICLE	2
NON-CLERY CRIMINAL OFFENSES : [23H] OTHER LARCENY	3
NON-CLERY CRIMINAL OFFENSES : [290] DESTRUCTION/DAMAGE/VANDALISM	3
NON-CLERY CRIMINAL OFFENSES : [90D] DRIVING UNDER THE INFLUENCE	1
OTHER TYPE INCIDENT (NOT CATEGORIZED) : HOSTILE PERSON - NO ASSAULT OR CRIME	1
STUDENT CONDUCT VIOLATION 132R-04-057 : (10) ALCOHOL/DRUG/TOBACCO : (B) MARIJUANA	2
STUDENT CONDUCT VIOLATION 132R-04-057 : (2) OTHER DISHONESTY : (C) FURNISHING FALSE INFO	2
STUDENT CONDUCT VIOLATION 132R-04-057 : (3) OBSTRUCTIVE OR DISRUPTIVE CONDUCT	1
HAZARDOUS MATERIALS INVOLVED	3
ILLICIT DRUG USE EVIDENCE W/O SUSPECT	3
MEDICAL EMERGENCY : EMPLOYEE INJURY/ILLNESS	20
MEDICAL EMERGENCY : STUDENT INJURY/ILLNESS	9
MOTOR VEHICLE COLLISION - NON INJURY	5
<b>TOTAL INCIDENTS</b>	<b>63</b>

**Daily Crime and Fire Log**

The Department of Campus Safety makes the Daily Crime and Fire Logs for the most recent 60-day period open to public inspection during normal business hours from 8am to 5pm Monday through Thursday and 8am to 5pm on Friday at the Campus Safety office located in Building 6000 at 7468 Chanute Street NE, Moses Lake. Please call 509.793.2286 to review the Daily Crime and Fire Log.

Any portion of these crime and fire logs that are older than 60 days are made available for public inspection within two business days of a request. The information in the crime and fire log includes the incident number, fire nature/classification, crime classification, date reported, date and time occurred, general location, and disposition of each reported crime and fire. All confirmed fires occurring on-campus and within the Clery geography will also be included in the Daily Crime and Fire Log. Faculty, staff, and students are encouraged to review these logs periodically to become more familiar with the types and locations of criminal incidents and fires which may impact the College's campus community.

The names of crime victims will not be listed on the Daily Crime and Fire Log.

Unless the disclosure is prohibited by law or would jeopardize the confidentiality of the victim, newly reported crimes/incidents within the college's Clery geography and updated information regarding previously reported crimes and fires are entered onto the Daily Crime and Fire Log within two business days of when it is reported to the Department of Campus Safety. It is important to note that Campus Safety has no jurisdiction outside of its identified Clery geography. Anytime Campus Safety assists the local police or Campus Safety presence is otherwise requested by the police outside of the campus Clery geography jurisdiction, an incident report will be generated and the crime classification will be annotated on the Daily Crime and Fire Log.

## CRIME/EMERGENCY REPORTING AND COLLEGE RESPONSE

Campus community members — students, faculty, staff, and guests — are encouraged to report all criminal actions, emergencies, or other public safety related incidents occurring within the College's Clery geography to the BBCC Department of Campus Safety in an accurate, prompt, and timely manner.

The Department of Campus Safety has been designated by BBCC as the official office for campus crime reporting. Campus Safety strongly encourages the accurate and prompt reporting of crimes. Accurate and prompt reporting ensures Campus Safety is able to evaluate, consider and send timely warning reports, disclose crimes through ongoing disclosure processes such as the posting of crimes in the Daily Crime Log and accurately documenting reportable crimes in its annual statistical disclosure.

BBCC further encourages accurate and prompt reporting to Campus Safety and/or the local police when the victim of a crime elects to, or is unable to, make such a report. This publication focuses on Campus Safety because it has primary responsibility for patrolling the BBCC campus and it has been designated as the institution's primary reporting structure for crimes and emergencies. However, criminal incidents or incidents off campus should be reported to the Grant County Sheriff's Office.

To report a crime or emergency, members of the community should:

- Call 9-1-1
- Contact Campus Safety at 509.793.2286
- Sex Offenses and other incidents of sexual or relationship violence may also be reported to the college's Title IX Officer, Kim Garza, by dialing 509.793.2010 or by email at [kimg@bigbend.edu](mailto:kimg@bigbend.edu); or in person at the Human Resources Office, located on the second floor of Building 1400
- Complete the online "Student Concern or Incident" reporting form at [www.bigbend.edu/student-life/campus-safety/concern/](http://www.bigbend.edu/student-life/campus-safety/concern/) (This form should only be used for non-emergency or non-urgent reporting)

Campus Safety works closely with a full range of local and state resources to assure a complete and timely response to all emergency calls. Priority response is given to crimes against persons and personal injuries. Campus Safety responds to all reports of crimes and/or emergencies that occur in on-campus facilities, buildings, and residence halls. Campus Safety personnel also have the ability to notify Grant County emergency dispatchers via the telephone of emergency situations occurring on-campus.

Incidents occurring on-campus, within residence halls, or on recognized public property adjacent to or contiguous to the main campus are documented and processed for further investigation and review by the Director of Safety, Security and Emergency Management and/or the Grant County Sheriff's Office and/or the Moses Lake Police Department. Depending upon the nature and location of the crime or emergency, additional information obtained via any investigation may also be forwarded to the Student Conduct Officer, the Title IX Coordinator, or the college administration.

To obtain information or request any public safety or safety escort services, community members should call 509.793.2286. If a sexual assault or rape should occur on campus, staff on scene, including Campus Safety, will offer the victim a variety of resources and services. This publication contains information about on- and off-campus resources and services and is made available to the BBCC community. The information regarding "resources" is not provided to infer that those resources are "crime reporting entities" for BBCC.

The BBCC Department of Campus Safety, unless otherwise prescribed by law or as set forth within this Annual Security and Fire Safety Report, does not accept anonymous incident reports.

## NOTIFYING THE BBCC COMMUNITY ABOUT CRIMES AND EMERGENCIES

### *Campus Alert System*

BBCC will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. BBCC is not required to issue a timely warning when an emergency notification is issued.

Although Big Bend Community College employs people who hold Counselor Agency Affiliated Registrations (defined in WAC 246-810-010(2)), BBCC does not employ Certified Counselors (defined in WAC 246-810-010(4)) or Pastoral Counselors in the Counseling Center. Certified Counselors and Pastoral Counselors are not required by law to provide statistics for this compliance document.

Since BBCC does not employ pastoral or certified counselors, the college is not required to issue a Timely Warning with respect to crimes reported to such professionals.

### *Timely Warning Campus Alerts*

AP7704 Emergency Notification and Warning policy

6.1 If Campus Safety or administration confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the BBCC community, Campus Safety and at least one Vice President will collaborate to determine the content of the message.

6.2 Some or all of the systems described below will be used to communicate the threat to the BBCC community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

6.3 Campus Safety will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to Campus Safety, law enforcement or fire and emergency medical services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

6.4 In the event of a serious incident that poses an immediate threat to members of the BBCC community, the college has various systems in place for communicating initial and follow-up information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the campus community. These methods of communication include network emails, emergency text messages that can be sent to a phone (individuals can sign up for this service on the Campus Alerts web site), and, through the KACE system, emergency messages that pop-up computer screens when logged into the college system. BBCC will post updates during a critical incident on the BBCC web site [www.bigbend.edu](http://www.bigbend.edu).

6.5 Four criteria must be considered to determine message content, which communications will be utilized, and who authorizes activation of the system:

#### 6.5.1 Hazard Type

- What is the hazard?
- What is the impact to the College? (Minor, major, catastrophic)
- What is the potential for the situation to worsen?
- Is the situation under control?
- Is there a mandate to disclose under the Clery Act? (Timely warning, emergency notification). See section 8.0 below.

### 6.5.2 Life Safety

- What is the potential for death?
- What is the potential for serious injury?
- What is the potential for minor injury?
- What is the potential for the incident to reoccur?

### 6.5.3 Property Protection

- What is the potential for damage?
- What is the potential for disruption to normal course of business?
- What is the potential for the incident to reoccur?

### 6.5.4 Urgency

- How soon does the message need to go out? (Seconds, hours, days)
- Is there time for approval?

7.1 Emergency Notifications. Under the Clery Act, BBCC is required to immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. An “immediate” threat means an imminent or impending threat, such as an approaching forest fire, as well as a fire currently raging in one of our buildings.

7.1.1 BBCC will immediately notify the campus community upon confirmation of an emergency or dangerous situation. Some examples of significant emergencies or dangerous situations are:

- Fire in a building
- Outbreak of meningitis, norovirus or other serious illness
- Severe weather conditions
- Earthquake
- Gas leak
- Utility emergency impacting any portion of the campus
- Terrorist incident
- Armed intruder
- Bomb threat
- Civil unrest or rioting
- Explosion
- Nearby chemical or hazardous waste spill

**7.2 Timely Warning:** Under the Clery Act, BBCC is required to immediately notify the campus community upon confirmation of certain crimes in a manner that is timely, that withholds the names of victims as confidential and will aid in the prevention of similar crimes. The intent of a timely warning regarding a criminal incident(s) is to enable people to protect themselves and will be issued as soon as the pertinent information is available. A timely warning for any Clery Act crime that occurs on BBCC’s Clery geography that is:

- Reported to campus security authorities or local law enforcement agencies; and
- Is considered by the institution to represent a serious or continuing threat to students and employees.

7.2.1 Timely warnings are not limited to violent crimes or crimes against persons. Timely warnings can be issued for threats to persons or to property.

7.2.2 The decision to issue a timely warning rests with the Director of Campus Safety and Security in consultation with the President and Vice Presidents and investigating law enforcement officials (if applicable).

7.2.3 Timely warnings are decided on a case-by-case basis in light of all the facts surrounding a crime, including factors such as:

- The nature of the crime
- The continuing danger to the campus community
- The possible risk of compromising law enforcement efforts

7.2.4 The warning will include all information that would promote safety and that would aid in the prevention of similar crimes, and will include information about the crime that triggered the warning.

7.2.5 Timely warnings may be issued in a variety of methods to both the campus and the greater community, depending on the circumstances of the crime. These can include:

7.2.5.1 BBCC Campus Alert System (Campus-wide E-Mail, Text Messages, Twitter, Facebook and RSS- capable devices) - Disseminated by the Campus Safety Office, Big Bend Technology Department or the Office of Public Information.

7.2.5.2 Printed Notice - when appropriate may be posted at campus locations affected by the emergency.

7.2.5.3 Website Posting - public safety issues of on-going concern to the campus community are posted on the Campus Safety Office web site, [www.bigbend.edu/safety](http://www.bigbend.edu/safety).

7.2.5.4 Social Media - public safety issues of on-going concern to the campus community are posted on the BBCC Facebook page and Twitter feed.

7.2.5.5 Local Media - may also be provided information when the risk of harm in a particular incident can reasonably be expected to extend to off-campus areas.

7.2.6 Timely warnings are not limited to violent crimes or crimes against persons. Timely warnings can be issued for threats to persons or to property. For example, it's possible to have a rash of dormitory burglaries or motor vehicle thefts that merit a warning because they present a continuing threat to the campus community. A number of incidents involving the possession of "date rape" drugs may also trigger the need for a warning.

7.2.7 The Family Educational Rights and Privacy Act (FERPA) does not preclude an institution's compliance with the timely warning provision of the campus security regulations. FERPA recognizes that information can, in case of an emergency, be released without consent when needed to protect the health and safety of others. In addition, if institutions utilize information from the records of a campus law enforcement unit to issue a timely warning, FERPA is not implicated as those records are not protected by FERPA. (4 CFR 99.31(b)(6) and 99.36)

## **8.0 Notifications Required by College Policy**

8.1 Clery allows colleges the flexibility to issue notifications for other incidents or crimes that may impact the campus community. For the protection and knowledge of employees and students, BBCC includes the following types of notifications as part of its emergency response procedures:

8.1.1 Power or utilities outages impacting college operations;

8.1.2 Campus closures due to severe weather or other reason;

8.1.3 Incidents occurring near (adjacent to BBCC's Clery geography) which may impact college operations and/or the health and safety of people, such as emergencies at Job Corps, Grant County International Airport; Moses Lake School District facilities; or nearby businesses or industries.

8.1.4 Other incident or emergencies not described above but which may pose a risk to the campus community.

### ***Timely Warning Message Content***

Timely Warning messages will include all information that would promote safety and that would aid in the prevention of similar crimes, and will include information about the crime that triggered the warning.

#### **9.0 Pre-Approved Scenarios, Testing, and Messages**

9.1 The following emergency scenarios and associated BBCC CAMPUS ALERT messages are preapproved and eligible for immediate activation.

9.1.1 Dangerous Situation/Hazardous Condition

9.1.2 Severe Weather Alerts

9.1.3 Testing

9.1.3.1 Testing shall occur at a minimum 10 times per year.

9.2 Details regarding each scenario and the associated message text follow in this document.

#### **10.0 Disseminating emergency information to the campus and larger community**

10.1 BBCC utilizes the Campus Alert System to notify students, employees, parents and communities outside the campus. Campus Alerts are sent out via campus email, text message, Facebook and Twitter, as well as RSS-capable devices and webpages.

10.2 All messages are open information and anyone can see them. Because messages are posted to social media and webpages, it is likely local media and citizen viewers will see the messages and re-broadcast the messages through their broadcast methods.

10.3 The College Public Information Officer will be notified when Campus Alerts are broadcast and will prepare to answer media inquiries.

#### **11.0 Emergency Notification Messaging Guidelines**

11.1 Text messages should not be longer than 160 characters.

11.2 Tweets may not be longer than 280 characters.

11.3 Email, Facebook and homepage messages should generally be the same message.

11.4 Each message should consist of the following three components:

11.4.1 Alerting - calling the user's attention to the issue at hand

11.4.2 Informing - what is happening, and what the user should and should not do

11.4.3 Reassuring - be aware of the degree of sensitivity as to the audience.

### ***Notification Regarding Nearby Off-Campus Emergencies***

Campus Safety officials may receive emergency information from the Multi-Agency Communications 9-1-1 Center regarding incidents that could imminently impact the safety of the BBCC community. When appropriate, Campus Safety notifies the campus community of off-campus threats that could also represent a serious or continuing threat to students, employees, and visitors.

### ***Testing and Registration***

The Campus Alert System will be tested at least 10 times per year to ensure that all systems are working properly and that system administrators maintain a working knowledge of the system. These tests will also be educational moments for the campus community to remind them that this system does exist, and that it is a working and functioning system that they can rely upon.

Students, staff, and faculty are informed of the Campus Alert System program and evacuation processes annually during training and through written notification. This includes dissemination of information about how to respond during the activation of the Campus Alert System in response to a significant incident on campus or within the immediate area of the campus that potentially directly impacts the safety of campus community members. These information sessions have been built into first-year orientation, resident life student and staff training, and new employee/faculty orientations. Additionally, Campus Alert System business card-size notices and subscription instructions are posted in classrooms and public areas throughout campus. Tests may be announced or unannounced.

Students and employees' BCC-issued email addresses are automatically subscribed by our IT department to receive Campus Alert messages. If a student or employee wishes to receive text messages or emails at another address, they must register those added devices. To add a cell phone or personal email address, they must:

- 1) Go to [www.bigbend.edu/alerts](http://www.bigbend.edu/alerts)
- 2) Click on "Please click here to sign up for Campus Alerts"
- 3) Use your BCC login credentials
- 4) Add the desired email or cell phone number in their user profile
- 5) Users can opt out of receiving text messages at any time by texting STOP to 67283 or 226787.

The College's means of communicating during an emergency situation includes the following, although not all of these methods are always employed. The communications method used would depend on the type of emergency:

- Cell phone Text/Voice Messaging
- All Campus Email Alerts
- Computer Instant Pop-Up Emergency Screen Messages
- Emergency Website, Facebook, and Twitter Accounts
- Telephone Trees
- Public Media (TV, radio, news websites)
- Fire Alarm System Notification
- Public Address System from Siren and from Public Safety Vehicles
- Flyers posted throughout Campus
- Direct On-foot and In-person Notifications

### ***Preparation of Annual Disclosure of Crime Statistics and Clery Compliance***

The following information provides context for the crime statistics reported as part of compliance with the Clery Act.

The BCC Department of Campus Safety is primarily responsible for preparing the Annual Security and Fire Safety Report. This responsibility is specifically designated to the Director of Safety, Security and Emergency Management or designee. The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the college community obtained from Campus Security, Campus Security Authorities (CSAs), and local jurisdiction law enforcement agencies.

Final report preparation is coordinated by the Director of Safety, Security and Emergency Management with assistance from Human Resources, Residence Hall Director, Student Conduct Officer, the Title IX Coordinator, Institutional Research and Planning, and reviewed by the VP of Finance & Administration.

Campus Safety sends an email notification to every enrolled student and current employee on an annual basis informing them of the availability of the Annual Security and Fire Safety Report. The email and letter include a brief summary of the contents of this report. The email and letter also include the address for the Campus Safety website where the Annual Security and Fire Safety Report can be found online, and notification that a physical copy may be obtained by making a request to Campus Safety by calling 509.793.2299.

A Campus Security Authority (CSA) is:

- A campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department, such as an individual who is responsible for monitoring entrance into institutional property.
- Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities including, but not limited to, student housing, student discipline, and campus judicial proceedings.

Persons identified as Campus Security Authorities at Big Bend Community College must complete annual training on the following topics:

- Description of the Clery Act
- Description of the role of a CSA
- Understanding the reporting process
- Understanding the importance of documentation
- The need for timely report submission

The Director of Safety, Security and Emergency Management is the lead CSA and maintains a current list of CSAs. At the end of the spring quarter each year, the Director will send an email to each CSA asking them to reply via email with any information regarding any Clery crime reported to have occurred within the BBCC Clery geography. CSAs are expected to reply with any data. If the CSA does not have any data to report, the CSA must state that fact in a reply email.

During academic year 2017-2018, the following employees fell into the category of Campus Security Authority because they had significant responsibility for student and campus activities. The persons in these positions are to whom people are to report crimes for timely warning notifications and statistical report purposes:

- Activity Center Coordinator
- All Athletic Coaches
- All Campus Safety Staff
- All Childcare Learning Center Staff
- All Program Advisors
- All Resident Hall Assistants
- All Student Club Advisors
- Assistant Activity Center Coordinator
- Athletic Director
- Coordinator of Workforce Education Services
- Dean of Arts and Sciences

- Dean of Student Services
- Dean of Transitional Studies
- Dean of Workforce Education
- Director of Facilities and Capital Projects
- Director of Health Education Programs
- Director of Library Resources
- Director of Title V NOA
- Director of Residence Halls & Residential Life
- Director of Student Activities
- Director of Title V PAHP
- Director of Transforming STEM Pathways
- Director of TRiO Student Support Services
- Director of TRiO Upward Bound
- JATP Director
- Maintenance and Operations staff (security as a secondary responsibility)
- President of the College
- TRiO Academic Advisors
- TRiO Upward Bound staff
- VP for Finance and Administration
- VP of Learning and Student Success
- VP for Human Resources & Labor
- Title IX Coordinator

### ***Reported Crime Categories***

In compliance with the Clery Act, BCC includes four categories of crime statistics:

- **Criminal Offenses** — Criminal Homicide, including Murder and Non-negligent Manslaughter, and Manslaughter by Negligence; Sexual Assault, including Rape, Fondling, Incest and Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson.
- **Hate Crimes** — Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/ Vandalism of Property that were motivated by bias;
- **VAWA Offenses** — Any incidents of Domestic Violence, Dating Violence and Stalking. (Note that Sexual Assault is also a VAWA Offense but is included in the Criminal Offenses category for Clery Act reporting purposes); and
- **Arrests and Referrals for Disciplinary Action for Weapons/Drugs/Liquor** — Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations and Liquor Law Violations.

### ***Specific Information about Classifying Crime Statistics***

The statistics in this report are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook, National Incident-Based reporting System (NIBRS), relevant federal law (the Clery Act), and applicable state law).

For Clery Act reporting purposes, the number of victims involved in a particular incident is indicated in the statistics column for the following crime classifications: Murder/Non-Negligent Manslaughter, Manslaughter by Negligence, 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 the statistics indicate the number of people

arrested or referred to the Student Conduct Officer for possible disciplinary action for violations of those specific laws.

Hate crimes are reported in narrative form and are separated by category of prejudice. A hate 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 their bias against the victim's race, sexual orientation, gender, religion, ethnicity, national origin, gender identity, or disability, the assault is then also classified as a hate crime. For Clery Act Purposes, Hate Crimes include any of the following offenses that are motivated by the offender's bias: Murder and Non-negligent Manslaughter, Sexual Offenses (rape, fondling, incest and statutory rape), Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/ Vandalism of Property.

### ***Unfounded Crimes***

If a crime is reported as occurring On Campus, in On-campus Residential Facilities, in or on Noncampus buildings or property, or on Public Property, and the reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded."

For Clery Act purposes, the standard for unounding a reported crime is very high. The college may classify a crime as unfounded only after a full investigation by sworn or commissioned law enforcement personnel. A crime is considered unfounded for Clery Act purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless. Crime reports can be properly determined to be false only if the evidence from a complete and thorough investigation establishes that the crime reported was not, in fact, completed or attempted in any manner.

Crime reports can be determined to be baseless only if the allegations reported did not meet the elements of the offense or were improperly classified as crimes in the first place. A reported crime cannot be designated "unfounded" if no investigation was conducted or the investigation was not completed, nor can a crime report be designated unfounded merely because the investigation failed to prove that the crime occurred; this would be an inconclusive or unsubstantiated investigation. As such, for Clery Act purposes, the determination to unfound a crime can be made only when the totality of available information specifically indicates that the report was false or baseless.

Finally, determinations by a coroner, court or jury may not be used to unfound reports of offenses or attempts. A verdict that a particular defendant is not guilty of a particular charge (or, more technically, that there was not sufficient admissible evidence introduced demonstrating beyond a reasonable doubt that the accused committed the crime) does not mean that the crime did not occur. The inclusion of a reported crime in the Clery Act statistics is not based on the identity of a specific perpetrator.

### ***Reporting Defined***

A crime should be considered *reported* when it is brought to the attention of a Campus Security Authority (CSA) or local police by a victim, witness, other third party or even an offender. This means that if a parent calls a resident assistant (RA) and tells the RA that a student was raped, the RA is required to file the appropriate report with the reporting structure identified by the institution. The reporting party and the individuals involved in the crime do not have to be affiliated with the institution for the crime to be reportable. There is no obligation for the police to investigate the report. If the report is made in good faith – meaning that there is reasonable basis for believing that the information is not rumor or hearsay – the incident is reportable.

## ***Voluntary Confidential Reporting***

### ***Sexual Violence Complaints***

#### **AP6115 §3.4 Confidentiality Requests and Sexual Violence Complaints:**

BBCC will seek to protect the privacy of all parties involved to the fullest extent possible, consistent with the legal obligation to investigate, take appropriate remedial and/or disciplinary action, and comply with the federal and state law, as well as BBCC policies and procedures. Anonymity and complete confidentiality cannot be guaranteed once a complaint is made or unlawful behavior is alleged. However, to the extent possible, proceedings will be conducted in a discreet and sensitive manner. Files pertaining to the complaint will be maintained in confidence to the extent provided by law. Further, all files are considered public records and will be released as required by the Public Records Act, Chapter 42.56 RCW. BBCC cannot guarantee complete confidentiality. The Vice President of Human Resources and Labor or designee will make the determination as how to handle the request for confidentiality.

The Vice President of Human Resources and Labor will inform and obtain consent from the complainant before commencing an investigation into a sexual violence complaint. If a sexual violence complainant asks that his/her name not be revealed to the Respondent or that BBCC not investigate the allegation, the Vice President of Human Resources and Labor will inform the complainant that maintaining confidentiality may limit BBCC'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 BBCC not investigate, the Vice President of Human Resources and Labor will determine whether BBCC can honor the request and at the same time maintain a safe and non-discriminatory environment for all members of the BBCC 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; and
- Whether relevant evidence can be obtained through other means (e.g., security cameras, other witnesses, physical evidence).

#### ***OR***

- If BBCC is unable to honor a complainant's request for confidentiality, the CAO or his/her designee 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 an investigation.
- If BBCC decides not to conduct an investigation or take disciplinary action because of a request for confidentiality, the CAO or his/her designee 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.

#### ***Reporting a Crime to the Grant County Sheriff's Office or the Moses Lake Police Department***

A person reporting a crime to Campus Safety has the right to report the crime to the Grant County Sheriff's Office or Moses Lake Police Department by calling 9-1-1. Campus Safety Officers regularly discuss this option with the victim of a crime and will assist the victim with that process.

### ***Off-Campus Crime***

If the Grant County Sheriff's Office or Moses Lake Police Department are contacted about criminal activity off-campus involving BBCC students, the police may notify Campus Safety. Students in these cases may be subject to arrest by the local law enforcement and college disciplinary proceedings through the Student Conduct process.

### **THE DEPARTMENT OF CAMPUS SAFETY**

The Department of Campus Safety is responsible for policy enforcement, security, and emergency response on the campus. Campus Safety is under the leadership of the Director of Safety, Security and Emergency Management who reports to the Vice President for Finance and Administration.

The Director of Safety, Security and Emergency Management is responsible for four program areas:

- 1) Clery Compliance Officer
- 2) Environmental Health and Safety
- 3) Emergency Management
- 4) On site security

One director, one full-time security officer and six part-time security officers staff the department. They are provided with educational programs on campus safety, preventative patrols, incident investigation and crime reporting, fire safety and prevention, crime prevention, and community policing, they are also required to be certified in first aid and the use of automated external defibrillators.

To be successful in providing the highest degree of public safety services on the campus, it is important that community members follow good safety practices and understand that safety is the responsibility of all community members, not just those officially and formally charged with enforcing the laws, policies, and rules. This includes using the escort service, locking your valuables, and reporting suspicious/criminal activities.

### ***Enforcement Authority***

Campus Safety investigates campus criminal incidents for administrative purposes as they relate to its campus judicial process. Criminal incidents may be investigated for possible criminal prosecution by any enforcement agency with jurisdiction. The Vice President for Learning and Student Success, the Dean of Student Services, Title IX Coordinator, and the Vice President Human Resources and Labor (as it relates to employee conduct) coordinate disciplinary action for matters that are violations of College rules.

Campus Safety has no jurisdiction or enforcement authority outside of its identified Clery reporting geography – this includes areas and/or properties that are not owned, rented, leased, recognized or otherwise controlled by the College.

For the purpose of determining identity of a person as a student any faculty member or other college personnel authorized by the college president may demand that any person on college facilities produce evidence of student enrollment at the college. Tender of the student identification card will satisfy this requirement. Refusal by a student to produce identification as required may subject the student to disciplinary action.

### ***Arrest Authority***

Campus Safety personnel are unsworn and non-commissioned security personnel for BBCC and have no official powers of arrest authority. Campus Safety will summon support from the Grant County Sheriff's Office or other applicable law enforcement entities to affect an arrest on or within campus owned, controlled, leased, or recognized property.

### ***Jurisdiction***

Campus Safety's jurisdiction encompasses on campus property that includes campus residence halls, buildings, and/or facilities; designated non-campus properties and facilities; public property adjacent to and accessible from on campus property, and leased, rented, or otherwise recognized and/or controlled buildings, spaces, and/or facilities.

Campus Safety's jurisdiction does not include noncampus locations.

### ***Working Relationships with Other Law Enforcement Agencies***

The BBCC Campus Safety Department maintains a close working relationship with the Grant County Sheriff's Office, Moses Lake Police Department, all other local law enforcement agencies, and the Washington State Patrol. The Director of Safety, Security and Emergency Management has been involved with local public safety for over 20 years and is a member of the county's Emergency Management Advisory Board, as well as a public information officer for the Grant County Sheriff's Office. The college also enjoys a close relationship with local law enforcement due to our criminal justice instructional program. Law enforcement officers are regularly on campus helping with instruction.

In addition, collaborative meetings and training sessions are occasionally held to review issues and incidents occurring within the multiple local jurisdictions. Campus Safety is comfortable with and capable of reaching out to these responsive law enforcement entities for support and assistance as it relates to the safety and security of the campus community.

Campus Safety and local law enforcement officers communicate regularly on the scene of incidents that occur in and around the campus area. Campus Safety investigators work closely with local law enforcement investigators when incidents arise that require joint communication efforts.

### ***Written Memorandums of Understanding with Local Law Enforcement***

BBCC maintains a current Memorandum of Understanding (MOU) with the Grant County Sheriff's Office (GCSO). That agreement specifically addresses, among other specifics, that:

- 1) The GCSO has primary responsibility for handling all criminal investigations occurring on campus.
- 2) The GCSO will promptly notify the Campus Safety Office when students are identified as victims or suspects of sexual assault that occur off campus, so as to coordinate resources to minimize/prevent further victimization, to trigger appropriate institutional investigative action and disciplinary proceedings against alleged offenders, and to adequately inform the greater campus community of serious ongoing threats to student and employee health and safety. All such notification to campus authorities will be documented in police incident reports. Except in rare and exigent circumstances, personally identifying information will be shared only with the consent of the victim.

### ***Criminal Background Checks***

The College does not routinely conduct state and/or federal criminal background investigations on prospective students. However, it is the policy of the College that all new employees and faculty, as well as volunteers and interns who have significant interaction with BBCC students, have their criminal background records and sex and violent offender registries checked as soon as possible after an offer of employment has been accepted. Individuals who work with minors are required to complete additional background checks including a State Criminal Check, and FBI Check.

## **SECURITY OF AND ACCESS TO CAMPUS FACILITIES**

### ***Academic and Administrative Buildings***

The BCC campus is open to the public. Academic and administrative buildings are open during normal business hours (typically Monday through Thursday from 8 a.m. to 5 p.m., and Fridays 8 a.m. to 2:30 p.m., except holidays) and are typically secured during the late evening hours, depending upon event and instruction scheduling and community usage.

Academic buildings are typically secured from 11 p.m. to 6 a.m. each night, and access is gained to these buildings by use of college issued keys. Members of the Department of Campus Safety regularly patrol the interiors and exteriors of all campus facilities.

### ***Residence Halls***

Access to residence halls is restricted to BCC students and authorized staff, and the halls are secured by key and lock systems 24 hours a day/7 days a week. Campus Safety and Residence Hall Resident Advisors (RAs) regularly patrol the interior common areas, spaces, hallways of buildings, and the exteriors of all campus residence halls. Residence hall professional and student staff also enforce campus policies and security measures within the residence halls to achieve a community respectful of individual and group rights and responsibilities.

### ***Maintenance of Campus Facilities***

BCC facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Campus Safety regularly patrols the campus and reports malfunctioning lights and other unsafe physical conditions to Maintenance and Operations for correction. Campus community members can report hazards directly to Maintenance and Operations either via telephone at extension 2277 or via the college's work order system. The campus' overall safety and security program is supplemented by a variety of technological systems including access control, closed circuit television, fire detection, suppression and reporting systems.

## **CRIME PREVENTION, FIRE SAFETY, AND SAFETY AWARENESS PROGRAMMING**

BCC offers many programs designed to inform students and employees about campus security procedures and practices and the prevention of crimes. 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.

Crime prevention programs on personal safety and security are sponsored by various campus organizations throughout the year. These programs include general crime prevention and security awareness programs, such as safety education forums, programs, and discussions about topics such as alcohol abuse, sexual assault awareness and prevention, relationship violence awareness and prevention, bystander intervention, fire safety, emergency response and evacuation procedures, and theft prevention.

When available, Campus Safety may participate in forums, panels, meetings, and programs to explain college security, campus safety, campus policies and expectations related to student conduct and behavior and fire safety measures and procedures. This information is usually presented:

- To all incoming students during the new student orientation program at the beginning of each quarter;
- During individual or group new-employee orientation sessions scheduled throughout the year; and
- During faculty in-service training days.

In addition, active shooter survival/response training is offered year-round for any student, employee or faculty group.

## RESPONSIBILITIES OF THE COLLEGE COMMUNITY FOR THEIR OWN PERSONAL SAFETY

Members of the BBCC community must assume responsibility for their own personal safety and the security of their personal property. The following precautions provide guidance.

- Report all suspicious activity to Campus Safety immediately.
- Never take personal safety for granted.
- Avoid walking alone at night. Use the Campus Safety escort service. Staff will accompany you to your car or classroom.
- Limit your alcohol consumption, and leave social functions that get too loud, too crowded, or that have too many people drinking excessively. Remember to call 9-1-1 for help at the first sign of trouble.
- Carry only small amounts of cash.
- Never leave valuables (wallets, purses, books, phones, etc.) unattended.
- Carry your keys at all times and do not lend them to anyone.
- Lock up bicycles and motorcycles.
- Lock car doors and close windows when leaving your car.
- Always lock the door to your residence hall room, whether or not you are there. Be certain that your door is locked when you go to sleep, and keep windows closed and locked when you are not at home. DO NOT PROP OPEN INTERIOR OR EXTERIOR DOORS.
- Engrave serial numbers or owner's recognized numbers, such as a driver's license number, on items of value.
- Inventory your personal property and insure it appropriately with personal insurance coverage.

## DRUGS AND ALCOHOL LAWS AND PENALTIES

As an institution receiving federal funding, BBCC has a Drug and Alcohol Abuse Prevention Program (DAAPP) as required by the Higher Education Act of 1965. When applying for federal assistance, institutions certify to the existence of such programs..

### ***Washington State Laws***

#### ***Alcohol***

It is unlawful for any person under the age of twenty-one years to possess, consume, or otherwise acquire any liquor. A violation of this subsection is a gross misdemeanor punishable as provided for in chapter 9A.20 RCW.

#### ***Drugs***

Legal sanctions for illegal possession or distribution of illicit drugs may result in penalties up to 10 years in prison and maximum fine of up to \$100,000.

More severe penalties are provided for persons convicted of providing controlled substances to minors, to repeat offenses and to offenses on or near schools or parks.

#### ***Marijuana***

Legal sanctions for illegal possession or distribution of illicit drugs may result in penalties up to 5 years in prison and maximum fine of up to \$10,000.

### ***Federal Drug Laws and Penalties***

Persons convicted of federal drug trafficking charges may face up to 40 years in prison and a maximum fine of \$8 million as well as:

The loss of federal benefits, including school loans, grants, contracts and licenses. (21 USC §862 and 20 USC 1091 (r) (1);

Forfeiture of personal property and real estate (21 USC §853);

Other federal drug penalties (21 USC §841, §844).

### ***College Policies***

Big Bend Community College prohibits the unlawful manufacture, delivery, possession, or use of alcohol, marijuana in any form, other controlled substances, and drug paraphernalia while on college property, while conducting college business, and while participating in any college-sponsored activities whether on campus or not.

#### ***Alcohol***

**AP 3019** Alcohol: The use, possession, delivery, and sale of alcohol while on college-owned or controlled property is prohibited except as authorized by the president. Any authorized use must comply with state and federal laws, and all college policies, rules, and regulations.

Alcohol use must not infringe on the privacy and peace of another individual, and must not disrupt or obstruct the course of teaching, administration, disciplinary proceedings, freedom of movement or other lawful activities on the college campus.

Employees, students, and visitors are prohibited from being under the influence of alcohol while on college property, performing job duties, conducting college business, driving an official vehicle, or participating in any on or off-campus college activity.

Being “under the influence” is defined as exhibiting impaired behavior which may limit a person’s ability to perform their expected tasks or which poses a threat to the safety or well-being of the person or others.

**WAC 132R-04-057(10)(a)** Alcohol. The use, possession, delivery, sale, or being visibly under the influence of any alcoholic beverage, except as permitted by law and applicable college policies.

#### ***Controlled Substances***

**AP 3019** Controlled substances as used in this procedure, refers to those substances designated as schedule I through V under the Controlled Substances Act. Marijuana is still an illegal controlled substance under federal law. As an institution of higher education that distributes federal financial aid and administers various federal grants, BBCC is required to comply with federal law on this issue.

Controlled substances are prohibited; while on any college-owned or controlled property, including within residence halls, while conducting college business, or during any college-sponsored activity, for any person to use, possess, distribute, manufacture, sell, or to be under the influence of, a controlled substance. This prohibition includes marijuana in any form.

Being “under the influence” is defined as exhibiting impaired behavior which may limit a person’s ability to perform expected tasks or which poses a threat to the safety or well-being of the person or others.

**WAC 132R-04-057(10)(b)** Marijuana. The use, possession, delivery, or sale of marijuana or the psychoactive compounds found in marijuana intended for human consumption, regardless of form, or being observably under the influence of marijuana or the psychoactive compounds found in marijuana and intended for human consumption, regardless of form. While state law permits the

recreational use of marijuana, federal law prohibits such use on college premises or in connection with college activities.

**WAC 132R-04-057(10)(c) Drugs.** The use, possession, delivery, sale, or being observably under the influence of any legend drug (including anabolic steroids, androgens, or human grown hormones), narcotic drug or controlled substance as defined in chapters 69.41 and 69.50 RCW, except in accordance with a lawful prescription for that student by a licensed health care professional.

### ***Prescription and Over-the-Counter (OTC) Drugs***

**AP 3019:** The use of prescription and over-the-counter (OTC) drugs is permitted when taken as prescribed, or for OTC drugs, as directed by package instructions, so long as the medications do not adversely affect the ability, performance, or safety of the consumer or others. The use of prescription and OTC drugs in excess of the prescribed amount or contrary to package instructions, is a violation of this procedure. The use of prescription drugs by individuals other than the individual to whom the drug was prescribed is a violation of this procedure.

If an employee's use of medication could adversely affect the employee's ability, performance, or workplace safety, the employee must follow appropriate personnel procedures (e.g. call in sick, use leave, request change of duty, notify supervisor). The employee need only disclose that he or she is taking medication. The medical reason or drug name need not be disclosed to the supervisor. In cases where the employee will be working while using medication(s) which could adversely affect their ability, performance, or workplace safety, the employee may be required to disclose the name of the medication(s) to human resources so that appropriate measures can be taken.

If a student's use of medication could adversely affect the student's ability, performance, or safety, the student should inform an advisor, instructor, or the Vice President of Learning and Student Success. Students may consult the Disability Support Services Office for advice and support in arranging reasonable accommodations-for their medical needs.

## ***Student-Athletes***

### **2018-19 Athletic Handbook**

**Drug & Alcohol Use:** Big Bend Community College policy prohibits the unlawful manufacture, delivery, possession, or use of alcohol, marijuana in any form, other controlled substances, and drug paraphernalia while on college property, while conducting college business, and while participating in any college-sponsored activities whether on campus or not. For those students who are also members of BBCC athletic teams, the expectation of compliance with college policy and state law regarding drugs and alcohol covers the entire academic year. Student-athletes are also prohibited from using any performance enhancing drugs. Any student-athlete involved in the use of illegal drugs, alcohol, performance-enhancing drugs, or marijuana, during the academic year may face dismissal from the team and/or Big Bend Community College, as well as legal action. All student-athletes are subject to the laws of the City of Moses Lake, as well as state and federal laws.

**Alcohol & Marijuana Policy:** As defined by Big Bend Community College and the Athletic Department the consumption of alcohol and the use of marijuana cannot be tolerated. The penalty for proven consumption of alcohol and marijuana is as follows:

**First Offense:** Suspension from playing in games for 10% of the team's regular season scheduled games. Thus, if the student-athletes' team has a 27 game regular season schedule, then 10% of 27 games would be 2.7 games so the penalty would be 2 games. If the student-athlete has a 30 game regular season schedule, then 10% of 30 games would 3.0 so the penalty would be 3 games. During this suspension the student-athlete in question will be allowed to practice with the team.

**Second Offense:** Automatic suspension from playing games for the season and loss of scholarship for the remainder of the academic year in question. If the coach still wants to keep the student-

athlete in question in the program, and the student-athlete wants to stay in the program, the student-athlete can continue to practice and work-out with the team but cannot participate in any games. This will be up to the Head Coach of the given sport in conjunction with the Athletic Director.

This policy applies to all student-athletes in the Athletic Department at Big Bend Community College regardless of age.

### **Other Requirements per AP 3019**

*Individual Responsibility:* Employees and students are responsible for resolving their own alcohol or drug abuse problems. The college will make reasonable efforts to assist persons who self-report an alcohol or drug abuse problem.

Employees and students who have performance or attendance problems resulting from alcohol or drug abuse or intentional misuse are subject to disciplinary action, up to and including termination/expulsion.

*Reporting:* Students and employees are expected to report suspected violations of this policy to their supervisor, appropriate dean, Vice President of Learning and Student Success, or the Vice President of Human Resources & Labor and report suspected illegal activities to campus security or local law enforcement agencies. Anyone who is concerned that an employee or a student may have an alcohol or drug-related problem is encouraged to consult with their supervisor, Human Resources, the Employee Assistance Program (EAP), or other appropriate resources.

*Enforcement:* Supervisors are responsible for enforcing this policy with respect to the employees they supervise. The Vice President of Learning and Student Success has the primary responsibility for enforcing this procedure with respect to students.

*Confidentiality:* Complaints and investigations regarding violations of this procedure will be maintained in a confidential manner to the extent permitted by law.

*Driver's License Revocation Suspension:* Employees who are required to have a valid driver's license must notify their immediate supervisor of any revocation or suspension of their driver's license on the first work day following the license suspension or revocation.

No employee, student, visitor, contractor, etc., may operate a vehicle on state property or in the conduct of college business if their driver's license has been revoked or suspended.

*Enforcement and Compliance:* BBCC upholds all state and federal laws pertaining to alcohol and controlled substances. -

BBCC will take action against any person who violates state law, federal law, or any college regulation or policy concerning alcohol or controlled substances when such violation:

- Occurs in or on property controlled or owned by BBCC;
- Involves college business or activities; or
- Affects the fitness of college employees to perform the duties of their job or position.

### **AP 3019 Sanctions and Remedial Actions:**

#### **Employees**

Violation of this procedure may result in disciplinary action, up to and including termination of employment and/or the requirement of satisfactory participation in evaluation and/or treatment in an approved drug/alcohol abuse assistance or rehabilitation program.

Actions under this policy shall be taken in accordance with applicable personnel rules, state laws and regulations, the Negotiated Agreement, and other Board Policy and shall conform to the provisions of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

## **Students**

Violations of this policy may result in appropriate disciplinary sanctions as provided in the Student Code of Conduct.

Big Bend Community College will impose disciplinary sanctions on students found accountable for violations of BP 3019, Drug Free/Alcohol Free Workplace Policy. Sanctions will be imposed in accordance with the provisions of the Student Code of Conduct. Sanctions that may be imposed include but are not limited to:

- Mandatory attendance at a prevention education program
- Loss of privileges, restitution, community service, and/or fines
- Eviction from college-owned or controlled housing
- Suspension and/or dismissal from the college
- If under 21, notification of the student's parents/guardians
- Or some combination of the above

As required by federal law, the college cooperates with law enforcement authorities in referring for prosecution of unlawful possession, use or distribution of alcohol and illicit drugs by students or employees on college premises or as part of any of its activities.

### *Campus Visitors*

- The college may enforce this policy and take action against guests, contractors, sub-contractors, volunteers, or service providers who violate this policy
- Employees, students, and campus visitors may also be subject to criminal prosecution under federal, state, and local laws that could result in fines, imprisonment, and/or loss of student financial aid. These legal sanctions are in addition to any disciplinary sanctions imposed by the college.

## **Loss of Student Financial Aid**

People convicted of drug possession are ineligible for federal financial aid for one year from the date of the conviction after the first offense, two years after the second offense, and indefinitely after the third offense. People convicted for selling drugs are ineligible for federal financial aid for two years from the date of conviction after the first offense, and indefinitely after the second offense. People who lose eligibility for federal financial aid can regain eligibility early by successfully completing an approved drug rehabilitation program.

## **DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM REQUIREMENTS**

One of the most important social decisions a college student will make is to use or not use alcohol and other drugs. The choice is an individual decision.

Before making this decision, all college employees, students, and guests should be informed about the effects of alcohol and drugs and the potential consequences of using them.

*Board Policy 3019, Drug Free/Alcohol Free Workplace Policy and Administrative Process 3019, Drug & Alcohol Abuse Prevention* are intended to meet, at a minimum, the requirements of all applicable federal and state laws, including but not limited to the Drug-Free Schools and Communities Act of 1989 and the Drug-Free Workplace Act Of 1988.

**Health risks associated with the abuse of alcohol and use of illicit drugs**

- **Alcohol** – Alcohol abuse is involved in the majority of violent behavior incidents: sexual assault, sexual misconduct, vandalism, fights, and driving under the influence. Alcohol (and other depressant) abuse results in impaired judgment and coordination, aggressive behavior, impairment in learning & memory, respiratory depression, coma, and possibly death when taken in excess or combined with other depressants.
- **Anabolic Steroids** (Anadrol, Oxandrin, Durabolin, Stanozol, Dianabol) – Man-made substances related to male sex hormones. Steroids are taken to improve physical performance as well as to enlarge muscles and increase strength. Negative effects of steroids include baldness, cysts, shrinking of testicles, oily hair and skin, acne, heart attack, stroke and change in voice. Hostility is also a frequent side effect of anabolic steroids.
- **Club Drugs** (GHB, Rohypnol & Ecstasy) – GHB is an illegal depressant (liquid or powder) which is odorless & colorless (therefore it can be easily slipped into drinks undetected). GHB can be used to facilitate rape because it causes impairments in judgment, sleepiness & amnesia. Rohypnol also known as “Roofies” is a strong depressant drug, commonly known as the “Date Rape” drug. When ingested with alcohol or other drugs, effects begin within three (3) minutes and peak within two (2) hours. MDMA/Ecstasy/XTC is a hallucinogenic mind-altering drug. Adverse effects include confusion, depression, sleep problems, severe anxiety & paranoia, nausea, blurred vision, faintness, and the possibility long-term brain damage.
- **Cocaine** – Use produces psychological & physical dependence. Adverse effects include elevated blood pressure, heart rate, respiratory rate & body temperature, increased risk of contracting HIV/AIDS (sharing needles), chronic use can result in ulceration and rupture of the mucous membrane.
- **Hallucinogens** (LSD, Mescaline, Cannabis, Magic Mushrooms) – Hallucinogens or psychedelics are mind-altering drugs which affect the mind’s perceptions, causing bizarre, unpredictable behavior and severe, sensory disturbances that may place users at risk of serious injuries or death. The combination of hallucinogens with other substances, like alcohol or marijuana, can increase the chances of adverse effects and the risk of overdose.
- **Inhalants** (glue, paint thinner, gasoline, laughing gas, aerosol sprays) – Psychoactive substances inhaled as gases. Adverse effects may include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, brain & nervous system damage and possibly death.
- **Marijuana** – The effects associated with marijuana use include: increased blood pressure, blood-shot eyes, dry mouth, hunger, impairment of short-term memory and concentration, altered sense of time, decreased coordination and motivation, psychological dependence, lung cancer, and possibly chronic lung disease after long-term use.
- **Methamphetamines/Amphetamines & other Stimulants** – Symptoms of stimulant abuse include: increased heart & respiratory rates, elevated blood pressure, dilated pupils, excessive perspiration, headache, dizziness, sleepiness, anxiety, and loss of appetite, coma, and death may result
- **Narcotics** (Heroin, Morphine, Codeine, Demerol, Percodan) – Narcotics initially produce a feeling of euphoria followed by drowsiness, nausea, and vomiting. Overdose may cause slow and shallow breathing, clammy skin, convulsions, coma, and possibly death.
- **Ritalin** – A prescription drug used to treat ADHA, ADD and other conditions. It has similar effects to those of cocaine and amphetamines. Ritalin is often abused for appetite suppression and/or to stay awake.
- **Tranquilizers** (Valium) – Use of tranquilizers can induce calm and relaxation. Feelings will range from mild euphoria to drowsiness, confusion and light headedness. Hostility, blurred vision, hallucinations, lethargy, memory loss and irritability can also occur.

### ***Information, Education, and Counseling***

Big Bend Community College emphasizes the importance of information and education helping to prevent alcohol and drug abuse. The college is committed to helping students prevent and address alcohol and drug abuse problems. For additional information about counseling, assessment, and referral services, contact:

- BBCC Counseling Center 509.793.2035
- Alcoholics Anonymous 509.664.6469
- Central Washington Narcotics Anonymous 877.664.0398
- Grant Integrated Services 509.765.5402
- Dean of Student Services 509.793.2077

### ***Available Counseling, Treatment or Rehabilitation***

Students with alcohol or drug related problems are encouraged to contact the BBCC Counseling Office for information and referral. Students may also take advantage of services provided by Grant Integrated Services 509.765.5402. The center provides such services as alcohol and drug assessments, individual counseling, family counseling, group therapy, an intensive outpatient program and an alcohol and other drug information school. Private practitioners and agencies are listed in the local telephone directory.

The college encourages employees and students to voluntarily seek appropriate assistance if they are dependent on alcohol or drugs. All requests and referrals for assistance must be kept confidential consistent with applicable law.

Employees needing assistance in dealing with alcohol and/or drug related problems are encouraged to contact the Human Resources Office or the college's Employee Assistance Program (EAP) or Grant Integrated Services:

First Choice EAP  
1.800.777.4114 or TTY 1.800.777.4969  
[www.FirstChoiceEAP.com](http://www.FirstChoiceEAP.com)

Grant County Integrated Services  
840 E Plum  
Moses Lake, WA 98837  
509.765.5402

### **Federally Funded Activities**

AP 3019 College Responsibilities: As a recipient of federal financial awards in the form of grants and/or cooperative agreements, Big Bend Community College must comply with the Drug-Free Workplace Act of 1988.

AP 3019 Notification and Reporting Requirements: Employees convicted of a criminal alcohol or drug offense that occurred on BBCC owned or controlled property or while conducting college business must report the conviction to their supervisor in writing within five (5) days of the conviction. The supervisor will contact the Office of the President within three (3) business days to determine whether the crime occurred during the conduct of any federally funded award activity.

Supervisors, department heads, and vice presidents who are aware of any drug crime convictions of individuals (students or employees) who work on a sponsored project, for violations that occurred in the workplace, must report that information to the Office of the President

AP 3019 College Response Requirements: If an employee, who is directly engaged in the performance of work under a federally funded award (as described in 34 CFR Part 84), is convicted of a drug violation in the workplace, BBCC shall:

Notify, in writing, within ten (10) calendar days after learning of the conviction, every federal agency on whose award the convicted employee was working; and

Within thirty (30) calendar days of learning about the conviction, either

Take appropriate personnel action against the employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973 (29 U.S.C. 794), or

Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for these purposes by a federal, state or local health, law enforcement, or other appropriate agency.

### **Notifications**

AP 3019: Each year, BBCC will provide written notification of its alcohol and drug policies, programs and information to every student and employee. The annual notification will contain, at a minimum, the following information:

BBCC's standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees on BBCC property or as part of any college activities;

- A description of applicable sanctions for violations of federal, state, and local law;
- A clear statement that BBCC will impose disciplinary sanctions on students and employees (consistent with local, State, and Federal law), and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution, for violations of this procedure. For the purposes of this procedure, a disciplinary sanction may include the completion of an appropriate rehabilitation program;
- A description of health risks associated with alcohol and other drug use; and
- A description of available counseling treatment, or rehabilitation or re-entry programs.

Representatives from student services and human resources shall jointly prepare/review contents of the annual notification as needed.

The notification will be delivered in a manner that will enhance visibility and provide a means for verifying distribution.

Student services and human resources shall prepare a record of the annual notification, to include a copy of the notification contents, a description of the notification method, and a description of the results/responses.

The Vice President of Learning and Student Success shall ensure all new students are provided with the annual notification.

The Vice President of Human Resources & Labor shall ensure all new employees are provided with the annual notification.

The Vice President for Finance and Administration shall ensure that all contactors and service providers performing work on BBCC property are provided with the information contained in the annual notification.

The Office of the President shall ensure that workers and volunteers affiliated with federally funded activities are provided with a copy of drug-free workplace statement.

**Biennial Review**

AP 3019: The Vice President of Learning and Student Success and the Vice President of Human Resources & Labor shall coordinate preparation of a biennial review of BBCC's drug and alcohol abuse prevention programs. Per 34 CFR Part 86, the biennial review shall address program effectiveness, consistency of disciplinary sanctions, and program changes.

BBCC departments and offices shall cooperate fully with this process and shall provide timely responses to the persons preparing the report.

The Vice President of Learning and Student Success shall maintain official files of biennial reviews and shall distribute those files as needed for college operations or as requested by the Department of Education.

**WEAPONS POLICY**

WAC 132R-117-010 Firearms and dangerous weapons.

- (1) Possession, carrying or discharge of any firearm, dagger, sword, knife or other cutting or stabbing instrument, club, explosive device or any other weapon apparently capable of producing bodily harm (including shot guns, pistols, air guns, pellet guns, and paint-ball guns), whether loaded or unloaded, is prohibited on Big Bend Community College owned or controlled property, unless otherwise authorized in this provision.
- (2) Such persons who are authorized to carry firearms or other weapons as duly appointed and commissioned law enforcement officers in the state of Washington, legally authorized military personnel while in the performance of their duties, and other persons or entities authorized by contract to carry firearms in the course of their employment, may possess firearms or other weapons issued for their possession by their respective law enforcement agencies while on campus or other college controlled property, including residence halls.
- (3) An individual with a valid concealed weapons permit may store a pistol in his or her vehicle parked on campus in accordance with RCW 9.41.050 (2) or (3), provided the vehicle is locked and the weapon is concealed from view.
- (4) Anyone seeking to bring a firearm or other weapon onto campus for purposes directly related to a class or other educational or work activity must obtain prior written authorization from the vice president of learning and student success or any other person designated by the president of the college. The vice president of learning and student success or other designee shall review any such request and may establish conditions to the authorization. Any permission shall be in writing and subject to such terms or conditions incorporated into the written permission.
- (5) Any person may possess a personal protection spray device, as authorized by RCW 9.91.160, while on property owned or controlled by Big Bend Community College.
- (6) Violators shall be subject to appropriate disciplinary or legal action.

## DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT, AND STALKING

### *Sexual Misconduct Policies, Procedures and Resources*

BBCC prohibits the crimes of domestic violence, dating violence, sexual assault and stalking (as defined by the Clery Act) and reaffirms its commitment to maintaining a campus environment that emphasizes the dignity and worth of all members of the college community. BBCC issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking, which will be followed regardless of whether the incident occurs on or off campus when it is reported to a College official.

### *Washington State Definitions of Consent, Dating Violence, Domestic Violence, Sexual Assault, and Stalking*

- 1) **Consent.** 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.
- 2) **Dating Violence**
  - a) RCW 26.50.010 (3) "Dating relationship" means a social relationship of a romantic nature. Factors that the court may consider in making this determination include: (a) The length of time the relationship has existed; (b) the nature of the relationship; and (c) the frequency of interaction between the parties.
- 3) **Domestic Violence**
  - a) RCW 26.50.010 (1) "Domestic violence" means: (a) Physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury or assault, between family or household members; (b) sexual assault of one family or household member by another; or (c) stalking as defined in RCW 9A.46.110 of one family or household member by another family or household member. (2) "Family or household members" means spouses, domestic partners, former spouses, former domestic partners, persons who have a child in common regardless of whether they have been married or have lived together at any time, adult persons related by blood or marriage, adult persons who are presently residing together or who have resided together in the past, persons sixteen years of age or older who are presently residing together or who have resided together in the past and who have or have had a dating relationship, persons sixteen years of age or older with whom a person sixteen years of age or older has or has had a dating relationship, and persons who have a biological or legal parent-child relationship, including stepparents and stepchildren and grandparents and grandchildren.
- 4) **Sexual Assault**
  - a) Any intentional and unconsented touching, or threat or attempt thereof, of: (i) an intimate bodily part of another person, such as a sexual organ, buttocks or breast; (ii) any bodily part of another person with a sexual organ; or (iii) any part of another person's body with the intent of accomplishing a sexual act; or
  - b) Unwanted, inappropriate disrobing of another person or purposeful exposure of one's genitals to another without the other's consent; or
  - c) Forcing, or attempting to force, any other person to engage in sexual activity of any kind without her or his consent.
    - i) **Rape in the first degree.** RCW 9A.44.040. (1) A person is guilty of rape in the first degree when such person engages in sexual intercourse with another person by forcible compulsion where the perpetrator or an accessory: (a) Uses or threatens to use a deadly weapon or what appears

to be a deadly weapon; or (b) Kidnaps the complainant-victim; or (c) Inflicts serious physical injury, including but not limited to physical injury which renders the complainant-victim unconscious; or (d) Feloniously enters into the building or vehicle where the complainant-victim is situated.

- ii) **Rape in the second degree.** RCW 9A.44.050. (1) A person is guilty of rape in the second degree when, under circumstances not constituting rape in the first degree, the person engages in sexual intercourse with another person: (a) By forcible compulsion; (b) When the complainant-victim is incapable of consent by reason of being physically helpless or mentally incapacitated...
- iii) **Rape in the third degree.** RCW 9A.44.060. (1) A person is guilty of rape in the third degree when, under circumstances not constituting rape in the first or second degrees, such person engages in sexual intercourse with another person: (a) Where the complainant-victim did not consent as defined in RCW 9A.44.010(7), to sexual intercourse with the perpetrator and such lack of consent was clearly expressed by the complainant-victim's words or conduct, or (b) Where there is threat of substantial unlawful harm to property rights of the complainant-victim.

## 5) Stalking

- a) RCW 9A.46.110: 1) A person commits the crime of stalking if, without lawful authority and under circumstances not amounting to a felony attempt of another crime: (a) He or she intentionally and repeatedly harasses or repeatedly follows another person; and (b) 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 (c) The stalker either: (i) Intends to frighten, intimidate, or harass the person; or (ii) 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.

RCW 9A.46.260(1) Cyberstalking—a person is guilty of cyberstalking if he or she, with intent to harass, intimidate, torment, or embarrass any other person, and under circumstance not constituting telephone harassment, makes an electronic communication to such other person or a third party.

- (a) Using any lewd, lascivious, indecent, or obscene words, images, or language, or language, or suggesting the commission of any lewd or lascivious act;
- (b) Anonymously or repeatedly whether or not conversation occurs; or
- (c) Threatening to inflict injury on the person or property of the person called or any member of his or her family or household...

### ***BBCC Definitions of Dating Violence, Domestic Violence, Sexual Assault, and Stalking***

2.3 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.

2.12 Dating violence means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency or interaction.

2.11 Domestic violence includes (a) physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury or assault, between family or household members; (b) sexual assault of one family or household member by another; or (c) stalking as defined in RCW 9A.46.110 of one family or household member by another family or household member. Pursuant to Chapter 10.99 RCW, it also includes, but is not limited to the following crimes when committed by one family or household member against another: assault; drive-by shooting; reckless endangerment; coercion; burglary; criminal trespass,

malicious mischief; kidnapping; unlawful imprisonment; and violation of a restraining order, no-contact order or protection order.

**2.11 Sexual misconduct:** a type of sexual discrimination and harassment. Nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, dating violence, and stalking are all types of sexual violence.

**2.13 Stalking** means intentional and repeatedly harasses or follows another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated or harassed, even if the perpetrator lacks such intent. In addition to any other form of communication or conduct, the sending of an electronic communication may constitute stalking.

### ***How to Be an Active Bystander***

Bystander intervention means safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Bystanders play a critical role in the prevention of sexual and relationship violence. They are “individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it.” We want to promote a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. Below is a list of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, call 9-1-1. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

- Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
- Be direct, delegate responsibility, or cause a distraction when you see a person secludes, hits on, tries to make out with, or has sex with people who are incapacitated.
- Intervene when someone discusses plans to take sexual advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this document for support in health, counseling, or with legal assistance.

### ***Risk Reduction***

With no intent to victim blame and recognizing that only abusers are responsible for their abuse, the following are some strategies to reduce one’s risk of sexual assault or harassment (taken from Rape, Abuse, & Incest National Network, [www.rainn.org](http://www.rainn.org))

**Stay alert.** When you’re moving around on campus or in the surrounding neighborhood, be aware of your surroundings. Consider inviting a friend to join you or asking campus security for an escort. If you’re alone, only use headphones in one ear to stay aware of your surroundings.

**Be careful about posting your location.** Many social media sites, like Facebook and Foursquare, use geolocation to publicly share your location. Consider disabling this function and reviewing other social media settings.

**Make others earn your trust.** A college environment can foster a false sense of security. They may feel like fast friends, but give people time earn your trust before relying on them.

**Make a plan.** If you're going to a party, go with people you trust. Agree to watch out for each other and plan to leave together. If your plans change, make sure to touch base with the other people in your group. Don't leave someone stranded in an unfamiliar or unsafe situation.

**Think about Plan B.** Spend some time thinking about back-up plans for potentially sticky situations. If your phone dies, do you have a few numbers memorized to get help? Do you have emergency cash in case you can't use a credit card? Do you have the address to your dorm or college memorized? If you drive, is there a spare key hidden, gas in your car, and a set of jumper cables?

**Be secure.** Lock your door and windows when you're asleep and when you leave the room. If people constantly prop open the main door to the dorm or apartment, tell security or a trusted authority figure.

**Protect your drink.** Don't leave your drink unattended, and watch out for your friends' drinks if you can. If you go to the bathroom or step outside, take the drink with you or toss it out. Drink from unopened containers or drinks you watched being made and poured. It's not always possible to know if something has been added to someone's drink. In drug-facilitated sexual assault, a perpetrator could use a substance that has no color, taste, or odor.

**Know your limits.** Keep track of how many drinks you've had, and be aware of your friends' behavior. If one of you feels extremely tired or more drunk than you should, you may have been drugged. Leave the party or situation and find help immediately.

**It's okay to lie.** If you want to exit a situation immediately and are concerned about frightening or upsetting someone, it's okay to lie. You are never obligated to remain in a situation that makes you feel uncomfortable, pressured, or threatened. You can also lie to help a friend leave a situation that you think may be dangerous. Some excuses you could use are needing to take care of another friend or family member, an urgent phone call, not feeling well, and having to be somewhere else by a certain time.

**Be a good friend.** Trust your instincts. If you notice something that doesn't feel right, it probably isn't. Learn more about how to keep your friends safe in social settings.

If you need to get out of an uncomfortable or scary situation, here are some things that you can try:

**Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.

**Be true to yourself.** Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.

**Have a code word** with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.

**Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

**If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

## ***Programs to Prevent Dating Violence, Domestic Violence, Sexual Assault, and Stalking***

### ***Primary Prevention and Awareness Programs***

The College provides primary prevention and awareness programs to all incoming students that involves the distribution of educational materials to new students, participating in and presenting information and materials during new student orientations, and making online training modules related to sexual assault and

high risk drinking awareness and education available to incoming first-year students and returning second year students.

The College provides educational materials to new employees during new hire orientation. New employees receive information on the college's policy regarding the prohibition of harassment, sexual harassment, and sexual misconduct. Newly hired employees are required to complete online training related to Title IX. The college provides ongoing training to employees regarding the prohibition of harassment, sexual harassment, and sexual misconduct every three years.

These trainings cover the college's policy prohibiting discrimination on the basis of a protected status that is so severe, pervasive, persistent, and objectively offensive that it effectively bars the victim from the benefit of an educational or work opportunity or benefit. Protected status includes, but is not limited to, race, sex, sexual orientation, gender identity/expression, religion, age, color, creed, national or ethnic origin, the presence of any physical, mental or sensory disability, use of a trained guide dog or service animal by a person with a disability, marital status, pregnancy status or families with children, a mother breastfeeding her child, AIDS/HIV or hepatitis C, genetic information and/or protected veteran or military status, or any other legally protected classification.

Sexual harassment and sexual misconduct are other forms of discrimination that are prohibited. Sexual misconduct includes, but is not limited to, intimate partner/domestic violence, non-consensual sexual intercourse, non-consensual sexual contact, sexual assault, stalking, and dating violence. Sexual harassment may include unwelcome sexual advances, unwelcome requests for sexual favors or requests for sexual favors in exchange for some benefit, sexual assault, offensive remarks about a person's gender, and/or unwelcome verbal or physical conduct of a sexual nature by a male or female, of the same or differing sex.

#### ***Ongoing Prevention and Awareness Campaigns***

BCC sponsors activities for students and employees during National Sexual Assault Awareness month and provides ongoing training opportunities for faculty and staff throughout the year. The content of these programs mirrors the content of our Primary Prevention and Awareness Program.

#### ***Procedures Victims Should Follow if a Crime of Dating Violence, Domestic Violence, Sexual Assault, or Stalking Occurs***

Victims should immediately notify one or more of the following:

- Campus Safety, 509.793.2286
- Title IX Coordinator, phone 509-793.2010, or in person in the Human Resources Office, Building 1400 second floor

#### ***Involvement of Law Enforcement and Campus Authorities***

- Although the College strongly encourages all members of its community to report violations of this policy to Campus Safety and the Grant County Sheriff's Office, it is the victim's choice whether or not to make such a report.
- Furthermore, victims have the right to decline to notify law enforcement. However, Campus Safety will assist any victim with notifying law enforcement if the victim so desires. The Grant County Sheriff's Office may also be reached directly by calling 509.762.1160 during normal business hours, or 9-1-1 during off hours or in emergency situations; or in person at the Grant County Sheriff's Office located at 35 C Street Northwest, Ephrata. Additional information about the Grant County Sheriff's Office may be found online at: [www.grantcountywa.gov/sheriff](http://www.grantcountywa.gov/sheriff).
- **NOTE: Mandatory Reporting of Child Abuse** – Academic, administrative, and athletic employees, including student employees, must make any report directly to the proper law enforcement agency or

the Department of Social & Health Services (DSHS) Hotline 1-866-ENDHARM. All other employees must make any report directly to the Vice President of Human Resources via phone, in person or email. The Vice President of Human Resources must make a report to the proper law enforcement agency or DSHS.

### ***Preservation of Evidence***

After an incident of sexual assault, dating violence, or domestic violence, the victim should consider seeking medical attention as soon as possible at the Samaritan Healthcare Emergency Department, 801 East Wheeler Road, Moses Lake. Sexual Assault Nurse Examiners (SANE) at the hospital are trained and certified in physical evidentiary recovery kit collection. Evidence may be collected even if the victim chooses not to make a report to law enforcement.

If a sexual assault victim does not currently wish to involve police, there is still an option to have the forensic evidence collected in a timely manner. As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. By providing victims with the opportunity to gather information, solidify their support system, and establish rapport with first responders, the county hopes to create an environment that encourages reporting, even for those victims who initially feel unable, unwilling, or unsure about doing so. Victims may report a sexual assault anonymously at Samaritan Healthcare in Moses Lake and have forensics evidence collected during the exam.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours, so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring, or may be helpful in obtaining a protection order. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or other copies of documents, if they have any, that would be useful to College adjudicators/investigators or local police.

### ***Reporting Incidents of Dating Violence, Domestic Violence, Sexual Assault, and Stalking***

If you have been the victim of domestic violence, dating violence, sexual assault, or stalking, you should report the incident promptly to the Title IX Coordinator by calling, writing, or coming into the office to report in person.

Reports of all domestic violence, dating violence, sexual assault, and stalking made to Campus Safety will automatically be referred to the Title IX Coordinator for review. The Title IX Coordinator is not a confidential reporting entity and is required to report criminal incidents to Campus Safety.

**AP6115 3.1 Who may file a complaint?** Employees, contractors, guests, students or visitors of BBCC may file a complaint.

**AP6115 3.2 Reporting obligations for BBCC supervisors, administrators, faculty, and employees.**

Supervisors, administrators, faculty, and employees perform a key role in preventing and responding to discriminatory acts and behaviors, including sexual harassment. When a supervisor, administrator, faculty, or employee (except licensed professionals) becomes aware of incidents of discrimination, s/he will report the incident to the Title IX/EO Officer or designee as soon as possible, but no later than 36 hours after becoming aware of the incident regardless of victim's desire for the matter to remain confidential and regardless of whether a report is made to campus security or local law enforcement. Individuals who fail to report such incidents based on a standard of reasonable care or who fail to cooperate fully with the complaint processes are subject to disciplinary action.

**AP6115 3.3 Complaints against students.** Reports of discriminatory conduct or related retaliation that involve students, including student-to-student complaints, will be handled by the Vice President of Instruction and Student Services and will be guided by the provisions of the Student Conduct Code, Chapter 132R-04 WAC.

**AP6115 3.4 Complaints against employees, contractors, guests or visitors.** BBCC will follow the provisions of this administrative procedure, and, if necessary other applicable statutes, administrative procedures, and board policies.

### ***Procedures the College Follows When a Crime of Dating Violence, Domestic Violence, Sexual Assault, and Stalking is Reported***

The College has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges; as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services on and/or off campus; as well as additional remedies to prevent contact between a complainant and an accused party, such as housing, academic, transportation and working accommodations, if reasonably available. The College will make such accommodations, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement.

Students and employees should contact the Title IX Coordinator by calling, writing, or coming into the office to report in person. The Title IX Coordinator may collaborate and coordinate with the Dean of Student Services, Director of Safety, Security and Emergency Management, and other college administrators and personnel to ensure a thorough investigation and protective measures.

If a formal investigation is initiated on a matter involving sexual violence, the Title IX/EO Officer or his/her designee shall send an initial notification to both the complainant and respondent simultaneously that the matter is under investigation. Both the complainant and respondent shall be informed of their rights during the investigative and disciplinary processes, including Board Policy 6115, this procedure, as well as BBCC's policy against retaliation. The complainant must also be apprised of additional rights including:

- a) Options to avoid contact with respondent;
- b) Procedures to follow to preserve evidence of the alleged incident and seek medical treatment;
- c) Who will receive a report of the complaint;
- d) Right to file a criminal complaint and notification that he/she is not required to file a criminal complaint with local law enforcement;
- e) A list of resources for obtaining protective, no contact, restraining, or similar orders, if applicable;
- f) A list of existing on and off campus counseling, mental health, victim advocacy legal assistance, or other victim services available for victims on-campus and in the community;
- g) The procedures BBCC will follow to determine if discipline is appropriate;
- h) Steps BBCC will take to ensure confidentiality and the limits this may place on BBCC's ability to investigate and respond, as set forth above;
- i) A list of options and resources to assist the complainant regarding academic, living, transportation and working situations; and,
- j) Information about BBCC's policy against retaliation and how the complainant should report retaliation or new incidents.

If a report of dating violence, domestic violence, sexual assault, or stalking is reported to the College, below are the procedures that the College will follow.

#### ***Dating Violence and Domestic Violence***

- 1) Institution will assess immediate safety needs of victim
- 2) Institution will assist victim with contacting local police if victim requests AND provide the victim with contact information for local police department

- 3) Institution will provide written instructions on how to apply for Protective Order
- 4) Institution will provide written information to victim on how to preserve evidence
- 5) Institution will assess need to implement interim or long-term protective measures to protect the victim, if appropriate
- 6) Institution will provide the victim with a written explanation of the victim's rights and options
- 7) Institution will provide a "No trespass" or "No contact" directive to accused party if deemed appropriate

### ***Sexual Assault***

- 1) Depending on when reported (immediate vs delayed report), institution will provide victim with access to medical care
- 2) Institution will assess immediate safety needs of victim
- 3) Institution will assist victim with contacting local police if complainant requests AND provide the victim with contact information for local police department
- 4) Institution will provide victim with referrals to on- and off-campus mental health providers
- 5) Institution will assess need to implement interim or long-term protective measures, if appropriate.
- 6) Institution will provide the victim with a written explanation of the victim's rights and options
- 7) Institution will provide a "No trespass" or "No contact" directive to accused party if deemed appropriate
- 8) Institution will provide written instructions on how to apply for Protective Order
- 9) Institution will provide a copy of the policy applicable to sexual assault to the victim and inform the victim regarding timeframes for inquiry, investigation, and resolution
- 10) Institution will inform the victim of the outcome of the investigation, whether or not the accused will be administratively charged, and what the outcome of the hearing is
- 11) Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for reporting sex-based discrimination or for assisting in the investigation

### ***Stalking***

- 1) Institution will assess immediate safety needs of victim
- 2) Institution will assist victim with contacting local police if complainant requests AND provide the victim with contact information for local police department
- 3) Institution will provide written instructions on how to apply for Protective Order
- 4) Institution will provide written information to victim on how to preserve evidence
- 5) Institution will assess need to implement interim or long-term protective measures to protect the victim, if appropriate
- 6) Institution will provide the victim with a written explanation of the victim's rights and options
- 7) Institution will provide a "No trespass" (PNG) or "No Contact" directive to accused party if deemed appropriate

### ***Anonymous Reporting through the Counseling Center/Pastoral Counselors***

Although Big Bend Community College employs people who hold Counselor Agency Affiliated Registrations (defined in WAC 246-810-010(2)), BBCC does not employ Certified Counselors (defined in WAC 246-810-010(4)) in the Counseling Center or Pastoral Counselors. Certified Counselors and Pastoral Counselors are not required by law to provide statistics for this compliance document. Because of these reasons, BBCC does not accept anonymous reports.

### ***Employee Assistance Program***

BBCC also provides an Employee Assistance Program (EAP) for use by employees. The EAP is available to provide full-time employees assistance with such problems as sexual or physical abuse, depression, marital

and relationship conflict, stress, grief, critical incident stress, anxiety, and other personal matters. All full-time employees, regardless of performance, are eligible.

### ***Domestic Violence Leave for Employees***

Big Bend Community College provides leaves of absence with or without pay to employees who are victims of domestic violence, sexual assault or stalking, or for employees whose family members are victims, to participate in legal proceedings, receive medical treatment, or obtain other necessary services.

**Family Member Definition:** Any individual whose relationship to the employee can be classified as a child, spouse, WA State registered domestic partner, parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship.

### ***Registered Sex Offender Information***

The Grant County Sheriff's Office is responsible for the tracking and address verification of Registered Sex Offenders living in Grant County. For information on the locations of registered sex offenders, go to <http://www.sheriffalerts.com/wa/grant>.

### ***Rights of Victims and the Institution's Responsibilities for Orders of Protection, "No Contact" Orders***

Under all circumstances, if the alleged complainant is deceased as the result of such crime or offense, the next of kin of such complainant shall be treated as the alleged victim for purposes of notifications regarding outcomes and sanctions.

### ***Campus Sexual Assault Victims' Bill of Rights***

- Accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be informed of their options to notify law enforcement.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations

### ***Institutional Policies***

**AP6115 3.7.3 Disclosures regarding volunteers, guests, and contractors.** BBCC will notify the complainant of any actions it takes which relate directly to complainant, such as a No Trespass Order prohibiting the volunteer, guest or contractor from being on campus. Additionally, if the matter involves a crime of violence or sexual assault, including rape, dating violence, domestic violence or stalking, BBCC may elect to terminate the contract or license for the individual to be on campus. BBCC will provide the complainant and the respondent with simultaneous written notice of such decisions; advisement of appeal procedures, if any; any change to the results that occur prior to the results becoming final; and when such results become final.

### ***Accommodations and Protective Measures Available for Victims***

**AP6115 3.6.3 Interim measures.** Following receipt of a complaint the Title IX/EO Officer may determine whether immediate interim measures are necessary to protect the complainant prior to the completion of the investigation and the resolution of the complaint. Interim measures may include, but are not limited to, separating the respondent from the complainant, adjusting schedules, placing an employee on administrative leave, providing counseling and/or taking action per Chapter 132R-04 WAC. If it appears that such interim measures are warranted, the Title IX/EO Officer or designee will coordinate with the appropriate BBCC personnel to implement such measures. Following receipt of a complaint the Title IX/EO Officer may determine whether immediate interim measures are necessary to protect the complainant prior to the completion of the investigation and the resolution of the complaint. Interim measures may include, but are not limited to, separating the respondent from the complainant, adjusting schedules, placing an employee on administrative leave, providing counseling and/or taking action per Chapter 132R-04 WAC. If it appears

that such interim measures are warranted, the Title IX/EO Officer or designee will coordinate with the appropriate BBCC personnel to implement such measures.

### ***Title IX No-Contact Order***

A college-issued no-contact order (NCO) is an interim protective measure for complainants, meaning that it can be issued even in cases where a respondent has not been found formally responsible for violating college policy. The Title IX Coordinator issues no contact orders when the circumstances warrant.

### ***Civil or Criminal Court No-Contact Orders***

A complainant may also seek a protection order through Grant County District Court (35 C Street NW, Ephrata). Such orders may prohibit the respondent from contacting or harassing a complainant. To seek assistance with requesting a court order, contact New Hope Domestic Violence and Sexual Assault Services, or you can file your request yourself at the Grant County Clerk's Office, 35 C St NW, Ephrata WA 98823.

### ***Safety Action Plan***

A complainant may meet with Campus Safety to develop a Safety Action Plan, which is a plan for campus officers and the complainant to reduce risk of harm while on campus or coming and going from campus. This plan may include, but not limited to: escorts, special parking arrangements, or changing classroom location.

To the extent of the complainant's cooperation and consent, BBCC will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal college investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to counseling, health services and assistance in notifying appropriate local law enforcement.

### ***Confidentiality***

**AP6115 3.4 Confidentiality and right to privacy.** BBCC will seek to protect the privacy of all parties involved to the fullest extent possible, consistent with the legal obligation to investigate, take appropriate remedial and/or disciplinary action, and comply with the federal and state law, as well as BBCC policies and procedures. Anonymity and complete confidentiality cannot be guaranteed once a complaint is made or unlawful behavior is alleged. However, to the extent possible, proceedings will be conducted in a discreet and sensitive manner. Files pertaining to the complaint will be maintained in confidence to the extent provided by law. Further, all files are considered public records and will be released as required by the Public Records Act, Chapter 42.56 RCW. BBCC cannot guarantee complete confidentiality. The Vice President of Human Resources and Labor or designee will make the determination as how to handle the request for confidentiality.

**AP6115 3.4 Confidentiality Requests and Sexual Violence Complaints.** The Vice President of Human Resources and Labor will inform and obtain consent from the complainant before commencing an investigation into a sexual violence complaint. If a sexual violence complainant asks that his/her name not be revealed to the Respondent or that BBCC not investigate the allegation, the Vice President of Human Resources and Labor will inform the complainant that maintaining confidentiality may limit BBCC'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 BBCC not investigate, the Vice President of Human Resources and Labor will determine whether BBCC can honor the request and at the same time maintain a safe and non-discriminatory environment for all members of the BBCC 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; and
- Whether relevant evidence can be obtained through other means (e.g., security cameras, other witnesses, physical evidence).

**OR**

- If BBCC is unable to honor a complainant's request for confidentiality, the CAO or his/her designee 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 an investigation.
- If BBCC decides not to conduct an investigation or take disciplinary action because of a request for confidentiality, the CAO or his/her designee 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.

***Assistance for Victims - Rights & Options***

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off campus, the College will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options.

Such written information will include:

- 1) the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred;
- 2) information about how the institution will protect the confidentiality of victims and other necessary parties;
- 3) a statement that the institution will provide written notification to students and employees about victim services in the institution and in the community;
- 4) a statement regarding the institution's provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- 5) an explanation of the procedures for institutional disciplinary action.

A sexual misconduct victim has the right to decline notifying authorities.

***On- and Off-campus Services for Victims***

Upon receipt of a report of domestic violence, dating violence, sexual assault, or stalking, BBCC will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services, including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and assistance in notifying appropriate local law enforcement. If a sexual assault or rape should occur on campus, staff on-scene, including Campus Safety, will offer the victim information on available services. This information regarding "resources" is not provided to infer that those resources are "crime reporting entities" for BBCC.

These resources include the following:

- **On Campus**
  - BBCC Counseling Center, 509.793.2061
  - Title IX Coordinator, 509.793.2010

- Dean of Student Services: Supports student development and addresses issues and needs in a supportive environment. 509.793.2077, Building 1400.
  - Financial Aid and Scholarships: Provides information concerning discontinuance or withdrawal from classes and the effects that such action may have on financial aid and scholarships. 509.793.2034, Building 1400.
  - Campus Safety: Provides walking security escort services from one campus location to another for an added level of security and safety during the later hours of the evening and early morning. To request an escort call 509.793.2286.
  - Student Financial Aid, 509.793.2035
  - Campus Safety, 509.793.2286
  - Dean of Student Services, 509.793.2077
  - Vice President of Learning and Student Success, 509.793.2055
- **Off Campus**
    - New Hope Domestic Violence and Sexual Assault Services provides 24-hour crisis intervention, sexual assault education groups, rape survivor therapy groups, individual therapy for rape victims, and risk reduction education. 509.764.8402/888.560.6027
    - The National Domestic Violence Hotline: Provides confidential individual support, crisis intervention, and information on ways to secure a victim's immediate safety. 800.799.7233 [www.thehotline.org](http://www.thehotline.org)
    - RAINN (Rape Abuse & Incest National Network) provides extensive support to sexual assault victims. 24-Hour Crisis Line: 800.656.HOPE (4673) [www.rainn.org](http://www.rainn.org)
    - Samaritan Healthcare/Hospital performs sexual assault examinations. Examinations include assessments and documentation of injury, collection of evidence, and treatment to prevent sexually transmitted infections. 509.765.5606 801 E. Wheeler Road, Moses Lake
    - The Washington State Bar Association answers questions about how to contact attorneys who can provide you with legal advice and service. 800.945.9722 [www.wsba.org](http://www.wsba.org)
    - NW Justice Project: Assists individuals who do not have the means to secure legal help. 888.201.1012 [www.nwjustice.org](http://www.nwjustice.org)

### ***Adjudication of Violations***

The College's disciplinary process includes a prompt, fair, and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with the institution's policy and that is transparent to the accuser and the accused.

Usually the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within 60 days of the report. However, each proceeding allows for extensions of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay.

College officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking, as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability.

***If the Victim Does Not Wish to Pursue Resolution***

In all reported cases of sexual misconduct, the College will conduct a fact-finding investigation to the best of its ability. In cases where the Victim wishes to become a Complainant, this investigative report is provided to the Student Conduct Administrator for a threshold analysis.

In cases where the Victim does not wish to become a Complainant, the college has two options:

- 1) The College may attempt to resolve the complaint in a manner consistent with the Victim's request. This may include holding the report for action at a later date.
- 2) The College may pursue a judicial hearing against the Respondent named in the investigation. Under these circumstances, the College would take into consideration the nature of the assault, the safety of the complainant and the campus community, as well as the previous disciplinary history and previous allegations of sexual misconduct.

Whether or not criminal charges are filed, the College or a person may file a complaint under the following policies, depending upon the status of the accused (student or employee).

**DISCIPLINARY PROCEEDINGS UTILIZED IN CASES OF ALLEGED DATING VIOLENCE, DOMESTIC VIOLENCE, SEXUAL ASSAULT AND STALKING*****Organizational Behavior***

All persons, including students, employees, contractors, visitors, and guests are required to comply with this policy while on campus or participating in college activities. BBCC students and employees are required to comply with this policy while conducting college business off campus, such as business trips, field trips, and internships.

Employees, students, contractors, guests, or visitors may bring allegations against employees and students for violation of the Prohibition of Discrimination, Sexual Harassment, Sexual Misconduct, Domestic Violence, Stalking, and Retaliation policy. The College will conduct a preliminary investigation into an incident.

The process the college will follow to investigate and resolve the complaint depends on the relationship to the College of the person against whom the complaint is made. BBCC will follow AP 6115, student conduct code, bargaining agreements, and WA state laws and regulations.

***Statement on Privacy***

BBCC will seek to protect the privacy of all parties involved to the fullest extent possible, consistent with the legal obligation to investigate, take appropriate remedial and/or disciplinary action, and comply with the federal and state law, as well as BBCC policies and procedures. Anonymity and complete confidentiality cannot be guaranteed once a complaint is made or unlawful behavior is alleged. However, to the extent possible, proceedings will be conducted in a discreet and sensitive manner. Files pertaining to the complaint will be maintained in confidence to the extent provided by law. Further, all files are considered public records and will be released as required by the Public Records Act, Chapter 42.56 RCW. BBCC cannot guarantee complete confidentiality. The Vice President of Human Resources and Labor or designee will make the determination as how to handle the request for confidentiality.

***Investigation of Reports*****Investigation procedures for complaints against employees, guests, and visitors**

1. **Initial review.** The Title IX/EO Officer or his/her designee will conduct an initial assessment of the complaint to assess whether it alleges any conduct that may be prohibited by BBCC Policies, Procedures, Collective Bargaining (CBA) provisions, or other employee contractual provisions.

If the investigator concludes that an investigation is not warranted, the investigator will prepare a written summary detailing why the matter will be closed without further action and provide it to the complainant. If the investigator concludes that an investigation is not warranted under this procedure, but may be warranted under other BBCC policies, procedures, CBA provisions or other employee contractual provisions he/she will refer it for further review pursuant to Section 6.0 below.

BBCC has an independent duty to conduct an investigation regardless of whether law enforcement is conducting an investigation. Although some alleged conduct may not violate federal or state law, such incidents may qualify as a violation of BBCC policies, procedures or contract provisions and constitute improper behavior, unprofessional conduct, or a failure to engage in conduct supportive of an environment of mutual respect and professionalism in violation. Such complaints will be taken seriously and considered under this procedure.

2. **Appointment of an investigator.** The Title IX/EO Officer may appoint a designee to investigate the complaint. The Title IX/EO Officer shall inform the complainant and respondent(s) of the appointment of a designee.
3. **Investigation.** If it is determined after initial review that the matter warrants investigation pursuant to this procedure, the Title IX/EO Officer or his/her designee will determine the appropriate process necessary to ensure all relevant evidence is obtained and critical elements are addressed. The investigation will include, but is not limited to, interviewing the complainant, the respondent, and relevant witnesses, and reviewing relevant documents. The investigation shall be concluded within a reasonable time, normally sixty (60) days, barring exigent circumstances. Employees, as a condition of employment, are required to be truthful and to fully cooperate in the investigation process.
4. **Investigative Findings Report.** At the conclusion of the investigation the investigator shall set forth his/her findings and recommendations in writing. If the investigator is a designee he/she shall send a copy of the findings and recommendation to the Title IX/EO Officer. All discrimination, harassment, sexual misconduct, domestic violence, dating violence, stalking, and retaliation complaints and the records related to a subsequent formal investigation of those complaints conducted pursuant to this procedure, if any, shall be maintained confidentially to the extent allowed by law for an indeterminate period of time in the Human Resources Office. Additionally, the Title IX/EO Officer or designee will make a reasonable effort to meet with the complainant and accused to inform them of the results of the investigation in summary form.

Additionally, the Title IX/EO or designee will prepare and provide each party and the appropriate student services 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, 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 consistent with applicable Standards of Conduct for Students, collective bargaining agreements, policies, or contracts. Both the complainant and the respondent are entitled to review any final findings, conclusions, and recommendations, subject to any FERPA confidentiality requirements.

5. **Initial notifications for sexual violence complaints.** If a formal investigation is initiated on a matter involving sexual violence, the Title IX/EO Officer or his/her designee shall send an initial notification to both the complainant and respondent simultaneously that the matter is under investigation. Both the complainant and respondent shall be informed of their rights during the investigative and disciplinary processes, including Board Policy 6115, this procedure, as well as BBCC's policy against retaliation. The complainant must also be apprised of additional rights including:

- A) Options to avoid contact with respondent;
- B) Procedures to follow to preserve evidence of the alleged incident and seek medical treatment;
- C) Who will receive a report of the complaint;
- D) Right to file a criminal complaint as detailed in Section 5.0 below and notification that he/she is not required to file a criminal complaint with local law enforcement;
- E) A list of resources for obtaining protective, no contact, restraining, or similar orders, if applicable;
- F) A list of existing on and off campus counseling, mental health, victim advocacy legal assistance, or other victim services available for victims on-campus and in the community;
- G) The procedures BBCC will follow to determine if discipline is appropriate;
- H) Steps BBCC will take to ensure confidentiality and the limits this may place on BBCC's ability to investigate and respond, as set forth above;
- I) A list of options and resources to assist the complainant regarding academic, living, transportation and working situations; and,
- J) Information about BBCC's policy against retaliation and how the complainant should report retaliation or new incidents.

### ***Initial notifications for discrimination, harassment and/or retaliation complaints***

If the alleged complainant is deceased as the result of such crime or offense, the next of kin of such complainant shall be treated as the alleged victim for purposes of notifications regarding outcomes and sanctions.

### ***Employee and Faculty Disciplinary Proceedings Utilized in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking***

#### ***Corrective Action for Complaints Involving Employees, Contractors, Guests and Visitors***

**AP6115 3.6.8 Corrective Action.** BBCC will take appropriate corrective and/or disciplinary action in situations where it is proven or is reasonable to believe that harassment or discrimination took place that is in violation of BBCC policy, procedure, CBA provisions or employment contracts. The appropriate BBCC authority shall consider the findings and determine, based on preponderance of evidence, whether a violation of this policy has occurred or whether any other violations of BBCC policies, procedures, rules, or contract provisions have occurred. The appointing authority shall then consider the findings and determine what steps should be taken to resolve the complaint, remedy the effects on any victim(s), and prevent its recurrence. Violations may result in disciplinary action or revocation of permission to be on BBCC premises or at BBCC sponsored activities. Employees who are found to have violated these procedures will be subject to disciplinary action up to and including termination from employment; contractors will be subject to a breach of contract and may be "trespassed" from the BBCC campus and other facilities utilized by the college; guests and volunteers will be subject to being "trespassed" from the BBCC campus and other facilities leased or utilized by BBCC. Corrective action for students will be handled pursuant to BBCC Chapter 132R-04 WAC.

#### ***Reporting of Prohibited Conduct, Harassment and Discrimination Violations***

If you have been the victim of prohibited conduct, harassment or discrimination, you should report the incident promptly to the Title IX Coordinator by calling, writing, or coming into the office to report in person.

Reports of all prohibited conduct, harassment or discrimination made to Campus Safety will automatically be referred to the Title IX Coordinator for review. The Title IX Coordinator is not a confidential reporting entity and is required to report criminal incidents to Campus Safety.

**AP6115 3.1 Who may file a complaint?** Employees, contractors, guests, or visitors of BBCC may file a complaint.

**AP6115 3.2 Reporting obligations for BBCC supervisors, administrators, faculty, and employees.**

Supervisors, administrators, faculty, and employees perform a key role in preventing and responding to discriminatory acts and behaviors, including sexual harassment. When a supervisor, administrator, faculty, or employee (except licensed professionals) becomes aware of incidents of discrimination, s/he will report the incident to the Title IX/EO Officer or designee as soon as possible, but no later than 36 hours after becoming aware of the incident regardless of victim's desire for the matter to remain confidential and regardless of whether a report is made to campus security or local law enforcement. Individuals who fail to report such incidents based on a standard of reasonable care or who fail to cooperate fully with the complaint processes are subject to disciplinary action.

**AP6115 3.3 Complaints against students.** Reports of discriminatory conduct or related retaliation that involve students, including student-to-student complaints, will be handled by the Vice President of Instruction and Student Services and will be guided by the provisions of the Student Conduct Code, Chapter 132R-04 WAC.

**AP6115 3.4 Complaints against employees, contractors, guests or visitors.** BBCC will follow the provisions of this administrative procedure, and, if necessary other applicable statutes, administrative procedures, and board policies.

### *Interim Measures*

During the investigation and prior to the final determination, the College may take appropriate interim measures to protect the parties involved. A Complainant or Respondent may request an interim measure or other protection, or the College may impose interim measures at its discretion to ensure the safety of all parties, the College community, and/or the integrity of the process. Interim measures may be imposed whether or not formal disciplinary action is sought by the Complainant or the College.

### **Types of Interim Measures**

#### *Title IX No-Contact Order*

A college-issued no-contact order (NCO) is an interim protective measure for complainants, meaning that it can be issued even in cases where a respondent has not been found formally responsible for violating college policy. The Title IX Coordinator may issue no contact orders when the circumstances warrant.

### **Notification to Victims of Crimes of Violence**

The College will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense the report on the results of any disciplinary proceeding conducted by the College against a student or employee who is the alleged perpetrator of such crime or offense.

If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

### **Corrective Action**

BBCC will take appropriate corrective and/or disciplinary action in situations where it is proven or is reasonable to believe that harassment or discrimination took place that is in violation of BBCC policy, procedure, CBA provisions or employment contracts. The appropriate BBCC authority shall consider the findings and determine, based on preponderance of evidence, whether a violation of this policy has occurred or whether any other violations of BBCC policies, procedures, rules, or contract provisions have occurred. The appointing authority shall then consider the findings and determine what steps should be taken to resolve the complaint, remedy the effects on any victim(s), and prevent its recurrence. Violations may result in disciplinary action or revocation of permission to be on BBCC premises or at BBCC sponsored activities.

Employees who are found to have violated these procedures will be subject to disciplinary action up to and including termination from employment; contractors will be subject to a breach of contract and may be “trespassed” from the BBCC Campus and other facilities utilized by the District; guests and volunteers will be subject to being “trespassed” from the BBCC campus and other facilities leased or utilized by BBCC. Corrective action for students will be handled pursuant to BBCC Chapter 132R-04 WAC.

### **Additional Process Applicable for Faculty Only**

#### ***Faculty Grievance Procedures in Alleged Cases of Domestic Violence, Dating Violence, Sexual Assault and Stalking***

Faculty members may utilize the grievance process for filing a grievance against another faculty member, employee or student for alleged cases of domestic violence, dating violence, sexual assault or stalking.

#### ***Faculty Negotiated Agreement Article XXXV: Grievance Procedure***

- A) **Purpose.** The purpose of this procedure is to provide a means for the orderly and expeditious adjustment of grievances of the Faculty Association and/or individual academic employee of Community College District No. 18.
- B) **Definition.** A grievance shall be defined as a written statement by the grievant that a dispute or disagreement exists involving interpretation, application or violation of specific term(s) of the Negotiated Agreement. The grievance complaint must describe the allegation, cite the specific article and/or section(s) of the Negotiated Agreement or Board policies claimed to have been violated, misinterpreted, or misapplied, and the remedy sought. Nothing contained herein shall be construed as limiting the right of any academic employee having a complaint to discuss the matter directly with any member of the administration and to have the problem adjusted without the intervention of the Faculty Association. A grievant may be represented at all stages of the grievance procedure by himself/herself or at his/her option by a representative of the Faculty Association.
- C) **Grievance Process.** Grievances shall be processed as rapidly as possible. The grievant shall make his/her grievance known within fifteen (15) working days of the alleged incident. Failure of the grievant to meet time limits constitutes a waiver of the grievance at any step in the process. Time limits imposed by procedures may only be extended by mutual agreement of the parties involved.  
  
To the extent that time limits are expressed in days, the days shall consist of working days, unless otherwise specified.
- D) **Step 1:** An academic employee with a grievance shall discuss it first with his/her immediate supervisor, or the next level supervisor if this is not possible. The academic employee may be accompanied by a member of the professional organization. Every effort shall be made to resolve the grievance at this level in an informal manner.
- E) **Step 2:** If no settlement is reached at Step 1, the written grievance may be submitted to the President or his/her designated representative within five (5) working days of the last informal meeting. Representatives of the employee organization may be present at any meeting called to consider the grievance at Step 2. The President or his/her designated representative shall send his/her written answer to the affected parties or their designated representatives within ten (10) working days of the Step 2 meeting.  
  
Failure of the President or his/her designee to respond within the time limit in Step 2 shall move the grievance automatically to Step 3.
- F) **Step 3:** If no settlement is reached in Step 2, the written grievance may be submitted within ten (10) working days to the Board. Upon receipt of the written grievance, the Board shall convene an executive session at the next regular or special Board meeting. At the executive session the grievant and the Board shall attempt to resolve the grievance. Representatives of the Faculty Association and

administration may be present at this meeting. The Board shall send its written determination to the grievant within ten (10) working days of the Step 3 meeting.

If the grievant concurs with the Board's written determination, the recommendation of the Board shall be implemented as the remedy to the grievance.

- G) **Step 4:** If no settlement is reached in Step 3, the grievant may request in writing that the Faculty Association submit the grievance to final and binding arbitration as defined in Section K. The Association President, may by written notice to the President within fifteen (15) working days of the receipt of the Step 3 decision, submit the grievance to such arbitration. Association representatives shall be given opportunity to be present at any such arbitration and to make the Association's views known to the arbitrator. The parties to the arbitration agree to accept the arbitrator's award as final and binding upon them. Upon rendering a decision, the arbitrator may retain jurisdiction until such time as the award is completed. The arbitrator shall not have any power to modify or disregard any of the terms and conditions of the Negotiated Agreement. See Article XX, Section H.3 regarding awarding of tenure, and continuation of probationary status.
- H) **Arbitration.** Matters subject to arbitration shall be referred to the American Arbitration Association through a joint request for a list from which an arbitrator will be selected using a striking process. Only grievances which involve an alleged violation by the employer of a specific section or provision of this agreement which are presented to the employer in writing during the term of this agreement and which are processed in the manner and within the time limits herein provided shall be subject to arbitration. Upon request of either party, the substantive and procedural arbitrability issues arising in connection with the grievance shall be ruled upon by the arbitrator prior to hearing the merits of the grievance. Hearings and other procedural matters shall be in accordance with voluntary rules of the American Arbitration Association.
- The costs for the services of the arbitrator, including per diem expenses and his/her travel and subsistence expenses and the cost of any hearing-room, will be borne equally by the Board and the Faculty Association, provided however, that the Association shall not bear any such costs in cases where it is not providing representation to the grievant.
- I) **Confidentiality and Grievance Records.** All matters pertaining to specific grievances shall be confidential information and shall not be unnecessarily or indiscriminately related, disclosed, or divulged by any participant in the grievance process or by any employee or official of the College. All documents, communications and records dealing with grievances and their adjustment shall be filed separately from the grievant's personnel file, and upon expiration of the statute of limitations for the initiation of any further legal action, shall be destroyed, with the exception of a record of the grievance and final adjustment thereof.
- J) **Freedom from Reprisal within the Law.** Individuals involved in the grievance procedure, whether as a grievant, a witness, a representative of the Faculty Association, or otherwise, shall not suffer any restraint, interference, discrimination, coercion, or reprisal as a result of any legal participation in the grievance procedure.
- K) **Assistance in Investigation.** During the course of any investigation of a properly filed grievance, the parties shall cooperate and furnish such information as requested in accordance with this procedure.
- L) Matters for which another method of review is required by law shall be excluded from this grievance procedure.
- M) A grievant may withdraw the grievance at any level. In any event, the withdrawal of a grievance shall not constitute a precedent which may affect any similar case(s) occurring thereafter.
- N) On matters pertaining to the interpretation of this agreement, the Faculty Association may begin this procedure at Step 2 of this agreement.

## ***Faculty Disciplinary Proceedings Utilized in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking***

*As per the Faculty Negotiated Agreement*

### ***Discipline/Dismissal for Cause; Interim Measures, Disciplinary Proceedings; Sanctions***

- A. Tenured faculty members shall not be disciplined or dismissed except for sufficient cause.
- B. A probationer shall not be disciplined or dismissed prior to the written terms of his/her appointment except for sufficient cause.
- C. Sufficient cause shall include but not be limited to the following enumerated grounds:
  1. Failure to maintain certificates and licenses required by the position may invalidate the employment contract. All certificates and licenses required of an academic employee for his/her position will be consistent with the job announcement at time of hiring.

Should an academic employee lose a required certification or license, the appointing authority or his/her designee will explore with the academic employee, his/her Division Chair, Dean, and Vice President the possibility of restoration of the license(s) or certificate(s). This restoration shall occur within a six month period from the date of the loss of the license(s) or certificate(s), or within the time of allowable use of accumulated sick leave should loss be due to a health related issue (whichever is longer). Consideration will be given to temporary reassignment or any additional time needed to reacquire said credentials.

Requirements for all employees in a given area may change as professional certifications and requirements evolve in the industry. These changes will be recommended to the appointing authority for action after consultation between the appropriate administrator and the Division Chair. Affected faculty will have input in working out timeline and procedure for obtaining new licensing or certifications.
  2. Aiding and abetting or participating in:
    - a) Any unlawful act of violence or incitement to violence.
    - b) Any unlawful act resulting in the destruction of community college property.
    - c) Any unlawful interference with the orderly conduct of the educational process.
  3. Incompetence in professional assignment.
  4. Insubordination: A defined act or series of acts directed at a supervisor which may be outside the recognized realm of professional conduct, such as:
    1. Imports a willful disregard of expressed or implied directions of employer and refusal to obey reasonable orders.
    2. Disobedience to constituted authority.
  5. Unprofessional conduct as defined: "That which violates the rules or ethical codes of a professional or such conduct unbecoming a member in good standing."
  6. Violation of federal, state, or college rules or regulations.
- D. Procedure for Discipline/Dismissal for Sufficient Cause:
  1. The appropriate Dean or Vice President and the appropriate Division Chair shall jointly review all matters regarding discipline/dismissal for cause of a tenured faculty member or probationary faculty member prior to the expiration of such probationary faculty appointee's employment term. If either the appropriate Dean/Vice President or the appropriate Division Chair, working jointly, has cause to believe that a faculty member should be disciplined or dismissed for cause,

s/he shall advise the President, and if the President deems a sufficient cause exists, shall discuss the matter with the individual faculty member involved within ten (10) working days. The President has ten (10) working days from having the meeting with the faculty member in which to initiate charges. If the President deems sufficient cause exists, a formal charge will be brought against the faculty member in the following manner:

1. A letter over the signature of the President will be sent to the faculty member when a charge of discipline or dismissal for sufficient cause is made.
  2. Copies of this letter will go to the appropriate Division Chair, the Chair of the Professional Rights and Responsibility Committee, and the President of the Faculty Association.
    - 1) In the event of a dismissal or a contested disciplinary action, a hearing committee as defined in Article 11, shall convene.
    - 2) The hearing committee shall, after receiving the written charge from the President, establish a date for a hearing giving the faculty member so charged twenty (20) working days' notice of such hearing.
      1. The hearing committee shall:
        - a. Hear testimony from all interested parties, including but not limited to, other faculty members and students and receive any evidence offered by same.
        - b. Afford the faculty member whose case is being heard the right of cross examination and the opportunity to defend him/herself and be accompanied by both a personal advisor and legal counsel, provided that if the faculty member is represented by legal counsel, the College may be represented by appropriate legal counsel.
        - c. Make a recommendation based exclusively on the evidence produced at the hearing to the President as to whether there is sufficient cause to believe that the faculty member did in fact perform the conduct which justifies discipline or dismissal.
        - d. Promptly and forthrightly prepare recommendations as to the appropriate action to be taken.
        - e. Prepare an informal record of the proceedings before the hearing committee and make the same available to the accused faculty member, and the President. For the purpose of making a record of formal proceedings of the hearing committee, an informal transcription of a tape recording of the hearing will be sufficient.
- E. Summary Suspension: The President, or in his/her absence any officer of the College designated by the President for this purpose, may impose upon any member of the faculty an interim suspension whenever there is reasonable cause to believe that such person has committed and may reasonably be expected thereafter to continue to commit violent or disruptive acts which disrupt the orderly process of the College.

The notice of such suspension shall be in writing and state the nature, terms, and conditions of such suspension, and shall include such restrictions on the use of campus facilities as the President or his/her designee deems in the best interest of the College.

Any person so placed on interim suspension shall be given prompt notice of charges and shall be given the opportunity to show cause at a preliminary hearing why such interim suspension should not continue until a formal hearing is held or for a period of not more than twenty (20) work days,

whichever first occurs. To obtain such a preliminary hearing the person so charged shall submit a written request within four work days from the date the interim suspension was imposed. Such written request shall state the address to which the notice of hearing is to be sent. Faculty members requesting a preliminary hearing shall appear before the review committee as defined in Article II.

1. The review committee shall convene a preliminary hearing not later than five (5) workdays from the date of receipt of such request and shall immediately mail a written notice of the time, place and date of such hearing to the person so charged. A preliminary hearing shall consider only whether there is reasonable cause to believe that such a person may reasonably be expected thereafter to commit violent or disruptive acts which disrupt the orderly process of the College.
  2. In a case where the review committee finds that just cause has been demonstrated to initiate an interim suspension, the hearing committee shall schedule a formal hearing which must be held within twenty (20) calendar days from the date of receipt of the recommendation of the review committee which heard the preliminary hearing. Notice of the formal hearing shall immediately be mailed to the person so charged stating the time, place and date of such formal hearing.
  3. Interim suspension may be removed by the President upon recommendation of the review committee or whenever the President has reason to believe that the reasons for imposition of the summary suspension no longer exist.
- F. The dismissal hearings provided above in Sections D and E shall be adjudicative proceedings conducted pursuant to Chapter 34.05 RCW, the Administrative Procedures Act.

### **Additional Process Applicable only for Students**

#### ***Student Disciplinary Proceedings Utilized in Cases of Alleged Domestic Violence, Dating Violence, Sexual Assault and Stalking***

**AP6115 3.6.5.1 Sexual violence complaints.** If a formal investigation is initiated on a matter involving sexual violence, the Title IX/EO Officer or his/her designee shall send an initial notification to both the complainant and respondent simultaneously that the matter is under investigation. Both the complainant and respondent shall be informed of their rights during the investigative and disciplinary processes, including Board Policy 6115, this procedure, as well as BBCC's policy against retaliation. The complainant must also be apprised of additional rights including:

- Options to avoid contact with respondent;
- Procedures to follow to preserve evidence of the alleged incident and seek medical treatment;
- Who will receive a report of the complaint;
- Right to file a criminal complaint as detailed in AP6115 Section 5.0 and notification that he/she is not required to file a criminal complaint with local law enforcement;
- A list of resources for obtaining protective, no contact, restraining, or similar orders, if applicable;
- A list of existing on and off campus counseling, mental health, victim advocacy legal assistance, or other victim services available for victims on-campus and in the community;
- The procedures BBCC will follow to determine if discipline is appropriate;
- Steps BBCC will take to ensure confidentiality and the limits this may place on BBCC's ability to investigate and respond, as set forth above;
- A list of options and resources to assist the complainant regarding academic, living, transportation and working situations; and

- Information about BBCC's policy against retaliation and how the complainant should report retaliation or new incidents.

### ***Interim Measures***

**AP6115 3.6.3 Interim measures.** Following receipt of a complaint the Title IX/EO Officer may determine whether immediate interim measures are necessary to protect the complainant prior to the completion of the investigation and the resolution of the complaint. Interim measures may include, but are not limited to, separating the respondent from the complainant, adjusting schedules, placing an employee on administrative leave, providing counseling and/or taking action per Chapter 132R-04 WAC. If it appears that such interim measures are warranted, the Title IX/EO Officer or designee will coordinate with the appropriate BBCC personnel to implement such measures. Following receipt of a complaint the Title IX/EO Officer may determine whether immediate interim measures are necessary to protect the complainant prior to the completion of the investigation and the resolution of the complaint. Interim measures may include, but are not limited to, separating the respondent from the complainant, adjusting schedules, placing an employee on administrative leave, providing counseling and/or taking action per Chapter 132R-04 WAC. If it appears that such interim measures are warranted, the Title IX/EO Officer or designee will coordinate with the appropriate BBCC personnel to implement such measures.

### ***Summary suspension***

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

- b) During the summary suspension hearing, the issue before the conduct review officer is whether there is probable cause to believe that the summary suspension should be continued pending the conclusion of disciplinary proceedings and/or whether the summary suspension should be less restrictive in scope.
  - c) The respondent shall be afforded an opportunity to explain why summary suspension should not be continued while disciplinary proceedings are pending or why the summary suspension should be less restrictive in scope.
  - d) If the notice of summary suspension proceedings has been served upon the respondent in accordance with these rules and the student fails to appear at the designated hearing time, the conduct review officer may order that the summary suspension remain in place pending the conclusion of the disciplinary proceedings.
  - e) As soon as practicable following the hearing, the conduct review officer shall issue a written decision, which shall include a brief statement of findings of fact and conclusions of law, the policy reasons justifying imposition of the summary suspension. If summary suspension is upheld and/or other discipline imposed, the order shall inform the respondent of the duration of the summary suspension or the nature of the disciplinary action(s), conditions under which the summary suspension may be terminated or modified, and procedures by which the order may be appealed.
  - f) The interim suspension shall not replace the regular discipline process, which shall proceed as quickly as feasible in light of the interim suspension.
  - g) To the extent permissible under applicable law, the conduct review officer shall provide a copy of the decision to all persons or offices whom may be bound or protected by it.
- (6) In cases involving allegations of sexual misconduct, the complainant will be notified that a summary suspension has been imposed on the same day that the summary suspension notice is served on the respondent. The college will also provide the complainant with timely notice of any subsequent changes to the summary suspension order.

### ***Title IX No-Contact Order***

A college-issued no-contact order (NCO) is an interim protective measure for complainants, meaning that it can be issued even in cases where a respondent has not been found formally responsible for violating college policy. The NCO will usually state that the college has received a report stating that the respondent may be in violation of college policy. Therefore, the college must have good cause to issue an NCO, but does not need to have finished a formal investigation. In fact, an NCO can be issued for a complainant even if no formal investigation has begun. The NCO may state that the respondent is prohibited from contacting the complainant:

- in person
- by phone (including text messages)
- voicemail
- via third party
- notes, letters, or other written communication
- by email or internet messenger or any other internet-based communication

The NCO will usually be in the form of a letter which the respondent must sign. The NCO will state that any violation will result in formal disciplinary action. Survivors should be aware, however, that disciplinary action usually refers to the beginning of a formal investigation through the college rather than immediate suspension or arrest. If a complainant desires more immediate consequences for the breaking of a NCO,

he/she may want to seek a civil NCO/restraining order through local law enforcement (see below). A college NCO may be an alternative for those who do not want to see the respondent in court in order to have some protections. A complainant may still be able to call Campus Safety under a college NCO if a respondent approaches him/her in person or will not leave an area. The complainant should ask the person who issues the NCO to explain school policy on what to do if he/she is approached. It is the choice of the complainant to report suspected contact to the college's Title IX coordinator after the NCO is issued.

### ***Civil or Criminal Court No-Contact Orders***

A complainant may also seek a protection order through Grant County District Court (35 C Street NW, Ephrata). Such orders may prohibit the respondent from contacting or harassing a complainant. To seek assistance with requesting a court order, contact New Hope Domestic Violence and Sexual Assault Services, or you can file your request yourself at the Grant County Clerk's Office, 35 C St NW, Ephrata, Wash. 98823.

### ***Safety Action Plan***

A complainant may meet with Campus Safety to develop a Safety Action Plan, which is a plan for campus officers and the complainant to reduce risk of harm while on campus or coming and going from campus. This plan may include, but not limited to: escorts, special parking arrangements, or changing classroom location.

To the extent of the complainant's cooperation and consent, BBCC will work cooperatively to ensure that the complainant's health, physical safety, work and academic status are protected, pending the outcome of a formal college investigation of the complaint. For example, if reasonably available, a complainant may be offered changes to academic, living, or working situations in addition to counseling, health services and assistance in notifying appropriate local law enforcement.

### ***Informal Resolution***

**WAC 132R-04-103 (2)(a) Supplemental sexual misconduct procedures.** Informal dispute resolution shall not be used to resolve sexual misconduct 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 sexual violence.

**AP6115 §3.6.4 Informal dispute resolution.** Informal dispute resolution may be utilized where both the complainant and respondent agree to do so in writing. If appropriate, informal dispute resolution will include the involvement of a BBCC representative such as a counselor, a trained mediator, or an instructor or administrator. 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 sexual misconduct.

### ***Outcomes of Informal Resolution***

**AP6115 §3.7.1 Disclosure of student discipline.** Consistent with the requirements of 20 U.S.C. §1092(f)(8)(B)(iv), the Title IX/EO or designee will simultaneously provide each party with written notice of the investigative findings and of actions taken or recommended to resolve complaints Consistent with the requirements of 20 U.S.C. §1092(f)(8)(B)(iv) if employee discipline related to a crime of violence or sexual assault, including rape, dating violence, domestic violence or stalking, subject to the following limitations. BBCC is required to provide the complainant and the accused with simultaneous written notice of the outcome, the appeal procedures for the complainant and respondent to appeal the decision. The complainant shall be informed in writing of actions taken or recommended to resolve the complaint, if any, only to the extent that such findings, actions or recommendations directly relate to the complaint, such as finding that the complaint is or is not meritorious or an order 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 any referrals for disciplinary action. Both the complainant and the

respondent are entitled to review any final findings, conclusions, and recommendations, subject to any FERPA confidentiality requirements and to notice of appeal procedures, if any. Both the complainant and respondent are also entitled to notice of any change to the results that occur prior to the results becoming final, and when such results become final. Further, information contained in a record which directly relates to the complainant, such as an order requiring the employee harasser to not contact the complainant, will be disclosed to the complainant.

**AP6115 §3.7.2 Disclosure of employee discipline.** Consistent with the requirements of 20 U.S.C. §1092(f)(8)(B)(iv) if the discipline relates to sexual assault, dating violence, domestic violence or stalking, BBCC is required to provide the complainant and the accused with simultaneous written notice of the outcome of the institutional disciplinary hearing, the appeal procedures for the complainant and respondent to appeal the decision, any change to the results that occur prior to the results becoming final, and when such results become final. Further, information contained in a record which directly relates to the complainant, such as an order requiring the employee harasser to not contact the complainant, will be disclosed to the complainant.

**AP6115 §3.7.3 Disclosures regarding volunteers, guests, and contractors.** BBCC will notify the complainant of any actions it takes which relate directly to complainant, such as a No Trespass Order prohibiting the volunteer, guest or contractor from being on campus. Additionally, if the matter involves a crime of violence or sexual assault, including rape, dating violence, domestic violence or stalking, BBCC may elect to terminate the contract or license for the individual to be on campus. BBCC will provide the complainant and the respondent with simultaneous written notice of such decisions; advisement of appeal procedures, if any; any change to the results that occur prior to the results becoming final; and when such results become final.

### ***Election of Formal Resolution***

Except in cases where a Formal Resolution hearing has already been denied for not meeting the threshold, as set forth in Section above, the College, Reporting Party, or the Responding Party may, at any time prior to the conclusion of the Informal Resolution, elect to end such proceedings and initiate Formal Resolution instead. In such cases, statements or disclosures made by the parties in the course of the Informal Resolution may be considered in the subsequent Formal Resolution.

### ***Formal Resolution, Pre-Hearing Process***

After the Student Conduct Administrator, usually the Title IX Coordinator in such cases, charges a student with a potential violation of policy:

- The Student Conduct Administrator will contact the Reporting Party and Responding Party where applicable, to go over details of the case and answer any questions concerning the process.
- The Reporting Party and Responding Party will be asked to provide the Student Conduct Administrator with a list of witnesses (if there are any). Those witnesses will be asked to provide statements to Campus Safety. Character witnesses are not permitted as part of the hearing process.
- The Student Conduct Administrator will request the names of the Reporting Party's and Responding Party's advisors. The advisors will be contacted by the Student Conduct Administrator to be certain that they understand their role in the hearing process. It is the student's responsibility to meet with the advisor and to provide the advisor with hearing materials if they so desire.
- The Student Conduct Administrator will be available to speak with the parent(s)/guardian(s) of the Reporting Party and Responding Party to answer any questions about the process. It is the student's responsibility to provide parent(s)/guardian(s) with copies of hearing materials if they desire.

### ***Standard of Evidence***

BBCC's standard of evidence that will be used during any institutional disciplinary proceeding is "preponderance of the evidence", which means the offense was "more likely than not to have occurred." In

other words, the conduct process asks: “is it more likely than not that the accused student violated the college’s Code of Student Conduct?”

## **Hearing Procedures**

### ***Brief adjudicative proceedings***

#### **General**

- 1) This rule is adopted in accordance with RCW 34.05.482 through 34.05.494. Brief adjudicative proceedings shall be used, unless provided otherwise by another rule or determined otherwise in a particular case by the president, or a designee, in regard to:
  - a) Parking violations.
  - b) Outstanding debts owed by students or employees.
  - c) Use of college facilities.
  - d) Residency determinations.
  - e) Use of library - Fines.
  - f) Challenges to contents of education records.
  - g) Loss of eligibility for participation in institution sponsored athletic events.
  - h) Student conduct appeals involving the following disciplinary actions:
    - i. Suspensions of ten instructional days or less;
    - ii. Disciplinary probation;
    - iii. Written reprimands; and
    - iv. Any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions.
  - i) Appeals of decisions regarding mandatory tuition and fee waivers.
- 2) Brief adjudicative proceedings are informal hearings designed to resolve disputes and address concerns on the part of students, faculty, or other college personnel. Brief adjudicative proceedings shall be conducted in a manner which will bring about a prompt, fair resolution of the matter.

#### **Initial hearing**

- 1) Brief adjudicative proceedings shall be conducted by the student conduct officer. The presiding officer shall not participate in any case in which he or she is a complainant or witness, or in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity.
- 2) The parties to a brief adjudicative proceeding are the respondent and the student conduct officer. Before taking action, the conduct review officer shall conduct an informal hearing and provide each party (a) an opportunity to be informed of the college’s view of the matter and (b) an opportunity to explain the party’s view of the matter.
- 3) The conduct review officer shall serve an initial decision upon all the parties within ten business days of consideration of the initial hearing. The initial decision shall contain a brief written statement of the reasons for the decision and information about how to seek administrative review of the initial decision. If no request for review is filed within twenty-one calendar days of service of the initial decision, the initial decision shall be deemed the final order.

- 4) If the conduct review officer upon review determines that the respondent's conduct may warrant imposition of a disciplinary suspension of more than ten instructional days or expulsion, the matter shall be referred to the student disciplinary committee for a disciplinary hearing. The conduct review officer may enter an interim order suspending the student until a hearing can be held by the student disciplinary committee. The interim order shall provide a brief explanation as to facts supporting the interim order of suspension and give the necessary notices that the case has been referred to the student disciplinary committee.

#### **Review of an initial decision**

- 1) An initial decision is subject to review by the president or his or her designee, provided the respondent files a written request for review with the conduct review officer within twenty-one calendar days of service of the initial decision.
- 2) The president or designee shall not participate in any case in which he or she is a complainant or witness, or in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity.
- 3) During the review, the president or designee shall give each party an opportunity to file written responses explaining their view of the matter and shall make any inquiries necessary to ascertain whether the proceedings must be referred to the student disciplinary committee for a formal adjudicative hearing.
- 4) The decision on review must be in writing and must include a brief statement of the reasons for the decision and must be served on the parties within twenty calendar days of the initial decision or of the request for review, whichever is later. The order on review will contain a notice that judicial review may be available. A request for review may be deemed to have been denied if the reviewing officer does not make a disposition of the matter within twenty calendar days after the request is submitted.
- 5) If the president or designee upon review determines that the respondent's conduct may warrant imposition of a disciplinary suspension of more than ten instructional days or expulsion, the matter shall be referred to the student disciplinary committee for a disciplinary hearing. The president or designee may enter an interim order suspending the student until a hearing can be held by the student disciplinary committee. The interim order shall provide a brief explanation as to facts supporting the interim order of suspension and give the necessary notices that the case has been referred to the student disciplinary committee.

#### **Agency record**

The agency record for brief adjudicative proceedings shall consist of any documents regarding the matter that were considered or prepared by the presiding officer for the brief adjudicative proceeding or by the reviewing officer for any review. These records shall be maintained as the official record of the proceedings.

#### ***Student disciplinary committee***

##### **General**

- 1) The student disciplinary committee shall consist of five members:
  - a) Two full-time students appointed by the student government;
  - b) Two faculty members recommended by the faculty association and appointed by the president;
  - c) The conduct review officer or other member of the administration appointed by the president at the beginning of the academic year.
- 2) The conduct review officer shall serve as the committee chair and may take action on preliminary hearing matters prior to the appointment of the committee. The committee chair shall receive annual

training on protecting victims and promoting accountability in cases involving allegations of sexual misconduct.

- 3) Hearings may be heard by a quorum of three members of the committee so long as one faculty member and one student are included on the hearing panel. Committee action may be taken upon a majority vote of all committee members attending the hearing.
- 4) Members of the student disciplinary committee shall not participate in any case in which they are a party, complainant, or witness, in which they have direct or personal interest, prejudice, or bias, or in which they have acted previously in an advisory capacity. Any party may petition the committee for disqualification of a committee member.

### ***Student disciplinary committee—Hearing***

- 1) The student conduct administrative panel will conduct full adjudicative proceedings in accordance with the provisions of this standards of conduct for students code, the Administrative Procedure Act (chapter 34.05 RCW), and the model rules of procedure (chapter 10-08 WAC) including a hearing, determination of findings, conclusions, and sanctions. To the extent there is a conflict between the conduct code and the model rules, this student conduct code shall control.
- 2) The committee chair shall serve all parties with written notice of the hearing not less than seven business days in advance of the hearing date. The chair may shorten this notice period if both parties agree, and also may continue the hearing to a later time for good cause.
- 3) The committee chair is authorized to conduct prehearing conferences and/or to make prehearing decisions concerning the extent and forms of any discovery, issuance of protective orders, and similar procedural matters.
- 4) Upon request filed at least five business days before the hearing by either party or at the direction of the committee chair, the parties shall exchange, no later than the third business day prior to the hearing, lists of potential witnesses and copies of potential exhibits that they reasonably expect to present in their respective cases. Failure to participate in good faith in such a requested exchange may be cause for exclusion from the hearing of any witness or exhibit not disclosed, unless the party can show good cause for such failure.
- 5) The committee chair may provide to the committee members in advance of the hearing copies of (i) the student conduct officer's notification of imposition of discipline (or referral to the committee) and (ii) the notice of appeal (or any response to referral) by the respondent. If doing so, however, the chair should remind the members that these "pleadings" are not evidence of any facts they may allege.
- 6) The parties may agree before the hearing to designate specific exhibits as admissible without objection and, if they do so, whether the committee chair may provide copies of these admissible exhibits to the committee members before the hearing.
- 7) The student conduct officer shall provide reasonable assistance to the respondent, upon request, in obtaining relevant and admissible evidence that is within the college's control.
- 8) Communications between committee members and other hearing participants regarding any issue in the proceeding, other than procedural communications that are necessary to maintain an orderly process, are generally prohibited without notice and opportunity for all parties to participate; any improper "ex parte" communication shall be placed on the record, as further provided in RCW 34.05.455.
- 9) Each party may be accompanied at the hearing by a nonattorney assistant of their choice. A respondent or complainant in a case involving allegations of sexual misconduct may elect to be represented by an attorney at their 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. The committee will ordinarily be advised by an assistant attorney general. If the respondent or complainant is represented by an attorney, the student conduct officer may also be represented by a second, appropriately screened assistant attorney general.

- 10) In circumstances involving more than one accused student, the student conduct officer may permit joint or separate hearings upon request by a party.

### ***Student disciplinary committee hearing—Presentation of evidence***

- 1) Upon the failure of any party to attend or participate in a hearing, the committee may either (a) proceed with the hearing and issuance of its order or (b) serve an order of default in accordance with RCW 34.05.440. If an accused student, with notice, does not appear before a student conduct administrative panel hearing, the information in support of the complaint is presented and considered in the absence of the accused student.
- 2) The hearing will ordinarily be closed to the public. However, if all parties agree on the record or in writing that some or all of the proceedings should be open, the committee chair shall determine any extent to which the hearing will be open. For hearings involving sexual misconduct allegations, complainant, accused student, and their respective attorney representatives may attend portions of the hearing where argument, testimony, and/or evidence are presented to the student disciplinary committee. If any person disrupts the proceedings, the chair may exclude that person from the hearing room.
- 3) The committee chair shall cause the hearing to be recorded by a method that the committee chair selects, in accordance with RCW 34.05.449. Panel deliberations are not recorded. The recording, or a copy, is property of the college, but will be made available to the respondent upon request. The chair shall assure maintenance of the record of the proceeding that is required by RCW 34.05.476, which shall also be available upon request for inspection and copying by the respondent. Other recording shall also be permitted, in accordance with WAC 10-08-190.
- 4) The committee chair shall preside at the hearing and decide procedural questions that arise during the hearing, except as overridden by majority vote of the committee, and make rulings on the admissibility of evidence, motions, objections, and on challenges to the impartiality of board members, unless a hearing examiner is appointed as provided below. These rulings shall be made on the record. The Washington rules of evidence shall serve as guidelines for those rulings on the admissibility of evidence, in conjunction with the Administrative Procedure Act, chapter 34.05 RCW. Questions related to the order of the proceedings are also determined by the committee chair.
- 5) The student conduct officer (unless represented by an assistant attorney general) shall present the case for disciplinary action. The facts justifying any such action must be established by a preponderance of the evidence.
- 6) All testimony shall be given under oath or affirmation. The panel chair determines which records, exhibits, and written statements may be accepted as information for consideration by the panel. These rulings shall be made on the record. Evidence shall be admitted or excluded in accordance with RCW 34.05.452.
- 7) The president of the college or designee, the chair of the student disciplinary committee, the administrators assigned to the student disciplinary committee, deans, and/or the student conduct officer have the authority to issue subpoenas.
- 8) The accused student and the student conduct officer may arrange for witnesses to present pertinent information to the student disciplinary committee. Each party is responsible for informing their witnesses of the time and place of the hearing.

- 9) The committee chair may accommodate concerns for the personal safety, well-being or fears of confrontation during the hearing by providing separate facilities, or by permitting participation by telephone, audio tape, written statement, or other means. In making such accommodations, the rights of the other parties must not be prejudiced and must have the opportunity to participate effectively in, to hear, and, if technically economically feasible, to see the entire proceeding while it is taking place.
- 10) In cases involving allegations of sexual misconduct, neither party shall directly question or cross examine one another. Attorneys for the parties are also prohibited from questioning the opposing party absent express permission from the committee chair. Subject to this exception, all cross-examination questions shall be submitted in writing to the committee chair, who in his or her discretion shall pose the questions on the party's behalf.
- 11) At the conclusion of the hearing, the committee shall permit the parties to make closing arguments in whatever form it wishes to receive them. The committee may also permit each party to propose findings, conclusions, and/or an order for its consideration.

### ***Student disciplinary committee—Initial decision***

- 1) Within twenty calendar days following the conclusion of the hearing or the committee's receipt of closing arguments (whichever is later), the committee shall issue an initial decision in accordance with RCW 34.05.461 and WAC 10-08-210. The initial decision shall include findings on all material issues of fact and conclusions on all material issues of law, including which, if any, provisions of the student conduct code were violated. Any findings based substantially on the credibility of evidence or the demeanor of witnesses shall be so identified.
- 2) The committee's initial decision shall also include a determination on appropriate discipline, if any. If the matter was referred to the committee by the student conduct officer, the committee shall determine any disciplinary sanction or conditions authorized herein. If the matter is an appeal by the respondent, the committee may affirm, reverse, or modify the discipline imposed by the student conduct officer and/or impose any other disciplinary sanction or conditions authorized herein.
- 3) The committee chair shall provide copies of the initial decision to the parties and any legal counsel who have appeared. The committee chair shall also promptly transmit a copy of the order and the record of the committee's proceedings to the college president and the vice president of learning and student success.
- 4) In cases involving allegations of sexual misconduct, the committee chair, on the same date as the initial decision is served on the respondent, will serve a written notice upon the complainant informing the complainant whether the allegations of sexual misconduct were found to have merit and describing any disciplinary sanctions and/or conditions imposed upon the respondent for the complainant's protection, including suspension or dismissal of the respondent. Complainant may appeal the student conduct committee's initial decision to the president subject to the same procedures and deadlines applicable to other parties. The notice will also inform the complainant of his or her appeal rights.

### ***Disciplinary Actions***

Disciplinary actions include, but are not limited to, the following sanctions that may be imposed alone or in conjunction upon students found to have committed the violations in WAC 132R-04-057. The college may impose additional sanctions on a student who fails to comply with any imposed sanctions including, but not limited to, preventing that student from registering for classes.

1. **Warning:** A verbal statement to a student that there is a violation and that continued violation may be cause for further disciplinary action.

2. **Reprimand:** Notice in writing that the student has violated one or more terms of this code of conduct and that continuation of the same or similar behavior may result in more severe disciplinary action.
3. **Disciplinary probation:** Formal action placing specific conditions and restrictions upon the student's continued attendance depending upon the seriousness of the violation and which may include a deferred disciplinary sanction. If the student subject to a deferred disciplinary sanction is found in violation of any college rule during the time of disciplinary probation, the deferred disciplinary sanction, which may include, but is not limited to, a suspension or a dismissal from the college, shall take effect immediately without further review. Any such sanction shall be in addition to any sanction or conditions arising from the new violation. Probation may be for a limited period of time or may be for the duration of the student's attendance at the college. Other conditions and restrictions may include, but not be limited to, restrictions from being present on certain parts of the campus or in certain college buildings; restriction from attending certain college activities or participation in extra-curricular activities; orders of no contact between the student under probation and other students, college employees, or other persons.
4. **Not in good standing.** A student may be deemed "not in good standing" with the college. If so the student shall be subject to the following restrictions:
  - a. Ineligible to hold an office in any student organization recognized by the college or to hold any elected or appointed office of the college.
  - b. Ineligible to represent the college to anyone outside the college community in any way, including representing the college at any official function, or any forms of intercollegiate competition or representation.
5. **Education.** The college may require the student to complete an educational project or attend sessions, at the student's expense, which address the student's behavior such as anger management or counseling.
6. **Loss of privileges.** Denial of specified privileges for a designated period of time.
7. **No contact order.** An order directing a student to have no contact with a specified student, college employee, a member of the college community, or a particular college facility.
8. **Restitution:** Reimbursement for damage to or misappropriation of property, or for injury to persons, or for reasonable costs incurred by the college in pursuing an investigation or disciplinary proceeding. This may take the form of monetary reimbursement, appropriate service, or other compensation.
9. **Suspension:** Dismissal from the college and from the student status for a stated period of time. There will be no refund of tuition or fees for the quarter in which the action is taken.
10. **Professional evaluation:** Referral for drug, alcohol, psychological or medical evaluation by an appropriately certified or licensed professional may be required. The student may choose the professional within the scope of practice and with the professional credentials as defined by the college. The student will sign all necessary releases to allow the college access to any such evaluation. The student's return to college may be conditioned upon compliance with recommendations set forth in such a professional evaluation. If the evaluation indicates that the student is not capable of functioning within the college community, the student will remain suspended until future evaluation recommends that the student is capable of reentering the college and complying with the rules of conduct.
11. **Expulsion:** The revocation of all rights and privileges of membership in the college community and exclusion from the campus and college-owned or controlled facilities without any possibility of return. There will be no refund of tuition or fees for the quarter in which the action is taken.

### ***Disciplinary Procedures for Associated Student Body***

#### Article XII— Grievance Procedure

Section 1: The Student Disciplinary Council shall be convened for the purpose of reviewing ASB Executive Council disciplinary action toward an ASB officer which may include dismissal.

A. The Student Disciplinary Council shall be composed of five (5) members: One (1) administrator as Chair (non-voting member), two (2) faculty members, and two (2) students.

B. Students selected for the Student Disciplinary Council shall have little or no prior knowledge, and no bias for or against the student requesting a hearing, as determined by the Vice President of Learning and Student Success.

C. The Student Disciplinary Council quorum shall be three-fourths of all Student Disciplinary Council members. All votes taken by the committee will need a two-thirds majority vote of members present to pass. In the case of a tie, the chair will vote.

D. All hearing issues and discussions are confidential until an official decision has been reached by the Student Disciplinary Council. The council's process will be as follows:

1. Review written reports of all parties in said hearing.
2. Hear verbal arguments from each party involved.
3. Review the written and spoken testimonies and hold a final vote on the Student Disciplinary Council position. The committee shall compose a written explanation of their position.

E. The recommendation of the Student Disciplinary Committee shall comply with the Constitution and Bylaws of the Associated Student Body of Big Bend and shall be final.

### ***Appeal Process***

#### **Appeal from student disciplinary committee initial decision**

- 1) A respondent who is aggrieved by the findings or conclusions issued by the student disciplinary committee may appeal the committee's initial decision to the president by filing a notice of appeal with the president's office within twenty calendar days of service of the committee's initial decision.
- 2) The notice of appeal must assign error to specific findings of fact and/or conclusions of law in the initial decision and must contain argument regarding why the appeal should be granted. The president's review on appeal shall be limited to a review of those issues and arguments raised in the notice of appeal. Review shall be restricted to the record created below.
- 3) The president shall provide a written order to all parties within forty-five calendar days after receipt of the notice of appeal. The president's decision shall be final.
- 4) The president may exercise discretion to suspend any disciplinary action pending review of the merits of the findings, conclusions, and disciplinary actions imposed.
- 5) The president shall not engage in an ex parte communication with any of the parties regarding an appeal.
- 6) Respondents and complainants in a case involving allegations of sexual misconduct shall have the right to be accompanied by an attorney or nonattorney assistant of their choosing during the appeal process, but will be deemed to have waived that right unless they file with the president a written notice of the attorney's identity and participation within twenty calendar days of service of the committee's initial decision.

- 7) Complainant may appeal the student conduct committee's initial decision to the president subject to the same procedures and deadlines applicable to other parties.
  - a) In addition to the appeal rights provided to the respondent above, a complainant may also appeal the following actions by the student conduct officer:
    - i) The dismissal of a sexual misconduct complaint; or
    - ii) Any disciplinary sanction(s) and conditions imposed against a respondent for a sexual misconduct violation, including a disciplinary warning.
  - b) If the respondent timely appeals a decision imposing discipline for a sexual misconduct violation, the college shall notify the complainant of the appeal, and provide the complainant an opportunity to intervene as a party to the appeal.
  - c) The president will serve complainant a written notice indicating that the appeal has been resolved on the same date that the final order is served upon the respondent. This notice shall inform the complainant whether the sexual misconduct allegation was found to have merit and describe any sanctions and/or conditions imposed upon the respondent for the complainant's protection, including suspension or dismissal of the respondent.

### ***Criminal prosecution***

**AP6115 5.1 Criminal complaints.** Any person who believes he/she has been the victim of sexual misconduct also has the option to pursue a criminal complaint by contacting local law enforcement.

**AP6115 5.2 Consecutive or concurrent complaints.** Any person who believes he/she has been the victim of sexual misconduct, may pursue an administrative complaint through BBCC and a criminal complaint with law enforcement consecutively or concurrently.

### ***Supplemental sexual misconduct procedures***

- 1) Both the respondent and the complainant in cases involving allegations of sexual misconduct shall be provided the same procedural rights to participate in student discipline matters, including the right to participate in the initial discipline action and to appeal the student conduct officer's disciplinary order. Application of the following procedures is limited to student conduct code proceedings involving allegations of sexual misconduct. In such cases, these procedures shall supplement the student disciplinary procedures. In the event of conflict between the sexual misconduct procedures and the student disciplinary procedures, the sexual misconduct procedures shall prevail.
- 2) Supplemental complaint process. The following supplemental procedures shall apply with respect to complaints or other reports of alleged sexual misconduct by a student.
- 3) The college's Title IX compliance officer shall investigate complaints or other reports of alleged sexual misconduct by a student. Investigations will be completed in a timely manner and the results of the investigation shall be referred to the student conduct officer for disciplinary action.
- 4) Informal dispute resolution shall not be used to resolve sexual misconduct 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 sexual violence.
- 5) College personnel will honor requests to keep sexual misconduct complaints confidential to the extent this can be done without unreasonably risking the health, safety, and welfare of the complainant or other members of the college community or compromising the college's duty to investigate and process sexual harassment and sexual violence complaints.

- 6) The student conduct officer, prior to initiating disciplinary action, will make a reasonable effort to contact the complainant to discuss the results of the investigation and possible disciplinary sanctions and/or conditions (if any) that may be imposed upon the respondent if the allegations of sexual misconduct are found to have merit.

### ***Notice of Outcome and Sanction***

Under all circumstances, if the alleged complainant is deceased as the result of such crime or offense, the next of kin of such complainant shall be treated as the alleged victim for purposes of notifications regarding outcomes and sanctions.

**AP6115 3.7.1 Disclosure of student discipline.** Consistent with the requirements of 20 U.S.C. §1092(f)(8)(B)(iv), the Title IX/EO or designee will simultaneously provide each party with written notice of the investigative findings and of actions taken or recommended to resolve complaints Consistent with the requirements of 20 U.S.C. §1092(f)(8)(B)(iv) if employee discipline related to a crime of violence or sexual assault, including rape, dating violence, domestic violence or stalking, subject to the following limitations. BBCC is required to provide the complainant and the accused with simultaneous written notice of the outcome, the appeal procedures for the complainant and respondent to appeal the decision. The complainant shall be informed in writing of actions taken or recommended to resolve the complaint, if any, only to the extent that such findings, actions or recommendations directly relate to the complaint, such as finding that the complaint is or is not meritorious or an order 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 any referrals for disciplinary action. Both the complainant and the respondent are entitled to review any final findings, conclusions, and recommendations, subject to any FERPA confidentiality requirements and to notice of appeal procedures, if any. Both the complainant and respondent are also entitled to notice of any change to the results that occur prior to the results becoming final, and when such results become final. Further, information contained in a record which directly relates to the complainant, such as an order requiring the employee harasser to not contact the complainant, will be disclosed to the complainant.

**AP6115 3.7.2 Disclosure of employee discipline.** Consistent with the requirements of 20 U.S.C. §1092(f)(8)(B)(iv) if the discipline relates to sexual assault, dating violence, domestic violence or stalking, BBCC is required to provide the complainant and the accused with simultaneous written notice of the outcome of the institutional disciplinary hearing, the appeal procedures for the complainant and respondent to appeal the decision, any change to the results that occur prior to the results becoming final, and when such results become final. Further, information contained in a record which directly relates to the complainant, such as an order requiring the employee harasser to not contact the complainant, will be disclosed to the complainant.

**AP6115 3.7.3 Disclosures regarding volunteers, guests, and contractors.** BBCC will notify the complainant of any actions it takes which relate directly to complainant, such as a No Trespass Order prohibiting the volunteer, guest or contractor from being on campus. Additionally, if the matter involves a crime of violence or sexual assault, including rape, dating violence, domestic violence or stalking, BBCC may elect to terminate the contract or license for the individual to be on campus. BBCC will provide the complainant and the respondent with simultaneous written notice of such decisions; advisement of appeal procedures, if any; any change to the results that occur prior to the results becoming final; and when such results become final.

### ***Appeal from Disciplinary Action***

- (1) The respondent may appeal the results of a disciplinary action by filing a written notice of appeal with the conduct review officer within twenty calendar days of service of the student conduct officer's decision. Failure to timely file a notice of appeal constitutes a waiver of the right to appeal and the student conduct officer's order shall be deemed final.

- (2) The notice of appeal must include a brief statement explaining why the respondent is seeking review.
- (3) The parties to an appeal shall be the respondent and the conduct review officer.
- (4) A respondent, who timely appeals a disciplinary action or whose case is referred to the student disciplinary committee, has a right to a prompt, fair, and impartial hearing as provided for in these procedures.
- (5) In the event of a conflict between this student conduct code and the Administrative Procedure Act, chapter 34.05 RCW, this student conduct code will govern.
- (6) The college hereby adopts the Model rules of procedure, chapter 10-08 WAC, by reference. To the extent there is a conflict between these rules and chapter 10-08 WAC, these rules shall control.
- (7) Imposition of discipline for violation of the student conduct code shall be stayed pending appeal, unless respondent has been summarily suspended.
- (8) The student disciplinary committee shall hear the following cases as fully adjudicated proceedings:
  - (a) Appeals from suspensions in excess of ten instructional days;
  - (b) Appeals from dismissals;
  - (c) Discipline cases referred to the committee by the student conduct officer, the conduct review officer, or the president; and
  - (d) Cases in which students request to have their discipline case heard by the committee.
- (9) Student conduct appeals involving the following disciplinary actions shall be reviewed as brief adjudicative proceedings:
  - (a) Suspensions of ten instructional days or less;
  - (b) Disciplinary probation;
  - (c) Reprimands; and
  - (d) Any conditions or terms imposed in conjunction with one of the foregoing disciplinary actions.

## **EMERGENCY MEDICAL RESPONSE PROCEDURES**

Students, faculty, staff, and guests should report any emergency medical situations to 9-1-1 immediately, then notify Campus Safety at 509.793.2286.

Many employees at BBCC are trained at providing first aid and CPR, and in the use of automated external defibrillators (AEDs). There are first aid kits in all BBCC buildings and fleet vehicles. AEDs are in each on-campus building except for Building 4000, Building 4500, and Building 4600, which are not frequently occupied by large amounts of people.

## **EMERGENCY MANAGEMENT AT BIG BEND COMMUNITY COLLEGE**

### ***Overview***

Emergency preparedness at BBCC is managed by the Director of Safety, Security and Emergency Management and, during times of activation, the BBCC Crisis Management Team. Emergency operations planning at BBCC means preventing, preparing for, responding to and recovering from any and all emergencies that could affect the BBCC and local Grant County communities. It means

- 1) having a comprehensive plan extending from all levels of emergency personnel down through the individuals that make up our community to prevent situations that cause emergencies;
- 2) preparing people on the procedures to follow, should a crisis occur;
- 3) having a well collaborated response approach from College and local officials and State and Federal agencies to effectively mitigate any crisis; and
- 4) being ready and able to recover quickly from emergency events in order to keep the operations and business continuity of BBCC moving forward.

### ***Emergency Operations Plan (EOP)***

The BBCC Emergency Operations Plan provides a realistic approach to problems which are likely to be encountered during an emergency. The EOP provides a comprehensive look at various emergencies and how BBCC plans to deal with them. It must be understood that the EOP is not all-inclusive in its emergency management approach. It outlines basic concepts for managing not only the specified emergencies but allows for the flexibility and adaptation to encompass emergency response for much of what can happen. It ensures coordination and cooperation among multiple departments, organizations and jurisdictions for small and large-scale events. This manual is an evolving document that will change over time to reflect new emergencies and ways to manage emergencies.

In the event of an emergency, the College President (or designee) may declare a state of emergency; emergency response plans and procedures will be implemented as needed, in accordance with best practices utilized by the nationally recognized, and highly effective, Incident Command System (ICS).

The basic emergency procedures outlined in this plan are designed to inform and prepare BBCC faculty and staff for emergencies on Campus. The goal is to improve the ability of the College to protect lives and property through effective use of recognized and established Emergency Response Procedures and College and community resources.

The EOP is designed to be flexible in the belief that flexibility will allow the College to accommodate the magnitude of severity, small to large, each emergency may present.

### ***Emergency Management Team (EMT)***

Emergency incidents occurring on campus or impacting the college campus community will be managed using the Incident Command System (ICS) and the National Incident Management System (NIMS) as outlined by Federal and State agencies.

If a situation arises on or around campus that could potentially threaten the health or safety of College community members, senior officers of the College, members of the Emergency Management Team, and others are immediately summoned as part of BBCC's crisis response procedure.

### ***Testing, Emergency Preparedness Drills and Tabletop Exercises***

In accordance with the Multi Hazard Plan, BBCC will use its emergency procedures and plans for testing emergency notification, response, and evacuation. A test is defined as regularly scheduled drills, exercises, and appropriate follow-through activities, designed for assessment and evaluation of emergency plans and capabilities.

To comply with the Clery Act requirement the test must meet all of the criteria in the definition. Tests must

- **Be scheduled.** We cannot say that an actual emergency situation or a false emergency alarm served as a test of BBCC's procedures.
- **Contain drills.** A drill is an activity that tests a single procedural operation (e.g., a test of initiating a cell phone alert system or a test of campus security personnel conducting a campus lockdown).

- **Contain exercises.** An exercise is a test involving coordination of efforts (e.g., a test of the coordination of first responders, including police, firefighters and emergency medical technicians).
- **Contain follow-through activities.** A follow-through activity is an activity designed to review the test (e.g., a survey or interview to obtain feedback from participants).
- **Be designed for assessment of emergency plans and capabilities.** This means that your test should have measurable goals. For example, “Everyone involved in the emergency response and notification procedures will understand his or her role and responsibility.”
- **Be designed for evaluation of emergency plans and capabilities.** Design the test so that, using the assessments, you can judge whether or not the test met its goals.

The EMT will perform periodic table-top exercises (at least one per year) in order to practice the implementation of the Multi Hazard Plan and supplement emergency policies and procedures and to assess and evaluate emergency plan capabilities. Additionally, divisional and department level exercises are periodically initiated to train staff personnel on emergency operations.

During EMT exercises, the all campus evacuation plan is either reviewed or practiced as part of the training session. The Director of Safety, Security and Emergency Management, in coordination with the Vice President of Finance and Administration, will be responsible for scheduling and conducting these table-top exercises. As a minimum, one table-top exercise per academic year will occur with the entire EMT. Additionally, local emergency responders from the fire and police departments, hospitals, and allied agencies may be invited to participate along with college officials during one table-top each year. Exercises can be either announced or unannounced.

#### ***After-Action Reports of Tests/Exercises***

After-action reviews will be conducted following each test and/or exercise that documents the test/exercise, provides a description for each test/exercise, the date, time, and whether the test was announced or unannounced.

## **EVACUATION PROCEDURES**

BBCC is responsible for the safe evacuation of all persons utilizing the College’s facilities in the event of natural disasters, civil disturbances, and active threats. The level of necessity will determine the response. If large scale events occur that are beyond the resource capabilities of the College, officials will request assistance from outside emergency resources such as local law enforcement, fire agencies, emergency medical services and emergency management, and/or state departments of emergency management. The need to implement evacuation from a campus building or the entire campus shall be based upon information received or furnished to BBCC.

The information may be in the form of instructions or advice from the Grant County Sheriff’s Office, Moses Lake Police or other officially recognized agency. Full or partial evacuations may be necessary as a protective action to reduce campus community members’ exposure to a hazard. Protective actions reduce TIME of exposure, create DISTANCE, or provide SHIELDING from a specific hazard. Hazards that may require an evacuation include:

- |  |   |
|--|---|
| • Fire in a building   | • Gas leak  |
| • Outbreak of meningitis, norovirus or other serious illness | • Utility emergency impacting any portion of the campus |
| • Severe weather conditions                                  | • Terrorist incident                                    |
| • Earthquake   | • Armed intruder  |

- Bomb threat
- Civil unrest or rioting
- Explosion
- Nearby chemical or hazardous waste spill

### ***Exercise of Judgment and Contingencies***

The actions described are basically standard by nature. When situations arise for which the procedures to be followed are not fully prescribed in the College's Multi Hazard Plan, responsible personnel will be expected to exercise good judgment, make appropriate decisions, and provide any support necessitated by the situation.

As part of the decision-making process relative to an evacuation, the evacuation must be able to be completed well before the arrival of a hazard. When there is little to no warning time, a shelter-in-place decision/order may be more appropriate. Additional factors to consider beyond warning time when deciding on whether or not to evacuate include:

- Size and geographical area affected
- Population density of the surrounding area
- Capacity and condition of the road network
- Are sufficient transportation resources available – college transportation, public transportation, and private transportation?
- Are there safe alternatives?
- Ability of campus facilities to provide shielding from the hazard
- Ability of facilities to support the population
- Local considerations and local law enforcement and emergency resources support

### ***Building Evacuation***

- All building occupants are required to evacuate when the fire alarm sounds or upon the order of an authorized College official.
- If time permits, stabilize lab procedures, turn off stoves and ovens, and unplug or disable any device that could make a dangerous situation even worse.
- Move to the closest exit and proceed down the EXIT stairwell in a safe and orderly manner. Take personal belongings with you. Do NOT use elevators.
- Remain at least 100 feet outside of the building and await further instructions.
- Keep roadways open, and be aware of approaching emergency vehicles.
- Notify emergency responders of anyone trapped, especially anyone with a physical disability.

### ***Large-Scale Campus Evacuation***

- If evacuation of part or all of the campus is necessary, monitor the Campus Alert System, email, and the College's website for additional information.
- Those in need of transportation will be directed to areas to await transport to an off-campus site.

## **MISSING RESIDENCE HALL STUDENT POLICY AND NOTIFICATION PROCEDURES**

### 2018-19 Residence Hall Handbook

If a student living in BBCC on-campus student housing is determined to be missing, the College will initiate notification procedures. There is no time period that will delay this notification procedure.

#### ***Missing Student Defined***

For purposes of this policy, a student may be considered to be a “missing person” if the person’s absence is contrary to his/her usual pattern of behavior and/or unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, where there are concerns for drug or alcohol use, is in a life-threatening situation, or has been with persons who may endanger the student’s welfare.

The official determination that the student is missing can be made at any time by Campus Safety or by the Grant County Sheriff’s Office. BBCC will notify the local law enforcement agency within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing.

#### ***Confidential Contact for Missing Students***

Residence Hall staff advises every student who lives in on-campus student housing, regardless of age, that he or she may register one or more individuals to be a confidential contact strictly for missing persons purposes. The contact person can be anyone. Residence hall students are given this option even if they have already identified a general emergency contact. A residence hall student may identify the same individual for both purposes, but BBCC will not assume that a general emergency contact is also the missing person contact. Residence hall students are offered this option annually during the housing application process, regardless of whether they chose to register a contact the previous year. If any students move into on-campus student housing mid-year, Residence Hall staff gives them the option to name a contact person as well. Information on how to register a contact or contacts can be found by contacting the Residence Hall Director.

#### ***Reporting a Missing Residence Hall Student***

If a member of the College community has reason to believe that a residence hall student who resides in on-campus housing is missing, he or she should immediately notify the Big Bend Community College Campus Safety at 509.793.2286, the Residence Hall Director 509.793.2291, or the Resident Advisor on Duty. Campus Safety will generate a missing person report and initiate an investigation as well as notify the Grant County Sheriff’s Office.

If a student has been missing for 24 hours, and the student is under age 18 and not emancipated, BBCC will - within 24 hours that the student is missing - notify the student’s custodial parent or guardian and the student’s emergency contact, if he or she has registered one.

**ANNUAL FIRE SAFETY REPORT**

Campus Safety publishes this Annual Fire Safety Report as part of its annual Clery Act compliance document, which contains information with respect to the fire safety practices and standards for Big Bend Community College (BBCC) on-campus student housing facilities. This report includes statistics concerning the number of fires, the cause of each fire, the number of persons with injuries that required medical treatment, deaths related to a fire, and the value of the property damage caused by a fire.

**ANNUAL FIRE SAFETY REPORT/FIRE STATISTICS**

<b>Statistics and Related Information Regarding Fires in On-Campus Residential Facilities -- 2017</b>						
Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Persons with Injuries Requiring Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Building 5000 – Viking Hall 7468 Chanute St NE	0	0	N/A	0	0	0
Building 6000 – Philips Hall 7502 Chanute St NE	0	0	N/A	0	0	0
<b>Statistics and Related Information Regarding Fires in On-Campus Residential Facilities -- 2016</b>						
Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Persons with Injuries Requiring Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Building 5000 – Viking Hall 7468 Chanute St NE	0	0	N/A	0	0	0
Building 6000 – Philips Hall 7502 Chanute St NE	0	0	N/A	0	0	0
<b>Statistics and Related Information Regarding Fires in On-Campus Residential Facilities -- 2015</b>						
Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Persons with Injuries Requiring Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire
Building 5000 – Viking Hall 7468 Chanute St NE	0	0	N/A	0	0	0
Building 6000 – Philips Hall 7502 Chanute St NE	0	0	N/A	0	0	0

A copy of the above 3-year fire statistics for the BBCC on-campus residential facilities was electronically filed with the US Department of Education on September 24, 2018.

**FIRE SAFETY SYSTEMS IN BBCC ON-CAMPUS RESIDENTIAL FACILITIES**

Current Fire Safety Systems in place within On-Campus Residential Facilities as of Calendar Year 2017

Facility	Clery Classification	Fire alarm pull stations	Fire Alarm Monitoring	Fire Sprinklers	Smoke Detection	Fire Extinguishers	Evacuation Plans & Placards
Building 5000 – Viking Hall 7468 Chanute St NE	On campus	Yes	Off-site proprietor	No	Inside each room, not connected to alarm system	Yes	Inside each room
Building 6000 – Philips Hall 7502 Chanute St NE	On campus	Yes	Off-site proprietor	No	Inside each room, not connected to alarm system	Yes	Inside each room

Fire protection systems in residence halls:

- Neither residence hall building has fire suppression sprinklers systems.
- Both residence hall buildings have manual fire alarm pull stations on each floor. Systems are hard-wired addressable fire alarm systems, monitored twenty-four hours a day, seven days a week by a contracted off-site alarm monitoring company, which calls the local fire department and Campus Safety in the event of an alarm activation. When activated, the fire alarm horns sound and strobe lights flashes on all floors of the building where the alarm station was pulled.
- Each residence hall room has a consumer-grade battery powered smoke alarm, tested by residence hall maintenance staff each quarter (four times each year), and batteries replaced annually unless sooner replacement is needed.
- Multiple portable dry chemical fire extinguishers located on each floor of each building.
- The building evacuation plan posted on every floor.
- Automatic emergency lighting installed in the hallways of each building.
- Lighted exit signs installed in each building.
- Fire alarm systems and fire extinguishers inspected annually by a contracted service and repaired as needed.

The two Residence Hall buildings on BBCC campus are military barracks built in the mid-1940s. Each building is three stories tall and the primary construction is cement/cinder block. Room furnishings provided by BBCC include steel constructed bed frames, steel constructed desks and desk chairs, and steel constructed closet storage. Mattresses provided are flame resistant and covered in fabric with a laminated cellulose-based fire barrier. Cooking facilities are available on three floors: second floor of 6000 building, and first and third floor of 5000 building.

Each resident is provided a copy of the Residence Halls Handbook, which includes information on fire safety and what appropriate action to take during a fire alarm or fire emergency. Every student room has an emergency evacuation map installed on the inside of the entry door as well, to direct occupants to primary and secondary exits. The Director of Residence Halls & Residential Life and the Department of Campus Safety conduct quarterly fire drills for the residence halls. In the 2017 calendar year there was one fire drill conducted in the residence halls.

### *Excerpts from the Residence Hall Handbook*

#### **6.10 SMOKING**

6.10.1 All Residence Halls are designated as non-smoking facilities. Smoking on BBCC property is only permitted in designated smoking areas.

6.10.2 Resident will be charged for all cleaning and decontamination costs incurred from smoking in the Residence Halls by the resident or their guests.

#### **6.12 FIRE SAFETY**

Fire drills will be held periodically to ensure that residents are aware of the alarm and the emergency building evacuation plan. The building evacuation plan is posted on every floor and should be reviewed by each person.

6.12.1 Every alarm must be treated as an emergency and all persons must evacuate the building immediately.

6.12.2 Possession, displaying or burning of flammable materials including, but not limited to, fireworks, candles, incense, gasoline, and kerosene lamps is hazardous to the health and safety of residents and is prohibited inside the BBCC Residence Hall. Barbecues must be conducted at a minimum, at least twenty-five feet away from buildings.

6.12.3 No fuel-powered motor vehicles or associated parts are permitted within the BBCC Residence Halls for use, maintenance, repair, or storage.

6.12.4 All appliances or electrical devices are required to be compatible with 110 volts 60 cycle voltage and UL approved.

6.12.5 Multi-plug adapters and the "piggy-backing" (plugging one power strip into another power strip) of power strips are prohibited.

6.12.6 All kitchen appliances should be attended while cooking and turned off when finished.

6.12.7 Surge protected multi-plug adapters/power strips are allowed.

6.12.7.1 When adapter/power strips are used, circuit breakers and/or reset buttons are required.

6.12.8 Space heaters are prohibited.

6.12.9 Hot plates and any other ground or countertop heating devices are prohibited.

6.12.10 Decorative lighting (string lights) cannot be plugged into each other.

6.12.10.1 Only One set of decorative lights shall be plugged into one approved circuited power strip or wall socket.

6.12.11 Halogen lamps, lava lamps and disco lamps are prohibited

6.12.12 Ceiling lights, lamps of any type, and air conditioning/heating units cannot be covered.

6.12.13 A Major Infraction of \$150 and immediate contract termination may be imposed for any of the following:

6.12.13.1 failure to evacuate,

6.12.13.2 activating false alarms in BBCC residence hall,

6.12.13.3 creating a fire hazard,

6.12.13.4 malicious burning, or

6.12.13.5 tampering with fire equipment (fire extinguishers, plastic ties securing valves, fire alarm pull stations, smoke detectors, fire hose connections, sprinkler heads, sprinkler pipes, hoses, connections, valves, emergency exit signs, etc.).

6.12.14 Fire and life safety inspections will be conducted periodically for fire or health hazards. Additionally, periodic inspections can also occur depending if BBCC Residence Hall staff has been notified of a health and/or safety concern.

6.12.14.1 A \$50 fine per violation can be imposed for not abiding by the received citation or verbal instructions of the inspector or college staff regarding the correction of fire or health hazards and violations.

6.12.14.2 Residents must resolve fire or health hazard issues in a timely manner, as indicated by BBCC Residence Hall staff.

6.12.15 Fire Aisles and Exits: Grant County Fire District 5 requires that all exit aisles, hallways, and stairs be kept clear of any obstruction. Items left in these areas will be subject to impound.

### ***FIRE SAFETY & EVACUATION PROCEDURES***

Fire drills will be held periodically to ensure that residents are aware of the alarm and the emergency building evacuation plan. The building evacuation plan is posted on every floor and should be reviewed by each person. Every alarm must be treated as an emergency and all persons must evacuate the building immediately.

#### ***WHAT TO DO***

- If you discover or suspect a fire, pull a fire alarm and leave the building by the closest, safe exit.
- Feel the door with the back of your hand to insure that it is not hot before opening it. If it is hot, do not open it. If it is not hot, open the door carefully. If smoke or heat is present, close the door and stay in the room. Seal the cracks around the door with whatever is available (a wet towel, etc.). Call "911" and report that you are trapped. Be sure to give them your room number, address and location. If your phone doesn't work, hang a sheet, jacket, etc. out of the window to attract attention.
- If the hall is free of smoke or heat, close your door and exit immediately by the closest stairwell. If the nearest exit is blocked, go to another exit.
- If all exits are blocked, go back to your room. Close the door, hang something out of your window and signal for help.
- Move quickly in a crouched position when escaping through a smoke filled corridor. Place a wet cloth over your face and head.
- Once outside the building, move away from the building about 1.5 times the building height, avoid standing beneath overhead electrical lines, and watch for vehicle traffic. When you reach the evacuation location, contact a staff member and give him/her as much information as possible.
- Do not reenter the building until you have been given the OK by police, fire officials or residence hall staff. **THE SILENCING OF THE ALARM DOES NOT INDICATE THE BUILDING IS SAFE TO REENTER!** Never re-enter a burning building to save your personal possessions.

#### ***EVACUATION LOCATIONS***

Whenever the building must be evacuated (Bomb threat, fire alarm), residents should be directed to the following location:

If safe, Philips Hall (5000 bldg.) and Viking Hall (6000 bldg.) residents assemble on the south side of 1700 building. Stay away from vehicle traffic.

### Mobility and hearing impaired students

- Please notify fire/police/BBCC maintenance or security of the location of permanent or temporary mobility or hearing impaired students. In case of fire, Grant County Fire District 5 will prioritize your location for rescue considerations. The Residence Hall staff will assist persons with a disability in developing an evacuation plan.

### **Fire Safety Education and Training**

BBCC AP7715 outlines policies and procedures for fire drills on campus.

5.1 Evacuation plan training is to be conducted for all new employees during orientation and for all employees at least annually.

5.2 Fire drills are to be conducted at unexpected times and under varying conditions and are to be initiated by activating the fire alarm system.

5.3 Fire drills are to provide training in the following areas:

- Evacuations procedure and planning,
- Location and use of portable fire extinguishers (when assigned),
- Alarm response duties,
- Location of assembly point(s),
- Reentry control and procedure.

5.4 A record of the drills, documenting the time, the name(s) of the drill administrator(s) and other necessary information listed in the code section is to be kept on site for review by the County Fire Marshal.

5.5 A building wide alarm will be initiated by Maintenance & Operations (M&O) personnel upon request of the Director of Campus Safety & Security. Prior to the alarm activation, a message will be sent via the Campus Alert System:

*A building wide fire and evacuation drill for Building XXXX will commence in the next few minutes. This is only a drill but it requires full participation. If you are unfamiliar with fire and evacuation drill procedures, please ask your colleague or other building occupant.*

5.6 Drill Administrator's Duties

5.6.1 Schedule the drill with Campus Safety & M&O two weeks prior to the date of the drill.

5.6.2 About one hour prior to the drill, contact Simplex Grinnell and MACC Dispatch and notify them that a drill will be conducted and to disregard any alarms for the time period of the drill.

5.6.3 At the time of the fire drill, M&O will send an alarm tech who will activate the alarm system and then deactivate and reset the system when the drill is completed.

5.6.3.1 Exception: Residence Hall staff can activate and reset alarms for drill in dorms.

5.6.4 During the drill, drill administrators will walk the building and confirm that everyone has evacuated.

5.6.5 When the drill is completed and the alarm is silenced, the drill administrator will give the "all clear" signal for normal building operations to resume. Building occupants will not re-enter the building until the all clear signal is given.

For purposes of including a fire in the statistics in the annual fire safety report, students and employees should report a fire in a BBCC residence hall facility to the Department of Campus Safety.

### ***Plans for Future Improvements in Fire Safety***

The College continues to assess and upgrade fire safety equipment as an ongoing process to ensure that all equipment meets national standards. Future improvements will be made as needed as part of the ongoing assessment process.

### **FIRE LOG**

The Department of Campus Safety maintains the Fire Log. The information in the fire log includes the incident number, fire nature/classification, date reported, date and time occurred, general location, and disposition of each reported fire. All confirmed fires occurring in the residence hall facilities are included in the Fire Log.

Newly reported and updated information regarding previously reported residential hall fires are entered onto the Fire Log within two business days of when it is reported to the Department of Campus Safety.

The most recent 60-day period log is available for public inspection at the Campus Safety office during normal business hours from 8 am to 5 pm Monday through Thursday and 8 am to 2:30 pm on Friday. Any portion of the log that is older than 60 days is available for public inspection within two business days of a request. Call 509.793.2286 for admittance to the Campus Safety Office located in Building 6000 at 7468 Chanute Street NE, Moses Lake.