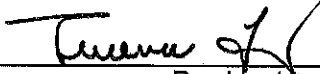


BBCC ADMINISTRATIVE PROCESS

TITLE: Campus Safety, Security and Crime Reporting Policy	PAGE: 1 OF 1	NUMBER: 7710	REVIEWED: REVISED: NEW
ORIGINATING DEPARTMENT: Safety & Security	EFFECTIVE DATE:	SUPERSEDES NO. DATE:	
DATE CABINET APPROVAL:	APPROVED BY: <div style="text-align: center;"> _____ President</div>		

PURPOSE

The purpose of this policy is to ensure the College's compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

Compliance requires the College to:

- Compile and disclose statistics of reports of the types of crimes specified in the Clery Act ("Clery Crimes") for its campuses, the immediately adjacent public areas and public areas running through the campuses, remote classroom facilities and certain non-campus facilities;
- Collect reports of Clery Crimes made to campus security, local law enforcement, school officials, and others associated with the College who have "significant responsibility for student and campus activities";
- Make an annual report to the Department of Education with statistics of Clery Crimes for the last three years and College policy statements addressing campus security and safety ("Clery Report");
- Issue warnings of Clery Crimes that may be an ongoing threat to the campus in a timely manner, so that individuals may take steps to protect themselves and to aid in the prevention of similar crimes;
- Maintain a daily crime log, available to the public, of all crimes reported to campus security;
- Maintain a daily fire log, available to the public, of all fire-related incidents occurring in campus student housing; and
- Conduct educational programs to promote awareness.

INTRODUCTION

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46.

The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. Compliance is monitored by the United States Department of Education,

which can impose civil penalties (up to \$35,000 per violation) against institutions for each infraction and can suspend institutions from participating in federal student financial aid programs.

The law is named for Jeanne Clery, a 19-year-old Lehigh (Penn.) University freshman who was raped and murdered in her campus residence hall in 1986. The backlash against unreported crimes on numerous campuses across the country led to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Clery Act, signed in 1990, was originally known as the Crime Awareness and Campus Security Act.

POLICY

Big Bend Community College shall comply with all requirements of the Clery Act. This policy sets forth guidelines and procedures intended to ensure the College's ongoing compliance with the Clery Act's crime and fire reporting and disclosure obligations, and its obligation to make available to the campus community and the public, campus security and safety policy statements as prescribed by the law.

PERSONNEL AFFECTED

This policy applies to all College personnel who have responsibility for an aspect of campus security, and offices and individuals with "significant responsibility for student and campus activities." Individuals responsible for student and campus activities and others who, as a result of their role at the College, may be classified as Campus Security Authorities ("CSA") under the Clery Act have specific crime reporting obligations under the law.

For a list of BBCC offices and individuals with an obligation to assist with the College's Clery Act compliance, please see *IDENTIFICATION OF CAMPUS SECURITY AUTHORITIES* later in this document.

DEFINITIONS

- **Clery Reports** - The Clery Act requires the College to annually submit a report to the Department of Education containing the following: statistics for Clery Crimes by type location and year; statistics of fires in on-campus student housing; campus safety and security related policy statements that address crime reporting and prevention; law enforcement data bases of registered sex offenders; drug, alcohol and sex offenses; procedures for issuing timely warning to the campus of potentially dangerous criminal and emergency situations; and campus evacuation procedures.
- **Arrest** - Persons processed by arrest, citation or summons. The College shall compile statistics for and specifically disclose arrests related to weapons and, drug and alcohol abuse. If an individual is both arrested and referred for disciplinary action for an offense, only the arrest will be disclosed.
- **Referral for Disciplinary Action** - The College shall compile statistics for and specifically disclose students' referrals for disciplinary action related to weapons and drug and alcohol abuse. If an individual is both arrested and referred for disciplinary action for an offense, only the arrest will be disclosed.

- **Emergency Notification** - Requirement to make emergency notifications of emergency events and dangerous conditions then occurring on campus or that present an imminent threat to the campus.
- **Campus Security Authority ("CSA")** - Used in the Clery Act to identify persons at the College who, as a result of their functions at the College, have an obligation under the law to notify BBCC's Campus Safety of alleged Clery Crimes that are reported to them, which they conclude have been made in good faith. Such persons need not be an employee of the College, such as students and outside volunteers. CSAs are defined by their College function; not by job title. While an individual's ordinary responsibilities and functions at the College would not classify them as a CSA, the individual may take on a responsibility which would then qualify them as a CSA, for example, if an employee or volunteer who organizes or helps lead a student trip or outing.
- **Clery Crimes** - The College must compile statistics of reports made to DPSS, CSAs and local law enforcement of the following types of crimes: aggravated assault; arson; burglary, motor vehicle theft, murder and non-negligent manslaughter, negligent manslaughter, robbery, forcible and non-forcible sex offenses, and hate crimes.
- **Daily Crime Log** – Campus Safety maintains for public inspection a Daily Crime Log of any and all alleged criminal incidents that are reported to the Campus Safety. Incidents are recorded in the Daily Crime Log with the date and time the alleged crime is reported, the date and time the alleged crime occurred, the nature of the alleged crime, and general location.
- **Fire Log** - Campus Safety maintains for public inspection a fire log. Any report to a College official of a fire occurring in on-campus student housing must be documented in the Daily Fire Log with the following information: date the incident was reported; time and date of the incident; nature of the fire, and general location.
- **Hate Crime** - Clery Crimes and any incidents of larceny-theft, simple assault, intimidation, of destruction/damage/vandalism of property that are motivated by bias toward race, gender, religion, sexual orientation, ethnicity/national origin, and disability.
- **Missing Student Notification** - If a student who resides in on-campus student housing is determined to have been missing for 24 hours, the College has 24 hours following the receipt of a report of a missing student to initiate specified procedures to notify the student's designated contact, parent or legal guardian, and the law enforcement agency with jurisdiction. The College is not precluded from initiating Missing Student Notification procedures if the student has been missing less than 24 hours or as soon it determines the student is missing.
- **Non Campus Property** - Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

- **On Campus Property** - 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 any building or property that is within or reasonably contiguous to that described in the first part of this definition, 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 other retail vendor).
- **Professional Counselor** - A person whose official responsibilities include providing mental health counseling to members of the institution's community and who is functioning within the scope of his or her license or certification. Professional Counselors, when acting within the scope of the official responsibilities are not Campus Security Authorities.
- **Public Property** - All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.
- **Reported Crime** - The College shall compile and publish statistics of "reported" Clery Crimes. For purposes of the Clery Act a crime is reported when it is brought to the attention of a CSA or local law enforcement by a victim, witness, other third party or even the offender. Information about the crime does not need to be explicit. It does not matter whether the persons involved with the crime or making a report are associated with the College. If a CSA believes that there is a reasonable basis to conclude the information is not just rumor or hearsay (the information about the crime was provided in "good faith") he or she should document the reported information pursuant to College procedure.
- **Sex Offenses (Forcible)** - Any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent (e.g. forcible rape, forcible sodomy (oral or anal intercourse), sexual assault with an object, and forcible fondling (touching of the private body parts of another person for the purpose of sexual gratification). Disclosure of reported offenses is required.
- **Sex Offenses (non-forcible)** - Unlawful non-forcible sexual assault (e.g. incest, rape of a child, sexual misconduct). Disclosure of reported offenses is required.
- **Timely Warning** - The College must timely alert the campus community to Clery Crimes. Even if all of the facts surrounding the criminal incident(s) are not yet available a warning will be issued as soon as pertinent information is available, to enable individuals to take precautions to protect themselves and to prevent similar crimes from occurring.

IDENTIFICATION OF CAMPUS SECURITY AUTHORITIES See 34CFR668.46(a)

A Campus Security Authority (CSA) is a Clery Act-specific term that encompasses the following groups of individuals and organizations associated with an institution whose functions involve significant responsibility for student and campus activities.

Because personnel and job positions change, someone who is a CSA one year may not be a CSA the following year. To determine which individuals are CSAs, the function served by that individual must be considered. If someone has significant responsibility

for student and campus activities, he or she is a CSA. To ensure the College's list of CSAs is current, Campus Safety will conduct an annual canvass of Vice Presidents, Deans, Departments and other College divisions.

At BBCC, the following employees fall into the category of Campus Security Authority because they have significant responsibility for student and campus activities:

- Activity Center Coordinator
- All Athletics Coaches
- All Childcare Learning Center Staff
- All Program Advisors
- Associate Vice President of Student Services
- Athletics Director
- Campus Safety & Security Staff
- Dean of Arts and Sciences
- Dean of Library Resources
- Dean of Professional/Technical Ed
- Director of Basic Skills/JATP
- Director of Residence Halls
- Director of STEM
- Director of Student Activities
- Director of Title V
- Director of TRiO Student Support Services
- Director of Trio/Upward Bound
- Director of WorkFirst
- President of the College
- TRiO Academic Advisors
- Vice President of Finance and Administrative Services
- Vice President of Human Resources
- Vice President of Instruction/Student Services
- Resident Assistants (RAs)

The following staff performs secondary duties as Campus Security and is therefore included:

- Director of Facilities and Operations
- Custodians
- Maintenance Mechanics
- Groundskeepers
- Electrician
- HVAC Technician
- Painters

RESPONSIBILITIES

Campus Safety:

- Compiles statistics of Reported Crimes from CSAs and local law enforcement for the College's annual crime report to the Department of Education. Campus Safety provides copies of the annual report to Human Resources, Student Life, and Admissions offices for distribution to current and prospective employees and students.
- Coordinates with College divisions, departments, offices and individuals to identify individuals whose functions qualify as a CSA and informs the College and personnel of their Clery Act obligations, and the College's procedures for collecting information about Reported Crimes.
- Maintains the Daily Crime Log and Fire Log.

- Issues Timely Warnings and Emergency Notifications to the campus community.
- Assists in the development of procedures for the College community to follow when a sex offense or alleged sex offense occurs and assists college staff in notifying students of on and off campus counseling and other services available to victims of sex offenses. Campus Safety may assist appropriate College divisions to develop and present educational programs to promote the awareness of rape, acquaintance rape and other forcible and non-forcible sex offenses.
- Campus Safety provides College officials information concerning the State of Washington's registered sex offender data base for them to disseminate to the campus community.
- Campus Safety directly supports and advises appropriate College officials in developing procedures addressing Missing Student Notification procedures pertaining to students residing in on-campus housing facilities.

Campus Security Authorities (CSA):

- BBCC's Campus Security Authorities must record information about Reported Crimes and submit the information to Campus Safety in accordance with College procedure for inclusion in the annual security report. The College encourages all students, employees, volunteers and guests of the College to report promptly any and all crimes to Campus Safety and/or local law enforcement as soon as possible.
- CSAs are required to notify the Campus Safety in writing (e.g. e-mail, memo or letter) of all reports of Clery Act Crimes. Notice to the Department should be made orally where circumstances demand but should be followed with written notice.

College Vice Presidents, deans and department heads shall assist Campus Safety in identifying persons within their areas who may be characterized as a CSA for purposes of the Clery Act.

Professional Counselors are exempt from disclosing offenses reported to them for the purposes of Clery Act compliance. The Professional Counselor exemption is intended to ensure that these individuals can provide appropriate counseling services without an obligation to report crimes about which they may have learned.

Student Development:

- Responsible for the publication and disclosure of Missing Student Notification procedures.
- Coordinates with Campus Safety to establish and support educational programs to promote awareness of sex offenses, establish procedures to follow when a sex offense or alleged sex offense occurs, and notify students of on-campus and off-campus counseling and other services available to victims of sex offenses.

- Ensures that required supporting records used in compiling the Clery Report are maintained for three years from the latest publication of the report to which they apply. Records to be kept include referrals for disciplinary action.

PROCEDURES

CSA Reporting:

- CSAs shall notify Campus Safety regarding all alleged crimes. CSAs who are unsure whether an incident is a Clery Act crime should report it. CSAs are not responsible for determining authoritatively whether a crime took place.

CSA Training:

- CSAs shall receive Clery Act training on an annual basis through Campus Safety.

Gathering and Compiling Statistics of Clery Crimes:

Campus Safety will collect and compile statistics regarding Clery Crimes. Campus Safety will coordinate with the Grant County Sheriff's Office to ensure accurate information is reported.

Clery Report:

- The Clery Report will be published and distributed by October 1st of each year. The Clery Report must be distributed to all currently enrolled students and all employees in one of two ways:
 1. Directly by publications and mailings via the U.S. Postal Service; campus mail, email, or a combination of these methods; or
 2. Posting the Annual Security and Fire Safety Report on an Internet or Intranet website that is reasonably accessible to enrolled students and to current employees. This method may be used only if individual notices about the Clery Report are distributed to each student and employee by October 1.
- The notice should include: a statement of the report's availability; a list and brief description of the information contained in the report; the exact address (URL) of the Internet or Intranet website at which the report is posted (a direct link to the annual security report must be provided); and a statement that the school will provide a paper copy of the annual security report without fee upon request, written or otherwise.
- The Clery Report must also be provided to prospective students and prospective employees upon request. If the Annual Security and Fire Report is provided to prospective students and prospective employees by posting the report on an Internet site, the notice provided to each individual must include: the exact URL where the report is posted; a brief description of the report; and a statement that the institution will provide a paper copy of the report upon request.

Records Retention:

The supporting records used in compiling the report shall be retained for three years from the latest publication of the report to which they apply. Records to be kept include, but are not limited to, copies of crime reports; the daily crime logs; records for arrests and referrals for disciplinary action; timely warning and emergency notification reports; documentation, such as letters to and from local police having to do with Clery Act compliance; letters to and from Campus Security Authorities; correspondence with the Department of Education regarding Clery Act compliance; and copies of notices to students and employees about the availability of the annual security report. All documentation should be dated.

Submitting Crime Statistics to the Department of Education (ED):

Big Bend Community College is not required to send the Clery Report to the U.S Department of Education (ED); the College is required to submit to ED the crime statistics from the Clery Report. During late summer, ED conducts the annual Campus Safety and Security Survey. This Web-based survey is used to collect the statistical data from the Annual Security and Fire Safety Report. The data is then posted on the ED public website for use by higher education consumers. The site is located at <http://www.op.edu.gov/security>. Each year a few weeks prior to the collection, ED sends a letter and a registration certificate to College. The certificate contains information necessary to access the survey and enter data. The letter and registration certificate are routed to the Assistant to the Vice President of Finance and Administration, and the Director of Campus Safety, for appropriate handling.

STATEMENTS OF COMPLIANCE WITH REGULATORY CITATIONS

1. Statement of current campus policies regarding:

- **Procedures and facilities for students to report criminal actions or other emergencies;**
- **Policies for making timely warning reports to the campus community;**
- **Policies for preparing the annual disclosure of campus crime statistics;**
- **List of the titles of each person to whom notification should be made for the purpose of making timely warnings and the annual statistical disclosure. This disclosure "must" include a statement disclosing whether or not the institution has a voluntary confidential reporting system for annual crime statistics and a description of the program if they have one. See CFR 668.46 (b)(2).**

The annual Student Handbook outlines the principles of community living, the policies, and the procedures which govern community life at BBCC.

The Code of Student Conduct WAC 132R-04-057 defines unacceptable actions, which includes lack of respect for individuals, lack of respect for property, and lack of

respect for civil or criminal law. Violation of this code of conduct will result in disciplinary action.

Students should, and are encouraged to report suspected criminal actions to their Residence Director or to Campus Safety; employees should report such actions to Campus Safety. Campus Safety is available days, nights and weekends. The Director of Campus Safety & Security is available Monday – Friday from 8 a.m. – 5 p.m.

- **Medical Emergencies.** Persons should call 9-1-1 for emergency medical care and ambulance transportation. Campus Safety should be notified at 509-793-2286 after 9-1-1 has been called.
For minor medical emergencies, first aid may be provided by bystanders and BBCC staff. Campus Safety should be called and a determination made on whether the injured/sick person needs to be transported to a medical provider.
- **Fire Emergencies.** Fires are handled professionally through Grant County Fire District #5, which is about a mile from the campus. In the event of a fire emergency, members of the community should call 9-1-1, Campus Safety and the Residence Directors on duty.
- **Personal Safety Emergencies.** Any threat to a student's personal safety or the safety of another should be immediately reported to Campus Safety.
- **Maintenance Emergencies.** If a maintenance emergency occurs weekdays during business hours, Maintenance & Operations (x2277) should be notified. On weekends or in the evening, such emergencies should be reported to the Residence Director or Campus Safety (509-793-2286).

Timely Warnings:

In the event a situation arises, either on or off campus, that, in the judgment of the Director of Campus Safety & Security or a college administrator, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued to the campus community. The warning will be issued through the college's web-based emergency notification system and the college e-mail system to all students and employees.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, a copy of the notice will be posted in all residential buildings.

All crime victims and witnesses, or anyone with information warranting a timely warning are strongly encouraged to immediately report the crime to Campus Safety and the Grant County Sheriff's Office. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

BBCC does not have a voluntary confidential reporting system for inclusion in the annual crime statistics.

Reporting the Annual Disclosure of Crime Statistics:

The Director of Campus Safety & Security prepares this report to comply with the Jeanne Clery Disclosure, Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus.

Washington law requires prompt, mandatory reporting to the local law enforcement agency or Department of Social and Health Services when college employees or faculty know or reasonably suspect child abuse or neglect has occurred. The College informs students of the procedures to report crime to Campus Safety on a voluntary basis.

Each year, an e-mail notification is made to all enrolled students and employees that provides the web site to access BBCC's annual crime report. Copies of the report may also be obtained at the office of the Director of Campus Safety & Security (Building 1400) or by calling x2299 (off campus 509-793-2299).

2. Statement of current policies concerning:

- **Safety of and access to campus facilities including campus residences**
- **Security considerations used in the maintenance of campus facilities**

See 34 CFR 668.46(b)(3).

The Big Bend Community College campus is public property. The college Campus Safety Director's office is located in Building 1400. The Campus Safety Security Patrol office is located in Building 6000.

Campus Safety maintains a strong and visible presence in the main campus. Additionally, security patrols the entire campus on foot and by vehicle. In the residence halls, students' guests must be registered according to the policies outlined in the Residence Hall Manual.

These residences are secured at all times and residents of these buildings are issued card keys that admit them to their dormitories 24 hours a day. Emergencies may necessitate changes or alterations to any posted schedules.

All of the college facilities are regularly patrolled by Campus Safety.

3. Statement of current policies re: campus law enforcement including:

- **Enforcement authority of campus personnel and;**
- **Working relationship of campus personnel with State and local agencies**
- **Arrest authority of security personnel;**
- **Policies that encourage accurate and prompt reporting of all crimes to campus police and appropriate police agencies**

See 34 CFR 668.46 (b)(4).

Campus Safety has the authority to ask for identification from anyone on College property, remove unauthorized individuals or groups from any and all facilities, and

confiscate any alcohol or drug paraphernalia. When Campus Safety encounters resistance to its legitimate authority or a potentially dangerous situation, local or state police agencies are notified. Campus Security Officers do not possess arrest power.

Campus Safety is responsible for maintaining a cooperative relationship with local law enforcement authorities, and for assisting them, on request, in the investigation of crimes.

Encouragement of Accurate and Prompt Crime Reporting General Procedures for Reporting a Crime or Emergency:

Community members, students, employees, and guests are encouraged to report all crimes and public safety related incidents to Campus Safety in a timely manner. To report a non-emergency security or public safety related matter, call the Campus Safety at 793-2286. Campus Security Officers are available to answer your call. In response to a call, Campus Safety will take the required action, dispatching an officer or asking the victim to report to the security department to file an incident report.

Campus Safety incident reports involving possible student code of conduct violations are forwarded to the Vice President of Instruction & Student Services for review and potential action by the office of student affairs.

If assistance is required from outside emergency response services such as the Grant County Sheriff's Office, fire department or EMS, Campus Safety or an administrator will contact the appropriate agency(ies).

If a sexual assault should occur, staff on the scene, including Campus Safety Officers, will offer the victim a variety of services.

College procedures concerning the treatment of violations of its drug, alcohol, sexual assault and non-discrimination policies are outlined in the Student Handbook.

Other criminal allegations are reported to the Director of Campus Safety & Security, who determines how an investigation should be conducted. If it is determined that a crime has occurred, the alleged crime will be reported to the appropriate law enforcement agency.

Campus Safety is responsible for maintaining a record of all crimes reported on campus, and for reporting crimes to the police.

4. Programs designed to inform students and employees about campus security and crime prevention." See 34 CFR 668.46(b)(5) and Regulatory Citation 34 CFR 668.46(b)(6):

Orientations of new students and employees, in which such matters are discussed, are conducted regularly. These matters are discussed with students during their new student orientation.

Each dorm student is issued a room key and instructed to keep her/his room locked when unoccupied.

Matters concerning the safety of the community are regularly discussed both verbally and in writing by the college administration. Students are encouraged to travel together after dark.

- 5. Statement regarding the monitoring and recording through local police agencies of criminal activity of off-campus student organizations whose participants are students of the institution. The off-campus student organizations are those recognized by the institution, including student organizations with off-campus housing facilities. See 34 CFR 668.46(b)(7):**

BBCC has no such off-campus student organizations.

- 6. Statement of policy regarding the possession, use, and sale of alcoholic beverages and illegal drugs and enforcement of Federal and State laws. See 34 CFR 668.46(b)(8); 34 CFR 668.46(b)(9) and 34 CFR 668.46(b)(10).**

Students and employees in possession of or under the influence of alcohol or illegal substances are subject to disciplinary action, regardless of their age or where the substance was consumed. The misuse or abuse of prescription medication is also prohibited. The College also prohibits illegal drug and alcohol paraphernalia. BBCC's full policy statements on these matters are published in the current edition of its Student Handbook, Faculty Handbook, and Employee Handbook.

Federal and State Laws:

- Marijuana: In Washington, it is legal for anyone age 21 or older to possess up to one ounce of marijuana. The public use of marijuana is against the law. It is legal to possess marijuana-smoking paraphernalia. It is against the law to traffic or sell marijuana. Marijuana possession remains against Federal law. (RCW 69.50).
- All other controlled substances: It is against the law to possess and traffic controlled substances. First time convictions can result in up to one year in prison and/or a fine of at least \$1,000. Forfeiture of property can be an additional penalty, as can denial of Federal benefits (including loss of student loans and grants for up to one year for a first time possession conviction to permanently over one's life for a third time distribution conviction). Further, possession of manufactured drugs is illegal without a prescription or valid authorization.

Under Washington State law, the use of alcoholic beverages by persons under 21 years of age (i.e., a "minor") is illegal and punishable with fines of up to \$5,000 and/or up to one year in jail. The sale or delivery of alcoholic beverages to minors is also prohibited, with fines of up to \$5,000 and/or up to one year in jail. Attempting to misrepresent one's age or illegally purchase alcohol is a misdemeanor, and furnishing an ID for another's use faces a minimum fine of \$250 and 25 hours of community service. Finally, public consumption of alcohol is a class three civil infraction. Penalties for these violations are outlined in sections under RCW 66.44.

- 7. Statement of policy and procedures regarding campus sexual assault program and prevention. See 34 CFR 668.46(b)(11).**

BBCC is committed to providing a safe educational environment for all students and staff. Sexual assault is a criminal offense, punishable by law, and will not be tolerated. Any student who has been the victim of either one of these offenses may pursue the legal remedies available to them. BBCC provides options for on-campus assistance to students when an incident of rape or sexual assault has occurred. The safety and well-being of students, both victims and students at large, are the primary concern and focus of this policy. Disciplinary action for individuals found to have violated this policy will be serious. The College educates the student community about sexual assaults and date rape through mandatory new student orientations each fall. Literature on date rape education, risk reduction, and BBCC response is available through the Campus Safety office. If you are a victim of a sexual assault, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. Campus Safety strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to a campus sexual assault responder.

Victims of sexual assault have the option to:

- Report the crime to law enforcement; and/or
- Report the crime to the Student Conduct Officer; and/or
- Report the crime to the Title IX Coordinator; and/or
- Report the crime to Campus Safety for the purpose of providing statistical data only, but may choose not to pursue any other action

A student who has been sexually assaulted by another student and wishes to pursue disciplinary procedures should contact the College official. The college official will respond to a complaint as soon as possible but will take no longer than 48 hours to discuss the situation and initiate a formal investigation. Upon being notified, the College official will provide the complainant with a list of sexual assault counseling and healthcare resources. The timeframe for initiating a formal investigation may be extended to accommodate extenuating circumstances, such as when a complaint is made by a third party.

College Responsibility to Act

If a report of sexual assault comes to the attention of school authorities (other than in the services of licensed health or counseling professionals), the authorities have an obligation to act on this information regardless of whether the victim does or does not choose to pursue action on his or her own behalf. The College official will discuss the situation with the victim, follow his or her wishes as closely as possible, and notify him or her of the course of action. Actions may include referral to a sexual assault support service, notification of parents, reporting to appropriate authorities, formal disciplinary action for an offender, or any of the procedures described in this policy and procedure.

If any employee of the College (other than licensed counseling professionals) becomes aware that an assault has allegedly occurred on campus, he or she must report this to the Campus Safety office.

The College will change the victim's academic and living situations if changes are requested and are reasonably available.

The accuser and accused are entitled to the same opportunities to have others present during a disciplinary proceeding. Both the accuser and the accused shall be informed of the outcome of any College disciplinary proceeding brought alleging a sex offense and the College's final determination and any sanction against the accused.

If a student is found to be responsible for committing a sexual offense(s) the action may include the following:

- Expulsion.
- Suspension. The perpetrator may be given the option to reapply following a suspension of at least one full semester. The length of suspension may be for as long as the complainant remains a student. Prior to reapplying, the accused may be required to complete a specified number of individual therapy hours with a person trained in offender issues or an equivalent group offender program as well as any other requirements outlined at the time of the suspension. The College, when considering readmission, will take the recommendations of any counseling professionals into consideration.
- The College will normally report an incident of rape and/or assault to the parents of the accused.

BBCC Sexual Assault guidelines are detailed in the Student Handbook.

8. Statement advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. See 34 CFR 668.46(b)(11).

Reports regarding registered sex offenders may be obtained at the Campus Safety office. In addition, students can access the Grant County Sheriff's Sexual Offender database at <http://www.sheriffalerts.com/wa/grant>. For full information, see AP #77XX (number to be determined).

9. Availability of Annual Campus Security and Fire Report. See 34 CFR 668.41(e) 34 CFR 668.41(c)(2)

BBCC shall distribute this report by October 1st of each year to all current students and employees by posting the report on an Internet web site (all required recipients are directly notified by the Director of Campus Safety & Security on how to access the report).

A paper copy can be requested by contacting the Director of Campus Safety & Security. The web site to access the report is www.bigbend.edu/safety.

The office of admissions will inform prospective students of the availability of the security report, how to access it on the web and a paper copy should it be requested.

The college's daily crime log for the most recent 60-day period is open to public inspection during normal business hours at the Campus Safety office in Building

1400. Requests to view any portion of the log older than 60 days will be made available within two business days of a request for inspection.

