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## Introduction

*We are pleased you have chosen Bellingham Technical College as a place to work, study and learn. The College administration wants to assure you that, as part of the BTC community, your safety and security are of primary concern. BTC staff are committed to making our campus a safe, nurturing learning environment. Our goal is to provide an environment that enhances and supports the educational mission of BTC.*

*Federal law requires that the College inform the campus community about the crime risks faced on the campus. This report is written in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, and also provides information about safety procedures and policies at BTC. The information in this report is reviewed and updated on an annual basis and disseminated to all students and employees at BTC.*

*At Bellingham Technical College, your safety and security are our priority.*

*—Bellingham Technical College Administrative Staff*

## Campus Safety Overview

BTC Administrators (Emergency Preparedness/ Safety Manager, Facilities Manager, Vice Presidents of Student Services, Administrative Services and Instruction) are committed to working with members of the college community to resolve all criminal matters in a timely fashion. At this time, BTC does not have a campus police or security department, but maintains a close working relationship with Bellingham Police Department and the Whatcom County Sheriff's Department.

BTC Administrators and their representatives have the authority to ask persons for identification and to determine whether individuals have lawful business at BTC. They also have the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff.

BTC Administrators and their representatives do not possess arrest power and do not carry firearms. Criminal incidents are referred to the local police who have jurisdiction on the campus. All crime victims and witnesses are strongly encouraged to immediately report any crime to campus administrators and the police.

## Access to Campus Facilities

During business hours, the college is open to students, parents, employees, contractors, guests, and invitees. During non-business hours, access to all college facilities is by Proximity card and/or key, if issued, or by admittance via Facilities staff.

Some facilities, such as the Campus Store and Library may have individual hours that may vary at different times of the year. In those cases, the facilities will be secured according to schedules developed by the department responsible for the facility. Emergencies may necessitate changes or alterations to any posted schedules.

## **Emergency Contact Information**

Emergency (Police/Fire/EMT)	911 (9.911 on campus)
Daytime On-Campus Emergency Contact	360.305.1006
After Hours On-Campus Emergency Contact	360.305.1004
Vice President of Administrative Services	360.752.8313
Counseling Office	360.752.8450
Vice President of Student Services/ Title IX Coordinator	360.752.8440
Vice President of Instruction	360.752.8323
Affirmative Action/Human Resources	360.752.8354
General Information	360.752.7000

## **Crisis Intervention Contact Information**

Crisis Care Line	800.584.3578
Whatcom Domestic Violence/Sexual Assault Services	360.671.5714
Children and Family Services	360.594.6700
Dept. of Social & Health Services	360.714.4136
Alcohol & Drug 24 hr Recovery Help Line	866.789.1511
National Sexual Assault Hotline	800.656.4673
National Domestic Violence Hotline	800.799.7233
Volunteers of America Western Wash.	888.216.5459

## Annual Crime Statistics

By October 1<sup>st</sup> of each year, college institutions must publish and distribute their Annual Campus Security Report (ASR) to current and prospective students and employees. The federal statute, known as the **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (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. The report is required to provide crime statistics for the prior three years, policy statements regarding various safety and security measures, crime prevention programs, and procedures to be followed in the investigation and prosecution of alleged sex offenses.

**To comply with crime reporting for the Clery Act, Bellingham Technical College is required to:**

- Collect, classify and count crime incident reports and related law enforcement crime statistics.
- Submit crime statistics to the U.S. Department of Education. Each year in the fall we must participate in a web-based data collection to disclose crime statistics by type, location and year.
- Publish an Annual Campus Security Report (ASR) containing safety and security related policy statements and crime statistics and distribute it to students and employees. Colleges must also inform prospective students and employees about the availability of the report. This report includes data from two years prior to the most recent year. In this particular report, you will see data for calendar years, 2014, and 2016 2015.
- Issue Campus Alerts to provide the campus community with information necessary to make informed decisions about their health and safety.
- Provide educational programs and campaigns to promote the awareness of dating violence, domestic violence, sexual assault, and stalking.
- Have procedures for institutional disciplinary action in cases of dating violence, domestic violence, sexual assault, and stalking.
- There are additional requirements for institutions that maintain student housing facilities. At this time, Bellingham Technical College has no residential housing.

## Violence Against Women Act

On March 7th, 2013, the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-14) was signed into law. VAWA includes amendments to the Clery Act. These changes require institutions to disclose statistics, policies, and programs related to dating violence, domestic violence, sexual assault and stalking, among other changes.

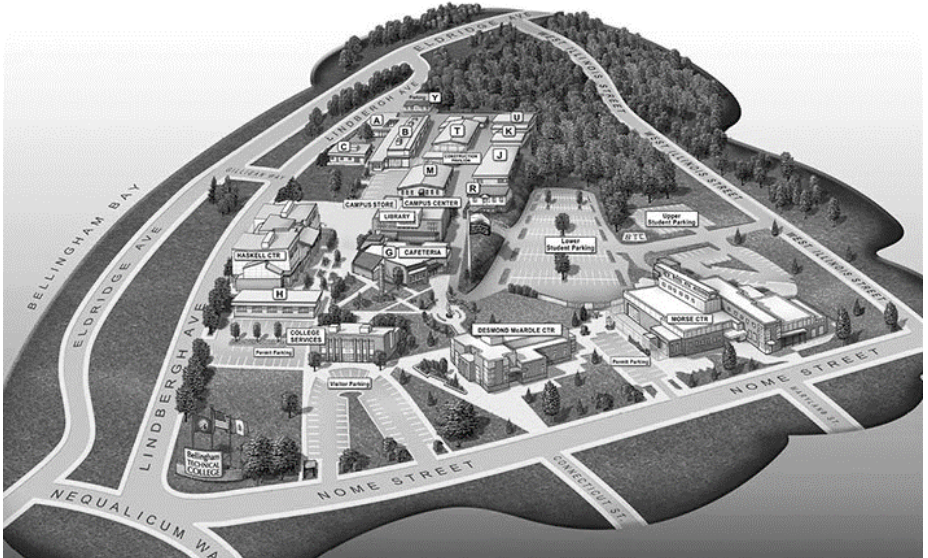
# Clery Reporting Geography & Map

Clery statistics are categorized separately as offenses that occur in the following three locations:

- **On Campus:** This includes any buildings and facilities owned or controlled by Bellingham Technical College, which are within the same reasonably contiguous geographic area and used to meet or support the institution’s educational purpose:

**Main Campus** — 3028 Lindbergh Avenue, Bellingham, WA 98225

660 Marine Dr., Bellingham, WA 98225 (Overflow Parking Only)



- **Non-Campus:** This area includes buildings and facilities that are near campus or are either owned or controlled by the College:

**Perry Center** — 1600 C Street, Bellingham, WA 98225

**Technology Development Center** — 1000 F Street, Bellingham, WA 98225

**PeaceHealth St. Joseph Medical Center** — 2901 Squalicum Pkwy, Bellingham, WA 98225

**First Congregational Church** — 2401 Cornwall Avenue, Bellingham, WA 98225

**St. Luke’s Health Education Center** — 3333 Squalicum Pkwy, Bellingham, WA 98225

**Cordata Main / PeaceHealth-** 4545 Cordata Parkway, Bellingham, WA 98225

**Everett Community College, Liberty Hall** - 930 N. Broadway, Everett, WA 98201

- **Public Property:** This area can be described as public streets that run through or form the border of main campus and its roadways. BTC does not have public streets running through the campus, but does have public streets that border the campus.
- **Public Parks:** Public Park immediately adjacent to BTC campus. Little Squalicum Park is in this category. Reporting area is one mile into the park boundaries.

## **Bellingham Technical College 2016 Crime Statistics Overview**

<b>OFFENSE</b>	<b>YEAR</b>	<b>ON-CAMPUS PROPERTY</b>	<b>NON-CAMPUS PROPERTY</b>	<b>PUBLIC PROPERTY</b>
MURDER/NON-NEGLIGENT MANSLAUGHTER	2016	0	0	0
	2015	0	0	0
	2014	0	0	0
NEGLIGENT MANSLAUGHTER	2016	0	0	0
	2015	0	0	0
	2014	0	0	0
SEX OFFENSES, FORCIBLE (Rape, Sodomy, Sexual Assault w/object, & Fondling)	2016	0	0	0
	2015	0	0	0
	2014	0	0	0
SEX OFFENSES, NON-FORCIBLE (Incest & Statutory Rape)	2016	0	0	0
	2015	0	0	0
	2014	0	0	0
ROBBERY	2016	0	0	0
	2015	0	0	0
	2014	0	1	0
AGGRAVATED ASSAULT	2016	0	0	0
	2015	0	1	0
	2014	0	0	0
BURGLARY	2016	0	3	0
	2015	0	0	0
	2014	1	5	0
MOTOR VEHICLE THEFT	2016	1	1	0
	2015	0	7	0
	2014	0	3	0
ARSON	2016	0	0	0



<b>OFFENSE</b>	<b>YEAR</b>	<b>ON-CAMPUS PROPERTY</b>	<b>NON-CAMPUS PROPERTY</b>	<b>PUBLIC PROPERTY</b>
	2015	0	0	0
	2014	0	0	0
LIQUOR LAW ARRESTS	2016	0	0	1
	2015	0	0	0
	2014	0	0	0
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2016	1	0	0
	2015	0	0	0
	2014	0	0	0
DRUG LAW ARRESTS	2016	0	1	0
	2015	0	0	0
	2014	0	1	0
DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2015	0	0	0
	2014	0	0	0
	2013	0	0	0
ILLEGAL WEAPONS POSSESSION ARRESTS	2016	0	0	0
	2015	0	0	0
	20114	0	0	0
ILLEGAL WEAPONS POSSESSION VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2016	0	0	0
	2015	0	0	0
	2014	0	0	0
HATE CRIMES	2016	0	0	0
	2015	0	0	0
	2014	0	0	0
DOMESTIC VIOLENCE	2016	0	0	0
	2015	0	1	0
	2014	0	1	0
DATING VIOLENCE	2016	0	0	0
	2015	0	1	0
	2014	0	1	0
STALKING	2016	0	0	0
	2015	2	0	0
	2014	1	4	0

The crime statistics listed above were collected from the following sources: law enforcement agencies with jurisdiction over BTC's on-campus, non-campus, and Public property locations; the Office of the Vice President of Student Services (Title IX Coordinator); Incident Report Database (internal); Human Resources Department; and Everett Community College Campus Safety & Security

Department. Requests for data made to external agencies and internal departments are done in writing on an annual basis.

## Hate Crimes

BTC is required to report statistics for hate (bias) related crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenses (forcible and non-forcible), robbery, aggravated assault, burglary, motor vehicle theft, arson, liquor law violations, drug violations and/or illegal weapons possession and larceny-theft, vandalism, intimidation, simple assault, and destruction, damage, or vandalism of property (see definitions on Page 23).

A hate or bias related crime is not a separate, distinct crime, but is the commission of a criminal offense against a person or property which is motivated by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin.

If a hate crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate crime even though there is no requirement to report the (first) crime classification in any other area of the Clery compliance document.

For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of his bias against the victim's race, sexual orientation, etc., the assault is then also classified as a hate/bias crime.

## Campus Security Authorities

Campus Security Authorities (CSA's) are individuals on campus who have been identified by the College as persons who are required to report crimes that they become aware of. As specified in the *Clery Act*, those considered to be "Campus Security Authorities" are individuals who have a responsibility for campus security (but who do not constitute a campus police department or a campus security department), or have significant responsibility for student and campus activities, or are specified by the College as being an individual to which students and employees should report criminal offense to.

Although the College encourages the reporting of campus criminal activity directly to law enforcement, in some instances, members of the campus community may choose to file a report with one of the Campus Security Authorities. CSAs are responsible for reporting allegations of Clery Act crimes that are reported to them in their capacity as a CSA. This means that CSAs are not responsible for investigating or reporting incidents that they overhear students talking about in a

hallway; that a student mentions during an in-class discussion that a victim mentions during a speech or group presentation; or that the CSA otherwise learns about in an indirect manner. If an individual reporting an incident needs assistance, a CSA will explain how to get help, even if the victim does not want an investigation conducted. It is not a CSA's responsibility to try and convince a victim to contact law enforcement if the victim chooses not to do so. The decision to act on this option is the victim's, however, in the midst of an emergency situation, such as a physical assault, a CSA should call 911, as appropriate.

CSA crime reports have an important role in ensuring that the school complies with the law. CSA crime reports are used by the College to fulfill its responsibility to annually disclose accurate crime statistics; and to issue or facilitate the issuance of timely warnings or emergency notifications for crimes that pose a serious or continuing threat to the campus community.

**Campus Security Authorities for BTC include but are not limited to:**

- Vice President of Student Services
- Vice President of Instruction
- Vice President of Administrative Services
- Executive Director of Human Resources
- Emergency Preparedness/ Safety Manager
- Facilities Manager
- Operations Supervisor
- Deans
- Associate Deans
- Student Life Coordinator
- Faculty Advisors to Student Groups/Clubs
- Advisors to Students
- Director of Advising & Career Services
- Director of Multicultural & Student Support
- Fisheries & Aquatic Sciences Program Instructor (non-campus location)
- Radiologic Technology Program Instructor (non-campus location)

## **How to Report Emergencies or Crimes**

The Bellingham Police Department is the College's primary partner in safety and security issues. In the event of a threatening situation, call 911. Be prepared to give your exact location and the location of the threatening situation. Once you have called 911, notify your instructor, supervisor, or any administrator.

Accurate and prompt reporting of all crime, suspected crime, unusual and/or suspicious activity is vital to the safety of the campus community, especially when

the victim of a crime elects not to, or is unable to, make such a report. Students and staff should complete an incident report regarding any serious incident or injury that occurs on campus. The report provides a basis for timely warnings when a crime may present a threat to other members of the campus community and also assist the College in providing a full disclosure in the annual Crime Statistics Report.

If you observe anything that seems suspicious or out of the ordinary but not immediately threatening, notify your instructor, supervisor, or any administrator and report the incident online: [www.btc.edu/AboutBTC/Safety/indexSafety.aspx](http://www.btc.edu/AboutBTC/Safety/indexSafety.aspx)

Various campus departments cooperatively address safety issues. The offices of Instruction, Administrative Services, Human Resources, and Student Services work with Emergency Preparedness/ Safety, the Behavior Intervention Team, and Emergency Response Team, to prevent and manage situations that threaten to disrupt the learning environment. If you” see something, say something”.

## Confidential Reporting

If you are a witness to, or victim of a crime, or if you need to communicate with College officials about incidents or behaviors that affect the safety and security of BTC, and would like your identity kept in confidence, BTC has developed an online reporting tool called the Incident and Behavior Report Form. Issues relating to personal safety, theft, and substance abuse are serious issues that if not reported, may lead to more serious safety concerns. The Incident and Behavior Report Form is a secure way to report these and other safety issues or suspicious behavior anonymously. Once submitted, only appropriate campus personnel will have access to the report and investigations will be handled accordingly.

The form is located on BTC’s website under the Safety Information page: [www.btc.edu/AboutBTC/Safety/indexSafety.aspx](http://www.btc.edu/AboutBTC/Safety/indexSafety.aspx). BTC counseling services are also available to assist with student emergency/crisis issues and can offer confidential reporting opportunities. Counselors are located in College Services, Room 106, and can be reached by phone at 360.752.8450.

Please Note – Professional counselors at BTC, acting in their role as mental health professionals, are not “Campus Security Authorities” and are not required to report crimes for inclusion in the annual Clery Report. However, BTC encourages its counselors, if and when they deem it appropriate, to inform the person they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

# Emergency Response, Notification Methods & Evacuation

Emergencies or disasters can happen at any time and usually occur with little or no warning. When an emergency occurs at BTC, our safety and speedy recovery depend on existing levels of preparedness and coordinated response from students, faculty, and staff. The most important emergency procedures to become aware of and prepared for include: fire, explosion, earthquake, a winter storm, power outage, an evacuation for various reasons, a suspicious person or object, an intruder alert, an active shooter, or a hazardous material incident. While some emergency responses are similar, some may be very different.

Students, Staff, and Faculty must familiarize themselves with BTC's Emergency Reference Guide which details the college's emergency response and evacuation procedures. Emergency Reference Guides are posted in common areas on campus, classrooms, offices, can be found on BTC's website:

[www.btc.edu/General/Publications/Safety/EmergencyHandbook.pdf](http://www.btc.edu/General/Publications/Safety/EmergencyHandbook.pdf)), and are disseminated to students through email annually. BTC also conducts emergency response and evacuation drills on an annual basis. During the 2016 calendar year, BTC conducted the following emergency response testing, drills and exercises:  
04/11/16 – All Campus Fire Drill  
4/26/16 - Campus Public Address System Test  
10/20/16 - All Campus Great Shakeout Earthquake Drill

BTC's academic year runs on a quarterly basis from mid-September – mid-June. The regular emergency drill schedule is as follows: earth quake drills are generally held during Fall Quarter (between September – December), lock down drills are generally held during Winter Quarter (January – March), and fire drills are held during Spring Quarter (April – June).

BTC maintains a close working relationship with local emergency management officials and invites the Bellingham Police and Fire Department to participate in campus wide drills and exercises.

Upon confirmation of a serious incident that poses an immediate threat to members of the campus community, the college will immediately notify the campus community through various methods of communication. These methods of communication include notification of emergency or evacuation through the college's annunciation/paging system, blast emails, text messages, and screen alerts on all staff, faculty, and student network computers.

To receive emergency notification alerts, log on to [www.btc.edu/alerts](http://www.btc.edu/alerts) and update your contact information.

The college will also post updates during critical incidents on its website: [www.btc.edu](http://www.btc.edu), and BTC's Emergency Closure and Storm Watch telephone line (360.752.8766) will be recorded with emergency notification information and updates. In the event of an emergency, BTC also posts key information to its website and social media accounts (e.g. Facebook, Twitter) regarding the situation

and any closure information. Facilities and College Administration will monitor inclement weather conditions and will inform students and employees when emergency procedures are required.

## Immediate Notifications

All members of the campus community are required to report any situation or incident on campus that involves a significant emergency or dangerous situation to Bellingham Police Department (BPD) and campus administrators (if time allows). Campus administrators and BPD have the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. BTC has a responsibility to respond to such incidents to determine if the situation does in fact pose a threat to the community. If that is the case, Federal Law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

BTC 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.

If campus administrators confirm there is an emergency or dangerous situation that poses an immediate threat to the health and safety of some or all members of the campus community, and that issuing a notification will not compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency, the Vice President of Administrative Services (or their designee) and the campus Public Information Officer will collaborate with BPD to determine the content of the message and will use some or all of the systems described herein to communicate the threat to the campus community, or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

Notifications involving imminent danger will include real time updates to the campus community as they become available, including at least one follow-up message letting the campus community know when the situation is under control and no longer a threat.

## Timely Warnings

In the event that a situation arises either on or off campus that, in the judgement of campus administrators, constitutes a serious or ongoing threat to the campus community, a campus-wide “Timely Warning” notification will be issued by blast

email to faculty, staff, and students, and will also be sent via text message to anyone who has signed up to receive emergency notification text alerts.

Time Warning Notices are usually distributed for the following Uniform Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: major incidents of arson, murder/non-negligent manslaughter, and robbery involving force or violence. Incidents of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by campus administrators. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to the other campus community members, therefore; a Timely Warning would not be distributed. Sex assaults are considered on a case by case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by campus administrators. Timely Warning Notices may also be distributed for other crime classifications, as deemed necessary.

The Vice President of Administrative Services reviews all reports from members of the community and local law enforcement to determine if there is an on-going threat to the community and if the distribution of a Timely Warning Notice is warranted. The Vice President of Administrative Services (or their designee) and the Public Information Officer will develop Timely Warning Notices to notify the campus community about serious crimes against people that occur on campus, where it is determined that the incident may pose an ongoing threat to members of the campus community. Timely Warning Notices are issued as soon as pertinent information is available.

## **Behavior Intervention Team (BIT)**

While interacting with students across the college, faculty and staff may be confronted with situations in which a student is displaying concerning, destructive, or violent behavior. The BTC Behavior Intervention Team (BIT) is a multi-disciplinary team of qualified and dedicated BTC professionals designed to assist in the individual needs of the student and those of the campus community.

BIT assesses and reviews student behavioral incidents that may involve student code violations, mental health, safety issues, or illegal acts that have occurred on campus. On occasion, off-campus incidents may be reviewed if the parties involved are students of Bellingham Technical College.

Behaviors of concern might be observed in a number of settings: in the classroom, at a service location, in an on-campus job, or during participation at an extracurricular activity. By immediately reporting behaviors that are concerning, the BTC Behavior Intervention Team will be able to reach out to students to intervene, provide support, take disciplinary action, or connect them with resources to assist them.

Moderate to severe incidents in progress should be immediately reported to BTC Safety and Security Authorities. BIT Reports for behaviors of concern can be made online at <https://secure2.btc.edu/BehaviorAwareness/IncidentReportForm.asp>

## **Student Conduct & Discipline**

Admission to Bellingham Technical College carries with it the expectation that students will conduct themselves as responsible members of the college community. This includes the expectation that students will obey the law; comply with the rules and regulations of the College; maintain high standards of integrity and honesty; respect the rights, privileges and property of other members of the College community; and will not interfere with College operations. Sanctions for violations of College rules or conduct that interferes with the operation of college affairs will be dealt with by the College and the College may impose sanctions independently of any action taken by civil or criminal authorities. In the case of minors, misconduct may be referred to parents or legal guardians.

Student activity or behavior which violates any provision of the Student Conduct Code is not acceptable; yet, an individual who enrolls at the College can rightfully expect that the instructors and administrators will exercise with restraint the power of the College to regulate student behavior, and that rules and regulations will be adopted only when the education process clearly and directly requires such legislation. However, restrictive rules and regulations will not be made without showing relevance to those conditions toward which they apply. The enforcement of these rules and regulations shall be fair and shall be pursued in accordance with regulations governing student conduct. Sanctions, up to and including expulsion from the College, may be imposed for failure to satisfy the expectations stated above. These sanctions will determine whether, and under what conditions, the violator may continue at the College.

## **Disciplinary Sanctions**

In keeping with educational purposes of the College, disciplinary sanctions, other than those requiring expulsion, are intended to be remedial rather than punitive. Most disciplinary proceedings will be conducted informally between the student and the Vice President of Instruction in matters relating to the student's academic work, and between the student and the Vice President for Student Services in other matters.

More formal procedures are provided, however, whenever more serious sanctions are to be imposed, or to allow for the student's right to due process. In all situations, whether handled formally or informally, basic standards of fairness will be observed in the determination of (1) the truth or falsity of the charges against the student, (2) whether the alleged misconduct calls for sanctions, and, if so, (3) what those sanctions should be.



In addition to initiating discipline proceedings for violations of the Student Conduct Code, the College may refer any violations of federal, state or local laws to civil and criminal authorities for disposition. The College shall proceed with student disciplinary proceedings regardless of whether the underlying conduct is subject to civil or criminal prosecution.

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

## **Sexual Misconduct: Discipline & Prevention**

Sexual misconduct is in violation of the BTC Student Conduct Code, as well as a violation of State and Federal laws. BTC will not tolerate sexual assault, sexual harassment, domestic violence, dating violence, stalking, or other forms of sexual misconduct. In addition to possible civil and criminal charges, any student who is found guilty of sexual misconduct, based on a preponderance of the evidence — following appropriate BTC judicial proceedings — will be subject to disciplinary procedures (see Student Conduct Code). Suspension or dismissal from the college is the maximum penalty BTC may impose on students. In the case of an allegation of sexual harassment on the part of a college employee, the disciplinary review may result in counseling, suspension and/or termination of employment.

BTC utilizes procedures that provide prompt, fair, and impartial investigation and resolution in cases involving domestic violence, dating violence, sexual assault, sexual harassment, and stalking. These procedures are carried out by officials who receive specific annual training. See Title IX Grievance Procedures on page 21 for additional information.

BTC attempts to foster a safe learning and working environment for all members of the campus community. In compliance with the requirements outlined in the Violence Against Women Reauthorization Act and Title IX, BTC's primary prevention program (see definition of Primary Prevention Program on Page 33) for all in-coming students is the Campus Clarity Think About It training. All College staff are also required to complete sexual misconduct prevention training.

These training programs describe safe and positive options for bystander intervention; information on prevention and risk reduction; and college policies and procedures in the event a sex offense occurs. BTC strives to make the campus a safe and responsible place by educating the campus community about preventing, reporting, and seeking victim resources in regard to sexual violence, dating violence, domestic violence, and instances of stalking.

## **Response to Sexual Assault & VAWA Offenses**

If you or someone you know is the victim of sexual assault, dating violence, domestic violence, or stalking, report it immediately to the police. It is important to preserve evidence by contacting the police (911) as soon as possible after the crime. BTC Safety personnel should also be notified as soon as practical of any incident of sexual assault, sexual misconduct, dating or domestic violence, and stalking that occurs on campus. The well-being of the victim is the primary concern of the College and counselors will assist victims in notifying the appropriate law enforcement authorities when a crime occurs. Counselors are located in College Services, Room 106, and can be reached by phone at 360.752.8450. Upon receiving a report of an incident of sexual misconduct, dating or domestic violence, and/or stalking that occurs on campus, BTC will provide written notification to the student or employee about existing counseling, health, and mental health services; victim advocacy; legal assistance; visa and immigration assistance; student financial aid; and other available services for victims both within the institution and in the community.

Victims of sexual assault may request a change in their academic and working schedule on campus after an incident takes place, if such changes are reasonably available. Requests for a change in academic and work schedules (work-study) should be directed to the office of the Vice President of Student Services. BTC prohibits retaliation by the college or any official of the college against any individual for exercising his/her rights or responsibilities under any provision of the Clery Act of the Campus SaVE Act.

## **Positive Options for Bystander Intervention**

A bystander is someone other than the victim who is present when an act of dating violence, domestic violence, stalking or sexual assault is occurring or when a situation is occurring in which a reasonable person feels as though some protective action is required to prevent sexual assault, dating violence, domestic violence or stalking . Bystanders, if active, can prevent harm or intervene before a situation gets worse. Examples of active bystander intervention include: not leaving an overly intoxicated person in a bar/party alone, walking a classmate to his/her car after class, calling police when a potentially violent situation is unfolding, not leaving an unconscious person alone, or intervening when someone is being belittled, degraded or emotionally abused (walking victim away from abuser, contacting others for help, like Counseling Center or Campus Safety).

## Preservation of Evidence

Preserving evidence of a sex offense is time critical. 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. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with a Campus Safety Authority or other law enforcement to preserve evidence in the event that the victim changes her/his mind at a later date.

It is important that a victim of sexual assault not bathe, douche, smoke, drink, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence as may be necessary to the proof of criminal activity may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, emergency rooms and health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease.

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 hearing boards/investigators or police.

## Sexual Violence Resources

**Police (Emergency) 911**

**National Domestic Violence Hotline:** 1.800.799.SAFE (1.800.799.7233) or 1.800.787.3224 (TTY)

**RAINN National Sexual Assault Online Hotline:** 1.800.656.HOPE (1.800.656.4673)

**LovelsRespect.org:** 1.866.331.9474 or 1.866.331.8453 (TTY)

## Counseling Services on Campus

College Services Building, Room 105; Phone: 360.752.8450

Hours: Mon–Friday 8:00am–5:00pm (Closed weekends & holidays)

We empower our diverse student population to achieve student success through educational and counseling services that promote personal and social growth, wellness and career exploration.

## Our Services

The Admissions & Student Resource Center offers a variety of services for students, including admissions, career and academic advising, and short-term

personal counseling. We also offer disability and multicultural student support services, single parent and nontraditional student support, and access to community and online resources. Our Counseling Services are designed to enhance students' ability to fully benefit from the College environment and academic experience. All appointments are free.

### **How to Contact Us**

Contact the Admission & Student Resource Center (College Services Room 106) or stop by during office hours to inquire about services or an appointment. Enrolled students may make an appointment for short-term counseling to address issues and concerns that may be interfering with their ability to achieve educational, career or personal goals.

### **Weapons on Campus**

Carrying, exhibiting, displaying, or drawing any weapon, as defined in the BTC Campus Conduct Code, is prohibited on or in college-owned or college-operated facilities and premises and/or during college-sponsored events.

Any individual discovered in possession of a weapon as defined in the Student Conduct Code on BTC property is subject to being escorted off campus by BTC Security authorities, BTC disciplinary action, and/or arrest in accordance with state and federal laws.

### **Controlled Substances**

Bellingham Technical College (BTC) campus has been designated "drug free," and only under certain circumstances is the consumption of alcohol permitted. Although possession and use of marijuana is legal in the state of Washington, BTC is bound by federal laws, which makes possession and use of marijuana illegal. Possession, use, and being under the influence of marijuana are prohibited on BTC campus or at any BTC function, and will be grounds for disciplinary action. There are numerous local, state and federal statutes related to the manufacture, distribution, dispensation, possession and use of controlled substances. Such laws are strictly enforced by the City of Bellingham Police Department and BTC Administrative Services.

Legal sanctions may be imposed for both felony and misdemeanor convictions and range from loss of financial aid to fines to multi-year prison terms. More severe penalties are provided for persons convicted of providing controlled substances to minors and for repeat offenses.

## Registered Sex Offenders

In accordance with the Campus Sex Crimes Prevention Act of 2000 and the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921), BTC provides a link to the Sex Offender Registry on BTC's website. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice of each institution of higher education in that state at which the person is employed, carries a vocation, or is a student. Sex offenders are required to notify the Vice President of Student Services of their intent to enroll at BTC. A list of those individuals who have complied with this requirement is kept by the Vice President of Student Services.

When a registered Level I or II sex offender is enrolled at BTC, administrators, counselors, advisors, instructors in courses where the students are enrolled, and affected staff (e.g., in the Library, Tutoring Center) are informed through campus email. When a Level III sex offender is enrolled, the entire campus is informed through postings across campus, including in all classrooms where the student is attending. In addition, counselors visit each class in which a Level III sex offender is enrolled, to address any concerns.

The Whatcom County Sheriff's Office advises the following: Experts believe sex offenders are less likely to re-offend if they live and work in an environment free of harassment. Any actions taken against the individuals named in the notification, including vandalism of property, verbal or written threats of harm; or physical violence against this person, his or her family, or employer, will result in arrest and persecution of criminal acts.

It is against the law (RCW 9A.44.130) to use this information in any way to threaten, intimidate, or harass registered offenders.

Notifications are intended as information items only and there is no additional action required nor is this intended to create excessive anxiety among students and staff. For more information, please contact the office of the Vice President of Student Services at 360.752.8443.

## Mutual Aid Agreement

This a written agreement between agencies, organizations, and/or jurisdictions in Washington State, Whatcom County and Bellingham City limits. This agreement endeavors to provide a timely emergency response plan and recovery through cooperation, coordination, sharing of resources, equipment and/or expertise in a specific manner. Bellingham Technical College has a current Mutual Aid Agreement with the City of Bellingham and Whatcom County.

# Personal Security & Crime Prevention

Personal security is a shared responsibility. You are encouraged to think and act in ways that increase your personal safety, the safety of your belongings, and the protection of your vehicle. All members of the campus community are urged to follow standard crime prevention practices such as the following:

- Be alert for suspicious persons in and around campus buildings and parking lots.
- Do not leave valuables such as purses, wallets, and bags in unattended spaces.
- Avoid walking alone at night. Choose a route that avoids dark, vacant areas. Wear clothing and shoes that allow you to move quickly.
- Walk with a purpose. Project an assertive or businesslike image.
- Be conscious of your surroundings. Anticipate potentially dangerous situations.
- Have your car key ready before getting to the car so that you are not delayed by fumbling for it.
- When parking at night on the street or in the parking lot, park in well-lighted areas that are well traveled.
- Never leave valuables visible in your car.
- Look into the car before you get in to be sure no one is hiding inside. When you get into your car, lock all doors and roll up the windows.
- Drive on well-traveled streets and NEVER pick up hitchhikers.
- If you are being followed, drive to a police station, fire station, or open business to seek help. If you fear getting out of your car, sound your horn to get attention.
- If your car breaks down, raise the hood, then get back in your car and lock the doors. If someone does stop to help, do not get out; instead ask that a call for help be made.
- If you sense a potential threat, consider your options, then take action:
  - Try to get away from the danger.
  - Scream, create a commotion.
  - Run toward well-lighted public areas.
  - Go into open buildings where other persons are present.
  - Call the police immediately. Describe what happened and where, the suspect, and his or her direction and method of travel.

For more information go to: [www.ncpc.org](http://www.ncpc.org)

Bellingham Technical College has a long history of being a safe and welcoming campus. We are very aware that a truly safe campus can be achieved only through the cooperation of everyone. By increased awareness and reporting suspicious activity, together we can help reduce crime on campus. If you see something, say something.

## Crime Prevention & Security Awareness Programs

BTC is dedicated to promoting and maintaining safety awareness and community outreach programs for students, faculty, and staff. BTC sponsors a variety of crime prevention programs each year, including personal safety presentations by the Bellingham Police Department and other activities to prevent crime and reduce the threat of campus violence. The college's Behavior Intervention Team (BIT) is also notified of suspicious activities or persons of concern and determines appropriate action.

During 2016 academic year, BTC conducted the following crime prevention and security awareness events and presentations re:

01/27/16 – Bellingham PD Active Shooter Presentation to Students

01/27/16 – Bellingham PD Active Shooter Presentation to Faculty

02/28/16 – Bellingham PD SWAT/BTC emergency training

04/15/16 - Email sent all employees with BTC Safety Notification Methods & Violent Incident Preparation instructions and resources

7/12/16 – BIT members received advance team training

12/8/16 – Active Shooter Table Top Exercise

## Grievance Procedures — Discrimination & Harassment

**Bellingham Technical College** recognizes its responsibility for investigation, resolution, implementation of corrective measures, and monitoring the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of race, ethnicity, creed, color, sex, gender, citizenship status, national origin, age, marital status, religious preference, the presence of any sensory, mental, or physical disability, reliance on public assistance, sexual orientation, veteran status, political opinions or affiliations, or genetic information under any of its programs, activities and services. The College complies with all Washington State anti-discrimination laws (RCW 49.60), the Violence Against Women Reauthorization Act, and the following federal laws relating to equal opportunity: Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act (ADA) of 1990.

To this end, Bellingham Technical College has enacted policies prohibiting discrimination against and harassment of members of these protected classes. Any individual found to be in violation of these policies will be subject to disciplinary action up to and including dismissal from the College or from employment.

Any student who believes that he or she has been the subject of discrimination or harassment should report the incident or incidents to the College's Title IX Coordinator identified below. Any employee, applicant, or visitor who believes that he or she has been the subject of discrimination or harassment should report the incident or incidents to the College's Equal Employment Opportunity /Affirmative Action (EEO/AA) Officer identified below. If the complaint is against the Title IX Coordinator or EEO/AA Officer, the complainant should report the matter to the Human Resources office for referral to an alternate designee.

**Title IX Coordinator: Linda Fossen, Vice President of Student Services**

Office: College Services Building, CS201

Telephone: 360.752.8440

Email: lfossen@btc.edu

**Equal Employment Opportunity/Affirmative Action (EEO/AA) Officer: Camille Gatza, Executive Director of Human Resources**

Office: College Services Building, CS121

Telephone: 360.752.8549

Email: cgatza@btc.edu

The College encourages the timely reporting of any incidents of discrimination or harassment. Complaints may be submitted in writing or orally. Formal complaint forms are available at the following locations on campus:

- **Office of VP of Student Services**, CSB 202, 360.752.8443
- **Human Resources Office**, CSB 124, 360.752.8354

## Definitions

**Complainant:** Employee(s), applicant(s), student(s), or visitors(s) of Bellingham Technical College who alleges that she or he has been subjected to discrimination or harassment due to her or his membership in a protected class.

**Complaint:** A description of facts that allege violation of the College's policy against discrimination or harassment.

**Sexual Misconduct:** Prohibited sexual or gender-based conduct by a complainant, including, but not limited to: 1) Sexual activity for which clear and voluntary consent has not been given in advance; 2) Sexual activity with someone who is incapable of giving valid consent because, for example, he or she is underage, sleeping or otherwise incapacitated due to alcohol or drugs; 3) Sexual harassment; 4) Sexual violence, which includes, but is not limited to, sexual assault, domestic violence, dating/intimate violence, and sexual or gender-based stalking; or 5) Non-physical conduct such as sexual or gender-based digital media stalking, sexual or gender-based online harassment, sexual or gender-based cyber-bullying,



nonconsensual recording of sexual activity, and nonconsensual distribution of a recording of a sexual activity.

**Consent:** Knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Each party has the responsibility to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct. Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct.

**Discrimination:** Unfavorable treatment of a person based on that person's membership or perceived membership in a protected class. Harassment is a form of discrimination.

**Harassment:** A form of discrimination consisting of physical or verbal conduct that denigrates or shows hostility toward an individual because of their membership in a protected class or their perceived membership in a protected class. Harassment occurs when the conduct is sufficiently severe and/or pervasive and so objectively offensive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the College's educational and/or social programs and/or student housing . Petty slights, annoyances, offensive utterances, and isolated incidents (unless extremely serious) typically do not qualify as harassment. Examples of conduct that could rise to the level of discriminatory harassment include but are not limited to the following:

- Epithets, "jokes," ridicule, mockery or other offensive or derogatory conduct focused upon an individual's membership in a protected class.
- Verbal or physical threats of violence or physical contact directed towards an individual based upon their membership in a protected class.
- Making, posting, emailing, texting, or otherwise circulating demeaning or offensive pictures, cartoons, graffiti, notes or other materials that relate to race, ethnic origin, gender or any other protected class.

**Protected Class:** Persons who are protected under state or federal civil rights laws, including laws that prohibit discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed,

religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal.

**Proceeding:** All activities related to a non-criminal resolution of an institutional disciplinary complaint, including, but not limited to, fact-finding investigations, formal or informal meetings, and hearings.

**Resolution:** The means by which the complaint is finally addressed. This may be accomplished through informal or formal processes, including counseling, mediation, or the formal imposition of discipline sanction.

**Respondent:** Person or persons who are members of the campus community who allegedly discriminated against or harassed another person or persons.

**Result:** Any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result must include any sanctions imposed by the institution, as well as the rationale for the result and the sanction.

**Sexual Harassment:** A form of discrimination consisting of unwelcome, gender-based verbal, written, electronic and/or physical conduct. Sexual harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's gender. There are two types of sexual harassment:

1. **Hostile Environment Sexual Harassment** occurs when the conduct is sufficiently severe and/or pervasive and so objectively offensive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the College's educational and/or social programs (and/or student housing).
2. **Quid Pro Quo Sexual Harassment** occurs when an individual in a position of real or perceived authority, conditions the receipt of a benefit upon granting of sexual favors.

Examples of conduct that may qualify as sexual harassment include:

- Persistent comments or questions of a sexual nature.
- A supervisor who gives an employee a raise in exchange for submitting to sexual advances.
- An instructor who promises a student a better grade in exchange for sexual favors.
- Sexually explicit statements, questions, jokes, or anecdotes.
- Unwelcome touching, patting, hugging, kissing, or brushing against an individual's body.
- Remarks of a sexual nature about an individual's clothing, body, or speculations about previous sexual experiences.

- Persistent, unwanted attempts to change a professional relationship to an amorous relationship.
- Direct or indirect propositions for sexual activity.
- Unwelcome letters, emails, texts, telephone calls, or other communications referring to or depicting sexual activities.

**Sexual Violence:** is 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.

1. **Nonconsensual sexual intercourse** is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.
2. **Nonconsensual sexual contact** is any intentional sexual touching, however slight, with any object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.
3. **Domestic violence** includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
4. **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 of interaction.
5. **Stalking** means intentional and repeated harassment or following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate, or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated, or harassed, even if the perpetrator lacks such intent.

## Who May File a Complaint

Any employee, applicant, student or visitor of the College may file a complaint. Complaints may be submitted in writing or verbally. The College encourages the timely reporting of any incidents of discrimination or harassment. Hard copies of the complaint form are available at the following locations on campus:

1. **For Student Complaints:** Vice President of Student Services, College Services Building Rm. 201, 360.752.8440.

**2. For Employee, Applicant, Visitor, or Other Complaints:** Human Resources Office, College Services Building Rm. 124, 360.752.8354

Any person submitting a discrimination complaint shall be provided with a written copy of the College's anti-discrimination policies and procedures.

## **Confidentiality & Right to Privacy**

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

**Confidentiality Requests and Sexual Violence Complaints.** The Title IX Coordinator or EEO/AA Officer 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 or her name not be revealed to the respondent or that the College not investigate the allegation, the Title IX Coordinator or EEO/AA Officer will inform the complainant that maintaining confidentiality may limit the college's ability to fully respond to the allegations and that retaliation by the respondent and/or others is prohibited. If the complainant still insists that his or her name not be disclosed or that the College not investigate, the Title IX Coordinator or EEO/AA Officer will determine whether the College can honor the request and at the same time maintain a safe and non-discriminatory environment for all members of the college community, including the complainant. Factors to be weighed during this determination may include, but are not limited to:

- The seriousness of the alleged sexual violence;
- The age of the complainant;
- Whether the sexual violence was perpetrated with a weapon;
- Whether the respondent has a history of committing acts of sexual violence or violence or has been the subject of other sexual violence complaints;
- Whether the respondent threatened to commit additional acts of sexual violence against the complainant or others; and
- Whether relevant evidence can be obtained through other means (e.g., security cameras, other witnesses, physical evidence).

If the College is unable to honor a complainant's request for confidentiality, the Title IX Coordinator or EEO/AA Officer will notify the complainant of the decision

and ensure that complainant's identity is disclosed only to the extent reasonably necessary to effectively conduct and complete the investigation.

If the College decides not to conduct an investigation or take disciplinary action because of a request for confidentiality, the Title IX Coordinator or EEO/AA Officer 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.

## **Investigation Procedure**

Upon receiving a discrimination complaint, the College shall commence an impartial investigation. The Title IX Coordinator shall be responsible for overseeing all investigations pertaining to students. The EEO/AA Officer shall be responsible for overseeing all investigations pertaining to employees, applicants, visitors, or others. Investigations may be conducted by the Title IX Coordinator or his or her designee.

If the investigation is assigned to someone other than the Title IX Coordinator, the Title IX Coordinator shall inform the complainant and respondent(s) of the appointment of an investigator.

**Interim Measures.** The Title IX Coordinator or EEO/AA Officer may impose interim measures to protect the complainant and/or respondent pending the conclusion of the investigation. Interim measures may include, but are not limited to, imposition of no contact orders, rescheduling classes, temporary work reassignments, referrals for counseling or medical assistance, and imposition of summary discipline on the respondent consistent with the Student Conduct Code or the College's employment policies and collective bargaining agreements.

**Investigation.** Complaints shall be thoroughly and impartially investigated. The investigation shall include, but is not limited to, interviewing the complainant and the respondent, relevant witnesses, and reviewing relevant documents. The investigation shall be concluded within a reasonable time, normally sixty days barring exigent circumstances. At the conclusion of the investigation the investigator shall set forth the results of his or her findings and recommendations in writing. If the Title IX investigator is a designee, the investigator shall send a copy of the results to the Title IX Coordinator. The Title IX Coordinator shall consider the findings and recommendations and determine, based on a preponderance of the evidence, whether a violation of the discrimination and harassment policy occurred, and if so, what steps will be taken to resolve the complaint, remedy the effects on any victim(s), and prevent its recurrence. Possible remedial steps may include, but are not limited to, referral for voluntary training/counseling, development of a remediation plan, limited contact orders, and referral and recommendation for formal disciplinary action. Referrals for disciplinary action will be consistent with the student conduct code or college employment policies and collective bargaining agreements.

**Written Notice of Decision.** The Title IX Coordinator or EEO/AA Officer will provide each party and the appropriate student services administrator or appointing authority with written notice of the results 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. Both the complainant and the respondent are entitled to review any findings, conclusions, and recommendations, subject to any FERPA confidentiality requirements.

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

**Final Decision/Reconsideration.** Either the complainant or the respondent may seek reconsideration of the decision by the Title IX Coordinator or EEO/AA Officer. Requests for reconsideration shall be submitted in writing to the Title IX Coordinator or EEO/AA Officer within 21 calendar days of receiving the decision. Requests must specify which portion of the decision should be reconsidered and the basis for reconsideration. If no request for reconsideration is received within the specified time period, the decision becomes final. If a request for reconsideration is received, the Title IX Coordinator or EEO/AA Officer shall either deny the request or, if the Title IX Coordinator or EEO/AA Officer determines that the request for reconsideration has merit, issue an amended decision. Any amended decision is final and no further reconsideration is available.

### **Publication of Anti-Discrimination Policies & Procedures**

The policies and procedures regarding complaints of discrimination and harassment shall be published and distributed as determined by the president or president's designee. Any person who believes he or she has been subjected to discrimination in violation of College policy will be provided a copy of these policies and procedures.

## Limits to Authority

Nothing in this procedure shall prevent the College President or designee from taking immediate disciplinary action in accordance with Bellingham Technical College policies and procedures, and federal, state, and municipal rules and regulations.

## Non-Retaliation, Intimidation & Coercion

Retaliation by, for or against any participant (including complainant, respondent, witness, EEO/AA Officer, Title IX Coordinator, or investigator) is expressly prohibited. Retaliatory action of any kind taken against individuals as a result of seeking redress under the applicable procedures or serving as a witness in a subsequent investigation or any resulting disciplinary proceedings is prohibited and is conduct subject to discipline. Any person who thinks he/she has been the victim of retaliation should contact the Title IX Coordinator or EEO/AA Officer immediately.

## Criminal Complaints

Discriminatory or harassing conduct may also be, or occur in conjunction with, criminal conduct. Criminal complaints may be filed with the following law enforcement authorities:

- **Bellingham Police Department:** 911 (emergency)  
360.778.8804 (non-emergency)
- **Whatcom County Sheriff:** 360.778.6600 (non-emergency)

The College will proceed with an investigation of harassment and discrimination complaints regardless of whether the underlying conduct is subject to civil or criminal prosecution.

## Other Discrimination Complaint Options

Discrimination complaints may also be filed with the following federal and state agencies:

**Washington State Human Rights Commission:** [www.hum.wa.gov/index.html](http://www.hum.wa.gov/index.html)

**US Dept. of Education Office for Civil Rights:**  
[www2.ed.gov/about/offices/list/ocr/index.html](http://www2.ed.gov/about/offices/list/ocr/index.html)

**Equal Employment Opportunity Commission:** [www.eeoc.gov](http://www.eeoc.gov)

## Crime Definitions

*(Source: The listed crime definitions are from the Uniform Crime Reporting Handbook, 2013 Revised UCR definition of Rape, as prescribed by 2014 VAWA Negotiated Rulemaking Final Consensus Language).*

**Murder/Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

**Negligent Manslaughter:** The killing of another person through gross negligence.

**Robbery:** The taking or attempted taking of anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

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

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

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

**Larceny-Theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

**Destruction/Damage/Vandalism of Property:** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control of it.

**Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned — including joy riding).



**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

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

**Drug Abuse Violations:** The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

**Liquor Law Violations:** The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

**Sex Offenses:** Any sexual act directed against another person, without the consent of the complainant-victim, including instances where the complainant-victim is incapable of giving consent.

- **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the complainant-victim, including instances in which the complainant-victim is incapable of giving consent.
- **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the complainant-victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.
- **Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

**Domestic Violence:** A felony or misdemeanor crime of violence committed by: **a)** a current or former spouse or intimate partner of the complainant-victim; **b)** with whom the complainant-victim shares a child in common; **c)** a person who is cohabitating with or has cohabitated with the complainant-victim as a spouse or intimate partner; **d)** a person similarly situated to a spouse of the complainant-victim under the domestic or family violence laws of the jurisdiction in which the

crime of violence occurred; or e) any other person against an adult or youth complainant-victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to a) Fear for the person's safety or the safety of others; or b) Suffer substantial emotional distress. For the purpose of this definition, course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property . Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Reasonable person means a reasonable person under similar circumstances and with similar identities to the complainant-victim.

**Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the complainant-victim. a) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. b) For the purpose of this definition, dating violence includes but is not limited to, sexual or physical abuse or the threat of such abuse and does not include acts covered under the definition of domestic violence.

**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.

**Age of Consent:** Under Washington State law, a 16-year-old is legally capable of consenting to having sexual contact. There are some exceptions. A person could be guilty of indecent liberties if someone with supervisory authority causes another to have sexual contact. The third-degree child molestation law is a charge that applies for sexual contact with teens 14 up to age 16 – applying to perpetrators at least four years older than the complainant-victim.

**Primary Prevention Programs:** programming, initiatives, and strategies informed by research or assessed for value, effectiveness, or outcome that are intended to stop sexual assault and VAWA crimes before they occur through the promotion of positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality, encourage safe bystander intervention, and seek to change behavior and social norms in health and safe directions.



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