South Hill Campus

17214 110th Ave E, Puyallup, WA 98374-9509

2017

Clover Park Technical College

Lakewood, Washington

9/30/2017

Annual Security Report



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# Introduction

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”) requires colleges and universities to:

* Publish an annual security and fire safety report by October 1 that includes three years of campus crimes and fire statistics, campus security policies and procedures, and information regarding programs available to educate the Clover Park Technical College community on safety and crime prevention.
* Report crime statistics for campus, non-campus buildings or property, or public property that are within the campus or immediately adjacent to and accessible from the campus.
* Report fire statistics for each on-campus student housing facility.
* Provide “timely warning” notices of those crimes that are considered to “represent a threat to students and employees.”
* Establish and implement emergency notification procedures in the event of emergencies that pose an “immediate threat to the health or safety of students or employees occurring on campus.”
* Maintain a public, written crime log that records crimes reported to the campus public safety office which occur on campus, on non-campus buildings or property, or public property that are within the campus or immediately adjacent to and accessible from the campus.
* Establish policies and procedures relating to campus security and fire safety.

The Clery Report 2017 has been created by the Manager of Security and members of the Clery committee by compiling all necessary data from Incident reports, policies, procedures and the required law enforcement agencies.



# Security & Access

Access to campus facilities is regulated by the Security Department.

### Access Authorization

Employees may obtain keys, key cards and access codes to their classrooms and/or offices. Upon authorization by the appropriate supervisor, keys will be issued by the Security Department, and must be returned there upon conclusion of employment. Security concerns warrant a strict and limited issuance of keys for special purposes or part-time use.

### Office and Room Assignments

Office and room assignments should be coordinated through the Director of Facilities Services.

### Scheduling Rooms

For regular scheduled classes, all rooms must be scheduled through the Instructional Support

Specialist in the Vice President of Instruction Office.

For requests from individuals/organizations outside the college, all room requests and rentals are reserved through the Event Services Office.

### Maintenance

College facilities are cleaned and maintained on a regular schedule by Custodial Department. Any emergency situation requiring immediate attention (i.e. lack of heat, water leaks, etc.), complaints, and any request for special services should be directed to the Facilities Services Department.

# Student Housing

Clover Park Technical College does not provide student housing on or off campus grounds.

# Security Department and Campus Law Enforcement

### Authority and Jurisdiction of the Campus Security Department

The Clover Park Technical College Security Department consists of one Manager of Security, four full-time security officers, and one part-time office assistant. . The security officers are not commissioned law enforcement officers and they do not have powers of arrest. The security officers are state employees and have such jurisdiction and authority on all college property as enumerated in Title 495C of the Washington Administrative Code (WAC) and the Policies and Procedures of Clover Park Technical College. All security personnel are housed at the College’s Lakewood Campus.

|  |  |
| --- | --- |
| Working relationships with local law enforcement agencies The Security Department works closely with local law enforcement agencies for the reporting of crimes and investigations of alleged criminal offenses.  The Pierce County Sheriff’s Office has primary law enforcement jurisdiction on and adjacent to the South Hill Campus. The Pierce Transit Police has primary law enforcement jurisdiction at bus stops near to the South Hill Campus.  Clover Park Technical College does not currently have any written agreements with law enforcement agencies concerning the investigation of alleged criminal offenses. Accurate and prompt reporting of all crimes to the police The Security Department facilitates the accurate and prompt reporting of all crimes to the police when the victim elects to do so. The Security Department accurately and promptly reports crimes to the police when the victim is unable to do so. Procedures for reporting crimes or other emergencies Crimes in progress or other emergencies should be reported immediately to first responders by calling 911, or 9-911 from a campus phone. |  |

If a phone is not available, the call box by the main entrance may be used. The red “Emergency” button will dial 911.

After a report has been made to the appropriate agency, the Campus Security Department should be notified at (253) 589-5682 or x5682 from a campus phone.

Crimes not in progress or other safety or security concerns may be reported to the Security Department or to any other campus security authority.

### Campus Security Authorities

The function of a campus security authority is to report to the Security Department, those allegations of *Clery Act* crimes that he or she receives. 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 conversation; that a classmate or student mentions during an in-class discussion; that a victim mentions during a speech, workshop, or any other form of group presentation; or that the CSA otherwise learns about in an indirect manner.

The following is a list, by title or position, of Campus Security Authorities at Clover Park Technical College:

* Manager of Security
* Director of Compliance
* Campus Security Officers
* Title IX Coordinator
* Vice President for Finance and Administration
* Risk Manager
* Vice President for Student Success
  + Director of Student Involvement
  + Student Involvement Program Assistant
  + Student Involvement and Leadership Coordinator
  + Director of Student Advising and Counseling
  + International Education Program Specialist

### Crime Reporting

Students have the opportunity to report any crimes either directly to the Lakewood Police Department or the CPTC Security Department.

### Voluntary, confidential crime reporting

Victims or witnesses of crime may voluntarily make a confidential report of the crime for purposes of statistical information gathering. This report may be made anonymous online at <https://services.cptc.edu/asafercptc>. This report may also be made to any Campus Security Authority.

**How does it work?**  
From any internet connection, fill out the report form on ASaferCPTC, and create a report. You have the choice to remain anonymous or to reveal your identity. If you choose, you can reveal name(s) and contact information of suspected violators. At the end of the report you will need to create a password. This password and your unique report number will allow you to anonymously check the status of the report. The status report will allow you to view any responses or questions the staff may have. Once submitted, only appropriate campus personnel will have access to the report.

### Monitoring and recording criminal activity by students at non-campus locations

Clover Park Technical College does not have any officially recognized student organizations with non-campus locations.

### Emergency notifications and timely warnings

A timely warning is issued when there is a threat, on or off campus that affects the safety and security of the campus community. The Manager of Security, Director of Compliance, Vice President for Finance and Administration or the Public Information Officer make the judgment call of issuing a timely warning. Such warnings are issued via the emergency notification system (CPTC Warn), phone announcements, computer alerts, website banners, reader board messages, social media posts, or a combination of any of these mediums. The Pierce County Sheriff’s Office provides the college information regarding threats that may affect the college community. Likewise, the college will notify law enforcement when a timely warning is issued. Anyone with information that merits such a warning should call security at (253) 589-5682.

# Emergency Management

General information about the emergency response and evacuation procedures for Clover Park Technical College are regularly communicated to employees and students and can be found on the college’s compliance section of the website under the tab marked safety at <http://www.cptc.edu/risk/safety/emergency-management> or within this report. Detailed information about multiple threats and evacuation is included. The college community is also advised at least annually that they should notify the Security Department of any situation or incident on campus that signifies an emergency or dangerous situation. Security staff will respond, summon necessary resources, and initiate activation of the Emergency Operation Center if necessary. In the event that a significant event must be communicated to the college community, there are various systems in place for doing so. The following methods are available: the emergency notification system (CPTC Warn), phone announcements, computer alerts, website banners, reader board messages, and social media posts. Some or all of these methods may be utilized. At least once each quarter, the college conducts emergency drills. Various scenarios may be utilized such as fire, earthquake, active threat, etc. The purpose of these drills is to prepare staff and students for a real emergency. During the drills, procedures for an emergency are utilized which allow participants to become familiar with exits, fire alarms, and evacuations. Drills are monitored by building captains and the Director of Compliance to evaluate the process. An after action report is prepared for each drill so that recommended improvements can be made.

# Emergency Management Policies and Procedures

### Evacuation

In the event of a catastrophic emergency, fire, or upon notification from the Vice President for Finance and Administration (or his/her designee), perform the following evacuation procedure:

1. Gather personal belongings (purse, backpacks, etc.) and walk quickly out of your classroom/workspace and ask others to do the same. Walk to the nearest exit and proceed to the predetermined area(s) at least 200-300 feet from the building. Assist any person in immediate danger to safety, if it can be accomplished without risk to yourself. (EXCEPTION) In an earthquake situation first DROP-COVER-HOLD until shaking subsides, then evacuate.
2. If fire or smoke is detected activate the fire alarm system if it has not already been activated and dial 9-911. If fire is small enough use a fire extinguisher to control and extinguish the fire. Do not fight a fire if the following conditions exist:

* You don’t know what is burning.
* The fire is spreading rapidly.
* You don’t have the proper equipment.
* The fire might block your means of escape.
* You might inhale toxic smoke.
* Your instincts tell you not to do so.

1. If possible, doors and windows should be closed, not locked, as the last person leaves the room or area.
2. DO NOT USE ELEVATORS. Use building stairways to exit.
3. If you are not able to assist a person or persons evacuate, position the person or persons in the safest place possible according to the emergency. Alert emergency personnel of the person or person’s location.
4. Upon evacuation of the building, proceed to the designated area(s) in order for instructor(s)/supervisor(s) to perform a head count.
5. Never re-enter the building without permission from the Vice President for Finance and Administration (or his/her designee).

### Acts of Violence

1. Stay calm.
2. [Secure your own safety. See resources at http://www.cptc.edu/](http://www.cptc.edu/) risk/safety/emergency-management.
3. Call 911 or from a campus phone dial 9-911 and describe the following:

* The location where the incident took/or is taking place.
* The individual(s) involved in the violence (physical features, clothing, etc.).
* Any weapons that are/were involved.
* Any injuries that have occurred.

1. Call Security at 253-589-5682 or from a campus phone dial 5682 and Security Staff will arrive at the scene as soon as possible.
2. Cooperate with Security and with local law enforcement personnel when they have responded to the call and taken control of the situation.
3. If you witnessed an act of violence, be prepared to make a statement describing what you saw, when you saw it, etc.

### Earthquake / Volcanic Eruption

During the earthquake:

1. **“**Stay calm and stay where you are.”

* If you are indoors, stay indoors. Take shelter under a desk or table or along an inner wall. Move away from windows, outside walls, glass walls, or outside doors. These are danger areas.
* If you are outdoors, stay there. Move away from overhead electrical wires, poles, or anything that may shake loose or fall.

1. Remain in your sheltered area until it is safe to evacuate.
2. Evacuate the area (see evacuation instructions). [www.cptc.edu/risk/safety/emergency-management](http://www.cptc.edu/risk/safety/emergency-management)

After the earthquake:

1. Be prepared for additional aftershocks, which may be as strong as the initial earthquake.
2. After the “all clear,” be extremely careful when entering any buildings.
3. Do not use any open flames until advised that there are no gas leaks.
4. Stay away from fallen or damaged electrical wires.
5. If there is a fire or serious injury, follow the instructions given elsewhere in this emergency guide.

### Fire

1. In case of fire, dial 9-911 and state that there is a fire. Describe the following:

* Your location – including the building and room number.
* The telephone number from which you are calling.
* The exact location of the fire.
* The extent of the fire (small, large, etc.) and the type of fire if you are able to identify it (wastepaper basket, electrical, chemical, etc.).

1. After you have called 911, call Security at 253-589-5682 or from a campus phone dial 5682 and Security Staff will arrive on the scene as quickly as possible.
2. Pull a manual fire alarm. See the evacuation map for your building for the location of an alarm box nearest the room. [**www.cptc.edu/risk/safety/emergency-management**](http://www.cptc.edu/risk/safety/emergency-management)
3. You may attempt to extinguish the fire yourself if you know how to do so (however it is more important to avoid injuring yourself or others).\* See the evacuation map for the closest fire extinguisher. [www.cptc.edu/risk/safety/emergency-management](http://www.cptc.edu/risk/safety/emergency-management)
4. Evacuate the area (see evacuation instructions).
5. If you are trapped inside, stay near the floor. Shout at intervals to alert rescue personnel of your location.

\*Attempt to extinguish the fire only after calling 9-911.

### Environmental Safety, Chemical Spills

1. DO NOT ATTEMPT TO CLEAN UP HAZARDOUS SPILLS. CALL FACILITIES IMMEDIATELY.
2. If a strange odor or chemical smell is present, evacuate the area and call Facilities at x5560.
3. After contacting Facilities, call Security at x5682.

### Medical Emergency

In case of injury or other medical emergency:

1. Dial 9-911 and state that you need medical aid. Stay on the phone and provide the following information:

* Your location, including the building and room number if you know them.
* The telephone number from which you are calling.
* The location of the injured or sick person (if different from your location).
* The person’s present condition (e.g., bleeding, breathing erratically, conscious/unconscious, etc.).
* The actions that have been taken so far.

1. Notify Security at 253-589-5682 or from a campus phone dial x5682 and Security staff will arrive at the scene at soon as possible. Inform them which actions have been taken prior to their arrival.
2. After calling Security, stay with the injured person.
3. Do not move the injured person.
4. Administer medical aid only if you are qualified and desire to do so.
5. If possible, have someone meet emergency response personnel and direct them to the injured person’s location.
6. Complete an Accidental Injury/Occupational Illness report within 24 hours. The form should be completed by the injured party or their immediate supervisor and forwarded to the Risk Manager. The form can be found online at <http://staff.cptc.edu/sites/default/files/Accident%20Report.pdf>

### Bomb Threat

1. No bomb threat is to be ignored.
2. Treat every bomb threat as a potential threat to human life.
3. If possible, have a co-worker call Security at x5682 or x5557
4. TRY NOT TO UPSET THE CALLER, AND KEEP THEM ON THE PHONE.
5. Be aware of background noises and special voice characteristics (office machinery, music, tone of voice, male or female, nationality, etc.).
6. Questions to ask the caller. Document this information:

* Where is the bomb (building and area)?
* When is it going off?
* What kind of bomb is it?
* What does the bomb look like?
* What will cause the bomb to explode?
* Why did you place the bomb?
* Where are you now (on campus/home)?
* Are you a student, which program?
* What is your name?
* Where do you live?

1. Notify security at x5682 and the Vice President for Finance and Administration at x5602.

DO NOT PANIC. You will be assisted as soon as possible.

DO NOT USE cellular phones, two-way radios, or other such devices during bomb threats. Use regular telephones.

# General Prevention & Awareness Programs

Clover Park Technical College does not have Security Awareness Programs.

Clover Park Technical College does not have Crime Prevention Programs.

# Alcohol-Free and Drug-Free Campus

Clover Park Technical College intends to provide a drug-free, alcohol-free, healthful environment. We are dedicated to a philosophy that discourages the use of alcohol and drugs. Possession or use of controlled substances on college property is illegal by law and prohibited. We encourage students and staff who may have an issue with the use of alcohol or drugs to seek appropriate treatment. Information regarding community resources is available through Advising and Counseling and Human Resources. Free professional help is available to all employees through the state’s employee Assistance Program and crisis counseling is available to enrolled students through the Advising and Counseling Department.

Policy

The <http://webapps.dol.gov/elaws/asp/drugfree/screenr.htm> requires organizations and persons contracting with the federal government and those receiving federal financial assistance to certify they will provide a drug-free workplace. Although the act requires organizations and persons to provide a drug-free workplace which encompasses the activity concerned with the federal contract or grant, Clover Park Technical College has determined the entire campus should be drug free.

Any person violating the Drug-Free Workplace policy will be subject to the institutional policy and/or collective bargaining agreement applicable to that individual.

### Procedure

#### A. **Definitions**:

A controlled substance is defined by the State of Washington in RCW 69.50.101, <http://apps.leg.wa.gov/RCW/default.aspx?cite=69.50.101>, and by federal law in 21 U.S.C. § 802, <https://www.gpo.gov/fdsys/granule/USCODE-2011-title21/USCODE-2011-title21-chap13-subchapI-partA-sec802/content-detail.html>.

#### B. **Procedures**:

The College will make a good faith effort to maintain a drug-free workplace through compliance with the Drug-Free Workplace Act of 1988.

1. Illegal manufacturing, distribution, dispensation, possession, or use of controlled substances in or on the College campus or any other college workplace is prohibited. An employee who violates the terms of this policy shall be subject to corrective and/or disciplinary action, up to and including termination, or may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program.

2. As a condition of employment, all college employees must abide by the terms of this policy and, in addition, must report to the Director of Human Resources any conviction under a criminal drug statute for violation occurring in the college workplace no later than five (5) days after such conviction. The College shall, as required by the act, report such convictions to the contracting or granting federal agency within ten (10) days of receipt of the report.College policies are located at:

# <http://www.cptc.edu/policies/drug-free-workplace>

# Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Domestic violence and dating violence are similar patterns of behavior in which one person in a relationship uses emotional, physical or sexual force to maintain control over the other. Stalking is a pattern of behavior that causes a person to fear for his/her safety or to suffer substantial emotional distress. Clover Park Technical College takes domestic/dating violence and stalking very seriously. Any on campus incidents will be thoroughly investigated and law enforcement contacted if necessary. Employees or students who commit any of these acts will be subject to disciplinary action, up to and

including dismissal. The college takes reasonable measures to foster a safe environment for all employees, visitors and students. Advising and Counseling offers support for students who have experienced these unacceptable actions by another. Off campus resources are listed below.

Pierce County Domestic Violence Hotline (253) 798-4166

Tacoma Women’s Rights Office (253) 591-5151

YWCA of Pierce County (253) 272-4181

VAWA offenses are defined in 34 CFR 668.46- Institutional security policies and crime statistics:

### Dating Violence:

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

* 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.
* For the purposes of this definition -

1. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
2. Dating violence does not include acts covered under the definition of domestic violence.
3. Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting

### Domestic violence:

* A felony or misdemeanor crime of violence committed –
* By a current or former spouse or intimate partner of the victim;
* By a person with whom the victim shares a child in common;
* By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
* By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
* By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
* Any incident meeting this definition is considered a crime for the purposes of Clery Act reporting

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

* **Rape** is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
* **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
* **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Count one offense per victim.
* **Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent. Count one offense per victim.

### Stalking:

* Engaging in a course of conduct directed at a specific person that would cause a reasonable person to –
* Fear for the person's safety or the safety of others; or
* Suffer substantial emotional distress.
* For the purposes of this definition -

1. *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.
2. *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.

*Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

# Annual Disclosure of Crime Statistics

### Campus Crime and Arrest Statistics

The following crime and arrest statistics compiled by the Security Department are from calendar years 2014, 2015, and 2016. The statistics do not reflect reports that might have been made to other departments or individuals at the College unless those individuals or departments informed the Security Department of the incidents. Victims or witnesses may report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Professional counselors, when acting as a counselor, are not required to report crimes or incidents; however, the College urges counselors to provide "statistical information" should they become aware of a sexual assault incident.

Comprehensive crime statistics for Clover Park Technical College are also available online at the U.S. Department of Education website at <http://ope.ed.gov/campussafety/#/institution/search>.

Institutions of higher education are required to compile and report crime statistics in four categories by location. The categories are: "On-Campus", “On Campus Student Housing Facilities", “Non-Campus Buildings or Property", and “Public Property". Clover Park Technical College does not have on campus student housing facilities and therefore does not report statistics in this category. Clover Park Technical College does not have non-campus building or property and therefore does not report statistics in this category.

### Clery Location Definitions

**On Campus:** means any building or property owned or controlled by the College within the same reasonable contiguous geographic area and used by the College in direct support of, or in a manner related to the College’s educational purposes, including residence halls; and any building or property that is within a reasonably contiguous to the previous paragraph that is owned by the College but controlled by another person, is frequently used by students, and supports College purposes (such as food or other retail vendor).

**On Campus Student Housing Facilities**: means any student housing facility that is owned or controlled by the College, or is located on property that is owned or controlled by the College, and is within a reasonable contiguous area that makes up the campus. Clover Park Technical College does not have any on campus student housing facilities.

**Non-Campus Buildings or Property:** is defined as buildings or property not part of the main campus or a separate campus which is: owned or controlled by the College; and used in support or in relation to the College's educational purposes, including student housing areas.

**Public Property:** relates to offenses occurring on: All public property, including thoroughfares, streets, sidewalks, parks, and parking facilities, that are within the campus, or immediately adjacent to and accessible from the campus. “Public Property” crime information is collected by the CPTC Security Department, the Pierce Transit Police, and the Pierce County Sheriff’s Department.

### Clery Act Crime Definitions

**Criminal Homicide:** These offenses are separated into two categories: Murder and Non-negligent Manslaughter, and Manslaughter by Negligence.

* **Murder and Non-negligent Manslaughter** is defined as the willful (non-negligent) killing of one human being by another.
* **Manslaughter by Negligence** is defined as the killing of another person through gross negligence.

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

* **Rape** is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
* **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
* **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Count one offense per victim.
* **Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent. Count one offense per victim.

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

**Aggravated Assault:** Aggravated Assault is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

**Burglary:** Burglary is the unlawful entry of a structure to commit a felony or a theft.

**Motor Vehicle Theft:** Motor Vehicle Theft is the theft or attempted theft of a motor vehicle.

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

### Clover Park Technical College – South Hill Campus Crime Statistics

The table below lists eleven categories of crime as required by the Jeanne Clery Act. Each category is subdivided by where the criminal incident took place: On-Campus, on a Non-Campus Property, or on adjoining Public Property.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OFFENSE** | **YEAR** | **GEOGRAPHIC LOCATION** | | |
| **ON-CAMPUS** | **NON-CAMPUS** | **PUBLIC PROPERTY** |
| MURDER / NON-NEGLIGENT MANSLAUGHTER | 2016 | 0 | 0 | 0 |
| 2015 | 0 | 0 | 0 |
| 2014 | 0 | 0 | 0 |
| MANSLAUGHTER BY NEGLIGENCE | 2016 | 0 | 0 | 0 |
| 2015 | 0 | 0 | 0 |
| 2014 | 0 | 0 | 0 |
| RAPE | 2016 | 0 | 0 | 0 |
| 2015 | 0 | 0 | 0 |
| 2014 | 0 | 0 | 0 |
| FONDLING | 2016 | 0 | 0 | 0 |
| 2015 | 0 | 0 | 0 |
| 2014 | 0 | 0 | 0 |
| INCEST | 2016 | 0 | 0 | 0 |
| 2015 | 0 | 0 | 0 |
| 2014 | 0 | 0 | 0 |
| 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 | 0 | 0 |
| AGGRAVATED ASSAULT | 2016 | 0 | 0 | 0 |
| 2015 | 0 | 0 | 0 |
| 2014 | 0 | 0 | 0 |
| BURGLARY | 2016 | 0 | 0 | 0 |
| 2015 | 0 | 0 | 0 |
| 2014 | 0 | 0 | 0 |
| MOTOR VEHICLE THEFT | 2016 | 0 | 0 | 0 |
| 2015 | 0 | 0 | 0 |
| 2014 | 0 | 0 | 0 |
| ARSON | 2016 | 0 | 0 | 0 |
| 2015 | 0 | 0 | 0 |
| 2014 | 0 | 0 | 0 |

### Arrests and Discipline Referral Statistics

Arrest statistics for three offense categories for 2014, 2015, and 2016 are also listed below. "Liquor violations" primarily consist of underage possession or consumption of alcoholic beverages, and do not include driving while impaired or under the influence of alcohol, or public drunkenness. The College is also required to report referrals for campus disciplinary proceedings for alcohol, drug, and weapons law violations in these statistics.

### Clover Park Technical College – South Hill Campus Arrests and Disciplinary Referrals

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OFFENSE** | **YEAR** | **GEOGRAPHIC LOCATION** | | |
| **ON-CAMPUS** | **NON-CAMPUS** | **PUBLIC PROPERTY** |
| ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC. | 2016 | 0 | 0 | 0 |
| 2015 | 0 | 0 | 0 |
| 2014 | 0 | 0 | 0 |
| DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC. | 2016 | 0 | 0 | 0 |
| 2015 | 0 | 0 | 0 |
| 2014 | 0 | 0 | 0 |
| ARRESTS: DRUG ABUSE VIOLATIONS | 2016 | 0 | 0 | 0 |
| 2015 | 0 | 0 | 0 |
| 2014 | 0 | 0 | 0 |
| DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS | 2016 | 0 | 0 | 0 |
| 2015 | 0 | 0 | 0 |
| 2014 | 0 | 0 | 0 |
| ARRESTS: LIQUOR LAW VIOLATIONS | 2016 | 0 | 0 | 0 |
| 2015 | 0 | 0 | 0 |
| 2014 | 0 | 0 | 0 |
| DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS | 2016 | 0 | 0 | 0 |
| 2015 | 0 | 0 | 0 |
| 2014 | 0 | 0 | 0 |

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### Hate Crime Statistics

Hate crimes for Clery purposes are defined as any of the crimes reported under “Crime Statistics”, plus the crimes of larceny-theft, simple assault, intimidation, vandalism, and any other crime involving bodily injury to any person in which the victim was intentionally selected because of the offender’s bias against the victim’s actual or perceived race, religion, sexual orientation, gender, gender identity, disability, ethnicity, or national origin.

**Hate Crimes:** A Hate Crimeis a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim.

### Hate crime offenses

For Clery Act purposes, Hate Crimes include any of the following offenses that are motivated by bias:

* Murder and Non-negligent Manslaughter
* Sexual Assault
* Robbery
* Aggravated Assault
* Burglary
* Motor Vehicle Theft
* Arson
* Larceny-Theft
* Simple Assault
* Intimidation
* Destruction/Damage/Vandalism of Property

### Hate Crime Definitions

**Larceny-Theft** is the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. (Larceny and theft mean the same thing in the UCR.) Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

**Simple Assault** is 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.

**Intimidation** is 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.

**Destruction/Damage/Vandalism of Property** is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Bias Categories**:** Although there are many possible categories of bias, under the *Clery Act*, only the following eight categories are reported:

1. **Race.** A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
2. **Religion.** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
3. **Sexual Orientation.** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person’s physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.
4. **Gender.** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
5. **Gender Identity**. A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.
6. **Ethnicity.** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term “race” in that “race” refers to a grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.
7. **National Origin.** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.
8. **Disability.** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

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### Clover Park Technical College – South Hill Campus Hate Crimes

There were no reported Hate Crimes for the years 2014, 2015, or 2016.

### *VAWA* Offenses

The reporting of the offenses of Dating Violence, Domestic Violence, Sexual Assault, and Stalking was added to the Clery Act by the Violence Against Women Act (VAWA). Reports of sexual assault are recorded under Crime Statistics. Reports of dating violence, domestic violence, and stalking are recorded on the table below.

### Clover Park Technical College – South Hill Campus *VAWA* Offenses

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **OFFENSE** | **YEAR** | **GEOGRAPHIC LOCATION** | | |
| **ON-CAMPUS** | **NON-CAMPUS** | **PUBLIC PROPERTY** |
| DOMESTIC VIOLENCE | 2016 | 0 | 0 | 0 |
| 2015 | 0 | 0 | 0 |
| 2014 | 0 | 0 | 0 |
| DATING VIOLENCE | 2016 | 0 | 0 | 0 |
| 2015 | 0 | 0 | 0 |
| 2014 | 0 | 0 | 0 |
| STALKING | 2016 | 0 | 0 | 0 |
| 2015 | 0 | 0 | 0 |
| 2014 | 0 | 0 | 0 |

# Physical Security, Crime Prevention, and Personal Safety

Security staff enforce college policies and regulations, including parking, using vehicle and foot patrols. They are responsible for building access and camera surveillance. Additional services of the Security Department include: emergency response, incident investigation, lost and found management, basic first aid, escort services and battery boosts. Law enforcement is contacted when incidents outside the scope of the department’s authority occur.

Campus facilities and grounds are well lit and maintained in such a way as to minimize hazards. Members of the college community can report unsafe conditions through the college’s website by submitting a maintenance work order at <http://dlweb.megamation.com/cptc/DLWEB.php/O4W_INFO_PAGE>

or via ASaferCPTC, our anonymous reporting system at <http://www.cptc.edu/risk/compliance/asafercptc>.

# Victims’ Rights

Clover Park Technical College will, upon written request, disclose to the alleged victim of a crime of violence (as defined in 18 USC 16), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such 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.

# Registered Sex Offenders

To increase the safety and welfare of students and staff, Clover Park Technical College will provide timely and appropriate notification of the presence of a convicted sexual offender. This notification shall be in accordance with applicable state law and shall be in such a manner that maintains safety without creating excessive anxiety among students and staff.

Pursuant to [RCW 4.24.550](http://apps.leg.wa.gov/RCW/default.aspx?cite=4.24.550), Clover Park Technical College is authorized to notify the College community when knowledge is received that a registered sex offender may be expected on or near the College campus, including off-site buildings.

The extent of public disclosure of relevant and necessary information shall be directly related to:

1. The level of risk posed by the offender to the community.
2. The locations where the offender resides, expects to reside or is regularly found.
3. The needs of the affected community members for information to enhance their individual and collective safety.

**Procedure**

Formal procedures will be followed after the law enforcement agency has notified the institution and the Vice President for Student Success of the sexual offender enrolling or planning to enroll. All official notification to the College community shall come from the Office of the Vice President for Student Success. Requests for additional information will be referred to the appropriate law enforcement agency.

Notification will correspond with the classification level in the following manner:

1. **Level I (Low Risk)**
   1. President’s Cabinet
   2. Deans
   3. Administrators / Directors
   4. Faculty and staff in whose program / courses the offender is enrolled
   5. Security Office
2. **Level II (Medium Risk)**
   1. All Level I notifications
   2. “Public Notification: Sex Offender Release” posted on various bulletin boards around campus including the Security Office, Child Care Center, Advising/Counseling, Bookstore, Cafeteria, Library, Learning Center, Computer Labs, and other areas frequented by students.
3. **Level III (High Risk)**
   1. All Level I and II notifications
   2. Information provided to all college employees via campus mail and/or list serve.
   3. Vice President of Student Services will provide notification to the classes in which the offender is enrolled.