



OLYMPIC COLLEGE

SHELTON CAMPUS

ANNUAL SECURITY AND FIRE SAFETY REPORT FOR CALENDAR YEAR 2016



A Guide to Safety at Olympic College

In 1998, the Federal Government passed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, formerly the Crime Awareness and Campus Security Act of 1990. This law requires that universities and colleges receiving federal funding disclose reported instances of criminal activities on campuses. In addition to the disclosure of campus crime statistics, the act requires timely warnings of criminal activity to the campus community, as well as the disclosure of various campus policies. For more information on this legislation, please visit the [Jeanne Clery Center](#). The act is intended to provide students and their families, as higher education consumers, with accurate, complete, and timely information about safety on campus so that they can make informed decisions.

Reporting the Annual Disclosure of Crime Statistics

The Campus Safety Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This report is prepared in cooperation with the local law enforcement agencies surrounding the Olympic College campus. Significant changes in the [Campus SaVE Act, Violence Against Women Act and Department of Education](#) requirements have required the format of this report to expand, and the update of the crimes and statistical categories. This annual report will appear similar to previous reports, but notable changes will be seen from this point forward. Some of the new crime categories are just being established and were not previously tracked or have changed in how they are to be categorized. This report reflects the institutions best effort for compliance and to incorporate those changes before the reporting deadline. The federal guidelines on how to incorporate these changes has not yet been formalized.

Campus crime, arrest, and referral statistics include those reported to the Campus Safety Department, designated campus officials (including but not limited to the president, vice presidents, deans, directors, department heads, and advisors to students/student organizations), and local law enforcement agencies. Counselors at Olympic College inform their clients of the procedures to report crime to the Campus Safety Department on a voluntary or confidential basis, should they feel it is in the best interest of their client.

Each year, a message notification is made to all enrolled students and provides the web site to access this report. Faculty and staff receive similar notification through e-mail. Copies of the report may also be obtained at the Campus Safety Department offices, or by calling (360) 475-7800. All prospective employees may obtain a copy from Human Resources, located in the College Service Center building or by calling (360) 475-7300. Additional information is available at the [Clery Center](#).

Rights of Survivors and Witnesses

Olympic College supports survivors of all crimes, including domestic violence, dating violence, sexual assault, or stalking, regardless of where the offense occurred, following the [Revised Code of Washington 7.69.030 Rights of victims, survivors and witnesses](#). Collaboratively between Campus Safety, Title IX, Human Resources and the Division of Student Services and Achievement, each person involved in the case are provided references, resources and options that may assist them in the management of their case.

Respectful Environment

It is Olympic College's goal to maintain a respectful environment that is free from sexual harassment, harassment, discrimination, bullying, hazing, domestic violence, dating violence, stalking, sexual violence, rape and retaliation to survivors and witnesses of such crimes reported to Campus Safety, local law enforcement, Campus Security Authorities or community advocacy agencies.

Timely Warnings

In the event that a possible criminal or cautious situation arises, either on or off campus, that, in the judgment of the Director of Campus Safety or Emergency Management Team constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued to several systems, including **E2Campus**. The warning will be issued through the college e-mail system, the voice messaging system, or, if it can be done in a timely manner, the campus student newspaper: The Olympian.

In addition, Olympic College makes use of the OC alert system including text message alerts, blast emails, building coordinator radios, public address speakers allowing for announcements, duress alarm buttons in classrooms and departments on campus, callboxes that communicate directly to Campus Safety radio frequencies, electronic key card door lock systems that can be remotely locked down, surveillance cameras that cover the majority of the campus, and building safety coordinators on every floor of every building on campus who are trained to assist the campus community during emergency situations. Should the timely warning be a result of a crime, strict confidentiality in all messages, postings, releases and bulletins will be maintained to protect the identity of the survivor or survivors and the integrity of any ongoing investigation. If the details suggest that confidentiality cannot be maintained, or the investigation could be adversely affected by the timely warning, no timely warning should be made and the factors leading to this decision should be articulated in the incident report and/or case file.

Depending on the particular circumstances of the crime or emergency, especially in all situations that could pose an immediate threat to the campus community and individuals, the Campus Safety Department may also post a notice on the campus-wide home page and on the Campus Safety web site. Any release of information must be made with the intent to protect survivor confidentiality and protect the integrity of any ongoing investigations. Should this confidentiality and/or integrity not be possible due to the nature, involved parties or details of the crime it should be documented in the case report that the case carries an exemption from a timely warning and the rationale supporting that decision.

Anyone with information that might warrant a timely warning should report the circumstances to the Campus Safety Department by phone (360) 475-7800 or in person at the Campus Safety Dispatch Center.

Authority and Jurisdiction of Campus Safety Department

Olympic College Campus Safety’s Security Officers’ role on Olympic College property is to observe and report. Security Officers utilize citizen arrest powers and are supported by the college in the enforcement of all college policies, rules, regulations, applicable state and federal laws, and all city and county ordinances on college property. Security officers have the authority to ask persons for identification to ascertain if they are students, faculty, or staff and their purpose for visiting Olympic College. Security personnel also have the authority to enforce parking regulations in Olympic College owned or leased parking lots. The officers are certified in defensive tactics up to and including the use of oleoresin capicum spray, as trained and authorized by Olympic College’s Use of Force Policy. This authority is limited to the geographical boundaries of Olympic College properties to include land, structures, streets, roadways, parking facilities and lots used, leased or rented for educational purposes. Olympic College Security officers report all criminal activity on campus to local law enforcement agencies within their jurisdiction.

The Olympic College Campus Safety Department employs 9 full time employees: one Sergeant, seven Officers, and one Program Specialist. This staff is supplemented by part-time guards, office staff, and dispatchers. All uniformed personnel are aligned in the Security Division and all non-uniformed personnel are aligned in the Dispatch Division.

Access to Campus Facilities

Public access to Olympic College facilities varies. Buildings are open to the public when academic classes are in session. After hours, buildings are secured by Campus Safety and only persons authorized or assigned exterior door keys are allowed to enter or remain. If you have any questions about access to a building, contact Campus safety at (360) 475-7800. For directions to and a map of the campus, please visit the [campus interactive map](#).

Olympic College Facilities personnel conduct periodic checks of the grounds to ensure campus facilities are safely maintained. This includes campus lighting and walkway access. Community members can report campus hazards with [OC Report It](#).

Olympic College takes the safety of students, employees, and community members on the campus seriously. All students, employees, and community members are encouraged to report any safety issues concerning Olympic College campus buildings or grounds to the Campus Safety Department or the Facilities Department.

Unlawful Entry and Trespassing

Illegal or attempted illegal entry of Olympic College owned or controlled property is prohibited. Violation of Olympic College property or facilities is covered under [WAC 132c-120-050](#), [RCW 9A.52.070](#) & [RCW 9A.52.080](#). Individuals not complying with trespass orders are referred to local law enforcement as needed.

Rules and Policies Regarding Possession, Use, and Sale of Alcohol

Possession, sale or consumption of alcoholic beverages except at authorized and properly licensed functions while on property owned or controlled by Olympic College or its student organizations/clubs is prohibited.

Furnishing alcoholic beverages without authorization and proper licenses or furnishing, possession and/or use of illegal drugs on property owned or controlled by Olympic College or at functions sponsored or supervised by the college or its student organizations/clubs is also prohibited.

Any individual discovered in possession or found to be using or distributing such illegal substances on Olympic College property is in violation of the Olympic College Student Conduct Code and shall be subject to disciplinary action and/or criminal prosecution.

Policy on Illegal Drugs

The Olympic College campus has been designated "Drug Free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced and violations can result in disciplinary action, criminal prosecution, fine and/or imprisonment.

Alcohol and Substance Abuse Information

Olympic College has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions.

Alcohol and Drug Education

- The college contracts with an Employee Assistance Program provider, which allows employees access to substance abuse information via the web as well as to clinical counseling. Employees are informed of

this service through new employee orientations, through quarterly emails to the campus and through the Human Resources web-site. More information is available at the [EAP website](#).

- **Counseling Services** are available to assist students and staff with accessing community resources. In addition, counselors may have a specialty in chemical dependency counseling and may be able to provide personal counseling services and referral to students needing assistance.

Dissemination of Informational Materials

- Counseling Services provides information and has a web site that includes information on drug and alcohol abuse via a link to U-Lifeline: <http://www.ulifeline.org/>.
- Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school property or as part of any school activities are distributed to students quarterly via the Student Handbook, is available on the college web site, and is distributed to employees via the employee handbook.
- A description of the applicable legal sanctions under local, state or federal law for the unlawful possession or distribution of illicit drugs and alcohol are distributed via the College Catalog and distributed via the Employee Handbook.

Sanctions

- The institution will impose sanctions on students and employees, consistent with local, state, and federal law.
- A violation of any law regarding alcohol and illegal drugs is also a violation of the College's Student Code of Conduct and will be treated as a separate disciplinary matter by the college.

Local, State & Federal Legal Sanctions

The state of Washington sets 21 as the minimum age to purchase, possess, and consume any alcoholic beverage or marijuana. Specific ordinances regarding violations of state alcohol and marijuana laws, including driving while intoxicated, are available from the Campus Safety Department.

Off-Campus Criminal Student Conduct

At this time Olympic College has no fraternity or sorority organizations. In 2013 Olympic College opened a Residential Hall and reports all incidents/student conduct/criminal cases to Campus Safety and then to any appropriate internal or external group or agency for case disposition. The case disposition for all cases reported to Campus Safety is contained in the Daily Crime Log, viewable publicly on the Campus Safety web page. Campus Safety officers maintain a close working relationship with local law enforcement and will help local law enforcement with student issues when requested for open/ongoing cases. Olympic College Campus Safety officers do not actively monitor off campus, non-college sponsored activities.

Reporting of Criminal Offenses/Campus Security Authorities/Responsible Employees

Olympic College does not have a Police Department, but maintains a good working relationship with each local law enforcement jurisdiction. Since college property is in the law enforcement jurisdiction, no memorandum of understanding is required.

To report a crime on campus, contact Campus Safety at (360) 475-7800 or dial 9-1-1 (emergencies only), or by using the courtesy telephones located near parking lots and some buildings. Any suspicious activity

or person(s) seen in the parking lots or loitering around vehicles, inside buildings or around campus should be reported to Campus Safety. Students and employees may report crimes on campus to any member of Campus Safety or other recognized Campus Security Authority (Director of Emergency Management, Campus Safety Staff, Vice President for Student Success and Achievement, Vice President for Equity and Inclusion, Title IX Coordinator, Student Conduct Coordinator, Student Center Coordinator, Residence Hall Manager, and Residence Hall Administrators).

For non-emergent issues, campus hazards, or behavioral concerns, use **OC Report It**.

Responsible Employees include all employees of Olympic College and each is expected, when provided information about a crime, to ensure that the survivor and the details of the crime are presented to Campus Safety immediately, or to another Campus Security Authority. Campus Safety will record the incident and follow the protocol for all incidents through the final disposition of each case. These cases may end with Campus Safety or be forwarded to Behavioral Intervention, Student Conduct, Title IX, Human Resources, Law Enforcement or Community Resources, as appropriate. The case disposition is designated as the incident report is finalized with Campus Safety and is publicly viewable in the Daily Crime Log on the Campus Safety web site.

Options for reporting crimes include direct notification of local law enforcement, Campus Safety, Campus Security Authorities, access to campus resources and referral to community resource agencies. The option to report a crime just to include it in crime statistical data, but not taking further action is within a victim's right. The survivor retains the right to request that a case be reactivated for further investigation, sanctions or forwarding to compliance or law enforcement for further action.

Voluntary Confidential Reporting

If you are the survivor of a crime on campus and do not want to pursue action within the Olympic College system or the criminal justice system, you may still want to consider making a confidential report. With your permission, an officer with the Campus Safety Department can file a report on the details of the incident without revealing your identity to the public. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the college can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. In the crime reporting program used by Olympic College Campus Safety, anonymity requests get marked, and all personal information is omitted from the narrative of the incident report. Whenever possible, the contact information is collected, but done so as a separate attachment that is not viewable in the report narrative.

Internal Conduct Proceedings, Support and Resources

Internal conduct proceedings are governed by Title IX, Student Conduct and Employee Conduct regulations, codes, handbooks and contract agreements. Response to reports of domestic violence, dating violence, sexual assault, stalking and other crimes will follow the preponderance of evidence rules throughout those administrative internal conduct proceedings. These proceedings will be prompt, fair, impartially investigated and resolved. These proceedings will be conducted by officials who have been properly trained and receive annual refresher training on issues related to domestic violence, dating violence, sexual assault and stalking. Hearings will be conducted in a manner that is respectful of all parties involved, protects survivor safety and promotes accountability of all parties involved. The rights of the accuser and accused will be upheld. Each party has the right to have witnesses or representation present including having an advocate or advisor of their choice present. To the best of the institution's capabilities, simultaneous written notice will be sent to all

parties involved related to the outcome of the hearing, appellate procedures, changes in results before the case is finalized, and when the case results are final.

The institution will endeavor to protect the confidentiality of survivor to the full extent of college policy, local, state and federal law and, whenever legally permissible, redact survivor personal and confidential information from documents and case materials before releasing information publicly. When appropriate, students and employees will be provided written information about available services that may include, but are not limited to counseling, health, mental health, victim advocacy, legal assistance and support service both from the college and from community resource agencies.

As appropriate, written notice will be provided to survivors about available assistance in changing academic, living, transportation and working situations. If those assistance items are requested by the survivor, the college will, to the extent they are reasonably available, provide that assistance and/or resources. This will be afforded survivors regardless of if a formal report to Campus Safety or local law enforcement is filed.

Sanctions and Protective Measures

Olympic College manages sanctions and protective measures in accordance with the Revised Code of Washington, Federal Regulations, the Student Conduct Code, Employee Handbook and contract agreements. Cases of rape, acquaintance rape, domestic violence, dating violence, sexual assault, stalking or other criminal offenses can lead to dismissal/termination and case referral to local law enforcement for criminal investigation and/or prosecution.

Protection Orders

Olympic College Campus Safety keeps any orders of protection, anti-harassment, no contact, restraining orders and similar orders on file when copies of these orders are provided. Olympic College will assist the petitioner of these various orders regardless of the legal jurisdiction issuing the order. This includes but is not limited to city, county, state, tribal or federal orders for both civil and criminal court cases.

Firearms and Dangerous Weapons

Illegal possession, carrying, or discharge of any explosive, firearm, or other weapon (including shotguns, rifles, pistols, air guns, and pellet guns), is prohibited at Olympic College. No student may possess any firearm, explosive, dangerous chemical or dangerous weapon while on the campus. The restriction is published for students in the Student Conduct Code and for employees in the Employee Handbook.

Crime Prevention Awareness and Personal Safety Education

Every year, the Campus Safety Department gives personal safety education to community members. Safety presentations focus on services offered by the Campus Safety Department along with personal safety, safety planning, and ways to reduce and report crime on campus.

- Campus Safety Escort Program: Safety escorts are provided by Campus Safety and can be requested by calling (360) 475-7800. Escorts are available on a 24-hour basis.
- Prevention Awareness and Safety Presentations: Olympic College Campus Safety Department sponsors and participates in panel discussions and safety lectures to interested academic classes, student organizations, and community members. Topics can include: personal safety, theft prevention, and child safety. Other topics can also be specifically requested. Please contact the Campus Safety at 360-475-7800.

Missing Student Notification Policy

Olympic College Campus Safety and the Office of Residence Life have collaborated to create a Missing Student Notification Policy for each department. This covers students that are residents in the residence hall and those students that are commuter students. Each category of student has a slightly different response and management procedure, the appropriate one will be followed for each report of a missing student.

General Procedures for Reporting a Crime or Emergency

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the Campus Safety Department in a timely manner.

- To report an eminent threat crime or a life safety emergency at the Olympic College campus call 9-1-1, then call Campus Safety at (360) 475-7800.
- To report a crime, non-emergency security or public safety related matter, call Campus Safety at (360) 475-7800. Campus Safety staff will open an incident report and, as needed, make case dispositions/referrals to internal or external departments/agencies to assist the campus community member.
- Community members can report non-emergency issues, behavioral concerns, and campus hazards with **OC Report It**.
- Community members trained in First Aid and CPR are encouraged to participate, along with local partners, with the **Pulsepoint App**. In the event of cardiac arrest, users may be notified of nearby persons in need of CPR and the location of the nearest AED.

In response to an emergency call or criminal incident, security officers will be dispatched and local law enforcement agencies will be notified by the Campus Safety Dispatch Center. The staff of the dispatch center are trained to collect essential information and relay that information to 9-1-1 centers.

Reports involving a student's criminal activities or student conduct violations on campus will be forwarded to Student Services for potential action. Reports involving student behavior will be referred to the Behavioral Intervention Team. Reports involving possible Title IX offenses will be forwarded to the Title IX Coordinator. Reports involving other student needs will be referred to campus or community resources that may assist them. Reports involving employee matters will be referred to Human Resources. Reports involving criminal activity will be referred to law enforcement.

All crimes should be reported to the Campus Safety Department to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate, expanding on educational and preventative programs and other management options as available.

Policy Statement Addressing Counselor Confidentiality

As a result of the negotiated rulemaking process which followed signing into law the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Professional Counselors", when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics.

Counselors are encouraged, if and when they deem appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

The rulemaking committee defines counselors as:

- Professional Counselor - An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution's community and who is functioning within the scope of his or her license or certification.

Security Awareness Programs

During orientation and opening days, students are informed of services offered by the Campus Safety Department. In addition, students are told about crime on-campus and in surrounding neighborhoods. Similar information is provided to new employees during Human Resources orientation.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others, and being aware of emergency response plans. In addition to seminars, information is disseminated to students and employees through crime prevention awareness alerts, security alert postings, display boards, digital displays, and articles in the student newspaper.

When time is of the essence, information is released to the campus community through the opt-out text/voice message alert and warning system that has the ability to reach all students and employees that have not removed themselves from this service, security alerts posted prominently throughout campus and through the campus's electronic mail system.

Title IX and Nondiscrimination

Olympic College provides equal educational and employment opportunities without regard to race or ethnicity, creed, color, sex, pregnancy or family status, national origin, age, marital status, religion, the presence of any sensory, mental, or physical disability, reliance on public assistance, sexual orientation, gender identity, or status as a disabled or Vietnam-era veteran in its educational programs, admissions, activities, and employment policies, in keeping with the letter and spirit of all equal opportunity and civil rights laws.

Inquiries may be directed to any of the following:

- **Title IX Officer**, Olympic College, College Service Center 317, 1600 Chester Avenue, Bremerton, WA 98337, (360) 475-7125
- **EEO Officer**, Olympic College, College Service Center 540A, 1600 Chester Avenue, Bremerton, WA 98337, (360) 475-7307

For further information on notice of non-discrimination, visit the Office of Civil Rights [website](#) for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Olympic College is committed to providing reasonable accommodations to individuals with disabilities upon request. Students may request an accommodation through the [Access Services office](#). Employees and candidates for employment may request an accommodation through [Human Resources Services](#).

If you are sexually assaulted

- Find a safe place
 - Your emotions may be confusing right now. That is normal in response to trauma. Know that it is not your fault.
- Seek medical attention

- Take care of your injuries and preserve evidence. Don't shower or brush your teeth, keep your clothes in a paper bag.
- Go to the hospital Emergency Room and request a rape exam (also called a rape kit.)
- File a report
 - Document all the details you can remember.
 - File a report with Campus Safety (360-475-7800), the Title IX Coordinator (360-475-7125), and/or local law enforcement (911) or Bremerton PD 360-473-5220; Poulsbo PD 360-779-3113; Shelton PD 360-426-4441.
- Get confidential support
 - On campus: Counseling Faculty, (confidential professional counselors): 360-475-7530 or advisingcenter@olympic.edu
- Off campus:
 - Kitsap Sexual Assault Center: 360-479-8500
 - A.L.I.V.E. Program: 360-479-7980
 - Domestic Violence Hotline: 800-562-5392
 - NW Network of Bisexuals, Trans, Lesbian, and Gay Survivors Abuse: 206-568-7777
 - Mason Co. Crisis Line: 360-586-2800
 - RAINN - National Sexual Assault Telephone Hotline 1-800-656-HOPE (4673)
 - RAINN - [National Sexual Assault Online Hotline \(English\)](#),
 - [La Línea de Ayuda Nacional Online del Asalto Sexual \(Español\)](#)

Key Policies at Olympic College

- [Affirmative Action Policy](#)
- [Non-discrimination Policy](#)
- [Acts of Hate/Bias Policy](#)
- [Sexual Harassment Policy](#)
- [Domestic Violence in the Workplace Policy](#)
- [Policy for Serving Students with Disabilities](#)
- [Student Conduct Code](#)

Olympic College complies with Title IX of the Education Amendments of 1972.

In compliance with Title IX, Olympic College does not tolerate sexual harassment or discrimination in its educational programs or activities. It is the College's goal to maintain a respectful environment that is free from harassment, discrimination, bullying, hazing, domestic violence, dating violence, stalking, sexual violence, and rape. If you have experienced harassment, discrimination, sexual harassment, sexual assault, rape, domestic/dating violence, stalking, bullying or hazing, or are aware of an incident, **CALL OR GO TALK TO:**

On Campus:

- OC Title IX Coordinator, (360) 475-7125, CSC 317
- OC Human Resource Executive Director, (360) 475-7300, CSC 524
- OC Campus Safety, (360) 475-7800, HSS 101
- OC Vice President for Student Success and Achievement, (360) 475-7474, HSS 201
- OC Counseling Center, (360) 475-7530, HSS 7530

Resources and Reporting Options for Sexual Misconduct

On-Campus

- [OC Bremerton Brochure](#)
- [OC Poulsbo Brochure](#)
- [OC Shelton Brochure](#)

Off-Campus:

- Kitsap County Crisis Clinic, (360) 479-3033
- Kitsap Sexual Assault Center, (360) 479-8500 or (866) 831-2050
- Mason County Crisis Clinic, (360) 586-2800
- Prevention Advocacy & Specialized Services, Sexual Assault, Mason County, (360) 490-5228
- Washington State Employee Assistance Program, (877) 313-4455
- Local Police, 9-1-1

External Resources

Any student, employee, applicant for admission or employment, or member of the public using Olympic College facilities who believes he/she has been discriminated against has the right to bypass the internal college process and file a discrimination complaint with one of the agencies listed below or any other agency with the jurisdiction to hear such complaints. Individuals seeking assistance from state and federal agencies need to be aware that many agencies have strict timelines regarding the filing of complaints.

- **Seattle Office for Civil Rights**
U.S. Department of Education
915 Second Avenue Room 3310
Seattle, WA 98174-1099
(206) 607-1600 • (800) 877-8339 TTY
<http://www.seattle.gov/civilrights/>
- **Equal Employment Opportunity Commission**
909 First Avenue, Suite 400
Seattle, WA 98104-1061
(206) 220-6883 • (206) 220-6882 TTY
www.eeoc.gov
- **Washington State Human Rights Commission**
711 South Capitol Way, Suite 402
PO Box 42490
Olympia, WA 98504-2490
(360) 753-6770
1-800-300-7525 TTY
<http://www.hum.wa.gov/>
- **U.S. Department Of Education**
Office for Civil Rights
915 Second Avenue, Room 3310
Seattle, WA 98174-1099

Disciplinary Proceedings, Advocates and Notifications

Olympic College disciplinary proceedings, as well as special proceedings for cases involving sexual misconduct, are detailed in the Student Handbook, Employee Handbook and Bargaining Unit Agreements. The Student Handbook provides information concerning Code of Conduct Violations. A student or employee found guilty of violating the University sexual misconduct policy (or policies) could be criminally prosecuted in the state courts and may be suspended, expelled, reassigned or terminated from Olympic College for the first offense. Student survivors have the option to change their academic situations after an alleged sexual assault, if such changes are reasonably available. Employees have the option to change their work environment, if such changes are reasonably available. During a disciplinary hearing, both the accused and the accuser are entitled to the same opportunities to have and Advocate present. The Advocate can be an advisor, faculty member, employee, student, family member or legal counsel retained at no cost to the institution. The advocate is a silent support team member for their party. Advocates who attempt to participate in the proceedings will be excused from the proceedings.

Both the accuser and the accused must be simultaneously/concurrently informed of any final determination/outcome of any institutional disciplinary proceeding alleging a sex offense.

Sex Offender Registration

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act, and the Family Educational Rights and Privacy Act of 1974, the Campus Safety Department maintains a list of enrolled sex offenders. This is page on the Campus Safety web site that is internally available to all students/employees with electronic access. Additionally, Campus Safety provides a link (below) to the Kitsap County (WA) Sex Offender Registry. In accordance with the Olympic College Policy on Enrolled Registered Sex Offenders, notifications are made each quarter, based on the level of each offender. These notifications are managed by the Office of the Vice President of Student Success and Achievement and are updated quarterly or sooner as needed based on the enrollment of all registered sex offenders.

The [**Olympic College Registered Sex Offender 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. In Washington state, sex offenders who are enrolled in a public or private institution of higher education must also notify the local county sheriff immediately (RCW 9A.44.145).

Pursuant to the Community Protection Act of 1990, the Kitsap County Sheriff's Office is the lead agency for compiling and maintaining information on sex offenders residing in this county. Registry information provided under this section shall be used for the purposes of the administration of justice, screening of current or prospective employees and volunteers, or otherwise for the protection of the public in general and children in particular.

The Kitsap County (WA) Sheriff's Office is responsible for maintaining this registry. Follow the link below to access the Kitsap County (WA) Sheriff's website: [**http://www.kitsapgov.com/sheriff/**](http://www.kitsapgov.com/sheriff/)

Using this public information to threaten, intimidate or harass sex/kidnap offenders will not be tolerated by

the law enforcement agencies of Kitsap County. This abuse could potentially terminate our ability to release this important information to the public.

Emergency Response and Evacuation Procedures

Olympic College continues to improve warning and notification of dangerous situations and significant emergencies involving an immediate threat to the health or safety of students or employees on campus. Campus Safety is the lead department for all emergency response.

Beginning in 2011 duress buttons were added to classrooms to allow for a one way call for assistance. Over 150 of these devices were installed, adding a layer of emergency response not previously available in those areas. This expanded a small set of duress buttons that had been in place and proven effective over the past two years. Campus Safety tests these devices quarterly and Facilities Services maintains these devices so that they are connected to our radio network infrastructure.

A Campus Outdoor Warning System was installed in 2009 and has continued to expand to cover all areas of campus. Since 2009, we have doubled the amount of speakers to ensure maximum amount of coverage. This system consists of siren/PA units mounted on the exterior/interior of campus buildings that will provide siren tone warnings and voice announcements giving information on what stakeholders should do as an emergency situation develops. This system was primarily focused on those outdoors, moving about the campus. Expansion has been made into interior common areas of buildings, improving this methodologies ability to push information. At this time not all office or classroom areas can hear this public address system.

There is a separate procedure governing timely warning notices that are sent to the Olympic College community to notify members of the community about serious crimes against people that occur on campus, when it is determined by Olympic College administrators or the Department of Campus Safety that the incident may pose an ongoing threat to members of the Olympic College community.

If a serious crime, a natural disaster or a manmade emergency occurs that poses an immediate threat to the Olympic College community or a segment of the Olympic College community, 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. The types of incidents that may cause an immediate threat to the Olympic College community could include but are not limited to emergencies such as: an active shooter on campus, hostage/barricaded situation, suspicious package/bomb threat with confirmation of device, fire/explosion, earthquake, structural damage to Olympic College owned or controlled property, biological threat, high winds, flooding, gas leak, hazardous materials spill, etc.

All members of the Olympic College Community are notified on an annual basis that they are required to notify local law enforcement or the Campus Safety Department of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. The Campus Safety Department has been empowered and has a responsibility to initiate response to such incidents to determine if the situation does in fact pose an immediate threat to the community.

The Directors of Communications and Emergency Management are responsible for immediately notifying the appropriate Olympic College administrator (as per notification policy) of any situation that poses an immediate threat to the campus community. This will include details of the response initiated and message content that needs to be sent to the campus community. The members Olympic College Incident Management Team will be notified and will determine who is responsible for immediately notifying the community and sending the message using the emergency alert and timely warning system, telephones, email, digital displays, computer network, radio network, public address system or other methods which may be available and suitable.

The Campus Safety Department and members of the Incident Management Team may receive information from other offices/departments on campus about situations that may pose a threat to the campus community. In the event information received from other sources is of such a nature that it may cause an immediate threat to the Olympic College community, they are responsible for contacting the Campus Safety Department to confirm that has initiated the appropriate response to the incident.

The Incident Management Team or the Directors of Communications and Emergency Management will determine the content of the message and will use some or all of the systems described below to communicate the threat to the Olympic College community or the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

Emergency Notification Systems In-Place

The various systems that the institution has in place for communicating or receiving information quickly to/from the Olympic College community and contribute to the overall safety of the Olympic College community include:

- **Opt-Out Text Message Alert;**
- All Official/All Student E-Mail;
- Radio System;
- Telephone system, including voice messages or recorded information messages;
- Public Address System;
- Duress Buttons in classrooms and many high customer contact departments;
- Callboxes that communicate directly to Campus Safety radios;
- Electronic key card door lock systems that can be remotely locked down;
- Surveillance cameras positioned inside and outside throughout campus;
- Building Safety Coordinators;
- Digital Displays and Reader Boards; and
- Web site home page banner.

The Incident Management Team will post or direct updates during a critical incident on the Olympic College campus website. (www.olympic.edu)

Some or all of these methods of communication may be activated in the event of an immediate threat to the Olympic College campus community. The decision to issue an emergency warning and initiate the notification system at Olympic College shall be made on a case-by-case basis in compliance with the Campus Safety/Clery Act, taking into consideration all available facts surrounding the incident, including the possible risk of compromising law enforcement efforts. The Directors of Communications or Emergency Management or activated Incident Commander will determine, based on the facts and the safety of the community, the appropriate segment or segments of the campus community to receive a notification and the content of that notification.

Crime Statistics

The Olympic College Campus Safety Department, in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, prepares and distributes statistics annually on all the reported occurrences of the offenses below. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires the annual publication of crime statistics for the previous three calendar years.

The crime statistics include reports of, arrests for, and disciplinary actions arising from selected crimes. Effective with the 1999 calendar year, the Clery Act requires an expanded reporting that includes crimes and arrests occurring in certain off-campus locations.

Collection of Statistics

The Campus Safety Department coordinates the preparation of the annual report, including the gathering of crime statistics. The annual crime statistics are compiled from data provided by: Olympic College Campus Safety Department, local law enforcement jurisdiction, and Campus Security Authorities (college officials who have significant responsibility for student and campus activities - such as the Office of Student Services). Olympic College opened residence hall facilities in the fall of 2013, since that time statistics for the residence hall have been recorded. If you have questions regarding the statistics published here, please contact the Campus Safety Department at (360) 475-7800.

Crime Definitions

The crime definitions used to collate the statistics in this report conform to the requirements of the implementing regulations of the Clery Act (ref. 34 CFR 668.46(c)(7)). With the Campus SaVE Act, Violence Against Women Act and updates to the Department of Education requirements, there have been some changes in the crime classifications. At the time of the publication of this report, the federal guidance has not been formalized on how institutions of higher education should reformat their annual security reports and crime statistics. This report contains our best effort at capturing these changes, prior to the formalization of the process from the federal government.

Effective from the 1999 calendar year, the Clery Act requires the reporting of crime statistics for an expanded area beyond Olympic College's campus. The law and accompanying regulations also require these statistics to be shown in specific geographic categories (or venues) as defined below:

- Federal regulations define "**On Campus**" as any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and any building or property that is within or reasonably contiguous to the said area and is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor) (ref. 34 CFR 668.46(a)).
- "**On adjacent public property**" is defined as all public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus, or immediately adjacent to and accessible from the campus (ref. 34 CFR 668.46(a)).
- In or on a "**Non-Campus**" building or property is defined as any building or property owned or controlled by a student organization that is officially recognized by the institution and any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution (ref. 34 CFR 668.46(a)).

- **Hate Crimes:** The Clery Act requires the separate reporting, by category of prejudice, of any crime reported in the classifications above and any other crime involving bodily injury that manifests evidence that the survivor was intentionally selected because of the survivor's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability.

Olympic College does not record statistics for crimes involving students or student organizations that occur in other law enforcement jurisdictions as part of the Uniform Crime Report. However, Olympic College Campus Safety Department does maintain good communication with local law enforcement and tries to monitor incidents that do occur in other jurisdictions and may be of importance to the Olympic College campus community.

Table 1 – Shelton Campus¹

PART I – CRIMINAL OFFENSES <i>Clery Act Reportable Incidents On or Near College Facilities</i>													
	2014				2015				2016				
	ONC (1)	OCC (2)	NON (3)	Total	ONC (1)	OCC (2)	NON (3)	Total	ONC (1)	OCC (2)	NON (3)	Total	3-YR Total
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson/Reckless Burning	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	1	1	0	0	0	0	0	0	0	0	1
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense – Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense – Non- Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	1	0	0	1	0	0	0	0	1
Part I Totals	0	0	1	1	1	0	0	1	0	0	0	0	2
PART II – HATE CRIMES <i>Clery Act Reportable Incidents On or Near College Facilities</i>													
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson/Reckless Burning	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0

¹ **Tables Notes**

- **ONC:** On Campus: This category includes incidents that occurred on the main campus.
- **OCC:** Off-campus contiguous. This category includes incidents that occurred on public property immediately adjacent to and accessible from the campus. The information in this category is provided by the Shelton Police Department. For additional information on crime statistics in the City of Shelton, please contact the Shelton Police Department at (360) 426-4441.
- **NON:** Non-campus facilities. This category includes incidents that occurred on property other than the main campus owned or controlled by Olympic College and used in support of community educational purposes.
- Table 1 denotes the reportable crimes according to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998.

Destruction/ Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense – Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense – Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0
Theft/Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0
Part II Totals	0	0	0	0	0	0	0	0	0	0	0	0	0
PART III – CAMPUS ARRESTS AND DISCIPLINARY ACTION <i>Clery Act Reportable Incidents On or Near College Facilities</i>													
Drug Abuse Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Possessions	0	0	0	0	0	0	0	0	0	0	0	0	0
Part III Totals	0	0	0	0	0	0	0	0	0	0	0	0	0

Table 2 –Shelton Campus²

NON-CLERY ACT REPORTABLE INCIDENTS <i>On or Near College Facilities</i>													
	2014				2015				2016				
	ONC (1)	OCC (2)	NON (3)	Total	ONC (1)	OCC (2)	NON (3)	Total	ONC (1)	OCC (2)	NON (3)	Total	3-YR Total
Accident/Injury	3	0	0	3	4	0	0	4	3	0	0	3	10
Drug Activity	0	0	0	0	0	0	0	0	0	0	0	0	0
Fire	0	0	0	0	0	0	0	0	0	0	0	0	0
Fraud	0	0	0	0	0	0	0	0	0	0	0	0	0
Graffiti	0	0	0	0	0	0	0	0	0	0	0	0	0
Harassment	0	0	0	0	1	1	0	2	0	0	0	0	2
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0
Loss of Property	1	0	0	1	0	0	0	0	0	0	0	0	1
Missing Persons	0	0	0	0	0	0	0	0	0	0	0	0	0

²Tables Notes

- **ONC:** On Campus: This category includes incidents that occurred on the main campus.
- **OCC:** Off-campus contiguous. This category includes incidents that occurred on public property immediately adjacent to and accessible from the campus. The information in this category is provided by the Shelton Police Department. For additional information on crime statistics in the City of Shelton, please contact the Shelton Police Department at: (360) 426-4441.
- **NON:** Non-campus facilities. This category includes incidents that occurred on property other than the main campus owned or controlled by Olympic College and used in support of community educational purposes.
- Olympic College has chosen to also publish crimes that are not reportable according to the same law. These crimes are denoted in Table 2. The purpose of this is to allow potential and returning students, staff, faculty, community members, and visitors the opportunity to see the crimes that have recently occurred on campus. Some of the new crime classifications will now appear in this crime statistics report grid where previous annual security reports did not have those categories

Motor Vehicle Accidents	0	0	0	0	1	0	0	1	0	0	0	0	1
Non-aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0
Protection Order	0	0	0	0	0	0	0	0	1	0	0	1	1
Student Conduct	1	0	0	1	1	0	0	1	0	0	0	0	2
Theft/Larceny	1	0	0	1	1	0	0	1	0	0	0	0	2
Threat	0	0	0	0	0	0	0	0	0	0	0	0	0
Trespass	0	0	0	0	0	0	0	0	0	0	0	0	0
Unlawful Entry/Occupancy	0	0	0	0	0	0	0	0	0	0	0	0	0
Vandalism/Property Damage	2	0	0	2	0	0	0	0	0	0	0	0	2
Verbal Argument	1	0	0	1	0	0	0	0	0	0	0	0	1
Totals	9	0	0	9	8	1	0	9	4	0	0	4	22