2025

Security and Fire Safety Report

for TCC Tacoma Campus
and Gig Harbor Campus

This Report Collects date from the 2024 Calendar Year

TACOMA COMMUNITY COLLEGE

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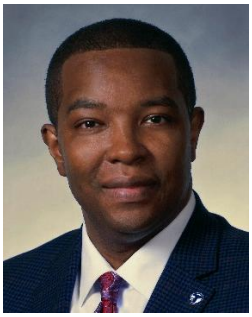
Message from the **President**

Ivan L. Harrell II, Ph.D. (President)



We are pleased to present the Tacoma Community College (TCC) Annual Security and Fire Safety Report. The Tacoma Community College Campus Safety Department has prepared this report to disseminate important information about Tacoma Community College, including:

- A Message from Campus Safety
- The Clery Act
- TCC Campus Safety Department
- Emergency and Crime Reporting and Response
- Access to Campus Facilities
- Drug & Alcohol Policies
- Smoking Policies
- Weapons Free Campus
- Sexual Assault Policies and Reporting Procedures
- VAWA (Violence against Women Act)
- Sexual Assault Education Programs
- Crime Prevention Programs
- Fire Safety
- Appendix (Definitions)
- TCC Crime/Fire Statistics

Tacoma Community College provides this annual report to not only comply with the Clery Act, but also to make the TCC and broader communities more aware of the safety and security issues that affect our campuses. Our goal is to have everyone assist in creating a safe and welcoming college environment.

At Tacoma Community College, the safety and well-being of our students, faculty, and staff are our top priority.

Thank you for your support.

Ivan L. Harrell, Ph.D.

A Message from **Campus Safety Department**

Brandon Kilgore *(Executive Director of Emergency Management and Campus Safety)*

Greetings from Campus Safety and Emergency Management. I appreciate your interest in reading this year's Annual Security Report. Our hardworking, dedicated, and professional Campus Safety officers and staff worked tirelessly over the past year to ensure the safety of our TCC community. Due to the nature of our department, our staff provided first-rate protection to the Tacoma Community College, 24 hours a day and 7 days a week. I am proud to share some of the great work they did over the past year, especially as we recover from a multi-year pandemic.

The Campus Safety department is a campus service charged with enforcing Tacoma Community College policies and regulations, while maintaining a safe and secure environment for the college community. Our department strives to be a proactive force mitigate incidents and stop crime before it occurs. However, it is essential to realize that crime can occur at any moment and recent years have offered new challenges to face. Our overall success relies on each member of the Tacoma Community College to support this mission and be part of this important work.

We invite you to partner with us to maintain a safe and secure campus. Should you have any questions or concerns regarding our Department, please feel free to contact me at bkilgore@tacomacc.edu.

Brandon Kilgore

Clery Act

The Jeanne Clery Disclosure Act of Campus Security and Campus Crime Statistics Act (The Clery Act) requires that post-secondary schools participating in the Title IV student financial aid programs publish a statistical report of crimes occurring on or near the institution's campus and provide information about policies, procedures, and programs. To comply with Clery, every institution must:

1. **Collect, classify, and count crime reports and crime statistics.**
2. **Issue campus alerts** that provide the college community with information necessary to make informed decisions about their health and safety. Institutions must: *Issue a **timely warning** for any Clery Act crime that represents an ongoing threat to the safety of students or employees.*
3. **Issue an emergency notification** upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus.
4. **Publish an annual security report** by October 1st that includes three years of campus crimes and fire statistics, campus security policies and procedures, and information regarding programs available to educate the Tacoma Community College community on safety and crime prevention. Institutions must also inform prospective students and employees about the availability of the report.
5. **Report crime statistics** for campus, non-campus buildings or property, or public property within the campus or immediately adjacent to and accessible from the campus.
6. **Maintain a public, written crime log** that records crimes reported to the Campus Safety office that occur on campus, on non-campus buildings or property, or public property within the campus or immediately adjacent to and accessible from the campus.
7. **Report fire statistics for each on-campus student housing facilities**. Currently, The College has no on-campus student housing.
8. **Periodically review and maintain policies and procedures** relating to campus security and fire safety.
9. **Periodically review and maintain policies and procedures** relating to VAWA (Violence Against Women Act).
10. **In addition to the requirements for all institutions**, The College maintains a Campus Safety Department that keeps a daily crime log of alleged criminal incidents that is open to public inspection.

Campus Safety Department

ABOUT CAMPUS SAFETY

Campus safety is a priority at The College. The Campus Safety Department works diligently to maintain safe and secure campuses for all students, employees and visitors. The College takes great pride in our communities and has many advantages for students and employees. Our communities are a great place to live, work, and study; however, that does not mean that the College is immune from situations that pose a risk to persons or property. TCC has taken progressive measures to create and maintain a safe environment on our campuses with that in mind. The Campus Safety Department is located at Bldg. 14 at the Tacoma Campus.

The Campus Safety Department reports to the Vice President of Finance and Administration. Campus Safety provides campus safety and security services to the TCC community 24 hours a day, 365 days a year. For criminal enforcement, TCC relies on the Tacoma Police Department (and Gig Harbor Police for the Gig Harbor campus).

Campus Safety jurisdiction is specifically the college-owned and controlled property at Tacoma and Gig Harbor Campuses. Campus Safety provides services for the Tacoma campus, located at 6501 S. 19th Street, Tacoma, WA 98466, and the Gig Harbor campus, located at 3993 Hunt Street, Gig Harbor, WA 98335.

Campus Safety Officers are non-sworn and may detain individuals for criminal offenses or at a police request, but do not have full arrest powers like commissioned officers. They enforce college policies, state, county, and city laws, and assist police agencies. Officers may request identification to verify student status **(WAC 132V-121-060)**, issue trespass notices to prohibited persons, and cite policy or traffic violations.

Campus Safety Officers wear navy blue shirts and have a gold and silver badge attached to their belt. Officers patrol the campuses in a vehicle, on foot, on bikes, or all-terrain vehicles.

LOCAL LAW ENFORCEMENT AGENCIES

While the College does not have formal agreements or memoranda of understandings regarding the investigation of criminal incidents in place with any law enforcement agency, Campus Safety has a close working relationship with the Tacoma Police Department, Pierce County Sheriff's Department, Washington State Patrol, Gig Harbor Police Department, Pierce Transit Police, and other law enforcement jurisdictions. The Campus Safety Department, works hand in hand with agencies, such as but not limited to, Law Enforcement, Fire Department, Investigators, Detectives, and Department of Corrections on arrests, warrants, missing persons, training, and any other matters where Campus Safety can be of assistance.

TCC recognizes that laws and rules are necessary for society to function and supports law enforcement by governmental agencies and regulations by officials of the College. All persons on the campus are subject to these laws and rules at all times. While the College is state property and constitutional protections apply, law enforcement officers may enter any campus spaces to conduct business as needed.

PREPARATION OF ANNUAL CRIME AND FIRE STATISTICS

The Campus Safety Department prepares the “Annual Security and Fire Report.” It discloses the annual crime and fire statistics to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act using information obtained by the Campus Safety Officers. The Clery Act is a complicated law that includes many requirements.

Campus Safety discloses all the incidents reported to the department that fall into any required reporting classifications as a statistic in the annual report. The crime statistics are disclosed for the year they were written and not the year the incident(s) occurred.

Campus *Security Authorities*

To ensure that campus crime is reported, the Clery Act requires campus crime statistics to include any crime reported to the local police agencies or campus security authorities. This broad designation potentially includes many institutional personnel.

The regulations define a campus security authority as:

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

The crimes, arrest, and disciplinary referral statistics on campus, in non-campus buildings or property, or public property include those reported to the Campus Safety Office and other campus officials with responsibility for student and campus activities:

- President
- Vice President for Student Affairs
- Vice President of Finance and Administration
- All Athletic Department Staff, including l athletic coaches
- All Early Learning Center Staff
- All International Program Staff
- All Human Resources Staff
- All Student Engagement Staff
- All Program Advisors
- All Student Club Advisors
- All Directors and Deans

The following employees perform secondary duties as campus security and are therefore included:

- Executive Director and Associate Director of Facilities
- Environmental Services Staff
- Maintenance Staff/Grounds Staff

The Campus Safety Department also obtains information from local and state law enforcement regarding crimes on public property within the campus or immediately adjacent to and accessible from the campus. This will include Tacoma Police Department, Gig Harbor Police Department, Pierce County Sheriff's Department, Washington State Patrol, and Pierce Transit Police. The Campus Safety Department collects all statistics and compiles them per the Clery Act.

This report provides statistics for the previous three years concerning reported crimes on campus, in certain off-campus buildings, or property owned, leased, or controlled by the College. This report also includes institutional policies concerning public safety, such as policies regarding sexual assault, alcohol, and drugs.

The Campus Safety Department is not required to obtain fire statistics because the college does not currently have residential halls. Annually in October, a copy of the "Annual Security and Fire Safety Report" will be available at the Campus Safety Office, located at 6501 S. 19th Street (Bldg. 14), Tacoma, WA 98466. The ASR will also be available on the college website, the intranet and emailed to all employees and students.

Emergency & Crime Reporting and Response

REPORTING CRIMINAL ACTIONS OR OTHER EMERGENCIES OCCURRING ON CAMPUS

Students, employees, other members of the TCC Community, and visitors who are victims of, observe, or know any criminal action, emergency, or public safety incident should immediately contact Campus Safety. Crimes and emergencies can be reported by calling **253-566-5111** or extension **5111** from any campus phone **24 hours a day** or the local police at **911**. Non-emergency public safety-related matters can be reported by calling **253-460-4422** or extension **4422** from any campus phone **Monday thru Friday, 8:00 am to 5:00 pm.**

TCC Community members are encouraged to report all crimes, emergencies, and public safety incidents to Campus Safety in a timely manner. Campus Safety dispatchers are available Monday thru Friday from **8:00 am to 5:00 pm**. After hours you may call **253-566-5111** or extension **5111** from a campus phone, and an officer will assist you directly.

Campus Safety will respond to all incidents, emergencies, and crimes on campus, and officers will prepare an incident report. After completing the investigation and report, Campus Safety may provide the report to either Student Affairs or Human Resources, depending on the parties involved and the incident.

It is encouraged that accurate and timely reporting of all crimes to Campus Safety or local law enforcement. These reports support campus safety while protecting the privacy of those involved

CONFIDENTIAL AND VOLUNTARY REPORTING

TCC encourages accurate and prompt reporting of all crimes to Campus Safety and local law enforcement when the victim of a crime elects to, or is unable to, make such a report.

Victims or witnesses may report crimes on a voluntary, confidential basis. Reports filed in this manner are counted and disclosed in the Annual Security Report crime statistics, but no personally identifying information is included.

Confidential reports may be made through the following methods:

- Directly to Campus Safety via the confidential reporting line/email form
- Through designated campus officials with significant responsibility for student and campus activities (CSA officials)
- Through local community-based resources and hotlines

This ensures victims and witnesses have options to report crimes without disclosing their identity, while still contributing to campus safety and compliance with the Clery Act.

If *you are a victim or* witness *to a crime:*

Call the Campus Safety at 253-566-5111 or ext. 5111 from any campus phone.

Write down as much *information as you can remember. If you cannot identify the perpetrator by name, try to recall as many details* as possible about the offender(s):

1. *Gender*
2. *Approximate age*
3. *Height*
4. *Weight/Build*
5. *Description of face (eye color, hair color/style, jaw, nose, facial hair, glasses, etc.)*
6. *Dress/clothing*
7. *Distinguishing marks (scars, tattoos, etc.)*
8. *Voice*

Attempt to obtain a description and license number of any vehicle involved. Note the direction taken by the offenders or make/model of vehicles and report those to Campus Safety. Preservation of the crime scene is essential. Secure the area around the incident and do not allow anyone in the crime scene until Campus Safety or local law enforcement arrive. Do not allow anyone to touch, move, or alter any items that could be evidence.

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus, the Campus Safety Department will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing the notification system will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or contain, respond to, or otherwise mitigate the emergency.

PASTORAL AND PROFESSIONAL COUNSELORS

When acting in their official capacity, pastoral and professional counselors are not required to report crimes for inclusion in the annual disclosure of crime statistics under 20 U.S.C Section 1092(f). They are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures available for reporting crimes on a voluntary, confidential basis for inclusion in the annual crime statistics.

A **pastoral counselor** is a person who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling, and functions within the scope of his or her license or certification.

A **professional counselor** is a person whose official responsibilities include providing mental health counseling to members of the institution’s community and functioning within the scope of his or her license or certification.

Access to Campus Facilities

The College maintains open campuses during regular business hours, allowing students, parents, employees, contractors, guests, and invitees to freely enjoy campus facilities. During non-business hours, access to all College facilities is by key or proximity card, if issued, or by admittance via the Campus Safety Department.

Some facilities may have individual hours, which may vary at various times of the year. In these cases, the facilities will be secured according to the schedules developed by the department responsible for that facility.

Emergencies may necessitate changes or alterations to any posted schedules.

The Campus Safety Department monitors campus facilities through officer patrols and security checks at various locations. During regular TCC facilities are not open to the general public outside of regular business hours unless there is a function or event on campus. Identification must be shown upon request.

TCC has a Facilities Department responsible for proper care and maintenance of campus facilities, landscaping, and custodial services. Facilities also repairs and installs locks and card access readers. The Campus Safety Department reports to the Facilities Office any maintenance repair issues they might observe while patrolling the campus, including such conditions that may pose a safety risk. To maintain security, employee key access to buildings is determined by the appropriate supervisor.

Crime and Security Awareness and Prevention Programs

Campus Safety conducts annual Safety Walks to identify safety related concerns. These concerns are then periodized with the assistance of Facilities to create a work flow and time of completion plan.

Campus Safety sponsors crime prevention trainings on personal safety and theft prevention. The Campus Safety Department facilitates programs for student, parent, faculty, and new employee orientations. Some trainings are done internally by Campus Safety while Trauma Informed Care and De-escalation trainings involve hired professional trainers. Trainings from Campus Safety happen by request and at least once a year at Professional Development Day(s). Trainings from hired professionals occur at least once per quarter.

Campus Safety organizes an annual Safety Week that dedicates several days in Fall quarter. This event brings in a variety of health and safety organizations and trainings to the institution for employees, students, and the general public.

During the start of quarter orientation, students are informed of services offered by the College. During these sessions, the Campus Safety Department provides information and tips to maintain personal and property safety.

Timely Warnings

The Campus Safety Department will issue a timely warning be issued to members of the college community in cases of reported murder, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and hate crimes (manifesting evidence of prejudice based on race, religion, sexual orientation or ethnicity), in cases where the Executive Director of Campus Safety (or designee) determines there is a continuing threat to the TCC community.

In such cases, warnings may be disseminated through e-mail. Depending on the circumstances of the crime, the Executive Director of Campus Safety, in consultation with the Executive Director of Facilities, the Public Information Officer (PIO), the Vice President of Finance and Administration, and the President, may issue a safety alert to students and employees through Omnilert. These alerts are written and sent out by the PIO (or designee).

The College will issue Timely Warnings whenever the following criteria are met: (1) a crime is committed; (2) a perpetrator has not been apprehended; and (3) there is a substantial risk to the physical safety of other members of the college community because of this crime. Such crimes include but are not limited to: (1) Clery act crimes that are reported to any campus security authority or local police; or (2) the College determines that the incident represents a serious or continuing threat to students and employees. Additionally, in some circumstances, the Campus Safety Department may issue Timely Warnings when there is a pattern of crimes against persons or property. For incidents involving off-campus crimes, the College may issue a Timely Warning if the crime occurred in a location used and frequented by the college community.

EMERGENCY NOTIFICATION PROCEDURES

In the event of a significant emergency or dangerous situation involving an immediate threat to student's or employees' health or safety, the College will issue an emergency notification and activate the emergency notification procedures. When an emergency notification is activated, the College may use one or more of the following systems: text messaging through **Everbridge**, TCC internal email affiliated with our students and employees, TV monitors, TCC website (Internet and Intranet), Twitter, Facebook, and local news networks.

The Executive Director of Campus Safety, in consultation with the Executive Director of Facilities, the PIO, Vice President of Finance and Administration, and the President, will determine if the emergency notification procedures need to be activated. When activated, the alert will be issued by the PIO (or designee) using one or more of the systems to send the alert.

For resources regarding trainings and procedures, employees can access online resources by logging into the HUB for workplace preparedness information, trainings, and emergency features and locations. Students and employees can access the College's Emergency Procedures in its entirety by visiting Campus Services, finding Safety and clicking Emergency Procedures. The College also has emergency flip charts posted in all buildings and classrooms.

Confirming a Significant Emergency or Dangerous Situation

Tacoma Community College's emergency notification procedures are initiated upon a report of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. The emergency is promptly confirmed through the following steps:

- Campus Safety Officers are immediately dispatched to verify the report. Officers respond to the reported location, assess the situation, determine the nature and scope of the threat, ensure the safety of any affected individuals. This is then reported to their supervisor directors.
- The Executive Director of Campus Safety notifies the Vice President of Finance and Administration and the President. The Executive Director also has the authority to work directly with the Public Information Officer (PIO), to activate the Emergency Notification System if the timeliness of the alert is impeded.

- The PIO, Emergency Management Specialist and Executive Director of Campus Safety have administrative access to the Everbridge emergency alert system. Training has been conducted on using built in desktop or the remote application for smart phone usage. Pre-made prompts have been established to shorten the time between incident and alert. Alerts are sent through Everbridge software to the preestablished phone numbers, emails, and all TCC desktops.
- Upon activation of the Emergency Notification System, the Incident Management Team (IMT) will further assess the situation and determine if the EOC (Emergency Operations Center) needs to be activated and what additional appropriate actions may be necessary.

Notification

Once a significant emergency or dangerous situation is confirmed, the Emergency Notification Team will determine the appropriate segment for the community to receive notification, depending on the nature and extent of the threat of danger.

The Emergency Notification Team will, without delay, consider the safety of the community, determine the content of the emergency notification, and initiate the system, unless issuing a notification will, in the professional judgment of the team, compromise effort to assist a victim, or to contain, respond to, or otherwise mitigate the emergency.

Notifications are pre-made for a number of campus emergencies. Others are set up to fill in basic information without the need of writing new notifications every time. This ensures a shorter time to get the notification out. These pre-made notifications are created by the PIO and Campus Safety.

Disseminating Emergency Information to the Larger Community

The Executive Director of Campus Safety will immediately notify the Emergency Notification Team, led by the PIO, in the event of a significant emergency or dangerous situation. The PIO (or designee), in consultation with the President of TCC is responsible for communicating with the larger community, including both internal and external constituencies. The PIO (or designee) will provide ongoing communication with trustees, employees, students, alumni, parents, and the public. The PIO (or designee) may communicate through campus-wide emails, Everbridge, press releases or press conferences, social media (Facebook, Twitter), and the TCC website.

EMERGENCY NOTIFICATION SIGN UP OPTIONS

In order for students to receive timely warnings or emergency notifications, TCC recommends that they frequently check their student/employee email and participate in using the Omnilert notification system.

To sign up for Omnilert, please see below:

- *Log into your HUB (students and employees).*
- *Click the + sign next to more quick links.*
- *Scroll down to where you see Security and click the + sign.*
- *Click on Everbridge, then click create a new account, register your*

information.

ANNUAL TESTING OF EMERGENCY RESPONSE AND EVACUATION PROCEDURES

The Campus Safety Department annually tests the Emergency Notification System and evacuation procedures. The purpose of evacuation testing is to prepare building occupants for an organized evacuation in an emergency. At TCC, evacuation tests are used to educate and train occupants on issues specific to their building. During the test, occupants practice evacuation procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building, it allows TCC to test the operation of the fire alarm system components. The Campus Safety Department monitors evacuation tests. Our tests are shared with the Department of Emergency Management who advises Campus Safety and who TCC has partnered with to access the Everbridge alert software.

MISSING PERSONS POLICY

In the event that a person is presumed missing, the Campus Safety Departments and/or local Law enforcement are to be notified. Campus Safety will investigate and work with local law enforcement.

Tacoma Community College does not have on-campus housing; therefore, a formal “missing student” policy under the Clery Act is not required. However, the College maintains a process for reporting and responding when a student is believed to be missing. Campus Safety will investigate the circumstances, notify local law enforcement as appropriate, and contact any designated emergency contacts to ensure the student’s safety.

Drug and Alcohol Policies

ALCOHOL AND OTHER DRUGS STUDENT & EMPLOYEE GUIDELINES

As part of its educational mission, the College is committed to providing an environment that promotes academic, social, and personal development and recognizes that employees contribute to learning. The College believes that the illegal use or abuse of alcohol, and the use of illegal drugs, poses a direct threat to its learning environment. Our goal is to provide students and employees with information about alcohol and drug abuse, the College's position on use, the risks and consequences associated with illicit use, and ways to get help for those experiencing problems. Healthy choices and positive decisions can only be based upon having accurate information.

DRUG AND ALCOHOL POLICIES

Tacoma Community College prohibits the unlawful possession, use, or distribution of alcohol and illicit drugs by students and employees. Violations of federal, Washington State, or local laws can result in fines, imprisonment, or both. Under Washington law, persons under 21 may not possess or consume alcohol (RCW 66.44.270, 66.44.316), and possession or distribution of controlled substances is prohibited (RCW 69.50).

Alcohol and drug use can cause health problems, addiction, impaired judgment, accidents, and legal consequences. The College provides counseling, treatment, rehabilitation, and re-entry programs for students and employees. Violations of College policy may result in disciplinary action up to expulsion or termination, as well as referral for prosecution.

Under the provisions of the Drug-Free Schools and Communities Act of 1986 (PL 99-570, Title IV, Sub-title B) and its amendment of 1989 (PL 101-226), the College policy requires the College to educate and inform students and employees about prevention and treatment of substance abuse. The policy also upholds Washington statutes and federal laws regarding the illegal possession or distribution of illicit drugs and alcohol.

TO WHOM DOES THIS POLICY APPLY

This policy applies to all individuals registered for classes at the College.

POLICY

TCC prohibits the unlawful use, possessing, selling, or being under the influence of any narcotic drug or controlled substance as defined in **RCW 69.50.101** or any dangerous drug as defined in **RCW 69.50.308** while on college facilities or at any college-sponsored event except when the use or possession of such a drug is prescribed explicitly as medication by an authorized medical doctor or dentist. The term "sale" shall have the meaning as defined in **RCW 69.04.005**.

Use, possession, or distribution of alcoholic beverages on college facilities or at college-related events without a permit from the state liquor control board and approval by the president and being under the influence of liquor or alcoholic beverages while on college facilities or at college-sponsored events is not permitted.

TCC enforces all state laws and city ordinances, including those prohibiting drinking by

individuals under 21 years of age.

ALCOHOL

The College's Student Code of Conduct violations **(WAC 132V-121-060)**, being under the influence, use, possession, manufacturing, or distribution of alcoholic beverages at college-sponsored events while on a college-owned or controlled property is prohibited except when authorized by the President or designee is strictly prohibited. **Alcoholic beverages may not, in any circumstances, be used by, possessed by, or distributed to any person under twenty-one years of age.**

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

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

Being "under the influence" is defined as exhibiting impaired behavior that may limit a person's ability to perform everyday tasks or pose a threat to the safety or well-being of the person or others.

DRUG

Under TCC's Student Code of Conduct violations (WAC 132V-121-060), being under
The influence, use, possession, manufacturing, or distribution of marijuana (including medical marijuana), heroin, narcotics, other controlled substances, or associated paraphernalia (pursuant to RCW 69.50.102) is prohibited.

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in and on college-owned or controlled property. No employee will report to work while under the influence of alcohol or any unlawfully controlled substance. Violation of this policy by any employee may result in referral for mandatory evaluation/treatment for a substance abuse disorder or disciplinary action up to and including dismissal in accordance with the State rules and regulations set forth for higher education, bargaining unit agreements, tenure laws, or other college policies

In order to comply with federal law, the college requires that an employee notify the employing official of any criminal drug statute conviction for any violation occurring in the workplace no later than five days after such conviction. Suppose the employee is engaged in the performance of a federally sponsored grant or contract. In that case, the college must notify the federal contracting agency within ten days of receiving notice that the employee has been convicted of a drug statute violation occurring in the workplace. The college will take disciplinary action against or require satisfactory participation in a drug/alcohol abuse assistance or rehabilitation program by any college employee who is so convicted. Disciplinary action may include dismissal from employment or other appropriate disciplinary actions. Employment at the college is conditional on each employee's willingness to abide by this policy.

CONTROLLED SUBSTANCE

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

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

Being "under the influence" is defined as exhibiting impaired behavior that may limit a person's ability to perform expected tasks or pose a threat to the safety or well-being of the person or others.

PRESCRIPTION & OVER THE COUNTER (OTC) DRUGS

Prescription and over the counter (OTC) drugs are permitted when taken as prescribed or for OTC drugs, as directed by package instructions, so long as the medications do not adversely affect the consumer's ability, performance, or safety others. The use of prescription and OTC drugs over the prescribed amount or contrary to package instructions violates this procedure.

If an employee's use of medication could adversely affect the employee's ability, performance or workplace safety, the employee must follow the appropriate personnel procedures. The employee need only disclose that he or she is taking medication. The medical reason or drug name need not be disclosed to the supervisor. In cases where the employee will be working while using medication(s) that could adversely affect their ability, performance, or workplace safety, the employee may be required to disclose the name of the medication(s) to Human Resources so that appropriate measures can be taken.

If a student's medication use could adversely affect the student's ability, performance, or safety, the student should inform an advisor, instructor, or Student Services. Students may consult Access Services in arranging reasonable accommodation for their medical needs.

If you have any questions about these policies, contact the Vice President for Student Affairs office at **253-566-5115** in Building 7 or the Human Resources Office at **253-566-5051** in Building 14.

STATE AND FEDERAL DRUG LAWS

Washington State Drug Laws (RCW 69.50)

The following is a partial list of illicit drugs considered to be controlled substances by the state of Washington: Narcotics (opium and cocaine, and all drugs extracted, derived, or synthesized from opium and cocaine, including crack cocaine and heroin); Methamphetamine; Barbiturates; and Hallucinogenic Substances (LSD, peyote. Mescaline, psilocybin, PCP)

State Penalties for Illegal Sale of Controlled Substances: The illegal sale of any controlled substance is punishable by up to 5 years in prison, a $10,000 fine, or both.
State Penalties for Illegal Manufacture or Delivery of Controlled Substances: Schedule I or II Narcotics or flunitrazepam - Up to 10 years in prison, $25,000 to $100,000 fine, or both. Any other controlled substances under Schedule I, II, III, IV, or V, except flunitrazepam - Up to 5 years in prison, $10,000 fine, or both.
State Penalties for Possession of Controlled Substances: Possession of any controlled substance is punishable by up to 5 years in prison, a $10,000 fine, or both.

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

Drug and Alcohol Program

The many health risks associated with the use of illicit drugs and the abuse of alcohol may adversely affect work and personal life. These risks include liver damage, heart disease, ulcers, malnutrition, brain damage, cancer, and damage to a developing fetus. The college will provide substance abuse education, resources, information, and referral focusing on preventing and treating substance abuse.

The substance abuse program will be available to all college employees. The College will distribute information to employees about the drug and alcohol abuse prevention program annually.

The College will conduct a biennial review to determine the effectiveness of the drug and alcohol abuse prevention program, implement changes as needed, and ensure that appropriate sanctions are consistently enforced.

Each employee and college volunteer will complete a signed acknowledgment form that indicates receipt of a copy of the Tacoma Community College Drug-Free Workplace policy and acknowledgment that the employee/volunteer agrees to read and abide by the policy terms and conditions. The acknowledgment will be placed in the employee's personnel file. The acknowledgment for volunteers will remain with their respective college volunteer agreement. ***Special Note Regarding Marijuana:*** Marijuana remains illegal for minors (persons under 21 years of age) to possess, sell, or use and it is illegal for a person to possess any amounts over 28.3 grams. Marijuana remains illegal under federal law, and policies concerning marijuana at the college remained unchanged. It is illegal to produce, distribute or use marijuana on college property or during college-sponsored activities.

Federal Drug Laws

Persons convicted of federal drug trafficking charges may face

- The loss of federal benefits, including school loans, grants, contracts, and licenses.
- Forfeiture of personal property and real estate
- Other federal drug penalties.

HEALTH RISKS ASSOCIATED WITH USE AND ABUSE OF ILLICIT DRUGS AND ALCOHOL

In general, drug use and abuse of alcohol can:

- Interfere with learning. Studies show that students who use illicit drugs and abuse alcohol significantly tend to have lower grades overall.
- Distort sensory input and perceptions and exaggerate emotions. When that happens, users are not fully in control of their actions. They are at higher risk of harming themselves or others. Drinking and driving is one example, and increased arguments or fighting are others.
- Make users feel that they are performing at their best when actual performance is much compromised. This can result in poorer grades or work performance. It may lead to an increased risk of accidents due to misjudging a situation or missing critical information.
- Put the user at risk for medical complications or medical emergencies. For example, ingesting large quantities of alcohol can interfere with breathing, and overdose of some drugs can cause cardiac irregularities or even cardiac arrest.

SPECIFIC HEALTH RISKS OF ALCOHOL AND OTHER DRUG ABUSE

Health Risks of Psychoactive Drugs

All psychoactive drugs (including alcohol) can produce adverse health risks associated with long-term use. In addition, all these drugs can pose serious risks such as abnormal growth, brain damage, and birth defects for the fetus of a drug-using female. The following are possible health risks:

Stimulants: Includes cocaine, nicotine, amphetamines. Anxiety, agitation, malnutrition, high blood pressure, irregular heartbeat, insomnia, amphetamine/cocaine psychosis, convulsions, and cardiac failure.

Depressants-sedatives/Hypnotics: Includes alcohol, methaqualone, benzodiazepines, and barbiturates. Central nervous system depression, impaired thinking and judgment, coordination loss, disorientation, memory and inhibitions, coma, and possible death from overdose.

Hallucinogens: Includes LSD, PCP, mescaline and peyote, amphetamine variants. Illusions, hallucinations, poor perception of time and distance, increased heart rate and blood pressure, panic flashbacks, may precipitate psychosis.

Narcotics: Includes opium, heroin, morphine, codeine, and methadone. Anxiety, drowsiness and lethargy, nausea, mental confusion, constipation, respiratory depression, coma, or death.

Inhalants: Includes glue, paint thinner, gasoline, aerosol sprays. Nausea, headaches, perceptual distortions, central nervous system depression, impaired judgment and thinking,

damage to brain life, kidneys, bone marrow and lungs, and sudden death.

Effects of Alcohol

Alcohol consumption causes several marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts. Moderate to high amounts of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower amounts of alcohol will produce the described effects.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

COUNSELING AND RESOURCES AVAILABLE TO STUDENTS AND EMPLOYEES

The State of Washington, by law, provides what is called a "continuum" of help. No matter what kind of alcohol or drug problem exists or how serious it may be, a treatment resource is available to address the problem. This ranges from the immediate medical crisis (detoxification) to inpatient and outpatient treatment for chemical dependency to aftercare and follow-up services. The type and length of treatment will be set to the level needed to take care of the problem and help the person restore to normal, alcohol and drug-free functioning. The agencies that provide the various types of treatment must maintain high professional standards and are regulated by the State of Washington, Division of Alcohol and Substance Abuse. Treatment programs are required to provide only the right types and amounts of professional care necessary to restore and maintain normal functioning.

The College does not offer direct treatment for alcohol or drug abuse or addiction. It can and will assist any student or employee seeking an appropriate service. Getting the right type and amount of help begins by getting a thorough assessment of the problem. Entitlement programs and partial or full private insurance coverage may be available
to you. Students and Employees may contact any of the following resources both on and off-campus
to get assistance:

Emergencies 911

24-Hour Alcohol and Drug Information Line 1-800-562-1240

CARE *..... 253-572-2273*

Employee Assistance Program toll free 1-877-313-4455

Olympia 360-753-3260

Seattle 206-281-6315

TCC Counseling Center, Building 7 253-566-5122

TCC Student Engagement, Building 11 253-566-5118

DISCIPLINARY SANCTIONS

TCC enforces disciplinary sanctions in a consistent manner and in accordance with local, state, and federal laws to include the Code of Student Conduct. Disciplinary actions include warning; probation; suspension; termination of employment; arrest; referral for prosecution, or requirement of satisfactory participation in substance abuse treatment, counseling, or education program condition of reinstatement or continued employment. Actual disciplinary action will be imposed based upon a review of the circumstances of the case.

The Code of Student Conduct may be found under the WAC (Washington Administrative Code) **132V-121 WAC**. There you will find definitions, jurisdictions, student standards, procedures, and violations of campus policies.

TCC also has a Behavioral Intervention Threat Assessment team (BITA). BITA primarily consists of employees from the Campus Safety Department, Student Conduct Administrator, and Counseling Department. Other College departments may be asked to serve on the team in specific situations as needed. The BITA serves as a central network focused on prevention and early intervention in situations involving students experiencing serious distress or engaging in harmful, disruptive behaviors. To report a concern, please see the following web page for information ranging from student conduct concerns, title IX violations, bias reporting and others. https://www.tacomacc.edu/tcc-life/report-a-concern

You can also email the Student Conduct \Administrators at dkaulman@tacomacc.edu; scmorgan@tacomacc.edu; or the Campus Safety Executive Director at bkilgore@tacomacc.edu.

Smoking/Tobacco Use Policy

Smoking or the use of tobacco products is prohibited in all areas of the College premises. College premises include all land, buildings, facilities, and other property owned, used, controlled, or leased/rented by the college and agencies or institutions that have educational agreements with the college.

An exemption to this policy is allowed for college properties that are long-term leaseholds and occupied by community agencies that are not affiliated with the college, i.e., Pierce Transit and Tacoma Area Coalition for Individuals with Disabilities.

Tobacco and Smoke-Free Campus Policy

PURPOSE

The College acknowledges the findings of the United States Surgeon General that tobacco use in any form, active and passive, is a significant health hazard. The college further recognizes that the U. S. Environmental Protection Agency classifies environmental tobacco smoke as a Class A carcinogen. The College established the following tobacco and smoke-free campus policy in light of these health risks and in support of a safe and healthy learning/working environment.

TO WHOM DOES THIS POLICY APPLY

This policy applies to all employees, faculty, students, student workers, visitors, and contract employees. No one is excluded from this policy.

DEFINITIONS

Smoking includes the inhaling, exhaling, or burning of any kind of pipe, cigar, cigarette, e-cigarette, vape, or any other lighted smoking equipment.

Tobacco/tobacco products include cigarettes, e-cigarettes, cigars, pipes, clove cigarettes, vapes, and smokeless or spit tobacco, also known as dip, chew or snuff.

Smoking materials must be extinguished and properly disposed of before entering college premises or exiting a vehicle. Improper disposal includes, but is not limited to, spitting smokeless tobacco products, littering (e.g., discarding cigarette butts, throwing cigarette butts out of windows, leaving spit containers), and anything that creates a fire hazard.

The sale of tobacco products or tobacco-related merchandise is prohibited on college property. This includes the free distribution (sampling) of tobacco products and associated products. Sponsorship of campus events by organizations that promote tobacco use is prohibited. Advertisement of tobacco products at campus events is prohibited regardless of sponsorship. Additionally, TCC shall neither solicit nor accept any grant, gift, or anything else of value from a manufacturer, distributor, or retailer whose principal business is tobacco products.

Exceptions to this policy for cultural or artistic purposes require prior written approval of the college president or designee.

Weapons Free Campus

The College seeks to maintain a welcoming and safe educational and learning environment for students, employees, and visitors.

TCC maintains a weapons-free campus. The possession of firearms or weapons on college premises, walking trails, non-campus facilities or TCC sponsored activities is **prohibited** as referenced in the Washington Administrative Code **WAC132S-50-280**. This policy also includes any person who is authorized or has a concealed permit to carry.

A **weapon** is any object or substance which is used or capable of causing injury. This includes explosives, firearms, facsimile firearms, ammunition, firearm accessories, empty holsters, magazines, electronic weapons, martial arts weapons, paintball guns, air guns, bb guns, pellet guns, simulated weapon replicas, parts of a weapon, switchblade knives, any knife with the blade of four inches or more in length, swords, bows, arrows, hand grenades, brass knuckles, sling shots, and chemicals such as "*mace*" or teargas.

College premises include all land, any vehicle, buildings, classrooms, facilities, and other property owned, used, controlled, or leased/rented by the college and agencies or institutions that have educational agreements with the college.

This policy applies to all employees, faculty, students, student workers, visitors, and contract employees. **No one is excluded from this policy**.

Any person(s), employee, faculty, student, student workers, visitors, or contractors who violate this policy will be subject to disciplinary action, including arrest, termination, expulsion, criminal trespass, and referrals to external law enforcement agencies.

Exclusions apply only to those who are law enforcement officials duly authorized to carry such weapons, military officials who are authorized and acting only under orders which require weapons to be carried, armored guards in the performance of their duties, and civil officers of the United States in the performance of their official duties.

Campus Safety and authorized officials have the right to investigate any reasonable suspicion of violations of this policy.

Any additional information or reporting of violations may be acquired or reported to Campus Safety located in Building 14 or by calling **253-566-5111** or Ext. **5111** from any campus phone. You may also contact the Office of Student Affairs at 253-566-5115, Ext. 5115 or the Office of Human Resources at 253-566-5374, Ext 5374.

Animals on Campus

This policy is established to govern the presence of animals on campus.

TO WHOM DOES THIS POLICY APPLY

This policy applies to all employees, students, visitors, and vendors. **No one is excluded from this policy.**

DEFINITIONS

Service Animal is an animal trained to do work or perform tasks for an individual with a disability, including physical, sensory, psychological, intellectual, or other mental disabilities.

Service Animal in Training means an animal that is being trained to assist or accommodate an individual with a disability.

Therapy/Emotional Support Animal means an animal that provides emotional or passive comfort that alleviates one or more of the identified symptoms or effects of a disability. A therapy/emotional support animal is not a service animal under this policy.

Owner/Handler means any person having an interest in or right of possession to an animal, or any person having control, custody, or possession of an animal.

Physical Control means control using a leash of no more than eight feet in length, cage, bridle, or other restraining device held by the owner or keeper. Reasonable modifications of this provision may be made to accommodate a service animal (Tacoma Municipal Code Title 17).

College Facilities includes all buildings and facilities in the possession or owned, used, controlled, leased, or rented by the college and agencies with educational agreements. Exemptions to this policy are allowed for college properties that are long-term leaseholds and occupied by agencies that are not affiliated with the college, i.e., Pierce Transit and Tacoma Area Coalition for Individuals with Disabilities.

College Premises includes all land and other property in possession of or owned, used, controlled, or leased/rented by the college.

Reasonable Accommodations are modifications or adjustments to the tasks, environment, or to the way things are usually done that enable individuals with disabilities to have an equal opportunity to participate in an academic program or a job (U.S. Dept. of Education, 2007).

POLICY

The College's policy is to require that all animals be attended, leashed, or properly restrained while on college premises and under the direct physical control of their owner/handler per Tacoma Municipal Code Title 17. The owner/handler is subject to the campus code of conduct while working in a campus facility on college premises. The owner/handler is responsible for all cleanup, and no animal shall be permitted to run at large or be disruptive on any college-owned property. Per Tacoma Municipal Code 17.02.070 it is considered a violation for an owner or person to confine any animal in a motor vehicle in such a manner that places it in a life or health-threatening situation. Animals are not permitted in college facilities except for service animals, college-sanctioned events at which animals are participating, or when animals are part

of an academic program. All service animals must meet the U.S Department of Justice Guidelines. Service animals in training may be permitted, but are not entitled to, the same access as service animals. Therapy/emotional support animals are not considered service animals under this policy.

Service Animals Permitted

Owners/handlers of service animals are permitted to be accompanied by their service animal to all areas of the college's premises, including facilities and programs where the owner is allowed to go. Such areas include public areas, public events, classrooms, and other areas where college programs or activities are held. Limited exceptions for service animal access exist. For example, when consistent with other college policies, state and/or federal laws or regulations, a service animal may be restricted from specific areas of the college, such as food preparation areas, animal research facilities and premises, medically sensitive patient, and clinic areas, and biologically sensitive or hazardous research sites. If a service animal is restricted from certain areas, the Office of Access Services is available to evaluate reasonable accommodations for the owner.

Assessing Service Animal Status

College personnel must allow a service animal access to an event or activity with its owner/ handler when it is readily apparent that the animal is trained to do work or perform tasks for the service animal owner/handler. Examples include a dog guiding an individual who is blind or has low vision, pulling an individual's wheelchair, or providing assistance with stability or balance to an individual with a mobility disability.

If the need for the service animal is not apparent, college personnel may only ask service animal owners for the following information:

1. Whether the service animal is required because of a disability; and
2. What work or task the animal has been trained to perform.

If the owner/handler states that the animal is required because of a disability and the owner/handler states that the animal has been trained to do work or a task for the owner/handler, then the service animal must be admitted in all areas except those that are restricted as explained herein. If there is any doubt that an animal is a service animal, college personnel should admit the animal and then consult with the Office of Access Services regarding future access.

College personnel should not ask service animal owners/handlers for medical documentation or the nature of their disability, except as noted herein. Service animal owner/handlers may not be asked for a special registration, identification card, license or that the animal demonstrates its ability to perform work or tasks.

College Assistance

Potential and current students and guests are not required to register their service animals with the college. Service animal owners/handlers who are students who regularly access college facilities are encouraged to contact access services within the student affairs department who can assist the owner/handler with proactively informing other college personnel, such as faculty, advisors, building coordinators, etc., that the service animal should be allowed access.

Employees with Service Animals

College employees who require the use of a service animal in the workplace should make a request for workplace accommodation by contacting the ADA coordinator in Human Resources. For more information, see the College's Policy on Equal Employment Opportunity, Board of Trustees Resolution 98-04, and WAC 162-22-100.

Service Animal Owner/Handler Responsibilities

Animal owners/handlers are responsible for complying with policy and responsible for damage or injury caused by the animal. Misrepresentation of a service animal is a civil infraction (RCW 49.60.214). Additional responsibilities include

- Ensuring the animal does not disturb or disrupt normal academic or administrative functions;
- Immediately cleaning up after the animal and properly disposing of waste or other debris from the animal;
- Preventing the animal from entering any pond, fountain, or stream located on college premises; and
- Complying with relevant city, county and/or state license or leash laws while the animal is on college premises.

Owner/handler who violate this procedure or disregards an instruction to remove an animal from college, premises may be subject to additional penalties, including banning from any college premises or other fines or penalties under the applicable city, county, or state rules, regulations, or laws.

Removal of Service Animals from College Facilities

College personnel may only ask service animal owners to remove their service animal from college premises or from the immediate area for the following reasons:

- If the service animal is not under the owner/handler’s direct control;
- If the service animal is disturbing or disrupting the normal administrative, academic, or programmatic routine, then the owner/handler must first be allowed to get the animal under control, but if the disruption or disturbance continues, the owner shall remove the animal upon request; or
- Emergency assistance may be contacted if the service animal's presence, behavior, or actions constitutes an immediate risk of danger to people or property.

The service animal may only be excluded by college personnel for that incident. If asked to remove the service animal, the owner/handler must be offered the opportunity to return to college premises or the immediate area without the service animal and be provided with reasonable assistance at that time to participate in the college service or program. Owner/handler with concerns about the removal of their service animal should contact the Access Services Director.

Service Animals in Training

Service animals in training may be permitted, but are not entitled to, the same access as service animals. The college president or appointed representative will have authority over the building area and has the discretion whether to permit access to the service animal in training. Any individual bringing a service animal in training on College property is responsible for complying with this policy.

Violations of Procedure

Depending on the seriousness of the animal's conduct or repeated conduct, service animals may be excluded from college premises temporarily or permanently if they are found to be in violation of this procedure. If a service animal is excluded, the access services coordinator shall, if requested, assist in evaluating reasonable accommodations for the owner/handler.
The Access Services Coordinator is responsible for conducting the necessary assessments regarding the ongoing or permanent removal of a service animal. Owner/handlers who violate this procedure or disregard an instruction to remove a service animal from college premises may be subject to additional penalties, including being banned from any college premises or other fines or penalties under the applicable city, county, or state rules, regulations, or regulations laws. Violations of this procedure by an owner/handler who is a college student or employee may be referred for corrective or disciplinary action. Concerns relating to violations of this procedure should be referred to the Access Services Director for students or ADA coordinator in Human Resources for employees.

Enforcement

At the college's discretion, brief adjudicative proceedings may be used in matters relating to the college's enforcement of this policy.

- Access Services Coordinator:
  Students Located in Advising Counseling Center, Building 7
- ADA Coordinator:
  Employees, Volunteers, Visitors Located in Human Resources, Building 14

Grievance Process/Complaint Reporting

Individuals who wish to make a complaint that a College employee may have violated the college's non-discrimination and/or non-retaliation policies, including a failure to permit access to a service animal under this policy, may contact:

- Tacoma Community College Human Resources Office
  Executive Director of Human Resources-Stephen Smith
  Phone: 253-566-5055
  Email: ssmith@tacomacc.edu

Individuals who wish to file allegations of discrimination also may contact the following:

- **United States Department of Education Office for Civil Rights (OCR)**
  Email: ocr@ed.gov
  Phone: 1-800-421-3481 (voice)
- **Equal Employment Opportunity Commission**
  Phone: 1-800-669-4000
  TTY: 1-800-669-6820
- **Washington State Human Rights Commission**
  Phone: 1-800-233-3247 (voice)
  TTY: 1-800-300-7525

REFERENCES

Americans with Disabilities Act (ADA) of 1990 Americans with Disabilities Amendments Act Chapter 49.60 RCW (Discrimination) Chapter 49.60.214 RCW (Misrepresentation) Chapter 7.80.120 RCW (Fines) Chapter 70.84.020 RCW (Guide Dog) Chapter 70.84.021 RCW (Service Animal) Chapter 34.05482 RCW (Brief Adjudicative Proceedings) Chapter 162-22 WAC (Employment-Handicapped Persons) Chapter 110-300-0225 WAC (Pets and animals in Early Learning Centers) Section 504 of the Rehabilitation Act of 1973 (P.L.93-11) 45 CFR Part 84 Tacoma Municipal Code-Title 17 (Animal Control) Tacoma Municipal Code 17.02.070 (Confinement of an animal in a motor vehicle)

Sexual Assault, Domestic Violence, Dating Violence and Stalking Policies & Procedures

CONFIDENTIALITY

Tacoma Community College (TCC) understands that a person who has been a survivor of sexual misconduct (including rape and other forcible and non-forcible sex offenses) may wish to talk about the incident with the assurance that the discussion will be confidential. Confidentiality may not be assured when there is an imminent risk of harm to the survivor or others.

In most cases, this discussion is confidential and may not be reported to Campus Safety Department and may not result in any action being taken by the college in response to the incident. A person who wants emotional support only should contact the counseling center at **253-566-5122 or ext. 5122 or** make an appointment in the Counseling office located in **Bldg. 7**. A student wishing to have an incident investigated, mediated, or adjudicated must make a complaint following the procedures described below.

TCC endeavors to respect and follow the wishes of an individual who brings forward a sexual misconduct concern. However, students should understand that TCC may have ethical and legal obligations to investigate, attempt to resolve or adjudicate incidents of sexual misconduct that come to its attention and may have obligations to report the matter to the local police department.

WHAT TO DO AFTER A SEXUAL MISCONDUCT INCIDENT

Students and employees who are survivors of sexual misconduct should give strong consideration to reporting the incident. Reporting sexual misconduct to the Campus Safety Department or local police may not result in the filing of criminal charges. Still, it does allow all support systems to be put in place for the survivor. Reporting is best done as soon as possible after the sexual misconduct occurs, but it also may be done at any time.

When necessary to protect a victim's identity in sexual assaults, the Campus Safety Department can take third-party reports. This includes when a victim of a crime elects to or cannot make such a report. Whenever possible, Campus Safety prefers to receive reports from the victim, as the detail is often more accurate in such situations.

All employees who become aware of the allegation of violation of campus policy, student code of conduct, civil or criminal law should report it to the Campus Safety Department.

People with significant responsibility for student and campus activities (not including counselors) **must** report potentially criminal activity to the Campus Safety Department. This is to include: President, All Vice Presidents, Human Resources, Safety Officers, Athletic Directors, Athletic Trainer(s), Coaches, and Assistant Coaches, Directors, Department Chairs, Deans, Registrars, All Staff (unless you are a counselor), Faculty, President of Alumni foundation as well as any assistants and associates.

Get to a Safe Place Quickly

If the perpetrator is still in the area or his/her presence on campus is threatening, call Campus Safety at 253-566-5111 or Ext. 5111. Off campus, contact the local police at 911.

Preserve Physical Evidence

After an incident of sexual assault, dating violence, or domestic violence, the victim should consider seeking medical attention as soon as possible. In Washington State, evidence may be collected even if you choose not to make a report to law enforcement.

It is essential that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is happening or may help obtain a protection order. If the survivor must change clothes, put the items that were worn at the time of the attack in a paper bag (not plastic) and bring them to the hospital. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs, or other copies of documents if they have any, that would be useful to college adjudicators/investigators or police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. Suppose a victim chooses not to make a complaint regarding an incident. In that case, he or she nevertheless should consider speaking with Campus Safety or other law enforcement to preserve evidence if the victim decides to report the incident to law enforcement or the college at a later date to assist in proving that the alleged criminal offense occurred or that may help obtain a protection order.

Victims should attempt to maintain all physical evidence: do not risk losing critical evidence. Evidence of the perpetrator's misconduct may be left on the survivor’s body. This can include hair, seminal fluids, bits of skin, etc. It is important that you do not bathe, shower, douche, or even use the toilet if avoidable. If the survivor is assaulted orally, drinking, or brushing teeth prior to a can destroy potential evidence. Survivors should not alter the scene where the incident took place and bring a change of clothes to the hospital. If the survivor must change clothes, put the items that were worn at the time of the attack in a paper bag (not plastic) and bring them to the hospital. Having physical evidence collected can strengthen a case if the survivor pursues legal action. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease.

Seek Timely Medical Attention

Survivors are encouraged to go for a sexual assault exam as soon as possible because injuries should be treated promptly, and evidence deteriorates quickly. In most cases, a survivor may bring a friend or family member to the hospital.

CONTACT SOMEONE TRAINED TO HELP YOU

Students who are survivors of sexual misconduct may wish to contact any of the following based on comfort level or personal circumstances. There is not a clear best place to start in all cases. Be sure to read the following section carefully before contacting someone trained to help because it contains information about maintaining your confidentiality.

- Campus Safety: 253-566-5111 or ext. 5111
  Bldg. 14
- TCC Counseling Center: 253-566-5122 or ext. 5122
  Bldg. 7 (north side)
- Sexual Assault Center of Pierce County at 253-474-7273 or 1-800-756-7273 (*24 Hour Crisis/Information & Referral Line)*
  633 N. Mildred, Suite J, Tacoma, WA 98406-1725
  http://sexualassaultcenter.com

The Counseling Center provides free, confidential services to students involved in sexual misconduct incidents and other students. Confidentiality may not be assured when there is an imminent risk of harm to the survivor or others. The Counseling staff member will maintain a summary of the incident for record-keeping but will not share the survivor's name without their permission. Counselors can assist survivors in a crisis situation and provide information about options, including medical assistance, psychological counseling, and disciplinary actions. Counselors can provide safe, confidential support during this difficult period.

VAWA (Violence against Women Act)

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT, AS AMENDED BY THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013

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

FEDERAL CLERY ACT DEFINITIONS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING

The Clery Act defines the crimes of domestic violence, dating violence, sexual assault, and stalking as follows:

Domestic Violence:

i. A Felony or misdemeanor crime of violence committed
   - A) By a current or former spouse or intimate partner of the victim;
   - B) By a person with whom the victim shares a child in common;
   - C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
   - D) 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
   - E) By any other person against an adult or youth victim protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

ii. For the purposes of complying with the requirements of this section and 668.41, any incident meeting this definition is considered a crime for Clery Act reporting.

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

i. The existence of such a relationship shall be 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.
ii. For this definition
   - A) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
   - B) Dating violence does not include acts covered under the definition of domestic violence.
iii. To comply with the requirements of this section and 668.41, any incident meeting this definition is considered a crime for Clery Act reporting.

Sexual Assault: An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- **Rape** is defined as 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.
- **Fondling** is defined as the touching of the private parts of another person for the purposes 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 defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Stalking:

i. Engaging in the course of conduct directed at a specific person that would cause a reasonable person to
   A) Fear for the person's safety or the safety of others; or
   B) Suffer substantial emotional distress.

ii. For the purposes of this definition—
   A) *Course of conduct* means two or more acts, including, but not limited to, acts 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.
   B) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
   C) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

iii. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

JURISDICTIONAL DEFINITIONS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING

Domestic Violence

The state of Washington defines domestic violence as follows: **Domestic violence** means: (a) Physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury or assault, between family or household members; (b) sexual assault of one family or household member by another; or (c) stalking as defined in RCW 9A.46.110 of one family or household member by another family or household member.

(1) **Family or household members** means spouses, domestic partners, former spouses, former domestic partners, persons who have a child in common regardless of whether they have been married or have lived together at any time, adult persons related by blood or marriage, adult persons who are presently residing together or who have resided together in

the past, persons sixteen years of age or older who are presently residing together or who have resided together in the past and who have or have had a dating relationship, persons sixteen years of age or older with whom a person sixteen years of age or older has or has had a dating relationship, and persons who have a biological or legal parent-child relationship, including stepparents and stepchildren and grandparents and grandchildren.

(2) **Dating relationship** means a social relationship of a romantic nature. Factors that the court may consider in making this determination include: (a) The length of time the relationship has existed; (b) the nature of the relationship; and (c) the frequency of interaction between the parties.

(3) **Court** includes the superior, district, and municipal courts of the state of Washington.

(4) **Judicial day** does not include Saturdays, Sundays, or legal holidays.

(5) **Electronic monitoring** means a program in which a person's presence at a particular location is monitored remotely using electronic equipment.
(6) **Essential personal effects** are those items necessary for a person's immediate health, welfare, and livelihood. Essential personal effects include but are not limited to clothing, cribs, bedding, documents, medications, and personal hygiene items.

Dating Violence
Dating Violence is currently not explicitly defined by Washington State statute.

Sexual Assault
Sexual assault occurs when a person engages in sexual activity/act without the victim's consent.

Stalking
The state of Washington defines stalking as follows:

(1) A person commits the crime of stalking if, without lawful authority and under the circumstances not amounting to a felony attempt of another crime:
(a) He or she intentionally and repeatedly harasses or repeatedly follows another person; and
(b) The person being harassed or followed is placed in fear that the stalker intends to injure the person, another person, or property of the person or another person. The feeling of fear must be one that a reasonable person in the same situation would experience under all the circumstances; and
(c) The stalker either:
(i) Intends to frighten, intimidate, or harass the person; or
(ii) Knows or reasonably should know that the person is afraid, intimidated, or harassed even if the stalker did not intend to place the person in fear or intimidate or harass the person.

(2) (a) It is not a defense to the crime of stalking under subsection (1) (c) (i) of this section that the stalker was not given actual notice that the person did not want the stalker to contact or follow the person; and
(b) It is not a defense to the crime of stalking under subsection (1) (c) (ii) of this section that the stalker did not intend to frighten, intimidate, or harass the person.

(3) It shall be a defense to the crime of stalking that the defendant is a licensed private investigator acting within the capacity of his or her license as provided by chapter 18.165 RCW.

(4) Attempts to contact or follow the person after being given actual notice that the person does

not want to be contacted or followed constitutes prima facie evidence that the stalker intends to intimidate or harass the person. "Contact" includes, in addition to any other form of contact or communication, the sending of electronic communication to the person.

(5) (a) Except as provided in (b) of this subsection, a person who stalks another person is guilty of a gross misdemeanor.

(b) A person who stalks another is guilty of a class B felony if any of the following applies:

(i) The stalker has previously been convicted in this state or any other state of any crime of harassment, as defined in RCW 9A.46.060, of the same victim or members of the victim's family or household or any person specifically named in a protective order;

(ii) The stalking violates any protective order protecting the person being stalked;

(iii) The stalker has previously been convicted of a gross misdemeanor or felony stalking offense under this section for stalking another person;

(iv) the stalker was armed with a deadly weapon, as defined in RCW 9.94A.825, while stalking the person;

(v) (A) the stalker's victim is or was a law enforcement officer; judge; juror; attorney; victim advocate; legislator; community corrections' officer; an employee, contract staff person, or volunteer of a correctional agency; court employee, court clerk, or courthouse facilitator; or an employee of the child protective, child welfare, or adult protective services division within the department of social and health services; and (B) the stalker stalked the victim to retaliate against the victim for an act the victim performed during official duties or to influence the victim's performance of official duties; or

(vi) The stalker's victim is a current, former, or prospective witness in an adjudicative proceeding, and the stalker stalked the victim to retaliate against the victim as a result of the victim's testimony or potential testimony.

(6) As used in this section:

(a) "Correctional agency" means a person working for the department of natural resources in a correctional setting or any state, county, or municipally operated agency with authority to direct the release of a person serving a sentence or term of confinement and includes but is not limited to the department of corrections, the indeterminate sentence review board, and the department of social and health services.

(b) "Follows" means deliberately maintaining visual or physical proximity to a specific person over a period of time. A finding that the alleged stalker repeatedly and deliberately appears at the person's home, school, place of employment, business, or any other location to maintain visual or physical proximity to the person is sufficient to find that the alleged stalker follows the person. Establishing that the alleged stalker follows the person while in transit from one location to another is not necessary.

(c) "Harasses" means unlawful harassment as defined in RCW 10.14.020.

(d) "Protective order" means any temporary or permanent court order prohibiting or limiting violence against, harassment of, contact or communication with, or physical proximity to another person.

(e) "Repeatedly" means on two or more separate occasions.

Consent:
Consent must be informed, freely given, and mutual. If coercion, intimidation, threats, or physical force are used, there is no consent. Suppose a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation. In that case, there is no consent: this includes impairment or incapacitation due to alcohol or drug consumption or being asleep or unconscious. Inducement of incapacitation of another with the intent to affect the ability of an individual to consent or refuse to consent to sexual contact almost always, if not always, negates consent. Silence does not necessarily constitute consent. Whether a person has taken advantage of a position of influence over an alleged victim may be a factor in determining consent.

HOW TO BE AN ACTIVE BYSTANDER

Bystanders play a critical role in the prevention of sexual and relationship violence.
They are "individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but have the choice to intervene, speak up, or do something about it."

We want to promote a culture of community accountability where bystanders are actively engaged in preventing violence without causing further harm. We may not always know what to do, even if we want to help. Below is a list of some ways to be an active bystander. Further information regarding bystander intervention may be found. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another, and it is not safe for you to interrupt.

1. Watch out for your friends and fellow students/employees. If you see someone who looks like they could be in trouble or need help, ask if they are ok.
2. Confront people who seclude, hit on, and try to make out with, or have sex with people who are incapacitated.
3. Speak up when someone discusses plans to take sexual advantage of another person.
4. Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
5. Refer people to on or off-campus resources listed in this document for support in health, counseling, or legal assistance.

RISK REDUCTION

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

1. **Be aware** of your surroundings. Knowing where you are and who is around you may help you find a way to get out of a bad situation.
2. Try to **avoid isolated areas.** It is more difficult to get help if no one is around.
3. **Walk with purpose.** Even if you do not know where you are going, act as you do.
4. **Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
5. **Try not to load yourself down** with packages or bags, as this can make you appear more vulnerable.

6. **Make sure your cell phone is with you** and charged and that you have cab money.
7. **Do not allow yourself to be isolated** with someone you do not trust or someone you do not know.
8. **Avoid putting music headphones in both ears** to be more aware of your surroundings, especially if you are walking alone.
9. **When you go to a social gathering, go with a group of friends.** Arrive together, check-in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you find a way out of a bad situation.
10. **Trust your instincts.** If you feel unsafe in any situation, go with your gut. If you see something suspicious, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).
11. **Do not leave your drink unattended** while talking, dancing, using the restroom, or making a phone call. If you have left your drink alone, get a new one.
12. **Do not accept drinks from people you do not know or trust.** If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, do not drink from punch bowls or other large, commonly open containers.
13. **Watch out for your friends, and vice versa.** If a friend seems out of it, is way too intoxicated by the amount of alcohol they have had, or is acting out of character, get him or her to a safe place immediately.
14. **If you suspect you or a friend has been drugged, contact law enforcement immediately (local authorities can be reached by calling 911 in most areas of the U.S.).** Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

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

1. **Remember that being in this situation is not your fault.** You did not do anything wrong; it is the person who is making you uncomfortable that is to blame.
2. **Be true to yourself.** Do not feel obligated to do anything you do not want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
3. **Have a code word with your friends or family** so that if you do not feel comfortable, you can call them and communicate your discomfort without knowing the person you are with. Your friends or family can then come to get you or make up an excuse for you to leave.
4. **Lie.** If you do not want to hurt the person’s feelings, it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
5. **Try to think of an escape route.** How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?

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

PROGRAMS TO PREVENT DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING

The College engages in comprehensive, intentional, and integrated programming, initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking-including RADD and S.H.I.E.L.D trainings. These are trainings that:

A. Are culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome; and
B. Consider environmental risk and protective factors on the individual, relationship, institutional, community, and societal levels.

Risk reduction programming at Tacoma Community College includes strategies to prevent perpetration of sexual assault, dating violence, domestic violence, and stalking; promotes victim empowerment by encouraging reporting and seeking resources; and fosters a campus culture that reduces opportunities for these crimes. Programs educate students and employees on recognizing warning signs, making safe choices, and supporting those impacted by crime. These include:

A. A statement that the institution prohibits the crimes of domestic violence, dating violence, sexual assault, and stalking (as defined by the Clery Act);
B. The definitions of domestic violence, dating violence, sexual assault, and stalking according to any applicable jurisdictional definitions of these terms;
C. What behavior and actions constitute consent, about sexual activity, in the State of Washington;
D. A description of safe and positive options for bystander intervention. Bystander intervention means safe and positive options that an individual or individuals may carry out to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, institutional understanding structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and acting to intervene;
E. Information on risk reduction. Risk reduction means options designed to decrease perpetration and bystander inaction and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

COLLEGE PROCEDURES FOR RESPONDING TO REPORTS OF SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

You have other options in addition to, or in the alternative to, contacting the Campus Safety Department regarding sexual assault, domestic violence, dating violence, and stalking. Concerns about conduct by a student or student group that may violate this policy may also be reported to:

Office of the Vice President for Student Affairs
6501 S. 19th St. Bldg. 7, Tacoma, WA. 98466
Phone: 253-566-5115

Concerns about conduct by an employee or third-party that may violate this policy may also be reported to the Affirmative Action Office/Title IX Coordinator at:

Stephen Smith, Executive Director of Human Resources/Title IX Coordinator
6501 S. 19th St. Bldg. 14, Tacoma, WA. 98466
Phone: 253-566-5055
Email: ssmith@tacomacc.edu

Protecting the confidentiality of victims

All members of Student Affairs, Administrative Services, and investigators have been trained in the confidentiality of student records and the provisions of the Family Educational Rights to Privacy Act. Personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant.

The College does not publish crime victims' names or identifiable house information regarding victims in the Campus Safety Department's Daily Crime Log or online.

Assistance for Victims; Rights and Options

- Counseling, mental health, and victim advocacy options are available in the Counseling Department located in Bldg. 7.
- Visa immigration assistance may be obtained on the 2nd floor of Bldg. 11 in the International department.
- Student Financial Aid assistance is available in Bldg. 14.
- Employee Assistance Program information may be obtained in Human Resources, located in Bldg. 14.
- Escorts can be obtained through Campus Safety located in Bldg. 14.

Internal Disciplinary Procedures will be followed once an incident of Domestic Violence, Dating Violence, Sexual Assault, or Stalking has been reported**.**

- Sexual misconduct and relationship violence, in any form, violates the Student Code of Conduct, Discrimination, Harassment, Sexual Harassment, and Related Inappropriate Conduct (Washington State Administrative Code WAC 132V-121-060) and may violate federal and state laws. Violations of this policy are also subject to disciplinary sanctions

through Student Affairs and/or the Office of Human Resources.

- Reports or complaints alleging sexual assault, domestic violence, dating violence, and stalking are processed on the basis of the status of the alleged perpetrator (respondent). Human Resources (HR) will process reports or complaints against any college employee (faculty, staff, administrator, or executive) will be processed by Human Resources (HR). Reports or complaints alleging discrimination or harassment of any college community member by individuals who are not members of the college community (e.g., third-party vendors, contractors, and guests) will also be processed by HR.
- Student Affairs will process reports or complaints alleging discrimination or harassment by a student. Confidential information can be made through Counseling Services.

PRIMARY PREVENTION AND AWARENESS PROGRAMS

It is the goal of the College to assure that the college community is conscious of personal safety and the safety of others. Efforts are coordinated between the Campus Safety Department and other departments such as Student Affairs, Counseling Services, the Early Learning Center, Human Resources, Student Engagement, and staff and faculty organizations to initiate educational programs in the areas of safety awareness, crime prevention, and reporting, and emergency procedures. This is accomplished through workshops, seminars, staff meetings, campus HUB and internet websites, orientations, and pamphlets that target different areas of concern throughout the year. Areas include, but are not limited to, personal property security, vehicle safety, alcohol and drug awareness, and the smoking policy.

TCC also offers the following crime prevention services: Emphasis campaigns on topics such as Stalking, Sexual Assault, Domestic/Dating Violence, and Alcohol Awareness are highlighted during established awareness months. Sexual assault program information is also utilized for training and application by faculty, staff, student leaders, etc. Access to the Annual Security Report and security web page is provided to students and employees during the academic and employment prospective application process.

Student/Employees Escort Service: The escort service is provided by the Campus Safety Department and will be dispatched to the caller's location to assist in traveling to a vehicle or campus location.

Telephones: Telephones are located throughout campus. You can call Campus Safety on any campus phone by dialing ext. 5111. Cell phones and off-campus phones, please dial 253-566-5111.

Emergency Towers: Emergency towers are painted yellow and have a blue light on top. The towers are placed in different areas throughout campus. To activate the emergency phone on the tower, push the button. The tower will activate the call, which goes directly to Campus Safety's emergency line.

INVOLVEMENT OF LAW ENFORCEMENT AND CAMPUS AUTHORITIES

Although the College encourages all members of its community to report violations of this policy to law enforcement (including Campus Safety and/or local police), it is the victim's choice whether to make such a report. Furthermore, victims have the right to decline to notify law enforcement. However, the College's Campus Safety Department will assist any victim with notifying law enforcement if the victim so desires.

- Tacoma Police Department may also be reached directly by calling 911 or 253-798-4721, or in person at 3701 South Pine Street, Tacoma, WA 98409. Additional information about the Tacoma Police Department may be found online at **www.cityoftacoma.org**
- Gig Harbor Police Department may be reached by calling 911 or 253-851-2236 (Dial #1 to report a crime | Dial #2 to talk with office staff) or in person at 3510 Grandview St, Gig Harbor, WA 98335. Additional information about the Gig Harbor Police Department may be found online at www.cityofgigharbor.net/police.

PROCEDURES THE COLLEGE WILL FOLLOW WHEN A CRIME OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING IS REPORTED

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

- Title IX Coordinator, Stephen Smith, 253-566-5055 or ext. 5055, located at 6501 S. 19th Street, Tacoma, WA 98446, Bldg. 14 (for employees) and
- The Office of the Vice President for Student Affairs, 253-566-5115 or ext. 5115, located at 6501 S. 19th Street, Tacoma, WA 98446 Bldg. 7 (for students).

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

DATING VIOLENCE	Institution will assess immediate safety needs of complainant Institution will assist complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department Institution will provide written instructions on how to apply for Protective Order Institution will provide written information to complainant on how to preserve evidence Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate Institution will provide the victim with a written explanation of the victim's rights and options Institution will provide a "No trespass" directive to accused party if deemed appropriate
DOMESTIC VIOLENCE	Institution will assess immediate safety needs of complainant Institution will assist complainant with contacting local police if complainant requests and complainant provided with contact information for local police department Institution will provide written instructions on how to apply for Protective Order Institution will provide written information to complainant on how to preserve evidence Institution will assess need to implement interim or long-term protective measures to protect the complainant, if appropriate Institution will provide the victim with a written explanation of the victim's rights and options Institution will provide a "No trespass" directive to accused party if deemed appropriate

ASSISTANCE FOR VICTIMS: RIGHTS & OPTIONS

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

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

Rights of Victims and the Institution's Responsibilities for Orders of Protection, "No Contact" Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court or by the Institution

Tacoma Community College complies with Washington State law in recognizing orders of protection, no-contact orders, etc. Any person who obtains an order of protection from Washington State or any reciprocal state should provide a copy to the Campus Safety Department and the Office of the Title IX Coordinator. A complainant may then meet with Campus Safety to develop a Safety Action Plan, a plan for Campus Safety, and the victim to reduce the risk of harm while on campus or come and go from campus. This plan may include but is not limited to escorts, special parking arrangements, changing classroom location or allowing a student to complete assignments from home, etc. The College cannot apply for a legal order of protection, no-contact order, or restraining order for a victim from the applicable jurisdiction(s).

The College may issue an institutional no-contact order if deemed appropriate or at the victim's request or accused. Suppose the College receives a report that such an institutional no-contact order has been violated. In that case, the College will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and will impose sanctions if the accused is found responsible for violating the no-contact order.

ACCOMMODATIONS AND PROTECTIVE MEASURES AVAILABLE FOR VICTIMS

Upon receipt of a report of domestic violence, dating violence, sexual assault, or stalking, Tacoma Community College will provide written notification to students and employees about accommodations available to them, including academic, living, transportation, and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

At the victim's request and to the extent of the victim's cooperation and consent, College offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, living, working or transportation situations regardless of whether the victim chooses to report the crime to Campus Safety or local law enforcement.

Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

To request changes to academic, living, transportation and/or working situations or protective measures, a victim should contact the proper office as listed below:

- **Students:** The Office of the Vice President for Student Affairs, Bldg. 7, 253-566-5115
- **Faculty/Staff:** Human Resource Department, Bldg.14, 253-566-5374
- **Students with disabilities**: Access Services Department, Bldg. 7, 253-460-4437

ON AND OFF CAMPUS SERVICES FOR VICTIMS

Upon receipt of a report of domestic violence, dating violence, sexual assault, or stalking, Tacoma Community College will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services, including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and assistance in notifying appropriate local law enforcement.

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking include:

- http://www.rainn.org – Rape, Abuse, and Incest National Network
- http://www.ovw.usdoj.gov/sexassault.htm - Department of Justice
- http://www2.ed.gov/about/offices/list/ocr/index.html - Department of Education, Office of Civil Rights

CONFIDENTIALITY

Victims may request that directory information on file with the College be withheld by request through Enrollment Services, Bldg. 7, 253-566-5325.

Regardless of whether a victim has opted-out of allowing the college to share *directory information*, personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The College does not publish the name of crime victims or other identifiable information regarding victims in the daily crime log or in the annual crime statistics that are disclosed in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault, or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

ADJUDICATION OF VIOLATIONS

Tacoma Community College's disciplinary process includes a prompt, fair, and impartial investigation, and resolution process. In all instances, the process will be conducted in a manner consistent with the institution's policy and transparent to the accuser and the accused. Usually, the resolution of domestic violence, dating violence, sexual assault, and stalking complaints are completed within 30 days of the report **(WAC 132v-300-035)**. However, each proceeding allows for extensions of times for a good cause with written notice to the accuser and the accused of the delay and the reason for the delay.

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

- The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
- The accuser, the accused, and appropriate officials will have timely and equal access to any information that will be used during a formal and informal disciplinary meeting and hearings;
- The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;
- The accuser and the accused will have the same opportunities to have others present during any institutional disciplinary proceeding. The accuser and the accused each have the opportunity to be advised by an advisor of their choice at any stage of the process and be accompanied by that advisor to any related meeting or proceeding. The College

will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional disciplinary proceeding. However, the role of the advisor is limited to consulting and advising his or her advisee, but not speaking for the advisee at any time during the meeting or hearing.

- The accuser and the accused will be notified simultaneously, in writing, of any initial, interim, and final decision of any disciplinary proceeding; and
- Where an appeal is permitted under the applicable policy, the accuser and the accused will be notified simultaneously in writing of the procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the accuser and the accused will be notified simultaneously in writing of any change to the result prior to the time it becomes final and the final result once the appeal is resolved.

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

DISCIPLINARY PROCEEDINGS AT TACOMA COMMUNITY COLLEGE

Tacoma Community College addresses violations of policies and codes of conduct through structured disciplinary proceedings for students, staff, and faculty. **Student proceedings** handle violations of the Student Code of Conduct, including Clery-related offenses, and typically involve an investigation, a hearing before the Student Conduct Board or administrative review, and issuance of findings and sanctions within 30–60 days, with appeal rights available. **Staff proceedings** address policy or safety violations and involve a Human Resources investigation, review by the appropriate administrator, and determination of corrective action, usually within 30–45 days. **Faculty proceedings** handle violations of College policy or professional standards, with investigation and review by Academic Affairs, meetings to discuss findings, and issuance of sanctions within 45–60 days, with access to established grievance procedures for appeals.

TYPES OF DISCIPLINARY PROCEEDINGS UTILIZED IN CASES OF ALLEGED DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT, AND STALKING

Those requesting to file a disciplinary complaint for Dating/Domestic Violence, Stalking, Rape, and Acquaintance Rape, Forcible/Non-Forcible sex offenses or Sexual Assault/Misconduct should call the Title IX coordinator at 253-566-5055 (Stephen Smith) or Campus Safety at 253-566-5111.

The Title IX Coordinator will conduct the investigation and proceedings for students and employees. Alleged misconduct, when reported, will be investigated in a fair, impartial, and prompt manner. The investigation would include a meeting to discuss the alleged misconduct, rights, and protective measures plus referral assistance, review incident reports or complaints, discussion on evidence and additional reporting options. The Student Code of Conduct will determine the type of proceeding based on the circumstances of the allegation. The preponderance of evidence will be used as a baseline for the standard of evidence during a disciplinary proceeding on allegations of Dating/Domestic Violence, Stalking, Rape, or Sexual Assault/Misconduct.

Possible disciplinary sanctions that may be imposed against students post appeal process include: expulsion, probation, suspension, warnings and/or censure, assessment and/or counseling, disqualification from class/activity/specific privilege.

Possible disciplinary sanctions that may be imposed against employees post appeal process include: dismissal, suspension, warnings and/or censure, assessment and/or counseling, probation.

Definitions:

- Proceeding – Process of adjudicating an allegation that is brought regarding a violation.
- Result – Decision reached as a result of a disciplinary proceeding.
- Final Result – When the case has been closed.
- Preponderance of Information/Evidence – Greater weight of credible evidence, however slight the difference may be.

TCC-INITIATED PROTECTIVE MEASURES

In addition to those protective measures previously described the Title IX Coordinator or their designee will determine whether interim interventions and protective measures should be implemented. If so, take steps to implement those protective measures as soon as possible. Examples of interim protective measures include a College order of no contact, adjustment of course schedules, a leave of absence, or reassignment to a different supervisor or position. These remedies may be applied to one, both, or multiple parties involved. Violations of the Title IX Coordinator's directives and/or protective measures will constitute related violations that may lead to additional disciplinary action. Protective measures imposed may be temporary pending the results of an investigation or may become permanent as determined by The College.

NOTIFICATION TO VICTIMS OF CRIMES OF VIOLENCE

The College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

SEX OFFENDER REGISTRATION

The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires higher education institutions to issue a statement advising the college community where law enforcement agency 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, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, volunteers services, or is a student.

In Washington State, convicted sex offenders must register with the Washington State Patrol as well as the local county Sheriff. Our jurisdictional contact is the Pierce County Sheriff. You can find this information on the Pierce County website at http://www.co.pierce.wa.us/pc/abtus/ourorg/sheriff/default.htm

TCC NOTICE OF COMPLAINANTS RIGHTS

Complainants Rights

Tacoma Community College does not discriminate based on sex in its educational programs, and sexual harassment and sexual violence are types of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited by the College as well as federal law, whether sexually based or not, and include dating violence, domestic violence, and stalking. Because you are reporting a possible form of sex-based discrimination, the College wants to inform you of our policy and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off-campus as well as your rights and College responsibilities.

As a complainant of sexual assault, dating violence, domestic violence, or stalking, you will receive a full copy of our institution's policy. The policy has procedures that serve to be sensitive to those who report sexual assault, domestic violence, dating violence, and stalking. These procedures include our right to inform you of your right to file criminal charges and the availability of medical, counseling, and support services. If reasonably available, we also offer additional remedies to prevent contact between a complainant and an accused party, such as a temporary or permanent change in housing, academic, transportation, and working conditions. The policy also addresses possible sanctions and interim and/or long-term protective measures that the College may impose following a report through the final determination of our discipline process. If you would like more information than is contained in this handout regarding any process or procedure, or if you'd like to make a report, ask questions about the policy, or need to request an accommodation to your living or working arrangements regardless of whether or not you chose to report the crime to law enforcement or campus police, contact the College's Title IX Coordinator at:

Stephen Smith, Title IX Coordinator, 253-566-5055 or ext. 5055,
located at 6501 S. 19th Street, Tacoma, WA 98446, Bldg. 14

In Washington State, a victim of domestic violence, dating violence, sexual assault, or stalking has the following rights

RCW 7.69.030
Rights of victims, survivors, and witnesses

There shall be a reasonable effort made to ensure that victims, survivors of victims, and witnesses of crimes have the following rights, which apply to any criminal court and/or juvenile court proceeding:

(1) Concerning victims of violent or sex crimes, to receive, at the time of reporting the crime to law enforcement officials, a written statement of the rights of crime victims as provided in this chapter. The written statement shall include the name, address, and telephone number of a county or local crime victim/witness program, if such a crime victim/witness program exists in the county;

(2) To be informed by local law enforcement agencies or the prosecuting attorney of the final disposition of the case in which the victim, survivor, or witness is involved;

(3) To be notified by the party who issued the subpoena that a court proceeding to which they

have been subpoenaed will not occur as scheduled, to save the person an unnecessary trip to court;

(4) To receive protection from harm and threats of harm arising out of cooperation with law enforcement and prosecution efforts, and to be provided with information as to the level of protection available;

(5) To be informed of the procedure to be followed to apply for and receive any witness fees to which they are entitled;

(6) To be provided, whenever practical, a secure waiting area during court proceedings that does not require them to be near defendants and families or friends of defendants;

(7) To have any stolen or other personal property expeditiously returned by law enforcement agencies or the superior court when no longer needed as evidence. When feasible, all such property, except weapons, currency, contraband, property subject to evidentiary analysis, and property of which ownership is disputed, shall be photographed, and returned to the owner within ten days of being taken;

(8) To be provided with appropriate employer intercession services to ensure that employers of victims, survivors of victims, and witnesses of crime will cooperate with the criminal justice process to minimize an employee's loss of pay and other benefits resulting from court appearance;

(9) To access immediate medical assistance and not to be detained for an unreasonable length of time by a law enforcement agency before having such administered aid. However, if necessary, an employee of the law enforcement agency may accompany the person to a medical facility to question the person about the criminal incident if the questioning does not hinder the administration of medical assistance. Victims of domestic violence, sexual assault, or stalking, as defined in **RCW (Revised Code of Washington) 49.76.020**, shall be notified of their right to reasonable leave from employment

(10) Concerning victims of violent and sex crimes, to have a crime victim advocate from a crime victim/witness program, or any other support person of the victim's choosing, present at any prosecutorial or defense interviews with the victim, and at any judicial proceedings related to criminal acts committed against the victim. This subsection applies if practical and if the presence of the crime victim advocate or support person does not cause any unnecessary delay in the investigation or prosecution of the case. The role of the crime victim advocate is to provide emotional support to the crime victim;

(11) With respect to victims and survivors of victims, to be physically present in court during trial, or if subpoenaed to testify, to be scheduled as early as practical in the proceedings to be physically present during trial after testifying and not to be excluded solely because they have testified;

(12) With respect to victims and survivors of victims, to be informed by the prosecuting attorney of the date, time, and place of the trial and the sentencing hearing for felony convictions upon request by a victim or survivor;

(13) To submit a victim impact statement or report to the court, with the assistance of the prosecuting attorney if requested, which shall be included in all presentence reports and permanently included in the files and records accompanying the offender committed to the custody of a state agency or institution;

(14) With respect to victims and survivors of victims, to present a statement personally or by representation, at the sentencing hearing for felony convictions; and

(15) With respect to victims and survivors of victims, to the entry of an order of restitution by the court in all felony cases, even when the offender is sentenced to confinement unless extraordinary circumstances exist which make restitution inappropriate in the court's judgment.

DISCIPLINARY PROCEDURES FOLLOWING A COMPLAINT

Whether or not criminal charges are filed, the College or a person may file a complaint alleging that a student or employee violated the College's policy. Reports of all domestic violence, dating violence, sexual assault, and stalking made to Campus Safety will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges.

The College disciplinary process will include a prompt, fair, and impartial investigation, and resolution process. Investigators and hearing board members have trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking and taught how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. The policy provides that:

1. The accuser and the accused student each have the opportunity to attend a hearing before a trained hearing board;

2. The accuser and the accused student each have the opportunity to be advised by a personal advisor of their choice, at their expense, at any stage of the process, and to be accompanied by that advisor at any meeting or hearing. An advisor may only consult and advise his or her advisee, but not speak for the advisee at any meeting or hearing;

3. A student conduct decision is based on the preponderance of evidence standard, i.e., "more likely than not to have occurred" standard. In other words, the conduct process asks: "is it more likely than not that the accused student violated the college Student Conduct Code?"

4. The accuser and the accused will be notified simultaneously in writing of the outcome of any disciplinary proceeding, as well as any changes to those results or disciplinary actions before the time that such results become final; and

5. The accuser and the accused each have the right to appeal the hearing outcome by submitting a written request to the Vice President of Student Affairs. You will be notified simultaneously in writing of the outcome after the appeal is resolved.

A person alleging sexual assault, domestic violence, dating violence, or stalking may also utilize the complaint and investigatory procedures outlined in the College's policy against Sexual Harassment to remedy any hostile environment. The policy is located in the HUB under the tab college information (forms and publications, campus publications, college administrative manual). All conduct proceedings against students, however, will be resolved through the Office of Student Affairs.

In all cases, investigations that find that a violation of the policy occurred will lead to the initiation of disciplinary procedures against the accused individual. College sanctions including discipline, expulsion, trespass etc., may be imposed upon those determined to have violated this policy. The college may implement protective measures following the report of domestic violence, dating violence, sexual assault and/or stalking. For students, sexual assault, domestic violence, dating violence, and stalking are violations of the Student Conduct Code.

Employees who violate this policy will be subject to discipline, up to and including termination of employment.

Sexual assault, domestic violence, dating violence, and stalking are criminal acts that may subject the perpetrator to criminal and civil penalties under federal and state law.

RESOURCES FOR VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, SEXUAL ASSAULT & STALKING

On-Campus

Counseling Center	6501 S. 19th Street, Tacoma, WA 98466 (Bldg. 7)	253-566-5122
Health Center	6501 S. 19th Street, Tacoma, WA 98466 (Bldg. 13)	253-566-5133
Campus Safety	6501 S. 19th Street, Tacoma, WA 98466 (Bldg. 14)	253-566-5111
Office of the Title IX Coordinator	6501 S. 19th Street, Tacoma, WA 98466 (Bldg. 14)	253 -566-5055

In the Tacoma-(CITY) Area

Local Police (Tacoma Police)	3701 South Pine Street Tacoma, WA	(253) 287-4455
Hospital (St. Joseph's)	1717 South J Street, Tacoma, WA 98405	253-426-4101
Rape Crisis Center		253-474-7273
LGBTQ Alliance (Rainbow Center)	2215 Pacific Avenue Tacoma, WA 98402	253-383-2318
Local County Courthouse (Pierce County Courthouse)	930 Tacoma Avenue South Tacoma, WA 98402	253-798-7455

RISK REDUCTION, WARNING SIGNS OF ABUSIVE BEHAVIOR AND FUTURE ATTACKS

No victim is ever to blame for being assaulted or abused. Unfortunately, a victim of sexual or dating violence is more likely to be re-victimized. Below are some tips to help reduce your risk, to recognize warning signs of abusive behavior, and how to avoid potential attacks.

WARNING SIGNS OF ABUSIVE BEHAVIOR

Domestic and dating abuse often escalates from threats and verbal abuse to violence. While physical injury may be the most obvious danger, domestic and dating violence's emotional and psychological consequences are severe. Warning signs of dating and domestic violence include:

1. Being afraid of your partner.
2. Constantly watching what you say to avoid a “blow up.”
3. Feelings of low self-worth and helplessness about your relationship.
4. Feeling isolated from family or friends because of your relationship.
5. Hiding bruises or other injuries from family or friends.
6. Being prevented from working, studying, going home, and/or using technology (including your cell phone.)
7. Being monitored by your partner at home, work, or school.
8. Being forced to do things you do not want to do.

Help Reduce Your Risk and Avoid Potential Attacks

If you are being abused or suspect that someone you know is being abused, speak up or intervene.

1. Get help by contacting the Counseling Center or Health Center for support services
2. Learn how to look for “red flags” in relationships so you can learn to avoid some of those characteristics in future partners
3. Consider making a report with the Campus Safety Department and/or the Title IX Coordinator and ask for a “no contact” directive from the college to prevent future contact or consider getting a protective order or stay away order by going to the Pierce County Courthouse located at 930 Tacoma Ave S, Tacoma, WA 98402 or by calling 253-798-7455. The hours of operation are Monday-Friday, 8:30 am – 4:00 pm.
4. Learn more about what behaviors constitute dating and domestic violence, understand it is not your fault, and talk with friends and family members about ways you can be supported.
5. Trust your instincts—if something does not feel right in a relationship, speak up or end it.

SEXUAL ASSAULT PREVENTION

- Be aware of rape drugs
- Try not to leave your drink unattended
- Only drink from un-opened containers or from drinks you have watched being made and poured
- Avoid group drinks like punch bowls
- Cover your drink. It is easy to slip in a small pill even while you are holding your drink. Hold a cup with your hand over the top, or choose drinks that are contained in a bottle and keep your thumb over the nozzle
- If you feel extremely tired or drunk for no apparent reason, you may have been drugged. Find your friends and ask them to leave with you as soon as possible
- If you suspect you have been drugged, go to a hospital and ask to be tested
- Keep track of how many drinks you have had
- Try to come and leave with a group of people you trust
- Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his/her number instead of giving out yours

TRAVELING AROUND CAMPUS (WALKING)

- Make sure your cell phone is easily accessible and fully charged
- Be familiar with where emergency phones are installed on the campus
- Be aware of open buildings where you can use a phone
- Keep some change accessible just in case you need to use a pay phone
- Take major, public paths rather than less-populated shortcuts
- Avoid dimly lit places and talk to campus services if lights need to be installed in an area
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone
- Walking back from the library very late at night is sometimes unavoidable, so try to walk with a friend
- Carry a noisemaker (like a whistle) on your keychain
- Carry a small flashlight on your keychain
- If walking feels unsafe, try calling Campus Safety. Our campus offers a safety ride from a Campus Safety officer if requested.

PROCEDURES FOR FILING A REPORT OR SUBMITTING A COMPLAINT

Tacoma Community College believes that students and employees should retain the right to move forward (or not) with a complaint about sexual misconduct. As a result, options are available to assist students and employees in reporting an incident of sexual misconduct to the college.

In An Emergency:

If you are on campus, you are encouraged to contact the Campus Safety Department at **253-566-5111 or Ext. 5111** so they may secure the area, detain suspects, and coordinate the arrival of local law enforcement.

The survivor's name will be shared with local law enforcement, and an investigation may be conducted. A Safety Officer will draft a report. A summary of the incident will be maintained for tracking purposes.

If you are off-campus, you are encouraged to call **911** for the Police Department in the city or town where you are located.

DISCIPLINARY ACTIONS

Sexual harassment is defined as engaging in unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when such behavior offends the recipient causes discomfort or humiliation, or interferes with school-related performance (see **WAC 132V-300** Grievance Procedure—Sexual Harassment, Sex Discrimination and Disability Discrimination, are available in the Student Affairs office and on the college website). As both students and employees could be the subject of, or culprit for sexual harassment, disciplinary actions apply to both students and employees.

- For students, the disciplinary procedures are outlined in the Code of Student Conduct handbook. This will be followed for complaints of sexual misconduct committed by another TCC student. Sanctions for sexual misconduct are determined on a case-by-case basis and may include suspension.
- Depending upon circumstances, both students or employees involved in a case may be issued administrative orders to have no contact with one another. This allows the matter to proceed without any possible harassment or miscommunication between parties.
- An administrative hearing may accommodate concerns of personal safety, well-being, or fears of confrontation of the charged individual, complainant, or witness during the hearing by providing alternate means of communication when and is determined in the sole judgment of the hearing officer to be appropriate.

The student conduct system process is founded on educational ideals that reflect the College's academic mission. As much as possible, the College is committed to educating students to be aware of this policy, respect others, and be accountable for their actions.

Sexual Assault Education Programs

Rape Aggression Defense (RAD) Program

Rape Aggression Defense (RAD) program provides realistic self-defense tactics and techniques for women. It is a comprehensive, women-only course that begins with awareness, prevention, risk reduction, and risk avoidance, then progresses to the basics of hands-on self-defense training. It is not a martial arts program.

Campus Safety Officers teach the RAD course. Our instructors are nationally certified and provide each student with a workbook/reference manual. The Campus Safety Department employs several certified members on campus who teach a 12-hour RAD training session. Campus Safety is proud to offer the RAD program free of charge to all community members.

For further information, please contact Campus Safety at **253-566-5111 or ext. 5111**.

Sexual Assault Prevention Programs

The Counseling and Advising Center has information, pamphlets, and schedules on the sexual assault prevention programs, alcohol and drug use, sexually transmitted diseases, and upcoming events. They are located on the north side of Bldg. 7, or you can call **253-566-5122.**

HOW TO AVOID POTENTIAL ATTACK

Rape or sexual assault can happen to anyone, woman, or man, and it is never the victim's fault. It is important to know:

- Alcohol is a factor in almost all sexual assaults on college campuses
- Many perpetrators of sexual assault are someone the victim knows
- Sexual assaults can happen on a date or at a party

There is no absolute way to prevent a sexual assault, but it helps to think about how you can stay safe.

Tips for Partying Smart

1. Stick with your friends.
2. Plan before you go out. Set up checkpoints or code words to make it easy for you and your friends to stay connected.
3. Hold on to your drink—even when you use the restroom.
4. If your drink is out of sight, even for a few seconds, get a new one. Spiking a drink with a date rape drug can happen quickly.
5. Do not accept a drink from anyone-- unless you watch the bartender pour it.
6. Do not share drinks.
7. Do not drink from punch bowls or open containers.
8. Do not drink anything that tastes strange.

9. Avoid clubs and parties that charge men but allow women to enter and drink for free.
10. Always keep your cell phone charged and on you.
    You never know when you might need it.
11. Make sure you always have a ride home or plan to walk home with a friend.
12. Trust your instincts. If something does not feel right to you, leave, and get to a safe place immediately.

Tips for Dating Smart

1. Know your limits—and let your date know them right from the start.
2. Be clear about what is okay for you. Do not expect your date to read your mind.
3. Trust your gut. If you feel uncomfortable, then leave.
4. Do not get in over your head. If someone pushes you to do something you do not want to do, you have the right to leave.
5. Stay in control. Alcohol is the most common date-rape drug. Alcohol is involved in 75% of all sexual assaults reported.
6. Tell a friend where you are going, especially if you are going on a first date or blind date.
7. Avoid secluded places until you know your date better.
8. Always charge your cell phone and keep it on you.
9. Always carry enough money to take a taxi home.
10. Pay attention to what you hear. A person may have a bad reputation for a reason.

AVOIDANCE STRATEGIES

There are things you can do to minimize the risk of sexual assault.

1. **Be aware of controlling behavior in your date or relationship.**
   Rape is a crime of power and control. Most rape survivors recall feeling “uncomfortable “about some of their partner’s behaviors, including:

   - Intimidating stares.
   - Degrading jokes or language.
   - Refusal to respond to stated physical limits.
   - Refusal to accept “no” as an answer, whether in a sexual context or otherwise.
   - Insistence on making all the “important” decisions about the relationship or date.
   - An unwillingness to interact with you as a person rather than a sexual object.
   - Extreme jealousy, possessiveness.
   - Strong belief in sex role stereotypes.
   - A history of violent behavior.

2. **Define yourself and your sexual limits.** Your sexual limits are yours alone to define. The first step in preventing abuse is to define your limits clearly to yourself and then to act quickly when a date or partner intentionally or unintentionally crosses your stated boundaries.

3. **Set clear limits and be firm.** It is your body, and no one has the right to force you to do anything you do not want to do. Many people have difficulty confronting coercive behavior because they have been socialized to be “polite. “If you do not want to be touched, you can say, “Don’t touch me,” or “stop, I’m not enjoying this.” Tell your partner, “If you do not respect my wishes right now, I am leaving,” and then do it if your partner does not listen.
4. **Do not give mixed messages.** Say “yes” when you mean “yes” and “no” when you mean “no.” Be sure that your words do not conflict with other signals such as eye contact, voice tones, posture, or gestures.
5. **Be independent and aware of your dates.** Do not be passive. Have opinions about where to go. Think about appropriate places to meet (not necessarily your room or house or your date's room or house; these are most likely places for acquaintance rape to occur).
6. **Examine attitudes about power and money in a relationship.** If your partner pays for the date, does it affect your ability to say no? Does your date have a sense of sexual entitlement attached to spending money on your relationship? If so, you may consider paying your way or suggesting dates that do not involve money.
7. **Avoid secluded places where you could be vulnerable.** If you are unsure of a new person in your life or if this person has exhibited some of the controlling behaviors listed above, suggest a group or double date. Meet in public places, where there are other people and where you feel comfortable. This is especially important at the beginning of a relationship until you feel you know the person better.
8. **Trust your gut feelings.** If you feel you are in a dangerous situation or pressured, you are probably right, and you need to respond. Many rape survivors report having a “bad feeling” about the situation that led to their assault. If a situation feels bad or you get nervous about your date’s behavior, confront the person immediately or leave as soon as possible.
9. **If you feel pressured, coerced, or fearful: protest loudly, leave, and go for help. Make a scene!** Your best defense is to attract attention to the situation if you feel you are in trouble. In an attempt to be nice or avoid embarrassment, you may be reluctant to yell or run away to escape being attacked. If you are worried about hurting the aggressor’s feelings, remember, the aggressor is attempting to hurt you physically and psychologically.
10. **Be aware that alcohol and drugs are often related to acquaintance rape.** They compromise your ability (and your partner’s ability) to make responsible decisions. If you choose to drink alcohol, drink responsibly. Be able to get yourself home, and do not rely on others to “take care” of you.
11. **Be aware of inequalities in the relationship.** Rape is a violent display of power. Does your partner perceive differences in terms of money, experience, and age as entitling them to control over the relationship? Someone who rapes chooses to enforce such power imbalances in sexual assault.
12. **Practice self-defense.** Knowing in advance how you would respond to a physical threat greatly increases your chances of escape. Anyone can learn self-defense, and classes are available at no cost through the college.
13. **Challenge sexist attitudes that make rape acceptable.** People often deny the assailant’s responsibility in a rape by blaming the victim. People may do this to convince themselves that only “bad” people are at risk for rape and that as long as they live their lives by specific moral standards, they are safe. The truth is that as long as one person is at risk for rape, everyone is a potential target of violence. People can resist rape by challenging the attitude

that those who are raped “deserve” to be victimized and intervening on behalf of those in danger.

REMEMBER: If your prevention strategies do not work, it is not your fault if you are raped. At any point when you are in a vulnerable situation, your partner has a range of choices; if your partner chooses to rape. That choice is 100% your partner’s responsibility.

SEX OFFENDER REGISTRY INFORMATION

Tacoma Community College is committed to making the college community aware of any Level 3 sex offenders who may enroll through the College. TCC is required to inform the college community of a list of enrolled or employed sex offenders.

Notices are posted in public areas and on the bulletin board near the Campus Safety Office in Building 14.

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for tracking convicted sex offenders enrolled at, or employed by, higher education institutions. The CSCPA is an amendment to the JACOB WETTERLING CRIMES AGAINST CHILDREN AND SEXUALLY VIOLENT OFFENDER ACT. The federal law requires state law enforcement agencies to provide TCC with a list of registered sex offenders who have indicated that they are enrolled, employed at Tacoma Community College.

The Pierce County Sheriff’s office releases sex offender information pursuant to RCW 4.24.550, which authorizes law enforcement agencies to inform the public of a sex offender’s release when the release of information will enhance public safety and protection. The Washington State Legislature has determined the extent of the public disclosure of relevant and necessary information shall be related to (a) the level posed by the risk of the offender to the community; (b) the location where the offender resides, intends to reside or is regularly found; and (c) the needs of the affected community members for information to enhance their individual and collective safety.

Information on sex offenders in the surrounding area is available on the Pierce County Sheriff's Office web page at: https://www.piercecountywa.gov/1964/Sex-Offenders-in-Pierce-County

Sex offenders have always lived in our communities, and law enforcement has no legal authority to direct where sex offenders may or may not live unless court-ordered restrictions exist. However, the Community Protection Act of 1990 requires that those convicted of sex offenses or kidnapping must register, with the primary legislative intent, “to assist law enforcement agencies’ efforts to protect their communities” by providing relevant and necessary information.

Penalty for harassing, intimidating, or threatening sex offenders: Abuse of information provided through the sex offender notification process to intimidate, harass, or threaten registered sex offenders, will result in an investigation and a filing of criminal charges against the perpetrators. Such abuse could potentially end law enforcement’s ability to conduct community notifications. The only person who “wins” if community notification is halted is the registered sex offender, as sexual offenders derive their power through secrecy.

Crime Prevention Programs

The Counseling Department has numerous pamphlets that address crime prevention, safety awareness, and personal safety.

In addition, Campus Safety Officers routinely provide orientations to those classes or students who request the service. Please contact the **Campus Safety Department at 253-566-5111 or ext. 5111** for more information.

Under provisions of the Drug-Free Schools and Communities Act of 1986 (Public Law 99-570) and its amendments of 1989, TCC provides substance abuse education, resources, information, and referrals focusing on preventing and treating substance abuse.

Information on the College's substance abuse program is available in **the Counseling Center, Bldg. 7, and 253-566-5122 or ext. 5122.** This information covers the many health risks associated with the use and abuse of illicit drugs and alcohol, including liver damage, heart disease, ulcers, brain damage, malnutrition, cancer, and damage to a developing fetus. These risks may adversely affect the learning environment, work, and personal life.

Information on additional resources for employees is available in **the Human Resources Office, Bldg. 14, 253-566-5374 or ext. 5374.**

Fire Safety

Per the Higher Education Opportunity Act, an institution must maintain a fire log and disclose statistics for fires if the institution has on-campus student housing. **Tacoma Community College does not have student on-campus student housing; therefore, it does not maintain a fire log.**

REPORTING FIRES

All employees and students should immediately report any fire or safety hazard to the Campus Safety Department, including any fire or smolder.

FIRE SAFETY POLICIES

The following items, appliances, and decorations are prohibited at the College:

- Possession of items capable of producing an open flame (including all candles, incense, torches, sterno, etc.)
- The use of items capable of producing an open flame (including all candles, incense, torches, sterno, etc.)
- The obstruction of any entrance, exit, corridor, or stairwell by placing furniture or other property in these areas.
- The storage and use of highly combustible items (including gasoline, charcoal lighter, propane gas, etc.)
- The hanging of tapestries or other large flammable items covering ceilings, fire detectors, sprinklers, doors, or windows.
- The alteration of permanent lighting with, but not limited to, black lights, cloth, tapestries, and/or paper.
- The use or possession of unauthorized portable electrical appliances which include coffee pots/makers, electric heaters, and or hot plates.
- The use or possession of heating or lighting elements, including sun lamps, and any item with an open heating coil (i.e., grills, toasters, electric fry pans, sandwich makers, fryer, or auxiliary heaters), Except that employees may use certain appliances with permission from the Facilities Director.

EMPLOYEES AND STUDENTS MUST USE FIRE SAFETY EQUIPMENT PROPERLY, AND THE FOLLOWING CONDUCT IS PROHIBITED AT TACOMA COMMUNITY COLLEGE

- The act of pulling a fire alarm.
- Intentionally, recklessly, or negligently causing the sounding of a fire alarm without evidence of a fire.
- Failure to evacuate the building during a fire alarm.

- The act of causing a fire alarm to sound intentionally or recklessly misusing or damaging other fire safety equipment.
- Tampering with any fire safety equipment including, but not limited to, smoke detectors, fire extinguishers, fire safety signs or postings, telephone boxes, exit lights, emergency lighting, sprinklers, fire alarms, and fire doors.
- The act of discharging a fire extinguisher without evidence of a fire.
- Tampering with electric circuit panels.

DESCRIPTION OF FIRE SYSTEMS

All academic and administrative buildings contain the following smoke and fire detection systems and building fire suppression systems:

Smoke Detectors: Smoke detectors provide the initial warning signal of fire in the building. They are installed throughout the buildings. The activation of a smoke detector will initiate the alarm sequence and alert the proper authorities.

Fire Alarm Pull Stations: Fire alarm pull stations are usually located near the exit on each floor. These stations, when activated, will initiate the alarm sequence, and automatically contact the Tacoma Fire Department. All building occupants should familiarize themselves with the location of the pull stations and their areas that are designated exits.

Fire Horn and Strobe Lights: The audiovisual fire alarm signals for the buildings are horns and ADA-approved strobe lights. These devices are located throughout each floor of the buildings.

Fire Extinguishers: Fire extinguishers are installed on every floor. They are the dry chemical types that are effective on Class A, B, and C fires. There may be several fire extinguisher locations strategically placed, depending upon the size and design of the floor. Building occupants should familiarize themselves with the location of extinguishers near or in their area.

Elevators: Elevators are not to be used during a fire or emergency.

Stairwell Doors: All the buildings' stairwell doors are designed to prevent fire and smoke from spreading floor to floor. Do not block or hold these doors open during an evacuation, as this will allow smoke to enter stairwells.

Emergency Lighting: Emergency lighting is installed in the building's stairwells, corridors, and common areas to assist with the egress of individuals during an emergency.

Emergency Evacuation Procedures for Academic and Administrative Buildings

A comprehensive evacuation plan has been developed for academic and administrative buildings at the College.

Floor evacuation diagrams are left with the Building Safety Officers. The Building Safety Officers will identify themselves in an emergency and start the protocol for the emergency procedure.

In the event of a fire alarm, leave the building, even if the alarm stops sounding while you are on your way out. No occupant, student, or employee member is permitted to re-enter the building until the Campus Safety Department and/or the Tacoma Fire Department give the “ALL CLEAR.” Only individuals with emergency duties may enter the building before the “all clear” is given.

For detailed information regarding each building, please view the Emergency Procedures available online in the HUB or on the TCC website.

APPENDIX

DEFINITIONS OF REPORTABLE CRIMES

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

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

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

Criminal Homicide: Murder and non-negligent manslaughter: The willful (non-negligent) killing of one human being by another.

Negligent manslaughter: The killing of another person through gross negligence.

Dating Violence*: Violence* committed by a person: **1.** who has been in a social relationship of a romantic or intimate nature with the victim; and **2.** where the existence of such relationship shall be determined based on a consideration of the following factors:

- The length of the relationship
- The type of relationship
- The frequency of interaction between the people involved in the relationship.

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

Domestic Violence: The term “domestic violence” includes felony or misdemeanor crimes of violence committed by **1.** a current or former spouse of the victim. **2.** or by a person with whom the victim shares a child. **3.** or by a person who is cohabitating with or has cohabitated with the victim as a spouse **4.** or by adult persons and any persons 16 years of age or older who are related by blood marriage, who have resided together in the past or are currently residing together or who have dated and or has a biological or legal parent-child relationship including stepparents, stepchildren, grandparents, and grandchildren. **5.** or a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, **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 that jurisdiction**.

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

Illegal Weapons Possession: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

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

Larceny-Theft (Except Motor Vehicle theft): The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies included. Embezzlement, confidence games, forgery, worthless checks, etc. are excluded.

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

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. Classify as motor vehicle theft all cases in which automobiles are taken by persons not having access even though the vehicles are later abandoned-including joyriding.

Robbery: 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.

Sex Offenses (Forcible): Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against that person's will when the victim is incapable of giving consent.

Stalking: The term "stalking" means engaging in course conduct directed at a specific person that would cause a reasonable person to:

- Fear for his or her safety or the safety of others
- Suffer substantial emotional distress
- The intention of the stalker is to intimidate, frighten or harass the person or knows the person is afraid even if the stalker did not intend to place the person in fear

Forcible Rape: The carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly against the person's will when a victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Sexual Assault with an Object: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will when the victim incapable of giving consent because of his/her youth or because his/her temporary or mental or physical incapacity.

Forcible Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or not forcibly or against that person's will when the victim is incapable of giving consent because of his/her youth or because his/her temporary or permanent mental incapacity.

Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Simple Assault: An unlawful physical attack by one person upon another in which 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.

HATE CRIMES

TCC is required to report statistics for hate (bias) related crimes by the type of bias as defined below for the following classifications: murder/non-negligent manslaughter, negligent manslaughter, sex offenders (forcible and non-forcible), robbery aggravated assault, burglary, motor vehicle theft, arson, larceny, vandalism, intimidation, and simple assault.

- **Larceny: The** unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
- **Vandalism:** To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any such means as may be specified by local law.
- **Intimidation: To** unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the complainant victim to actual physical attack.
- **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon nor the complainant victim suffers obvious severe or agitated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

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

A hate or bias crime is not a separate, distinct crime but is the commission of a criminal offense which was motivated by the offender's bias. If the facts of the case indicate that the offender was motivated to commit the offense because of his bias against the victim's race, sexual orientation, etc., the assault is also classified as a hate/bias crime.

FIRE SAFETY DEFINITIONS

Fire Safety System: Any mechanism or system related to detecting a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems; fire detection devices; stand-alone smoke alarms; devices that alert one to the presence of a fire, such has horns, bells, strobe lights; smoke-control and reduction mechanisms; and fire doors and walls that reduce fire spread.

Value of Property Damage: The estimated value of the loss of the structure or contents, in terms of the cost of replacement in the like kind of quantity. The estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul, however, it does not include indirect loss, such as business interruption.

Fire-related Death:

- Is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of fire,
- Dies within one year of injuries sustained as a result of the fire.

Cause of Fire: The factor or factors that give rise to a fire. The casual factor may be but is not limited to, the result of intentional or unintentional action, mechanical failure, or act of nature.

Fire: Any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire Drill: A supervised practice of a mandatory evacuation of a building for a fire.

Fire-Related Injury: Any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause while involved in fire control attempting rescue or escaping the dangers of the fire. The term “person” may include students, employees, visitors, firefighters, or other individuals.

Tacoma Community College Crime Statistics
2024 (Calendar Year)

	On Campus	Non-Campus	Public Property
Homicide	0	0	0
Murder and Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses	0	0	0
Forcible	0	0	0
Rape	0	0	0
Fondling	1	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	2	0	0
Burglary	4	0	0
Motor Vehicle Theft	5	0	0
Arson	0	0	0
Domestic Violence	0	0	0
Domestic Dating	0	0	0
Stalking	0	0	0
TOTAL	**12**	**0**	**0**
NUMBER OF ARRESTS			
Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0
TOTAL	**0**	**0**	**0**
NUMBER OF REFERRALS			
Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0
TOTAL	**0**	**0**	**0**

Tacoma Community College Crime Statistics
2023 (Calendar Year)

	On Campus	Non Campus	Public Property
Homicide	0	0	0
Murder and Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses	0	0	0
Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Non-Forcible	0	0	0
Robbery	2	0	0
Aggravated Assault	3	0	0
Burglary	1	0	0
Motor Vehicle Theft	19	0	0
Arson	0	0	0
Domestic Violence	3	0	0
Domestic Dating	1	0	0
Stalking	1	0	0
TOTAL	**30**	**0**	**0**
NUMBER OF ARRESTS			
Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0
TOTAL	**0**	**0**	**0**
NUMBER OF REFERRALS			
Illegal Weapons Possession	1	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0
TOTAL	**1**	**0**	**0**

Tacoma Community College Crime Statistics
2022 (Calendar Year)

	On Campus	Non Campus	Public Property
Homicide	0	0	0
Murder and Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses	0	0	0
Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	3	0	0
Motor Vehicle Theft	2	0	0
Arson	0	0	0
Domestic Violence	0	0	0
Domestic Dating	0	0	0
Stalking	0	0	0
TOTAL	**5**	**0**	**0**
NUMBER OF ARRESTS			
Illegal Weapons Possession	1	0	0
Drug Law Violations	1	0	0
Liquor Law Violations	0	0	0
TOTAL	**2**	**0**	**0**
NUMBER OF REFERRALS			
Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0
TOTAL	**0**	**0**	**0**

TCC Gig Harbor Campus Crime Statistics 2024 (Calendar Year)

	On Campus	Non-Campus	Public Property
Homicide	0	0	0
Murder and Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses	0	0	0
Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Domestic Violence	0	0	0
Domestic Dating	0	0	0
Stalking	0	0	0
TOTAL	**0**	**0**	**0**
NUMBER OF ARRESTS			
Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0
TOTAL	**0**	**0**	**0**
NUMBER OF REFERRALS			
Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0
TOTAL	**0**	**0**	**0**

TCC Gig Harbor Campus Crime Statistics 2023 (Calendar Year)

	On Campus	Non Campus	Public Property
Homicide	0	0	0
Murder and Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses	0	0	0
Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Domestic Violence	0	0	0
Domestic Dating	0	0	0
Stalking	0	0	0
TOTAL	0	0	0
NUMBER OF ARRESTS			
Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0
TOTAL	0	0	0
NUMBER OF REFERRALS			
Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0
TOTAL	0	0	0

TCC Gig Harbor Campus Crime Statistics 2022 (Calendar Year)

	On Campus	Non Campus	Public Property
Homicide	0	0	0
Murder and Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex offenses	0	0	0
Forcible	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Non-Forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Domestic Violence	0	0	0
Domestic Dating	0	0	0
Stalking	0	0	0
TOTAL	**0**	**0**	**0**
NUMBER OF ARRESTS			
Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0
TOTAL	**0**	**0**	**0**
NUMBER OF REFERRALS			
Illegal Weapons Possession	0	0	0
Drug Law Violations	0	0	0
Liquor Law Violations	0	0	0
TOTAL	**0**	**0**	**0**

TCC Tacoma Campus Hate Crime Statistics 2022-2024 (Calendar Year)

	TOTAL BY YEAR			On Campus	Non-Campus	Public Property	Race	Sex	Religion	Sexual Orientation	Gender Identity	Disability	National Origin	Ethnic Identity
	2024	2023	2022											
Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Murder and Non-Negligent Manslaughter	0	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	0
Sex offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	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	0
Aggravated Assault	0	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	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	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	0
Larceny-Theft	0	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	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
NUMBER OF ARRESTS														
0Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
NUMBER OF REFERRALS														
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

TCC Gig Harbor Campus Hate Crime Statistics 2022-2024 (Calendar Year)

	TOTAL BY YEAR			On Campus	Non-Campus	Public Property	Race	Sex	Religion	Sexual Orientation	Gender Identity	Disability	National Origin	Ethnic Identity
	2024	2023	2022											
Homicide	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Murder and Non-Negligent Manslaughter	0	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	0
Sex offenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	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	0
Aggravated Assault	0	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	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	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	0
Larceny-Theft	0	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	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
NUMBER OF ARRESTS														
0Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
NUMBER OF REFERRALS														
Illegal Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**

TCC Tacoma Campus CLERY GEOGRAPHIC MAP

Gig Harbor Campus CLERY GEOGRAPHIC MAP

TCC/Gig Harbor Campus Safety & Security Survey Completion Certificate

Campus Safety and Security Survey
Completion Certificate

The Campus Safety and Security data for

Tacoma Community College
(236753)

were completed and locked on **September 24, 2025**.

Campus Name (ID)	Date of Completion
Tacoma Community College (236753001)	September 24, 2025
Tacoma Community College Gig Harbor Campus (236753002)	September 23, 2025

Thank you for your participation in the 2025 data collection.

This certificate was prepared on **September 24, 2025**