

# **Clover Park Technical College**

## **2023 Annual Security Report**



### **Lakewood Campus**

**4500 Steilacoom Blvd SW, Lakewood, WA 98499**



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## **Introduction**

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

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

The Clery Report 2023 has been created by the Manager of Security and members of the Clery Committee by compiling all necessary data from Incident reports, policies, procedures and the required law enforcement agencies.



## **Security & Access**

Access to campus facilities is regulated by the Security Department.

### **Access Authorization**

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

### **Office and Room Assignments**

Office and room assignments must be coordinated through our room scheduling system 25Live.

### **Scheduling Rooms**

For regularly scheduled classes, all rooms must be scheduled through the online scheduling system 25Live.

For requests from individuals/organizations outside the college, all room requests and rentals are reserved through the Event Services Office and 25Live.

### **Maintenance**

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

## **Student Housing**

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

## **Authority and Jurisdiction of the Campus Security Department**

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

## **Working Relationships with Local Law Enforcement**

### **Agencies**

The Security Department works closely with local law enforcement agencies for the reporting of crimes and investigations of alleged criminal offenses.

The Lakewood Police Department has primary law enforcement jurisdiction on and adjacent to the Lakewood Campus. Pierce Transit Police have primary law enforcement jurisdiction at bus stops adjacent to the Lakewood Campus.

Clover Park Technical College does not currently have any written agreements with law enforcement agencies concerning the investigation of alleged criminal offenses.

## **Accurate and Prompt Reporting of all Crimes to the Police**

The Security Department facilitates the accurate and prompt reporting of all crimes to the police when the victim elects to do so. Additionally the Security Department reports crimes to the police when the victim is unable to do so.





## **Procedures for Reporting Crimes or other Emergencies**

Crimes in progress or other emergencies should be reported immediately to first responders by calling 911.

If a phone is not available, the seven Blue Phone Towers located around the Lakewood Campus may be used. The red “Emergency” button will dial 911.

After a report has been made to the appropriate agency, the Campus Security Department should be notified at (253) 589-5682. Pressing the black “Info” button on a Blue Phone Tower will dial the Security Department.

Crimes not in progress or other safety or security concerns may be reported to the Security Department or to any other Campus Security Authority (CSA).

## **Responsibilities of the CPTC Community for their own personal Safety**

Members of the CPTC community must assume responsibility for their own personal safety and the security of their personal property. The following precautions provide guidance.

- Report all suspicious activity to the Security Department immediately.
- Never take personal safety for granted.
- Try to avoid walking alone at night. If necessary, call the Security Department and request an escort.
- Carry only small amounts of cash.
- Never leave valuables (wallets, purses, books, phones, etc.) unattended.
- Carry your keys at all times and do not lend them to anyone.
- Lock up bicycles and motorcycles. Lock car doors and close windows when leaving your car.
- Do not leave valuables in your car, especially if they can be easily noticed.
- Engrave serial numbers or owner’s recognized numbers, such as a driver’s license number, on items of value.
- Inventory your personal property and insure it appropriately with personal insurance coverage.

## **Voluntary and confidential crime reporting**

Victims or witnesses of crime may voluntarily make a confidential report of the crime for purposes of statistical information gathering. This report may be made anonymously online at [ABetterCPTC](#). This report may also be made to any Campus Security Authority (CSA).



### **How does ABetterCPTC work?**

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

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

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

### **Statistical Disclosure of Reported Incidents**

Incidents reported to the Security Department that fall into one of the required reporting classifications as defined by the Clery Act and Washington Uniform Crime Reporting Act will be disclosed as a statistic in the appropriate crime table within this report.

### **Off-Campus Crime**

If the CPTC Security Department is contacted about criminal activity off-campus involving Clover Park Technical College students, the Security Department may notify the Lakewood Police Department. Students in these cases may be subject to arrest by the local police and to college disciplinary proceedings.

### **Criminal Background Checks**

The College does not routinely conduct state and/or federal criminal background investigations on prospective students.



## Campus Security Authorities (CSA)

The function of a Campus Security Authority (CSA) is to report to the Security Department, those allegations of *Clery Act* crimes that he or she receives. CSAs are responsible for reporting allegations of *Clery Act* crimes that are reported to them in their capacity as a CSA. CSAs are **not** responsible for investigating or reporting incidents that they overhear students talking about in a hallway conversation; that a classmate or student mentions during an in-class discussion; that a victim mentions during a speech, workshop, or any other form of group presentation; or that the CSA otherwise learns about in an indirect manner.

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

- Vice President for Finance and Administration
- Associate Vice President for Institutional Effectiveness
- Vice President for Student Success
  - Director of Student Life
  - Assistant Director of Student Life
  - Student Life Specialist
  - Manager of Student Success Health
  - Dean of Student Success
  - Manager of Student Diversity Programs
- Executive Director of Operations
- Senior Operations Officer
- Chief Human Resources Officer
- Manager of Security
- Student Engagement Manager
- Risk Manager
- Campus Security Officers
- Conduct Officers
- Title IX Coordinator
- Title IX Investigators
- Faculty or staff, when in charge of students during an overnight excursion
- Contracted Security Personnel



## **Crime Reporting**

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

## **Timely Warning Campus Safety Alerts – Notifying the CPTC Community about Crimes**

In an effort to provide timely notice to the CPTC community in the event of a serious incident which may pose a threat to the campus, a Campus Safety Alert (timely warning notice) that withholds the names of victims as confidential and that will aid in the prevention of similar crimes, is sent primarily by notification email to all students and employees on campus. Alerts will also be sent/communicated via CPTC's text messaging system and a variety of other notification methods, as outlined in the immediate/emergency notification section of this report.

Campus Safety Alerts are generally written and distributed to the campus by the Vice President for Finance and Administration, the Associate Vice President for Institutional Effectiveness, the Executive Director of Operations or the Manager of Security. The named individuals have the authority to issue a Campus Safety Alert without consultation if time is not available.

Timely Warning Campus Safety Alerts are sent to the campus to notify members of the CPTC community about specific Clery Act crimes (as described below) that have been reported to the Security Department and that have occurred on campus or on non-campus property or public property, where it is determined that the incident may pose a serious or ongoing threat. Such timely warnings provide an opportunity for individuals to take reasonable precautions for their own safety.

Crimes that occur outside the campus' Clery geography, as stipulated, or other non-Clery specific crimes, will be evaluated on a case-by-case basis. Information related to these crimes may be distributed to the campus as a Public Safety Notice. Updates to the CPTC community, when deemed necessary, about any particular case resulting in a Campus Safety Alert may be distributed via notification email or may be posted on the college website. Campus Safety Alert posters may also be posted by the Security Department in campus buildings when deemed necessary. When Campus Safety Alerts are posted in campus buildings, they are printed on red paper and posted in lobby/entrance areas of key buildings for a time period determined by the Director of Compliance, the Manager of Security, or designees. CPTC staff are informed of their



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responsibility to share Alert information with their sponsored visitors and/or guests. Event Services staff are instructed to inform event attendees.

Campus Safety Alerts (timely warnings) may be distributed for any of the following Clery Act crime categories/classifications: murder and non-negligent manslaughter, sex offenses (rape, fondling, incest, and statutory rape), robbery, aggravated assault, burglary, arson, hate crimes, motor vehicle theft, domestic violence, dating violence, stalking, or arrests and referrals for liquor law, weapons law, and drug law offenses.

Alerts for the crimes of aggravated assault, motor vehicle theft, burglary, sex offenses, domestic violence, dating violence, stalking, and arrests or referrals for liquor, drug, and weapons offenses are considered on a case-by-case basis and depend upon a number of factors. These include the nature of the crime, the timeliness of the report, and the continuing or ongoing danger to the campus —such as whether the perpetrator was apprehended— and the possible risk of compromising law enforcement efforts. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to other CPTC community and a timely warning Campus Safety Alert would not be distributed.

In cases involving sex offenses that can be typically reported long after the incident occurred, there is no ability to distribute a timely warning. Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information known by the Security Department.

Typically, alerts or warnings are not issued for any incidents reported that are older than two weeks or 14 days from the date of occurrence as such a delay in reporting has not afforded the College an opportunity to react or respond in a timely manner.

The Executive Director of Operations or the Manager of Security reviews all criminal and/or serious incidents to determine if there is an ongoing threat to the CPTC community and if the distribution of a Campus Safety Alert is warranted.

Campus officials not subject to the timely reporting requirement are those with significant counseling responsibilities who were providing confidential assistance to a crime victim, such as professional/certified counselors.

### **Daily Crime Log**

The Security Department makes the Daily Crime Log for the most recent 60-day period open to public inspection in the Security Department, located in Building 12. Any portion of this crime log that is older than 60 days is made available for public inspection within two business days of



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a request. The information in the crime log typically includes the incident number, crime classification, date reported, date occurred, general location, and disposition of each reported crime. Faculty, staff, and students are encouraged to review these logs periodically to become more familiar with the types and locations of criminal incidents which may impact them.

Additionally, in accordance with the Washington Uniform Crime Reporting Act, the personal identifying information (name and address) of all non-juveniles arrested (by summons, citation, or custodial arrest) during an incident that gets listed in the Daily Crime and Fire Log will be included in the log's disposition category. The names of crime victims will not be listed on the Daily Crime and Fire Log.

Unless the disclosure is prohibited by law or would jeopardize the confidentiality of the victim, newly reported crimes/incidents within the college's Clery geography and updated information regarding previously reported crimes are entered onto the Daily Crime Log within two business days of when they are reported to the Security Department. It is important to note that the Security Department has no jurisdiction outside of its identified Clery geography.

### **Preparation of Annual Disclosure of Crime Statistics & Clery Compliance**

The following information provides context for the crime statistics reported as part of compliance with the Clery Act. The CPTC Security Department is primarily responsible for preparing the Annual Security Report. This responsibility is specifically designated to the Manager of Security. The procedures for preparing the annual disclosure of crime statistics include reporting statistics obtained from the following sources: CPTC Security Department, South Sound 911, and non-police or public safety personnel who have been designated as Campus Security Authorities (CSA)s. The Department of Student Success and Human Resources are key offices from which drug, liquor, and weapon offense referral data is obtained. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported.

Final report preparation is coordinated by the Manager of Security, Executive Director of Operations, and Vice President for Finance and Administration.

A written request for statistical information is made at least on an annual basis to all Campus Security Authorities or CSAs (as defined by federal law). CSAs are also informed in writing and/or through training to report crimes to the Security Department in a timely manner so those crimes can be evaluated for timely warning purposes. A Campus Security Authority or CSA is a



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Clery-specific term that encompasses four groups of individuals and organizations associated with an institution:

- A campus police department or a 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 (e.g., an individual who is responsible for monitoring the entrance into an institutional property).
- Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

Statistical information is not requested from, nor is it provided by, Certified Counselors in the Advising and Counseling Office. Certified Counselors are not required by law to provide statistics for this compliance document. Counseling Professionals, as defined by the Federal law, who act in such capacities have been advised that, while they are not obligated to report crimes for the purpose of compiling these statistics, they are encouraged when they deem it appropriate, to inform the persons they are counseling of their ability to report any crimes to the Security Department for inclusion in the annual statistics.

All statistics are gathered, compiled, and reported via the report, entitled “Annual Security Report,” which is published by the Security Department. The Security Department submits the annual crime statistics published in this document to the Department of Education (DOE). The statistical information gathered by the Department of Education is available to the public through the DOE website.

The College Administration sends an email to every enrolled student and current employee on an annual basis informing them of the availability of the Annual Security Report. The email includes a brief summary of the contents of this report. The email also includes the address where the Annual Security and Fire Safety Report can be found online, and notification that a physical copy may be obtained by making a request to the Security Department by calling (253) 589-5557 or in person at building 12.

### **Specific Information about Classifying Crime Statistics:**

The statistics in this brochure are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook, National Incident-Based Reporting System (NIBRS), relevant federal law (the Clery Act), and applicable State law



## **Clery Act Reporting**

For Clery Act reporting purposes, the number of victims involved in a particular incident is indicated in the statistics column for the following crime classifications: Murder/Non-Negligent Manslaughter, Manslaughter by Negligence, Sex Offenses, and Aggravated Assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart. The number reflected in the statistics for the following crime categories includes one offense per distinct operation: Robbery, Burglary, Larceny, Vandalism, and Arson. For example, if five students are walking across campus together and they are robbed, this would count as one instance of robbery in the crime statistics chart. In cases of Motor Vehicle Theft, each vehicle stolen is counted as a statistic. In cases involving Liquor Law, Drug Law, and Illegal Weapons violations the statistics indicate the number of people arrested or referred to the Dean of Student Success for possible disciplinary action for violations of those specific laws.

Hate crimes are reported in narrative form and are separated by category of prejudice. A hate crime is not a separate, distinct crime, but is the commission of a criminal offense, which was motivated by the offender's bias. For example, a subject assaults a victim, which is a crime. If the facts of the case indicate that the offender was motivated to commit the offense because of their bias against the victim's race, sexual orientation, gender, religion, ethnicity, national origin, gender identity, or disability, the assault is then also classified as a hate crime. For Clery Act Purposes, Hate Crimes include any of the following offenses that are motivated by the offender's bias: Murder and Non-Negligent Manslaughter, Sexual Offenses (rape, fondling, incest and statutory rape), Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Larceny-Theft, Simple Assault, Intimidation, and Destruction/Damage/Vandalism of Property.

Campus SaVE was signed into law on March 7, 2013, as part of the reauthorization of the Violence Against Women Act (VAWA); it covers students and staff of institutions of higher education and amends the Jeanne Clery Act to include new reporting requirements for Domestic Violence, Dating Violence, and Stalking and additional policy statements and training requirements.

## **Geography Definitions from the Clery Act**

On-Campus *is defined as:* (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence

halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), That is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

Non-Campus Building or Property *is defined as*: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution (i.e. privately owned fraternity); or (2) Any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property *is defined as*: All public property, including thoroughfares, streets, sidewalks, and parking lots or facilities, that are within the campus or immediately adjacent to and accessible from the campus or on-campus property/facilities. The Clover Park Technical College crime statistics do not include crimes that occur in privately-owned homes or businesses within or adjacent to the campus boundaries.

Reasonably Contiguous *is defined in the 2016 Handbook for Campus Safety and Security Report as*: A building or property an institution owns or controls that is in a location that students consider to be, and treat as, part of the “campus.” Generally speaking, it is reasonable to consider locations within one mile from the core or main campus border to be reasonably contiguous with the campus.

## **Clery Act Crime Definitions**

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

- **Murder and Non-Negligent Manslaughter** is defined as the willful (non-negligent) killing of one human being by another.
- **Manslaughter by Negligence** is defined as the killing of another person through gross negligence.
- **Sexual Assault (Sex Offenses):** Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.
- **Rape** is the penetration, no matter how slight, of the vagina or anus, with any body part

or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

- **Fondling** is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Count one offense per victim.
- **Statutory Rape** is sexual intercourse with a person who is under the statutory age of consent. Count one offense per victim.

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

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

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

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

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





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## Clover Park Technical College – Lakewood Campus Crime Statistics

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

OFFENSE	YEAR	GEOGRAPHIC LOCATION		
		ON-CAMPUS	NON-CAMPUS	PUBLIC PROPERTY
MURDER / NON-NEGLIGENT MANSLAUGHTER	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
RAPE	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
FONDLING	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
INCEST	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
STATUTORY RAPE	2022	1	0	0
	2021	0	0	0
	2020	0	0	0
ROBBERY	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
AGGRAVATED ASSAULT	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
BURGLARY	2022	6	0	0
	2021	4	0	0
	2020	0	0	0
MOTOR VEHICLE THEFT	2022	1	0	0
	2021	1	0	0
	2020	0	0	0
ARSON	2022	1	0	0
	2021	0	0	0
	2020	0	0	0



## Arrests and Discipline Referral Statistics

Arrest statistics for three offense categories for 2020, 2021, and 2022 are listed below. "Liquor violations" primarily consist of underage possession or consumption of alcoholic beverages, and do not include driving while impaired or under the influence of alcohol, or public drunkenness. The College is also required to report referrals for campus disciplinary proceedings for alcohol, drug, and weapons law violations in these statistics.

### **Clover Park Technical College – Lakewood Campus Arrests and Disciplinary Referrals**

OFFENSE	YEAR	GEOGRAPHIC LOCATION		
		ON-CAMPUS	NON-CAMPUS	PUBLIC PROPERTY
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2022	0	0	0
	2021	0	0	0
	2020	0	0	0

## Hate Crime Definitions

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

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

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

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

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

1. **Race.** A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, Blacks or African Americans, Whites.
2. **Religion.** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, Atheists.
3. **Sexual Orientation.** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.
4. **Gender.** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
5. **Gender Identity.** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.
6. **Ethnicity.** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a

common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term “race” in that “race” refers to a grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.

7. **National Origin.** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.
8. **Disability.** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

## **Hate Crime Offenses**

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

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

## **Hate Crime Statistics**

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

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



## **Clover Park Technical College – Lakewood Campus Hate Crimes**

There were no reported Hate Crimes for the years 2020, 2021, or 2022.

### **Unfounded Crimes**

If a crime is reported as occurring On Campus, in On-campus Residential Facilities, in or on Non-campus buildings or property, or on Public Property, and the reported crime is investigated by law enforcement authorities and found to be false or baseless, the crime is considered to be "unfounded." Only sworn or commissioned law enforcement personnel may unfound a crime after a thorough investigative process.

### **Immediate or Emergency Notification, Emergency Response, and CPTCWarn**

The immediate notification capability of CPTCWarn is designed to assist the College in determining the content of the notification and to initiate the notification system without delay, taking into account the safety of the campus, unless issuing a notification will, in the judgment of responsible institutional authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency situation/incident.

The Public Information Officer, Executive Director of Operations, Vice President for Finance and Administration or the Manager of Security, in coordination with the IT Department, may initiate the College's emergency mass notification processes during extremely violent or hazardous incidents that pose immediate danger or threat to the health and safety of the CPTC community wherein Security Staff needs to notify the campus immediately in order to reduce the likelihood of casualties or injuries.

Immediate notification to the campus about a confirmed seriously violent or extremely hazardous incident or dangerous situation involving an immediate threat to the health and/or safety of students or staff occurring on or near the campus can be accomplished through a variety of communications methods, but the use of the emergency cell phone text messaging, all campus email, and/or alert speakers would be the most common and quickest form of communication under these circumstances. Confirmation typically involves the response and assessment of Security Officers, college officials, local police, or emergency responders.

Notification will occur for these types of incident situations as described unless the notification



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will compromise efforts to assist a victim(s) or contain, respond to, or otherwise mitigate the emergency.

In the event of an emergency, an effective campus-wide communications process is vital in order to provide the greatest safety possible. As part of its Emergency Operations Plan (EOP), the College has adopted a formalized procedure for issuing emergency alerts to the campus. When on-duty Security officers become aware of a situation that may warrant the issuing of an emergency alert, the on-duty Security Officer confirms (through response, investigation, or collaboration with emergency responders) that there is a significant emergency and then immediately contacts the Manager of Security, who quickly evaluates the situation to determine if an alert is warranted, develops the content of the notification message, and then identifies the appropriate segment or segments of the campus community who will receive the notification. Notification message content is determined based on the type of incident, the context with which it is occurring, and the immediate danger or threat to the campus community and the need to advise members to take action. Pre-written messages have been prepared as part of the emergency notification system to aid in rapid communication during incidents of grave concern. The segment(s) of the campus receiving an immediate or emergency notification are decided based on who is directly impacted by the emergency and whose health and/or safety may be in jeopardy. In situations where an imminent threat is present, The Public Information Officer, Executive Director of Operations, Vice President for Finance and Administration, or the Manager of Security have the ability and authority to issue an alert without delay and without further consultation with any other College official.

## **Emergency Management Policies and Procedures**

### **Evacuation**

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

1. Gather personal belongings (purse, backpacks, etc.) and walk quickly out of your classroom/workspace and ask others to do the same. Walk to the nearest exit and proceed to the predetermined area(s) at least 200-300 feet from the building. Assist any person in immediate danger to safety, if it can be accomplished without risk to yourself. (EXCEPTION) In an earthquake situation first DROP-COVER-HOLD ON until shaking subsides, then evacuate.



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2. If fire or smoke is detected, activate the fire alarm system if it has not already been activated and dial 911. If fire is small enough use a fire extinguisher to control and extinguish the fire. Do not fight a fire if any of the following conditions exist:
  - You don't know what is burning.
  - The fire is spreading rapidly.
  - You don't have the proper equipment.
  - The fire might block your means of escape.
  - You might inhale toxic smoke.
  - Your instincts tell you not to do so.
3. If possible, doors and windows should be closed, not locked, as the last person leaves the room or area.
4. DO NOT USE ELEVATORS. Use building stairways to exit.
5. Assist those who may need help, especially those with physical challenges, to evacuate or relocate them to an area of safe refuge.
6. Upon evacuation of the building, proceed to the designated area(s) in order for instructor(s)/supervisor(s) to perform a head count.
7. Never re-enter the building without permission from the Vice President for Finance and Administration (or his/her designee).

### **Acts of Violence**

1. Stay calm.
2. Secure your own safety. See resources at: [Emergency Management](#).
3. Call 911, press the red emergency button on a Blue Tower Phone and describe the following:
  - The location where the incident took/or is taking place.
  - The individual(s) involved in the violence (physical features, clothing, etc.).
  - Any weapons that are/were involved.
  - Any injuries that have occurred.
4. Call Security at 253-589-5682 and Security Staff will arrive at the scene as soon as possible.
5. Cooperate with Security and with local law enforcement personnel when they have responded to the call and taken control of the situation.
6. If you witnessed an act of violence, be prepared to make a statement describing what you saw, when you saw it, etc.

## Earthquake/Volcanic Eruption

### During the earthquake:

1. “Stay calm and stay where you are.”
  - If you are indoors, stay indoors. Take shelter under a desk or table or along an inner wall. Move away from windows, outside walls, glass walls, or outside doors. These are danger areas.
  - If you are outdoors, stay there. Move away from overhead electrical wires, poles, or anything that may shake loose or fall.
2. Remain in your sheltered area until it is safe to evacuate.
3. Evacuate the area. See evacuation instructions on the web under [Emergency Management](#).

### After the earthquake:

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

## Fire

1. In case of fire, dial 911 or press the red emergency button on a Blue Tower Phone and state that there is a fire. Describe the following:
  - Your location – including the building and room number.
  - The telephone number from which you are calling.
  - The exact location of the fire.
  - The extent of the fire (small, large, etc.) and the type of fire if you are able to identify it (wastepaper basket, electrical, chemical, etc.).
2. After you have called 911, call Security at 253-589-5682 and Security Staff will arrive on the scene as quickly as possible.
3. Pull a manual fire alarm. See the evacuation map for your building for the location of an alarm box nearest the room. Maps can be found under [Emergency Management](#).
4. You may attempt to extinguish the fire yourself if you know how to do so (however it is more important to avoid injuring yourself or others).\* See the evacuation map for the closest fire extinguisher. [Emergency Management](#)





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5. Evacuate the area (see evacuation instructions).
6. If you are trapped inside, stay near the floor. Shout at intervals to alert rescue personnel of your location.

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

### **Environmental Safety, Chemical Spills**

1. DO NOT ATTEMPT TO CLEAN UP HAZARDOUS SPILLS. CALL FACILITIES IMMEDIATELY.
2. If a strange odor or chemical smell is present, evacuate the area and call Facilities at 253-589-5560.
3. After contacting Facilities, call Security at 253-589-5682.

### **Medical Emergency**

In case of injury or other medical emergency:

1. Dial 911 or press the red emergency button on a Blue Tower Phone and state that you need medical aid. Stay on the phone and provide the following information:
  - Your location, including the building and room number if you know them.
  - The telephone number from which you are calling.
  - The location of the injured or sick person (if different from your location).
  - The person's present condition (e.g., bleeding, breathing erratically, conscious/unconscious, etc.).
  - The actions that have been taken so far.
2. Notify Security at 253-589-5682 and Security staff will arrive at the scene as soon as possible. Inform them which actions have been taken prior to their arrival.
3. After calling Security, stay with the injured person.
4. Do not move the injured person.
5. Administer medical aid only if you are qualified and desire to do so.
6. If possible, have someone meet emergency response personnel and direct them to the injured person's location.
7. Complete an Accidental Injury/Occupational Illness report within 24 hours. The form should be completed by the injured party or their immediate supervisor and forwarded to the Risk Manager. The form can be found online under [Accidental Injury/Occupational Illness report form](#)

## **Bomb Threat**

1. No bomb threat is to be ignored.
2. Treat every bomb threat as a potential threat to human life.
3. If possible, have a co-worker call Security at 253-589-5682 or 253-589-5557.
4. TRY NOT TO UPSET THE CALLER, AND KEEP THEM ON THE PHONE.
5. Be aware of background noises and special voice characteristics (office machinery, music, tone of voice, male or female, nationality, etc.).
6. Questions to ask the caller. Document this information:
  - \_\_\_\_\_ Where is the bomb (building and area)?
  - \_\_\_\_\_ When is it going off?
  - \_\_\_\_\_ What kind of bomb is it?
  - \_\_\_\_\_ What does the bomb look like?
  - \_\_\_\_\_ What will cause the bomb to explode?
  - \_\_\_\_\_ Why did you place the bomb?
  - \_\_\_\_\_ Where are you now (on campus/home)?
  - \_\_\_\_\_ Are you a student, which program?
  - \_\_\_\_\_ What is your name?
  - \_\_\_\_\_ Where do you live?
7. Notify Security at 253-589-5682.

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

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

## **General Prevention & Awareness Programs**

Clover Park Technical College has a Security Awareness and Crime Prevention Initiative. During student onboarding and orientation, flyers are handed out with important behavior guides to prevent crime and to increase situational awareness. In addition the flyer is available at the Security Department and online at [Emergency Management](#) under Resources.



## Alcohol Free and Drug-Free Campus

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

### Policy

The [Department of Labor](#) requires organizations and persons contracting with the federal government and those receiving federal financial assistance to certify they will provide a drug-free workplace. Although the act requires organizations and persons to provide a drug-free workplace which encompasses the activity concerned with the federal contract or grant, Clover Park Technical College has determined the entire campus should be drug free.

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

### Procedure

#### *Definitions:*

A controlled substance is defined by the State of Washington in [RCW 69.50.101](#), and by federal law in [21 U.S.C. § 802](#).

#### *Procedures:*

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

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



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

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

Domestic violence and dating violence are similar patterns of behavior in which one person in a relationship uses emotional, physical or sexual force to maintain control over the other. Stalking is a pattern of behavior that causes a person to fear for his/her safety or to suffer substantial emotional distress. Clover Park Technical College takes domestic/dating violence and stalking very seriously. Any on campus incidents will be thoroughly investigated and law enforcement contacted if necessary. Employees or students who commit any of these acts will be subject to disciplinary action, up to and including dismissal. The college takes reasonable measures to foster a safe environment for all employees, visitors and students. Advising and Counseling Office offers support for students who have experienced these unacceptable actions by another. Off campus resources are listed below.

Pierce County Domestic Violence Helpline	(253) 798-4166
Tacoma Human Rights Office	(253) 591-5849
YWCA of Pierce County	(253) 272-4181

### **VAWA Offenses Definition**

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

- **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 who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- 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 the purposes of Clery Act reporting.
- **Definition of a Crime of Violence:** According to Section 16 of Title 18 of the United States Code, the term "crime of violence" means:
    - i. An offense that has as an element of the use, attempted use, or threatened use of physical force against the person or property of another; or
    - ii. Any other offense that is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.
  - **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

The existence of such a relationship shall be 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.

- i. For the purposes of 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.
  - ii. For the purpose of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purpose of 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



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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 purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.
- **Stalking:**
  - Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
    - A) Fear for the person’s safety or the safety of others; or
    - B) Suffer substantial emotional distress.
  - For the 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.



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

**VAWA Offenses**

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

**Clover Park Technical College – Lakewood Campus VAWA Offenses Statistics**

OFFENSE	YEAR	GEOGRAPHIC LOCATION		
		ON-CAMPUS	NON-CAMPUS	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2022	0	0	0
	2021	0	0	0
	2020	1	0	0
DATING VIOLENCE	2022	0	0	0
	2021	0	0	0
	2020	0	0	0
STALKING	2022	0	0	0
	2021	0	0	0
	2020	0	0	0

**Victims’ Rights**

Clover Park Technical College will, upon written request, disclose to the alleged victim of a crime of violence (as defined in 18 USC 16), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.



## **Registered Sex Offenders**

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

Pursuant to [RCW 4.24.550](#), Clover Park Technical College is authorized to notify the campus community when knowledge is received that a registered sex offender may be expected on or near the College campus, including off-site buildings.

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

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

## **Procedure**

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

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

### **1. Level I (Low Risk)**

- a. Executive Team
- b. Deans
- c. Administrators/Directors
- d. Faculty and staff in whose program/courses the offender is enrolled
- e. Security Office





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### **2. Level II (Medium Risk)**

- a. All Level I notifications
- b. “Public Notification: Sex Offender Release” posted on various bulletin boards around campus including the Security Office, Child Care Center, Advising and Counseling, Bookstore, Library, Learning Center, Computer Labs, and other areas frequented by students.

### **3. Level III (High Risk)**

- a. All Level I and II notifications
- b. Information provided to all college employees via campus mail.

Vice President of Student Success will provide notification to the classes in which the offender is enrolled.

### Clery Geography Map

