

# STUDENT & EMPLOYEE INFORMATION

## 2020 Annual Crime/Security Report

### Introduction

Community Colleges of Spokane (CCS) serves students at two college campuses and numerous off-campus locations in six northeastern Washington counties. CCS's [Board of Trustees Policy 2.30.05](#) states, "Every person in the organization shall be assigned the responsibility for both individual and organizational safety." CCS, and its two separately accredited colleges, Spokane Community College and Spokane Falls Community College, provides important safety information in this report for prospective and current members of our community and to meet Campus Security Policy and Campus Crime Statistics Act (Clery Act) requirements.

This Annual Crime/Security Report verifies that CCS has written policies and procedures that comply with the Student Right to Know Act, Clery Act, Title IX, Higher Education Opportunity Act, Drug Free Schools and Communities Act, Drug Free Workplace Act, Campus Sexual Violence Elimination Act and the Violence Against Women Act. CCS does not have on campus residential living facilities for students; therefore, it does not prepare an Annual Fire Safety Report or have a missing student notification policy. If a CCS student is reported missing, the Office of Campus Safety assists the investigating law enforcement agency in any way possible.

CCS sends an annual e-mail notice to students and employees' college email address with a web link to this report. In the event no e-mail address is available, the report's web address is mailed to the student's mailing address. This report is also located on [CCS's Student Right to Know webpage](#).

Throughout this report, hyperlinks to CCS policies, procedures, forms and other resources are provided. Since this report has been written to comply with web accessibility standards, the actual web addresses for all materials referred to in this document are listed in Appendix A.

Please note: this report would have been issued prior to October 1, 2020; however, due to the COVID-19 pandemic and national emergency, an extension was granted by the U.S. Department of Education.

### Campus Law Enforcement

Facilities and Campus Safety officers have the authority to request identification. In addition, all full-time Campus Safety officers have limited police authority, granted by the City of Spokane Police Department, to stop, detain, arrest and investigate certain crimes. CCS has a formal memorandum of understanding in place with the Spokane Police Department regarding sexual assault investigation and the exchange of information and another formal agreement regarding the provision of law enforcement training. The Office of Campus Safety also maintains cooperative relationships with the Spokane Police Department, Spokane County Sheriff, Washington State Patrol and other law enforcement jurisdictions in the CCS service area and has developed processes to exchange relevant information to receive prompt and effective assistance by local police.

CCS also has a memorandum in place with Washington State University (WSU) since the Pullman Center moved on to the WSU campus in April 2017. Pullman CCS students have access to all campus buildings, except for residence halls, and many services. This is the third year CCS has included WSU campus crime statistics in its Annual Security Report, which is why the number of Clery reportable crimes has increased significantly from previous years.

When a college or a college organization hosts an off-campus activity, the presence of an appropriate number of college staff is required to oversee the event. These staff members are considered Campus Security Authorities who have been trained in the reporting of criminal activity consistent with state and Federal law. Any reportable incident must be disclosed to the Office of Campus Safety as quickly as possible and the office coordinates as necessary with local law enforcement agencies. Investigative partnerships are initiated on a case by case basis with law enforcement agencies to ensure the proper exchange of information.

### **Reporting Crimes or Other Emergencies**

As per CCS's [Emergency Management Plan – Immediate Actions for Specific Emergencies](#) and CCS's [Administrative Procedure 3.40.01-F Security Reports](#), criminal actions and other emergencies should be promptly reported to the Office of Campus Safety in person, by telephone, e-mail and/or via an internal online [Security Incident Report](#). In an emergency, please call 911. On-campus emergency assistance is available by calling the Office of Campus Safety at 509-533-3333. Pullman CCS students should report crimes and other emergencies to the WSU Police Department at 509-332-2521. WSU Police and CCS Office of Campus Safety staff will coordinate reporting and follow up as appropriate.

CCS encourages accurate and prompt reporting of all crimes and other incidents to the proper authority. Incidents reported to the Office of Campus Safety are included in this Annual Security Report on page 13. Faculty and staff assigned responsibility as a Campus Security Authority are identified and trained, and when they receive information about criminal activity, they report it to the Office of Campus Safety in a timely manner. Anyone else receiving information about criminal activity is encouraged to report it on a voluntary, confidential (but not anonymous) basis.

The following college officials are authorized to accept and process reports of criminal offenses.

Spokane Community College  
Director of Campus Safety  
Building 50, Room 118, MS 2010  
509-533-8624

Spokane Falls Community College  
Director of Campus Safety  
Building 16, Room 145, MS 3160  
509-533-3555

Spokane Community College  
Vice President of Student Services  
Building 1, Room 270A, MS 2150  
509-533-7015

Spokane Falls Community College  
Vice President of Student Affairs  
Building 30, Room 223, MS 3010  
509-533-3514

All incidents reported to the Office of Campus Safety are investigated, documented as necessary and referred to Student Services/Affairs, law enforcement or other agencies as determined by the Director of Campus Safety. Reports of child neglect are always documented and reported to law enforcement or the Department of Social and Health Services per CCS's [Administrative Procedure 2.30.05-C Mandatory Reporting of Suspected Child Abuse/Neglect](#).

Earlier this year the U.S. Department of Education issued its Final Rule under Title IX. This rule required CCS to develop and implement supplemental grievance procedures in August 2020 for addressing Title IX violations. Student conduct issues or potential Title IX violations are reported to Student Services/Affairs and/or the appropriate Title IX coordinator per [Administrative Procedure 3.30.01-A Prevention and Response to Complaints of Discrimination, Sexual Harassment or Misconduct, Domestic or Dating Violence, Stalking and Retaliation by Students](#) (prior to August 14, 2020) and [CCS Administrative Procedure 3.30.01-B Title IX Grievance Procedures for Students](#) (August 14, 2020 and thereafter). Conduct that does not meet the threshold of a Title IX violation may still be addressed by [Administrative Procedure 3.30.01-A](#).

Potential employee Title IX violations are reported to the CCS Title IX Coordinator per [Administrative Procedure 2.30.01-A Complaints of Discrimination, Sexual Harassment or Misconduct, Domestic Violence or Dating Violence, Stalking or Retaliation](#) (prior to August 14, 2020) and [CCS Administrative Procedure 2.30.01 - D Title IX Procedures for Employees](#) (August 14, 2020 and thereafter). Conduct that does not meet the threshold of a Title IX violation may still be addressed by [Administrative Procedure 2.30.01-A](#).

CCS reports data for crimes on campus and at off-campus locations and adjacent public property where classes are offered. For crimes that occur on adjacent public property, CCS partners with local law enforcement agencies to assist in providing the data. CCS requests data for crimes that occur in the Clery reportable geography of individual centers from the appropriate law enforcement agency. CCS also reports data for crimes that occur on non-campus property spaces CCS controls during college sponsored trips with students. This information is collated with the internal reports and summarized by category. CCS does not have any officially recognized student organizations with off campus facilities. Warning reports or security alerts to the college community regarding crimes that have occurred are issued via e-mail, text alert and other appropriate channels on a timely basis.

### **Professional Counselors and Reporting**

All counselors, because of the nature of their work, are Campus Security Authorities. A “professional” counselor, as defined in the Clery Act, is a counselor whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of their license or certification. “Professional counselors,” when acting in that capacity, are not considered Campus Security Authorities and are not required to report crimes for inclusion into the CCS Annual Security Report, except where disclosure is permitted or required by law. When acting in the role of professional counselor, counselors are encouraged to inform the student where to report crimes on a voluntary basis for inclusion into annual crime statistics. If the counselor deems it appropriate, the student should also be encouraged to contact the Office of Campus Safety.

### **Timely Warning Notifications**

The Office of Campus Safety carefully reviews all reports of criminal activity, and when appropriate, warns the CCS community of serious crimes or threats occurring on or near campus. Depending on the nature and level of the threat, student and employee e-mail accounts, and/or the RAVE Emergency Alert messaging system may be used to disseminate timely warnings. These timely warnings may also be

posted on the CCS, SCC and SFCC webpages. All enrolled students, faculty and staff are automatically enrolled in the emergency notification system. CCS encourages students and employees to visit [Get Rave](#) to confirm or update their contact information.

Only the information required to adequately inform students and employees is included in a timely warning. Timely warnings are intended to inform the campus community to take general or specific precautions to be safe on campus and to aid in the prevention of students and employees being the victims of further criminal activity. Victim information is generally considered confidential and is not to be disclosed as part of a crime alert or timely warning.

In March 2020, CCS created a banner at the top of each web page directing individuals to the [CCS COVID-19 Safety](#) web site, which includes what the Coronavirus is, health and safety information on how to prevent illness and limit exposure, student FAQs and links to state and Federal public health agencies. Tailored notifications are sent to impacted individuals when possible COVID-19 exposure occurs on campus due to a confirmed positive COVID-19 case. These notifications include safety tips, instructions for seeking medical assistance and testing, personal care and quarantining information. These notices do not include the name of the individual who tested positive for COVID-19.

### **Emergency Response and Evacuation**

CCS promptly evaluates any emergency or dangerous situation to determine if it is an immediate threat to the health or safety of students or employees. According to CCS's [Emergency Management Plan](#) and [Administrative Procedure 2.30.05-R Emergency Communications](#), in an emergency, the first CCS employee on the scene is empowered to take charge of the situation and mobilize crisis responders until relieved by a trained Campus Emergency Response Team member.

In the event of a confirmed emergency, CCS notifies students, faculty, staff, visitors and the community in a timely and appropriate manner. Emergency messaging is developed and distributed at three tiers. The Incident Commander is responsible for the initial message during the first 8-10 minutes of the incident. The Incident Commander/Emergency Operations Center is responsible for messaging during and immediately following the incident. The Emergency Operations Center is responsible for messages related to the aftermath of the situation and resumption of business.

CCS recognizes that no single means of communication reaches all students, faculty, staff, visitors and the community so it may utilize a variety of communication methods during emergencies including two-way radios, text messaging alert, automated telephone message, e-mail, fire alarms, limited internal public address systems, building evacuation coordinators, Operations Hotline, web-based operations updates, social media channels, news media, on-campus electronic signs and phone trees in order to notify the appropriate campus community. Please refer to the college and district [Emergency Information webpages](#) for more information about CCS's emergency alert system.

Based on the Spokane geographical region, local expertise and national data, certain types of incidents have been identified as important for CCS to be prepared to manage. Message templates have been developed to make initial immediate emergency communications easier and the Chief Institutional Advancement & External Affairs Officer, or their designee, sends out these messages. In the event of other incidents, the Chancellor and/or President(s) mobilizes the appropriate staff, including the Chief Institutional Advancement & External Affairs Officer, to gather facts, determine content and decide upon communications strategies for the campus and larger community.

Evacuation is one of the primary strategies that a campus employs in many emergencies. An evacuation can be from an area, a building or an entire campus. CCS designates employees in each major building as Building Evacuation Coordinators (or alternates) and these individuals receive training, either online or by attending one of two in person trainings. CCS posts its evacuation procedures and [Emergency Management Plan – Immediate Actions for Specific Emergencies](#) guide in classrooms and offices and also on the CCS web site. These procedures include how to evacuate a building and the campus in the event of an emergency closure.

Prior to the onset of the COVID-19 pandemic in early 2020, the Office of Campus Safety conducted unannounced evacuation drills each fall and spring quarter at a time when each building is “typically” occupied. Each evacuation drill is documented and evaluated and written suggested areas of improvement are provided to each building administrator. Records of all evacuation drills are maintained by the Office of Campus Safety. The Office of Campus Safety may also conduct additional drills and tabletop exercises to enhance the CCS community’s ability to respond to an emergency.

CCS campus activity was significantly curtailed during spring quarter 2020 due to the pandemic. Due to Washington state COVID-19 social distancing mandates, and in order to prevent the unintentional spread COVID-19, CCS received permission from the local Fire Department Authority Having Jurisdiction to suspend the requirement for conducting fire/evacuation drills. CCS agreed to brief students and employees at the beginning of each academic quarter on emergency management and evacuation procedural information.

Employees working on campus and students taking in person classes on campus were surveyed to obtain feedback regarding the effectiveness of the emergency information provided in lieu of an evacuation. The survey results will be used to evaluate and improve how emergency action expectations are communicated to students and employees in order to continue to provide a safe and secure learning and working environment for the CCS community.

### **Campus Security, Access and Maintenance**

Both SCC and SFCC are open campuses, which means community members can move freely among campus facilities, although both colleges were closed for a period in March and April 2020 because a state and national emergency was declared due to the COVID-19 pandemic. In addition, restrictions were put in place earlier this year in order to meet Governor Inslee’s proclamation to limit on campus visitors during the COVID-19 pandemic. The campus facilities and parking lots of CCS’s two major campuses are routinely patrolled 24 hours a day, seven days a week by Campus Safety and contracted security services. Limited emergency assistance is available. After hours, many facilities are monitored electronically.

Campus Safety staff ensure every CCS building undergoes a safety and security inspection, using the Building Security Survey form, at least once every two years. When completing the survey, Campus Safety staff are inherently critical of the safety and security characteristics of the building. The inspection report notes the listed deficiencies, the date the inspection was sent to the appropriate building administrator and includes a scanned version of the survey as an attachment. Any condition determined critical to safety/security is submitted as a corrective maintenance work order to the Facilities Department. Such work orders are prioritized per CCS [Administrative Procedure 6.00.01-C Corrective Maintenance](#). Copies of completed inspections are maintained in the Office of Campus Safety.

## **Education Programs**

CCS promotes the “If You See Something, Say Something™” concept. The [Department of Homeland Security’s website](#) states in part “if you see something you know shouldn't be there—or someone's behavior that doesn't seem quite right—say something. Because only you know what’s supposed to be in your everyday.” Members of the college community are also encouraged to follow standard crime prevention practices such as locking their motor vehicles, parking and walking in well-lit areas and being aware of their surroundings.

New students and full-time employees are informed during orientation and onboarding sessions of CCS security procedures and practices and are encouraged to be responsible for their own and other’s security and safety. CCS offers many safety, security and crime prevention training opportunities for students and all employees to promote a culture of safety and security. In 2020 the Office of Campus Safety provided “active shooter” training twice in person and twice virtually and an online version of the training is also available for students and employees to access. Specific safety and security trainings are provided during online new student orientations. Additional trainings are offered annually to employees in the following areas: Building Evacuation Coordination was offered twice virtually and Emergency Management Planning was offered once virtually, and both trainings are available online. The Office of Campus Safety is also available to provide training upon request, such as critical incident simulation, to individual departments.

Each quarter students are emailed a newsletter that outlines general campus safety information and crime prevention tips; safety escorts; parking; smoking, tobacco, marijuana, alcohol and firearm prohibitions; sexual assault, domestic violence, stalking and dating violence resources; lockdown procedures; health clinic information; COVID-19 safety tips and community agency resources. This information is also e-mailed to employees from the Office of Campus Safety. Posters outlining emergency procedures and the [Emergency Management Plan – Immediate Actions for Specific Emergencies](#) are also distributed and posted in classrooms and offices on campus.

## **Drugs and Alcohol**

Being under the influence of, possessing, manufacturing, using or selling drugs or alcohol, as well as underage drinking/drug use is prohibited by CCS. According to [Revised Code of Washington \(RCW\) 66.44.270](#), it is unlawful for any person under the age of 21 to possess, consume, or otherwise acquire any liquor. While Washington State Law permits the recreational use of marijuana, Federal law prohibits such use on college premises or in connection with college activities. Being observably under the influence of marijuana or the psychoactive compounds found in marijuana, or otherwise using, possessing, selling or delivering any product containing marijuana or the psychoactive compounds found in marijuana and intended for human consumption, regardless of form, is prohibited at CCS and is a violation of the Standards of Conduct for Students [Washington Administrative Code \(WAC\) 132Q-10-228](#). A brief summary of [Washington State Drinking laws](#) in effect as of the publication of this report is posted on CCS’s [Student Right to Know webpage](#) under the Drug and Alcohol Abuse – Prevention section.

A student notice outlining [Federal financial aid penalties for drug violations](#) is posted under the Drug and Alcohol Abuse – Prevention section on the CCS’s Student Right to Know webpage. In addition, CCS also summarizes on its website [state and Federal drug laws and penalties and penalties for trafficking drugs](#).



CCS complies with the Drug Free Workplace and Drug Free School and Communities Act. Offenders may be referred to community-based organizations that provide education and treatment. Local law enforcement authorities may also be contacted as appropriate. These policies are outlined in detail for employees in [Board Policy 2.30.03 - Drug Free Workplace](#) and implementing [Administrative Procedures 2.30.03-A Drug Free Workplace](#) and [2.30.03-B Sensitive Function Compliance](#) and for students in [WAC 132Q-10-228](#) and [WAC 132Q-10-230](#). The CCS Human Resources Office provides overall coordination of the Drug Free Workplace Act while the Student Services/Affairs Offices provide overall coordination of the Drug Free School Program.

For students, a violation of any Federal or state law regarding alcohol/drug use is also a violation of CCS's Standards of Conduct for Students and is treated as a separate incident from any off-campus investigations or proceedings. Per [WAC 132Q-10-125](#), CCS cooperates with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators provided that the conditions do not conflict with college rules or sanctions. Disciplinary sanctions for these types of violations can include education, referral, suspension or expulsion depending upon the nature and severity of the violation ([WAC 132Q-10-400](#)). Violations may subject employees to disciplinary actions ranging from reprimand to dismissal. Any disciplinary action taken will be in accordance with pertinent rules, laws and negotiated agreements applicable to the employee's status. Employees suspected of violation of Federal, state and local laws will be referred to local authorities for investigation and possible prosecution.

Mental health counselors are available to assist students with drug and alcohol abuse issues and can refer students to off campus services as appropriate. A list of drug and alcohol abuse/prevention resources for students is posted online and includes materials on [alcohol awareness](#), [marijuana myths and facts](#), [alcohol and drugs FAQs](#), and [other drug and health effects](#). Links to the [Centers for Disease Control and Prevention's Facts Sheets on Alcohol](#), a [Directory of Certified Chemical Dependency Services in the state of Washington](#), and the [Substance Abuse and Mental Health Services Administration](#) are also provided. Information about these or similar resources are displayed on campus in the Student Health Clinic and Counseling Center at SCC, the Student Union Building and Counseling Center at SFCC and the rural and Spokane centers. Employees have access to a CCS-provided Employee Assistance Program (EAP), with trained specialists available to assist both employees and family members.

For more information, please refer to [CCS's Drug and Alcohol Abuse Prevention Program \(DAAPP\)](#).

### **Student Conduct**

Any student who commits an act that is deemed to be in violation of the college's standards, including acts punishable as a misdemeanor or felony under state or Federal law, is also subject to disciplinary sanctions through the student conduct process and procedure. Sanctions can include revocation of admission or degree, no trespass order, suspension or expulsion. If a student's behavior is found to have been motivated by another's race, creed, color, religion, national or ethnic origin, age, sex, gender identity or expression, or disability, use of a service animal by a person with a disability, veteran's status, or genetic information, such finding is considered an aggravating factor in determining a sanction for such conduct. More than one sanction can be imposed for any single violation. Please see the [Standards of Conduct for Students](#) for more information.

Procedures for conducting these proceedings include the opportunity for the respondent (accused) and

complainant (accuser) to have others present during a disciplinary proceeding. Respondents have full due process rights, including the right to have an attorney represent them in matters where the sanction may be greater than a suspension of ten instructional days and in Title IX cases. Students also have the right to appeal the decision. Please see the following section for additional information regarding alleged sexual misconduct discipline matters.

Upon written request, CCS will disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the college provides the results of the disciplinary hearing to the victim's next of kin, if so requested.

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

Community Colleges of Spokane prohibits dating violence, domestic violence, sexual assault, sexual harassment and stalking and takes gender-based violence seriously. Members of the CCS community, guests and visitors have the right to be free from all forms of sexual and gender-based discrimination. A [Sexual Assault and Relationship Violence Student Resources](#) webpage dedicated to sexual assault and relationship violence provides general information; defines consent, dating violence, domestic violence, sexual assault, sexual harassment and stalking; has links to sexual misconduct policies and procedures, including the Standards of Conduct for Students [WAC 132Q-10- Sections 101-503](#) and administrative procedures including who to report offenses to; outlines students' rights; provides FAQs and prevention tips; and lists on and off-campus resources and contacts for survivors of sexual violence.

Students and employees are encouraged to attend educational programs concerning awareness and prevention of sex offenses, including brief encounter (acquaintance/date) rape, domestic violence, dating violence, sexual assault and stalking. Each quarter, CCS offers online training regarding sexual assault prevention designed specifically for community college students. Full-time faculty and staff are required to complete an online training so they may recognize, report and prevent sexual misconduct committed against students and maintain a safe campus community.

A brochure is mailed annually in the fall to each employee's home address describing prohibited conduct and behaviors that constitute discrimination, harassment, sexual misconduct and retaliation; outlining employee's rights in being free from discrimination, harassment and sexual misconduct; and the process for filing a complaint. This material is also e-mailed to employees during the spring.

During online new student orientations, students are informed about sexual assault prevention tips and how to report acts of sexual violence. At SFCC, students are also required to watch a short video that explains consent. Signs are posted in campus restrooms encouraging individuals to report matters of concern to the appropriate Title IX Coordinator. A variety of educational programming activities are offered at both colleges including personal safety, dating violence, partner/domestic violence and bystander intervention workshops for students at SFCC and dating, domestic violence and sexual assault roundtables, speakers, exhibits and activities focused on Sexual Assault Awareness Month (April) and Domestic Violence Awareness Month (October) at SCC.

If a student or staff member is a survivor of a sexual assault their first priority should be to get to a place of safety and then they should obtain necessary medical treatment. CCS strongly advocates that a



survivor of sexual assault report the incident in a timely manner. It is also important to preserve any evidence of a sexual assault for law enforcement authorities. When a sexual assault survivor contacts the Office of Campus Safety, the City of Spokane Police Department's Sex Crimes Unit is notified as well. CCS has a Memorandum of Understanding with the Spokane Police Department that outlines how both parties work collaboratively and efficiently to share information in a timely manner to effectively address the prevention and investigation of sexual assaults and coordinate their response to reported sexual assaults. The Office of Campus Safety does not include personally identifiable information about sexual assault complainants in its Clery Act reporting.

CCS offers counseling, information and referral for survivors of sexual assault and trained counselors are available at both colleges. Survivors of sexual assaults that were committed on any district-owned or leased facility should report the incident immediately to a counselor, the appropriate Title IX Coordinator or the Office of Campus Safety. Survivors are also encouraged to report these incidents to local law enforcement authorities, although they are not required to do so, and the Office of Campus Safety can assist them in filing a report. Survivors of sexual assault are also encouraged to use the resources of the Spokane Sexual Assault and Family Trauma Response Center at 509-747-8224 or 509-624-7273 (24-hour crisis call or text line) or the YWCA-Alternatives to Domestic Violence Program (24-hour domestic violence helpline) at 509-326-2255. Employees and family members may also contact CCS's EAP.

Sexual misconduct matters involving students are handled according to the procedures outlined in the Standards of Conduct for Students, [WAC 132Q-10-Sections 101-608](#). Please also see [Administrative Procedure 3.30.01-A Prevention and Response to Complaints of Discrimination, Sexual Harassment or Misconduct, Domestic or Dating Violence, Stalking and Retaliation by Students](#) and [Administrative Procedure 3.30.01-B Title IX Grievance Procedures for Students](#) for more information. Sexual misconduct matters involving employees, volunteers or contractors are handled according to the process outlined in [Administrative Procedure 2.30.01-A Complaints of Discrimination, Sexual Harassment or Misconduct, Domestic or Dating Violence, Stalking and Retaliation](#) and [Administrative Procedure 2.30.01-D Title IX Procedures for Employees](#).

Sexual misconduct violations (i.e., domestic and dating violence, sexual assault and stalking) are dealt with according to the disciplinary processes outlined in applicable collective bargaining agreements and/or policy. The possible sanctions for CCS's various employee contracts include the following: verbal warning, letter of reprimand, suspension without pay, demotion, reduction in salary and termination. CCS may implement a suspension without pay for a period determined appropriate based upon a number of factors unique to that employee and reduction in salary, the percentage and length as determined appropriate based upon a number of factors unique to that employee. Suspensions may be for one day up to the amount provided for in the appropriate collective bargaining agreement. For sanctions other than termination, employees may be reinstated after fulfilling all the conditions outlined as part of the disciplinary action.

All initial reports of sexual misconduct involving a student should be forwarded to the [SCC or SFCC Title IX Coordinator](#). Reports of sexual misconduct involving a CCS employee, volunteer or contractor should be made to the [CCS Title IX Coordinator](#). A preliminary inquiry is then conducted by the Title IX Coordinator to determine if the allegation falls under Title IX jurisdiction and whether an investigation is warranted. If the allegation does not fall under Title IX jurisdiction it may still be considered a violation of the Standards of Conduct for Students or other CCS policies and procedures that apply to employees

and be investigated.

The Title IX Coordinator can provide the reporting party with written materials outlining the resources available on campus and in the community, options and support; discuss confidentiality; explain and provide a written copy of their rights during the investigative and disciplinary process; and assist them with filing a police report if they so choose. CCS is prepared to work with complainants to coordinate interim measures to avoid contact with respondents including, but not limited to adjusting work, academic and extracurricular activities schedules; leaves of absence; special parking arrangements; and/or escorts. These measures are available regardless of whether the complainant chooses to report the crime to the Office of Campus Safety or local law enforcement. CCS also complies with Washington State law in recognizing orders of protection, no contact, or restraint.

Investigations into alleged sexual misconduct violations of the Standards of Conduct for Students are conducted in a timely manner by trained investigators as defined by [Administrative Procedure 3.30.01-A](#) and [B](#). CCS uses a preponderance of evidence standard (i.e., whether it is more likely than not that the alleged violation occurred) for investigative purposes. If it is determined that a violation may have occurred, then an interim restriction may be imposed by the Student Conduct Officer. The respondent retains rights of due process and responsibilities as outlined in [WAC 132Q-10-315](#), [318](#), [320](#) and [605](#). If the offense is such that a suspension of greater than ten class days or expulsion from the college may be deemed warranted, the matter is remanded to the Student Conduct Administrative Panel for hearing ([WAC 132Q-10-332](#)). The administrative panel hears testimony from the complainant, respondent and witnesses. During the hearing, each party shall be represented by an advisor, who may be an attorney. The Committee Chair shall review all questions for relevance and shall explain on the record their reasons for excluding any question based on lack of relevance.

For more information regarding the prehearing procedure, rights of parties, evidence and cross examination, please refer to [WACs 132Q-10-604](#), [605](#) and [606](#).

Administrative panel members receive training on at least a quarterly basis that includes the types of sexual violence and the dynamics that can lead to it, impacts to survivors, case studies and case law that deal with sexual violence, asking appropriate questions and current student conduct outcomes. The training is aligned with the Standards of Conduct for Students, Washington Administrative Codes, CCS's administrative procedures and Student Affairs Professionals in Higher Education (NASPA) best practices. Additional specialized and more in-depth trainings are provided as needed.

Each party may bring an advisor of their choosing during any stage of the investigative or hearing process. Rulings are determined according to a preponderance of evidence. At the conclusion of the hearing, if it is determined that a violation has occurred, the panel determines the sanction to be imposed and informs both the complainant and respondent of the sanction. Sanctions for sexually violent conduct violations are outlined in [WAC 132Q-10-400](#) and depend upon the severity of the violation and extenuating circumstances and may include: warning; reprimand; probation; loss of privileges; restitution or compensation for loss, damage, or injury; education, which includes completion of an educational project or attending sessions, at the student's expense, which address the student's behavior such as anger management or counseling; fines; revocation of admission or degree; withholding degree; hold on transcript or registration; no contact order; suspension of ten days or more (in one day increments) up to two years; and expulsion. More than one sanction may be imposed for any single violation. In order for a sanctioned student to be reinstated, they may also be required to demonstrate completion of an anger management class from a certified mental health counselor and/or

counseling with a certified counselor.

The sanctions for students found responsible for domestic or dating violence, sexual assault or stalking violations may range from suspension of ten days or more (in one day increments) up to two full academic years or expulsion, satisfactory completion of an anger management class and/or counseling from a certified mental health counselor. The severity of the incident, and in instances when the student was also found responsible for previous violations, may result in the more severe sanctions.

The Student Conduct Officer notifies both parties in person, by mail or e-mail of the panel's decision. Written notice is sent within ten calendar days from the hearing date. If the college is not in session, this period may be reasonably extended ([WAC 132Q-10-333](#)).

In cases involving sexual misconduct, both the complainant and respondent have the same procedural rights to participate in the process ([WAC 132Q-10-501](#) and [605](#)), rights to have advisors and witnesses including being represented by an attorney at their own expense ([WAC 132Q-10-502](#) and [605](#)), and rights of appeal ([WAC 132Q-10-503](#)). The parties are entitled to an advisor of their own choosing and the advisor may be an attorney. If a party does not choose an advisor, then the Title IX Coordinator will appoint an advisor of the College's choosing on the party's behalf at no expense to the party.

Appeals are to be filed in writing with the Vice President of Student Services/Affairs within 20 calendar days of the issuance of a sanction notification and are limited to appeals regarding the correct following of process, severity of the sanction, or new evidence not available at the time the sanction was determined by the Student Conduct Officer or Student Conduct Administrative Panel. Appeals are considered by the Vice President of Student Services/Affairs at the other college and a decision rendered within 20 calendar days of the receipt of the appeal. The ruling of the Vice President of Student Services/Affairs at the other college, unless it is a decision to remand for a full hearing before the Student Conduct Administrative Panel, shall be the final ruling of the college ([WAC 132Q-10-335](#)). Written notice indicating the appeal has been resolved is given to the complainant on the same day the final order is served upon the respondent.

### **Registered Sex Offenders**

CCS provides relevant and necessary information regarding the presence of sex offenders on college premises pursuant to [RCW 4.24.550](#). All notifications from law enforcement agencies are sent to the colleges' Vice Presidents of Student Services/Affairs or their designees. Public information received is placed in binders located in secure but accessible locations across campus. The binders are available to any requesting party. The location of these binders and other procedures regarding enrollment and employment of registered sex offenders is outlined in [Administrative Procedure 2.30.05 – M Sex Offender Admission/Employment](#). Individuals may also access the [Spokane County Sheriff's Office Sex Offenders Database](#), the [Whitman County Sheriff's Office Sex Offenders Database](#) and the [Stevens County Sheriff's Office Sex Offenders Database](#).

### **Crime Statistics**

This report is prepared in cooperation with the local law enforcement agencies surrounding the main campuses, local and rural centers, Office of Campus Safety, Student Services/Affairs, Marketing and Graphics, Human Resources and the Compliance Office. Copies of this report may be obtained at the

SCC or SFCC Office of Campus Safety or by calling (509) 533-3333. The public crime log is posted in the Office of Campus Safety.

The CCS Pullman Center is located on the Washington State University (WSU) campus. According to the U.S. Department of Education, CCS should not include crime statistics for incidents that occurred in WSU residence halls or disciplinary referrals for WSU students in its Annual Security Report.

Summary of Crime Reported at CCS 2017 -2019	2017 SFCC on Campus	2017 SFCC Off Campus	2017 SFCC Pullman WSU	2017 SFCC Pullman Public Property	2017 SCC on Campus	2017 SCC Off Campus	2017 Public Property	2017 Total	2018 SFCC on Campus	2018 SFCC Off Campus	2018 SFCC Pullman WSU	2018 SFCC Pullman Public Property	2018 WSU PD Unfounded Crimes	2018 SCC on Campus	2018 SCC Off Campus	2018 Public Property	2018 Total	2019 SFCC on Campus	2019 SFCC Off Campus	2019 SFCC Pullman WSU	2019 SFCC Pullman Public Property	2019 WSU PD Unfounded Crimes	2019 SCC on Campus	2019 SCC Off Campus	2019 Public Property	2019 Total
<b>Criminal Homicide</b>																										
Murder	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Sex Offenses</b>																										
Rape	1	0	0	0	0	0	0	1	3	0	25	0	2	0	0	0	30	2	0	12	0	0	0	0	0	14
Fondling	1	0	3	0	0	0	0	4	5	0	7	0	0	0	0	0	12	0	1	1	0	0	0	1	0	3
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	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	1	0	0	1	0	0	2	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	1	0	0	0	0	1	0	0	2	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0
Burglary	0	0	8	0	1	0	0	9	1	0	10	0	0	1	0	0	12	2	0	10	0	1	4	0	0	17
Motor Vehicle Theft	1	0	5	0	3	1	0	10	3	0	1	0	2	7	1	0	14	3	0	1	0	6	3	0	0	13
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Hate Crimes</b>																										
<b>Group A</b>																										
Race	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
Ethnicity/National Origin	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Group B</b>																										
Larceny-theft	0	0	0	0	0	0	0	0	0	0	0	0	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	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
<b>Arrests</b>																										
Liquor Law Violation	0	0	74	1	0	0	0	75	0	0	63	2	0	0	0	0	65	0	0	67	4	0	0	0	0	71
Drug Law Violation	0	0	27	0	0	0	0	27	0	0	26	3	0	2	0	0	31	1	0	32	2	0	0	0	1	36
Weapons Possession	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0	0	2	0	0	0	1	0	0	0	0	1
<b>Discipline Referral</b>																										
Liquor Law Violation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Violation	1	0	0	0	1	0	0	2	2	1	0	0	0	2	0	0	5	0	0	0	0	0	3	2	0	5
Weapons Possession	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	1
<b>Violence Against Women's Act (VAWA)</b>																										
Domestic Violence	3	0	1	0	1	0	0	5	2	0	7	0	0	2	2	0	13	3	0	3	0	1	2	0	0	9
Dating Violence	1	0	2	0	0	0	0	3	0	0	14	0	0	0	0	0	14	0	0	8	1	0	0	0	0	9
Stalking	3	0	8	0	0	0	0	11	4	0	13	0	0	1	0	0	18	5	0	24	0	1	2	0	0	32
<b>Unfounded Crimes - By WSU PD</b>			5	0																						

The SFCC Pullman Center moved onto the WSU Campus on April 3, 2017. For 2017, Pullman Center stats include WSU stats from January 1, through December 31, 2017.

Since the SFCC Pullman Center is now located on the WSU Campus and all SFCC Pullman Center students have access to all WSU Facilities, excluding housing, per federal reporting requirements, the Pullman Center stats include WSU on campus and public property crime reporting.

Per Department of Education guidance, the stats for Discipline Referrals on the WSU Campus and Pullman public property are for SFCC students.

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

CCS defines these terms as follows in WAC 132Q-10-244 Sexual Violence.

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

i) A person cannot consent if they are unable to understand what is happening or are disoriented, helpless, asleep, or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct.

ii) Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct.”

**“Sexual Assault** refers to the following conduct.

**Nonconsensual Sexual Intercourse:** Any actual or attempted sexual intercourse (anal, oral, or vaginal), however slight, with any object or body part, by a person upon another person, that is without Consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.

**Nonconsensual Sexual Contact:** Any actual or attempted sexual touching, however slight, with any body part or object, by a person upon another person that is without Consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

**Incest:** Sexual intercourse or sexual contact with a person known to be related to them, either legitimately or illegitimately, as an ancestor, descendant, brother, or sister of either wholly or half related. Descendant includes stepchildren and adopted children under the age of eighteen (18).

**Statutory Rape:** Consensual intercourse between a person who is eighteen (18) years of age or older, and a person who is under the age of sixteen (16).

**Domestic Violence:** Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, Sexual Assault, or Stalking committed by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Washington, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the State of Washington, RCW 26.50.010.

**Dating Violence:** Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, Sexual Assault, or Stalking committed by a person (i) who is or has been in a



social relationship of a romantic or intimate nature with the victim; and (ii) where the existence of such a relationship shall be determined based on a consideration of the following factors: The length of the relationship; The type of relationship; and The frequency of interaction between the persons involved in the relationship.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (i) fear for their safety or the safety of others; or (ii) suffer substantial emotional distress.”

The state of Washington defines these terms as follows.

**“Consent** means that at the time of the act of sexual intercourse or sexual contact there are actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact.” (RCW 9A.44.010)

**“Domestic Violence** means: (a) physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury or assault, sexual assault, or stalking as defined in RCW 9A.46.110 of one intimate partner by another intimate partner; or (b) physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury or assault, sexual assault, or stalking as defined in RCW 9A.46.110 of one family or household member by another family or household member.” (RCW 26.50.010)

**“Family or household members** means (a) adult persons related by blood or marriage; (b) adult persons who are presently residing together or who have resided together in the past; and (c) persons who have a biological or legal parent-child relationship, including stepparents and stepchildren and grandparents and grandchildren.” (RCW 26.50.010)

**“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.” (RCW 26.50.010)

In the state of Washington, there is not an actual crime of “sexual assault.” The crimes of what most people would define as “sexual assault” are specifically expressed as rape or indecent liberties. Please see below.

**“Rape in the first degree:** (1) A person is guilty of rape in the first degree when such person engages in sexual intercourse with another person by forcible compulsion where the perpetrator or an accessory: (a) uses or threatens to use a deadly weapon or what appears to be a deadly weapon; or (b) kidnaps the victim; or (c) inflicts serious physical injury, including but not limited to physical injury which renders the victim unconscious; or (d) feloniously enters into the building or vehicle where the victim is situated. (2) Rape in the first degree is a class A felony.” (RCW 9A.44.040)

**“Rape in the second degree:** (1) A person is guilty of rape in the second degree when, under circumstances not constituting rape in the first degree, the person engages in sexual intercourse with another person: (a) by forcible compulsion; (b) when the victim is incapable of consent by reason of being physically helpless or mentally incapacitated; (c) when the victim is a person with a developmental disability and the perpetrator is a person who is not married to the victim and who: (i) has supervisory authority over the victim; or (ii) was providing transportation, within the course of his or her employment, to the victim at the time of the offense; (d) when the perpetrator is a health care provider,

the victim is a client or patient, and the sexual intercourse occurs during a treatment session, consultation, interview, or examination. It is an affirmative defense that the defendant must prove by a preponderance of the evidence that the client or patient consented to the sexual intercourse with the knowledge that the sexual intercourse was not for the purpose of treatment; (e) when the victim is a resident of a facility for persons with a mental disorder or chemical dependency and the perpetrator is a person who is not married to the victim and has supervisory authority over the victim; or (f) when the victim is a frail elder or vulnerable adult and the perpetrator is a person who is not married to the victim and who: (i) has a significant relationship with the victim; or (ii) was providing transportation, within the course of his or her employment, to the victim at the time of the offense. (2) Rape in the second degree is class A felony.” ([RCW 9A.44.050](#))

**“Rape in the third degree:** (1) A person is guilty of rape in the third degree when, under circumstances not constituting rape in the first or second degrees, such person engages in sexual intercourse with another person: (a) where the victim did not consent as defined in RCW 9A.44.010 (7), to sexual intercourse with the perpetrator or (b) where there is threat of substantial unlawful harm to property rights of the victim. (2) Rape in the third degree is a class C felony.” ([RCW 9A.44.060](#))

**“Indecent liberties:** (1) A person is guilty of indecent liberties when he or she knowingly causes another person to have sexual contact with him or her or another: (a) by forcible compulsion; (b) when the other person is incapable of consent by reason of being mentally defective, mentally incapacitated, or physically helpless; (c) when the victim is a person with a developmental disability and the perpetrator is a person who is not married to the victim and who (i) has supervisory authority over the victim; or (ii) was providing transportation, within the course of his or her employment, to the victim at the time of the offense; (d) when the perpetrator is a health care provider, the victim is a client or patient, and the sexual contact occurs during a treatment session, consultation, interview, or examination. It is an affirmative defense that the defendant must prove by a preponderance of the evidence that the client or patient consented to the sexual contact with the knowledge that the sexual contact was not for the purpose of treatment; (e) When the victim is a resident of a facility for persons with a mental disorder or chemical dependency and the perpetrator is a person who is not married to the victim and has supervisory authority over the victim; or (f) When the victim is a frail elder or vulnerable adult and the perpetrator is a person who is not married to the victim and who: (i) has a significant relationship with the victim; or (ii) was providing transportation, within the course of his or her employment, to the victim at the time of the offense. (2)(a) except as provided in (b) of this subsection, indecent liberties is a class B felony. (b) Indecent liberties by forcible compulsion is a class A felony.” ([RCW 9A.44.100](#))

**“Stalking:** (1) A person commits the crime of stalking if, without lawful authority and under 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 of 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 an 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 the course of 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 the 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. It is not necessary to establish that the alleged stalker follows the person while in transit from one location to another. (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." ([RCW 9A.46.110](#))

# Appendix A

Web links listed in order they appear in report.

1. CCS Board of Trustees Policy 2.30.05 Workplace Safety  
<https://ccs.spokane.edu/About-Us/Leadership/Board-of-Trustees/Policies-Procedures/Chapter2>
2. CCS Student Right to Know Webpage  
<https://ccs.spokane.edu/About-Us/Public-Disclosures/Right-to-Know>
3. CCS Emergency Management Plan – Immediate Actions for Specific Emergencies  
<https://shared.spokane.edu/ccsglobal/media/Global/PDFs/District/Procedures/emergencyImmediateActions2017.pdf>
4. CCS Administrative Procedure 3.40.01-F Security Reports  
[https://ccs.spokane.edu/ccsglobal/media/Global/PDFs/District/Policies/CH3/3.40.01\\_StudentRights/3-40-01F\\_SecurityReports.pdf](https://ccs.spokane.edu/ccsglobal/media/Global/PDFs/District/Policies/CH3/3.40.01_StudentRights/3-40-01F_SecurityReports.pdf)
5. CCS Security Incident Report  
<https://shared.spokane.edu/ccsglobal/media/Global/FormsA-Z/ccs-1286.pdf>
6. CCS Administrative Procedure 2.30.05-C Mandatory Reporting of Suspected Child Abuse/Neglect  
[https://ccs.spokane.edu/ccsglobal/media/Global/PDFs/District/Policies/CH2/2.30.05\\_WorkplaceSafety/2-30-05C\\_MandatoryReporter.pdf](https://ccs.spokane.edu/ccsglobal/media/Global/PDFs/District/Policies/CH2/2.30.05_WorkplaceSafety/2-30-05C_MandatoryReporter.pdf)
7. CCS Administrative Procedure 3.30.01-A Prevention and Response to Complaints of Discrimination, Sexual Harassment or Misconduct, Domestic or Dating Violence, Stalking and Retaliation by Students  
[https://ccs.spokane.edu/ccsglobal/media/Global/PDFs/District/Policies/CH3/3.30.01\\_NonDiscrim/3-30-01A\\_DiscriminationStudent.pdf](https://ccs.spokane.edu/ccsglobal/media/Global/PDFs/District/Policies/CH3/3.30.01_NonDiscrim/3-30-01A_DiscriminationStudent.pdf)
8. CCS Administrative Procedure 3.30.01-B Title IX Grievance Procedures for Students  
[https://shared.spokane.edu/ccsglobal/media/Global/PDFs/District/Policies/CH3/3.30.01\\_NonDiscrim/3-30-01B\\_TitleIXGrievanceStudent.pdf](https://shared.spokane.edu/ccsglobal/media/Global/PDFs/District/Policies/CH3/3.30.01_NonDiscrim/3-30-01B_TitleIXGrievanceStudent.pdf)
9. CCS Administrative Procedure 2.30.01-A Complaints of Discrimination, Sexual Harassment or Misconduct, Domestic or Dating Violence, Stalking or Retaliation  
[https://ccs.spokane.edu/ccsglobal/media/Global/PDFs/District/Policies/CH2/2.30.01\\_EqualEmploymentNonDiscriminationAntiHarass/2-30-01A\\_DiscriminationComplaint.pdf](https://ccs.spokane.edu/ccsglobal/media/Global/PDFs/District/Policies/CH2/2.30.01_EqualEmploymentNonDiscriminationAntiHarass/2-30-01A_DiscriminationComplaint.pdf)
10. CCS Administrative Procedure 2.30.01-D Title IX Procedures for Employees  
[https://shared.spokane.edu/ccsglobal/media/Global/PDFs/District/Policies/CH2/2.30.01\\_EqualEmploymentNonDiscriminationAntiHarass/2-30-01D\\_TitleIXProceduresEmployees.pdf](https://shared.spokane.edu/ccsglobal/media/Global/PDFs/District/Policies/CH2/2.30.01_EqualEmploymentNonDiscriminationAntiHarass/2-30-01D_TitleIXProceduresEmployees.pdf)
11. Get Rave – Emergency Alert System  
<https://www.getrave.com/login/ccs>
12. CCS Emergency Management Plan  
<https://shared.spokane.edu/ccsglobal/media/Global/PDFs/District/Procedures/EmergencyManagementPlan.pdf>
13. CCS Administrative Procedure 2.30.05-R Emergency Communications  
[https://ccs.spokane.edu/ccsglobal/media/Global/PDFs/District/Policies/CH2/2.30.05\\_WorkplaceSafety/2-30-05R\\_EmergencyComm.pdf](https://ccs.spokane.edu/ccsglobal/media/Global/PDFs/District/Policies/CH2/2.30.05_WorkplaceSafety/2-30-05R_EmergencyComm.pdf)

14. CCS Emergency Information webpage  
<https://ccs.spokane.edu/News-Events/Emergency>
15. SCC Emergency Information webpage  
<https://scc.spokane.edu/News-Events/Emergency>
16. SFCC Emergency Information webpage  
<https://sfcc.spokane.edu/News-Events/Emergency>
17. CCS Administrative Procedure 6.00.01-C Corrective Maintenance  
[https://shared.spokane.edu/ccsglobal/media/Global/PDFs/District/Policies/CH6/6.00.01%20FacilitiesSites/6-00-01C\\_CorrectiveMaintenance.pdf](https://shared.spokane.edu/ccsglobal/media/Global/PDFs/District/Policies/CH6/6.00.01%20FacilitiesSites/6-00-01C_CorrectiveMaintenance.pdf)
18. Department of Homeland Security website for “If You See Something, Say Something”  
<https://www.dhs.gov/see-something-say-something>
19. RCW 66.44.270  
<https://app.leg.wa.gov/rcw/default.aspx?cite=66.44.2709>
20. WAC 132Q-10-228 Drugs, Controlled Substances and Marijuana  
<https://apps.leg.wa.gov/WAC/default.aspx?cite=132Q-10-228>
21. Washington State Drinking Laws  
<https://ccs.spokane.edu/About-Us/Public-Disclosures/Right-to-Know/Washington-State-Drinking-Laws>
22. Student Notice: Penalties for Drug Violations  
<https://ccs.spokane.edu/About-Us/Public-Disclosures/Right-to-Know/Student-Notice-Penalties-for-Drug-Violations>
23. Washington State and Federal Drug Laws and Penalties for Trafficking Drugs  
<https://ccs.spokane.edu/About-Us/Public-Disclosures/Right-to-Know/Washington-State-and-Federal-Drug-Laws>
24. CCS Board of Trustees Policy 2.30.03 Drug Free Workplace  
<https://ccs.spokane.edu/About-Us/Leadership/Board-of-Trustees/Policies-Procedures/Chapter2>
25. CCS Administrative Procedure 2.30.03-A Drug Free Workplace  
[https://ccs.spokane.edu/ccsglobal/media/Global/PDFs/District/Policies/CH2/2.30.03\\_DrugFreeWorkplace/2-30-03A\\_DrugFreeWorkplace.pdf](https://ccs.spokane.edu/ccsglobal/media/Global/PDFs/District/Policies/CH2/2.30.03_DrugFreeWorkplace/2-30-03A_DrugFreeWorkplace.pdf)
26. CCS Administrative Procedure 2.30.03-B Safety Sensitive Function Compliance  
[https://ccs.spokane.edu/ccsglobal/media/Global/PDFs/District/Policies/CH2/2.30.03\\_DrugFreeWorkplace/2-30-03B\\_DrugFreeWorkplaceSafetySensitiveFunctionCompliance.pdf](https://ccs.spokane.edu/ccsglobal/media/Global/PDFs/District/Policies/CH2/2.30.03_DrugFreeWorkplace/2-30-03B_DrugFreeWorkplaceSafetySensitiveFunctionCompliance.pdf)
27. WAC 132Q-10-230 Alcohol  
<https://apps.leg.wa.gov/WAC/default.aspx?cite=132Q-10-230>
28. WAC 132Q-10-125 Violation of Law and Standards of Student Conduct  
<https://apps.leg.wa.gov/WAC/default.aspx?cite=132Q-10-125>
29. WAC 132Q-10-400 Disciplinary Sanctions  
<https://apps.leg.wa.gov/wac/default.aspx?cite=132Q-10-400>
30. Alcohol Awareness  
<https://ccs.spokane.edu/About-Us/Public-Disclosures/Right-to-Know/Alcohol-Awareness>

31. Marijuana Myths and Facts  
<https://ccs.spokane.edu/About-Us/Public-Disclosures/Right-to-Know/Marijuana-myths-and-facts>
32. Alcohol and Drugs FAQs  
<https://ccs.spokane.edu/About-Us/Public-Disclosures/Right-to-Know/Alcohol-and-Drugs-FAQ>
33. Other Drug and Health Effects  
<https://ccs.spokane.edu/About-Us/Public-Disclosures/Right-to-Know/Other-Drugs-Health-Effects>
34. Centers for Disease Control and Prevention’s Fact Sheets on Alcohol  
<https://www.cdc.gov/alcohol/fact-sheets/alcohol-use.htm>
35. Directory of Certified Chemical Dependency Services in the State of Washington  
<https://www.dshs.wa.gov/bha/licensing-and-certification-behavioral-health-agencies>
36. Substance Abuse and Mental Health Services Administration  
<https://www.samhsa.gov/>
37. WAC 132Q-10 Standards of Conduct for Students  
<https://apps.leg.wa.gov/wac/default.aspx?cite=132Q-10>
38. Sexual Assault and Relationship Violence Student Resources  
<http://ccs.spokane.edu/About-Us/Public-Disclosures/Right-to-Know/SexualAssault>
39. WAC 132Q-10 Sections 101-503 Standards of Conduct for Students  
<http://apps.leg.wa.gov/wac/default.aspx?cite=132Q-10>
40. SCC and SFCC Title IX Coordinator  
<http://ccs.spokane.edu/About-Us/Public-Disclosures/Right-to-Know/SexualAssault>
41. CCS Title IX Coordinator  
<http://ccs.spokane.edu/About-Us/Public-Disclosures/Right-to-Know/SexualAssault>
42. WAC 132Q-10-315 Notice to the Accused Student of Complaint  
<http://apps.leg.wa.gov/wac/default.aspx?cite=132Q-10-315>
43. WAC 132Q-10-318 Student Conduct Officer Disciplinary Proceedings  
<http://apps.leg.wa.gov/wac/default.aspx?cite=132Q-10-318>
44. WAC 132Q-10-320 Interim Suspension and Other Restrictions  
<http://apps.leg.wa.gov/wac/default.aspx?cite=132Q-10-320>
45. WAC 132Q-10-605 Rights of Parties  
<https://shared.spokane.edu/ccsglobal/media/Global/PDFs/District/New-Standards-of-Conduct-for-Students-Sexual-Misconduct-and-Title-IX-Regulations.pdf>
46. WAC 132Q-10-332 Student Conduct Administrative Panel Proceedings  
<http://apps.leg.wa.gov/wac/default.aspx?cite=132Q-10-332>
47. WAC 132Q-10-604 Pre-Hearing Procedure  
<https://shared.spokane.edu/ccsglobal/media/Global/PDFs/District/New-Standards-of-Conduct-for-Students-Sexual-Misconduct-and-Title-IX-Regulations.pdf>



48. WAC 132Q-10-606 Evidence  
<https://shared.spokane.edu/ccsglobal/media/Global/PDFs/District/New-Standards-of-Conduct-for-Students-Sexual-Misconduct-and-Title-IX-Regulations.pdf>
49. WAC 132Q-10-333 Student Conduct Administrative Panel Decision and Notification  
<http://apps.leg.wa.gov/wac/default.aspx?cite=132Q-10-333>
50. WAC 132Q-10-501 Additional Procedural Requirements for Sexually Violent Conduct Matters  
<http://apps.leg.wa.gov/wac/default.aspx?cite=132Q-10-501>
51. WAC 132Q-10-502 Supplemental Procedures for Allegations of Sexually Violent Conduct  
<http://apps.leg.wa.gov/wac/default.aspx?cite=132Q-10-502>
52. WAC 132Q-10-503 Supplemental Appeal Rights for Alleged Sexually Violent Conduct  
<http://apps.leg.wa.gov/wac/default.aspx?cite=132Q-10-503>
53. WAC 132Q-10-335 Appeals of Misconduct – Review of Decision  
<https://apps.leg.wa.gov/wac/default.aspx?cite=132Q-10-335>
54. RCW 4.24.550 Sex Offenders and Kidnapping Offenders – Release of Information to Public  
<https://app.leg.wa.gov/RCW/default.aspx?cite=4.24.550>
55. CCS Administrative Procedure 2.30.05-M Sex Offender Admission/Employment  
[https://ccs.spokane.edu/ccsglobal/media/Global/PDFs/District/Policies/CH2/2.30.05\\_WorkplaceSafety/2-30-05M\\_SexOffenderAdmissionEmployment.pdf](https://ccs.spokane.edu/ccsglobal/media/Global/PDFs/District/Policies/CH2/2.30.05_WorkplaceSafety/2-30-05M_SexOffenderAdmissionEmployment.pdf)
56. Spokane County Sheriff’s Office Sex Offenders Database  
[http://sheriffalerts.com/cap\\_office\\_disclaimer.php?office=54488&fwd=aHR0cDovL3d3dy5pY3JpZWV3YXRjaC5uZXQvaW5kZXgucGhwP0FnZW5jeUIEPTU0NDg4](http://sheriffalerts.com/cap_office_disclaimer.php?office=54488&fwd=aHR0cDovL3d3dy5pY3JpZWV3YXRjaC5uZXQvaW5kZXgucGhwP0FnZW5jeUIEPTU0NDg4)
57. Whitman County Sheriff’s Office Sex Offenders Database  
[https://www.sheriffalerts.com/cap\\_office\\_disclaimer.php?office=54494](https://www.sheriffalerts.com/cap_office_disclaimer.php?office=54494)
58. Stevens County Sheriff’s Office Sex Offenders Database  
[https://sheriffalerts.com/cap\\_main.php?office=54489](https://sheriffalerts.com/cap_main.php?office=54489)
59. Chapter 10.99 RCW Domestic Violence – Official Response  
<http://app.leg.wa.gov/RCW/default.aspx?cite=10.99>
60. RCW 9A.44.010 Definitions of Sex Offenses  
<http://app.leg.wa.gov/RCW/default.aspx?cite=9A.44.010>
61. RCW 9A.46.110 Stalking  
<https://app.leg.wa.gov/RCW/default.aspx?cite=9A.46.110>
62. RCW 26.50.010 Definitions of Domestic Violence Prevention  
<http://apps.leg.wa.gov/rcw/default.aspx?cite=26.50.010>
63. RCW 9A.44.040 Rape in the First Degree  
<https://app.leg.wa.gov/RCW/default.aspx?cite=9A.44.040>
64. RCW 9A.44.050 Rape in the Second Degree  
<https://app.leg.wa.gov/rcw/default.aspx?cite=9a.44.050>
65. RCW 9A.44.060 Rape in the Third Degree  
<https://app.leg.wa.gov/RCW/default.aspx?cite=9A.44.060>

66. RCW 9A.44.100 Indecent Liberties  
<http://app.leg.wa.gov/RCW/default.aspx?cite=9A.44.100>
67. Chapter 18.165 RCW Private Investigators  
<http://app.leg.wa.gov/RCW/default.aspx?cite=18.165>
68. RCW 9A.46.060 Crimes Included in Harassment  
<https://app.leg.wa.gov/RCW/default.aspx?cite=9A.46.060>
69. RCW 9.94A.825 Deadly Weapon Special Verdict  
<https://app.leg.wa.gov/RCW/default.aspx?cite=9.94A.825>
70. RCW 10.14.020 Definitions  
<https://app.leg.wa.gov/RCW/default.aspx?cite=10.14.020>

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