# COLUMBIA COLLEGE
# WHIDBEY ISLAND

## 2025 ANNUAL SECURITY REPORT

Columbia College
established 1851

# Columbia College-Whidbey Island

# 2025 ANNUAL SECURITY REPORT

## Introduction

This report is provided in compliance with the Jeanne Clery Campus Safety Act. It provides students and employees of Columbia College ("College") with information on: the College's security arrangements, policies and procedures; programs that provide education on such things as drug and alcohol abuse, awareness of various kinds of sex offenses, and the prevention of crime generally; and procedures the College will take to notify the campus community in the event of an emergency. Its purpose is to provide students and employees with information that will help them make informed decisions relating to their own safety and the safety of others.

## Policy for Preparing the Annual Report

This report is prepared by the Assistant Director of Institutional Compliance & Clery Coordinator in cooperation with local law enforcement authorities and includes information provided by them as well as by the College's campus security authorities and various other elements of the College. Each year an e-mail notification is made to all enrolled students and employees that provides the website link to access this report. Prospective students and employees are also notified of the report's availability. This report provides vital information about Columbia College's campus and is located online at:
https://www.ccis.edu/directory/campus-safety/reports-stats

A hard copy of the report is available for easy access and reference in the following locations:

Columbia College-NAS Whidbey Island
1045 Midway Street
Building 2739
Oak Harbor, WA 98278

Campus Safety
1001 Rogers Street
Columbia, MO 65216

The College is committed to taking the actions necessary to provide a safe and secure working/learning environment for all students and staff. As a member of the campus community, you can feel safe and comfortable knowing that security procedures are in place that represent best practices in the field, and are constantly tested and re-evaluated for their effectiveness. This report includes pertinent policies, procedures, and statistics related to the College's NAS Whidbey Island location at 1045 Midway Street Building 2739, Oak Harbor, Washington 98278.

# General Safety and Security Policies

## Campus Security Personnel & Relationship with Local Law Enforcement

The College does not have a campus security or police department. While the College does not have any written agreements with local law enforcement agencies, it does maintain a close working relationship with local police.

## Campus Security Authorities

The College has designated certain officials to serve as campus security authorities. Reports of criminal activity can be made to these officials. They in turn will ensure that the crimes are reported for collection as part of the College's annual report of crime statistics. The campus security authorities to whom the College would prefer that crimes be reported are listed below.

- Darin Hand, Senior Director, Whidbey Island at (360) 279-9030
- Brian Wager, Director of Campus Safety at (573) 875-7304
- Jessica Sprague, Assistant Dean for Student Wellbeing at (573) 875-7877
- Dave Roberts, Associate VP of Student Experience & Dean of Student Affairs at (573) 875-7401
- Patty Fischer, VP of Operations & Chief Human Resources Officer at (573) 875-7255
- Kristie Douglas, Title IX and Student Conduct Coordinator at (573) 875-7182
- Dusti Schnedler, Assistant Director of Institutional Compliance & Clery Coordinator at (573)875-3960

## Reporting a Crime or Emergency

The College encourages accurate and prompt reporting of all criminal actions, emergencies, or other incidents occurring on campus, on other property owned by the College, or on nearby public property to the appropriate administrator and appropriate police agencies. Such a report is encouraged when the victim of a crime elects to, or is unable to, make such a report.

Any individual may submit an electronic report online at https://www.ccis.edu/directory/campus-safety/report-an-incident. The person submitting the report will be asked to identify her or his relationship to the College and will then be directed to complete the form with additional information.

- Situations that pose imminent danger or while a crime is in progress should be reported to local law enforcement by calling 911 from any campus phone or cell phone. Keep in mind that the individual making the call from a cell phone will need to provide the address where the emergency has occurred.
- Students, staff, and visitors should report criminal actions, accidents, injuries, or other emergency incidents to one of the campus security authorities identified above. Once reported, the individual making the report will be encouraged to also report it to appropriate police agencies. If requested, a member of College staff will assist a student in making the report to the police.
- Anonymous incident reports can also be made as described in the next section.

## Confidential Reporting

The College will protect the confidentiality of victims. Only those with a need to know the identity for purposes of investigating the crime, assisting the victim or disciplining the perpetrator will know the victim's identity.

Pursuant to the College's Title IX and Sexual Harassment Policy, any person may report sexual harassment (including, but not limited to, dating violence, domestic violence, sexual assault, and stalking), to the Title IX Coordinator or Deputy Title IX Coordinator upon receiving such information. Reports may be made in person, by regular mail, telephone, electronic mail, or by any other means that results in the Title IX Coordinator or Deputy Title IX Coordinator receiving the person's verbal or written report. In-person reports must be made during normal business hours, but reports can be made by regular mail, telephone, or electronic mail at any time, including outside normal business hours. In addition to reporting to the Title IX Coordinator or Deputy Title IX Coordinator, any person may report sexual harassment to a College Reporting Official. A list of College Reporting Officials can be found at https://www.ccis.edu/about/policies/title-ix-sexual-harassment. College reporting officials are required to forward such a report promptly to the Title IX Coordinator or Deputy Title IX Coordinator.

Anonymous complaints will be accepted by the College, although it is often difficult to gather facts and conduct a thorough investigation via anonymous complaints. To make an anonymous complaint, access the Electronic Reporting Option at https://www.ccis.edu/directory/campus-safety/report-an-incident identify your relationship to Columbia College and then write in "Anonymous" under the "Your Name" and "Your Email" fields. Employees cannot fulfill their obligations as responsible employees under this policy using this anonymous reporting option. These confidential reports are counted and disclosed in the annual crime statistics for the College.

A victim of other types of crimes (e.g., aggravated assault, burglary, etc.) who does not want to pursue action within the College disciplinary system or the criminal justice system is nevertheless encouraged to make a confidential report to a campus security authority. Upon the victim's request, a report of the details of the incident can be filed with the College without revealing the victim's identity. Such a confidential report complies with the victim's wishes, but still helps the College take appropriate steps to ensure the future safety of the victim and others. With such information, the College can keep an accurate record of the number of incidents involving members of the campus community, determine where a pattern of crime may be developing and alert the community as to any potential danger. These confidential reports are counted and disclosed in the annual crime statistics for the College.

The College does not employ any pastoral or professional counselors and thus does not have procedures for these positions to inform the persons they are counseling of any procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics. Not Applicable

## Security of and Access to Campus Facilities

On the Columbia College-Whidbey Island campus, most buildings are open only when classes are in session or during regular business hours. Employees who have a key to a campus building and plan to work after normal working hours are encouraged to contact the

appropriate administrator and notify them of their presence on campus. Persons who do not have a key and need access must follow the appropriate procedures as established by the campus administration.

An authorized individual entering or leaving a locked building must not allow any unauthorized individual to enter that building. Authorized personnel may have guests with them as long as the guest stays near the faculty or staff members who have an assigned key. The authorized individual assumes full responsibility for their presence. Any staff member entering or leaving a secured building shall be responsible for checking the door to ensure that it is secured.

The theft or loss of assigned keys should be reported immediately to the person who issued the keys. Campus keys must not be "lent" to anyone unless properly authorized. The person to whom the keys have been assigned is solely responsible for those keys.

Employees must adhere to policies regarding unauthorized access to school facilities, theft of, or damage to, school property, or other criminal activity. In particular, rendering inoperable or abusing any fire prevention or detection equipment is prohibited. Violation of these policies may lead to disciplinary action, up to and including termination and the filing of charges with law enforcement authorities.

## Security Considerations in the Maintenance of Facilities

Maintenance of all facilities is the responsibility of the campus administration, facility owner or a contracted service provider. Fire safety systems (fire sprinkler systems, fire doors, fire extinguishers, etc.) are inspected regularly by the campus administration, facility owner or a contracted fire protection service provider. The campus administration is responsible for ensuring all egress lighting, pathways and mechanical rooms are inspected on a regular basis. The campus administration will address reports of any malfunctions or mechanical problems, including street or safety lights are are not functioning properly, or shrubs or other landscaping that may be overgrown, observed that would create an unsafe situation. Campus community members are encouraged to report maintenance or safety problems to the campus administration.

## Educational Programs Related to Security Awareness and Prevention of Criminal Activity

The College seeks to enhance the security of its campus and the members of the campus community by periodically presenting educational programs to inform students and employees about campus security procedures and practices, to encourage students and employees to be responsible for their own security and the security of others and to inform them about the prevention of crimes. These programs are discussed below.

The College provides information at the beginning of each academic term for students and employees regarding the College’s security procedures and practices. This information may be in the form of posters, e-mail blasts, and social media posts. Among other things, it advises students and employees of the importance of reporting criminal activity, to whom crimes should be reported, being responsible for their own safety and the safety of others and practices regarding timely warnings and emergency notifications.

Columbia College - Whidbey Island does not provide continuing crime prevention programs, but any questions or concerns can be directed to the office of the campus director, the Director of Campus Safety at the main campus, or to local law enforcement.

Students and employees are asked to be alert and to not circumvent practices and procedures that are meant to preserve their safety and that of others. The following list includes various methods of crime prevention:

- Be aware of your surroundings and what is going on around you.
- Avoid using cell phones or other electronic devices while walking as they can distract you from your environment and nearby activities.
- Keep a list of campus phone numbers with you or in your phone.
- Do not prop open doors.
- Do not leave personal property unattended.
- Report suspicious individuals to college officials.
- Walk with a friend or in a group.
- Stay on main walkways.
- Become familiar with the campus. Get familiar with the geography of places you frequent. Explore the campus or your venue in daylight to become aware of surroundings. This will provide orientation when walking at night.
- Remove valuables from your vehicle and secure the doors.
- Mark your valuables with personalized identification information.
- Always carry your identification.

If you assume responsibility for your own safety and encourage others to do the same, the opportunities for crime are drastically reduced.

## Monitoring Off Campus Locations of Recognized Student Organizations

The College does not have any officially recognized student organizations with off campus locations and therefore does not monitor or record criminal conduct occurring at such locations.

## Disclosure of the Outcome of a Crime of Violence or Non-Forcible Sex Offense

Upon written request, the College will disclose to the alleged victim of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the College 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 the paragraph.

The previous paragraph does not apply to victims of dating violence, domestic violence, sexual assault, or stalking because under the Violence Against Women Act both the accused and accuser in these cases are given the results without the need to make a written request.

# Drug and Alcohol Policy

Columbia College is committed to creating and maintaining an environment that is free of alcohol abuse. The College prohibits the manufacture, possession, use, distribution, and sale of alcoholic beverages, regardless of age, on College-owned property and at College sponsored or supervised events or activities, unless an exception is granted pursuant to applicable policy, and it enforces the state's underage drinking laws.

The College also enforces federal and state drug laws. The manufacture, possession, use, distribution, and sale of illegal drugs is prohibited under both state and federal laws. Violators of the College's policies or federal and state laws regarding illegal drugs will be subject to disciplinary action and possibly criminal prosecution.

**Federal Drug Laws** (updated 07.18.2025)

**Denial of Federal Benefits (21 U.S.C. § 862)** A federal drug conviction may result in the loss of federal benefits, including loans, grants, scholarships, contracts, and licenses, although the Department of Education has said it will no longer disqualify students from Title IV aid for a federal or state conviction for possession or sale of a controlled substance.

**Forfeiture of Personal Property and Real Estate (21 U.S.C. § 853)** Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation. A warrant of seizure may be issued and property seized at the time an individual is arrested on charges that may result in forfeiture.

**Federal Drug Trafficking Penalties (21 U.S.C. § 841)** Penalties for federal drug trafficking convictions vary according to the type and quantity of the controlled substance involved in the transaction. Penalties for subsequent convictions are more severe. Federally-defined schedules of controlled substances are published at 21 U.S.C. § 812.

In the case of a controlled substance in schedule I or schedule II, GHB (or, "liquid ecstasy"), or flunitrazepam (or, "rohypnol"), a person shall be sentenced to a term of imprisonment of not more than 20 years. If death or serious bodily injury results from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces the possibility of a life sentence and fines ranging up to $10 million.

In the case of a controlled substance in schedule III, a person shall be sentenced to a term of imprisonment of not more than 10 years, and if death or serious bodily injury results, shall be sentenced to a term of imprisonment of not more than 15 years or a fine not to exceed $500,000, or both, for a first offense.

For less than 50 kilograms of marijuana, the term of imprisonment shall not be more than five years, and the fine shall not be more than $250,000, or both, for a first offense.

In the case of a schedule IV substance, the term of imprisonment shall not be more than five years, and the fine shall not be more than $250,000, or both, for a first offense.

Persons convicted on federal charges of drug trafficking within 1,000 feet of an elementary school, secondary school, college, or university **(21 U.S.C. § 860)** face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least one year, unless the offense involves five grams or less of marijuana.

**Federal Drug Possession Penalties (21 U.S.C. § 844)** Persons convicted on federal charges of possessing any controlled substance face penalties of up to one year in prison, a mandatory fine of no less than $1,000, or both. Second convictions are punishable by not less than 15 days but not more than two years in prison and a minimum fine of $2,500. Subsequent convictions are punishable by not less than 90 days but not more than three years in prison and a minimum fine of $5,000.

For the most recent and complete Federal Trafficking Penalties information, visit the website of the U.S. Drug Enforcement Administration at https://www.campusdrugprevention.gov/content/drug-scheduling-and-penalties.

**Drug and Alcohol State Laws**

| Category | Summary (Revised Code of Washington) |
|---|---|
| Possession of Marijuana | No person under 21 years of age may manufacture, sell, distribute, or knowingly possess cannabis, cannabis-infused products, or cannabis concentrates, regardless of THC concentration. Wash. Rev. Code § 69.50.4013. It is lawful for individuals 21 years of age or older to possess up to 1 ounce of useable cannabis. Wash. Rev. Code §§ 69.50.4013, 69.50.360. Any person 21 or over found guilty of knowing possession of less than 40 grams but more than 1 ounce of cannabis is guilty of a misdemeanor (or less than 40 grams for someone under 21). Wash. Rev. Code § 69.50.4014. Those convicted of a misdemeanor will be punished by imprisonment for a maximum term fixed by the court of not more than 90 days, by a fine in an amount fixed by the court of not more than $1,000, or both. Wash. Rev. Code § 9A.20.021.<br><br>It is generally unlawful for any person to manufacture, deliver, or possess with intent to manufacture or deliver cannabis, except as otherwise legally authorized. Wash. Rev. Code § 69.50.401. A violation of this provision constitutes a class C felony punishable by up to five years imprisonment, a fine of up to $10,000, or both. *Id.* However, the delivery by a person 21 years of age or older to one or more persons 21 years of age or older, during a single 24-hour period, for noncommercial purposes and not for financial consideration, of up to one half-ounce of usable cannabis is legal if in the original retailer packaging or done in a nonpublic place outside the view of the public. Wash. Rev. Code § 69.50.4013(4). It is a class 3 civil infraction punishable by a fine of up to $50 to open a package containing cannabis or consume cannabis in view of the general public or in a public place. Wash. Rev. Code § 69.50.445. |
| Controlled Substances | Washington has five schedules of controlled substances. See Wash. Rev. Stat. §§ 69.50.203-69.50.212. It is unlawful to knowingly possess a controlled substance unless the substance was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in |

| Category | Summary (Revised Code of Washington) |
|---|---|
| | the course of their professional practice. Wash. Rev. Code § 69.50.4013. A first violation constitutes a gross misdemeanor punishable by imprisonment for up to 180 days, a fine of up to $1,000, or both. *Id.* Two prior convictions for this offense increase the penalty to up to 364 days imprisonment, a fine of up to $1,000, or both. *Id.*<br><br>Generally, it is unlawful for any person to manufacture, deliver, or possess with intent to manufacture or deliver a controlled substance. Wash. Rev. Code § 69.50.401. Penalties include imprisonment, monetary fines, or both, with increased penalties for violations with respect to substances in higher schedules. *Id.* For example, it is a class B felony to deliver a controlled substance classified in Schedule I which is a narcotic drug (e.g., heroin). Wash. Rev. Code 69.50.401(2)(a). An initial offense is punishable by up to 10 years imprisonment, a fine of up to $25,000 (for violations involving less than 2 kilograms), or both. *Id.* Penalties may increase with second or subsequent offenses, and additional fines may apply for certain felony violations. *See* Wash. Rev. Code §§ 69.50.408, 69.50.430. It is also unlawful for any person to use drug paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, or prepare a controlled substance other than cannabis. Wash. Rev. Code § 69.50.412. Violations of this provision are punishable by up to 90 days imprisonment, up to $1,000, or both. *Id.* |
| Alcohol and Minors | It is a gross misdemeanor for any person under the age of 21 years to possess, consume, or otherwise acquire any liquor. Wash. Rev. Code § 66.44.270(3)(a). There is an exception allowing minors to consume alcohol provided by a parent or guardian in the presence of their parent or guardian. *Id.* It is also a gross misdemeanor for any person to sell, give, or supply liquor to persons under the age of 21 years. Wash. Rev. Code § 66.44.270. For adults, a violation of any gross misdemeanor carries a maximum penalty of 364 days imprisonment, a fine of up to $5,000, or both. Wash. Rev. Code § 9A.20.021(2).<br><br>It is a misdemeanor with a minimum fine of $250 for a person to unlawfully procure a card of identification or for a person to possess a card of identification not issued to them. Wash. Rev. Code § 66.20.200. Any person who transfers in any manner an identification of age to a minor for the purpose of permitting such minor to obtain alcoholic beverages will also be guilty of a misdemeanor, with a minimum fine of $250 and a requirement of at least 25 hours of community service, if the sentence requires community service. Wash. Rev. Code § 66.44.325. Additionally, it is a class 3 civil infraction to open a package containing liquor or consume liquor in a public place. Wash. Rev. Code § 66.44.100. |
| Driving Under the Influence (DUI) | A person is guilty of driving under the influence if, within two hours of driving a vehicle: they have a blood or breath alcohol concentration of 0.08 or higher; they have a blood THC concentration of 5.00 or higher; or they are under the influence of or affected by intoxicating liquor, cannabis, any drug, or a combination of such substances. Wash. Rev. Code § 46.61.502. This offense is a gross misdemeanor. *Id.* Penalties for a first violation within seven years involving an alcohol concentration of under |

| Category | Summary (Revised Code of Washington) |
|---|---|
| | 0.15 include imprisonment for not less than 24 consecutive hours or more than 364 days and a fine of $350 to $5,000. Wash. Rev. Code § 46.61.5055. Additional penalties may apply. *Id.* Penalties and fines increase if the blood or breath alcohol concentration is 0.15 or higher or if the person has had multiple prior offenses within seven years. *Id.*<br><br>A person is guilty of driving or being in physical control of a motor vehicle after consuming alcohol or cannabis if a person under the age of 21 operates or is in physical control of a motor vehicle within this state and has, within two hours after operating or being in physical control of the motor vehicle, an alcohol concentration of at least 0.02 but under 0.08 or a THC concentration of above 0.00 but under 5.00. Wash. Rev. Code § 46.61.503. A violation constitutes a misdemeanor. *Id.* Additionally, it is a traffic infraction for a person to drink any alcoholic beverage, or to have an open alcoholic beverage container (as specified in statute) in their possession, while in a motor vehicle upon a highway. Wash. Rev. Code § 46.61.519. A traffic infraction is punishable by a monetary penalty of up to $250. Wash. Rev. Code § 46.63.110. |

### Drug and Alcohol Abuse Prevention Program

In compliance with the Drug Free Schools and Communities Act, the College has a drug abuse and prevention program and conducts a biennial review of this program to evaluate its effectiveness and ensure sanctions are being consistently enforced. As part of this prevention program, an annual notification is sent to all students and employees covered certain drug/alcohol-related topics (such as possible legal sanctions, health risks, etc.). More information about the program, including the College's drug and alcohol policies, can be located at: https://www.ccis.edu/about/policies/alcohol-drugs. In addition, you may contact the Department of Human Resources or Division of Student Affairs for more information about, or a copy of, the College's biennial review.

The College is committed to the safety and well-being of all members of the College community. The College's Good Samaritan Policy is intended to encourage students to seek assistance from appropriate sources in the event of a health, medical or safety emergency by alleviating the threat of disciplinary action by the College if a student's conduct would otherwise violate the College's Alcohol and Other Drugs Policy.

## Policies, Procedures, and Programs Related to Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Consistent with applicable laws, the College prohibits dating violence, domestic violence, sexual assault, and stalking. The College's policy used to address complaints of this nature, as well as the procedures for filing, investigating and resolving complaints, may be found at:

- Title IX and Sexual Harassment Policy: https://www.ccis.edu/about/policies/title-ix-sexual-harassment
- Student Behavioral Misconduct Policy and Procedures: https://www.ccis.edu/policies/student-behavioral-misconduct

- Non-Discrimination and Equal Opportunity Policy and Complaint Resolution Procedure: https://www.ccis.edu/policies/non-discrimination-equal-opportunity

The following sections of this report discuss the College's educational programs to promote the awareness of dating violence, domestic violence, sexual assault and stalking; provides information concerning procedures students and employees should follow and the services available in the event they do become a victim of one of these offenses, and advises students and employees of the disciplinary procedures that will be followed after an allegation that one of these offenses has occurred.

## Primary Prevention and Awareness Program:

The College conducts a Primary Prevention and Awareness Program (PPAP) for all incoming students and new employees. The PPAP advises campus community members that the College prohibits the offenses of dating violence, domestic violence, sexual assault and stalking. They are also informed of the topics discussed below, including relevant definitions, risk reduction, and bystander intervention.

### Crime Definitions

| Crime Type (Revised Code of Washington) | Definitions |
|---|---|
| Dating Violence | The institution has determined, based on good-faith research, that Washington law does not define the term dating violence. Washington defines "dating violence" in the various regulations forming the codes of conduct of its public institutions as "[c]onduct by a student who is or has been in a romantic or intimate relationship with another that intentionally or recklessly causes bodily injury or places another in reasonable fear of bodily injury is a violation of the code. The nature of the relationship is determined by the length, type, and frequency of interaction between them." Wash. Admin. Code 516-21-184. |
| Domestic Violence (Wash. Rev. Code § 10.99.020) | • "Domestic violence" includes, but is not limited to, the list of crimes below when committed by one family or household member against another or one intimate partner against another:<br>i. Assault in the first degree (RCW 9A.36.011);<br>ii. Assault in the second degree (RCW 9A.36.021);<br>iii. Assault in the third degree (RCW 9A.36.031);<br>iv. Assault in the fourth degree (RCW 9A.36.041);<br>v. Drive-by shooting (RCW 9A.36.045)<br>vi. Reckless endangerment (RCW 9A.36.050);<br>vii. Coercion (RCW 9A.36.070);<br>viii. Burglary in the first degree (RCW 9A.52.020);<br>ix. Burglary in the second degree (RCW 9A.52.030);<br>x. Criminal trespass in the first degree (RCW 9A.52.070);<br>xi. Criminal trespass in the second degree (RCW 9A.52.080);<br>xii. Malicious mischief in the first degree (RCW 9A.48.070);<br>xiii. Malicious mischief in the second degree (RCW 9A.48.080);<br>xiv. Malicious mischief in the third degree (RCW 9A.48.090); |

| Crime Type (Revised Code of Washington) | Definitions |
|---|---|
| | xv. Kidnapping in the first degree (RCW 9A.40.020);<br>xvi. Kidnapping in the second degree (RCW 9A.40.030);<br>xvii. Unlawful imprisonment (RCW 9A.40.040);<br>xviii. Violation of the provisions of a restraining order, no-contact order, or protection order restraining or enjoining the person or restraining the person from going onto the grounds of or entering a residence, workplace, school, or day care, or prohibiting the person from knowingly coming within, or knowingly remaining within, a specified distance of a location, a protected party's person, or a protected party's vehicle (chapter 7.105 RCW, or RCW 10.99.040, 10.99.050, 26.09.300, *26.10.220, 26.26B.050, 26.44.063, 26.44.150, or 26.52.070, or any of the former RCW 26.50.060, 26.50.070, 26.50.130, and 74.34.145);<br>xix. Rape in the first degree (RCW 9A.44.040);<br>xx. Rape in the second degree (RCW 9A.44.050);<br>xxi. Residential burglary (RCW 9A.52.025);<br>xxii. Stalking (RCW 9A.46.110); and<br>xxiii. Interference with the reporting of domestic violence (RCW 9A.36.150).<br>• Pursuant to title 9 Crimes and Punishments § 9.94A.030 (20)(b) "Domestic violence" also means: (i) 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 as defined in RCW 10.99.020; or (ii) 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 as defined in RCW10.99.020.<br>• "Electronic Monitoring" means the same as in RCW 9.94A.030 (25): tracking the location of an individual through the use of technology that is capable of determining or identifying the monitored individual's presence or absence at a particular location including, but not limited to: (a) radio frequency signaling technology, which detects if the monitored individual is or is not at an approved location and notifies the monitoring agency of the time that the monitored individual either leaves the approved location or tampers with or removes the monitoring device; or (b) active or passive global positioning system technology, which detects the location of the monitored individual and notifies the monitoring agency of the monitored individual's location and which may also include electronic monitoring with victim notification technology that is capable of notifying a victim or protected party, either directly or through a monitoring agency, if the monitored individual enters within the restricted distance of a |

| Crime Type (Revised Code of Washington) | Definitions |
|---|---|
| | victim or protected party, or within the restricted distance of a designated location.<br>• "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.<br>• "Dating relationship" has the same meaning as in RCW 7.105.010: "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.)<br>• "Intimate partners" means: (a) Spouses or domestic partners; (b) former spouses or former domestic partners; (c) persons who have a child in common regardless of whether they have been married or have lived together at any time; (d) adult persons presently or previously residing together who have or have had a dating relationship; (e) persons 16 years of age or older who are presently residing together or who have resided together in the past and who have or have had a dating relationship; or (f) persons 16 years of age or older with whom a person 16 years of age or older has or has had a dating relationship. |
| Stalking | • Stalking (Wash. Rev. Code § 9A.46.110): (a) A person commits the crime of stalking if, without lawful authority the person: (1) Intentionally and repeatedly harasses another person; (ii) Intentionally and repeatedly follows another person; (iii) Intentionally contacts, follows, tracks, or monitors, or attempts to contact, follow, track, or monitor another person after being given actual notice that the person does not want to be contacted, followed, tracked, or monitored; or (iv) Knowingly and without consent installs or monitors an electronic tracking device, or causes an electronic tracking device to be installed, placed, or used, to track the location of another person; and (b) The person being harassed, followed, tracked, or monitored suffers substantial emotional distress or is placed in fear that the stalker intends to injure him or her, or another person, or his or her property or of the person or, in the circumstances identified in (a)(iv) of this subsection, the victim's knowledge of the tracking device would reasonably elicit substantial emotional distress or fear. The feeling of substantial emotional distress or fear must be one that a reasonable person in the same situation would experience given the totality of the circumstances.<br>• Cyber harassment (Wash. Rev. Code § 9A.90.120): A person is guilty of cyber harassment if the person, with the intent to harass or intimidate any other person, and under circumstances not |

| Crime Type (Revised Code of Washington) | Definitions |
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| | constituting telephone harassment, makes an electronic communication to that person or third party and the communication (a)(i) Uses any lewd, lascivious, indecent, or obscene words, images, or language, or suggests the commission of any lewd or lascivious act; (ii) Is made anonymously or repeatedly; (iii) Contains a threat to inflict bodily injury immediately or in the future on the person threatened or to any other person; or (iv) contains a threat to damage, immediately or in the future, the property of the person threatened or of any other person; and (b) With respect to any offense committed under the circumstances in (a)(iii) or (iv) of this subsection: (i) Would cause a reasonable person, with knowledge of the sender's history, to suffer emotional distress or to fear for the safety of the person threatened; or (ii) Reasonably caused the threatened person to suffer emotion distress or fear for the threatened person's safety. |
| Sexual Assault | Sexual assault (Wash. Rev. Code § 70.125.030(7)): "Sexual assault" means one or more of the following: (a) Rape or rape of a child; (b) Assault with intent to commit rape or rape of a child; (c) Incest or indecent liberties; (d) Child molestation; (e) Sexual misconduct with a minor; (f) Custodial sexual misconduct; (g) Crimes with a sexual motivation; (h) Sexual exploitation or commercial sex abuse of a minor; (i) Promoting prostitution; or (j) An attempt to commit any of the aforementioned offenses.<br><br>A "victim of sexual assault" (Wash. Rev. Code § 9.94A.030(58)) is any person who is a victim of a sexual assault offense, nonconsensual sexual conduct, or nonconsensual sexual penetration and as a result suffers physical, emotional, financial, or psychological impacts. Sexual assault offenses include, but are not limited to, the offenses defined in Wash. Rev. Code, ch. 9A.44:<br><br>• 9a.44.040. Rape in the First Degree<br>• 9a.44.045. First Degree Rape—Penalties<br>• 9a.44.050. Rape in the Second Degree<br>• 9a.44.060. Rape in the Third Degree<br>• 9a.44.073. Rape of a Child in the First Degree<br>• 9a.44.076. Rape of a Child in the Second Degree<br>• 9a.44.079. Rape of a Child in the Third Degree<br>• 9a.44.083. Child Molestation in the First Degree<br>• 9a.44.086. Child Molestation in the Second Degree<br>• 9a.44.089. Child Molestation in the Third Degree<br>• 9a.44.093. Sexual Misconduct with a Minor in the First Degree<br>• 9a.44.096. Sexual Misconduct with a Minor in the Second Degree<br>• 9a.44.100. Indecent Liberties<br>• 9a.44.105. Sexually Violating Human Remains<br>• 9a.44.115. Voyeurism |

| Crime Type (Revised Code of Washington) | Definitions |
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| | • 9a.44.132. Failure to Register as Sex Offender or Kidnapping Offender<br>• 9a.44.138. Attendance, Employment of Registered Sex Offenders and Kidnapping Offenders at Schools and Institutions of Higher Education—Notice to Designated Recipients—Information Exempt from Disclosure<br>• 9a.44.140. Registration of Sex Offenders and Kidnapping Offenders—Duty to Register<br>• 9a.44.160. Custodial Sexual Misconduct in the First Degree<br>• 9a.44.170. Custodial Sexual Misconduct in the Second Degree<br>• 9a.44.190. Criminal Trespass Against Children—Definitions<br>• 9a.44.193. Criminal Trespass Against Children—Covered Entities<br>• 9a.44.196. Criminal Trespass Against Children |
| Rape, Fondling, Incest, Statutory Rape | For purposes of the Clery Act, the term "sexual assault" includes the offenses of rape, fondling, incest, and statutory rape. These definitions under Washington law are as follows:<br><br>• Rape in the first degree (Wash. Rev. Code § 9A.44.040): A person is guilty of rape in the first degree when such person engages in sexual intercourse with another person: (a) By forcible compulsion where the perpetrator or an accessory: (i) Uses or threatens to use a deadly weapon or what appears to be a deadly weapon; or (ii) Kidnaps the victim; or (iii) Inflicts serious physical injury, including but not limited to physical injury which renders the victim unconscious; or (iv) Feloniously enters into the building or vehicle where the victim is situated, or where the sexual intercourse occurs; or (b) After the perpetrator or an accessory knowingly furnishes the victim with a legend drug, controlled substance, or controlled analog without the victim's knowledge and consent which renders the victim incapable of consent to sexual intercourse due to physical helplessness or mental incapacitation. (2) Rape in the first degree is a class A felony. (3) For purposes of this section: (a) "Legend drug" has the same meaning as "legend drugs" as defined in RCW 69.41.010. (b) "Controlled substance" has the same meaning as defined in RCW 69.50.101. (c) "Controlled substance analog" has the same meaning as defined in RCE 69.50.101.<br>• Rape in the second degree (Wash. Rev. Code § 9A.44.050): 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: (i) Has supervisory authority over the |

| Crime Type (Revised Code of Washington) | Definitions |
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| | victim; or (ii) Was providing transportation, within the course of his or her employment, to the victim at the time of the offense.<br>• Rape in the third degree (Wash. Rev. Code § 9A.44.060): 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 [§] 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.<br>• Fondling: The institution has determined, based on good-faith research, that Washington law does not define the term fondling.<br>• Incest (Wash. Rev. Code § 9A.64.020):<br>o A person is guilty of incest in the first degree if he or she engages in sexual intercourse with a person whom he or she knows to be related to him or her, either legitimately or illegitimately, as an ancestor, descendant, brother, or sister of either the whole or the half blood.<br>▪ "Sexual intercourse" (a) has its ordinary meaning and occurs upon any penetration, however slight, and (b) Also means any penetration of the vagina or anus however slight, by an object, when committed on one person by another, whether such persons are of the same or opposite sex, except when such penetration is accomplished for medically recognized treatment or diagnostic purposes, and (c) Also means any act of sexual contact between persons involving the sex organs of one person and the mouth or anus of another whether such persons are of the same or opposite sex. § 9A.44.010(14).<br>o A person is guilty of incest in the second degree if he or she engages in sexual contact with a person whom he or she knows to be related to him or her, either legitimately or illegitimately, as an ancestor, descendant, brother, or sister of either the whole or the half blood.<br>▪ "Sexual contact" means any touching of the sexual or other intimate parts of a person done for the purpose of gratifying sexual desire of either party or a third party. Wash. Rev. Code § 9A.44.010(13).<br>• Statutory Rape: The institution has determined, based on good-faith research, that Washington law does not define the term statutory rape. However, it does define the following:<br>o Rape of a child in the first degree (Wash. Rev. Code § 9A.44.073): A person is guilty of rape of a child in the first degree when the person has sexual intercourse with another who is less than twelve years old and the perpetrator is at least twenty-four months older than the victim. |

| Crime Type (Revised Code of Washington) | Definitions |
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| | ○ Rape of a child in the second degree (Wash. Rev. Code § 9A.44.076): A person is guilty of rape of a child in the second degree when the person has sexual intercourse with another who is at least twelve years old but less than fourteen years old and the perpetrator is at least thirty-six months older than the victim.<br>○ Rape of a child in the third degree (Wash. Rev. Code § 9A.44.079): A person is guilty of rape of a child in the third degree when the person has sexual intercourse with another who is at least fourteen years old but less than sixteen years old and the perpetrator is at least forty-eight months older than the victim. |
| Other "sexual assault" crimes | Other crimes under Washington law that may be classified as a "sexual assault" include the following:<br><br>• Child molestation in the first degree (Wash. Rev. Code § 9A.44.083): A person is guilty of child molestation in the first degree when the person has, or knowingly causes another person under the age of eighteen to have, sexual contact with another who is less than twelve years old and the perpetrator is at least thirty-six months older than the victim.<br>• Child molestation in the second degree (Wash. Rev. Code § 9A.44.086): A person is guilty of child molestation in the second degree when the person has, or knowingly causes another person under the age of eighteen to have, sexual contact with another who is at least twelve years old but less than fourteen years old and the perpetrator is at least thirty-six months older than the victim.<br>• Child molestation in the third degree (Wash. Rev. Code § 9A.44.089): A person is guilty of child molestation in the third degree when the person has, or knowingly causes another person under the age of eighteen to have, sexual contact with another who is at least fourteen years old but less than sixteen years old and the perpetrator is at least forty-eight months older than the victim.<br>• Sexual misconduct with a minor in the first degree (Wash. Rev. Code § 9A.44.093): A person is guilty of sexual misconduct with a minor in the first degree when: (a) The person has, or knowingly causes another person under the age of eighteen to have, sexual intercourse with another person who is at least sixteen years old but less than eighteen years old, if the perpetrator is at least sixty months older than the victim, is in a significant relationship to the victim, and abuses a supervisory position within that relationship in order to engage in or cause another person under the age of eighteen to engage in sexual intercourse with the victim; b) the person is a school employee who has, or knowingly causes another person under the age of eighteen to have, sexual intercourse with an enrolled student of the school who is at least sixteen years old |

| Crime Type (Revised Code of Washington) | Definitions |
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| | and not more than twenty-one years old, if the employee is at least sixty months older than the student; or (c) the person is a foster parent who has, or knowingly causes another person under the age of eighteen to have, sexual intercourse with his or her foster child who is at least sixteen.<br>• Sexual misconduct with a minor in the second degree (Wash. Rev. Code § 9A.44.096): A person is guilty of sexual misconduct with a minor in the second degree when: (a) The person has, or knowingly causes another person under the age of eighteen to have, sexual contact with another person who is at least sixteen years old but less than eighteen years old, if the perpetrator is at least sixty months older than the victim, is in a significant relationship to the victim, and abuses a supervisory position within that relationship in order to engage in or cause another person under the age of eighteen to engage in sexual contact with the victim; (b) the person is a school employee who has, or knowingly causes another person under the age of eighteen to have, sexual contact with an enrolled student of the school who is at least sixteen years old and not more than twenty-one years old, if the employee is at least sixty months older than the student; or (c) the person is a foster parent who has, or knowingly causes another person under the age of eighteen to have, sexual contact with his or her foster child who is at least sixteen.<br>• Indecent liberties (Wash. Rev. Code § 9A.44.100): 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: (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 substance use disorder and the perpetrator is a person who 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: (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. |

| Crime Type (Revised Code of Washington) | Definitions |
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| | • Promoting commercial sexual abuse of a minor (Wash. Rev. Code § 9.68A.101): (1) A person is guilty of promoting commercial sexual abuse of a minor if he or she knowingly advances commercial sexual abuse or a sexually explicit act of a minor or profits from a minor engaged in sexual conduct or a sexually explicit act. (2) Promoting commercial sexual abuse of a minor is a class A felony.<br>• Promoting prostitution in the first degree (Wash. Rev. Code § 9A.88.070): (1) A person is guilty of promoting prostitution in the first degree if he or she knowingly advances prostitution: (a) By compelling a person by threat or force to engage in prostitution or profits from prostitution which results from such threat or force; or (b) By compelling a person with a mental incapacity or developmental disability that renders the person incapable of consent to engage in prostitution or profits from prostitution that results from such compulsion. (2) Promoting prostitution in the first degree is a class B felony.<br>• Promoting prostitution in the second degree (Wash. Rev. Code § 9A.88.080): (1) A person is guilty of promoting prostitution in the second degree if he or she knowingly: (a) Profits from prostitution; or (b) Advances prostitution. (2) Promoting prostitution in the second degree is a class C felony.<br>• Crimes with a sexual motivation (Wash. Rev. Code §§ 9.94A.030(49), 9.94A.835, 13.40.135): A sexual motivation enhancement can be added to non-sex offenses in order to increase the culpability and penalty of an offense. "Sexual motivation" means that one of the purposes for which the defendant committed the crime was for the purpose of his or her sexual gratification. Once such a finding is made, the penalty can be increased. For felonies with a sexual motivation enhancement, there is a mandatory increase of one year in prison time and sex offender registration. |
| Consent (as it relates to sexual activity) (Wash. Rev. Code § 9A.44.010(2)) | "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. |

*College Definition of Consent*

In addition to the definition of consent under state law, the institution uses the following definition of consent in its Title IX and Sexual Harassment Policy for the purpose of determining whether sexual violence (including sexual assault) has occurred:

"Consent" refers to words or actions that a reasonable person in the perspective of the Respondent would understand as unambiguous permission to engage in the sexual conduct at

issue. A person who is incapacitated is not capable of giving Consent. A person who is below the statutory age of consent is not capable of giving Consent. Consent must be given voluntarily. It cannot be procured through physical violence, threats, blackmail, or other unreasonable pressure for sexual activity. Consent to some form of sexual activity cannot be automatically taken as consent to any other form of sexual activity. Previous relationships or prior consent do not imply consent to future sexual acts. In order to give effective consent, a person must be of legal age.

*Risk Reduction*

If you find yourself in an uncomfortable sexual situation, these suggestions may help you reduce your risk:

- Make your limits known before going too far.
- You can withdraw consent to sexual activity at any time. Do not be afraid to tell a sexual aggressor "NO" clearly and loudly.
- Try to remove yourself from the physical presence of a sexual aggressor. Be direct as possible about wanting to leave the environment.
- Grab someone nearby and ask them for help.
- Be responsible about your alcohol and/or drug use. Alcohol and drugs can lower your sexual inhibitions and may make you vulnerable to someone who views an intoxicated/high person as a sexual opportunity.
- Attend large parties with friends you trust. Watch out for your friends and ask that they watch out for you.
- Be aware of someone trying to slip you an incapacitating "rape drug" like Rohypnol or GHB.
- If you find yourself in the position of being the initiator of sexual behavior, these suggestions may help you to reduce your risk of being accused of sexual assault or another sexual crime:
- Remember that you owe sexual respect to the other person.
- Don't make assumptions about the other person's consent or about how far they are willing to go.
- Remember that consent to one form of sexual activity does not necessarily imply consent to another form of sexual behavior.
- If your partner expresses a withdrawal of consent, stop immediately.
- Clearly communicate your sexual intentions so that the other person has a chance to clearly tell you their intentions.
- Consider "mixed messages" a clear sign that the other person is uncomfortable with the situation and may not be ready to progress sexually.
- Don't take advantage of someone who is really drunk or on drugs, even if they knowingly and intentionally put themselves in that state. Further, don't be afraid to step in if you see someone else trying to take advantage of a nearly incapacitated person.
- Be aware of the signs of incapacitation, such as slurred speech, bloodshot eyes, vomiting, unusual behavior, passing out, staggering, etc.
- It is also important to be aware of the warning signs of an abusive person. Some examples include: past abuse; threats of violence or abuse; breaking objects; using force during an argument; jealousy; controlling behavior; quick involvement; unrealistic expectations; isolation; blames others for problems; hypersensitivity;

cruelty to animals or children; "playful" use of force during sex; Jekyll-and-Hyde personality.

*Bystander Intervention*

In addition to reporting incidents to appropriate authorities, below are some ways in which individuals can take safe and positive steps to prevent harm and intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking against another person.

- Look out for those around you.
- Realize that it is important to intervene to help others.
- Treat everyone respectfully. Do not be hostile or an antagonist.
- Be confident when intervening.
- Recruit help from others if necessary.
- Be honest and direct.
- Keep yourself safe.
- If things get out of hand, don't hesitate to contact the police.

*Other Information Covered by the PPAP*

The PPAP also provides information on possible sanctions and protective measures that may be imposed following a determination that an offense of dating violence, domestic violence, sexual assault, or stalking has occurred, an explanation of the disciplinary procedures that will be followed when one of these offenses is alleged, the rights of the parties in such a proceeding, available resources, and other pertinent information. Much of this information is set forth in the upcoming sections of this security report.

## Ongoing Prevention and Awareness Campaign:

The College also conducts an Ongoing Prevention and Awareness Campaign (OPAC) aimed at all students and employees. This campaign covers the same material as provided in the PPAP, but is intended to increase the understanding of students and employees on these topics and to improve their skills for addressing the offenses of dating violence, domestic violence, sexual assault and stalking.

## PPAP and OPAC Programming Methods:

The PPAP and OPAC are carried out in a variety of ways, using a range of strategies, and, as appropriate, targeting specific audiences throughout the College. Methods include, but are not limited to: online presentations, online training programs, distribution of written materials, periodic email blasts, and guest speakers. Past programming and currently planned programming includes the following:

- SafeColleges Sexual Violence Prevention for Undergraduate Students: An online training program focused on the needs of non-traditional students that is offered to all undergraduate students enrolled in day, evening, graduate, and Columbia College Global venues. The program educates students on consent, sexual assault, stalking, domestic/dating violence, bystander intervention, sexual harassment, risk reduction, and more. Campus definitions and policies are provided as well as state-specific definitions.

- "Title IX and Sexual Harassment Prevention for Employees" and "Sexual Harassment Staff to Staff" through the Safe Colleges online Learning Management System. This course is designed to provide essential knowledge on Title IX regulations to employees so they can assist students or colleagues when they reach out for help and to give you background on recent laws to help guide their response. Topics covered include why people commit sexual harassment, primary prevention methods, federal requirements, reporting obligations, trauma-informed response, and campus policies and resources.
- New Employee Training, Overview of Title IX and DFSCA: Overview of Title IX and related requirements as a Responsible Employee. Additionally, information about DFSCA requirements and expectations are discussed.
- New Director Training: The Title IX Coordinator partners with the Division of Columbia College Global to provide training to all new campus directors regarding Title IX, VAWA, duties as a responsible employee, and bystander intervention strategies.
- ENGAGE New Student Orientation Program: ENGAGE is an interactive program presented to new students in Foundations courses (required general education courses). Developed by a statewide coalition, Partners in Prevention, ENGAGE challenges perceptions about alcohol use, drug use, and relationships through social norms and interactive activities. The program focuses on active intervention and engagement.
- Title IX Overview and ENGAGE Training: Training on Title IX/VAWA and bystander intervention specifically tailored for student leaders.
- Responding to Title IX Situations: Training specific to responding to possible Title IX/VAWA related situations that are brought to the attention of Residential Life staff.
- Healthy Relationships Month: Poster and social media campaign during the month of February, to include direct email with director(s) of individual campus locations.
- Sexual Assault Awareness Month: Poster and social media campaign during the month of April.
- Relationship Violence Awareness Month: Poster and social media campaign during the month of October with a focus on the red flags of interpersonal violence.
- Step Up! and Title IX: On demand video available to all employees discussing Title IX and bystander intervention.
- SafeColleges Title IX and Sexual Harassment training provided to employees and new hires through online SafeColleges module.
- SafeColleges Title IX: Roles of Employees training provided to all employees and new hires.

## Procedures to Follow if You are a Victim of Dating Violence, Domestic Violence, Sexual Assault, or Stalking:

If you are a victim of sexual assault, domestic violence, dating violence, or stalking, go to a safe place and call 911 or the Director of Campus Safety at (573) 875-7315. At the earliest opportunity, you may also contact the College's Title IX Coordinator at (573) 875-7182 or via email at titleixcoordinator@ccis.edu.

Victims will be notified in writing of the procedures to follow, including:

1. To whom and how the alleged offense should be reported (contact the Title IX Coordinator or refer to the other resources listed in this report).
2. The importance of preserving evidence that may be necessary to prove the offense in a criminal proceeding or disciplinary action or to obtain a protective order.
3. The victim's options regarding notification to law enforcement, which are: (a) the option to notify either on-campus or local police; (b) the option to be assisted by campus security authorities in notifying law enforcement if the victim so chooses (the institution is obligated to comply with such a request if it is made); and (c) the option to decline to notify such authorities.
4. Where applicable, the rights of victims and the institution's responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.

*Preservation of Evidence & Forensic Examinations*

Victims of physical assault are advised to not remove clothing items worn during or following an assault, as they frequently contain valuable fiber, hair, and fluid evidence. Don't bathe or wash, or otherwise clean the environment in which the assault occurred. You can obtain a forensic examination at Whidbey Health Medical Center, 101 N. Main St., Coupeville, WA 98239, (360) 678-5151.

Completing a forensic examination does not require you to file a police report, but having a forensic examination will help preserve evidence in case you decide at a later date to file a police report.

Victims are also advised to retain evidence in electronic formats (e.g., text messages, emails, photos, social media posts, screenshots, etc.). Such evidence is valuable in all situations, and it may be the only type of evidence available in instances of stalking.

*Security/Law Enforcement & How to Make a Police Report*

- Oak Harbor Police Department, (360) 279-4600, 860 SE Barrington Dr., Oak Harbor, WA 98277

- To make a police report, a victim should contact the local police agency listed above either by phone or in-person. The victim should provide as much information as possible, including name, address, and when and what occurred, to the best of the victim's ability.

*Information about Legal Protection Orders*

In Washington, victims may obtain a Protective Order, which provides protective relief for victims of domestic violence, stalking, or sexual assault. Information about Protective Orders may be found at: https://www.courts.wa.gov/forms/?fa=forms.contribute&formID=142.

A protection order may be obtained by filing a petition with the court. Courts can generally issue two types of orders: (1) Temporary Orders, which act as a temporary emergency order to protect a victim and can last up to 24 days, and (2) General Protective Orders, which may be issued for up to one year. Additional information about the orders may be found at: http://statelaws.findlaw.com/washington-law/washington-protective-orders-laws.html.

- A Petition for Protective Orders should be filed for in the Island County District Court, Oak Harbor, WA. The address is: 800 SE 8th Ave., Oak Harbor, WA 98277. The phone number is (360) 675-8231.
- The circuit court clerk's office can provide the necessary forms and may assist in completing the forms. Forms may also be found online. A victim should be prepared to present documentation and/or other forms of evidence when filing for an order of protection.

Victims may contact local domestic violence and sexual assault advocates for assistance in obtaining a protection order.

When a protection order is granted, it is enforceable statewide. If you have obtained a protection order and need it to be enforced in your area, you should contact the local police department.

The College will also enforce any temporary restraining order or other no contact order against the alleged perpetrator from a criminal, civil, or tribal court. Any student or employee who has a protection order or no contact order should notify the Title IX Coordinator and provide a copy of the restraining order so that it may be kept on file with the institution and can be enforced on campus, if necessary. Upon learning of any orders, the institution will take all reasonable and legal action to implement the order.

The College does not issue legal orders of protection. However, as a matter of institutional policy, the College may impose a no-contact order between individuals in appropriate circumstances. The College may also issue a "no trespass warning" if information available leads to a reasonable conclusion that an individual is likely to cause harm to any member of the campus community. A person found to be in violation of a No Trespass Warning may be arrested and criminally charged.

## Available Victim Services:

Victims will be provided written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to them, both within the College and in the surrounding community.

College Resources

- Title IX and Student Conduct Coordinator, Kristie Douglas, Phone (573) 875-7182
- Employee Assistance Program, Work Life Matters, Phone (800) 386-7055, https://worklife.uprisehealth.com/ (Short term counseling, coaching, legal services, and work life matters resources).
- Student Financial Aid: If a student is considering a leave of absence based on the circumstances of a complaint, he/she should understand there may be financial aid implications in taking such leave. This should be discussed with financial aid personnel, and the Title IX Coordinator can assist in facilitating this conversation if desired. The College's financial aid website can be found at: https://www.ccis.edu/offices/financialaid.aspx.

Local Resources

- Local City/County Health Department, Phone (360) 678-5111
- Oak Harbor Police Department, Phone (360) 279-4600
- Local Hospital, Phone (360) 678-5151
- Citizens Against Domestic & Sexual Abuse, Phone (360) 675-7057
- Washington Domestic Violence Hotline, Phone (800) 562-6025

National Resources

- National Suicide Prevention Lifeline, Phone: Dial 988, https://988lifeline.org/ (you can call, text, or chat online) 988lifeline.org/chat
- Boys & Girls Town National Hotline, Phone (800) 448-3000 or https://www.boystown.org/child-family-services/crisis (provides crisis intervention and short-term counseling services)
- Rape, Abuse & Incest National Network (RAINN), Phone (800) 656-HOPE or (800)656-4673, https://rainn.org/resources (Crisis support services for sexual assault and harassment, domestic and dating violence, and other victims of crime.)
- National Domestic Violence Hotline, Phone (800) 799-SAFE or (800)799-7233 or text "START" to 88788, https://www.thehotline.org/here-for-you/
- Military Safe Helpline, Phone (877) 995-5247, https://www.sapr.mil/dod-safe-helpline
- Immigration Advocates Network - https://www.immigrationadvocates.org
- U.S. Citizenship and Immigration Services: https://www.uscis.gov

## Accommodations and Protective Measures:

The College will provide written notification to victims about options for, and available assistance in, changing academic, living, transportation, and working situations or protective measures. If victims request these accommodations or protective measures and they are reasonably available the College is obligated to provide them, regardless of whether the victim chooses to report the crime to campus security or local law enforcement.

Requests for accommodations or protective measures should be made to the Title IX Coordinator at (573) 875-7182 or via email at titleixcoordinator@ccis.edu, and the Title IX Coordinator is responsible for deciding what, if any, accommodations or protective measures will be implemented.

When determining the reasonableness of such a request, the College may consider, among other factors, the following:

- The specific need expressed by the complainant.
- The age of the students involved.
- The severity or pervasiveness of the allegations
- Any continuing effects on the complainant
- Whether the complainant and alleged perpetrator share the same class or job location.
- Whether other judicial measures have been taken to protect the complainant (e.g., civil protection orders).

The College will maintain as confidential any accommodations or protective measures provided a victim to the extent that maintaining confidentiality would not impair the College's ability to provide them. However, there may be times when certain information must be disclosed to a third party in order to implement the accommodation or protective measure. Such decisions will be made by the College in light of the surrounding circumstances, and disclosures of this nature will be limited so that only the information necessary to implement the accommodation or protective measure is provided. In the event it is necessary to disclose information about a victim in order to provide an accommodation or protective order, the College will inform the victim of that necessity prior to the disclosure, including which information will be shared, with whom it will be shared and why.

## Procedures for Disciplinary Action:

Allegations of domestic violence, dating violence, sexual assault or stalking will be processed through the College's Title IX and Sexual Harassment Policy and the related complaint resolution procedures. The procedures are utilized whenever or wherever a complaint is made, regardless of the status of the complainant and the respondent. The complaint resolution procedures are invoked once a report is made to one of the following individuals:

**Title IX Coordinator**
Kristie Douglas
Title IX and Student Conduct Coordinator
(573) 875-7182
AHSC - Student Affairs
Email titleixcoordinator@ccis.edu

**Deputy Title IX Coordinator**
Patty Fischer
VP of Operations & Chief Human Resources Officer
(573) 875-7255
123 Missouri Hall
Email pafischer@ccis.edu

An electronic form available at the report an incident webpage can also be used to file a report. https://www.ccis.edu/directory/campus-safety/report-an-incident

Once a formal complaint is made, the Title IX Coordinator will provide notice to the parties of the investigation, including a description of the process to be utilized, the identities of the parties, the conduct at issue, and the date and location of the alleged incident.

During the investigation, the complainant and respondent will each have an equal opportunity to describe the situation and present witnesses, including both fact and expert witnesses, and other supporting evidence. The investigator(s) will review the statements and evidence presented and may, depending on the circumstances, interview others with relevant knowledge, review documentary materials, and take any other appropriate action to gather and consider information relevant to the complaint. Prior to the conclusion of the investigation, both parties will be provided an opportunity to review the evidence gathered during the investigation that is directly related to the allegations raised in the formal complaint.

Upon completion of the investigation, both parties will be given a copy of an investigation report and a live hearing will be conducted to make a determination as to whether any allegations in the complaint were found to be substantiated by a preponderance of the evidence. During the hearing, each party's advisor will be permitted to ask the other party and any witnesses all relevant questions and follow-up questions including those bearing on credibility. The decision maker(s) will issue a written determination of responsibility, a statement of any disciplinary sanctions and whether any remedies will be provided to the complainant, and a description of the procedures and permissible grounds for appeal. The parties will be notified of this determination in writing within three (3) days of it being made. The institution strives to complete investigations of this nature within ninety (90) calendar days.

Both parties have an equal opportunity to appeal the determination by submitting a written appeal within seven (7) days of being notified of the outcome of the investigation to the Title IX Coordinator who will refer it to the President or designee, who will act as appeal officer. The non-appealing party will be notified of the appeal and permitted to submit a written statement in response to the appeal within seven (7) days. The President or designee will strive to resolve the appeal within twenty-one (21) days of receiving it, and may take any and all actions that he/she determines to be in the interest of a fair and just decision.

If the conduct alleged in the formal complaint falls outside the scope of the Title IX and Sexual Harassment Policy, then the Title IX Coordinator must dismiss the Title IX complaint. At that time, the Title IX Coordinator can refer the subject matter of the formal complaint to other College officials, as appropriate.

A referral may be made to the Student Conduct Officer if the subject matter is a possible violation of the Student Behavioral Misconduct Policy and Procedure. The respondent receives written notice of alleged violations from the Student Conduct Officer. An investigation is conducted into alleged conduct. The respondent and complainant are allowed to present all evidence and potential witnesses they would like considered during the investigation. At the end of the investigation, the Student Conduct Officer will make a determination and will notify respondent, in writing, of the outcome of the investigation and, if appropriate, the corresponding disciplinary action. The respondent has the right to accept the finding of fact and the recommended disciplinary action, at which time the matter is closed; or, the respondent may appeal the decision and the disciplinary action to the Dean for Student Affairs in writing within three (3) business days of the written outcome of the investigation issued by the Student Conduct Officer. The Dean for Student Affairs will review the request for an appeal and notified respondent in writing if the appeal request will proceed. The Dean for Student Affairs or designee will adjudicate the appeal. The Dean or designee will consider all material discovered by the Student Conduct Officer and may consider any additional information the complainant or respondent would like to be considered. The Dean or designee will notify the respondent in writing of the appeal decision. The Dean or designee will strive to resolve the appeal within twenty-one (21) days of receiving it, and may take any and all actions that he/she determines to be in the interest of a fair and just decision.

A referral may be made to the appropriate College official if the subject matter is a possible violation of the Non-Discrimination and Equal Opportunity Policy and Complaint Resolution Procedures. A qualified College official will be designated an investigator to investigate the report. During the investigation, both the complainant and respondent will have the

opportunity to identify witnesses and evidence. Investigations will be handled discreetly, with information shared only with those persons who need to know the information in order for there to be a full and fair investigation. The College may impose interim protective measures during the pendency of the investigation to protect and separate the parties.

The investigator will prepare a written notification that summarizes the results of the investigation. If the complaint is substantiated, the investigator will determine what remedial measures will be taken to address the misconduct, including discipline for the respondent or initiation of disciplinary proceeding pursuant to other applicable College policies. Substantiated incidents of prohibited conduct can lead to discipline up to and including dismissal and termination. The complainant or respondent may appeal the outcome under certain circumstances. Appeals must be filed with the designated Appellate Officer within ten (10) College business days of receipt of the written notice determining the outcome. The Appellate Officer will resolve the appeal within then (10) College business days of receiving it and may take any and all actions that they determine to be in the interest of a fair and just decision. The decision of the Appellate Officer is final. The College strives to resolve complaints of discrimination, harassment, or retaliation within 60 days of a report.

## Rights of the Parties in an Institutional Proceeding:

During the course of the process described in the previous section, both the accuser and the individual accused of the offense are entitled to:

1. A prompt, fair and impartial process from the initial investigation to the final result.
    - A prompt, fair and impartial process is one that is:
        - Completed within reasonably prompt timeframes designated by the institution's policy, including a process that allows for the extension of timeframes for good cause, with written notice to the accuser and the accused of the delay and the reason for the delay.
        - Conducted in a manner that:
            - Is consistent with the institution's policies and transparent to the accuser and the accused.
            - Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
            - Provides timely access to the accuser, the accused and appropriate officials to any information that will be used during the informal and formal disciplinary meetings and hearings.
        - Conducted by officials who do not have a conflict of interest or bias for or against the accuser or the accused.

2. Proceedings conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

   Such training addresses topics such as relevant evidence and how it should be used during a proceeding, proper techniques for questioning witnesses, basic procedural rules for conducting a proceeding, and avoiding actual and perceived conflicts of interest.

The following are trainings attended by College officials:

- Annual Title IX Training for Title IX Team Members, Husch Blackwell (June 2024)
- Annual Title IX Training for Coordinators, Investigators and Title IX Team Members – Husch Blackwell (July 2023)

3. The same opportunities to have others present during any institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. The institution may not limit the choice of advisor, but may establish limits regarding the extent to which that advisor may participate in the proceeding, as long as those limits apply equally to both parties.

4. Have the outcome determined using the preponderance of the evidence standard.

5. Simultaneous, written notification of the results of the proceeding, any procedures for either party to appeal the result, any change to the result, and when the result becomes final. For this purpose, "result" means "any initial, interim and final decision by an official or entity authorized to resolve disciplinary matters" and must include the rationale for reaching the result and any sanctions imposed.

## Possible Sanctions or Protective Measures that the College May Impose for Dating Violence, Domestic Violence, Sexual Assault or Stalking Offenses:

Following a final determination in the College's disciplinary proceedings that domestic violence, dating violence, sexual assault, or stalking has been committed, the College may impose a sanction. Sanctions can include other remedial measures to correct the effects of such conduct on the complainant and others to prevent the recurrence of discrimination, harassment, and/or retaliation.

The possible sanctions include written formal warning, suspension, and dismissal depending on the severity of the incident and taking into account any previous disciplinary infractions. A determination that sexual violence occurred may result in permanent dismissal or termination from the College.

If a suspension is imposed on a student, it may be for part of a semester, a full semester, or an entire academic year. An employee may be suspended for any length of time determined appropriate by the Executive Director of Human Resources. Following a suspension, the individual will be required to meet with the Dean of Student Affairs (student) or Executive Director of Human Resources (employee) to discuss re-entry and expectations going forward.

Protective measures that could be implemented may include no-contact orders, classroom reassignment, the provision of counseling or other support services, and/or training, separating the parties in their living or working environments, and placing limitations on contact between the parties.

## Publicly Available Recordkeeping:

The College will complete any publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifiable information about

victims of dating violence, domestic violence, sexual assault, and stalking who make reports of such to the College to the extent permitted by law.

### Victims to Receive Written Notification of Rights:

When a student or employee reports to the College that he or she has been a victim of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, the College will provide the student or employee a written explanation of his or her rights and options as described in the paragraphs above.

### Sex Offender Registration Program:

The Campus Sex Crimes Prevention Act of 2000 requires institutions of higher education to advise members of the campus community where they can obtain information provided by the state concerning registered sex offenders. It also requires sex offenders to notify the state of each institution of higher education in the state at which they are employed or enrolled or carrying on a vocation. The state is then required to notify the College of any such information it receives. Anyone interested in determining whether such persons are on this campus may do so by contacting the Director of Campus Safety at (573) 875-7315. State registry of sex offender information may be accessed at the following link:http://www.waspc.org/sex-offender-information

## Timely Warnings & Emergency Response

*Timely Warnings*

In the event of criminal activity occurring either on campus or off campus that in the judgment of the Director of Campus Safety constitutes a serious or continuing threat to members of the campus community, a campus-wide "timely warning" will be issued. Examples of such situations may include a sexual assault or a series of motor vehicle thefts in the area that merit a warning because they present a continuing threat to the campus community. Warnings will be communicated to students and employees via one or more of the methods discussed later in this section. Updates to the warnings will be provided as appropriate.

Anyone with information warranting a timely warning should immediately report the circumstances to:

- Brian Wager, Director of Campus Safety, (573) 875-7315
- You may also contact the Columbia College location nearest to you, https://www.ccis.edu/columbia-college-global/locations

The College has communicated with local law enforcement asking them to notify the College if it receives reports or information warranting a timely warning.

*Emergency Response*

The College has an emergency response plan designed to ensure there is a timely and effective response in the event of a significant emergency or dangerous situation occurring on

campus involving an immediate threat to the health or safety of members of the campus community. To ensure emergency information is provided in the most efficient method, Columbia College has incorporated an emergency alert system known as LiveSafe Alert. The system, specifically used to send emergency notifications of any event or situation that may present a danger to the campus community, is capable of delivering notification to the student, faculty or staff member's Columbia College email address and personal mobile phone. The system is tested frequently to ensure operational integrity.

Such situations that would warrant use of the LiveSafe Alert system include, but are not limited to: tornadoes, bomb threats, chemical spills, disease outbreaks, fires, active shooters, etc. The College has communicated with local police requesting their cooperation in informing the College about situations reported to them that may warrant an emergency response.

Students, staff and visitors are encouraged to notify the Director of Campus Safety at (573) 875-7315 of any emergency or potentially dangerous situation.

The Director of Campus Safety in collaboration with other appropriate personnel, will determine who should be notified, and will, as soon as practicable, and taking into account the safety of the community, determine the content of the notification and initiate the Livesafe notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. In the absence of the Director of Campus Safety, another member of Campus Safety under the authority of the Director of Campus Safety or other appropriate College official, may activate the system.

Depending on the segments of the campus the notification will target, the content of the notification may differ. Initial notifications may be pre-set or pre-recorded in the Livesafe Alert system. When appropriate, the content of the notification will be determined in consultation with local authorities. Also, as appropriate, the notification will give guidance as to whether its recipients should shelter in place or evacuate their location.

Once the emergency is confirmed and based on its nature, the Director of Campus Safety will consult with other appropriate College officials to determine the appropriate segment or segments of the College community to be notified. Notifications will be sent to the entire campus in the event of an emergency unless it is determined only a segment of the College community should receive the notification.

In response to a dangerous situation that may present an immediate threat to the health and safety of the campus community, campus authorities will, without delay, confirm there is a significant emergency. The Location Director or another campus official will make the appropriate calls to verify the information is valid. Verification of the information will be completed by contacting the local authorities or the initial reporting person. If verification has not been successful, the information will be considered valid. The appropriate authorities will be requested to respond to all valid emergencies.

The Location Director will direct the issuance of emergency notifications, which will be accomplished using one or more of methods discussed later in this section, depending on the nature of the threat and the segment of the campus community being threatened.

A designated command center may be set-up by authorities having jurisdiction (City, County, State or Federal Law Enforcement) to communicate with the College community members and distribute information to the larger community through media and other means.

*Methods for Issuing Timely Warnings and Emergency Notifications*

The method(s) listed below may be utilized when the College issues a timely warning or emergency notification to the campus community.

| Method | Sign-Up Instructions |
|---|---|
| Campus email | Individuals are automatically enrolled |
| Columbia College Cougar Alert Mass Notification System (LiveSafe) | Individuals are automatically enrolled - Additional information is available on MyPortal |

*Testing & Documentation*

Evaluating response and evacuation procedures is a vital element in ensuring a safe and secure environment on campus. The Director of Campus Safety facilitates an annual assessment of those procedures by conducting an annual scheduled test during each academic year. The test includes a coordinated exercise of activities designed to increase awareness of emergency procedures and allow evaluation of performance capabilities. The primary goal is to prepare the campus community for proper reaction to an emergency and provide the Director of Campus Safety information necessary to improve any deficiencies.

Emergency response and evacuation procedures are described in the Columbia College Emergency Response Plan. Frequent "small group" tests of the LiveSafe Alert emergency notification system will be conducted by the Director of Campus Safety or designated campus official to ensure operational integrity.

The Director of Campus Safety maintains a record of these tests and training exercises, including a description of them, the dates and times they were held and an indication of whether they were announced or unannounced. In connection with at least one such test, the College will distribute to its students and employees information to remind them of the College's emergency response and evacuation procedures.

# Stop Campus Hazing Policy and Programming

Consistent with applicable laws, the College prohibits hazing. The College's policy used to address complaints of this nature, as well as the procedures for filing, investigating and procedure, consequences and programming, may be found at:

- Prohibition on Hazing and Bullying Policy: https://www.ccis.edu/policies/prohibition-on-hazing-bullying
- Hazing Prevention Programs and Responses: https://www.ccis.edu/directory/institutional-compliance/hazing-prevention

- Report Hazing: https://cm.maxient.com/reportingform.php?ColumbiaCollegeMO&layout_id=8

Participation or cooperation by the person(s) being hazed does not excuse the violation. Failure by a group's or organization's executive officers to intervene to prevent, discourage, and/or report hazing of which they are aware or reasonably should be aware also will be deemed a violation of this policy.

**Prohibition on Hazing and Bullying Policy**
Columbia College's Prohibition on Hazing and Bulling Policy establishes the College's commitment to providing a healthy and safe environment. Columbia College prohibits bullying and/or hazing as defined in this policy. Bullying and/or hazing will not be accepted or tolerated, and the College will investigate and respond to all reports of bullying and/or hazing as outlined by this policy. The policy applies to all members of the Columbia College Community.

Definitions

Hazing - Any intentional act or situation that is created on or off campus against someone joining, becoming a member, or maintaining membership in any group, which is humiliating, intimidating or demeaning; which produces physical, mental, or emotional pain or discomfort; and/or which endangers the health and safety of the person. A person's willingness to participate in an act of hazing does not justify, exempt or excuse the act. Hazing creates an environment/climate in which dignity and respect are absent.

Participation or cooperation by the person(s) being hazed does not excuse the violation. Failure by a group's or organization's executive officers to intervene to prevent, discourage, and/or report hazing of which they are aware or reasonably should be aware also will be deemed a violation of this policy.

Bullying - Intimidation, unwanted aggressive behavior, or harassment that is repetitive or is substantially likely to be repeated and causes a reasonable student to fear for his or her physical safety or property; substantially interferes with the educational performance, opportunities, or benefits of any student without exception; or substantially disrupts the orderly operation of the school. Bullying may consist of physical actions, including gestures, or oral, cyberbullying, electronic, or written communication, and any threat of retaliation for reporting of such acts. Bullying of students is prohibited on school property, at any school function, or on a school bus.

Cyberbullying - Bullying through the transmission of a communication including, but not limited to, a message, text, sound, or image by means of an electronic device including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager.

Organization - An organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

Hazing, bullying, and cyberbullying and related misconduct are expressly prohibited by Columbia College. Individual students, organizations, athletic teams, faculty, staff, employees or others who commit an act of hazing, bullying or cyberbullying or related misconduct will be subject to disciplinary action by the College up to and including dismissal as a student, termination of employment, and could be subject to prosecution under Missouri Law. This Policy is effective from enrollment to commencement including breaks in academic year. This Policy applies to conduct that occurs on or off campus, between two or more people who are affiliated with the College, or any student or other organization associated with the College. This Policy also applies to volunteers acting in an official capacity that advises or coaches student organizations who have direct contact with students.

A person violates this policy if the person:

- Engages in hazing
- Solicits, encourages, directs, aids, or attempts to aid another in engaging in hazing
- Intentionally, knowingly, or recklessly permits hazing to occur
- Has firsthand knowledge of the planning of a specific hazing incident involving a student, or firsthand knowledge that a specific hazing incident has occurred and knowingly fails to report said knowledge in writing to the Associate VP of Student Experience, the Asst. Dean for Student Wellbeing, Human Resources or other appropriate officials of Columbia College.

An organization violates this policy if the organization's officer or any combination of members, new members, or alumni of the organization, team, or other group commits or assists in the commission of hazing, condones, or encourages hazing, or fails to prevent or report hazing.

Conditions That Create a Hazing Dynamic: Members often wish to be accepted into any group and will submit to hazing in order to be included. Because of this, consent to be hazed does not excuse hazing. Any activity that places members in a subservient position to experienced members of the group creates an unhealthy and unsafe power dynamic in which control has been yielded to the experienced member. Members in any organization may expect to be trained or oriented for a period of time, but membership in any group that puts any member in a lesser role, unrelated to the original conditions for membership, is inappropriate and unfair to the members. Hazing behaviors can emphasize a power imbalance and can cause humiliation, emotional, and physical distress to students.

Regardless of severity, all hazing behaviors will be defined as hazing and result in a campus policy violation, with the possibility of including law enforcement. Examples of hazing are included below; these examples are intended to be illustrative and not all-inclusive:

- Restrictions or interference with academic engagement
- Requiring member to practice periods of silence
- Verbal harassment
- Requiring physical activity or personal servitude (errands, cooking, cleaning, etc.)
- Pressuring or coercing any person to participate in activities that are inconsistent with the
- College's community standards or policies or applicable law
- Requiring or suggesting that members/new members/prospective members dress in costumes or apparel or obtain, carry or possess items

- Sleep deprivation
- Forced consumption of any substance
- Psychological Hazing - causing embarrassment of shame, ridicule, or causing or inducing mental or emotional distress
- Physical injury
- Kidnapping or imprisonment

Examples of bullying behavior include, but are not limited to: repeated and health harming abuse; manipulation and sabotage by others that prevent work from getting done; verbal and written abuse; threatening conduct; intimidation and humiliation; persistent, ongoing, harsh, unreasonable, and unjustified criticisms; credit stealing; setting impossible deadlines; malicious gossiping and rumor-mongering; false accusations towards others; yelling, shouting, berating others; cyberbullying (lack of email etiquette, social media postings, etc.).

**Procedures**
Managers and supervisors will ensure that all employees are aware of the bullying and hazing policy and procedures and that any reported incident of bullying and/or hazing is formally addressed.

They will provide leadership and role-modeling in appropriate professional behavior. Respond in a timely manner, sensitively and confidentially (when possible) to all situations where bullying and/or hazing behavior is observed or alleged to have occurred.

Employees should be familiar with and behave according to this policy. Report incidents to Human Resources if the employee is a witness to bullying and/or hazing behavior. Speak to the alleged bully(ies) and/or those hazing to object to the bullying behavior where appropriate.

Other member of the College community and visitors should be familiar with and behave according to this policy, Report incidents at Incident Report. Speak to the alleged bully(ies) and/or those hazing to object to the behavior where appropriate.

The College will maintain a report of all violations of this policy that are reported to the College and that result in a charge of violation of this policy that are reported to the College and result in a charge of violation of this policy. The College will update the report bi-annually on January 1 and August 1 of each year and will post the updated report on the College's website.

**Grievance Procedure**
If an individual becomes aware of conduct that is potentially prohibited by this policy, the individual should submit an Incident Report in a timely manner. The appropriate designees from Institutional Compliance, Student Affairs or Human Resources will receive the report, make an initial evaluation, and determine appropriate next steps based on the specific circumstances of the situation.

**Investigation Procedure**
Columbia College investigates all reported hazing incidents, collecting evidence, interviewing witnesses, and consulting with involved parties. Investigations aim to conclude within 30 days, though complex cases may require additional time. If additional time is required, all parties involved will receive communication of an edited timeline.

- When a report of hazing is received and involves a student, the College's Student Conduct Officer or designee will make a determination regarding whether an investigation must occur. All reports of hazing will be investigated and adjudicated in accordance with the Colleges policies and procedures outlined in the Student Behavioral Misconduct Policy and Procedures. The Student Conduct Officer or designee will report any findings and make a recommendation for sanctions as appropriate to the relevant administrator for implementation.
- If the incident involves College faculty or staff, the incident is referred to the Human Resource Office for investigation. The VP of Operations & Chief Human Resources Officer conducts an investigation in accordance with the Employee Disciplinary Action Policy.

Upon completion of an investigation of hazing, the above-mentioned offices notify the affected parties and/or student organization involved of the findings and any disciplinary actions in writing.

**Consequence**
When appropriate, the College will investigate. If a violation of this policy is found, the College will take steps to stop the prohibited conduct, remedy its effects, and prevent future recurrence. Students found to have violated this Policy may be subject to disciplinary action up to and including expulsion from the College. Employees found to have violated this Policy may be subject to disciplinary action up to and including termination of employment.

Questions about this policy or individuals seeking resources related to matters set forth herein should contact the Students Affairs office or Human Resources.

**Report a Hazing Incident**
If you are a victim of hazing, go to a safe place and call the Campus Safety Office at (573)875-7315. Those who witness or hear about an incident of hazing are also encouraged to report in the same manner. Students may also contact Counseling Services at the Wellness Center (Columbia, MO), (573) 875-7432.

## Hazing Prevention and Awareness Program

The College recognizes that the prevention of hazing is important and offers educational programming on an annual and ongoing basis to a variety of groups such as: campus personnel; incoming students and new employees participating in orientation; and members of athletic teams and other student organizations.

The College is committed to providing a healthy, safe and productive educational environment for all members of the College Community. Consistent with this commitment, the College prohibits hazing, bullying, cyber bullying, and related misconduct in all of its programs and activities.

Columbia College is committed to preventing hazing through education and early intervention. These initiatives represent the ongoing effort to prevent campus hazing:

- SafeColleges Online Hazing Prevention Training- Prevent Hazing on Campus
- Partners in Prevention programing
- Development of a Hazing Prevention website

- Social Media Awareness Campaign
- Student Organizational Essential Educational Session, Prevention of Hazing
- Information on Report an Incident webpage to report hazing

The community is reminded that hazing is prohibited and is provided information regarding how to file a report, along with how reports of hazing are investigated and information regarding local, state, federal, and tribal laws on hazing which is provided on the College's website.

In addition, the institution provides research-informed programming for students and employees that covers a wide range of information designed to stop hazing before it occurs. It includes information regarding bystander intervention, such as how to take steps to watch out for those around you, as well as information regarding ethical leadership. Community members are also provided information regarding how to strengthen group ties without engaging in hazing behavior. Hazing Resources are provided on the College's Hazing Prevention Programs and Responses webpage.

**Hazing State Laws**

| **Summary (Code of Washington)** |
|---|
| "Hazing" includes any act committed as part of a person's recruitment, initiation, pledging, admission into, or affiliation with a student organization, athletic team, or living group, or any pastime or amusement engaged in with respect to such an organization, athletic team, or living group that causes, or is likely to cause, bodily danger or physical harm, or serious psychological or emotional harm, to any student or other person attending a public or private institution of higher education or other postsecondary educational institution in this state, including causing, directing, coercing, or forcing a person to consume any food, liquid, alcohol, drug, or other substance which subjects the person to risk of such harm, regardless of the person's willingness to participate. "Hazing" does not include customary athletic events or other similar contests or competitions. Wash. Rev. Code § 28B.10.900.<br><br>Additionally,<br><br>1. No student, or other person in attendance at any public or private institution of higher education, or any other postsecondary educational institution, may intentionally haze another.<br>2.<br>a. Except as provided in (b) of this subsection, a violation of subsection (1) of this section is a gross misdemeanor, punishable as provided under RCW 9A.20.021.<br>b. A violation of subsection (1) of this section that causes substantial bodily harm, as defined in RCW 9A.04.110, to another person is a class C felony.<br>3. Any student organization, association, or student living group that permits hazing is strictly liable for damages caused to persons or property resulting from hazing. If the student organization, association, or student living group is a corporation whether for profit or nonprofit, the individual directors of the corporation may be held individually liable for damages. Wash. Rev. Code § 28B.10.901. |

**Summary (Code of Washington)**

1. A person who participates in the hazing of another shall forfeit any entitlement to state-funded grants, scholarships, or awards for a period of time determined by the institution of higher education.
2. Any organization, association, or student living group that knowingly permits hazing to be conducted by its members or by others subject to its direction or control shall be deprived of any official recognition or approval granted by a public institution of higher education.
3. The public institutions of higher education shall adopt rules to implement this section. Wash. Rev. Code § 28B.10.902.

Further,

1. Each public and private institution of higher education shall prohibit in its code of conduct hazing off campus as well as on campus.
2. Each public and private institution of higher education shall provide students with an educational program on hazing and the dangers of and prohibition on hazing, which shall include information regarding hazing awareness, prevention, intervention, and the institution's policy on hazing. The educational program may be offered in person or electronically. The institution must incorporate the educational program as part of new student orientation sessions. The educational program must be posted on each institution's public website for parents, legal guardians, and volunteers to view.
3. Institutional materials on student rights and responsibilities given to student organizations, athletic teams, or living groups, either electronically or in hard copy form, shall include a statement on the institution's antihazing policy and on the dangers of hazing. Wash. Rev. Code § 28B.10.904.

1. Each public and private institution of higher education shall maintain and publicly report actual findings of violations by any student organization, athletic team, or living group of the public or private institution of higher education's code of conduct, antihazing policies, or state or federal laws relating to hazing or offenses related to alcohol, drugs, sexual assault, or physical assault.
2. The report shall include the following:
    a. The name of the student organization, athletic team, or living group;
    b. The date the investigation was initiated;
    c. The date on which the investigation ended with a finding that a violation occurred;
    d. A description of the incident or incidents, including the date of the initial violation, and the violations, findings, and sanctions placed on the student organization, athletic team, or living group;
    e. The details of the sanction or sanctions imposed, including the beginning and end dates of the sanction or sanctions; and
    f. The date the student organization, athletic team, or living group was charged with a violation.

**Summary (Code of Washington)**

3. Investigations that do not result in a finding of formal violations of the student code of conduct or state or federal law shall not be included in the report. The report shall not include any personal or identifying information of individual student members and shall be subject to the requirements of the federal family education rights and privacy act of 1974, 20 U.S.C. Sec. 1232g.
4. Public and private institutions of higher education shall make reports under this section available on their websites in a prominent location clearly labeled and easily accessible from the institution's website.
5. Each public and private institution of higher education shall maintain reports as they are updated for five years and shall post them on their respective websites at least 45 calendar days before the start of each fall academic term and at least 10 days before the start of all other academic terms. Wash. Rev. Code § 28B.10.906.

1. Each public and private institution of higher education shall provide hazing prevention education on the signs and dangers of hazing as well as the institution's prohibition on hazing to employees, including student employees, either in person or electronically. The prevention education shall be provided to employees at the beginning of each academic year and for new employees at the beginning of each academic term.
2. If, as a result of observations or information received in the course of employment or volunteer service, any employee, including a student employee, or volunteer at a public or private institution of higher education has reasonable cause to believe that hazing has occurred, the employee or volunteer shall report the incident, or cause a report to be made, to a designated authority at the institution. The employee or volunteer shall make the report at the first opportunity to do so.
3. "Reasonable cause" means a person who witnesses hazing or receives a credible written or oral report alleging hazing or potential or planned hazing activity.
4. A person who witnesses hazing or has reasonable cause to believe hazing has occurred or will occur and makes a report in good faith may not be sanctioned or punished for the violation of hazing unless the person is directly engaged in the planning, directing, or act of hazing reported.
5. Nothing in this section shall preclude a person from independently reporting hazing or suspected hazing activity to law enforcement.
6. As used in this section, "employee" means a person who is receiving wages from the institution of higher education and is in a position with direct ongoing contact with students in a supervisory role or position of authority. "Employee" does not include a person employed as medical staff or with an affiliated organization, entity, or extension of a postsecondary educational institution, unless the employee has a supervisory role or position of authority over students. "Employee" does not include confidential employees. Wash. Rev. Code § 28B.10.907.

Finally,

| Summary (Code of Washington) |
|---|
| 1. Social fraternity and sorority organizations shall notify the public or private institution of higher education before chartering, rechartering, opening, or reopening a local chapter or operating at the public or private institution of higher education.<br>2. Social fraternity and sorority organizations shall notify the public or private institution of higher education when the organization instigates an investigation of a local chapter at the public or private institution of higher education for hazing or other activity that includes an element of hazing, such as furnishing alcohol to minors. The organization shall provide the results of such investigation and a copy of the full findings report to the public or private institution of higher education's student conduct office.<br>3. Any local social fraternity or sorority chapter seeking to obtain or maintain registration with any public or private institution of higher education in the state must certify in writing and provide weblinks to that institution showing that the landing pages of all websites owned or maintained by the local chapter contain a full list for the previous five years of all findings of violations of antihazing policies, state or federal laws relating to hazing, alcohol, drugs, sexual assault, or physical assault, or the institution's code of conduct against the local chapter.<br>4. Failure of a social fraternity or sorority organization to comply with subsections (1) through (3) of this section shall result in automatic loss of recognition until such time that the organization comes into compliance with those subsections. Wash. Rev. Code § 28B.10.908. |

## Crime Statistics

The statistical summary of crimes for this College over the past three calendar years follows:

| | On Campus | | | Non Campus | | | Public Property | | |
|---|---|---|---|---|---|---|---|---|---|
| Crime | 2024 | 2023 | 2022 | 2024 | 2023 | 2022 | 2024 | 2023 | 2022 |
| Murder/Non-Negligent Manslaughter | 0 | 0 | 0 | N/A | N/A | N/A | 0 | 0 | 0 |
| Manslaughter by Negligence | 0 | 0 | 0 | N/A | N/A | N/A | 0 | 0 | 0 |
| Rape | 0 | 0 | 0 | N/A | N/A | N/A | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 | N/A | N/A | N/A | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | N/A | N/A | N/A | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 | N/A | N/A | N/A | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | N/A | N/A | N/A | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | N/A | N/A | N/A | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | N/A | N/A | N/A | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | N/A | N/A | N/A | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | N/A | N/A | N/A | 0 | 0 | 0 |
| Hazing | 0 | 0 | 0 | N/A | N/A | N/A | 0 | 0 | 0 |
| Arrest - Liquor Law Violation | 0 | 0 | 0 | N/A | N/A | N/A | 0 | 0 | 0 |
| Arrest - Drug Abuse Violation | 0 | 0 | 0 | N/A | N/A | N/A | 0 | 0 | 0 |
| Arrest - Weapon Violation | 0 | 0 | 0 | N/A | N/A | N/A | 0 | 0 | 0 |
| Disciplinary Referral - Liquor Law Violation | 0 | 0 | 0 | N/A | N/A | N/A | 0 | 0 | 0 |

| Crime | On Campus | | | Non Campus | | | Public Property | | |
|---|---|---|---|---|---|---|---|---|---|
| | 2024 | 2023 | 2022 | 2024 | 2023 | 2022 | 2024 | 2023 | 2022 |
| Disciplinary Referral - Drug Abuse Violation | 0 | 0 | 0 | N/A | N/A | N/A | 0 | 0 | 0 |
| Disciplinary Referral - Weapon Violation | 0 | 0 | 0 | N/A | N/A | N/A | 0 | 0 | 0 |
| Domestic Violence | 0 | 0 | 0 | N/A | N/A | N/A | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 | N/A | N/A | N/A | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 | N/A | N/A | N/A | 0 | 0 | 0 |

* The College does not have on-campus student housing facilities.

**Hate crimes:**

2024: No hate crimes reported.
2023: No hate crimes reported.
2022: No hate crimes reported.

**Crimes unfounded by the College:**

2024: 0 unfounded crimes.
2023: 0 unfounded crimes.
2022: 0 unfounded crimes.

**Statistics for unfounded crimes provided by law enforcement agencies:**

2024: 0 unfounded crimes.
2023: 0 unfounded crimes.
2022: 0 unfounded crimes.

**Data from law enforcement agencies:**

- The data above reflects statistics provided from law enforcement agencies related to crimes that occurred on the College's Clery Geography.