



PENINSULA COLLEGE

Annual Security & Fire Safety Report (ASFSR)

2023 – 2024 (Updated)

Containing information from year 2020-2022

In compliance with the Jeanne Clery Disclosure Act of Campus Security and Campus Crime Statistics Act and Violence Against Women Act.

Reporting Calendar Years 2020– 2022



**Peninsula College
Main Campus**

1502 East Lauridsen Blvd
Port Angeles, WA 98362
(360) 452-9277



**Peninsula College
Forks Campus**

481 South Forks Ave
Forks, WA 98331
(360) 374-3223



**Peninsula College
Port Townsend Campus**

202 Eisenhower Ave
Port Townsend, WA 98368
(360) 385-4605



President's Letter

Creating a safe, welcoming space for everyone in our campus community is among our highest priorities at Peninsula College.

We are proactive in our efforts to keep students, faculty, and staff safe from possible threats on and around campus. Campus Safety has primary jurisdiction on our 72-acre Port Angeles campus, but also helps with Safety and Security as needed with our Port Townsend and Forks locations. All told, this includes a population of 1,767 students and more than 300 staff.

I invite employees to review this Annual Security & Fire Safety Report carefully. It provides information about what PC is doing to keep our campuses safe, including efforts to prevent gender-based and partner violence, as well as issues related to substance abuse. It also provides our annual crime statistics.

We are working to initiate new programs designed to keep everyone informed, aware, and active in the safety and security of our campus community. We are also creating training programs to teach personal safety methods and techniques that may be helpful in the event of an emergency on or off campus.

Employees & students play a critical role in creating a safe environment for everyone on campus. If there are any questions or concerns regarding safety or security on any of our campuses, please contact Campus Safety Services at (360) 417-6559.

Thank you for your efforts to keep Peninsula College a safe place to learn and work.

Sincerely,

A handwritten signature in black ink that reads "Suzy Ames". The script is cursive and fluid.

Dr. Suzy Ames

President, Peninsula College

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About Peninsula College

Peninsula College was founded in 1961 because a group of local citizens wanted to be able to continue their education without having to travel great distances to college centers in Bremerton or across Puget Sound. The first classes were held in a small building on the Port Angeles High School campus, but the number of students who enrolled in the college quickly became more than the available facilities could accommodate, and plans were soon underway to build a permanent campus elsewhere in the city.



Construction of the new campus began in 1964, and a year later the first classes were held on the present site of Peninsula College with additional classes being offered across our district. Today, the main campus spreads out over 75 acres of land in the foothills of the Olympic Mountains, overlooking the city of Port Angeles and its busy, international harbor.

Peninsula College (PC) is now one of 34 Community and Technical Colleges in Washington State and is the only institute of higher education on the North Olympic Peninsula, serving 102,000 residents and six sovereign tribal nations. The main campus is in Port Angeles with extension sites in Forks, 57 miles west, and in Port Townsend, 46 miles to the east. PC offers a variety of academic and skilled trades programs as well as community, non-credit education. Using data from 2022-2023, enrollment in Peninsula College included 58 percent women, 36 percent students of color, and 30 percent historically underserved.

The mission of PC is to educate diverse populations of learners through community-engaged programs and services that advance student equity and success. We do this by expanding and leveraging community partnerships and by anticipating and responding to learning needs in high-growth fields. PC offers degrees in arts and sciences transfer, professional technical education, Bachelor of Applied Science, and both short-term and long-term certificate programs. Peninsula College also has an associate in nursing direct transfer agreement/major related program (DTA/MRP) degree that leads to becoming a registered nurse and facilitates entering senior-level Bachelor of Science in nursing courses at transfer institutions. PC is adding several other bachelor's programs. Areas of study include:

- Arts & Communication
- Math & Science
- Business Management
- Skilled Trades
- Healthcare
- Social Sciences & Education
- Information Technology

Peninsula College at Port Townsend is in the beautiful park setting of historic [Fort Worden State Park](#). Our award-winning small campus and caring staff can help students work toward their academic goals. Onsite classes as well as online courses make it possible for East Jefferson County residents to fulfill the requirements for a Peninsula College two-year degree, one-year certificate, or short-term certificates. Classes and support are also offered for

Transitional Studies for students seeking high school completion, GED, running start, college brush up and ELA (English Language Acquisition) as well as a variety of non-credit Community Education classes.

Peninsula College at Forks is in the heart of the Olympic Peninsula in central Forks, Washington. The site offers academic, professional, and technical, transitional studies (high school completion, running start, college brush up and GED) and English Language Acquisition (ELA) classes and support, as well as a full range of student services. A learning center is staffed to provide academic or technical support to students enrolled in on-line or face-to-face classes.



What is the Clery Act?

The Jeanne Clery Disclosure Act of Campus Security and Campus Crime Statistics Act passed in 1998 by the Federal Government (formerly the Crime Awareness and Campus Security Act of 1990).

This law requires that universities and colleges receiving Title IV student financial aid programs disclose reported instances of criminal activities on or near the institution's owned or leased campuses and provide information about security policies, procedures, and programs. To comply with the Clery Act, every institution must:

- A. Collect, classify, and count crime reports and crime statistics.
- B. Issue campus alerts. To provide the campus community with information necessary to make informed decisions about their health and safety, PC must:
 - i. Issue a timely warning for any Clery Act crime that represents an ongoing threat to the safety of students or employees.
 - ii. Issue an emergency notification upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. The regulatory requirements regarding these topics are discussed in detail in Chapter 6.
 - iii. Publish an annual security report containing safety and security related policy statements and crime statistics and distribute it to all current students and employees. Schools also must inform prospective students and employees about the availability of the report. This report includes data from two years prior to the most recent year. *This report provides data from the calendar years 2020, 2021 and 2022.*
 - iv. Submit crime statistics to the U.S. Department of Education. Each year in the fall we must participate in a Web- based data collection to disclose crime statistics by type, location, and year. This collection is headed by the Director of Emergency Management and Campus Public Safety.

Clery Act - Geography

The Clery Act Geography discloses crime and other statistics which occur in four geographic areas owned or controlled by an institution. This concept is referred to as Clery Geography and is as follows:

- A. On-campus: Reportable Area. Any buildings or property that are owned or controlled by the College, reasonably contiguous to one another and directly support or relate to the College's educational purpose. "Sidewalk – Street – Sidewalk." This means that a reportable crime occurring on the sidewalk on either side of a perimeter street is reportable, as are incidents occurring in the street.
- B. On-campus student housing: Housing within 1 mile of campus is considered on-campus student housing.
- C. Public property within campus and immediately adjacent to the campus.
- D. Non-Campus buildings and property (other than a branch campus) owned or controlled by the College that are used for educational purposes and frequently used by students but not a part of the core campus, or those owned or controlled by a student organization officially recognized by the College.

Other Clery Act - Requirements

The Clery Act has many other requirements which include, but are not limited to:

- Developing policies and procedures regarding crime prevention, missing students, drug, and alcohol use, reporting, and preventing sexual assaults, and issuing emergency notifications.
- Providing awareness and prevention resources for students and employees regarding dating violence, domestic violence, sexual assault, and stalking.
- Issuing Timely Warnings for Clery Act crimes that constitute a serious or continuing threat to the safety of students or employees.
- Publishing an Annual Security and Fire Safety Report containing crime and fire statistics and statements of policies/procedures.
- Maintaining a public Daily Crime Log of all reports of crimes made to campus safety services.
- Submitting crime and fire statistics to the U.S. Department of Education.

Annual Clery Report

Before October 1 of each year, Peninsula College compiles a report of crime statistics and College policies, procedures and programs related to campus safety and security issues, as required by the Jeanne Clery Disclosure Act. The information in this document is designed as a resource to help answer questions about crimes occurring on the Peninsula College Campus or any of its satellite locations related to concerns of a personal safety nature.

In preparing its annual disclosure of crime statistics, it is the Peninsula College policy to collect information reported directly to Local Law enforcement in Clallam and Jefferson counties, where most Peninsula College programs and campuses reside. Also, to solicit information about crimes from other campus officials with responsibility for student and campus activities, including representatives from Student Life, Athletics, Student Development, Enrollment

Services, Residential Life (Collegiate Housing International), Medical Assistant and Nursing Programs, the Student Conduct Officer, the Vice President of Student Services, and the Vice President for Human Resources and Diversity, Equity, & Inclusion.

Report Preparation and Distribution



Peninsula College's Campus Safety and Emergency Management Department (PCCSEM) prepares this Annual Security and Fire Safety Report (ASFSR) in consultation with other key campus departments, in cooperation with the local law enforcement agencies surrounding our campuses. Campus crime, arrest and referral statistics include those reported to CSEM, Security Authorities (including but not limited to directors, deans, department heads, designated staff, advisors to students/student organizations, athletic coaches), and local law enforcement agencies. Statistical data is submitted to the U.S. Department of Education as one college listing data for every location where the College operates education programs and activities.

Fire safety regulations apply only to institutions with on-campus student housing facilities. CHI is within 1 mile of the Peninsula College Port Angeles site; this housing is considered on-campus housing for Peninsula College Clery reporting. The Federal government requires all eligible Title IV institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. The data includes the number, cause, related injuries and deaths, and the property damage associated with each fire, and to report this to the Department of Education on an annual basis.

Statistics in this report are obtained from the incident reports of the Peninsula College Campus Safety Services, law enforcement agencies in the jurisdiction of which the campus property/non-campus property resides, as well as information from other campus officials identified as Campus Security Authorities (CSAs).

For statistical purposes, crime and fire statistics reported to any of these sources are recorded in the calendar year the crime was reported. A written request for statistical information is made on an annual basis to all Campus Security Authorities.

All statistics are gathered, compiled, and reported to the College community via this report, which is published by the Peninsula College Campus Safety Services. The PC Campus Safety Services submits the annual crime statistics published in this report to the U.S. Department of Education (ED). The statistical information gathered by the U.S. Department of Education is available to the public through the ED website at ope.ed.gov/campussafety.

Distribution of the Annual Security & Fire Safety Report (ASFSR)

As required by the Clery Act, PC provides a Notice of the Availability of the Annual Security & Fire Safety Report with a direct link to the URL for the document, via email, and canvas to all current students and employees on or before October 1 annually.

PC provides prospective students with the Notice of the Availability of the Annual Security & Fire Safety Report on admissions websites and prospective employees are advised on PC employment related websites and on job announcements.

Campus Security Authorities (CSA) include, but are not limited to: faculty/staff advisors to registered student organizations, coaches for Intercollegiate Athletics and Intramural Sports, Manager of On-Campus Housing and/or staff who directly monitor student residences (Collegiate Housing International), Deans, Directors, Managers, Vice Presidents, International Programs staff, Title IX Officers and Investigators, Human Resources Staff, Professional/Technical programs faculty/staff, summer program staff, and Campus Safety Staff.

The Campus Safety Services office is in the central part of campus, in the Pirate Union Building (P.U.B.), office J-25. Campus Safety Services is available by calling (360)417-6559 or emailing campussafety@pencol.edu.



Clery Reporting Jurisdiction/Geography

Peninsula College Main Campus, 1502 East Lauridsen Boulevard, Port Angeles, WA



Collegiate Housing International (On-Campus Housing)

1134 East Park Ave, Port Angeles, WA

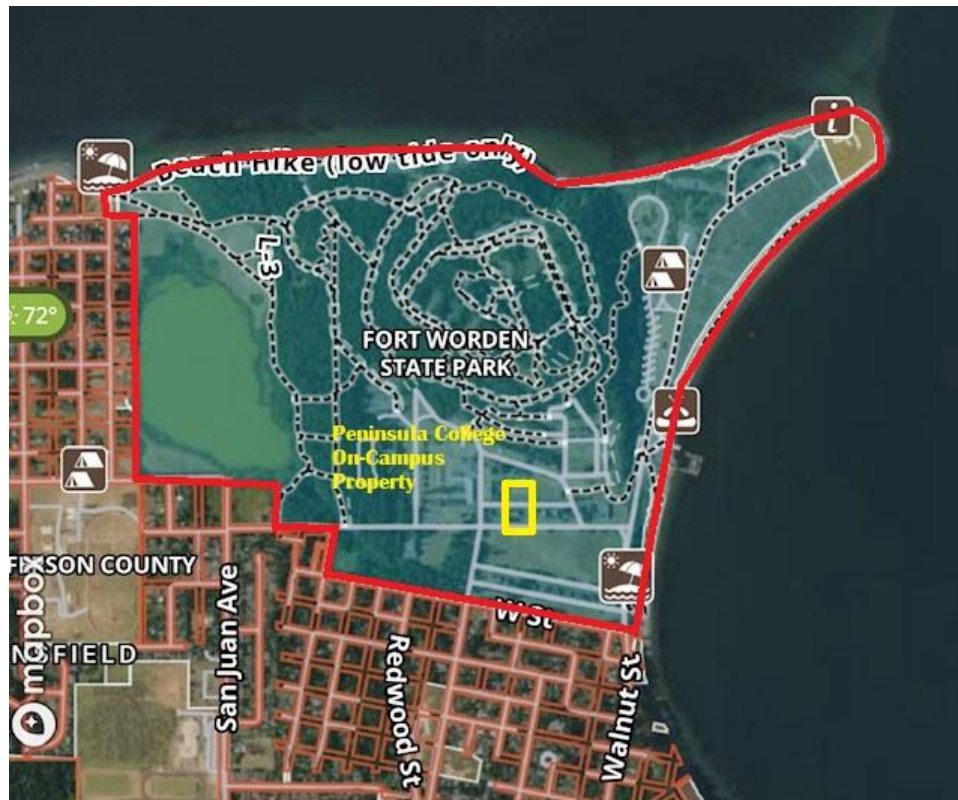
Collegiate Housing International (CHI) is a privately owned and controlled property. Incidents that occur at CHI should promptly be reported to 911.



Peninsula College Forks Campus
481 South Forks Avenue, Forks, WA



Peninsula College Port Townsend Campus
202 Eisenhower Avenue, Port Townsend, WA



Clery Crimes

Crimes	Counted by number of
Homicide and non-negligent manslaughter	Victims
Negligent manslaughter	Victims
Forcible sex offenses	Victims
Non-forcible sex offences	Victims
Robbery	Incidents
Aggravated assault	Victims
Burglary	Incidents
Motor vehicle theft	Vehicles
Arson	Incidents
Hate Crimes	Hate Crimes
Liquor, drug, and weapon law offenses	Arrests or Referred to VP of Student Services

In the case of liquor, drug, and weapon offences the numbers are tallied in two groups. The first set of numbers is for those individuals who are arrested and the second is for those who received College disciplinary sanctions alone. This is not a distinction between breaking the law and not breaking the law, the numbers in both groups are the result of a likely violation of the law. It is an attempt to reflect the actual impact of liquor, drug and weapon violations occurring in the campus community even when the incident does not result in an arrest. A law enforcement official or the district attorney may choose not to prosecute an individual for one of these offenses because there is insufficient evidence to reach a conviction or for other reasons, but the College may still sanction the individual for the conduct. The standard for being found liable or responsible in a civil proceeding is less than what is required for a conviction in a criminal proceeding.

The following statistics are collected and reported as a bias/hate crime: the Clery-reportable crimes described in the section above, as well as theft, simple assault, intimidation, destruction/damage/vandalism of property, and other crimes involving bodily injury to any person, where the victim was intentionally selected because of his or her actual or perceived race, sex, religion, sexual orientation, ethnicity, or disability.

The statistics are compiled using the definitions in the FBI's Uniform Crime Reporting (UCR) system and modifications made pursuant to the Hate Crime Statistics Act.

Clery Crime Definitions

The definitions listed below are taken from the 2016 Handbook for Campus Safety and Security Reporting. These definitions guide Peninsula College on defining and classifying crimes.

- **Homicide and non-negligent manslaughter** is the willful killing of one human being by another.
- **Negligent manslaughter** is the killing of another person by gross negligence.
- **Forcible sex offenses** are any sexual acts directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. There are four types of forcible sex offenses:
 1. Forcible Rape
 2. Forcible Sodomy
 3. Sexual Assault with an Object
 4. Fondling
- **Non-forcible sex offenses** are incidents of unlawful, non-forcible sexual intercourse. Only two types of offenses are included in this definition:
 1. Incest
 2. Statutory Rape
- **Robbery** is the taking or attempt to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated assault** is an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury.
- **Burglary or Larceny (from a Building)** – is the unlawful entry of a structure to commit a felony or a theft.
- **Motor vehicle theft** is the theft or attempted theft of a motor vehicle.
- **Arson** is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- **Hate crimes** are any of the aforementioned offenses, and any other crimes involving bodily injury reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. Categories of bias are:
 1. Race

2. Gender
 3. Religion
 4. Sexual Orientation
 5. Ethnicity/National Origin
 6. Disability
- **Liquor, drug, and weapon law offenses** are any violation of liquor, drug, or weapon laws. Driving Under the Influence (DUI) is not reportable because it is a driving crime and not a liquor crime unless the driver is also a minor or the means of intoxication is an illegal drug.
 - A crime is considered unfounded for Clery Act purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless.

Excluded Crimes

In some cases, an incident that is reported as a crime may not be included in the annual report. Each of the following five standards must be met for an incident to be included in the annual report:

- **Reported to the Proper Authorities.** Incidents must be reported to law enforcement or a person who, according to the Clery Act, is defined as a Campus Security Authority (CSA). A person designated as a CSA does not only mean a person employed by the Campus Safety department. The term is applied to any person who works for the College in a paid or volunteer status and has *significant responsibility for student activities*. If there is someone whom a student reasonably believes that he or she can report a crime to and expect that the matter will be addressed directly through your intervention or that you will contact law enforcement for a response, then they are a Campus Security Authority.
- **Listed Crimes.** The crime must be one of those listed in the Clery Act as a reportable crime. (See the list above.)
- **Reportable Area.** The crime must occur in one of the reportable areas. Every reportable crime occurring within the boundaries of campus is in the reportable area. The two remaining areas are a little more difficult to define. Perimeter streets are described in the following way: "Sidewalk – Street – Sidewalk." This means that a reportable crime occurring on the sidewalk on either side of a perimeter street is reportable, as are incidents occurring in the street. But an incident occurring in a building (a privately owned store) on the distant side of a perimeter street would not be included. Unfortunately, most law enforcement agencies do not distinguish where a crime occurs with this degree of detail. Crimes are usually located by street and house numbers. With regard to Non-Campus Buildings, crimes occurring in those buildings or on the property of that location are reportable. Incidents occurring on the sidewalk or on streets in front of that building would not be included.
- **Made in Good Faith.** For an incident to be included there must be a determination that the report is made in good faith. Supporting evidence makes this determination easy, but such evidence is not always available. In such a case the credibility of the person making the report is considered. When the incident is reported to us through a law enforcement agency, we assume that this determination has already been made.

Unfounded. If law enforcement determines that a particular reported incident could not have occurred or did not occur, i.e., a false report, the crime is not included in the annual report. Only law enforcement can rule a case “unfounded.”

Hierarchy Rule

When we examine incidents to determine if they should be included in the annual report, a portion of the Clery Act called the Hierarchy Rule comes into effect. Occasionally, a person who is arrested may have committed more than a single offense. The Hierarchy Rule requires in this situation that we count the offense which is of the most serious nature and not count an offense of lesser significance. For example, if a person committed a burglary and a murder during a single act then only the murder would be counted. An exception to this rule exists for hate crimes. If a person commits any reportable offense and while doing this also commits a hate crime, then both incidents will be reported.

About Campus Safety: Authority and Jurisdiction

At the Port Angeles Campus: The Campus Safety Services office is in the central part of campus, in the Pirate Union Building (P.U.B.), office J-25. If it is an emergency, please call 911 first then notify Campus Safety is available by calling (360) 417-6559 or emailing campussafety@pencol.edu.

At the Forks Campus: If it is an emergency, please call 911 first then notify the Director of the Forks Campus or the Campus Safety Services Office. If it is not an emergency, then notify the Director of the Forks campus or the Campus Safety Services Office to report the crime. Director: Rebecca Schwartz, rschwartz@pencol.edu or (360) 374-3223 or Campus Safety Services office: campussafety@pencol.edu or (360) 417-6559.

At the Port Townsend Campus: If it is an emergency, please call 911 first then notify the Director of the Port Townsend campus or the Campus Safety Services Office. If it is not an emergency, then notify the Director of the Port Townsend campus or the Campus Safety Services Office to report the crime. Director: Anna Forrestal, aforrestal@pencol.edu or (360) 417-6317 Campus Safety Services office: campussafety@pencol.edu or (360) 417-6559.



Campus Safety Services has a non-commissioned security force who patrols the campus on motorized vehicles and on foot. Peninsula College Campus Safety Services role on Peninsula College property is to observe and report. Campus Safety Services utilize citizen arrest powers and are supported by the college in the enforcement of all college policies, rules, regulations, applicable state and federal laws, and all city and county ordinances on college property. Campus Safety Services have the authority to ask

persons for identification to ascertain if they are students, faculty, or staff and their purpose for visiting Peninsula College. Campus Safety personnel also have the authority to enforce parking regulations on Peninsula College owned parking lots (excluding Forks and Port Townsend sites).

The Peninsula College Main Campus Safety Services employs an average of four individuals within the department. One Director Emergency Management & Campus Public Safety, one full time Campus Security Officer, and two part time hourly Security Guards. Forks and Port Townsend do not have Campus Security Services but instead partner with local law enforcement.

Campus Safety Services are not authorized to make arrests, and therefore maintain an active relationship with state and local law enforcement agencies. When the need arises, the college will contact the appropriate law enforcement agency for assistance.

On-campus property includes all buildings owned or leased to include land, structures, streets, roadways, parking facilities and lots used, leased, or rented for educational purposes. Peninsula College Campus Safety Services reports all criminal activity on campus to local law enforcement agencies within their jurisdiction.

How to Access the Annual Security Report?

The Annual Security Report is available on the Peninsula College Department of Campus Safety website at [Campus Crime Statistics | Peninsula College \(pencol.edu\)](https://pencol.edu/campus-crime-statistics). The Annual Security Report is published as a PDF and can be viewed online and or printed using Adobe Acrobat Reader. A free, paper copy of the **Annual Security Report can be requested through any of the following means:**

1. A copy of the report can be obtained by emailing [mailto: campussafety@pencol.edu](mailto:campussafety@pencol.edu)
2. By calling (360) 417-6559 and making a request for a paper copy;
3. Or by visiting any PC Campus Safety Services Office: Building J (Pirate Union Building – PUB) in office J25 - across from the bookstore, during business hours.

How We Share the Report

We e-mail an announcement and link to the report to all enrolled students when the report is published. Faculty and staff receive similar notification through e-mail, the intranet, and by communication directly with directors, managers, and supervisors. All prospective employees may obtain a copy from the Campus Safety Services Office, located in the J Building at the Port Angeles campus.

This report was created to educate students, staff, faculty, and visitors. Our goal is to publish an accurate and complete report for distribution to current and prospective students, faculty, and employees through various outlets:

1. **Online.** This report is posted on our website at [Campus Crime Statistics | Peninsula College \(pencol.edu\)](https://pencol.edu/campus-crime-statistics).
2. **Email.** This report is emailed to all students (that have opted to receive notices) and employees that are currently in our system. This document is e-mailed out yearly. If a student or employee has opted out to receive PC e-mails, they can receive the documentation from the other avenues listed.
3. **Print.** A printed copy of this report is available by calling Campus Safety: (360) 417-6559, Student Services (360) 417-6340 or Human Resources: (360) 417-6298.
4. **Hard Copy.** The Campus Safety Office is in the J Building at the main campus (Office J-25) of Peninsula College: 1502 East Lauridsen Blvd. Port Angeles, WA 98362. Phone number: (360) 417-6559.

- a. *Forks* campus. The Annual Security Report is published as a PDF and can be viewed online and or printed using Adobe Acrobat Reader. A free, paper copy of the Annual Security Report can be requested through the Director of the Forks campus during regular office hours.
- b. *Port Townsend* campus. The Annual Security Report is published as a PDF and can be viewed online and or printed using Adobe Acrobat Reader. A free, paper copy of the Annual Security Report can be requested through the Director of the Port Townsend campus during regular office hours.

Accurate and Prompt Reporting of Criminal Offenses

Peninsula College encourages the accurate and prompt reporting of all crimes to Local Law Enforcement and the Campus Safety Services when the victim of a crime elects to do so. Any member of the community who observes or has knowledge of a crime or other emergency is also encouraged to immediately and accurately report such action to Local Law Enforcement if the victim is unable to make such a report. If the crime occurs outside of the jurisdiction, we encourage the victim to report the crime to the appropriate law enforcement agency responsible for that location. Criminal activity or emergencies can be reported by calling:

- Call Campus Safety Services at (360) 417-6559
- Call 911
- Submit a PC Cares Report at pencol-advocate.symplicity.com/public_report

Working Relationship with State and Local Law Enforcement Agencies

The Campus Safety Services has a working relationship with local law enforcement agencies at all campus locations (Port Angeles, Forks, and Port Townsend).

Memorandum of Understanding

PC Campus Safety Services does not currently have a written memorandum of understanding with local law enforcement agencies relating to the investigation of criminal incidents. PC Campus Safety has both the responsibility and authority to conduct initial investigations, to actively participate in criminal investigations for crimes that occur on the College's owned, leased, or controlled properties and to coordinate investigations in partnership with local, state, and federal law enforcement agencies.

Monitoring of Student Organizations at Off-Campus Locations

PC Campus Safety Services does not provide campus safety services to off-campus locations owned, managed, or otherwise controlled by student organizations at this time. Criminal activity occurring at off-campus locations would normally be reported to the local law enforcement agency with jurisdiction for the location.

Recognized Student Organization

Peninsula College recognizes the student organization [Student Government \(ASC\) | Peninsula College \(pencol.edu\)](#). (Phi Theta Kappa, which is an honors society, does not have a sorority or fraternity status or facility at the college).

On-Campus Housing: Collegiate Housing International

Collegiate Housing International (CHI) is a privately owned and controlled property. CHI is located at 1134 & 1138 East Park Avenue, Port Angeles, WA 98362. Incidents that occur at CHI should promptly be reported to 911, CHI housing management, and Peninsula College Campus

Safety Services. CHI follows their own protocols for reporting while also working with Campus Safety Services for Clery reportable crimes, including fire statistics. This is done on an annual basis.

Timely Warnings, Emergency Notifications, and Community Advisories

Types of Alerts

The Clery Act requires educational institutions to issue a “timely warning” notification to the campus community when a Clery Act crime occurs on the institution’s Clery geography and is deemed to represent a serious or continuing threat to the campus community. The Clery Act also requires institutions to immediately issue an “emergency notification” to the campus community upon confirmation of a significant emergency involving an immediate threat to the health or safety of students or employees occurring on campus. Community Advisories are discretionary notifications issued for the purpose of disseminating information to the campus community about crimes, incidents or safety hazards that could potentially impact members of the campus community.

Issuing Alerts

Timely Warnings notifications will be provided to the campus community when a reported Clery Act occurs on PC property and constitutes an ongoing or continuing serious threat to the college community. The Director of Emergency Management & Campus Public Safety, or their designee, will determine, on a case-by-case basis, considering all facts, whether to issue a timely warning notification, the content of the notification and the method to disseminate it. The notification will not contain the victim’s name or any other personally identifying information. The information provided in the notifications will advise community members on the best course of action for a particular crime. Timely Warning and Emergency Notifications are reviewed and approved by the Director of Emergency Management & Campus Public Safety or their designee and can be issued through mass email, PC Alerts, posting on the Campus Safety website or main page of the PC website, or other means as appropriate. Campus Safety will issue updates for alerts to provide relevant additional information and will normally utilize the same methods used in distributing the original notification.



Sign Up to Receive Alerts

PC Alerts will send texts & email messages to employees & students (if information is provided), when there are important updates that need to be communicated to PC staff and students. Students are automatically entered into the system in an “Opt-out” process at the beginning of each quarter and based on the most current contact information available in the CTCLink system. If students would like to opt out of the system, they can email campussafety@pencol.edu or contact Campus Safety by dialing (360) 417-6559.

Employees are prompted to opt-in to the PC Alert system during the on-boarding process with Human Resources, or by following the instructions on the Peninsula College Intranet.

Missing Person Notification

Upon learning of a missing person who is living at the CHI Housing, PC Campus Safety Services will send a timely warning to the campus community with relevant and

important information, to assist in the efforts to locate the missing person. While working with local law enforcement, PC Campus Safety Services will only share information necessary in assisting with the efforts apart from the investigation. Missing person(s) timely warnings will only apply to the Port Angeles campus at this time, due to the one-mile radius of the CHI Housing that is considered On Campus Housing by Clery standards. Even though PC does not technically have “dorms,” we must comply with Clery law and because CHI is within one mile of our Port Angeles campus, it is considered “on campus housing.”

Reporting a Crime That May Require a Timely Warning

If you are the survivor of or witness to a crime that may require a timely warning alert because there is an immediate threat to the safety of the campus community, please immediately report the crime to:

- Campus Safety Services by calling (360) 417-6559.
- **In immediate danger, call 911.**

Emergency Notifications, Preparedness, and Evacuations

Campus Safety Services will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty or staff occurring on campus. In accordance with the Higher Education Act of 1965 as amended, Peninsula College has developed a comprehensive multi-channel emergency notification system and procedures to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, staff or visitors occurring on the campus.

Campus Safety Services may place a hold on issuing the notification if, in the professional judgment of responsible authorities, issuing it would compromise efforts to assist victims, or contain, respond to, or otherwise mitigate the emergency.

Campus Safety Services uses a variety of methods, including but not limited to email notices and text messages through PC Alerts, cellular phone, website notices, and social media channels such as: Facebook and Instagram. In situations where there is an armed subject(s) or other threat on or near a campus that requires all campus buildings to be locked down, the system will broadcast a unique alert tone indicating those inside buildings should “lock down and secure in place” and provide instructions regarding what is happening, followed by recommendations as to what protective actions they should take.

Follow-Up Messages

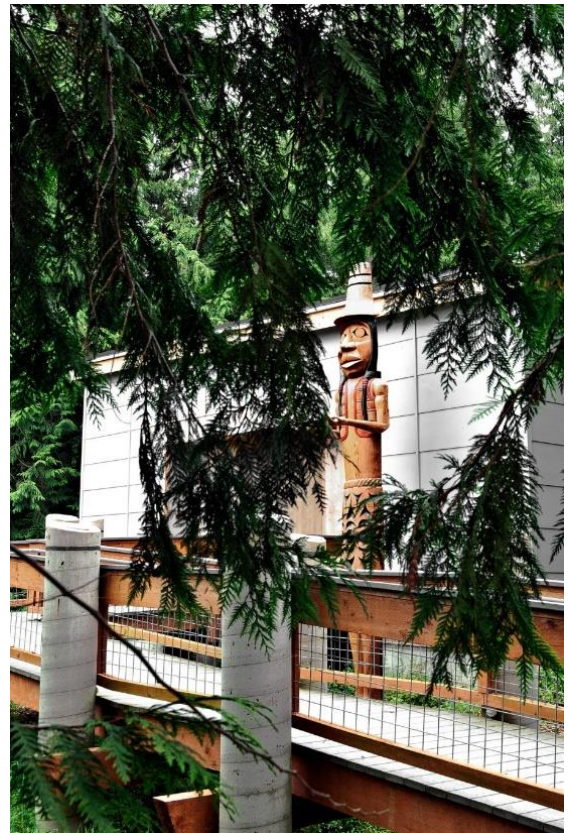
Updates can also be provided as appropriate, either by prepared message scripts or live voice messages. An “All Clear” message will be broadcast when it is safe to resume normal activity. This system is integrated within the Building Fire System and is used to evacuate buildings when the Fire Alarm is activated. The Fire Alarm broadcasts an industry standard “temporal three” alert tone followed by audible message instructing occupants to exit the building until deemed safe to reenter by Public Safety or the Fire Department. The system is tested quarterly for network connectivity between all campuses. Evacuation and “lockdown” drills are conducted in all campus buildings and outside areas at least once annually.

Drill and Exercises

Since PC is a large multi-campus district it is important to understand that no single approach can reach 100 percent of the staff, faculty, and student population. To optimize the efficiency and effectiveness of our emergency notification efforts, PC maintains a multi-modal approach to all hazard's emergency alert and notification. Because PC uses several methods of communication channels to inform staff, students and the community, the appropriate communication channel(s) will be determined by the incident timelines, type of incident, scope of the incident and populations affected.

Emergency Notification Authority

The following PC officials have been identified as having authority to authorize and/or issue Emergency Notifications depending upon the situation and availability: President, Vice President for Finance and Administration, Vice President of Student Services, Director of Facilities, Director of Marketing and Communications, and Director of Emergency Management & Campus Public Safety. PC Officials are primarily responsible for confirming there is a significant



emergency or dangerous situation on campus that could cause an immediate threat to the health and safety of the members of the campus community.

How to Report a Crime

Reporting Crime, Emergencies, and Other Incidents

Promptly reporting a crime to either campus safety or law enforcement is essential to the apprehension and arrest of criminals. The odds of law enforcement making an arrest decreases quickly with the passage of time. If you are a survivor of a crime, or witness to a crime, immediately go to a safe place, call 911, after calling 911 stay on the line with the dispatcher in either case and tell them everything you can remember about the suspect and then call Campus Safety Services.

For example, please provide a description of the suspect(s):

1. Clothing;
2. physical appearance including height, and weight;
3. hair and eye color;
4. distinguishing marks such as scars, piercings, or tattoos.
5. If a vehicle is involved, make note of the color of the vehicle, the make and model, and the license plate number.
6. Be as specific as possible about the location of the incident by noting the address where the incident occurred, and the names of businesses located nearby.
7. Note the direction of travel that the suspect took when they left the scene and anything else that may be helpful to police in their efforts to apprehend the suspect(s).

Reporting crimes to Campus Safety Services or law enforcement decreases the likelihood that the crime will happen again and assists Campus Safety to timely respond to incidents of crime and keep our campus safe.

Important Phone Numbers

Please add the emergency and non-emergency numbers below to your phone's contacts list.

Peninsula College

- Campus Safety Services: (360) 417-6559

Local Law Enforcement Agency, Port Angeles Campus

- Port Angeles Police Department
 - Emergency: 911
 - Non-emergency: (360) 452-4545
- Sequim Police Department
 - Emergency: 911
 - Non-emergency: (360) 452-4545
- Clallam County Sheriff's Office
 - Emergency: 911
 - Non-emergency: (360) 452-4545

Local Law Enforcement Agency, Forks Campus

- Forks Police Department
 - Emergency: 911
 - Non-emergency: (360) 452-4545
- Clallam County Sheriff's Office
 - Emergency: 911
 - Non-emergency: (360) 452-4545

Local Law Enforcement Agency, Port Townsend Campus

- Port Townsend Police Department
 - Emergency: 911
 - Non-emergency: (360) 385-2322
- Jefferson County Sheriff's Office
 - Emergency: 911
 - Non-emergency: (360) 344-9779
 - Fort Worden State Park Ranger Office: (360) 344-4412

Voluntary and Confidential Reporting

Voluntary and Confidential Reporting of Crime (Not to Law Enforcement)

Any individual who wants to report a crime other than to Campus Safety or law enforcement may do so by speaking with professionals who have legally protected confidentiality. At Peninsula College, confidential reports may be made to PC **confidential** employees who include the Mental Health Counselor. Information shared with these resources will remain confidential and will not be shared with PC, or anyone else without express, written permission of the individual seeking services unless required by law or court order. PC Cares Report (pencol-advocate.symplicity.com/public-report).

Help for Students Experiencing Sexual Harassment or Misconduct

PC is committed to offering several ways to get help for students experiencing sexual harassment, or misconduct. While many individuals and offices are ready to help, they fall into two broad categories: confidential and not confidential.

Confidential

Confidential options are services that are not required to report incidents of sexual harassment or misconduct to the Human Resources Department.

Confidential options for assistance include visiting the Student Counselor, located in the Student Services D Building.

Not Confidential

Even though these services are not confidential, all information shared with them will be kept private, meaning that it will only be shared on a need-to-know basis, and with notice. These resources can also provide academic support including help working with faculty, registration issues, or other things that students experiencing sexual assault or misconduct may need to be successful at PC.

- Human Resources Department
- Title IX Coordinator and Deputy Coordinator

- Director of Enrollment Services, Student Services

Steps I Can Take to Contribute to a Safe and Healthy Community

1. BE ALERT. Always be alert to your surroundings.
2. IF ANYONE OBSERVES ANY SUSPICIOUS ACTIVITY OR WISH TO REPORT ANY CRIMINAL ACT, CALL THE POLICE IMMEDIATELY. For police, fire, or medical emergencies on any Peninsula College campus, contact law enforcement by calling 911 from any campus phone or cell phone. The campus community is encouraged to also report all crimes and safety-related incidents accurately and promptly to the Campus Safety Services in one of three ways:
 - a. By phone: Dial (360) 417-6559 to reach a Campus Safety Officer or Security Services.
 - b. By Email: email Campus Safety Services at campussafety@pencol.edu
 - c. By submitting a C.A.R.E. Report by visiting the PC website at pencol.edu and search for PC CARES or Campus Safety. Once there, employees & students will want to submit a report using the PC Cares Report at: pencol-advocate.symplicity.cpm/public_report/index.pphp/pid946952?
3. IF ANYONE BECOMES AWARE OF A CRIME, OBSERVE A SUSPICIOUS PERSON OR SITUATION, OR ARE A VICTIM YOURSELF, PROMPTLY REPORT IT TO THE POLICE (911) and then Campus Safety Services (360) 417-6559. Timely reports increase the likelihood that critical evidence will be obtained, stolen property will be recovered, and the offender will be successfully prosecuted. This is especially important in cases involving sex offenses. A prompt report to the police will also ensure that you are made aware of all available victim support services.
4. AVOID WALKING ALONE AT NIGHT. Plan to walk in groups, whenever possible. At the Port Angeles campus, please contact Campus Safety Services at (360) 417-6559 for a security escort. If employees or students must travel alone at night, stay on well-lit paths and sidewalks.
5. On-Campus Housing: KEEP YOUR ROOM DOOR LOCKED AT ALL TIMES. Locking your door with your key, wherever you reside, is an effective way to reduce theft and enhance personal safety. The vast majority of thefts occur from unlocked rooms when the occupant is gone only briefly. Do not prop open exterior doors; close any doors propped open. Propped doors are a high risk and greatly increase the chances of your victimization. Do not open your door to someone you do not know.
6. DO NOT LEND YOUR KEY TO ANYONE. Report a lost or stolen key to your landlord or housing manager.
7. REPORT OBSCENE, ANNOYING, OR HARASSING PHONE CALLS OR E-MAIL MESSAGES TO LAW ENFORCEMENT IMMEDIATELY. The non-emergency number for Clallam County is: (360) 452-4545. The non-emergency number for Jefferson County is (360) 344-9799.
8. REPORT ALL SECURITY-RELATED MAINTENANCE PROBLEMS. Locks, doors, windows, exterior lights in need of replacement, shrubbery in need of trimming or other unsafe conditions should be reported immediately to Facilities by calling the Main College number at: (360) 452-9277. Campus facilities and landscaping are maintained in a manner to minimize hazardous conditions. Any conditions found are reported to the

appropriate department. At other campuses report maintenance issues to the branch administrator.

9. **PARK YOUR CAR IN WELL-LIT AREAS AND KEEP IT LOCKED.** Lock all valuables in the trunk of your vehicle.
10. **SECURE YOUR BICYCLE WHEN ON CAMPUS.** Campus Safety Services strongly recommends a U-style lock.
11. **BE AWARE OF CAMPUS CRIME TRENDS.** Information on campus crime is available on the PC Campus Safety website. The Campus Safety Services maintains a daily Crime/Fire Log which can be found online at pencol.edu/campus-crime-statistics/daily-crime-log. A printed copy can be obtained at the Campus Safety Office at PC Port Angeles during business hours, or by emailing campussafety@pencol.edu. Request a copy of the report from either Campus Director at PC-Forks, or PC-Port Townsend.
12. **PROTECT YOUR LAPTOP.** Always have your laptop secured, whether in your room or in study areas, as it is a high value, targeted item for theft.

Testing and Evaluation

Peninsula College regularly conducts training sessions and emergency exercises, including tabletop exercises, functional and full-scale exercises, and tests of the PC Alert system to assess and evaluate the emergency plans and the capabilities of the campus to respond to an emergency. Strategic Communications for the PC campuses publicizes information about testing of the PC Alert system a few days prior to the test.

Tests/Drills on the PC campuses are typically performed three times per year and Campus Safety Services staff perform their own internal tests to stay current on use of the system. The tests/drills are announced in advance to the campus community.

On the PC Port Angeles campus, Campus Safety Services conducts regularly scheduled tests, drills, exercises, and appropriate follow-through activities to assess Peninsula College's preparedness and response plans. The exercises include the emergency management system and emergency response organization (Incident Management Team). Exercises include earthquake drill, lock down drill and fire drill.



Daily Crime Log

The Daily Crime Log records activity reported to Peninsula College Campus Safety Services. The log will include a summary of the incident, the date, time and general location of each incident, and the disposition, if known.

The Daily Crime Log is always open to the public for inspection during normal business hours. Any portion of the log that is older than 60 days must be made available within two business days of a public request.

Information may be withheld from the Daily Crime Log, in these cases:

- Disclosure of information is prohibited by law.
- Disclosure would jeopardize the confidentiality of the victim.
- There is clear and convincing evidence that the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual.

The Peninsula College Daily Crime Log can be found on the College website under Campus Safety/Emergency Management at pencol.edu/services/campus-safety/crime-log/daily-crime-log.

Peninsula College maintains a Campus Safety Services Department and is therefore required under the Clery Act to publish a Daily Crime Log that reflects reports of crimes and incidents made to Campus Safety Services. Access the online Daily Crime at pencol.edu/services/campus-safety/crime-log/daily-crime-log.

Reports of crime entered on the Daily Crime Log are made without regard to whether the reports have been investigated, proven, or otherwise determined to have credibility. This entry of this information is intended to provide information to our campus community about reported crimes on or near campus, and to allow community members to make informed decisions about their personal safety. The DCL contains the information entered by Campus Safety Services into its system following a call to Campus Safety for service, and includes: the crime classification, case number, date of report, date and time of occurrence, general location, and disposition.

Campus Safety encourages anyone with information about entries on the Daily Crime Log or any retaliation related to those reports, to contact Campus Safety as soon as possible. The Department of Campus Safety Services encourages all individuals to promptly report all crimes to Campus Safety or local law enforcement. The crime statistics contained in PC's Annual Security Reports are different from the reports reflected in the Daily Crime Log because the Annual Security Report only reflects statistics for Clery Act reportable crimes that occurred on defined Clery geography locations. The Daily Crime Log reflects all incidents, which occurred either on or off campus.

The Daily Crime Log is updated by Campus Safety Services personnel each business day with information concerning reports of crime made to Campus Safety. Reports received on weekends and holidays are recorded in the log on the next business day. Entries made on the log within the last sixty days are updated as new information becomes available.

Crime Statistics

The following crime statistics account for the three Peninsula College campus locations in Clallam and Jefferson counties.

Criminal Offenses

Clery Act Crime Statistics – Port Angeles Main Campus

Offense (Reported by Hierarchy)	Year	On Campus	Non campus	Public Property	Total	On-Campus Student Housing Facility (CHI)
Murder/Non-Negligent Manslaughter	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Manslaughter by Negligence	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Rape	2022	0	12	0	8	0
	2021	0	3	0	3	0
	2020	0	2	0	2	0
Fondling	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Incest	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Statutory Rape	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Robbery	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	1	0	1	0
Aggravated Assault	2022	0	8	0	8	0
	2021	0	9	0	9	0
	2020	0	9	0	9	0
Burglary	2022	2	0	0	2	2
	2021	2	0	0	2	2
	2020	2	0	0	2	2
Motor Vehicle Theft	2022	0	0	4	4	0
	2021	0	0	0	0	0
	2020	0	0	4	4	0

Arson	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Domestic Violence	2022	0	1	0	1	0
	2021	0	3	0	3	0
	2020	0	3	0	3	0
Dating Violence	2022	0	1	0	1	0
	2021	0	4	0	4	0
	2020	0	1	0	1	0
Stalking	2022	0	1	0	1	0
	2021	0	2	0	2	0
	2020	0	1	0	1	0
Unfounded Crimes	2022	0	5	0	5	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0

Clery Act Crime Statistics – Forks Campus

Offense (Reported by Hierarchy)	Year	On Campus	Non campus	Public Property	Total	On-Campus Student Housing Facility (CHI)
Murder/Non-Negligent Manslaughter	2022	0	0	0	0	NA
	2021	0	0	0	0	NA
	2020	0	0	0	0	NA
Manslaughter by Negligence	2022	0	0	0	0	NA
	2021	0	0	0	0	NA
	2020	0	0	0	0	NA
Rape	2022	0	0	0	0	NA
	2021	0	0	0	0	NA
	2020	0	0	0	0	NA
Fondling	2022	0	0	0	0	NA
	2021	0	0	0	0	NA
	2020	0	0	0	0	NA
Incest	2022	0	0	0	0	NA
	2021	0	0	0	0	NA
	2020	0	0	0	0	NA
Statutory Rape	2022	0	0	0	0	NA
	2021	0	0	0	0	NA
	2020	0	0	0	0	NA
Robbery	2022	0	0	0	0	NA
	2021	0	0	0	0	NA
	2020	0	0	0	0	NA
Aggravated Assault	2022	0	0	0	0	NA
	2021	0	0	0	0	NA
	2020	0	0	0	0	NA
Burglary	2022	0	0	0	0	NA
	2021	0	0	0	0	NA
	2020	0	0	0	0	NA
Motor Vehicle Theft	2022	0	0	0	0	NA
	2021	0	0	0	0	NA
	2020	0	0	0	0	NA
Arson	2022	0	0	0	0	NA
	2021	0	0	0	0	NA
	2020	0	0	0	0	NA
Domestic Violence	2022	0	0	0	0	NA
	2021	0	0	0	0	NA
	2020	0	0	0	0	NA

Dating Violence	2022	0	0	0	0	NA
	2021	0	0	0	0	NA
	2020	0	0	0	0	NA
Stalking	2022	0	0	0	0	NA
	2021	0	0	0	0	NA
	2020	0	0	0	0	NA
Unfounded Crimes	2022	0	0	0	0	NA
	2021	0	0	0	0	NA
	2020	0	0	0	0	NA

No housing units at the Forks Campus

Clery Act Crime Statistics – Port Townsend Campus

Offense (Reported by Hierarchy)	Year	On Campus	Non campus	Public Property	Total	On-Campus Student Housing Facility (CHI)
Murder/Non-Negligent Manslaughter	2022	0	0	0	0	NA
	2021	0	0	0	0	NA
	2020	0	0	0	0	NA
Manslaughter by Negligence	2022	0	0	0	0	NA
	2021	0	0	0	0	NA
	2020	0	0	0	0	NA
Rape	2022	0	0	0	0	NA
	2021	0	0	0	0	NA
	2020	0	0	0	0	NA
Fondling	2022	0	0	0	0	NA
	2021	0	0	0	0	NA
	2020	0	0	0	0	NA
Incest	2022	0	0	0	0	NA
	2021	0	0	0	0	NA
	2020	0	0	0	0	NA
Statutory Rape	2022	0	0	0	0	NA
	2021	0	0	0	0	NA
	2020	0	0	0	0	NA
Robbery	2022	0	0	0	0	NA
	2021	0	0	0	0	NA
	2020	0	0	0	0	NA
Aggravated Assault	2022	0	0	0	0	NA
	2021	0	0	0	0	NA
	2020	0	0	0	0	NA
Burglary	2022	0	0	0	0	NA
	2021	0	0	0	0	NA
	2020	0	0	0	0	NA
Motor Vehicle Theft	2022	0	0	0	0	NA
	2021	0	0	0	0	NA
	2020	0	0	0	0	NA
Arson	2022	0	0	0	0	NA
	2021	0	0	0	0	NA
	2020	0	0	0	0	NA
Domestic Violence	2022	0	0	0	0	NA
	2021	0	0	0	0	NA
	2020	0	0	0	0	NA

Dating Violence	2022	0	0	0	0	NA
	2021	0	0	0	0	NA
	2020	0	0	0	0	NA
Stalking	2022	0	0	0	0	NA
	2021	0	0	0	0	NA
	2020	0	0	0	0	NA
Unfounded Crimes	2022	0	0	0	0	NA
	2021	0	0	0	0	NA
	2020	0	0	0	0	NA

No housing units at the Port Townsend Campus

Hate Crimes Statistics

Offense	Year	On Campus	Non campus	Public Property	Total	On-Campus Student Housing Facility (CHI)
Arson	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Domestic Violence	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Dating Violence	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Stalking	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Simple Assault	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0
Unfounded Crimes	2022	0	0	0	0	0
	2021	0	0	0	0	0
	2020	0	0	0	0	0

Liquor, Drug Weapon Offense

Referral/Disciplinary Actions

Notifications/Arrests	Year	On Campus	Non campus	Public Property	Total	On-Campus Student Housing Facility (CHI)	Arrests
Liquor Law	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Drug Law	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Weapons Law	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2022	0	1	0	1	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Drug Law Violations Referred for Disciplinary Action	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	2	0	2	0	0
Weapons Law Violations Referred for Disciplinary Action	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0
Unfounded Crimes	2022	0	0	0	0	0	0
	2021	0	0	0	0	0	0
	2020	0	0	0	0	0	0

Anyone under 21 it is against the law for consuming/possession/selling of liquor.

Marijuana is legal in Washington for Adults 21 years and older.

Other drugs are against the law to sell or have in possession.

Collegiate Housing International Fire Report

Collegiate Housing International (CHI) is a privately owned and controlled property. Incidents that occur at CHI should promptly be reported to 911, CHI housing management and Peninsula College Campus Safety Services. CHI follows their own protocols for reporting while also working with Campus Safety Services for Clery reportable crimes, including fire statistics. This is done on an annual basis.

Collegiate Housing International (CHI) 1134 E Park Avenue Port Angeles, WA 98362				
Year	Fire Cause	Numbers of Injuries	Number of Deaths	Property Damage Value
2022	0	0	0	0
2021	0	0	0	0
2020	0	0	0	0

Reporting Hate Crimes

Hate Crimes reporting under the Clery Act may be divided into three general categories:

1. Any reportable crime that law enforcement determines has a biased motive. "Bias" means a bias based on race, gender, religion, disability, sexual orientation, or ethnicity/national origin.
2. Crimes that result in bodily injury, and that law enforcement determines has a biased motive.
3. Any of the (below) non-required crimes, where it was determined by Law Enforcement that the motive was bias:

a. Larceny/Theft

1. *Pocket Picking* - theft of articles from another person's physical possessions by stealth where the victim usually does not become immediately aware of theft. (If use of force or threat of force is present, this will be counted as a strong-arm robbery.
2. *Purse Snatching* – grabbing or snatching of a purse, handbag, etc., from the physical possession of another person.
3. *Shoplifting* – theft from within a building which is either open to the general public or where the offender has legal access.
4. *Theft from Building* – Theft from within a building which is either open to the general public or where the offender has legal access.

5. *Theft from Coin Operated Machine or Device* – theft from a machine or device which is operated or activated by the use of coins.
 6. *Theft from a Motor Vehicle* – theft of articles from a motor vehicle, whether locked or unlocked. Note: Do not count theft of motor vehicle parts or accessories.
 7. *All Other Larceny* – all thefts which do not fit any of the definitions of the specific subcategories of Larceny/Theft listed above.
- b. Simple Assault** – an unlawful physical attack by one person upon another where neither the offender displays a weapon, but the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
 - c. Intimidation** – to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.
 - d. Destruction/Damage/Vandalism of Property (Except Arson)** – to destroy willfully or maliciously, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Campus Security Authority (CSA)

The Clery Act requires Peninsula College to disclose statistics for certain crimes that occur within the Institute's Clery geography and that are reported to Campus Security Authorities (CSAs) or local law enforcement. CSAs include any member of the Campus Safety Department; any individual who has responsibility for campus security; any individual identified by the College as someone to whom a crime should be reported; and any college official who has significant responsibility for student and campus activities. A wide variety of individuals serve as CSAs based on their job functions and include people working in the offices below:

- Campus Safety Services
- Department of Athletics, including coaching staff, trainers, and associated staff members
- Office of Student Conduct
- Student Organizations, Leadership, and Engagements Office
- Office of Student Support Services
- Office of the Vice Presidents
- Office of Instruction
- Office of the President
- Human Resources Office
- Clubs

A reasonable attempt has been made to collect crime statistics from all CSAs and to identify all reported Clery Act crimes for inclusion in this Annual Security & Fire Safety Report. For assistance with Clery related inquiries please email Campus Safety Services at campussafety@pencol.edu.

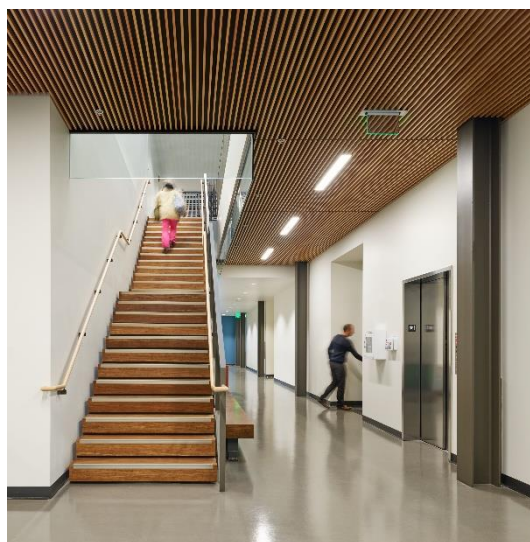
Campus Policies

Peninsula College is committed to upholding our Mission, Vision & Guiding Principles through the fair and consistent application of our policies and procedures. Our policies and procedures

provide an institutional perspective on many important issues for college management and governance. They also provide a context for action and thoughtful decision making. For quick access to commonly referenced policies and procedures, visit pencol.edu/policies-and-procedures.

Possession, Use, and Sale of Alcoholic Beverages and/or Unlawful Drugs

Part of the Peninsula College mission is a commitment to providing an atmosphere of creative learning and healthful living for students. The personal hazards involved with substance abuse and the detrimental effects such abuse has on others undermine the commitment of safety and security to students. Therefore, Peninsula upholds policies that prohibit the use of alcohol, tobacco, and unlawful drugs. Students are expected to practice this lifestyle while on campus.



Any student found to be using alcohol or drugs may be referred to the CARE Team for evaluation and be required to abide by any further recommendations as a condition of continued enrollment.

It is the College's policy that each discipline situation be treated on an individual basis, in a manner and with the least possible personal embarrassment and disruption of the student's education.

If a student comes under disciplinary action by violating College's regulations and policies including alleged sex offenses, the Vice President for Student Services, the Student Conduct Officer, and/or the Student Affairs Committee will seek a solution to the problem and obtain appropriate support that may involve contacting the student's parents, restitution,

and any one of the several levels of discipline. Depending on the situation, the College follows Title IX policies and procedures. Discipline does not necessarily proceed consecutively through each of the following levels, and the College may proceed directly to any level, including dismissal from Peninsula, in its sole discretion based on the totality of the circumstances:

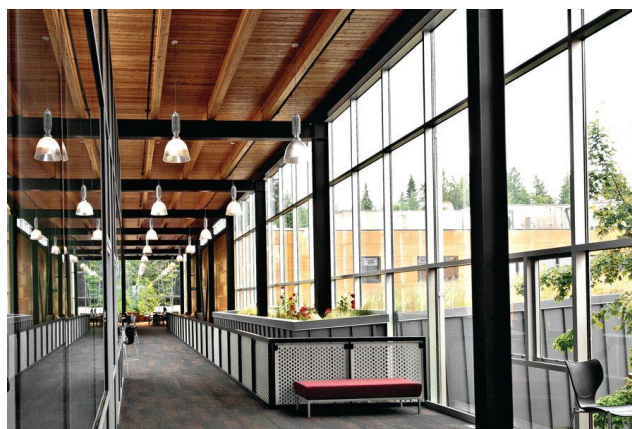
- Verbal and/or written disciplinary warning from a Conduct Officer or the Vice President for Student Services
- Disciplinary probation which may include restriction of privileges, behavioral contract, etc.
- Suspension from classes for a period of time
- Dismissal from school
- No contact order and/or not in good standing
- Peninsula College Policies: 211, 501, 518, 518.02
- Substance abuse education
- Program referral
- Counseling
- DAAPP component
- Health Risk
- Treatment Programs

Standard of Conduct for Students/Employees

This Student Code of Conduct applies to all students, recognized student organizations, and groups of students. In addition, students who are enrolled in specific educational programs are expected to follow those related academic and professional standards. To view the Student Code of Conduct and related information, visit app.leg.wa.gov/WAC/default.aspx?cite=132A-126.

Help for Employees Experiencing Sexual Harassment or Misconduct

As a PC employee who is experiencing sexual harassment or misconduct, Human Resources Department can help, or if you prefer to speak with someone confidentially, please utilize the Employee Assistance Program (EAP). Any PC employee who is a victim of or at risk of domestic violence, sexual assault, or stalking is covered by Washington State Law. PC will provide reasonable safety accommodations and/or reasonable leave from employment for any of the following purposes: To seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's minor child or dependent, including preparing for and participating in protective order proceedings or other civil or criminal legal proceedings related to domestic violence, harassment, sexual assault or stalking. To seek medical treatment for or to recover from injuries caused by domestic violence or sexual assault to or harassment or stalking of the eligible employee or the employee's minor child or dependent. To obtain, or to assist a minor child or dependent in obtaining, counseling from a licensed mental health professional related to an experience of domestic violence, harassment, sexual assault, or stalking. To obtain services from a victim services provider for the eligible employee or the employee's minor child or dependent. To relocate or take steps to secure an existing home to ensure the health and safety of the eligible employee or the employee's minor child or dependent. For more information about employee protections, please visit the Washington's Bureau of Labor & Industries website [Domestic Violence Leave \(wa.gov\)](http://DomesticViolenceLeave.wa.gov) Domestic violence protections for workers webpage. If anyone has experienced sexual harassment and misconduct and would like assistance from PC, please contact an HR team member or file a report at pencol-advocate.symplicity.com/public_report.



Workplace Behavior

Per the Washington Federation of State Employees Higher ED Community College Coalition Collective Bargaining Agreement, Article 3 the College and the Union agree that all employees should work in an environment that fosters mutual respect and professionalism. The parties agree that inappropriate behavior in the workplace does not promote a college's business, employee well-being, or productivity. All employees are responsible for contributing to such an environment and are expected to treat others with courtesy and respect.

Employees who believe they are being subjected to discourteous or offensive behavior are encouraged, when appropriate to:

- Ask the person engaging in the behavior to stop.
- If an employee is uncomfortable doing so, or if the behavior continues, the employee should report the incident to their immediate supervisor.
- If the employee is not comfortable reporting the matter to their immediate supervisor, the employee should contact the supervisor's manager.
- Employees may also contact an HR Representative or Union Representative.

Reports of unprofessional behavior are to be taken seriously by supervisors and managers and followed up on as promptly as is reasonably possible. If there is a report of inappropriate workplace behavior and a WFSE represented employee is involved, Article 3 in the WFSE HE CCC CBA shall be followed. Behavior that involves forms of unlawful discrimination or harassment based on a protected status under state or federal law is covered under PC's Non-Discrimination and Anti-Harassment Policy and Procedures. Complaints of unlawful discrimination or harassment should be directed to PC's Title IX Coordinator. The online form for a staff or student complaint is located at pencol-advocate.symplicity.com/public_report.



Non-Discrimination and Anti-Harassment Policy

Non-Discrimination and Anti-Harassment Policies and Procedures (501, 501.01, 501.02, 501.03)

In accordance with [Board Policy 501](#), Peninsula College recognizes its responsibility for investigation, resolution, implementation of corrective measures, and monitoring the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal, as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State's Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations. To this end, Peninsula College has enacted policies prohibiting discrimination against and harassment of members of these protected classes. Any individual found to be in violation of these policies will be subject to disciplinary action up to and including dismissal from the College or from employment.

Any person who believes they have been discriminated against or harassed by a college employee, representative or student is encouraged to address those concerns with the Title IX

Coordinator. There are College policies and procedures to follow when complaints of discrimination and/or harassment are made. Complaints about issues other than alleged discrimination or harassment may be submitted in accordance with the applicable collective bargaining agreement or, for students, following the Student Rights and Responsibilities Policies and Procedures. For more information on PC's Non-Discrimination and Anti-Harassment Policy, the process for resolving complaints and access to the policy in languages other than English contact the Vice President for HR and DEI.

Complaints and Inquiries Regarding Discrimination, Harassment and Retaliation Within Peninsula College

The Title IX Coordinator and Deputy Coordinator oversee implementation and compliance of PC's Non-Discrimination and Anti-Harassment policy. The Title IX Coordinator has primary responsibility for coordinating PC's efforts related to investigation, resolution, implementation of corrective measures and monitoring to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited by PC's Non-Discrimination and Anti-Harassment policy. Inquiries about or concerns regarding this policy and procedures may be made internally to the contacts indicated below.

Peninsula College TITLE IX Contacts	
Krista Francis kfrancis@pencol.edu , (360) 417-6225	Title IX Coordinator
Josh Holloway jholloway@pencol.edu , (360) 417-6475	Title IX Deputy Coordinator

Complaints and inquiries regarding discrimination, harassment, and retaliation involving federal laws may be directed to the contacts below.

Federal Contact Information	
Office for Civil Rights (OCR) U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-1100 Customer Service Hotline: (800) 421-3481 Fax: (202) 453-6012 TDD: (877) 521-2172 Email: OCR@ed.gov Website: ed.gov/ocr	Equal Employment Opportunity Commission (EEOC) Federal Office Building 909 First Avenue, Suite 400 Seattle, WA 98104-1061 Phone: (800) 669-4000 Fax: (206) 220-6911 TTY: (800) 669-6820 ASL Video Phone: (844) 234-5122 Website: eeoc.gov

Complaints and inquiries regarding discrimination, harassment, and retaliation involving Washington laws may be directed to the contacts below.

Washington Contact Information	Federal Contact Information
Washington State Human Rights Commission hum.wa.gov	Bureau of Labor and Industries Civil Rights Division 7273 Linderson Way SW Tumwater, WA 98501-5414 360.902.5800 ESGeneral@Lni.wa.gov

Disability Services

Per College Policy 505, Peninsula College shall provide to individuals qualifying with a disability an equal opportunity to access the benefits, rights, and privileges of college services, programs, activities, and employment in the most integrated setting appropriate to the individual's needs, in compliance with the Americans with Disabilities Act (ADA) of 1990, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act Amendment Act (ADAAA) of 2008, the State of Washington Laws against discrimination, and appropriate collective bargaining agreements. No individual shall, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subject to discrimination in any program or activity.

In accordance with the ADAAA of 2008, persons with disabilities have the right to request and receive reasonable accommodations that:

1. Are necessary to ensure that employment/academic requirements do not discriminate or have the effect of discriminating against a qualified individual with a disability based on that disability; and
2. Do not impose an undue hardship on the college or require alteration of academic requirements demonstrated as essential to the program of instruction being pursued.

It shall be the obligation of the individual with a disability to request reasonable accommodation.

Students are responsible for providing comprehensive documentation of their disability and making an accommodation request with the Services for Students with Disabilities (SSD) office. For more information contact SSD at ssd@pencol.edu or (360) 417-6323; toll free in Washington (877) 452-9277, ext.6323; or video phone (360) 406-4759.

Employees (or employment applicants) may request accommodation by contacting ADA Coordinator 1502 E. Lauridsen Blvd, Port Angeles, WA 98362, (360) 417-7985.

For more information on requesting accommodations at Peninsula College view College's [Policy](#) and [Procedure](#).

Title IX: Sexual Harassment and Sexual Violence

Violence Against Women Reauthorization Act (VAWA)

The Violence Against Women Reauthorization Act (VAWA) amended the Jeanne Clery Act to afford additional rights to campus victims of sexual assault, domestic violence, dating violence, and stalking.

The Violence Against Women Act (VAWA) along with Title IX and the Clery Act are federal laws enacted to improve the criminal justice and community-based responses to domestic violence, dating violence, sexual assault, and stalking. Under these laws, Peninsula College is required to educate students on the prevention of rape, acquaintance rape, domestic violence, sexual assault, and stalking. Peninsula College has partnered with Get Inclusive to provide this education for our students in an online module. In addition to training on prevention, the module will also instruct students about how to report incidents and where they can access campus and community support resources. We send this training to all new Peninsula College students quarterly.

This is NOT required for students to complete; it is only mandatory for us to provide educational resources.

Students are notified of the training via email. If any employees receive any questions from students, they are directed to call the office of the Vice President of Student Services at (360) 417-6231 or e-mail Tara Judd at tjudd@pencol.edu.

Title IX Sexual Harassment and Sexual Violence

Peninsula College has adopted additional procedures to assure strict compliance with; and in accordance with, Title IX of the Education Amendments of 1972 and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act"), along with its amendments made pursuant to the Violence Against Women Reauthorization Act of 2013 ("VAWA").

Further, Peninsula College is committed to providing its employees, students, and its guests, with educational environments free of violence, harassment, and discrimination.

If any students or employees have been the victim of violence, harassment, or discrimination, anyone has the option to file a confidential or non-confidential report with the Title IX Coordinator, and/or to contact local law enforcement.

Following a reported incident to the Title IX Coordinator, the Title IX Coordinator will pursue a thorough investigation which may lead to disciplinary proceedings.

Title IX Coordinator	Contact Telephone	Contact Email
Krista Francis	(360) 417-6225	kfrancis@pencol.edu

How do I report an incident or situation?

Students, employees, and visitors are encouraged to report all forms of discrimination and/or harassment. There are many ways to report:

- File an online report by clicking on "[PC Cares Report](#)"
- Mail Title IX Coordinator, Krista Francis at 1502 E. Lauridsen Blvd, Port Angeles, WA 98362.
- Email Title IX Coordinator, Krista Francis at kfrancis@pencol.edu.
- Call Title IX Coordinator, Krista Francis at (360) 417-6225.
- Meet with Title IX Coordinator, Krista Francis in D Building, Room D220A.
- Tell a trusted Peninsula College employee and ask for their help reporting.
- Report it to [Campus Safety](#).

Policy and Procedure

Peninsula College follows an approved College Board policy and procedure when a report is made:

- [Policy 501](#)
- [Procedure 501.01](#)
- [Procedure 501.02](#)
- [Procedure 501.03](#)

Sex Offender Registration Information

Adam Walsh Child Protection Safety Act of 2006

In accordance with the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act, and the Family Educational Rights and Privacy Act of 1974, PC provides a link to Washington's State Sex Offender Registry. Additional information on contacting Washington Association of Sheriffs & Police Chiefs for sex offender information is listed below. All sex offenders are required to register in the state of Washington and to provide notice of each institution of higher education in Washington at which the person is employed, carries out a vocation, or is a student. All sex offenders residing in the state of Washington are required to deliver written notice of their status as a sex offender to the college's Public Safety Department no later than three (3) business days prior to their enrollment in, employment with, volunteering at Peninsula College.

Registered sex offender registry sites are listed below:

- Clallam County Sheriff's Office RSO search is at [Clallam County Sheriff's Office- Contact \(sheriffalerts.com\)](#).
- Jefferson County Sheriff's Office RSO search is at [Washington Assn of Sheriffs & Police Chiefs- Contact \(sheriffalerts.com\)](#).

PC Registered Sex Offender

Peninsula College Procedure 525.03

Peninsula College recognizes its general duty to provide a safe teaching and learning environment and a safe workplace with regard to notification of registered sex and kidnapping offenders. [This procedure](#) outlines notification requirements.

Notification Requirements

Upon notification by the Clallam or Jefferson County sheriffs' offices of level I, II, or III registered sex or kidnapping offenders who are planning to enroll in classes, are enrolled, or those who are employees of the College, the Campus Safety office will initiate the notification process.

The Campus Safety office will:

1. review legal notifications of students and employees bi-quarterly;
2. process legal notifications as received, within two business days of receipt;
3. keep a record of the notification and a copy of the offender notice in a secure, locked location; student records are duplicated in the Vice President of Student Service office and employee records are duplicated in the Human Resource office. These three offices shall work together, under the leadership of the Vice President for Student Service, or designee, to provide the College community with the information necessary to ensure the health and safety of the College and to comply with state and federal law, where applicable.

Authority to Release Information

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

1. the level of risk posed by the offender to the community;
2. the locations where the offender resides, expects to reside, or is regularly found;

3. the needs of the affected community members for information to enhance their individual and collective safety.

Risk Level I Registered Offenders:

The College shall restrict information sharing to personnel who, for security purposes, must be aware of the offender's record.

Risk Level II Registered Offenders:

The College shall restrict information sharing to personnel who, for security purposes, must be aware of the offender's record. This will include disclosure of information to childcare centers, libraries, and common areas where the offender may be regularly found.

Risk Level III Registered Offenders:

The College shall restrict information sharing who personnel to, for security purposes, must be aware of the offender's record. This will include disclosure of information to childcare centers, libraries, common areas, and the College community at large.

Transient Registered Offenders:

In recognition of the unique risks presented by transient offenders, the College may share information of any transient offender to the College community at large.

Student Offender Notification

Upon receiving notice of a registered offender, the Vice President of Student Services, or designee, shall make reasonable attempts to contact the student to inform him/her of a mandatory meeting. This meeting shall occur in a timely fashion and is a requirement of continued enrollment at the College. Failure to comply with the Vice President's summons will result in a disenrollment from all registered courses and a restriction from all College owned or leased property.

The Vice President for Student Services shall provide the student with the following:

- Safe Environment Board Policy 525 ([Safe Environment v.1 \(navexone.com\)](#))
- Institutional Procedure for Notification of Registered Sex and Kidnapping Offenders, Procedure 525.03 ([Notification of Registered Sex and Kidnapping Offenders v.1 \(navexone.com\)](#))
- Code of Student Rights and Responsibilities, Policy 431 [Code of Student Rights and Responsibilities v.2 \(navexone.com\)](#)

Employee Offender Notification

Upon receiving notice of a sexual or kidnapping offender employed by Peninsula College, the Vice President of Human Resources & DEI, or designee, shall review the employee's employment application for criminal disclosure. If the position into which the employee is working is in conflict with the offense, the employee will be provided with due process as outlined in the appropriate collective bargaining agreement or policy. If retained, the Vice President of Human Resources & DEI, or designee, shall provide the offender with the following:

1. Safe Environment Policy 525 ([Safe Environment v.1 \(navexone.com\)](#))
2. Institutional Procedure for Notification of Registered Sex and Kidnapping Offenders, Procedure 525.03 ([Notification of Registered Sex and Kidnapping Offenders v.1 \(navexone.com\)](#))
3. Appropriate Collective Bargaining Agreements or Policies

How to Obtain Sex Offender Information in Washington State:

For information about registered sex offenders in any county in the State of Washington, please contact the appropriate Sheriff's Department. For information about registered sex offenders living near or attending College in Clallam or Jefferson County, contact the Clallam County Sheriff's Department, 223 E. 4th ST, Port Angeles (360)417-2262 or Jefferson County Sheriff's Office, 81 Elkins Rd, Port Hadlock (360)385-3831.

To look up information on predatory sex offenders by name and location visit:

- [Sex Offender Information \(waspc.org\)](https://waspc.org)
- [Washington Assn of Sheriffs & Police Chiefs- Contact \(sheriffalerts.com\)](https://sheriffalerts.com)

In addition, a list of all registered sex offenders in Clallam/Jefferson County is available from the Clallam/Jefferson County Sheriff's Office at [Sheriff | Clallam County, WA \(clallamcountywa.gov\)](https://clallamcountywa.gov) and [Sheriff's Office | Jefferson County, WA](https://sheriffalerts.com).

Peninsula College is required to inform the campus community of enrolled or employed sex offenders and it is maintained and available at the Office of Campus Safety in the J Building (Office J25).

The CSCPA further amends the *Family Educational Rights and Privacy Act of 1974 (FERPA)* to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

This statement is provided in compliance with the Campus Sex Crimes Prevention Act of 2000.

Fire Safety, Statistics, and Housing Information

Fire Safety

The Campus Fire Safety Right-to-Know Act is an amendment to the Higher Education Opportunity Act. This addition is in place to increase campus fire safety awareness nationwide by providing prospective students and their families with fire safety records of post-secondary institutions with residential facilities. Fire Safety regulations apply only to institutions with on-campus student housing facilities. Peninsula College has one housing unit. Collegiate Housing International (CHI) is located at 1134 & 1138 E. Park Avenue, Port Angeles, WA 98362. The Federal government requires all eligible Title IV institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. The data includes the number, cause, related injuries and deaths, and the property damage associated with each fire, and to report this to the Department of Education on an annual basis.

The information in this section provides the campus community and prospective and current students, staff, faculty, and visitors information regarding the policies, concerns, and fire safety conditions that are present at Peninsula College. Peninsula College is required to maintain a log of all reported fires that occur in this facility in which Campus Safety Services and CHI housing management work together to provide and report this information. This information is provided on an annual basis in this Annual Security and Fire Safety Report.

Collegiate Housing International - Student Housing

Collegiate Housing International (CHI) is a privately owned and controlled property; their website is [CHI Port Angeles - A Place for You!](#). CHI is located at 1134 E. Park Avenue, Port Angeles, WA 98362. Incidents that occur at CHI should promptly be reported to 911, and CHI housing management. CHI follows their own protocols for reporting while also working with Campus Safety Services for Clery reportable crimes, including fire statistics. This is done on an annual basis.

Enforcement of Housing Contract

Subject to all applicable requirements of Washington State law, the CHI Manager may terminate the Housing Contract and cancel the right of occupancy at any time for any reason, in the Manager's sole discretion, including without limitation:

Use of Housing Facilities

When the Manager deems it necessary, the Manager will require students to move to other accommodation. When such circumstances occur, the student agrees to complete the move within the time specified by the Manager. The Manager may relocate student for the following reasons:

- to vacate or consolidate a room, floor, wing, or building.
- to provide the necessary space to accommodate staffing needs.
- to vacate an area for the purpose of major repairs or when maintenance difficulties or requirements render an area unsafe.
- when unusual conditions occur affecting the health or safety of the student or others
- student conduct in violation of Policies and Regulations (as defined below)

Entering of Rooms

Subject to all notice requirements under applicable Washington State law, if any, the Manager reserves the right to enter Student's room without notice and in student's absence for reasons of health, safety, or general welfare; to make repairs to the room and/or furnishing; upon reasonable suspicion of the presence of any illegal substance or activity; or for other suspected violations of federal, state or local law or the Policies and Regulations (as defined below).

Housing Health and Safety Inspections

The Manager will conduct a Health and Safety Inspection weekly. The inspection will be on a designated day of the week. The student will be given at least 48 hours' notice prior to the inspection if it is on a day other than the designated day. Managers may enter each unit and bedroom, without the student being present, to conduct the health and safety inspections and any re-inspections that may be necessary. If the room and/or common area is found to be in an unacceptable condition they will have 48 hours, from the time of the inspection, to correct the condition of the room and/or common area to a satisfactory condition. Students will be provided with written notice as to what is needed to correct the condition of the room and/or common area. If Student fails to correct the condition of the room or common area within 72 hours, she/he will be responsible for payment of any and all costs associated with having the CHI-Port Angeles Staff or outside vendor acting on behalf of CHI-Port Angeles correct the condition of the apartment.

Housing Access Codes and Cards

Access Codes and cards are the property of CHI-Port Angeles and access cards must be returned at the end of student's occupancy. Students agree not to share access codes and not to distribute or loan access cards to others. A service fee shall be charged each time that the student locks himself/herself out of the premises, and requests assistance in gaining entry to premises and/or change of access codes.

Smoking In Housing

Smoking and/or vaping is only allowed in designated areas on the outside of the building. It is not allowed within the building itself, including without limitation all student rooms, hallways, laundry room, stairways, dining room and storage areas, or within 25 feet of any building entrance. Persons found smoking or vaping indoors will be assessed a fine.

Collegiate Housing International Policies, Regulations, and Contacts

For Housing Policies and Regulations, please refer to [CHI Port Angeles - A Place for You!](#).

Emergency Contacts:

- 911 for immediate response from the Police and Fire Departments
- CHI Management Port Angeles, Curtis Brackett (415) 662-0750

Current CHI Policies see the link: [CHI Port Angeles - A Place for You!](#)

Plans for future improvement in fire safety.

PC will continue to work with CHI to promote fire safety upon CHI request.

Housing and Guests

Student Housing (CHI) residents and their guests who choose to consume alcohol must be twenty-one or older and must act responsibly while doing so. Also, residents may not partake in any illicit drug use, including marijuana.

Counseling, Treatment, Rehabilitation or Resources

Please see contacts below page 58.

Building Information

Collegiate housing International (CHI). Located at 1135 & 1138 E Park Avenue, Port Angeles, WA 98362.

Student Housing Fire Safety Systems Information		
Year Building Built	2017	
Numbers of Stories	3	
Exit Signage	Yes	
Smoke Alarms in Bedrooms	Yes	Additional Smoke alarms in common areas & hallways
Monitored Fire Alarm Systems	Yes	
Fire Alarm System	Yes	
Range Hood Fire Systems	No	

Dry Sprinkler	No	
Wet Sprinkler	Yes	Wet sprinklers are located rooms & common areas
Fire Pump	No	
Wet Standpipe	No	
Smoke Detection	Yes	Only hallways
Fire Extinguishers	Yes	Large one on every floor & all units have one under the sink
Fire Evacuation Maps	No	
Fire Drills	No	Planning to

Smoke/Carbon Monoxide (CO) Detectors in Housing Development

The student should immediately notify the Manager in the event that the smoke/CO detector equipment becomes damaged, lost, stolen, or otherwise inoperable. The student also should notify the Manager immediately if the smoke detectors appear to be inoperable. The student further understands that the willful damage, tampering, theft, or destruction of any smoke/co detector or other life safety system endangers his/her safety and the safety of others in case of an emergency, and student may be held liable for damages incurred to people and/or property as a result of tampering with smoke and/or CO detectors.

Definition of a Fire

A fire is defined as an instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner. This doesn't include items like burnt microwave popcorn that has triggered a fire alarm or fires in parking facilities that are not physically attached to or accessed directly from on-campus student housing.

CHI Fire Statistics

Collegiate Housing International (CHI) 1134 E Park Avenue Port Angeles, WA 98362	Year	Fire Cause	Numbers of Injuries	Number of Deaths	Property Damage Value
	2022	0	0	0	0
	2021	0	0	0	0
	2020	0	0	0	0

Washington Drug Law

RCW 46.61.502 & RCW 46.61.504: Prohibits operating motor vehicle while under the influence of an intoxicating liquor or any drug. Discusses penalties and Alcohol Information School.

RCW 46.61.517 & RCW 46.20.308: Refusal of person to take alcohol test or drug concentration.
• Refusal of person to take alcohol test or drug concentration in the person's blood or breath is admissible in a court of law.

RCW 66.24.481: Public Place or Club • No public place may keep liquor or permit its consumption unless authorized by a state banquet permit.

RCW 66.44.100: Opening or Consuming Liquor in Public Place • Prohibits consuming liquor in a public place.

RCW 66.44.200 Sales to Persons Apparently Under the Influence of Liquor • Prohibits the sale of any alcohol to a person apparently under the influence of liquor.

RCW 66.44.270: Furnishing Liquor to Minors— Possession, Use • Prohibits the sale or supply of liquor to a minor and prohibits anyone from permitting a minor to consume liquor on premises under that person's control. • Prohibits minors from possessing, consuming, or otherwise acquiring any liquor. (At the College, it is also contrary to the alcohol policy to furnish or permit alcohol to be served to persons who are intoxicated.)

RCW 66.44.290: Minors Purchasing • Prohibits anyone under age 21 from purchasing or attempting to purchase alcohol.

RCW 66.44.310: Misrepresenting Age • Prohibits using a false identification card or misrepresenting a person's age.

RCW 66.44.325 & RCW 66.44.328: False Identification • Prohibits the use and manufacture of false ID cards.

RCW 66.44.370: Resisting Arrest • Prohibits anyone from resisting arrest by a law enforcement official.

RCW 69.41.340: Steroid Use by Student Athletes • Prohibits the use of steroids by student athletes. • Announces loss of eligibility for use.

RCW 69.41.350: Penalties of possessing • Penalties of possessing under 200 tablets or eight 2 cc bottles of steroid without a valid prescription (gross misdemeanor) or over 200 tablets or eight 2 cc bottles of steroid without a valid prescription (Class C Felony)

RCW 69.50.401: Prohibited Acts: A – Penalties • Prohibits the manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance. Any person in violation with respect to: (i) a Schedule I or II narcotic is guilty of a crime and upon conviction may be imprisoned for up to 10 years. If the crime involved less than two kilograms of the drug, fined up to \$25,000; or if the crime involved two or more kilograms of the drug, then fined up to \$100,000 for the first two kilograms and up to \$50 for each additional gram. • The sentence may include both imprisonment and fine, (ii) any other Schedule I, II, III substance is guilty of a crime and may be imprisoned for up to five years, fined up to \$10,000 or both. Nor may anyone be in possession of a controlled substance unless it was obtained through a valid prescription from a practitioner. Any person found guilty of possession of 40 grams or less of marijuana shall be guilty of a misdemeanor.

RCW 69.50.406: Distribution to Persons Under Age 18 • Anyone 18 years of age or over who distributes a controlled substance that is a narcotic drug to a person under 18 is punishable by the fine and/or imprisonment of up to twice that authorized by RCW 69.50.401 (a) (1)(i) RCW

69.50.408 Second or Subsequent Offenses • Second or subsequent offenses are punishable by twice the imprisonment and/or fine that is otherwise authorized.

RCW 69.50.410: Prohibited Acts: D - Penalties • Prohibits the sale for profit any controlled substance or counterfeit substance classified in Schedule I, RCW 69.50.204 except leaves and flowering tops of marijuana. • Any person convicted of this subsection shall receive a sentence of up to five years in prison for the first offense, or a mandatory sentence of five years in prison for a subsequent offense and no judge may suspend or defer the second sentence. • Violation of this subsection by selling heroin is punishable by a mandatory sentence of two years in prison and no judge of any court shall suspend or defer the sentence. Any person convicted on a second or subsequent sale of heroin shall receive a mandatory sentence of 10 years in prison and no judge shall suspend or defer the second sentence. • In addition to the sentences provided, any person convicted of a violation of this subsection shall be fined in an amount calculated to at least elimination and all proceeds of profits gained by such person as a result of sales of controlled substances, up to the amount of \$500,000 on each count.

RCW 69.50.412: Prohibited Acts: E - Penalties • Prohibits the use of drug paraphernalia to plant, grow, harvest, manufacture, produce, prepare, test, store, or introduce into the human body a controlled substance. Any person who violates this section is guilty of a misdemeanor. Prohibits the delivery, possession with intent to deliver, or manufacture with intent to deliver drug paraphernalia to a person less than 18 years of age who is at least three years of age his junior is guilty of a gross misdemeanor. Any person 18 years of age or over who violates this subsection by delivering drug paraphernalia to a person less than 18 years of age who is at least three years of age his junior is guilty of a gross misdemeanor.

RCW 69.50.420: Violations – Juvenile Driving Privileges • If a juvenile between 13 and 21 is convicted of a violation of this chapter, the court shall notify the Department of Licensing within 24 hours after the entry of the judgment.

RCW 69.50.430: Additional Fine for Certain Felony Violations • Every person convicted of possessing, delivering, manufacturing, or selling a controlled substance shall, for a first offense, be fined \$1,000 in addition to any other fine or penalty imposed. Persons found guilty of a second or subsequent offense shall receive a mandatory \$2,000 fine. Unless the court finds the person to be indigent, this additional fine shall not be suspended or deferred by the court.

RCW 69.52.030: Violations-Exceptions (1) It is unlawful for any person to manufacture, distribute, or possess with intent to distribute, an imitation controlled substance. Any person who violates this subsection shall, upon conviction, be guilty of a class C felony.

Federal Drug Laws Sanctions for possession and trafficking of controlled substances under Title 21 United States Code (USC) Controlled Substances Act:

21 U.S.C. 844 (a): • Any individual who knowingly possesses a controlled substance that is listed in section 841(b)(1)(A) of this title in violation of section 844 of this title in an amount that, as specified by regulation of the Attorney General, is a personal use amount shall be liable to the United States for a civil penalty in an amount not to exceed \$10,000 for each such violation.

21 U.S.C. 853 (A) (2) and 21 U.S.C. 881 (a) (4) and 21 U.S.C. 881 (a) (7): Forfeiture and property used to possess a controlled substance if the offense is punishable by more than one year imprisonment Forfeiture of vehicles, boats, or aircraft used to transport or conceal a controlled substance. Civil fine of up to \$10,000.

21 U.S.C. 853a and 18 U.S.C. 922 (g) and prosecutions under **18 U.S.C. 922 (g)(8)**: Denial of Federal benefits, such as student loans, grants, contracts, and licenses, up to 1 year for first offense, up to 5 years for subsequent offenses. Revocation of Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are within the authority of some Federal agencies. Ineligible to receive or purchase a firearm.

Missing Student Notification

The following missing student protocol will be used by Campus Security anytime a student is reported missing. The “PC Cares” site at pencol-advocate.symplicity.com/public_report/index.php/pid657588 in the case of an on-campus missing housing student, Peninsula College shall notify law enforcement within 24 hours of a determination that the student is missing.

It is the responsibility of the student to update any changes to contact information within the PC Registration process. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may utilize this confidential information. If a resident is under 18 years of age, and not an emancipated individual, the custodial parent or guardian of the missing student will be notified, in addition to the confidential contact person designated by the student.

Students, employees, or other individuals can report that a person has been missing directly to Campus Security Services or any of the Campus Security Authorities (CSAs).

If any member of the College community has reason to believe that a student who resides in or on campus housing is missing, that person should immediately notify Campus Safety Services at (360) 417-6559. After investigating the missing person report, should Campus Safety determine that the student is missing for more than 24 hours, local law enforcement will be notified, unless the local law enforcement agency was the entity that made the determination that the student is missing. Additionally, contact will be made with the missing student's emergency contact within 24 hours. If the missing person is under the age of 18 and is not an emancipated individual, Campus Safety Services will notify the student's parent or legal guardian.

This 24-hour requirement does not preclude implementing the above procedures in less than 24 hours if circumstances warrant a faster implementation.

Campus Security will attempt to locate and/or notify an emergency contact person for any Peninsula campus community member who has been reported missing. This may include reporting to and assisting local law enforcement as needed.

Call 911 and then Campus Safety Services (360) 417-6559.

Resources for Student and Employees



Premium Assistance Under Medicaid and the Children's Health Insurance Program (CHIP).

If any student, employees, or their dependent children are eligible for Medicaid or CHIP and you're eligible for health coverage from your employer, your state may have a premium assistance program that can help pay for coverage, using funds from their Medicaid or CHIP programs. If any student, employees, or their dependent children aren't eligible for Medicaid or

CHIP, you won't be eligible for these premium assistance programs, but may be able to buy individual insurance coverage through the Health Insurance Marketplace. For more information, visit healthcare.gov.

If any student, employees, or their dependents are already enrolled in Medicaid or CHIP and live in the State listed below, contact your State Medicaid or CHIP office to find out if premium assistance is available.

If any student, employees, or their dependents are NOT currently enrolled in Medicaid or CHIP and think that you or any of your dependents might be eligible for either of these programs, contact your State Medicaid or CHIP office or dial 1-877-KIDS NOW or insurekidsnow.gov to find out how to apply. If students & employees qualify, ask your state if it has a program that might help pay the premiums for an employer-sponsored plan.

If any student, employees, or their dependents are eligible for premium assistance under Medicaid or CHIP, as well as eligible under your employer plan, your employer must allow you to enroll in your employer plan if you aren't already enrolled. This is called a "special enrollment" opportunity, and you must request coverage within 60 days of being determined eligible for premium assistance. If you have questions about enrolling in your employer plan, contact the Department of Labor at askebsa.dol.gov or call 1-866-444-EBSA (3272).

Washington Medicaid

hca.wa.gov

(800) 562-3022

Confidentiality Statement

Confidentiality Statement & Reporting

Peninsula College will treat all communication with students as private, following FERPA and/or HIPPA guidelines. Information obtained through testing, individual counseling sessions, or pastoral and professional counselors or any other means shall remain a private communication. Students involved in group counseling are asked to treat the group sessions in a similar confidential manner.

The only situations in which this confidentiality will be breached are the following:

1. Those in which the student threatens harm to themselves or others. Under those circumstances, the Counselor is responsible to take whatever steps are necessary to ensure the safety of the individual and/or those in their environment who may be at risk.
2. Counselors are required to report physical and sexual abuse of minors or the elderly to the State Department of Social Services.
3. Peninsula College may release records if required by a court ordered subpoena.

Any other release of information, either written or verbal, will only occur after written authorization from the student.

Procedures for Reporting Crime and Emergencies

Peninsula College is dedicated to creating a safe environment for students, staff, faculty, and visitors by strongly encouraging accurate and prompt reporting of all crimes and public safety related information. Campus Safety Services at Peninsula College encourage reporting any suspicious activity on or off campus that is not conducive to the College Mission of teaching and learning. Such reports are taken seriously and in a timely manner. 911 should be dialed in all emergency situations.

Incident reports are forwarded to the appropriate office responsible for student conduct for potential action, as appropriate. Any report of sexual discrimination, sexual misconduct, relationship violence and/or stalking will be reported to the Title IX Office. Additional information obtained via the investigation may also be forwarded to the appropriate office responsible for student conduct. Campus Safety Services maintains a strong working relationship with the local law enforcement agencies, and strives to keep open communication, as needed, and warranted, for the safety of all PC students, employees, and guests.

Port Townsend campus. Please call 911 and then notify the Director of the Port Townsend Campus at aforrestal@pencol.edu or (360) 417-6317. Then contact the Campus Safety Services office by calling (360) 417-6559 or emailing campussafety@pencol.edu to report the crime.

Forks campus. Please call 911 and then notify the Director of the Forks Campus at <mailto:rschwartz@pencol.edu> or (360) 374-3223. Then contact the Campus Safety Services office by calling (360) 417-6559 or emailing campussafety@pencol.edu to report the crime.

The Campus Safety Services Office may be contacted by:

- Dialing (360) 417-6559 from a cellphone, or by dialing 6559 from any campus phone.
- An emergency phone is located outside the Campus Safety Services Office and is accessible during normal business hours, and when there is no Campus Safety Officer present in the office.
- In person at Building J, office J25 (located across from the Bookstore in the Pirate Union Building P.U.B.).

We suggest that everyone program the Campus Safety Services phone number into their cellphone for quick and easy access.

Reporting Crime to Campus Security Authorities

Under the Clery Act, there are three categories of individuals who are considered Campus Security Authorities:

- Campus Safety Services;
- Campus Security Authorities / Individuals specifically identified as preferred receivers of reports;
- Individuals with significant responsibility for student and campus activities, including student housing, discipline, and campus judicial proceedings.

The following is a list of individuals and offices where students and employees can report crime (other than to law enforcement) so the offense can be included in the annual statistical disclosures:

- Director of Emergency Management & Campus Public Safety Services Marty Martinez via email: mmartinez@pencol.edu or by calling (360) 417-6580.
- Vice President of Human Resources Diversity, Equity & Inclusion Hanan Zawideh via e-mail: hzawidesh@pencol.edu or by calling (360) 417-6212.
- Title IX Coordinator, Vice President of Student Services Krista Francis via e-mail: kfrancis@pencol.edu or by calling (360) 417-6212.
- Office of Student Conduct, Associate Dean of Enrollment Services Ruth Adams via e-mail: radams@pencol.edu or by calling (360) 417-6393.
- Human Resources via e-mail pchr@pencol.edu or by calling M-F (360) 417-6298.
- Facilities Management (360) 452-9277, Director of Facility Services Jay Smith via e-mail: jsmith@pencol.edu or by calling (360) 417-6403.
- Any other individual at PC that is a designated Campus Security Authority.

[PC Cares Report at pencol-advocate.symplcity.com/public_report/index.php](https://pencol-advocate.symplcity.com/public_report/index.php)

Mandatory Child Abuse and Neglect Reporting

Peninsula College employees are mandatory reporters for child abuse neglect. This means all PC employees are required to report suspected cases under Washington law. The duty to report suspected child abuse cases as a mandatory reporter is a 24-hour-a-day, 7 day-a-week responsibility. This legal duty is personal to you as a community college employee and applies whether or not you are on work time. Contact Department Youth and Families/DSHS at 866-end-harm (866-363-4276) or call 911.

What are the responsibilities as an employee of PC?

Please immediately report suspected abuse to the Department of Social and Health Services (DSHS) or local law enforcement, providing only names and observable facts that relate to the potential abuse (what was, read, saw, or heard). If an employee or student is involved, remember that privacy rights may apply to individuals and that requests from DSHS or law enforcement for additional information must be made through appropriate college channels – Campus Safety Services, or Human Resources.

To report suspected abuse, call 1-866-END-HARM (866-363-4276). If DSHS or local law enforcement contacts you for any information about a student or employee, beyond observable facts related to the reported abuse, instruct them to contact either Campus Safety Services, or

Human Resources. Do not provide any additional information about the student or employee beyond what has been observed; this restriction only specifically applies to PC employees or students (FERPA). If anyone believes that child abuse occurred on PC property or in conjunction with PC activities, AFTER reporting to local law enforcement or the Department of Human Services, employees must also report to PC Campus Safety Services. Report Title IX incidents: Title IX mandatory reporting requirements are different. If the observed abuse also implicates Title IX, employees must submit a report to the Title IX Coordinator through the college's Incident Reporting process. PC is charged with investigating all reported gender-based and sexual misconduct concerns, offering support to the people involved and implementing measures to maximize safety.

Law Enforcement Agencies

The Following Law Enforcement Agencies may be contacted for non-emergencies:

- [Port Angeles Police Department](#) by dialing (360) 452-4545
- [Clallam County Sheriff's Office](#) by dialing (360) 452-4545
- [Port Townsend Police Department](#) by dialing (360) 385-2322
- [Jefferson County Sheriff's Office](#) by dialing (360) 344-9779 or (360) 385-3831
- [Forks Police Department](#) by dialing (360) 374-2223

Other Support Services

The C.A.R.E. Process

C.A.R.E. stands for Concern, Assess, Respond and Evaluate. In alignment with PC's goals, the goal of this work, by the Office of Student Conduct, is to improve overall retention and completion rates, reduce opportunity gaps, and shorten the student's time to completion. College is a difficult and stressful time in most students' lives.

Everyone goes through challenging times and speaking up can help get individuals connected with resources both on and off-campus. The CARE

process exists to support students as they face a variety of barriers to their success and well-being; this process includes collaborating with the students, faculty, staff, and partners across the college. This could include connecting students to the appropriate department, navigating an institutional process, or identifying college and/or community resources for assistance.



For questions, please visit the C.A.R.E. [Click here to submit a CARE report.](#)

Concern. Assess. Respond. Evaluate. (C.A.R.E.) Team

The Peninsula College C.A.R.E. Team connects students, faculty, and staff with resources to help them be successful and safe. If anyone is experiencing an emergency call 911. [Click here to submit a CARE report.](#) CARE Team contact is PCCares@pencol.edu.

Voluntary Confidential Reporting

Victims may make anonymous reports by submitting a C.A.R.E Report by visiting pencoladvocate.symplicity.com/public_report/index.php/pid931505

Peninsula College partners with a wide variety of community services to support students & employees.

Emergency Mental Health and Suicide Prevention - call or text 988.

Trained counselors will listen, understand how their problems are affecting them, provide support, and connect them to resources if necessary. Visit <https://988lifeline.org> to learn more.

On campus Mental Health Counseling Services

Free, short-term counseling when classes are in session. Available to help students adjust to, cope with, and succeed in college. To schedule an appointment call (360) 417-6340.

Emergency Funding for Peninsula College Students

Is a financial situation impacting your ability to do well in college? [Click here](#) to apply for emergency funding.

Olympic Medical Center Emergency Services: call 911

or visit Emergency Room: 939 Caroline St, Port Angeles, WA 98362

Salish Regional 24-hour Crisis Line: (888) 910-0416

Serving Clallam, Jefferson, and Kitsap Counties. Online chat available at imhurting.org.

Healthy Families of Clallam County 24-hour Crisis Line: (360) 452-4357

Services and assistance for: Domestic violence, sexual assault, child abuse, crime victims. Monday through Friday from 9:00 am to 4:00 pm. For non-emergencies, call (360) 452-3811; otherwise use the 24-hour Crisis Line number.

Peninsula Behavioral Health in Port Angeles: (360) 457-0431

peninsulabehavioral.org/get-immediate-help

Crisis intervention, children & family services, counseling, etc.
24/7 Crisis Support: 1-888-910-0416

Olympic Peninsula Community Clinic: (360) 457-4431

Mental health assessment, counseling services for low-income and uninsured www.vimoclinic.org

National Alliance on Mental Illness—Clallam County Chapter: (360) 452-5244

Support, education, awareness, advocacy & research for those impacted by mental health disorders at namiclallam.org

National Resources

National Suicide Prevention Lifeline: (800) 273-8225

1-800-273-TALK (8225) (24 hours a day)

24-hr web chat support: suicidepreventionlifeline.org/chat

National Domestic Violence 24-hr Hotline: (800) 799-7233

Text to 88788, or live chat at thehotline.org

Crisis Text line: text CONNECT (741741)

24-hour text support for any type of crisis, work with a trained crisis counselor at crisistextline.org

Is a student or employee struggling with life, isolating themselves socially, or experiencing a decline in work or academic performance?

[Click here to submit a private report](#) to get them connected to the resources they need. The C.A.R.E. Team is here to help.

- [Peninsula College Emergency Funding](#)
- [Local Resources List](#)
- [North Olympic Peninsula Alcoholics Anonymous](#)
- [North Olympic Peninsula Narcotics Anonymous](#)
- [Clallam County Housing Resources Center \(HRC\): \(360\) 565-5041](#)
- [Olympic Community Action Programs](#)
- [Alcohol & Drug Rehab Centers in Washington & Free Treatment Resources](#)
- [Pirate Pantry/Port Angeles Food Bank](#)
- [Whole-Person Healthcare for Port Angeles, Sequim, Forks \(nohn-pa.org\)](#)
- [Olympic Medical Center - Working together to provide excellence in health care](#)

Wrap Around Services

Wrap around services are community agencies who collaborate with Peninsula College to help connect students with resources. Students can meet with agency representatives from local organizations in person at the Community Services Office, in Workforce Programs (Building P) on the Port Angeles campus. [Peninsula College Wrap Around Services](#)

Safety Awareness and Crime Prevention Tips

Peninsula College promotes the following information to students, faculty, and staff: Incident Reporting

- For emergencies or a crime being committed, call or text 9-1-1.
- Report all crimes, no matter how minor they may seem. Notify Campus Safety Services of all suspicious persons or activity at (360) 417-6559.
- On campus, report any unsafe-looking areas, or any malfunctioning lights, doors, or windows, to Campus Safety Services at (360)417- 6559.

Survivors of crimes are not responsible for their victimization, regardless of their actions. Criminals are responsible for crime. Not all crimes can be prevented with preparation and readiness, but campus community members can improve their safety by taking the following precautions:

- If working or studying late, arrange to leave with a friend or call Campus Safety Services at (360) 417-6559 for a Safety Escort.

- Refrain from getting in elevators with people who look out of place or behave in a strange or threatening way. Always report suspicious people or conditions to Campus Safety Services.
- If followed, go to a populated area.
- Be alert to any suspicious persons or vehicles.
- Carry a fully charged cell phone with emergency numbers pre-programmed.

Property Protection:

- Don't leave valuables unattended (backpacks, wallets, purses, keys, computers, phones, electronic devices, etc.).
- Engrave personal property, such as electronic or sporting equipment, with a Washington State Driver's License Number, Example: PCLOCNEP253B2

Keep a written record of all personal valuables, including descriptions and serial numbers. It is evidence that the property belongs to the rightful owner.

Bicycle Theft:

- Never leave a bicycle unlocked. It only takes a moment to steal an unlocked bicycle.
- U-shaped locks are best. Cables and padlocks can be cut easily and quickly.
- Lock the bicycle frame to one of the many bike racks located around campus. Front wheels can be easily removed.

Office Security:

- Never leave purses, wallets, or other valuables unattended. Lock them in a drawer or closet or carry them.
- Do not leave keys unattended, and do not loan out college keys.
- Request authorization from persons asking for confidential information or from delivery or repair people who want to enter an area restricted to employees.

Key Control:

- Those responsible for office keys should not leave them unattended, in plain sight on a desk, or in a top drawer where they could be taken or copied easily.
- Give keys only to those who have a legitimate need and make sure they are returned.
- If keys are lost or stolen, notify Campus Safety Services immediately (360) 417-6559

Parking Safety:

- Lock vehicles at all times.
- Remove all valuables from vehicles. Leave them at home, carry them, or lock them in the trunk.
- When returning to a vehicle, have the keys out while approaching. Look through windows to check the interior before going inside.

In a Threatening Situation:

- If physically attacked, attract attention by yelling loudly or using a whistle.
- If using self-defense tactics or equipment such as pepper spray, run away as soon as the attacker is disabled.

- Decide what to do in various situations before they occur. Try role-playing or talking about various situations with a friend.
- If confronted by someone who only wants property, give it to them.
- Try to get an accurate description of the assailant. If a vehicle is involved, get the license.

Death of Student or Employee

Peninsula College intends to ensure a professional and caring response in the event of a student or employee death by providing support, communication, coordination, and recommended guidance for affected parties. Those responsible for implementing this procedure should be guided by the essential communication needs required to respond effectively while maintaining sensitivity for the bereaved.

Responsibilities and Procedures Response Protocol

1. If a death occurs on the College premise, call 911 immediately and Campus Safety Services x6559 (360)417-6559 and describe the location and situation as clearly and specifically as possible. The scene of the incident must not be disturbed.
2. An individual made aware of the College student or employee death should immediately provide all known information [on a PC CARES report](#) for a student death and Human Resources for an employee death.
3. The CARE Team/Human Resources ensures:
 - a. Extension of condolence and support;
 - b. Coordination of an appropriate response and notification to impacted individuals, groups, departments, and administrators;
 - c. Administration of necessary College processes;
 - d. Facilitation of post-crisis support, and resolution as needed.
4. The Office of Communication and Marketing or designee is responsible for collecting and disseminating information to the media. All media requests for information must be directed to that office.

Additional Programs

The Whistleblower Program

The Whistleblower Program helps maintain accountability and integrity in state government. It is a proven tool that protects employees. By working together, state government improves, and we increase the public's confidence in our work.

State agencies are legally responsible for providing their employees with an annual written summary of procedures for reporting assertions of improper governmental action under Chapter 42.40, the Whistleblower Act. Further information on the program may be found on the State Auditor's website, sao.wa.gov under the Whistleblower Section. Whistleblower complaints may be submitted online at portal.sao.wa.gov/saoportal/public/Whistleblower.

Washington Apple Health for Adults and Children

Some state employees may qualify for health care coverage through the [Washington Apple Health program](#) at no cost, or [Washington Apple Health for Kids with premiums](#). If anyone would like to see if they or their dependents qualify for coverage, please apply online at

wahealthplanfinder.org or by contacting the Health Benefit Exchange Customer Support Center at 1-855-923-4633. To take advantage of this opportunity, I urge everyone to seek additional information as quickly as possible.

If anyone or their dependents qualify for no-cost Apple Health, they will have a choice of available managed care plans depending on the county in which they live. There are no premiums, co-pays, or deductibles. If your dependents qualify for Apple Health for Kids with premiums and you choose to enroll, you will be responsible to pay a small monthly premium.

Anyone may also choose to keep their insurance through their employer. If you keep your employer-based coverage, you may qualify for help with your insurance premiums.

Call (800) 562-3022 Ext. 15473 or visit the [Premium Payment](#) page on the Health Care Authority's website for more information. The site includes general information and an application form for your convenience. Additional information is available at the [U.S. Department of Labor's](#) website.

Call (800) 562-3022 Ext. 15473 or visit the [Premium Payment](#) page on the Health Care Authority's website for more information. The site includes general information and an application form for your convenience. Additional information is available at the [U.S. Department of Labor's](#) website.

Child Abuse and Neglect Mandated Reporting Notice

Peninsula College administrative, academic, or athletic department employees (including students) must report **suspected abuse or negligent treatment of children** (under the age of 18) directly to law enforcement or the Department of Social and Health Services (DSHS). Reporting is required within 48 hours.

Other employees must report suspected child abuse or neglect immediately to the Human Resource Office (360) 417-6212, call DSHS 1-866-ENDHARM (1-866-363-4276), or contact Law Enforcement Reporting:

Forks (360) 374-2223, option 1
Port Angeles (360) 452-4545, option 1
Port Townsend (360) 344-9779, ext. 0

Please use the links below to review the following Peninsula College Board Policies.

[Drug & Alcohol-Free Workplace Policy 211](#) to protect our federal funds under the Drug-Free School and Communities Act Amendments of 1989.

- [Standards of Ethical Conduct Policy 207, 207.1](#) The Ethical Conduct policy describes the ethics law as it applies to all employees of the college.

Definitions

Criminal Acts

Murder/Non-Negligent Manslaughter: the willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

Negligent Manslaughter: the killing of another person through gross negligence.

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

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

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

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned – including joy riding)

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

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone's); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

NOTE: The above listed crime definitions come from the Uniform Crime Reporting Handbook

Sex Offenses /Violence Against Woman Act (VAWA)

Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.

Rape: The penetration, no matter how slight, of the vagina or anus with anybody part or object, or oral penetration by a sex organ of another person, without the consent of the victim, including instances in which the victim is incapable of giving consent.

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

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

Statutory Rape: Nonforcible sexual intercourse with a person who is under the statutory age of consent.

The above listed crime definitions from the Uniform Crime Reporting Handbook, 2013 Revised UCR definition of Rape, as prescribed by 2014 VAWA Negotiated Rulemaking Final Consensus Language.

Hate Crimes

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

Larceny: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Vandalism: To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

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

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

Domestic violence, dating violence and stalking: See definition below.

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

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

Other Offenses

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. a) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. b) For the purpose of this definition, dating violence includes but is not limited to, sexual or physical abuse or the threat of such abuse and does not include acts covered under the definition of domestic violence.

Domestic Violence: A felony or misdemeanor crime of violence committed a) By a current or former spouse or intimate partner of the victim. b) By a person with whom the victim shares a child in common. c) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner. d) By a person similarly situated to the spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred. e) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to a) Fear for the person's safety or the safety of others; or b) Suffer substantial emotional distress. For the purpose of this definition, *course of conduct* means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. A reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

***Additions from 2014 VAWA Negotiated Rulemaking Final Consensus Language

Reportable Crimes

The crimes reportable by calendar year and location where they occurred under the Clery Act are:

1. **Murder and Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.
2. **Negligent Manslaughter:** The killing of another person through gross negligence.
3. **Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Simple assaults are excluded.
4. **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property another, etc.
5. **Burglary:** The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.
6. **Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
7. **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.

Clery Act Reportable Sex Offenses

8. **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
9. **Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age and/or because of his/her temporary or permanent mental incapacity.
10. **Incest:** Non forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
11. **Statutory Rape:** Non forcible sexual intercourse with a person who is under the statutory age of consent.
12. **Hate Crimes** A Hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Any of the following offenses motivated by bias are considered Hate crimes: Murder and Non-negligent Manslaughter, Negligent Manslaughter, Rape, Fondling, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, and Stalking.

The following crimes are only included in crime statistics if they are Hate Crimes:

- a. **Larceny-theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.
- b. **Simple Assault:** An unlawful physical attack by one person on another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- c. **Intimidation:** To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or conduct, but without displaying a weapon or subjecting the victim to actual attack.
- d. **Destruction, damage, or vandalism of property:** To destroy willfully or maliciously, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of the property.

Clery Hate Crimes Require a Bias

In order to count a crime as a Hate crime, the Clery Act requires evidence of bias. There are eight categories of bias under the Clery Act, which are:

- I) **Disability:** Pre-formed negative opinion or attitude toward a group of people based on their physical or mental impairments, whether such disability is temporary or permanent, congenital, or acquired by heredity, accident, injury, advanced age, or illness.
- II) **Ethnicity:** A pre-formed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term "race" in that "race" refers to a grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.
- III) **Gender:** A pre-formed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
- IV) **Gender Identity:** A pre-formed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.

- V) **National Origin:** A pre-formed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.
- VI) **Race:** A pre-formed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
- VII) **Religion:** A pre-formed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
- VIII) **Sexual Orientation:** A pre-formed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.

Violence Against Women Act (2013) Crimes

- A. **Domestic Violence:** A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- B. **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- C. **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. The reasonable person standard means a reasonable person under similar circumstances and with similar identities to the victim.
- D. **Clery Act Disciplinary Referral Data** for Violations of State Laws Regarding Alcohol, Drugs and Weapons. The Clery Act requires institutions collect statistics for violations of state law and ordinances for drug, alcohol, and weapons violations. The disciplinary referral data is collected from internal campus partners.

Alcohol Law Violations

The violation of state laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal

transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Weapons Possession

The violation of state laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

Drug Abuse Violations

Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: Opium or Cocaine and their derivatives (Morphine, Heroin, Codeine); Marijuana; synthetic narcotics (Demerol, Methadone); and dangerous non-narcotic drugs (Barbiturates, Benzedrine).

Clery Act Arrest Data for Violations of State Laws Regarding Alcohol, Drugs and Weapons: The Clery Act requires institutions collect statistics for arrest data for violations of state law and or ordinances for drug, alcohol, and weapons laws. The arrest data is collected from internal public safety partners and law enforcement agencies with jurisdiction over institutional properties.

Unfounded Crimes: The Clery Act requires that institutions report in the Annual Security Report any Clery crime that occurred on Clery geography which was unfounded following an investigation by sworn law enforcement.

Clery Act Arrest Data for Violations of State Laws Regarding Alcohol, Drugs and Weapons. The Clery Act requires institutions to collect statistics for arrest data for violations of state law and ordinances for drug, alcohol, and weapons laws. The arrest data is collected from internal public safety partners and law enforcement agencies with jurisdiction over institutional properties. 18. Unfounded Crimes the Clery Act requires that institutions report in the Annual Security Report any Clery crime that occurred on Clery geography which was unfounded following an investigation by sworn law enforcement.

Washington State Definitions

Consent. RCW 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.

Age of Consent. The Washington Age of Consent is **16 years old**. In the United States, the [age of consent](#) is the minimum age at which an individual is considered legally old enough to consent to participation in sexual activity. Individuals aged 15 or younger in Washington are not legally able to consent to sexual activity, and such activity may result in prosecution for [statutory rape](#).

Washington statutory rape law is violated when a person has consensual sexual intercourse with an individual under age 16. The age of consent is raised to 18 when the partners are a foster parent and foster child, when the older partner is at least 60 months older than their 16 or 17 year old partner and abuses their significant relationship(as defined by RCW 9A.44.010) to

have sexual intercourse, or when the partners are teacher and student (this law was actually interpreted by the Washington State Supreme Court to extend to students up to 21 years old).

Domestic Violence. RCW 26.50.010 (3) "**Domestic violence**" means: (a) Physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury or assault, sexual assault, or stalking as defined in RCW 9A.46.110 of one intimate partner by another intimate partner; or (b) physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury or assault, sexual assault, or stalking as defined in RCW 9A.46.110 of one family or household member by another family or household member (6) "**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. (2) "**Dating relationship**" means a social relationship of a romantic nature. Factors that the court may consider in making this determination include: (a) The length of time the relationship has existed; (b) the nature of the relationship; and (c) the frequency of interaction between the parties.

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

Rape in the second degree. RCW 9A.44.050. (1) A person is guilty of rape in the second degree when, under circumstances not constituting rape in the first degree, the person engages in sexual intercourse with another person: (a) By forcible compulsion; (b) When the victim is incapable of consent by reason of being physically helpless or mentally incapacitated; (c) When the victim is a person with a developmental disability and the perpetrator is a person who is not married to the victim and who: (i) Has supervisory authority over the victim; or (ii) Was providing transportation, within the course of his or her employment, to the victim at the time of the offense; (d) When the perpetrator is a health care provider, the victim is a client or patient, and the sexual intercourse occurs during a treatment session, consultation, interview, or examination. It is an affirmative defense that the defendant must prove by a preponderance of the evidence that the client or patient consented to the sexual intercourse with the knowledge that the sexual intercourse was not for the purpose of treatment; (e) When the victim is a resident of a facility for persons with a mental disorder or chemical dependency and the perpetrator is a person who is not married to the victim and has supervisory authority over the victim; or (f) When the victim is a frail elder or vulnerable adult and the perpetrator is a person who is not married to the victim and who: (i) Has a significant relationship with the victim; or (ii) Was providing transportation, within the course of his or her employment, to the victim at the time of the offense. (2) Rape in the second degree is a class A felony.

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

Rape of a child in the first degree. RCW 9A.44.073. (1) 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. (2) Rape of a child in the first degree is a class A felony.

Rape of a child in the second degree. RCW 9A.44.076. (1) 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. (2) Rape of a child in the second degree is a class A felony.

Rape of a child in the third degree. RCW 9A.44.079. (1) 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 not married to the perpetrator and the perpetrator is at least forty-eight months older than the victim. (2) Rape of a child in the third degree is a class C felony.

Child molestation in the first degree. RCW 9A.44.083. (1) 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 not married to the perpetrator and the perpetrator is at least thirty-six months older than the victim. (2) Child molestation in the first degree is a class A felony.

Child molestation in the second degree. RCW 9A.44.086. (1) 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. (2) Child molestation in the second degree is a class B felony.

Child molestation in the third degree. RCW 9A.44.089. (1) 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. (2) Child molestation in the third degree is a class C felony.

Sexual misconduct with a minor in the first degree. RCW 9A.44.093. (1) 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 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. (2) Sexual misconduct with a minor in the first degree is a class C felony. (3) For the purposes of this section: (a) "Enrolled student" means any student enrolled at or attending a program hosted or sponsored by a common school as defined in RCW 28A.150.020, or a student enrolled at or attending a program hosted or sponsored by a private school under chapter 28A.195 RCW, or any person who receives home-based instruction under chapter

28A.200 RCW.(b) "School employee" means an employee of a common school defined in RCW 28A.150.020, or a grade kindergarten through twelve employee of a private school under chapter 28A.195 RCW, who is not enrolled as a student of the common school or private school.

Sexual misconduct with a minor in the second degree. RCW 9A.44.096. (1) 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.(2) Sexual misconduct with a minor in the second degree is a gross misdemeanor.(3) For the purposes of this section:(a) "Enrolled student" means any student enrolled at or attending a program hosted or sponsored by a common school as defined in RCW [28A.150.020](#), or a student enrolled at or attending a program hosted or sponsored by a private school under chapter [28A.195](#) RCW, or any person who receives home-based instruction under chapter [28A.200](#) RCW.(b) "School employee" means an employee of a common school defined in RCW [28A.150.020](#), or a grade kindergarten through twelve employee of a private school under chapter [28A.195](#) RCW, who is not enrolled as a student of the common school or private school.

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

Stalking. RCW 9A.46.110: 1) A person commits the crime of stalking if, without lawful authority and under circumstances not amounting to a felony attempt of another crime: (a) He or she intentionally and repeatedly harasses or repeatedly follows another person; and (b) The person being harassed or followed is placed in fear that the stalker intends to injure the person, another

person, or property of the person or of another person. The feeling of fear must be one that a reasonable person in the same situation would experience under all the circumstances; and (c) The stalker either: (i) Intends to frighten, intimidate, or harass the person; or (ii) Knows or reasonably should know that the person is afraid, intimidated, or harassed even if the stalker did not intend to place the person in fear or intimidate or harass the person. 2) (a) It is not a defense to the crime of stalking under subsection (1)(c)(i) of this section that the stalker was not given actual notice that the person did not want the stalker to contact or follow the person; and (b) It is not a defense to the crime of stalking under subsection (1)(c)(ii) of this section that the stalker did not intend to frighten, intimidate, or harass the person. 3) It shall be a defense to the crime of stalking that the defendant is a licensed private investigator acting within the capacity of his or her license as provided by chapter 18.165 RCW. 4) Attempts to contact or follow the person after being given actual notice that the person does not want to be contacted or followed constitute prima facie evidence that the stalker intends to intimidate or harass the person. "Contact" includes, in addition to any other form of contact or communication, the sending of an electronic communication to the person. 5) (a) Except as provided in (b) of this subsection, a person who stalks another person is guilty of a gross misdemeanor. (b) A person who stalks another is guilty of a class B felony if any of the following applies: (i) The stalker has previously been convicted in this state or any other state of any crime of harassment, as defined in RCW 9A.46.060, of the same victim or members of the victim's family or household or any person specifically named in a protective order; (ii) the stalking violates any protective order protecting the person being stalked; (iii) the stalker has previously been convicted of a gross misdemeanor or felony stalking offense under this section for stalking another person; (iv) the stalker was armed with a deadly weapon, as defined in RCW 9.94A.825, while stalking the person; (v)(A) the stalker's victim is or was a law enforcement officer; judge; juror; attorney; victim advocate; legislator; community corrections' officer; an employee, contract staff person, or volunteer of a correctional agency; court employee, court clerk, or courthouse facilitator; or an employee of the child protective, child welfare, or adult protective services division within the department of social and health services; and (B) the stalker stalked the victim to retaliate against the victim for an act the victim performed during the course of official duties or to influence the victim's performance of official duties; or (vi) the stalker's victim is a current, former, or prospective witness in an adjudicative proceeding, and the stalker stalked the victim to retaliate against the victim as a result of the victim's testimony or potential testimony. 6) As used in this section: (a) "Correctional agency" means a person working for the department of natural resources in a correctional setting or any state, county, or municipally operated agency with the authority to direct the release of a person serving a sentence or term of confinement and includes but is not limited to the department of corrections, the indeterminate sentence review board, and the department of social and health services. (b) "Follows" means deliberately maintaining visual or physical proximity to a specific person over a period of time. A finding that the alleged stalker repeatedly and deliberately appears at the person's home, school, place of employment, business, or any other location to maintain visual or physical proximity to the person is sufficient to find that the alleged stalker follows the person. It is not necessary to establish that the alleged stalker follows the person while in transit from one location to another. (c) "Harasses" means unlawful harassment as defined in RCW 10.14.020. (d) "Protective order" means any temporary or permanent court order prohibiting or limiting violence against, harassment of, contact or communication with, or physical proximity to another person. (e) "Repeatedly" means on two or more separate occasions.

Mental incapacity is that condition existing at the time of the offense which prevents a person from understanding the nature or consequences of the act of sexual intercourse whether that condition is produced by illness, defect, the influence of a substance or from some other cause.

Physically helpless means a person who is unconscious or for any other reason is physically unable to communicate unwillingness to an act.²

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.³

Sexual assault includes any of the following:

- Any intentional and unconsented touching, or threat or attempt thereof, of: (i) an intimate bodily part of another person, such as a sexual organ, buttocks, or breast; (ii) any bodily part of another person with a sexual organ; or (iii) any part of another person's body with the intent of accomplishing a sexual act; or
- Unwanted, inappropriate disrobing of another person or purposeful exposure of one's genitals to another without the other's consent; or
- Forcing, or attempting to force, any other person to engage in sexual activity of any kind without her or his consent.

Washington Drug Law

RCW 46.61.502 & RCW 46.61.504: Prohibits operating motor vehicle while under the influence of an intoxicating liquor or any drug. Discusses penalties and Alcohol Information School.

RCW 46.61.517 & RCW 46.20.308: Refusal of person to take alcohol test or drug concentration.

• Refusal of person to take alcohol test or drug concentration in the person's blood or breath is admissible in a court of law.

RCW 66.24.481 Public Place or Club • No public place may keep liquor or permit its consumption unless authorized by a state banquet permit.

RCW 66.44.100 Opening or Consuming Liquor in Public Place • Prohibits consuming liquor in a public place.

RCW 66.44.200 Sales to Persons Apparently Under the Influence of Liquor • Prohibits the sale of any alcohol to a person apparently under the influence of liquor.

RCW 66.44.270 Furnishing Liquor to Minors— Possession, Use • Prohibits the sale or supply of liquor to a minor and prohibits anyone from permitting a minor to consume liquor on premises under that person's control. • Prohibits minors from possessing, consuming, or otherwise acquiring any liquor. (At the College, it is also contrary to the alcohol policy to furnish or permit alcohol to be served to persons who are intoxicated.)

RCW 66.44.290 Minors Purchasing • Prohibits anyone under age 21 from purchasing or attempting to purchase alcohol.

RCW 66.44.310 Misrepresenting Age • Prohibits using a false identification card or misrepresenting a person's age.

RCW 66.44.325 & RCW 66.44.328 False Identification • Prohibits the use and manufacture of false ID cards.

RCW 66.44.370 Resisting Arrest • Prohibits anyone from resisting arrest by a law enforcement official.

RCW 69.41.340 Steroid Use by Student Athletes • Prohibits the use of steroids by student athletes. • Announces loss of eligibility for use.

RCW 69.41.350 Penalties of possessing • Penalties of possessing under 200 tablets or eight 2 cc bottles of steroid without a valid prescription (gross misdemeanor) or over 200 tablets or eight 2 cc bottles of steroid without a valid prescription (Class C Felony)

RCW 69.50.401 Prohibited Acts: A – Penalties • Prohibits the manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance. Any person in violation with respect to: (i) a Schedule I or II narcotic is guilty of a crime and upon conviction may be imprisoned for up to 10 years. If the crime involved less than two kilograms of the drug, fined up to \$25,000; or if the crime involved two or more kilograms of the drug, then fined up to \$100,000 for the first two kilograms and up to \$50 for each additional gram. • The sentence may include both imprisonment and fine, (ii) any other Schedule I, II, III substance is guilty of a crime and may be imprisoned for up to five years, fined up to \$10,000 or both. Nor may anyone be in possession of a controlled substance unless it was obtained through a valid prescription from a practitioner. Any person found guilty of possession of 40 grams or less of marijuana shall be guilty of a misdemeanor.

RCW 69.50.406 Distribution to Persons Under Age 18 • Anyone 18 years of age or over who distributes a controlled substance that is a narcotic drug to a person under 18 is punishable by the fine and/or imprisonment of up to twice that authorized by RCW 69.50.401 (a) (1)(i) RCW 69.50.408 Second or Subsequent Offenses • Second or subsequent offenses are punishable by twice the imprisonment and/or fine that is otherwise authorized.

RCW 69.50.410 Prohibited Acts: D - Penalties • Prohibits the sale for profit of any controlled substance or counterfeit substance classified in Schedule I, RCW 69.50.204 except leaves and flowering tops of marijuana. • Any person convicted of this subsection shall receive a sentence of up to five years in prison for the first offense, or a mandatory sentence of five years in prison for a subsequent offense and no judge may suspend or defer the second sentence. • Violation of this subsection by selling heroin is punishable by a mandatory sentence of two years in prison and no judge of any court shall suspend or defer the sentence. Any person convicted on a second or subsequent sale of heroin shall receive a mandatory sentence of 10 years in prison and no judge shall suspend or defer the second sentence. • In addition to the sentences provided, any person convicted of a violation of this subsection shall be fined in an amount calculated to at least elimination and all proceeds of profits gained by such person as a result of sales of controlled substances, up to the amount of \$500,000 on each count.

RCW 69.50.412 Prohibited Acts: E - Penalties • Prohibits the use of drug paraphernalia to plant, grow, harvest, manufacture, produce, prepare, test, store, or introduce into the human body a controlled substance. Any person who violates this section is guilty of a misdemeanor. Prohibits the delivery, possession with intent to deliver, or manufacture with intent to deliver drug paraphernalia to a person less than 18 years of age who is at least three years of age his junior is guilty of a gross misdemeanor. Any person 18 years of age or over who violates this subsection by delivering drug paraphernalia to a person less than 18 years of age who is at least three years of age his junior is guilty of a gross misdemeanor.

RCW 69.50.420 Violations – Juvenile Driving Privileges • If a juvenile between 13 and 21 is convicted of a violation of this chapter, the court shall notify the Department of Licensing within 24 hours after the entry of the judgment.

RCW 69.50.430 Additional Fine for Certain Felony Violations • Every person convicted of possessing, delivering, manufacturing, or selling a controlled substance shall, for a first offense, be fined \$1,000 in addition to any other fine or penalty imposed. Persons found guilty of a second or subsequent offense shall receive a mandatory \$2,000 fine. Unless the court finds the person to be indigent, this additional fine shall not be suspended or deferred by the court.

RCW 69.52.030 Violations-Exceptions (1) It is unlawful for any person to manufacture, distribute, or possess with intent to distribute, an imitation controlled substance. Any person who violates this subsection shall, upon conviction, be guilty of a class C felony.

Federal Drug Laws Sanctions for possession and trafficking of controlled substances under Title 21 United States Code (USC) Controlled Substances Act:

21 U.S.C. 844 (a) • Any individual who knowingly possesses a controlled substance that is listed in section 841(b)(1)(A) of this title in violation of section 844 of this title in an amount that, as specified by regulation of the Attorney General, is a personal use amount shall be liable to the United States for a civil penalty in an amount not to exceed \$10,000 for each such violation.

21 U.S.C. 853 (A) (2) and 21 U.S.C. 881 (a) (4) and 21 U.S.C. 881 (a) (7) • Forfeiture and property used to possess a controlled substance if the offense is punishable by more than one year imprisonment Forfeiture of vehicles, boats, or aircraft used to transport or conceal a controlled substance. Civil fine of up to \$10,000.

21 U.S.C. 853a and 18 U.S.C. 922 (g) and prosecutions under **18 U.S.C. 922 (g)(8)** • Denial of Federal benefits, such as student loans, grants, contracts, and licenses, up to 1 year for first offense, up to 5 years for subsequent offenses. Revocation of Federal licenses and benefits, e.g., pilot licenses, public housing tenancy, etc., are within the authority of some Federal agencies. Ineligible to receive or purchase a firearm.

Acronyms and Definitions

C.A.R.E.	Concern, Assess, Respond, Evaluate
Clery Act	Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Clery Geography On-campus, on-campus student housing, public property and non-campus
CSA	Campus Security Authority
DCL	Daily Crime Log
HR	Human Resources
NIMS/ICS	National Incident Management System/Incident Command System
PC ALERT	Peninsula College alerts regarding campus safety
OEI	Office of Equity & Inclusion
PC	Peninsula College
THIRA	Threat Hazard Identification and Risk Assessment
Title IX	Title IX is the most commonly used name for the federal civil rights law in the United States that was enacted as part (Title IX) of the Education Amendments of 1972. It prohibits sex-based discrimination in any school or any other education program that receives funding from the federal government. This is Public Law No. 92-318, 86 Stat. 235 (June 23, 1972), codified at 20 U.S.C. §§ 1681–1688.
TW	Timely Warning Notification: Required by the Clery Act if a Clery crime occurs on property owned or controlled by the institution and presents a threat to the community.
ENS	Emergency Notification System An emergency notification system (ENS) is a communication platform used to quickly notify users in critical situations. An ENS lets us simultaneously deliver messages via multiple channels such as text, voice, and email.
UCR	The Uniform Crime Reporting (UCR) Program generates reliable statistics for use in law enforcement. It also provides information for students of criminal justice, researchers, the media, and the public. The program has been providing crime statistics since 1930.
USDOE	United States Department of Education.
VAWA	Violence Against Women Act (2013, 2022)