



RENTON
TECHNICAL
COLLEGE®



2019 Annual Security Report

Submitted by:

Matt Vielbig, Director of Safety & Security

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Dear RTC Students, Prospective Students and Employees, Faculty, and Staff:

Thank you for your interest and commitment to Renton Technical College. The following report contains valuable information relating to our campus and community concerning resources, crime statistics, and more. This report is published annually in order to comply with provisions set forth by the Jeanne Clery Act signed in 1990.

RTC takes the safety of the campus community seriously and we encourage you to review this report in order to be better informed about internal and external resources available to you. You will also find three years of crime statistics for the campus and other non-campus properties where RTC learning takes place within this report as well.

At RTC we make an effort to increase our abilities to provide a safe learning and working environment by using mass notification technology, CCTV cameras, access control, campus radio systems, conducting emergency drills, and having a proactive security department, but we also believe your safety begins with you being informed and alert.

RTC strives to reduce the risk of potential crime, but unfortunately we are not immune to criminal incidents. Safety is a shared responsibility. We expect our students to follow the code of conduct and faculty and staff to follow institutional policies and procedures in order to contribute to a safe environment.

If you have any questions about this document, please contact the RTC Director of Safety & Security at 425-235-7836 or mvielbig@rtc.edu

Thank you,

Matt Vielbig

Director of Safety & Security

Renton Technical College.

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RTC Quick Reference Resources:

In an Emergency dial 911 to reach the local law enforcement.

From a campus phone dial 9-911 to connect to 911.

Non-Emergency

Renton	425-430-7500
Seattle	206-625-5011 (West Precinct)
Kent	253-856-5800
Auburn	253-931-3080
King County	206-296-4155
Bellevue	425-452-6917
Tukwila	206-433-1808

Renton Technical College

Campus Security	425-235-7871 (x7871 from a campus phone)
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Fire Department

Emergency	911
Non- Emergency	
Renton Station 12	425-430-7000
Kent	253-586-4480
Auburn (VRFA)	253-288-5800

Renton Technical College

Behavioral Health Services	425-235-5759
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King County Public Health Center 206-477-0100

(On Campus)

3201 NE 7th St. Renton WA 98056

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Background Information

In 1942, Renton Vocational Technical came into existence as a war production training school. Throughout the duration of World War II, the school provided customized pre-employment training and job upgrading-retraining. In 1966, the college moved to a central campus comprised of three new buildings. Since 1971, the college has grown to nearly 465,000 square feet and the student body has increased 500 percent.

The growth of the campus has enabled the college to improve and expand training in the growing industries of health, service, and information technology—especially those fields that are affected by new technologies. In 1991, we became part of the state’s community and technical college system; Renton Technical College. The conversion from a vocational-technical institute to a technical college gave us the authorization to grant two-year degrees in addition to certificates of completion. Currently, degrees are awarded in 37 programs and certificates are awarded in over 60 programs.

The College enjoys a student, faculty and staff population of nearly 10,000 individuals, plus a significant number of visitors to RTC's many programs. The College campus is located in the Renton Highlands, which has seen growth in suburban development and revitalization by the City of Renton. The main campus lies north of NE 4th Street, a main arterial connecting Renton to the Renton highlands.

Introduction

RTC Campus Security is committed to working with all members of the community to make our campus a safe and secure environment. The College has developed a series of policies and procedures to assist in these efforts. Safety is paramount at RTC and campus administrators make efforts to help ensure the safety of the campus community, however safety is also the responsibility of all individuals. While RTC takes measures to reduce crime on and off campus we are not exempt from experiencing crime. In the event a campus community member or visitor is the victim of a crime, RTC will help to ensure the appropriate resources are available in response when notified.

Please use this report to keep yourself informed about campus policies, resources, and crime statistics.

Included in this report is safety information for Renton Technical College Main campus located at 3000 NE 4th St. Renton WA 98056 and non-campus RTC areas of instruction in Seattle, Kent, Renton, Auburn, Bellevue, and Tukwila.

Included is information about federal regulations which mandate this report, along with the geography from which the crime data is gathered, an overview of campus safety, emergency procedures, descriptions of campus safety awareness and crime prevention programs (to help with risk reduction), Renton Technical College policies about alcohol and drugs, preventing and responding to personal violence and sexual assault, the process for responding to missing students, and crime data.

The Clery Act and other Federal Regulations about Safety on College Campuses

Clery regulations overlap with other federal statutes, thus all have some shared areas of focus. These regulations include:

- Student Right to Know -- On November 8, 1990, President George H. W. Bush signed the “Student Right to Know and Campus Security Act of 1990.” This disclosure act is a federal mandate requiring all institutions of higher education that participate in the federal student financial aid program to disclose information about crime on their campuses and in the surrounding communities.
- Jeanne Clery -- Amendments enacted to the Student Right to Know in 1998 renamed Title II. This Act is now known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. It is named after Jeanne Clery, who at 19 years old, was raped and murdered in her Lehigh University residence hall in 1986. Her parents lobbied Congress to enact the law when they discovered students at Lehigh hadn’t been notified about 38 violent crimes that had occurred on campus in the three years prior to Clery’s murder.
- Title IX -- Prior to the Clery Act, Title IX was enacted in 1972 as part of a larger educational package by the federal government. The most pertinent provision of Title IX requires that no person, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. Because the language of the law is very brief and raised more questions than it answered, then President Nixon assigned the Department of Education (ED) to be in charge of resolving questions and giving schools guidance on how to comply. ED occasionally issues directives or letters to schools providing them with guidance. One of these letters was published in 2011 and is known as the “Dear Colleague Letter” (DCL) (see bullet point below) and it specifically stated that the requirements of Title IX cover sexual violence and reminded schools of their responsibilities to take immediate and effective steps to respond.
 - Dear Colleague Letter (DCL): Provides clarification about examples of actions that colleges need to take in order to comply with Title IX.
- Higher Education Opportunity Act of 2008 (HEOA): Reauthorized the Higher Education Act of 1965, as amended (HEA) and specifies campus requirements for Emergency Response and Evacuation, Fire Logs and Safety, and Missing Students. HEOA is meant to be used in conjunction with the Clery Act.
- Campus Sexual Violence Elimination (SaVE) Act and Violence Against Women Act (VAWA): SaVE and VAWA were enacted in 1994 to raise awareness of domestic violence and assault crimes against women. Some of its provisions mandated that states create separate criminal statutes for domestic violence, provided additional protections to victims like quicker access to restraining orders, ability to break housing contracts without penalty, and provided funding for safe houses. It’s been updated and modified numerous times, most notably to expand the coverage to include basically all humans (men, transgender, transsexual, etc.) VAWA was updated again in 2013 through the Campus SaVE Act with changes that became effective on October 1, 2014.
 - Reporting Requirements: One of the updates is the Campus SaVE provision which modifies the Clery Act by putting new requirements on schools about what to report

and how to report it. The implementation of VAWA's SaVE provision and the new Clery reporting requirements must comply with Title IX's equal protection clauses. In short, the Campus SaVE Act refers to Section 304 of the reauthorized VAWA. It is a set of amendments to the Clery Act. Thus, what is referred to as the Campus SaVE Act is, in fact, the Clery Act.

- What does the SaVE provision require an institution of higher education (IHE) to do? The SaVE Act requires institutions to provide educational training on sex assault and similar topics to all new students and employees, create written procedures and methods for reporting and handling on-campus sex crimes, and include additional types of crimes in Clery reports.

This Annual Security Report is about Renton Technical College maintaining compliance with all of the following: Student Right to Know Act, Clery Act, Title IX, the DCL, HEOA, SaVE and VAWA.

Compliance with the Clery Act

Compliance with these laws requires an institution-wide effort and support from college leadership. Please note while there is some overlap between the Clery Act and Title IX (through VAWA), most of each law does not concern the other. It is through RTC's concern about their students and employees, they have a sense of personal safety within our campus community. Whereas we offer services and prevention strategies to continuously improve the safety of the campus community, ultimately, each individual is responsible for his/her own personal safety. We expect that the learning of and practicing of preventative measures serve to substantially reduce the probability of someone becoming a victim. Thus, our objective with the Annual Security Report is to provide effective and accurate written information that will help foster a safe and healthy environment for our students and employees, and provide information prospective and current students and employees need to make informed decisions regarding their individual safety. We want to inform our community about the occurrence of crime on our campus, our campus security and safety policies, and our most recent initiatives to prevent and respond to crime and emergencies. Compliance with the Clery Act requires RTC to provide timely warnings of crimes that represent an ongoing threat to the safety of students or employees and to make campus security policies available to the public. The act also requires RTC to collect, report, and disseminate crime data to everyone on-campus and to the Department of Education (ED) annually. To be in full compliance, RTC must do the following:

- Publish, provide information about and distribute an Annual Safety Report to current and prospective students and employees by October 1st of each year. The report must provide crime statistics for the past three years, detail campus and community policies about safety and security measures, describe campus crime prevention programs, and list procedures to be followed in the investigation and prosecution of alleged sex offenses.
- Provide students and employees with timely warnings of crimes that represent a threat to their safety. RTC must also keep and make available to the public a detailed crime log of all crimes reported to them in the past 60 days. Crime logs must be kept for seven years, and logs older than 60 days must be made available within two business days upon request.
- Keep the past three years of crime statistics detailing crimes that have occurred: on-campus in public areas on or near campus; and in certain non-campus buildings, such as remote

classrooms. RTC must also report liquor and drug law violations and illegal weapons possession if they result in a disciplinary referral or arrest.

- Disclose missing student notification procedures that pertain to students residing in any on-campus student housing facilities (Note RTC does not have on campus housing facilities, but still follows a procedure for reported missing students).
- Submit the collected crime statistics to the United States Department of Education each fall.

Renton Technical College strives to provide a safe learning and working environment for our students and employees. Information about crime prevention, security authority, crime reporting policies, disciplinary procedures, and other items are discussed in the following pages.

Renton Technical College's Annual Security Report is available on the internet posted on the Campus Security Website: <http://rtc.edu/clery-actd>

Renton Technical College Clery Geography Definitions:

Clery regulations are specific about the types of property or geography from which the crime data is being gathered for the college. To help with this, there are specific descriptions for each of the types of Clery Geography locations for Renton Technical College. The crime data stated in this report is for the previous three years concerning reported crimes which occurred in designated Clery Geography for Renton Technical College. The Clery Geography for RTC includes:

- Main campus: 3000 NE 4th St. Renton WA 98056.
- On-campus location: Annex 3407 NE 2nd St. Renton WA 98056
- On-campus Location: Parking Lot-15 3001 NE 4th St. Renton WA 98056
- Non-campus location: RTC Downtown Center 232 Burnett Ave. South Renton WA 98057
- Non-campus location: Seattle Work Source YWCA Opportunity Place 2024 3rd Ave. Seattle WA 98121
- Non-campus Location: Bellevue Library 1111 110th Ave N.E. Bellevue WA 98001
- Non-campus Location: Kent Learning Center 515 W. Harrison St. Kent WA 98032
- Non-campus Location: Commercial Bld. Eng. 18 E. St. SW Auburn WA 98001
- Non-campus Location: Creston Pt. 13445 Martin Luther King Jr. Way S. Seattle WA 98178
- Non-campus Location: Renton Library 100 Mill Ave. S. Renton WA 98057
- Non-campus Location: El Centro Rendu 575 Rainier Ave. N. Renton WA 98057
- Non-campus Location: Youth Source Tukwila 645 Andover Park W. Tukwila WA 98188

On-Campus: This is any building or property owned or controlled by Renton Technical College within the same reasonably contiguous geographic area and used by Renton Technical College in direct support of, or in a manner related to the institution's educational purposes, and any building or property owned by the College but controlled by another person, is frequently used by students, and supports institutional purposes.

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Non-Campus Building or Property: This includes any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. Note: RTC does not have other buildings that are owned by any student organization.

Public Property: This includes all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

The main campus for Renton Technical College is located at 3000 NE 4th St. Renton WA 98056. There are two walkways connecting with public sidewalks starting on the South border of campus at NE 4th St. and continue North through campus and connect into one walkway near Building I. RTC has 5 vehicle entrances to campus, 4 along Monroe Ave. NE and one on NE 7th St. on the North end of campus. The North, East, and South ends of campus are open to public traffic, the West side of campus is gated and has several emergency vehicle gates to provide first responder/ utility access when needed.

RTC Clery Public Property for 3000 NE 4th St. Renton WA 98056 includes the adjacent sidewalks, traffic lanes, and sidewalks adjacent the traffic lanes on:

- The South side of campus (NE4th St.) between Monroe Ave. NE. and Jefferson Ave. NE.
- The SW side of campus (Jefferson Ave. NE) between NE 4th St. and Kirkland Ave. NE.
- The West side of campus (Kirkland Ave. NE) between Jefferson Ave. NE and NE 7th St.

- The North side of campus (NE 7th St.) between Kirkland Ave. NE and Monroe Ave. NE.
- The East side of campus (Monroe Ave. NE) between NE 7th St. and NE 4th St.

The Renton Technical College Annex is located at 3407 NE 2nd St. Renton WA 98056 and is considered part of the main campus due to the reasonably contiguous proximity with the main campus located at 3000 NE 4th St. Renton WA 98056.

RTC Clery Public Property for 3407 NE 2nd St. Renton WA 98056 includes the adjacent sidewalks, traffic lanes, and sidewalks adjacent the traffic lanes on:

- NE 2nd St. between Monroe Ave. NE and where NE 2nd St turns south toward the King County Emergency Operations Center.

RTC Clery Public Property for Parking Lot P-15 at 3001 NE 4th St. Renton WA 98056 includes adjacent sidewalks, traffic lanes, and sidewalks adjacent to the traffic lanes from the East side of The Stor-house self-storage property line, NE 3rd St, NE 4th St., and Jefferson Ave. NE to the fence line at King County Parks and Recreation.

RTC Non-Campus controlled spaces:

RTC has instruction in several areas off campus where the space is leased for specific class times. RTC does not control the building or property and is only responsible for reporting crimes in controlled spaces during times of instruction. Controlled spaces includes areas where a student or faculty member must utilize to access the learning space.

The Kent Learning Center South King County Alliance located at 515 W. Harrison St. Suite 218, Kent WA 98032. Clery reportable property for the Kent Learning Center includes Entry doors, hallways, elevator, stairs, and Suite 218.

- High school Equivalency
 - 9:00 a.m. -12:00 p.m. Monday – Friday
 - 12:30 p.m. - 2:30 p.m. Monday – Friday
- English Language Acquisition Foundations
 - 10:30 a.m. -1:30 p.m. Monday – Thursday
 - 2:30 p.m. - 5:30 p.m. Monday – Thursday
 - 6:00 p.m. - 9:00 p.m. Monday- Thursday

RTC Downtown Center: 232 Burnett Ave. South Renton WA 98057

- RTC leases two classrooms, offices, meeting, and break rooms within this space.
 - English classes
 - 9:00 a.m. – 11:00 a.m. Monday - Friday
 - 12:00 p.m. – 2:00 p.m. Monday - Friday
 - High school Equivalency
 - 10:00 a.m. – 1:00 p.m. Monday - Thursday

Seattle Work Source YWCA Opportunity Place: 2024 3rd Ave. Seattle WA 98121.

- RTC utilizes two offices on the 2nd floor, rooms 236, 237, and office 248. Students and faculty may utilize the 1st floor Lobby, stairwell, elevators, and 2nd floor restrooms.
 - High School Equivalency and English Language Acquisition Foundations
 - 8:30 a.m. - 11:30 a.m. Monday- Friday
 - 12:15 p.m. - 3:00 p.m. Monday- Friday

Commercial Building and Engineering 18 E. St. SW Auburn WA 98001

- Office and lab space on the North side of the building.
 - 7:00 a.m. – 4:00 p.m. Monday and Wednesday
 - 12:30 p.m. – 4:00p.m. Tuesday and Thursday

Creston Point Apartments 13445 Martin Luther King Jr. Way S. Seattle WA 98001

- Entry lobby, stairway, elevator, 2nd floor restrooms, 2nd floor hallway, and the Game room.
 - English Language Acquisition Foundation
 - 9:15 a.m. - 1:00 p.m. Monday- Thursday

Birch Creek Apartments 13111 SE 274th St. Kent WA 98030

- Family Center Building entry lobby, stairway, elevator, 2nd floor restrooms, 2nd floor hallway, and the classroom.
 - English Language Acquisition Foundations
 - 9:00 a.m. -12:00 p.m. Monday- Friday
 - Summer hours 8:00 a.m. - 11:00 a.m. Monday- Friday

Renton Library 100 Mill Ave. S. Community Room, Renton WA.

- English Language Acquisition Foundations
- 12:00 p.m. - 3:00 p.m. Tuesday, Thursday.

El Centro Rendu St. Vincent De Paul 575 Rainier Ave. N. Renton WA 98057

- High School Equivalency Bilingual Spanish/English
- 10:00 a.m. -12:00 p.m. Monday, Wednesday, Friday.

Youth Source Tukwila 645 Andover Park W. Tukwila WA 98188

- High School Completion/College Prep
 - 9:00a.m.- 12:00 p.m. Monday -Thursday
 - 1:00p.m. - 3:30p.m. Monday - Thursday

Bellevue Library 1111 110th Ave N.E. Bellevue WA 98004

- Bilingual Diploma Tuesday and Thursday 9:00 a.m. – 11:00 a.m.

Safety Considerations for Renton Technical College Main campus and Non-Campus Instructional Spaces

This section includes information about campus safety including access to and security of our main campus and non-campus locations, security considerations, relationships with other Law Enforcement Agencies, reporting criminal offences, notifications about reported crimes, statistical disclosure of reported incidents, reporting crime and methods available, maintenance of campus facilities, access to the campus daily crime log, and timely warning notifications.

On-campus considerations

Renton Technical College Security provides safety and security services for the main RTC campus located at 3000 NE 4th St. Renton WA 98056 and the RTC Annex located at 3407 NE 2nd St. Renton WA 98056.

The RTC Campus Security Department is located in building N on the main campus room 103. The Campus Security Department is responsible for preparing the Annual Security Report and maintaining the Daily crime log. The RTC Campus Crime Log is open to public inspection, free of charge, upon request during normal business hours which is 7:30am to 4:30pm Monday through Friday, excluding holidays. The daily crime log is populated with the most recent criminal incidents reported to RTC Security for a 60-day period. For any crime information older than 60 days a written request must be received and the information will be made available within two business days.

Renton Technical College Campus Security Department field staff are unarmed, non-sworn security officers with a focus on life safety, crime prevention, and physical security of campus property. RTC Security staff do not have arrest authority.

RTC Security staff are certified in CPR and First Aid at the American Red Cross recommended biennium and may engage in various training related to criminal law, customer service, Title IX, communications, report writing, crisis intervention, incident response and ICS-100.

The RTC Security Office consists of the Security Director who reports to the Vice President of Student Services, three full time security staff scheduled Monday through Friday, and two part-time security staff who work on Saturdays. The RTC Security Administrative assistant reports to the Director of Security.

The RTC Security Office is open Monday through Friday from 7:30am to 4:00pm excluding holidays and campus closures. RTC security Officers work from 6:00am to 10:00pm Monday through Friday and 6:00am to 12:00am on Saturdays excluding holidays.

City of Renton Police Department has primary law enforcement jurisdiction over the main RTC Campus and Annex property and is responsible for investigating any incidents reported to RPD. RTC Security may assist with police investigations when requested and ensure FERPA compliance when an investigation may involve RTC Students.

RTC Security provides response assistance for the Renton Fire Department and Medic Units when responding to campus.

RTC and RTC Security take campus safety seriously and are continually seeking ways to improve the safety of our campus and campus community. RTC Security staff constantly patrol the campus and look for hazards and facilities deficiencies. When discovered, RTC security reports the issues to the Director of Facilities and Grounds Services for repair.

The RTC Security Director is responsible for the campus Health and Safety committee, where health and safety items can be addressed through an official process if needed to make significant changes to safety items on campus.

RTC has made a commitment to utilizing CPTED (Crime Prevention Through Environmental Design) practices in new building and development practices on campus associated with the campus Master Plan.

Areas of campus previously landscaped that may not meet CPTED criteria are assessed for re-design to bring them up to CPTED standards when funding is available.

Safety Hazards or concerns not requiring immediate attention can be emailed to CampusSecurity@rtc.edu for immediate concerns please contact our Field Officer at 425-235-7871.

Renton Technical College is a public institution and the RTC Campus is open to the public, even though part of the property is surrounded by a fence. The Monroe Street entrances are accessible 24 hours a day. Instructional and administrative buildings on campus are open for use from 6:00 a.m. to 9:00 p.m. Monday through Friday. On Saturday only the buildings scheduled for use will be open and all other buildings will be locked and alarm systems armed. On Sunday the campus is closed and no one is allowed in any building on campus. Overnight parking is not permitted at Renton Technical College. The Library hours fluctuate throughout the year, so it is best to check the Library schedule to determine the operating hours, which can be found here: <http://www.rtc.edu/library-services-and-information>

Off-campus considerations

Access to off campus locations is determined by the property owner and hours posted by the office. During times when a program is scheduled in an off-campus learning space, the space will be open unless affected by a Holiday or emergency closure.

To report an emergency at an off-campus location dial 911, there is also a list of non-emergency contact numbers for police departments within the cities of off-campus instruction at the beginning of this report for reference. We also encourage you to report crimes to our on-campus security department if you have been affected by a crime at one of our off-campus instruction locations.

General procedures for reporting a crime or emergency

Community members (students, faculty, staff, and guests) are encouraged to report all crimes and safety-related incidents to RTC Campus Security in a timely manner. This publication focuses on RTC Campus Security because it patrols the RTC Main Campus.

To report a crime or an emergency on the main campus, call 911 first and then call RTC Campus Security at extension 7871 or, from outside the College phone system, (425) 235-7871. To report a non-emergency security or safety-related matter, call RTC Campus Security at extension 7871 or, from outside the College phone system, (425) 235-7871.

This publication contains information about on and off-campus resources and is made available to all RTC community members. The information about “resources” is not provided to suggest that those resources are “crime reporting entities” for RTC. Crimes should be reported to the RTC Campus Security Department to ensure inclusion in the annual crime statistics and to aid in providing timely

warning notices to the community, when appropriate. For example, a crime that was reported only to the King County Sexual Assault Resource Center would not be included in the RTC crime statistics. However, a victim could report the incident to RTC Security confidentially in order to obtain resource information and help RTC determine if the incident should be added to our statistics in the Annual Security Report.

Confidential reporting procedures

If you are the victim of a crime and do not want to pursue action within the college system or the criminal justice system, you may still want to consider making a confidential report. With your permission, a RTC Campus Security Officer can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime with regard to a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

RTC notification process for reported crimes

Students, faculty, staff, community members, and guests are encouraged to report all crimes and public safety-related incidents to Renton Technical College Campus Security in a timely manner, to aid in providing accurate and timely warning notices to the community when appropriate, and to ensure inclusion in the annual crime statistics.

Depending on the circumstances of the crime, especially in situations that could pose an immediate threat to the community, and individuals within the community, the Campus Security Director or his/her designee shall distribute a “Timely Warning Notification” to staff, faculty, and students.

The “Timely Warning Notifications” are written by the Director of Campus Security or his/her designees. The Timely warning content will contain sufficient information about the nature of the threat to allow members of the campus to take protective action, and will include the following:

- A succinct statement of the incident
- A possible connection to previous incidents if applicable
- Date, time, and location of the warning
- Description and photo of possible suspects, if available
- Risk reduction and safety tips
- Other relevant and important information

In some cases, RTC may need to keep some facts confidential to avoid compromising an ongoing investigation, and/or to protect the privacy of the individuals involved.

Updates about any particular case shall be distributed via email to all college email addresses and will be posted on the RTC website, and if necessary, Timely Warning Notifications will be posted in lobby/entrances of affected buildings. Additionally, notifications via text will be sent to members of the campus community and others outside the community who have signed up for push notifications via the Alertus Recipient Application. Anyone can download the application to receive alerts at:

<https://www.rtc.edu/emergency-mass-notification>

Anyone with information that warrants a timely warning notification should report the circumstances to Campus Security by phone at 425-235-7871.

Crime Statistics: The information below provides context for the crime statistics reported as part of compliance with the Clery Act

The crime statistics in this report are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting (UCR) handbook and relevant federal law. Renton Technical College Campus Security submits the annual crime statistics published in this report to the Department of Education (ED) using The Campus Safety and Security Data Analysis Cutting Tool website (<http://ope.ed.gov/security/>) during annual limited open submission dates prior to the deadline of October 1st. The statistical information gathered by the Department of Education is available to the public through that website. A written notification about crimes to be reported and requests for information regarding those crimes is made on an annual basis to college officials.

The Clery Act requires institutions to include four general categories of crime statistics:

- **Criminal Offenses (also referred to as Primary Crimes):** Criminal Homicide, including Murder and Non-Negligent Manslaughter, and Manslaughter by Negligence; Sexual Assault (also referred to as sex offenses) including Rape, Fondling, Incest and Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson
- **Hate Crimes:** Any of the above mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by bias
- **VAWA Offenses:** Any incidents of Domestic Violence, Dating Violence and Stalking (Note that Sexual Assault is also a VAWA Offense but is included in the Criminal Offenses for Clery Act reporting purposes)
- **Arrests and Referrals for Disciplinary Action:** for Weapons—Carrying, Possessing, etc.; Law Violations, Drug Abuse Violations and Liquor Law Violations

Definitions of Clery Crimes

Definitions are established under the FBI's Uniform Crime Reports (UCR) and National Incident Based Reporting System (NIBRS) and Department of Education. Where there is an absence of definition or legal threshold, the Revised Codes of Washington become the default codes from which the Clery Act requires consideration. For all code of conduct violations, Renton Technical College policies will become the default definition.

- **Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault 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.
- **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, etc.
- **Burglary:** The unlawful entry of a structure, to commit a felony or a theft. For reporting purposes, this definition includes: unlawful entry with the intent to commit a larceny or felony;

breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

- **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; and 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.
- **Destruction/Damage/Vandalism of Property:** is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control over it. *
- **Disciplinary Referrals:** Includes those individuals referred to the Dean of Student Success or Vice President of Student Services, for liquor law, drug law, and illegal weapons violation.
- **Domestic Violence:** Felony or misdemeanor crimes 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 or violence occurred or by any other person against an adult or youth victim under the domestic or family violence laws of the jurisdiction in which the crime or violence occurred.
- **Drug Law Violations:** Violations of federal, 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; marijuana; synthetic narcotics; and dangerous non-narcotic drugs.
- **Fondling:** The touching of the private parts of another person for the purpose of sexual gratification, without consent of the victim, including instances where the victim is incapable of giving consent because of his/her age, or because of his/her temporary or permanent mental or physical incapacity.
- **Hate Crime:** A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias.
- **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by 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. *
- **Larceny-theft:** The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. *
- **Liquor Law Violations:** The violation of laws or ordinances 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; and all attempts to commit any of the aforementioned (drunkenness and driving under the influence are not included in this definition).
- **Manslaughter by Negligence:** The killing of another person through gross negligence.
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.
- **Murder and Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

- **Rape:** The carnal knowledge of a person without consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or temporary or permanent mental or physical incapacity. (Definition changed 01/17/2013 in which forcible was removed). Rape is the penetration, no matter how slight of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
- **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, violence, and/or causing the victim fear.
- **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. *
- **Stalking:** Engaging in a course of conduct, directed at a specific person that would cause a reasonable person to fear for the person's safety of others; or suffer substantial emotional distress.
- **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent. (Age of consent is defined under the WA State's Code as 16 years old).
- **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.

***Larceny-theft, simple assault, intimidation and destruction /damage/vandalism of property are included in Clery Act statistics only if they are hate crimes.**

Specific information about classifying crime statistics

The statistics in this document are published in accordance with the standards and guidelines used by the FBI's UCR Handbook and relevant federal laws.

Methodology/Classification: The following is a breakdown of how statistics under these countable offenses, are managed with this report:

- Murder/Non-Negligent Manslaughter, Negligent Manslaughter, Forcible and Non-Forcible Sex Offenses, and Aggravated Assault – Documented in the statistics column is the number of victims associated with each particular incident. (Note—the terms forcible and non-forcible are still included in the crime tables for historical references)
- Robbery, Burglary, Larceny, Vandalism, and Arson – Reflects the offense per distinct operation. For example, if 5 students are robbed by one individual as a group, this would be counted as one count of robbery in the statistics chart
- Motor Vehicle Theft in the statistics column, will reflect each vehicle stolen
- Liquor law, Drug Law, and Illegal Weapons Violations are counted by each person who was arrested, which is indicated in the arrest statistics
- Liquor law, Drug Law, and Illegal Weapons Violations are also captured under the "Referred for Disciplinary Action" section. The statistics indicate the number of people referred to the RTC Conduct Officer for disciplinary action for violations of these codes of conduct. Being "found responsible" for a violation includes a referral that results in a student being charged by the designated adjudications officer, and a record of the action being kept on file
- The statistics in Hate Crimes are separated by category of prejudice or bias

- The numbers for most of the specific crime categories are part of the overall statistics reported for each year. The only exceptions to this are the addition of simple assault, intimidation, and any other crime that involves bodily injury that is not already included in the required reporting categories. If a hate/bias 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/bias crime even though there is no requirement to report the crime classification in any other area of the compliance document

More information about the Daily incident/ Crime Log

Renton Technical College maintains a daily crime log which includes crimes reported to Campus Security, and it is updated as crime reports are completed. The Daily Crime log is maintained electronically and can be printed upon request.

The daily crime log contains reports for the previous 60 days. That portion of the log beyond 60 days, if not immediately available, will be made accessible within two business days of a request for public inspection. The only exceptions in the posting of incident/crimes reported and/or investigated are:

- If the disclosure is prohibited by law.
- If the disclosure would jeopardize the confidentiality of the victim(s)

Posting of crimes reported and/or investigated may be temporarily withheld in some cases if the release of information would:

- Jeopardize an ongoing investigation
- Jeopardize the safety of an individual
- Cause a suspect to flee or evade detection
- Result in the destruction of evidence

Information temporarily withheld from the incident/crime log for any of the above reasons will be posted when the adverse or harmful effects are no longer likely.

Campus Security Authorities (CSA's)

"Campus security authority" is a Clery Act-specific term that encompasses four groups of individuals and organizations associated with RTC.

- RTC Campus Security. All individuals who work for the department are campus security authorities.
- Any individual or individuals who have responsibility for campus security but who do not constitute a campus security department.
- Any individual or organization specified in RTC's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an RTC who has significant responsibility for student and campus activities, including, but not limited to, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

Positions at RTC which are considered to having Campus Security Authority Status:

- Dean of Student Success
- Designated Non-Campus Instructors
- Director of Security
- Faculty Advisors to student groups
- Security Staff
- Title IX Coordinator

RTC CSA's can submit reports easily with our online reporting form found here:

<https://www.rtc.edu/campus-security-authority-reporting>

Campus Crime Statistics

NOTE: 2017 is denoted by 17; 2018 is denoted by 18; 2019 is denoted by 19. The column for Unfounded cases was added based on a new VAWA provision (published in the federal register 10/20/2014) that clarified the very limited circumstances in which an institution may remove reports of crimes that have been unfounded and to report these in the institution's Annual Security Report.

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the College community obtained from the following sources: RTC Campus Security, Law Enforcement agencies with jurisdiction over instructional spaces. For statistical purposes, crime statistics reported to any of these sources and are recorded in the calendar year the crime was reported. A written request for statistical information is made on an annual basis to Campus departments including Human Resources and the office overseeing student conduct. RTC Campus Security submits the annual crime statistics published in this brochure to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website.

This table displays data for Renton Technical College Main campus, non-campus, and public Clery Geography. All incidents from campus statistics and Law Enforcement jurisdictions were reviewed to compile the following table.

Renton (main) Campus	On Campus			Non-Campus Geography			Public			Unfounded Cases
	17	18	19	17	18	19	17	18	19	
Type of Clery Crime										
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Rape	0	1	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	1	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0
Burglary	0	10	1	1	0	0	0	0	0	0
Motor Vehicle Theft	1	3	4	0	0	0	0	0	0	0
Arson	0	0	0	1	0	1	0	0	0	0
VAWA Offenses										
Domestic Violence	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	1	0	0	0	0	0	0	0
Arrests										
Liquor/Alcohol Law	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	2	0	0	0
Weapons Carrying, Possessing etc.	0	0	0	0	0	0	0	0	0	0
Campus Disciplinary Referrals										
Liquor/Alcohol Violations	0	2	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	1	0	0	0	0	0	0	0	0
Weapons Carrying, Possessing etc.	0	0	0	0	0	0	0	0	0	0
Hate Crime Categories										
Larceny-Theft	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism	0	0	0	0	0	0	0	0	0	0

Sex Offender Registry

The federal Campus Sex Crimes Prevention Act was enacted on October 28, 2000. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student.

In the State of Washington (Revised Code of Washington (RCW) 9A.44.130) any adult or juvenile residing whether or not the person has a fixed residence, or who is a student, is employed, or carries on a vocation in this state who has been found to have committed or has been convicted of any sex offense or kidnapping offense, or who has been found not guilty by reason of insanity under chapter 10.77 (RCW) of committing any sex offense or kidnapping offense, shall register with the county sheriff for the county of the person's residence, or if the person is not a resident of Washington, the county of the person's school, or place of employment or vocation, or as otherwise specified in this section. Where a person required to register under this section is in custody of the state Department of Corrections, the state Department of Social and Health Services, a local division of youth services, or a local jail or juvenile detention facility as a result of a sex offense or kidnapping offense, the person shall also register at the time of release from custody with an official designated by the agency that has jurisdiction over the person. In addition, any such adult or juvenile who is admitted to a public or private institution of higher education shall, within ten days of enrolling or by the first business day after arriving at the institution, whichever is earlier, notify the Sheriff of the county of the person's residence of the person's intent to attend the institution. The sheriff shall notify the institution's department of Campus Security and shall provide that department with the person's: name; address; date and place of birth; place of employment; crime for which convicted; date and place of conviction; aliases used; social security number; photograph; and fingerprints.

RCW 9A.44.138

Attendance, employment of registered sex offenders and kidnapping offenders at institutions of higher education - Notice to school districts, principal, department of public safety at institution - Confidentiality.

(1) Upon receiving notice from a registered person pursuant to RCW 9A.44.130

<<http://apps.leg.wa.gov/rcw/default.aspx?cite=9A.44.130>> that the person will be attending a school or institution of higher education or will be employed with an institution of higher education, the sheriff must promptly notify the school district and the school principal or institution's department of public safety and shall provide that school or department with the person's:

- a) Name and any aliases used;
- b) complete residential address;
- c) date and place of birth;
- d) place of employment;
- e) crime for which convicted;
- f) date and place of conviction;
- g) social security number;
- h) photograph; and

i) risk level classification.

(2) A principal or department receiving notice under this subsection must disclose the information received from the sheriff as follows:

- a. If the student is classified as a risk level II or III, the principal shall provide the information received to every teacher of the student and to any other personnel who, in the judgment of the principal, supervises the student or for security purposes should be aware of the student's record;
- b. If the student is classified as a risk level I, the principal or department shall provide the information received only to personnel who, in the judgment of the principal or department, for security purposes should be aware of the student's record.

(3) The sheriff shall notify the applicable school district and school principal or institution's department of public safety whenever a student's risk level classification is changed or the sheriff is notified of a change in the student's address.

(4) Any information received by school or institution personnel under this subsection is confidential and may not be further disseminated except as provided in RCW 28A.225.330 <<http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.225.330>>, other statutes or case law, and the family and educational and privacy rights act of 1994, 20 U.S.C. Sec. 1232g et seq.

The RTC community may conduct their own sex offender searches at the links below:

- King County Sex Offender Search <http://www.icrimewatch.net/index.php?AgencyID=54473>
- State of Washington Sex Offender Search <http://www.icrimewatch.net/index.php?AgencyID=54528>

Campus Emergencies

Emergency Response

The RTC Emergency Response Plan includes information designed to provide direction to every individual on campus. The plan contains the College's incident priorities and leadership assignments. The plan also contains processes to ensure emergency actions occur. These actions include campus wide responses to emergency instructions to shelter-in-place, evacuate, lockdown, and return to normal operations. The plan designates that the College administration utilize Incident Command Structure (ICS) for local event coordination, contingency and continuity planning requirements. Each building on campus has emergency response personnel identified as Evacuation Marshalls. The Evacuation Marshalls, made up of faculty and staff members ensure that their building's occupants respond to emergency evacuations in keeping with the Emergency Response Plan. Custodial, Facilities, and Campus Security personnel make up the campus wide Emergency Response Team. They respond to buildings or parts of campus during an emergency to coordinate the College's response and support Evacuation Marshalls at the incident location. College departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility.

The College conducts emergency response exercises each year, such as table top exercises, field exercises, quarterly drills, and tests of the emergency notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution. RTC Campus Security Officers and the Director have received training in Incident Command and Responding to Critical Incidents on

Campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the RTC Emergency Response Team members, then followed shortly thereafter by Renton Police and Fire Department. These entities typically respond and work together to manage the incident. Depending on the nature of the incident, RTC Administrative ICS team and other local or federal agencies could also be involved in responding to the incident. General information about the emergency response and evacuation procedures for RTC are publicized each year as part of the institution's Clery Act compliance efforts, and that information is available on the RTC Campus Security website under the icons, Emergency Procedures.

Notification

When the College receives confirmed information from any office or department on the college campus, such as RTC Campus Security, a Dean's Office, Department Head or Evacuation Marshall a situation or circumstances pose a threat or immediate threat to the health and safety of the RTC community, an emergency notification can be made to those areas affected immediately. The College has various systems in place for communicating information quickly. The systems include Alertus mass notification, email, and handheld radios issued in each building. For ongoing emergency situations informational updates can be provided through the RTC website, Twitter, and Facebook. Additionally, recorded messages may also be accessible at the RTC main business phone at (425) 235-2352.

RTC community members are encouraged to notify RTC Campus Security of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. RTC Campus Security has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, RTC Campus Security has a responsibility to respond to such incidents to determine if the situation does, in fact, pose a threat to the community. If so, Federal Law requires that the institution notify the campus community or the appropriate segments of the community that may be affected by the situation.

Emergency Procedures

Evacuation drills may be coordinated by Campus Security during each academic school year for all buildings on the College's main campus or conducted individually by faculty and staff to demonstrate how to evacuate their area safely. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. Individual Emergency procedure guides are posted in each classroom and major meeting spaces on campus and are there as a reference to support the evacuation drill desired response. The Emergency Procedure guides are supplemented with evacuation maps for each room indicating the exit routes from the building. Additionally, the guides also contain Evacuation Area maps that correspond to the campus building showing occupants where they should meet and stage upon evacuation. Evacuation drills and materials are designed to prepare building occupants for an organized evacuation in case of a fire or other emergency. At RTC, evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the College an opportunity to test the operation of fire alarm system components.

Students receive information about evacuation and shelter-in-place procedures during the first quarter and during other educational sessions they can participate in throughout the year.

Specific Emergency Instructions

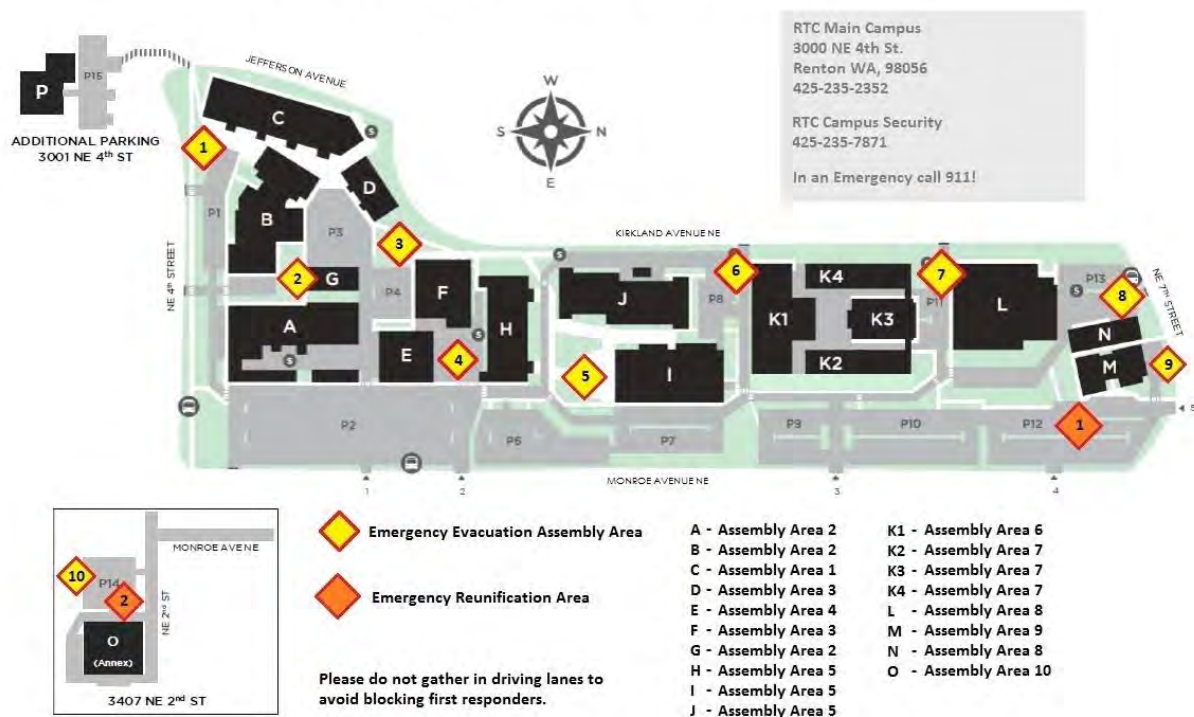
Renton Technical College has a comprehensive Emergency Procedures Guide providing the campus best practices that can be accessed on the Campus Security page of the RTC website.

Emergency Evacuation map

Areas shown in yellow coincide with the building letter evacuation site.

RTC RENTON TECHNICAL COLLEGE

Emergency Evacuation Information



Security Awareness and Crime Prevention Programs for Students and Employees.

The Director of Safety and Security upon request will conduct crime prevention and general security and safety awareness presentations when requested by various community groups, including students and employees of the College. During these presentations, the following information is typically provided: general crime prevention and security awareness, safety education, discussions about topics such as alcohol abuse, domestic violence, self-defense, fire safety, emergency response and evacuation procedures, sexual assault prevention, and theft prevention. Participants are encouraged to be responsible for their own security on campus.

Throughout the year the Director of Security engages in orientation presentations to help inform the campus community about services provided, crime prevention tips, and personal safety tips.

Renton Technical College continues to seek ways to improve the safety of the campus community while preserving an open campus with public access. There are no concrete solutions to end crime on campus, RTC has measures in place to enhance the safety of the community and aid in crime prevention. These measures include:

- Campus Safety Staff: consists of 3 full time and 2 part time field staff dedicated to crime prevention, pro-active patrol, and coordinating mutual-aid resources. Field staff are uniformed to be easily identified as security personnel.
- Walking escorts: During security operational hours, requests for walking escorts can be made as an increased safety measure for returning to a vehicle or class.
- Emergency notifications: RTC utilizes ALERTUS mass notification systems to provide mobile, email, desktop, and beacon notifications to disseminate emergency information quickly and accurately.

Important Campus and Community Services

RTC Student Services (425) 235-5840

RTC Campus Security Department (425) 235-7871 or 7871 from any RTC phone

Valley Medical Center (425) 656-4055

Renton Police Department – Emergency 9-1-1

Renton Police Department – Business (425) 430-7500

King County Sheriff's Office – Emergency 9-1-1

King County Sheriff's Office – Business (206) 296-3311

King County Sexual Assault Resource Center (206) 632-7273, or 1-(888) 998-6423 kcsarc.org

Washington State Domestic Violence Hotline: 1-(800) 562-6025

King County Crisis Clinic, Crisis Line 1-(866) 427-4747 www.crisisclinic.org

WA Recovery Help Line 1-(866) 789-1511

Responsibilities of the College Community

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

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

Notification of Missing Students

Renton Technical College does not have on-campus resident life (housing for students). RTC is not required to address missing students. RTC Campus Security will work with the City of Renton Police Department or other local or regional law enforcement agencies upon request when they have reason to believe a student who attends RTC is missing. RTC Campus Security will generate a missing person report and assist with the investigation.

Employee Disciplinary Sanctions related directly to Alcohol and Illegal Drug Use in the Workplace

Official college action is taken when violation of state law or college policy regarding illicit drugs or alcohol occurs. Employees have rights within the limitations of statutory law and college policy which are deemed necessary to achieve the educational goals of the college. Renton Technical College intends to provide a drug-free workplace. Each employee is expected to report to work in an appropriate mental and physical condition to perform their assigned duties. Therefore, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in and on Renton Technical College owned and/or controlled property, or while conducting college business is prohibited. Violation of this standard will result in disciplinary action being taken in accordance with the Higher Education Personnel Board rules, bargaining unit agreements, tenure laws, or other policies of the institution. Violation will be reason for discipline, including termination of employment, or for participation in evaluation/treatment for a substance use disorder.

STUDENT CONDUCT CODE AND HEARING PROCEDURES

Chapter 495E-110 WAC

STUDENT CONDUCT CODE

Authority (WAC 495E-110-010)

The board of trustees, acting pursuant to RCW 28B.50.140(14), delegates to the president of the college the authority to administer disciplinary action. Administration of the disciplinary procedures is the responsibility of the vice-president of student affairs or designee. The student conduct officer shall serve as the principal investigator and administrator for alleged violations of this code.

Statement of Student Rights (WAC 495E-110-020)

As members of the academic community, students are encouraged to develop the capacity for critical judgment and to engage in an independent search for truth. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students should exercise their freedom with responsibility. The responsibility to secure and to respect general conditions conducive to the freedom to learn is shared by all members of the college community.

The following enumerated rights are guaranteed to each student within the limitations of statutory law and college policy which are deemed necessary to achieve the educational goals of the college:

(1) Academic Freedom.

- a. Students are guaranteed the rights of free inquiry, expression, and assembly upon and within college facilities that are generally open and available to the public.
- b. Students are free to pursue appropriate educational objectives from among the college's curricula, programs, and services, subject to the limitations of RCW 28B.50.090 (3)(b).
- c. Students shall be protected from academic evaluation which is arbitrary, prejudiced, or capricious, but are responsible for meeting the standards of academic performance established by each of their instructors.
- d. Students have the right to a learning environment which is free from unlawful discrimination, inappropriate and disrespectful conduct, and any and all harassment, including sexual harassment.

(2) Due Process.

- a. The rights of students to be secure in their persons, quarters, papers, and effects against unreasonable searches and seizures is guaranteed.
- b. No disciplinary sanction may be imposed on any student without notice to the accused of the nature of the charges.

- c. A student accused of violating this code of student conduct is entitled, upon request, to procedural due process as set forth in this chapter.

Prohibited Student Conduct (WAC 495E-110-030)

The college may impose disciplinary sanctions against a student who commits, or aids, abets, incites, encourages or assists another person to commit, an act(s) of misconduct, which include, but are not limited to the following:

1. **Academic Dishonesty.** Any act of academic dishonesty, including but not limited to cheating, plagiarism, and fabrication.
 - a. Cheating includes any attempt to give or obtain unauthorized assistance relating to the completion of an academic assignment.
 - b. Plagiarism includes taking and using as one's own, without proper attribution, the ideas, writings, or work of another person in completing an academic assignment. Prohibited conduct may also include the unauthorized submission for credit of academic work that has been submitted for credit in another course.
 - c. Fabrication includes falsifying data, information, or citations in completing an academic assignment and also includes providing false or deceptive information to an instructor concerning the completion of an assignment.
2. **Other Dishonesty.** Any other acts of dishonesty. Such acts include, but are not limited to:
 - a. Forgery, alteration, submission of falsified documents or misuse of any college document, record, or instrument of identification;
 - b. Tampering with an election conducted by or for college students; or
 - c. Furnishing false information or failing to furnish correct information, in response to the request or requirement of a college officer or employee.
3. **Obstruction or Disruption.** Obstruction or disruption of (a) any instruction, research, administration, disciplinary proceeding, or other college activity, including the obstruction of the free flow of pedestrian or vehicular movement on college property or at a college activity or (b) any activity that is authorized to occur on college property, whether or not actually conducted or sponsored by the college.
4. **Assault.** Assault, physical abuse, verbal abuse, threat(s), intimidation, harassment, bullying, stalking or other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person or another person's property. For purposes of this paragraph:
 - a. Bullying is physical or verbal abuse, repeated over time, and involving a power imbalance between the aggressor and victim.

- b. Stalking is intentional and repeated following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated or harassed, even if the perpetrator lacks such intent.
- 5. **Cyber-Misconduct.** Cyber-stalking, cyber-bullying or on-line harassment. Use of electronic communications, including, but not limited to, electronic mail, instant messaging, electronic bulletin boards, and social media sites, to harass, abuse, bully or engage in other conduct which harms, threatens, or is reasonably perceived as threatening the health or safety of another person. Prohibited activities include, but are not limited to, unauthorized monitoring of another's email communications directly or through spyware, sending threatening emails, disrupting electronic communications with spam or by sending a computer virus, sending false messages to third parties using another's email identity, non-consensual recording of sexual activity, and non-consensual distribution of a recording of sexual activity.
- 6. **Property Violation.** Damage to, or theft or misuse of, real or personal property or money of:
 - a. the college or state;
 - b. any student or college officer, employee, or organization; or
 - c. any other member of the college community or organization; or
 - d. Possession of such property or money after it has been stolen.
- 7. **Failure to Comply with Directive.** Failure to comply with the direction of a college officer or employee who is acting in the legitimate performance of his or her duties, including failure to properly identify oneself to such a person when requested to do so.
- 8. **Weapons.** Possession, holding, wearing, transporting, storage or presence of any firearm, dagger, sword, knife or other cutting or stabbing instrument, club, explosive device, or any other weapon apparently capable of producing bodily harm is prohibited on the college campus, subject to the following exceptions:
 - a. Commissioned law enforcement personnel or legally- authorized military personnel while in performance of their duties;
 - b. A student with a valid concealed weapons permit may store a pistol in his or her vehicle parked on campus in accordance with RCW 9.41.050(2) or (3), provided the vehicle is locked and the weapon is concealed from view; or

- c. The president may grant permission to bring a weapon on campus upon a determination that the weapon is reasonably related to a legitimate pedagogical purpose. Such permission shall be in writing and shall be subject to such terms or conditions incorporated in the written permission.
- 9. **Hazing.** Hazing includes, but is not limited to, any initiation into a student organization or any pastime or amusement engaged in with respect to such an organization that causes, or is likely to cause, bodily danger or physical harm, or serious mental or emotional harm, to any student

10. Alcohol, Drug, and Tobacco Violations.

- a. Alcohol: The use, possession, delivery, or sale, or being visibly under the influence of any alcoholic beverage, except as permitted by law and applicable college policies.
 - b. Marijuana: The use, possession, delivery, or sale, or being visibly under the influence of marijuana or the psychoactive compounds found in marijuana and intended for human consumption, regardless of form. While state law permits the recreational use of marijuana, federal law prohibits such use on college premises or in connection with college activities.
 - c. Drugs: The use, possession, delivery, sale, or being under the influence of any legend drug, including anabolic steroids, androgens, or human growth hormones as defined in RCW 69.41, or any other controlled substance under RCW 69.50, except as prescribed for a student's use by a licensed practitioner.
 - d. Tobacco, electronic cigarettes and related products: The use of tobacco, electronic cigarettes, and related products in any building owned, leased or operated by the college or in any location where such use is prohibited, including twenty-five feet from entrances, exits, windows that open, and ventilation intakes of any building owned, leased or operated by the college. "Related products" include, but are not limited to cigarettes, pipes, bidi, clove cigarettes, water pipes, hookahs, chewing tobacco, and snuff. There are designated smoking areas on campus.
- 11. **Lewd Conduct.** Conduct which is lewd, or obscene.
- 12. **Discriminatory Conduct.** Discriminatory conduct which harms or adversely affects any member of the college community because of her/his person's race; color; national origin; sensory, mental or physical disability; use of a service animal; age (40+); religion, genetic information; sexual orientation; gender identity; veteran's status; or any other legally protected classification.
- 13. **Sexual Misconduct.** The term "sexual misconduct" includes sexual harassment, sexual intimidation, and sexual violence.

- a. **Sexual Harassment:** The term “sexual harassment” means unwelcome conduct of a sexual nature, including unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature that is sufficiently serious as to deny or limit, and that does deny or limit, based on sex, the ability of a student to participate in or benefit from the college’s educational program or that creates an intimidating, hostile, or offensive environment for other campus community members.
 - b. **Sexual Intimidation:** The term “sexual intimidation” incorporates the definition of “sexual harassment” and means threatening or emotionally distressing conduct based on sex, including, but not limited to, nonconsensual recording of sexual activity or the distribution of such recording.
 - c. **Sexual Violence:** The term “sexual violence” incorporates the definition of “sexual harassment” and means a physical sexual act perpetrated without clear, knowing, and voluntary consent, such as committing a sexual act against a person’s will, exceeding the scope of consent, against a person’s will or where the person is incapable of giving consent, including rape, sexual assault, sexual battery, sexual coercion, sexual exploitation, gender- or sex-based stalking. The term further includes acts of dating or domestic violence. A person may be incapable of giving consent by reason of age, threat or intimidation, lack of opportunity to object, disability, drug or alcohol consumption, or other cause.
14. **Harassment.** Unwelcome and offensive conduct, including verbal, nonverbal, or physical conduct, that is directed at a person because of such person’s protected status and that is sufficiently serious as to deny or limit, and that does deny or limit, the ability of a student to participate in or benefit from the college’s educational program or that creates an intimidating, hostile, or offensive environment for other campus community members. Protected status includes a person’s race; color; national origin; sensory, mental or physical disability; use of a service animal; age (40+); religion, genetic information; sexual orientation; gender identity; veteran’s status; or any other legally protected classification. See “Sexual Misconduct” for the definition of “sexual harassment.” Harassing conduct may include, but is not limited to, physical conduct, verbal, written, social media and electronic communications.
15. **Retaliation.** Retaliation against any individual for reporting, providing information, exercising one’s rights or responsibilities, or otherwise being involved in the process of responding to, investigating, or addressing allegations or violations of federal, state or local law, or college policies, including, but not limited to, student conduct code provisions prohibiting discrimination and harassment.
16. **Misuse of Electronic Resources.** Theft or other misuse of computer time or other electronic information resources of the college. Such misuse includes but is not limited to:
- a. Unauthorized use of such resources or opening of a file, message, or other item;

- b. Unauthorized duplication, transfer, or distribution of a computer program, file, message, or other item;
 - c. Unauthorized use or distribution of someone else's password or other identification;
 - d. Use of such time or resources to interfere with someone else's work;
 - e. Use of such time or resources to send, display, or print an obscene or abusive message, text, or image;
 - f. Use of such time or resources to interfere with normal operation of the college's computing system or other electronic information resources;
 - g. Use of such time or resources in violation of applicable copyright or other law;
 - h. Adding to or otherwise altering the infrastructure of the college's electronic information resources without authorization; or
 - i. Failure to comply with the college's electronic use policy.
17. **Unauthorized Access.** Unauthorized possession, duplication, or other use of a key, keycard, or other restricted means of access to college property, or unauthorized entry onto or into college property.
18. **Safety Violations.** Safety violation includes any non-accidental conduct that interferes with or otherwise compromises any college policy, equipment, or procedure relating to the safety and security of the campus community, including tampering with fire safety equipment and triggering false alarms or other emergency response systems.
19. **Violation of Other Laws or Policies.** Violation of any federal, state, or local law, rule, or regulation or other college rules or policies, including college traffic and parking rules.
20. **Ethical Violation.** The breach of any generally recognized and published code of ethics or standards of professional practice that governs the conduct of a particular profession for which the student is taking a course or is pursuing as an educational goal or major.

In addition to initiating discipline proceedings for violation of the student conduct code, the college may refer any violations of federal, state or local laws to civil and criminal authorities for disposition. The college shall proceed with student disciplinary proceedings regardless of whether the underlying conduct is subject to civil or criminal prosecution.

Disciplinary Sanctions and Terms and Conditions (WAC 495E-110-040)

1. The following disciplinary sanctions may be imposed upon students found to have violated the student conduct code.

- a. Disciplinary Warning: A verbal statement to a student that there is a violation and that continued violation may be cause for further disciplinary action.
 - b. Written Reprimand: Notice in writing that the student has violated one or more terms of this code of conduct and that continuation of the same or similar behavior may result in more severe disciplinary action.
 - c. Disciplinary Probation: Formal action placing specific conditions and restrictions upon the student's continued attendance depending upon the seriousness of the violation and which may include a deferred disciplinary sanction. If the student subject to a deferred disciplinary sanction is found in violation of any college rule during the time of disciplinary probation, the deferred disciplinary sanction, which may include, but is not limited to, a suspension or a dismissal from the college, shall take effect immediately without further review. Any such sanction shall be in addition to any sanction or conditions arising from the new violation. Probation may be for a limited period of time or may be for the duration of the student's attendance at the college.
 - d. Disciplinary Suspension: Dismissal from the college and from the student status for a stated period of time. There will be no refund of tuition or fees for the quarter in which the action is taken.
 - e. Dismissal: The revocation of all rights and privileges of membership in the college community and exclusion from the campus and college-owned or controlled facilities without any possibility of return. There will be no refund of tuition or fees for the quarter in which the action is taken.
2. Disciplinary terms and conditions that may be imposed in conjunction with the imposition of a disciplinary sanction include, but are not limited to, the following:
- a. Restitution: Reimbursement for damage to or misappropriation of property, or for injury to persons, or for reasonable costs incurred by the college in pursuing an investigation or disciplinary proceeding. This may take the form of monetary reimbursement, appropriate service, or other compensation.
 - b. Professional Evaluation: Referral for drug, alcohol, psychological or medical evaluation by an appropriately certified or licensed professional may be required. The student may choose the professional within the scope of practice and with the professional credentials as defined by the college. The student will sign all necessary releases to allow the college access to any such evaluation. The student's return to college may be conditioned upon compliance with recommendations set forth in such a professional evaluation. If the evaluation indicates that the student is not capable of functioning within the college community, the student will remain suspended until future evaluation recommends that the student is capable of reentering the college and complying with the rules of conduct.
 - c. Not in Good Standing: A student may be deemed "not in good standing" with the college. If so the student shall be subject to the following restrictions:
 - i. Ineligible to hold an office in any student organization recognized by the college or to hold any elected or appointed office of the college.

- ii. Ineligible to represent the college to anyone outside the college community in any way, including representing the college at any official function, or any forms of intercollegiate competition or representation.

- d. No Contact Order: A student may be directed to have no physical, verbal, and/or written contact with another individual.

Washington State Drug Laws

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 your 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 69.50.401 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 of 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 marihuana.
- 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 69.50.412 Prohibited Acts: E -- Penalties (as amended by 2013 c 3)

- It is unlawful for any person to use drug paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale, or otherwise introduce into the human body a controlled substance other than marijuana. Any person who violates this subsection is guilty of a 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 Imitation Substances

- Prohibits the sale or misrepresentation of a substance as an illicit drug and any person who violates this 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.

Washington Legal Sanctions Relating to Manufacturing, Selling, or Delivering a Controlled Substance

Schedule I or II Narcotic (i.e., cocaine, heroin, opium) Quantity: Less than two kilograms.

- First Offense: Imprisonment of not more than 10 years, or fine of not more than \$25,000, or both.
- Second Offense: Up to twice the prison term and fine.

Schedule I or II Narcotic (i.e., cocaine, heroin, opium) Quantity: Two or more kilograms.

- First Offense: Imprisonment of not more than 10 years, or fine of not more than \$10,000 for first two kilograms and not more than \$50 for each additional gram, or both (fine and imprisonment).
- Second Offense: Up to twice the prison term and fine.

Any other controlled substance classified in Schedule I, II, III, IV, or V. Quantity: Any.

- First Offense: Imprisonment of not more than five years, or fine of not more than \$10,000, or both.
- Second Offense: Up to twice the prison term and fine.

Sale for profit of any controlled substance classified in Schedule I. Quantity: Any.

- First Offense: Imprisonment of not more than five years, or fine of up to \$500,000.
- Second Offense: Mandatory sentence of five years.

Sale of heroin Quantity: Any.

- First Offense: Mandatory two-year imprisonment, or fine of up to \$500,000.
- Second Offense: Mandatory sentence of five years.

Use of drug paraphernalia to plant, grow, store, inject, or otherwise insert into the human body a controlled substance Quantity: Any.

- First Offense: Imprisonment not less than 24 hours, or fine of not less than \$250.
- Second Offense: Fine of not less than \$500.

Legal Sanctions Relating to Violations of Washington Alcohol Beverage Control Act Sale or supply of liquor to any person under the age of 21.

- First Offense: Fine of not more than \$500, or imprisonment of not more than two months, or both.
- Second Offense: Imprisonment of not more than six months. Third or Subsequent Offense, imprisonment of not more than one year.

Possession, consumption, or acquisition of liquor by any person under the age of 21 (Minor in Possession/ MIP)

- First Offense: Fine of not more than \$500, or imprisonment of not more than two months, or both.
- Second Offense: Imprisonment of not more than six months. Third or Subsequent Offense, imprisonment of not more than one year.

Purchase or attempted purchase of liquor by any person under the age of 21*

- First Offense: Fine of not more than \$500, or imprisonment for not more than two months, or both.
- Second Offense: Imprisonment of not more than six months.
- Third or Subsequent Offense: Imprisonment of not more than one year.

*For those between the ages of 18 and 21: Fine of not less than \$250 and not fewer than 25 hours of community service.

Employee Assistance Program

The Employee Assistance Program (EAP) helps Washington State government employees and their family members resolve personal and work-related problems. Employee visits to the Employee Assistance Program are confidential (with exceptions for certain state and federal laws regarding abuse of a minor child, elderly person, disabled person, threats to self or others). Also, according to RCW 41.04.730 if the supervisor or HR directly refers the employee to EAP prior to their initial EAP contact regarding work performance issues, then EAP is required to let the supervisor know:

- Whether or not the referred employee made an appointment
- The date/time the employee arrived and departed
- Whether further appointments were scheduled

The College recognizes that employee participation or non-participation in the EAP is voluntary and cannot be used in any decision affecting an employee's job security, promotional opportunities, corrective or disciplinary action, or other employment rights.

Counseling, Treatment, Rehabilitation or Re-entry Resources

In addition to the EAP and health insurance plans, employees may find the following resources helpful:

Residence XII

<http://www.residencexii.org/>

Women's alcohol and drug rehabilitation 12029 113th Avenue NE Kirkland, WA 98034

425.823.8844

Thunderbird Treatment Center

<http://www.sihb.org/>

Operated by the Seattle Indian Health Board 9236 Renton Avenue South Seattle, WA 98118

206.324.9360

Valley Cities Counseling and Consultation <http://www.valleycities.org/>

221 Wells Ave. South Renton WA 98057

253.833.7444

Alcohol and Drug Helpline

<http://www.adhl.org/>

206.722.3700

Alcoholics Anonymous

<http://drug-alcoholhelpline.com/>

1.855.435.5596

Narcotics Anonymous (Seattle area)

<http://www.usrecovery.info/index.htm> 206.790.8888

Seattle Area 24-Hour Helpline

Incidents of Personal Violence including but not limited to Domestic Violence, Dating Violence, Sexual Assault, and Stalking

Renton Technical College does not tolerate and prohibits personal violence/harassment or sexual assault, including rape, acquaintance rape, and domestic violence, dating violence, and stalking, for incidences on and off campus. This includes both sexual behavior coerced through physical or verbal threats, force or other forms of manipulation and sexual behavior when one person cannot give consent due to incapacitation. Such activities are against the law and are a direct violation of the College's Student Conduct Code (WAC 495E-110-010) specifically the sections related to harassment/physical harm and/or sexual harassment. When violations are believed to have occurred, disciplinary action can be pursued.

This policy is also coordinated with RTC's Human Resources policy for Nondiscrimination and Harassment Policies and Procedures (as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, RCW 49.60.030 and their implementing regulations). Also, included are the mandates of Violence Against Women Reauthorization Act ("VAWA") which President Obama signed into law on March 7, 2013, that imposes these new obligations on colleges and universities under its Campus Sexual Violence Act ("SaVE Act") provision, Section 304. The HR policy can be found here: <http://rtc.edu/sites/default/files/4-1-Equal-Opportunity-Title-IX-Nondiscrimination-Policy-Complaint-Procedure.pdf>

Sexual Assault Prevention and Education programs

Sexual assault awareness and prevention education reinforces RTC's commitment to ending sexual assault. Currently RTC deploys educational and interactive lectures put on by the student programs department on a quarterly basis to multiple cohorts.

Responding to or Reporting Sexual Violence or Assault

If you or someone you know of has been subjected to personal violence or sexual assault on or off campus, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. Renton Technical College strongly advocates a complainant of sexual assault report the incident in a timely manner as RTC will be able to provide better assistance, resources, and guidance. An assault should be reported directly to a Campus Security. Filing a report will not obligate the complainant to prosecute, nor will it subject the complainant to scrutiny or judgment.

When a sexual assault complainant files a report, the local Police Department will be notified as well. If the suspect is also a student, the complainant of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the Title IX Coordinator, or only the latter. A representative from the Campus Safety Office, or the Title IX Coordinator, will guide the complainant through the available options and support the complainant in their decision, and will assist the student in notifying these authorities, if the student requests.

Students and employees who are victims of sexual assault, domestic violence, dating violence, or stalking, are encouraged to seek help from the following resources:

- Director of Campus Safety & Security 425-235-7836, Building N room 103.
- Vice President of Human Resources/ Title IX Coordinator 425-235-7873, Building J room 202A
- Vice President of Student Services 425-235-2463, Building I room 212
- King County Crisis Line (866) 427-4747
- Rape, Abuse & Incest National Network (RAINN) (800) 656-4673
- Washington State Domestic Violence Hotline (800) 562-6025
- Valley Medical Center – (425) 228-3450
- Sexual Assault and Traumatic Stress Center at Harborview 206-744-1600

Any individual who reports sexual harassment, sexual violence, and stalking or intimate partner violence can be assured that all reports will be investigated and resolved in a fair and impartial manner. A Complainant, a Respondent and all individuals involved can expect to be treated with dignity and respect. In every report under this policy, the College will make an immediate assessment of any risk of harm to the Complainant or to the broader campus community and will take steps necessary to address those risks. These steps will include interim measures to provide for the safety of the individual and the campus community.

RTC Equal Opportunity and Title IX /Nondiscrimination Policy and Complaint Procedure

POLICY:

Renton Technical College provides equal opportunity in education and employment and does not discriminate 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 veterans 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 Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations.

I. Harassment

A form of discrimination consisting of physical or verbal conduct that denigrates or shows hostility toward an individual because of their membership in a protected class or their perceived membership in a protected class. Harassment occurs when the conduct is sufficiently severe and/or pervasive and so objectively offensive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the College's educational and/or social programs.

II. Sexual Harassment

A form of discrimination consisting of unwelcome, gender-based verbal, written, electronic and/or physical conduct. Sexual harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's gender. There are two types of sexual harassment.

- A. Hostile Environment Sexual Harassment occurs when the conduct is sufficiently severe and/or pervasive and so objectively offensive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the College's educational and/or social programs.
- B. Quid Pro Quo Sexual Harassment occurs when an individual in a position of real or perceived authority, conditions the receipt of a benefit upon granting of sexual favors.

III. Sexual Violence

Is a type of sexual discrimination and harassment. Nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, dating violence, and stalking are all types of sexual violence.

- IV.** The following college official has been designated to handle inquiries regarding this policy: Title: Title IX / EEO Coordinator, Vice President of Human Resources
Office: Human Resources J202
Contact address: 3000 NE 4th Street Renton, WA 98056 Contact info: (425)235-7873
Email: titleix@rtc.edu

PROCEDURE:

Definitions

I. Introduction

Renton Technical 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, Renton Technical 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 employee, student, applicant, or visitor who believes that he or she has been the subject of discrimination or harassment should report the incident or incidents to the College's Title IX / EEO Coordinator identified below. If the complaint is against that Coordinator, the complainant should report the matter to the president's office for referral to an alternate designee.

Name: Lesley Hogan
Title: Title IX / EEO Coordinator, Vice President of Human Resources
Office: Human Resources J202
Contact address: 3000 NE 4th Street Renton, WA 98056
Contact info: (425)235-7873

The Title IX / EEO Coordinator or designee:

- Will make determinations regarding how to handle requests by complainants for confidentiality.
- Will keep accurate records of all complaints and referrals for the required time period.
- May conduct investigations or delegate and oversee investigations conducted by a designee.
- May impose interim remedial measures to protect parties during investigations of discrimination or harassment.
- Will issue written findings and recommendations upon completion of an investigation.
- May recommend specific corrective measures to stop, remediate, and prevent the recurrence of inappropriate conduct.

The College encourages the timely reporting of any incidents of discrimination or harassment. Complaints may be submitted in writing or orally. For complainants who wish to submit a written complaint, a formal complaint form is available online. Hardcopies of the complaint form are available at the following locations on campus: Human Resources, Student Success Desk, and Campus Security.

II. Definitions

- A. **Complainant:** employee(s), applicant(s), student(s), or visitors(s) of Renton Technical College who alleges that she or he has been subjected to discrimination or harassment due to his or her membership in a protected class.
- B. **Complaint:** a description of facts that allege violation of the College's policy against discrimination or harassment.
- C. **Consent:** knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Each party has the responsibility to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact. A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct. Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct.
- D. **Discrimination:** unfavorable treatment of a person based on that person's membership or perceived membership in a protected class. Harassment is a form of discrimination.
- E. **Harassment:** a form of discrimination consisting of physical or verbal conduct that denigrates or shows hostility toward an individual because of their membership in a protected class or their perceived membership in a protected class. Harassment occurs when the conduct is sufficiently severe and/or pervasive and so objectively offensive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the College's educational and/or social programs. Petty slights, annoyances, offensive utterances, and isolated incidents (unless extremely serious) typically do not qualify as harassment. Examples of conduct that could rise to the

level of discriminatory harassment include but are not limited to the following:

Epithets, "jokes," ridicule, mockery or other offensive or derogatory conduct focused upon an individual's membership in a protected class.

Verbal or physical threats of violence or physical contact directed towards an individual based upon their membership in a protected class.

Making, posting, emailing, texting, or otherwise circulating demeaning or offensive pictures, cartoons, graffiti, notes or other materials that relate to race, ethnic origin, gender or any other protected class.

- F. **Protected Class:** persons who are protected under state or federal civil rights laws, including laws that prohibit 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.
- G. **Resolution:** the means by which the complaint is finally addressed. This may be accomplished through informal or formal processes, including counseling, mediation, or the formal imposition of discipline sanction.
- H. **Respondent:** person or persons who are members of the campus community who allegedly discriminated against or harassed another person or persons.
- I. **Sexual Harassment:** a form of discrimination consisting of unwelcome, gender-based verbal, written, electronic and/or physical conduct. Sexual harassment does not have to be of a sexual nature, however, and can include offensive remarks about a person's gender. There are two types of sexual harassment.
 - 1. **Hostile Environment Sexual Harassment** occurs when the conduct is sufficiently severe and/or pervasive and so objectively offensive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the College's educational and/or social programs.
 - 2. **Quid Pro Quo Sexual Harassment** occurs when an individual in a position of real or perceived authority, conditions the receipt of a benefit upon granting of sexual favors.

Examples of conduct that may qualify as sexual harassment include:

- Persistent comments or questions of a sexual nature.
- A supervisor who gives an employee a raise in exchange for submitting to sexual advances.
- An instructor who promises a student a better grade in exchange for sexual favors.
- Sexually explicit statements, questions, jokes, or anecdotes.
- Unwelcome touching, patting, hugging, kissing, or brushing against an individual's body.
- Remarks of a sexual nature about an individual's clothing, body, or speculations about previous sexual experiences.
- Persistent, unwanted attempts to change a professional relationship to an amorous relationship.
- Direct or indirect propositions for sexual activity.

- Unwelcome letters, emails, texts, telephone calls, or other communications referring to or depicting sexual activities.

J. **Sexual Violence:** is a type of sexual discrimination and harassment. Nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, dating violence, and stalking are all types of sexual violence.

1. **Nonconsensual sexual intercourse** is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.
2. **Nonconsensual sexual contact** is any intentional sexual touching, however slight, with any object, by a person upon another person that is without consent and/or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth, or other bodily orifice of another individual, or any other bodily contact in a sexual manner.
3. **Domestic violence** includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
4. **Dating violence** means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.
5. **Stalking** means intentional and repeated harassment or following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate, or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated, or harassed, even if the perpetrator lacks such intent.

III. Who May File a Complaint?

Any employee, applicant, student or visitor of the College may file a complaint. Complaints may be submitted in writing or verbally. The College encourages the timely reporting of any incidents of discrimination or harassment. For complainants who wish to submit a written complaint, a formal complaint form is available online. Hardcopies of the complaint form are available at the following locations on campus: Human Resources, Student Success Desk, and Campus Security. Any person submitting a discrimination complaint shall be provided with a written copy of the College's anti-discrimination policies and procedures.

IV. Confidentiality and Right to Privacy

Renton Technical College will seek to protect the privacy of the complainant to the full extent possible, consistent with the legal obligation to investigate, take appropriate remedial and/or disciplinary action, and comply with the federal and state law, as well as Renton Technical College policies and procedures. Although Renton Technical College will attempt to honor complainants' requests for confidentiality, it cannot guarantee complete

confidentiality. Determinations regarding how to handle requests for confidentiality will be made by the Title IX / EEO Coordinator.

A. Confidentiality Requests and Sexual Violence Complaints - The Title IX / EEO Coordinator will inform and obtain consent from the complainant before commencing an investigation into a sexual violence complaint. If a sexual violence complainant asks that his or her name not be revealed to the respondent or that the College not investigate the allegation, the Title IX / EEO Coordinator will inform the complainant that maintaining confidentiality may limit the college's ability to fully respond to the allegations and that retaliation by the respondent and/or others is prohibited. If the complainant still insists that his or her name not be disclosed or that the College not investigate, the Title IX / EEO Coordinator will determine whether the College can honor the request and at the same time maintain a safe and non-discriminatory environment for all members of the college community, including the complainant. Factors to be weighed during this determination may include, but are not limited to:

- the seriousness of the alleged sexual violence; the age of the complainant;
- whether the sexual violence was perpetrated with a weapon;
- whether the respondent has a history of committing acts of sexual violence or violence or has been the subject of other sexual violence complaints;
- whether the respondent threatened to commit additional acts of sexual violence against the complainant or others; and
- whether relevant evidence can be obtained through other means (e.g., security cameras, other witnesses, physical evidence).

If the College is unable to honor a complainant's request for confidentiality, the Title IX / EEO Coordinator will notify the complainant of the decision and ensure that complainant's identity is disclosed only to the extent reasonably necessary to effectively conduct and complete the investigation. If the College decides not to conduct an investigation or take disciplinary action because of a request for confidentiality, the Title IX / EEO Coordinator will evaluate whether other measures are available to limit the effects of the harassment and prevent its recurrence and implement such measures if reasonably feasible.

V. Investigation Procedure

Upon receiving a discrimination complaint, the College shall commence an impartial investigation. The Title IX / EEO Coordinator shall be responsible for overseeing all investigations. Investigations may be conducted by the Title IX / EEO Coordinator or his or her designee. If the investigation is assigned to someone other than the Title IX / EEO Coordinator, the Title IX / EEO Coordinator shall inform the complainant and respondent(s) of the appointment of an investigator.

- A. **Interim Measures** - The Title IX / EEO Coordinator may impose interim measures to protect the complainant and/or respondent pending the conclusion of the investigation. Interim measures may include, but are not limited to, imposition of no contact orders, rescheduling classes, temporary work reassignments, referrals for counseling or medical assistance, and imposition of summary discipline on the respondent consistent with the College's student conduct code or the College's employment policies and collective bargaining agreements.
- B. **Investigation** - Complaints shall be thoroughly and impartially investigated. The investigation shall include, but is not limited to, interviewing the complainant and the respondent, relevant witnesses, and reviewing relevant documents. The investigation shall be concluded within a reasonable time, normally sixty days barring exigent circumstances. At the conclusion of the investigation the investigator shall set forth his or her findings and recommendations in writing. If the investigator is a designee, the investigator shall send a copy of the findings and recommendations to the Title IX / EEO Coordinator. The Title IX / EEO Coordinator shall consider the findings and recommendations and determine, based on a preponderance of the evidence, whether a violation of the discrimination and harassment policy occurred, and if so, what steps will be taken to resolve the complaint, remedy the effects on any victim(s), and prevent its recurrence. Possible remedial steps may include, but are not limited to, referral for voluntary training/counseling, development of a remediation plan, limited contact orders, and referral and recommendation for formal disciplinary action. Referrals for disciplinary action will be consistent with the student conduct code or college employment policies and collective bargaining agreements.
- C. **Written Notice of Decision** - The Title IX / EEO Coordinator will provide each party and the appropriate student services administrator or appointing authority with written notice of the investigative findings and of actions taken or recommended to resolve the complaint, subject to the following limitations. The complainant shall be informed in writing of the findings and of actions taken or recommended to resolve the complaint, if any, only to the extent that such findings, actions or recommendations directly relate to the complainant, such as a finding that the complaint is or is not meritorious or a recommendation that the accused not contact the complainant. The complainant may be notified generally that the matter has been referred for disciplinary action. The respondent shall be informed in writing of the findings and of actions taken or recommended to resolve the complaint and shall be notified of referrals for disciplinary action. Both the complainant and the respondent are entitled to review any final findings, conclusions, and recommendations, subject to any FERPA confidentiality requirements.
- D. **Informal Dispute Resolution** - Informal dispute resolution processes, like mediation, may be used to resolve complaints, when appropriate. Informal dispute resolution shall not be used to resolve sexual discrimination complaints without written permission from both the complainant and the respondent. If the parties elect to mediate a dispute, either party shall be free to discontinue mediation at any time. In no event shall mediation be used to resolve complaints involving allegations of sexual violence.
- E. **Final Decision/Reconsideration** - Either the complainant or the respondent may seek

reconsideration of the decision by the Title IX / EEO Coordinator. Requests for reconsideration shall be submitted in writing to the Title IX / EEO Coordinator within seven days of receiving the decision. Requests must specify which portion of the decision should be reconsidered and the basis for reconsideration. If no request for reconsideration is received within seven days, the decision becomes final. If a request for reconsideration is received, the Title IX / EEO Coordinator shall respond within 30 days. The Title IX / EEO Coordinator shall either deny the request or, if the Title IX / EEO Coordinator determines that the request for reconsideration has merit, issue an amended decision. Any amended decision is final and no further reconsideration is available.

VI. Publication of Anti-Discrimination Policies and Procedures

The policies and procedures regarding complaints of discrimination and harassment shall be published and distributed as determined by the president or president's designee. Any person who believes he or she has been subjected to discrimination in violation of College policy will be provided a copy of these policies and procedures.

VII. Limits to Authority

Nothing in this procedure shall prevent the College President or designee from taking immediate disciplinary action in accordance with Renton Technical College policies and procedures, and federal, state, and municipal rules and regulations.

VIII. Non-Retaliation, Intimidation and Coercion

Retaliation by, for or against any participant (including complainant, respondent, witness, Title IX / EEO Coordinator, or investigator) is expressly prohibited. Retaliatory action of any kind taken against individuals as a result of seeking redress under the applicable procedures or serving as a witness in a subsequent investigation or any resulting disciplinary proceedings is prohibited and is conduct subject to discipline. Any person who thinks he/she has been the victim of retaliation should contact the Title IX / EEO Coordinator immediately.

IX. Criminal Complaints

Discriminatory or harassing conduct may also be, or occur in conjunction with, criminal conduct. Criminal complaints may be filed with the following law enforcement authorities:

Renton Police: 1055 South Grady Way, Renton, WA 98057, (425) 430-7500

King County Sherriff: 516 Third Avenue, Room W-150, Seattle, WA 98104, (206) 296-4155

Washington State Patrol: 15666 Tukwila Int'l Blvd, Seattle, WA 98188, (206) 439-3830

The College will proceed with an investigation of harassment and discrimination complaints regardless of whether the underlying conduct is subject to civil or criminal prosecution.

X. Other Discrimination Complaint Options

Discrimination complaints may also be filed with the following federal and state agencies:

[Washington State Human Rights Commission, http://www.hum.wa.gov/index.html](http://www.hum.wa.gov/index.html)

711 S Capitol Way, Suite 402

Olympia, WA 98504

800-233-3247

[US Dept of Education Office for Civil Rights,](http://www2.ed.gov/about/offices/list/ocr/index.html)

<http://www2.ed.gov/about/offices/list/ocr/index.html> 915 2nd Avenue, Room 3310

Seattle, WA 98174

206-607-1600

[Equal Employment Opportunity Commission,](http://www.eeoc.gov/)

<http://www.eeoc.gov/> 909 First Avenue

Seattle, WA 98104

800-669-4000

The Director, Civil Rights Center (CRC)

U.S. Department of Labor

200 Constitution Avenue

NW Room N-4123

Washington DC 20210

866-487-2365

Reference:

[RCW 49.60](#)

(End of Annual Security Report)