



# Campus Safety Policies and Guidelines



# Contents

<b>1. Introduction.....</b>	<b>3</b>
<b>2. General Policy Statement .....</b>	<b>3</b>
<b>3. Department of Campus Safety Overview.....</b>	<b>3</b>
<b>4. Law Enforcement Authority.....</b>	<b>3</b>
<b>5. Department/Interagency Relations.....</b>	<b>3</b>
<b>6. Status of Safety on Campus .....</b>	<b>4</b>
<b>7. EvCC Clery Act Uniform Crime Report .....</b>	<b>5</b>
<b>8. Access to Campus Facilities.....</b>	<b>5</b>
<b>9. Personal Security and Crime Prevention.....</b>	<b>5</b>
<b>10. Registered Sex Offenders.....</b>	<b>6</b>
<b>11. Weapons on EvCC Property .....</b>	<b>7</b>
<b>12. Alcohol/Drugs on EvCC Property .....</b>	<b>7</b>
<b>13. Resources for Emergencies .....</b>	<b>8</b>
<b>14. EvCC Goes Tobacco Free .....</b>	<b>8</b>

## **1. Introduction**

The information in this publication is provided in compliance with requirements set forth under the Student-Right-To-Know and Campus Security Act of 1990 (Title II --Public Law 101-542 Nov. 1990). Information in this report is reviewed and updated on an annual basis and is disseminated to all students and employees at Everett Community College. Upon request, this report will also be provided to any applicant for enrollment or employment.

## **2. General Policy Statement**

Everett Community College places top priority on the personal safety of its students, faculty, staff and visitors and is committed to providing a reasonably secure campus environment for all members of the campus community.

## **3. Department of Campus Safety Overview**

Everett Community College Department of Campus Safety is a centralized entity under one director, one sergeant, five officers, one program manager, and part-time staff. In addition to the full-time and part-time staff, the department employs students for special event service, to provide assistance at the service desk and to assist with traffic and the student carpool program. Patrolling college facilities seven days a week is just one aspect of the duties performed by Everett Community College security officers. Officers are additionally charged with the responsibility of providing timely and courteous response in the areas of personal safety, security, emergency services, crime prevention, and preliminary investigation. The officers are also trained in first aid and are capable of handling emergency medical situations.

## **4. Law Enforcement Authority**

Everett Community College Security Officers utilize citizen arrest powers and are supported by the college in the enforcement of all college regulations and rules, applicable state and federal laws, and city and county ordinances on college property. Officers are granted limited peace officer authority pertaining to traffic and parking enforcement as stated in WAC 132E-16. The officers do not carry firearms and their authority is limited to the geographical boundaries of Everett Community College properties - including land, structures, streets, roadways, parking facilities and lots used, leased or rented for educational purposes.

## **5. Department/Interagency Relations**

The Everett Community College Department of Campus Safety maintains a close working relationship with the Everett Police Department, the Marysville Police Department, the Snohomish County Sheriff's Department and the Washington State Patrol.

## 6. Status of Safety on Campus

The Everett Community College campus is relatively safe. Crimes against person are extremely rare; however, property crimes continue to concern the campus community.

To report an emergency, a crime or criminal activity on campus, call the Security Office. Everett Community College Security Officers will respond to all reports of emergencies, crimes and/or criminal activity. Officers will complete an "Incident Report" for any crime occurring on Everett Community College property. Reports are confidential within the guidelines established by the General Education Provisions Act (Buckley Amendment) and the Campus Security Act (amended 1998). As a service to the Everett Community College community, some reports are made available free-of-charge to a complainant to assist him or her in filing an insurance claim.

Crime reports may be made at any time between the hours of 7:00 AM and 12:00 AM 365 days a year. REMEMBER - prompt reporting greatly improves campus safety and security.

### **Call Campus Safety if:**

- Someone is injured or ill;
- You see fire or smell smoke;
- You see anything suspicious;
- Someone is hurting another person;
- You see someone stealing something;
- You have something stolen;
- You see some forcing entry into a building or vehicle.
- Call quickly. Don't assume someone else will or has made the call. Try to provide the Security personnel with accurate, detailed information about the problem. Stay on the phone until the Security personnel say it's okay to hang-up. Depending upon the type of emergency, the Security personnel may also request assistance from the appropriate law enforcement agency and/or the fire service and ambulance.

### **Contacting the Campus Safety and Security Office**

From a campus/office phone, dial:

- 9998 for emergency assistance
- 9990 for non-emergency assistance
- 911 for emergency assistance when Everett Community College Security is unavailable or the situation warrants an immediate law enforcement/medical/fire service response.

## 7. EvCC Clery Act Uniform Crime Report

Our goal is to provide safety and security services which enhance and support the educational mission of EvCC. Federal law requires that the Department of Campus Safety tell the campus community about two of the risks faced on campus – crime and drug use.

The Clery Report explains the College's policy on alcohol and illegal drugs, gives resource contacts, detailed information about security statistics for recent years on the EvCC campus, and useful information about the Department of Campus Safety.

At Everett Community College your safety and security are our priority.

## 8. Access to Campus Facilities

Most campus buildings and facilities are accessible to members of the campus community, guests, and visitors during normal business hours, Monday through Friday, excluding holidays (generally, the campus and parking facilities are open from 7 AM to 10 PM). Saturday class sessions during the academic year, the Student Fitness Center (FIT), Corporate & Continuing Education Center (CCEC), the library and other select Everett Community College service areas have varying hours of operation. Students should familiarize themselves with the hours of operation for whatever facility they might need to use.

Students, faculty and staff are encouraged to report any safety or security concerns directly to the Department of Campus Safety located in the Parks Student Union, Room 224.

## 9. Personal Security and Crime Prevention

A community must do more than simply react to crime. Everett Community College has a reasonably safe and secure campus because of the commitment that has been made by the entire college community. Everett Community College provides the following services and programs to improve safety on campus and to educate the campus community about security issues:

**Personal Safety Program:** The Department of Campus Safety provides a limited escort program, particularly during the hours of darkness, for people walking on campus to the parking lot or bus stop. Students, faculty and staff are asked to walk with others when possible and to choose paths that are well lighted.

**New Student Orientation:** Crime prevention materials are provided and questions are answered during new student orientation meetings.

**Emergency Telephones:** Phones are located in the parking lots of the main campus. These emergency telephones dial directly to the Campus Security Office only. During the hours between midnight and 6 AM, students, faculty and staff must use one of the pay telephones located on campus to call for help (REMEMBER - emergency calls to 9-1-1 are always free calls).

**Electronic Systems:** Fire and intrusion alarms are monitored 24 hours a day by a private company. The Department of Campus Safety, local law enforcement and fire service receive notification from the monitoring company during any activation of an electronic system.

**Operation Identification:** Students, faculty and staff are strongly encouraged to mark their valuables with either a driver's license number or personal number for identification and to record serial numbers if available. An engraver may be checked out from the Security Office located in the Parks Student Union, Room 224.

**Crime Prevention Material:** Brochures and posters related to substance abuse, personal safety, seat belt use, motor vehicle and bicycle theft prevention, and office security are distributed campus wide.

**Crime Prevention Presentations:** Presentations are available through the Department of Campus Safety upon request.

**Victims Assistance Referral Program:** Referrals to various agencies that assist victims of crime are made both through the Department of Campus Safety, the Dean of Students Office or the Women's Center.

**Crime Alerts:** Campus community members are notified of any violent incident or crime against property occurring on campus which may pose a threat to their personal safety and security. The Crime Alert Bulletins are posted in prominent areas at the affected locations and by circulating the information to college employees through inner campus and electronic mail.

**Crime Prevention Tips:** Fliers on specific crime prevention topics are posted at strategic locations at all campuses, delivered to college employees through inter-campus mail and sent to the student newspaper, The Clipper.

## 10. Registered Sex Offenders

The Everett Community College Board of Trustees adopted Policy Directive Number 2001-05-02 in April 2001 which provides a procedure for notifying the general campus community about students who are enrolled in course work at Everett Community College and who are considered Levels I, II and III (low to high risk of re-offending) Registered Sex Offenders pursuant to RCW 4.24.550. Information, including the registered sex offender's picture for Level III offenders, will be posted at the Everett Community College Security Office, Parks Student Union, Room 224.

In accordance to the "Campus Sex Crimes Prevention Act of 2000," which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act (1997), the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the Everett Community College Campus Health and Safety Department is providing a link to the Washington State Sex Offender Registry for Snohomish County. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement 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 of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. In the State of Washington, convicted sex offenders must register in their county of

residence with the County Sheriff Department - Registration of Sex and Kidnapping Offenders Registry. The registry in this county is maintained by the Snohomish County Sheriff Department.

The Registration of Sex and Kidnapping Offenders is available via Internet pursuant to Section RCW 4.24.550, of the Revised Code of Washington. Registry information provided under Section RCW 4-24-550, Sex offender and kidnapping offenders – Release of information to public shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable as a criminal act under the Revised Code of Washington.

**Each county sheriff is responsible for maintaining this registry.** To view more information, access the Snohomish County Sheriff Department website.

Nothing in the Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. Section 1232g, prevents educational institutions from disclosing information concerning registered sex offenders provided under the Wetterling Act, October 25, 2000, including information made available under the Campus Sex Crimes Prevention Act (CSCPA) 42 U.S.C. 14071(j), amendment (October 28, 2002) to that Act and information otherwise made available under Washington State sex offender registration and community notification programs.

Select to view information on the EvCC Campus Notification Procedures.

Campus faculty and staff may view a list of currently enrolled Levels II and III sex offenders by accessing the RSO Bulletin Board on the intranet.

## 11. Weapons on EvCC Property

Carrying, exhibiting, displaying or drawing any weapon as defined in the Everett Community College Student Conduct Code (WAC 132E-120-030 / P-i through P-iii) is prohibited unless excepted under the provisions of P-iii or P-iv.

Any individual discovered in possession of a weapon as defined in the Student Conduct Code (unless excepted) on Everett Community College property is subject to being escorted off campus by an Everett Community College Security Officer, Everett Community College disciplinary action and/or arrest in accordance with state and federal laws.

## 12. Alcohol/Drugs on EvCC Property

Possession or consumption of alcoholic beverages except at authorized and properly licensed functions while on property owned or controlled by the college or its student organizations/clubs is prohibited.

Furnishing alcoholic beverages without authorization and proper licenses or furnishing, possession and/or use of illegal drugs on property owned or controlled by the college or at

functions sponsored or supervised by the college or its student organizations/clubs is also prohibited.

Any individual discovered in possession, found to be using or distributing such illegal substances in violation of the Everett Community College Student Conduct Code or Everett Community College regulations on Everett Community College property is subject to being escorted off campus by an Everett Community College Security Officer, college disciplinary action and/or arrest in accordance with state and federal laws.

### **13. Resources for Emergencies**

#### **For immediate law enforcement/fire service/ambulance response:**

- On campus dial 911
- Off campus (or pay phone) dial 911

#### **Security – Everett Community College**

- Non-emergency line dial ext. 9990 or 425-388-9990
- Emergency line dial ext. 9998 or 425-388-9998
- Crime tip line (you may remain anonymous) dial ext. 9913 or 425-388-9913

#### **Executive Vice President of Instruction and Student Services – Everett Community College**

- On campus dial ext. 9216
- Off dial 425-388-9216

#### **Other Off Campus Emergency Resources**

- Care Crisis Line 425-258-4357
- Rape Relief Crisis Line 425-252-4800 (24 hour)
- Sexual Assault Center 425-252-4800 (8am-5pm M-F)
- Providence Medical Center Emergency Trauma 425-261-3000 (24 hour)

### **14. EvCC Goes Tobacco Free**

Everett Community College's Board of Trustees unanimously voted to prohibit all tobacco use on college property, including smoking and chewing tobacco. The changes is in effect at all college properties.

EvCC is a tobacco-free campus. Smoking, chewing, and electronic cigarettes are prohibited on college property including in any vehicle parked on college property. Smoking is a violation of the Student Conduct Code and subject to fines and/or disciplinary action.