



Renton Technical College

**CAMPUS SAFETY AND
SECURITY REPORT
2011-2012**

Mission Statement: Renton Technical College Public Safety employees are public safety professionals dedicated to building partnerships to foster a safe and secure environment at Renton Technical College.

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 20,000 individuals, plus a significant number of visitors to RTC's many programs. The College campus is located in a safe area of the city, but no campus is free from crime, whether it is urban, suburban, or rural.

All members of the College community, therefore, should take reasonable precautions. RTC Public Safety 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. RTC has been fortunate in experiencing few serious crimes, but such incidents could occur, and all crime is serious to the victim. Students, faculty, and staff are responsible for adopting measures to protect themselves and their possessions.



The following information has been prepared to increase your awareness of the current programs that exists to assist you in protecting your safety and well-being. Portions are also provided in compliance with federal law, specifically the Clery Act and the Higher Education Opportunity Act (HEOA).

The College's Safety and Security Department

RTC Public Safety is responsible for providing safety and security services for the RTC Main Campus. RTC Public Safety is located 3000 N.E. 4th Street, Building C, Room C-102B. Renton, Washington. 98056. The Department is directed by a Director who reports to the Vice-President of Student Services. The college Safety and Security staff consists of a Director; three full time uniformed officers and one part-time uniformed officer. RTC Public Safety officers patrol the main campus by foot, bicycle, and vehicle patrols.

Working Relationships with Other Law Enforcement Agencies

RTC Public Safety maintains a close working relationship with the Renton Police Department (RPD). The RTC Public Safety staff occasionally work with other law enforcement agencies in Renton and King County, including the King County Sheriff's Office and Washington State Patrol. Meetings are held with these agencies on both a formal and informal basis when necessary. The officers of RTC Public Safety and RPD communicate regularly on the scene of incidents that occur in and around the campus area. The RTC Director of Safety and Security work closely with the investigative staff at RPD when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, as deemed necessary. There is no written memorandum of understanding between RTC Public Safety and RPD.

Training

Unlike other colleges and universities Renton Technical College Safety and Security Department is a non-sworn department. Campus Security Officers have no powers of arrest and work closely with local, county and state law enforcement agencies for investigations, information sharing and training. Training subjects include criminal law, civil law, public relations, race relations, interpersonal communication, crisis intervention, critical incident response, and all facets of protection of persons and property. All Safety and Security Officers are certified in standard first aid and CPR/AED.

REPORTING PROCEDURES

General Procedures for Reporting a Crime or Emergency

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

To report a crime or an emergency on the main campus, call RTC Public Safety 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 Public Safety 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 Public Safety 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 Rape Crisis Center would not be included in the RTC crime statistics. RTC Public Safety sends a request each year to all campus security authorities that encourages them to inform the persons they are working with of the procedures to report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics, when they deem it appropriate.

Notification to the RTC Community about Reported Crimes

In an effort to provide timely notice to the RTC community, and in the event of a serious incident which may pose an on-going threat to members of the college community, a blast email Crime Alert is sent to all on campus computers. The alerts are generally written by the Director of Safety and Security or a designee. Updates to the college community about any particular case resulting in a Crime Alert may be distributed via blast email or may be posted on the College’s website. Crime Alert posters may also be posted by RTC Public Safety in campus buildings when deemed necessary. When Crime Alerts are posted in campus buildings, they are printed on orange paper and posted in the lobby/entrance area of the affected building(s) for no longer than seven (7) days.

Crime Alerts are usually distributed for the following Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS) classifications: arson, criminal homicide, and robbery. Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known by RTC Public Safety. For example, if an assault occurs between two students who have a disagreement, there may be no on-going threat to other RTC community members and a Crime Alert would not be distributed. The RTC Director of Safety and Security reviews all reports to determine if there is an on-going threat to the community and if the distribution of a Crime Alert is warranted. Crime Alerts may also be posted for other crime classifications, as deemed necessary.

A daily crime log is available for review at the RTC Public Safety Office at Building C, Room C-102A, from 8 a.m.–5 p.m. Monday through Friday, excluding holidays. The information in the crime log typically includes the case number, classification, date reported, date occurred, time occurred, general location, and disposition of each crime.

Statistical Disclosure of Reported Incidents

Incidents reported to RTC Public Safety that fall into one of the required reporting classifications will be disclosed as a statistic in this annual brochure published by RTC Public Safety.

Reporting Methods Available on Campus

RTC Public Safety can be contacted from on-campus telephones by dialing a 4 digit extension. For an emergency or in progress incident, dial 911, then dial extension 7871 and for a non-emergency, dial 7871.

Reporting a Crime to the Renton Police Department (RPD)

Any community member reporting a crime to RTC Public Safety has the right to report the crime to the Renton Police Department (RPD). Security Officers regularly discuss this option with the victim of a crime and will assist the victim with that process.

Off-Campus Crimes

If RPD is contacted about criminal activity occurring off-campus involving RTC students, RPD may notify RTC Public Safety. However, there is no official RPD/RTC policy requiring such notification.

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 Public Safety 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.

The RTC Response to Student Organizations

Renton Technical College does not have any officially recognized student organizations that have housing facilities on or off-campus.

Access to Campus Facilities at Renton Technical College

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 11:00 p.m. Monday through Thursday and 6:00 a.m. to 5:00 p.m. 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. The Library hours fluctuate throughout the year, so it is best to check the Library schedule to determine the operating hours.

Maintenance of Campus Facilities

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. RTC Public Safety regularly patrols the main campus and reports malfunctioning lights and other unsafe physical conditions to Campus Operations for correction. Other members of the College community are helpful when they report equipment problems to RTC Public Safety or Campus Operations.

CRIME STATISTICS

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

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the College community obtained from the following sources: RTC Public Safety, the Renton Police Department (RPD and non-police officials (as defined below)). For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. A written request for statistical information is made on an annual basis to all Campus Security Authorities (as defined by federal law) and to all College Deans, Directors, and Department Heads. Statistical information is requested and provided to RTC Public Safety by the employees at the College's Counseling Center, even though they are not required by law to provide statistics for the compliance document. All of the statistics are gathered, compiled, and reported to the College community via a brochure, entitled "Your Right to Know", which is published by RTC Public Safety. RTC Public Safety 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.

Specific Information about Classifying Crime Statistics

The statistics in this brochure are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting Handbook and the relevant federal law (the Clery Act/HEOA). The number of victims involved in a particular incident is indicated in the statistics column for the following crime classifications: Murder/Non-Negligent Manslaughter, Negligent Manslaughter, Forcible and Non-Forcible Sex Offenses, and Aggravated Assault.

For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart.

The number reflected in the statistics for the following crime categories includes one offense per distinct operation: Robbery, Burglary, Larceny, Vandalism, and Arson.

For example, if five students are walking across campus together and they are robbed, this would count as one instance of robbery in the crime statistics chart.

In cases of Motor Vehicle Theft, each vehicle stolen is counted as a statistic. In cases involving Liquor Law, Drug Law, and Illegal Weapons violations, each person who was arrested is indicated in the arrest statistics.

The statistics captured under the "Referred for Disciplinary Action" section for Liquor Law, Drug Law, and Illegal Weapons violations indicates the number of people the Vice-President of Student Services representative referred to the Student's Rights and Responsibilities Office for disciplinary action for violations of those specific laws. Being "found responsible" for a violation includes a referral that resulted in a student being charged by the Rights and Responsibilities Office and a record of the action being kept on file.

The statistics in the Hate Crime charts are separated by category of prejudice. 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.

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

Renton Technical College Campus Crime Statistics

	2008			2009			2010		
	ONC	OCC	NON	ONC	OCC	NON	ONC	OCC	NON
Murder/Non-Negligent									
Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	4	0	0	3	0	0	6	0	0
Arson	0	0	0	0	0	0	0	0	0
BURGLARY (Total)									
Forcible Burglary	0	0	0	0	0	0	0	0	0
Non-Forcible Burglary	0	0	0	0	0	0	2	0	0
Attempted Burglary	0	0	0	0	0	0	0	0	0
SEX OFFENSES, FORCIBLE (Total)									
Forcible Rape	0	0	0	0	0	0	0	0	0
Forcible Sodomy	0	0	0	0	0	0	0	0	0
Sexual Assault w/Object	0	0	0	0	0	0	0	0	0
Forcible Fondling	0	0	0	1	0	0	0	0	0
SEX OFFENSES, NON-FORCIBLE (Total)									
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Statistics Not Required by Law									
Minor Assault	0	0	0	0	0	0	0	0	0
Larceny/Theft	13	1	1	0	0	0	14	0	0
Vandalism	3	0	0	2	0	0	3	0	0

Specific Information about the Crime Statistics Reported by RTC

The column "On-Campus (ONC)" includes crime statistics from incidents that were reported to RTC Public Safety. If an incident was reported to both RTC Public Safety and RPD, the statistics would be counted under the "On-Campus (ONC)" column. The crime statistics provided by RPD are provided based on the crime definitions in the Revised Codes of Washington (RCW), not based on the Uniformed Crime Reporting Program (UCR)/National Incident Based Reporting System (NIBRS), as required by the federal law. Crime statistics for the categories of Minor Assault, Larceny and Vandalism are not required by law, but are still provided in the interest of informing the community about the most frequent crimes that occur at RTC. RTC Public Safety does request yearly statistics from RPD and other Campus Security Authorities.

Statistics under the heading of "Referred for Disciplinary Action" include those individuals referred to the Student's Rights and Responsibilities Office for disciplinary action by the Vice-President of Student Services. The numbers include incidents that are reported via RTC Public Safety incident reports and reports provided directly to Student's Rights and Responsibilities Office from other members of the RTC community. Referrals include the number of people referred for disciplinary action by Student's Rights and Responsibilities Office and found responsible for violating those specific laws. Being "found responsible" is defined above.

Sex Offender Registry

The federal Campus Sex Crimes Prevention Act, 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 Public Safety 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.

In the State of Washington, the Washington State Patrol and local Sheriff's Offices (King County Sheriff's Office) maintain sex offender information. When sex offender information is received from local law enforcement agencies the Safety and Security Department cross checks the information against current lists of registered students and employees to determine if additional notification of the college community is warranted. When necessary, sex offender information is made as a college alert. Pertinent web site addresses for securing related information are:

http://www.metrokc.gov/sheriff/services/sex_offender_search/
<http://www.co.pierce.wa.us/pc/abtus/ourorg/sheriff/sexoffendersearch.htm>
<http://ml.waspc.org/index.aspx>

EMERGENCY PROCEDURES & POLICIES

Emergency Response

The Emergency Operations Plan includes information about Incident Teams; the College's operating status parameters; incident priorities and performance expectations; shelter-in-place and evacuation guidelines; and local contingency and continuity planning requirements. 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, 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 Public Safety 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 RTC Public Safety, Renton Police and Fire Department, and they typically respond and work together to manage the incident. Depending on the nature of the incident, other RTC departments 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 Public Safety website. Detailed information and updates to the RTC Emergency Operations Plan and departmental Contingency and Continuity Plans are available upon request.

Notification to the Renton Technical College Community about an Immediate Threat

When the College receives information from any office or department on the college campus, such as RTC Public Safety, a Dean's Office, Department Head that a situation poses a threat or immediate threat to the health and safety of the RTC community. If RTC Public Safety can confirm that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the RTC community, RTC Public Safety will work collaboratively with the College Administration to determine the content of the emergency message and will use some or all of the systems described below to communicate the immediate threat to the RTC community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population. RTC Public Safety and the Administration will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: RTC Public Safety, RPD, and/or the Renton Fire Department), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. In the event of a serious incident that poses an immediate threat to members of the RTC community, the College has various systems in place for communicating information quickly.

Some or all of these methods of communication may be activated in the event of an immediate threat to the RTC campus community. These methods of communication include network emails, emergency text messages that can be sent to a phone or PDA (employees can sign up for this service on the Public Safety website), and emergency messages that scroll across computer screens when logged into the College system. The College will post updates during a critical incident on the RTC Main website. Individuals can call RTC's recorded information telephone line for updates. Members of the larger community who are interested in receiving information about emergencies on campus can check the RTC Main website or call (425) 235-2352 to obtain updates in the event of an emergency on campus.

RTC community members are encouraged to notify RTC Public Safety 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 Public Safety 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 Public Safety 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 & POLICIES

Emergency Evacuation Procedures

An evacuation drill is coordinated by the Health and Safety Committee at RTC (with assistance from Campus Operations and Safety and Security) during each academic school year for all buildings on the College's main campus. The emergency response and evacuation procedures are tested yearly for the entire campus. 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. The purpose of evacuation drills is 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. Evacuation drills are monitored by RTC Public Safety and the College's Health and Safety Committee to evaluate egress and behavioral patterns.

A report is prepared that identifies deficiencies and recommends improvements to the appropriate departments/offices for consideration. Students receive information about evacuation and shelter-in-place procedures during the first week of each quarter and during other educational sessions that they can participate in throughout the year. RTC will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.

Shelter-in-Place Procedures –

What it means to "Shelter-in-Place"	Basic "Shelter-in-Place" Guidance	How You Will Know to "Shelter-in-Place"
<p>If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors, because leaving the area may expose you to that danger. Thus, to "shelter-in-place" means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.</p>	<p>If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, etc.) and follow the evacuation procedures for your building (close and lock doors, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest College building quickly. If police or fire department personnel are on the scene, follow their directions.</p>	<p>A shelter-in-place notification may come from several sources, including RTC Public Safety, other College employees, City of Renton Police or Fire Department, other State or local authorities, or other authorities utilizing the College's emergency communications tools.</p>
<p>How to "Shelter-in-Place"</p> <p>No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise; follow these steps, unless instructed otherwise by local emergency personnel:</p> <p>If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.</p>	<p>Locate a room to shelter inside. It should be:</p> <ul style="list-style-type: none">An interior room (if possible);Above ground level; andWithout windows or with the least number of windows. <p>If there is a large group of people inside a particular building, several rooms maybe necessary.</p> <p>Shut and lock all windows (tighter seal) and close exterior doors.</p> <p>Turn off air conditioners, heaters, and fans.</p> <p>Close vents to ventilation systems as you are able. (College staff will turn off the ventilation as quickly as possible.)</p>	<p>Make a list of the people with you and ask someone to call the list in to RTC Public Safety so they know where you are sheltering. If only students are present, one of the students should call in the list. Make yourself comfortable.</p>

ANNUAL FIRE SAFETY REPORT

RTC Public Safety publishes this fire safety report as part of its annual Clery Act Compliance document, via this brochure, which contains information with respect to the fire safety practices and standards for RTC. This report does not include statistics concerning the number of fires, the cause of each fire, the number of injuries and deaths related to a fire, and the value of the property damage caused by a fire (RTC does not provide residences for our students). The compliance document is available for review 24 hours a day on the RTC Public Safety website at www.RTC.edu/CommunityResources/Security.

If a fire occurs in a Renton Technical College building, community members should immediately notify 911 and then call RTC Public Safety at (425) 235.7871 or extension 7871 from an on-campus telephone. RTC Public Safety will respond, to assist with evacuation and directing fire and emergency response personnel to the scene. Fire alarms alert community members of potential hazards. Community members are required to heed the warning and evacuate buildings immediately upon hearing a fire alarm in a facility. Use the nearest stairwell and/or exit to leave the building immediately. Community members should familiarize themselves with the exits in each building. The Fire Marshall can levy fines and penalties to individuals who fail to evacuate a building promptly – but a more important reason for evacuating is for safety. When a fire alarm is activated, the elevators in most buildings will stop automatically. Occupants should use the stairs to evacuate the building. If you are caught in the elevator, push the emergency phone button. The emergency phones in elevators on campus typically dial to the fire alarm monitoring company and they will contact RTC Public Safety.

If a member of the RTC community finds evidence of a fire that has been extinguished, and the person is not sure whether RTC Public Safety has already responded, the community member should immediately contact RTC Public Safety to investigate and document the incident.

If a false alarm occurs on the RTC main campus, an email message is distributed to the campus, typically within the next business day, informing the campus of the cause of the activation and the reason for the evacuation. The purpose of providing follow-up information is to use those instances as a teachable moment to point out the reason for the alarm activation, the evacuation routes, and instructions and guidelines for evacuations.

• Fire Protection Equipment/Systems

College buildings are equipped with automatic fire detection and alarm systems that are constantly monitored by staff at an off-campus monitoring company.

• Health and Safety Inspections

The City of Renton Fire Department inspects the College Buildings once a year inspections are primarily designed to find and eliminate safety violations. The inspections include, but are not limited to, a visual examination of electrical cords, sprinkler heads, smoke detectors, fire extinguishers and other life safety systems. In addition, each room will be examined for the presence of prohibited items (e.g., sources of open flames, such as candles; non-surge protected extension cords; halogen lamps; space heaters; etc.) or prohibited activity (e.g., tampering with life safety equipment; etc.).

Fire Safety Tips

Buildings are equipped with a variety of features that are designed to detect, stop and/or suppress the spread of a fire.

Campus security and fire safety procedures are discussed during new student orientation (first day of classes during each academic quarter). The Director of Safety and Security participate in forums and Faculty and Staff meetings to explain College security, safety, and fire safety measures and procedures at RTC.

- A door can be the first line of defense against the spread of smoke or fire from one area to another. Some doors, such as fire doors in corridors, are designed to stand up to fire longer than those of an individual room. It is important that these doors are CLOSED for them to work. Additionally, if a door has a device that automatically closes the door, it should NOT be propped open.
- Sprinklers are 98% effective in preventing the spread of fire when operating properly. DO NOT obstruct the sprinkler heads with materials like clothing hanging from the piping.
- Smoke detectors cannot do their job if they are disabled or covered by the occupant, which is a violation of College Policy.
- Almost ¾ of all fires that are caused by smoking material are the result of a cigarette being abandoned or disposed of carelessly. Smoking is NOT PERMITTED in or within 25 feet of any RTC building or on the main campus except in designated area.

EDUCATING MEMBERS OF THE COMMUNITY

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 and for the security and safety for others on campus.

In addition, RTC Public Safety organizes and sets up a crime prevention and education display at the Safety and Security Office throughout the year. The information provides an opportunity for RTC Public Safety to hand out both security and safety-related information

New employee orientation includes the distribution of crime prevention and fire safety materials to all new employees.

On the RTC main Campus, RTC Public Safety provides an escort service for community members who request assistance. An Officer will meet the person and walk them to their vehicle or next class, this service is offered during the academic school hours. It can be requested by calling (425) 235.7871 or extension 7871 from an on-campus telephone.

RTC Public Safety promotes the Operation Identification program, engraving serial numbers or owner's recognized numbers (e.g. driver's license number) on items of value, and makes engravers available upon request free of charge. RTC Public Safety will assist you with your engraving.

Victim Assistance Services

Resources for Support and Assistance

RTC Student Services (425) 235-5840

RTC Public Safety Department (425) 235-7871

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

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.

1. Report all suspicious activity to RTC Public Safety immediately.
2. Never take personal safety for granted.
3. Try to avoid walking alone at night. Use the RTC Public Safety escort service.
4. Carry only small amounts of cash.
5. Never leave valuables (wallets, purses, books, calculators, etc.) unattended.
6. Carry your keys at all times and do not lend them to anyone.
7. Lock up bicycles and motorcycles. Lock car doors and close windows when leaving your car.
8. Do not leave valuables in your car, especially if they can be easily noticed.
9. Engrave serial numbers or owner's recognized numbers, such as a driver's license number, on items of value.
10. 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 Public Safety 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 that a student who attends RTC is missing. RTC Public Safety will generate a missing person report and assist with the investigation.

Alcohol and Drug Policies

Renton Technical College and RTC Public Safety are committed to promoting the health and safety of its campus community through a program of alcohol education and the implementation of relevant policies. The College enforces compliance with State and local alcoholic beverage laws on campus and at College sponsored activities. The College affirms its adherence to the following principles:

- The misuse and/or abuse of alcoholic beverages and related behavior, such as disorderly conduct, illness due to excessive consumption of alcohol, and destruction of property, pose a danger to individual members of the College community and to the community at large.
- The promotion of alcoholic beverage consumption as the primary focus of on-campus activities is inappropriate because it invites members of the College community to violate College policies and procedures and State and local laws and ordinances.
- Consumption of alcoholic beverages should only be by persons of legal age and by personal choice.
- Those who choose to consume alcoholic beverages should do so responsibly and in moderation.
- Consumption of alcoholic beverages should not be the main focus of an event or the only means of refreshment at an event.
- The responsibility for proper consumption of alcoholic beverages and for compliance with State and local laws rests with each individual member of the College community.

Renton Technical College is in compliance with the federal Drug-Free Schools and Communities Act of 1989. Each year RTC renews its commitment to the letter and spirit of that law with an informational letter to students and employees. The College does not condone violations of those laws proscribing possession, use, or sale of alcoholic beverages and possession, use, sale, manufacture, or distribution of illegal drugs. Members of the RTC community should know that disciplinary action, which may include revocation of other privileges, or suspension or expulsion from the College, may be taken in order to protect the interests of the College and the rights and safety of others. Abuse of alcohol and drugs can have a dramatic impact on professional, academic, and family life. The College, therefore, encourages members of the community who may be experiencing difficulty with drugs or alcohol to contact an employee assistance program or student counselor.

Firearms and Weapons Policies

Renton Technical College is committed to maintaining a safe and secure environment that supports the academic/educational goals and mission of the College. According to the RTC Firearms and Weapons policy, members of the College community, including faculty, staff, and students, as well as visitors, are prohibited from possessing firearms, explosives, weapons, or any item that may be construed as such, on the premises of the College or in any building under College control, whether or not a federal or state license to possess the same has been issued to the possessor. There are some limited exceptions to this policy; for example certified and licensed law enforcement personnel who are authorized to carry a firearm are permitted to on RTC property.

Emergency Medical Response Procedures

Students, faculty, staff, and guests should report any emergency medical situations to RTC Public Safety immediately at extension 7871 or, from outside the College phone system, (425) 235-7871. RTC Public Safety officer (s) will respond to the scene.

RESPONSE TO SEXUAL ASSAULT

The RTC Code of Student Conduct

Rape and all forms of sexual assault are violations of the Renton Technical College's Code of Student Conduct.

Male Victims

While most victims of sexual assault are women, some men are also victims. Male victims at RTC receive the same services as women. Emotional support, counseling about options, information about resources related to legal issues and medical treatment are available to assist all those recovering from sexual assault.

Prevention and Education Programs

Programs and information are available through the following resources:

King County Sexual Assault Resource Center (206) 632-7273

RTC Student Services (425) 235-5840

RTC Public Safety Department (425) 235-7871

Valley Medical Center (425) 656-4055

Renton Police Department – Business (425) 430-7500

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

Guidelines for Assistance

1. IF YOU ARE RAPED OR SEXUALLY ASSAULTED:

- Get to a safe place as soon as you can.
- Try to preserve all physical evidence. Do not wash, use the toilet, or change clothing if you can avoid it. If you do change clothes, put all clothing you were wearing at the time of the attack in a paper, not plastic, bag.
- Get medical attention as soon as possible to make sure you are physically well and to collect important evidence in the event you may later wish to take legal action.
- Contact RTC Safety and Security (follow procedures outlined on page 3 of this brochure).
- Talk with an advocate or a counselor who will maintain confidentiality, help explain your options, give you information, and provide emotional support.
- Contact someone you trust to be with you and support you.

Past Abuse

Many individuals experience sexual assault and never tell anyone about it at the time of the incident. If you were victimized weeks or years ago, assistance is still available to you. Talking with someone now may help you cope better with abuse from the past, whether it was rape, child sexual abuse, incest, or sexual harassment.

2. MEDICAL TREATMENT

It is important to seek immediate and follow-up medical attention for several reasons: first, to assess and treat any physical injuries you may have sustained; second, to determine the risk of sexually transmitted diseases or pregnancy and take preventive measures; and third, to gather evidence that could aid criminal prosecution. Physical evidence should be collected immediately, ideally within the first 24 hours. It may be collected later than this, but the quality and quantity of the evidence may be diminished.

Immediate Emergency Services

A special exam should be conducted as soon as possible following an assault to ensure your physical well-being and to collect evidence that may be useful in criminal proceedings. The exam can be conducted without the involvement of law enforcement personnel. Even if you have not been physically hurt, this forensic exam is strongly recommended to maintain all your legal options. After the evidence is collected, it can be stored in case you wish to press criminal charges. The exam is performed by an emergency department physician or gynecologist. A nurse is present throughout the procedure, and a support person of your choice can also be present. Hospital emergency rooms follow the national standards for victim care, rape exams, and evidence collection procedures. Note: Ordinarily the police will be contacted by Hospital personnel whenever they provide treatment for injuries resulting from a crime. If you seek treatment at a local hospital and the police are contacted, this does not mean that you have to proceed with criminal charges. In addition, it is recommended that a survivor use a hospital in the county/state where the incident occurred.

Transportation

RTC Public Safety cannot provide transportation to the Hospital, but will assist the victim with emergency contacts and stay with the person(s) until help arrives.

Non-Emergency Medical Procedures

Even if you do not have evidence collected at the Hospital, it is still important to get medical attention. An exam in this case should include treatment of any physical problems and various lab tests for sexually transmitted diseases and pregnancy. This non-emergency treatment can be arranged with your family doctor.

3. COUNSELING AND EMOTIONAL SUPPORT

Renton Technical College does not have counseling or emotional support available for victim(s). Persons will be referred to off-campus assistance, King County Sexual Assault Resource Center (206) 632-7273, provides a confidential hotline and advocacy services 24 hours a day, seven days a week, as well as free short-term individual and group counseling.

4. REPORTING TO THE RTC Public Safety

The reasons for reporting to RTC Public Safety are: 1) to take action which may prevent further victimization, including issuing a crime alert to warn the campus community of an impending threat to their safety; 2) to apprehend the assailant; 3) to seek justice for the wrong that has been done to you; and 4) to have the incident recorded for purposes of reporting statistics about incidents that occurred on campus.

If you choose to report the incident, a RTC Public Safety officer will take a statement from you regarding what happened. The officer will ask you to describe the assailant(s) and may ask questions about the scene of the crime, any witnesses, and what happened before and after the incident. You may have a support person with you during the interview. NOTE: Reporting an incident is a separate step from choosing to prosecute. When you file a report, you are NOT obligated to continue with legal proceedings or College disciplinary action. Remember, you can choose whether or not to participate in proceedings at any point.

5. CONFIDENTIAL REPORTING

If you are assaulted 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 to RTC Public Safety. With your permission, a RTC Public Safety 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 about the number of incidents involving students, employees and visitors; determine where there is a pattern of assaults with regard to a particular location, method, or assailant; and alert the campus community to potential danger.

6. COLLEGE DISCIPLINARY ACTION

If you have been sexually assaulted by another student or group of students and are considering College action, you are encouraged to discuss the matter with the Vice-President of Student Services. This will allow you a chance to review the College procedures should you decide to file a formal complaint through the College's disciplinary/judicial system. This discussion does not obligate you to pursue official action.

If you decide to take part in the College's adjudication process, you should contact the Vice-President of Student Services. Charges may either be filed directly by you or by the College on the basis of your written statement. Such a charge would be handled in accordance with the procedures relating to violations of the College's Code of Student Conduct regulations. Individuals could be subject to disciplinary action pending review by the College. Those students found responsible for violating the Code in this way could be suspended or expelled. Pursuant to the College's disciplinary procedures, both the accuser and the accused are entitled to have an advisor or support person present during the hearing. Students who allege sexual assault by another student may request a change in their academic situation on campus after the alleged incident takes place if such changes are reasonably available. Finally, in accordance with federal regulations, both the accuser and the accused will be informed of the outcome of any campus disciplinary proceeding alleging sexual assault.

7. CRIMINAL INVESTIGATION AND CHARGES

If you want to press criminal charges, call the Renton Police Department. We recommend that you contact the RTC Public Safety Department before you notify the local police, so they can assist you with the legal processes. RTC Public Safety can notify the appropriate authorities or the complainant may contact them directly. Depending on the timing of your report and preference, it may be possible for you to make a statement in the presence of a RTC Safety and Security officer and the local police at the same time. Be advised that questioning can be difficult. Remember, you may request that a support person be with you during police interviews. If it is possible for the assailant to be apprehended, the suspect will be taken by police before the local Superior Court judge and charged with the appropriate offense(s) at a preliminary arraignment. You do not need to be present for this proceeding. The assailant may be jailed or released on bail depending on the circumstances of the crime. One of the usual conditions of bail is that the suspect not make any attempt to contact you. If you are contacted by the suspect or feel threatened in any way, you should immediately call RTC Public Safety and the local police. Under some circumstances bail may be revoked and additional charges may be filed if necessary.

APPENDIX

SEX OFFENSES—DEFINITIONS

As per the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Program

SEX OFFENSES—FORCIBLE

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Forcible Rape

The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth).

Forcible Sodomy

Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault with an Object

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Forcible Fondling

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

SEX OFFENSES—NON-FORCIBLE

Unlawful, non-forcible sexual intercourse.

Incest

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape

Non-forcible sexual intercourse with a person who is under the statutory age of consent.

As Per the Uniform Crime Reporting Handbook

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

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

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

Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence: The killing of another person through gross negligence.

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.

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

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

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

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

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

Offense Definitions relating to Hate/Bias Related Crime Statistics as per the UCR Hate Crime Reporting Guidelines

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.

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.

Geography definitions from the Clery Act

On-Campus-Defined as: (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of or in a manner related to the institution's educational purposes, including residence halls; and (2) Any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students and supports institutional purposes (such as a food or retail vendor).

Non-Campus Building Or Property-Defined as: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) 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.

Public Property-Defined as: 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 GW crime statistics do not include crimes that occur in privately owned homes or businesses within or adjacent to the campus boundaries.