

The logo for Renton Technical College (RTC) features the letters 'RTC' in a bold, dark red, sans-serif font. The letters are contained within a white rectangular box that has a thick dark red border.

RENTON
TECHNICAL
COLLEGE

Annual Security Report 2015

Mission Statement: Renton Technical College Campus Security employees are security 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 10,000 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 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. 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 exist 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 Campus Security Department

RTC Campus Security is responsible for providing safety and security services for the RTC Main Campus. RTC Campus Security is located at 3000 N.E. 4th Street, Building N, Room N103, Renton, Washington. 98056. The Department is directed by a Director of Campus Safety and Security who reports to the Vice-President of Administration and Finance. The Security Department consists of a Director; three full-time uniformed officers and two part-time uniformed officers. RTC Campus Security officers patrol the main campus by foot, bicycle, and vehicle.

Working Relationships with Other Law Enforcement Agencies

RTC Campus Security maintains a close working relationship with the Renton Police Department (RPD). The officers of RTC Campus Security and RPD communicate regularly on the scene of incidents that occur in and around the campus area. The RTC Director of Safety and Security works 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 Campus Security and RPD.

Training

The Renton Technical College Campus 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. Campus Security Officers who have not previously completed a law enforcement academy are required to complete either the WACLEA Basic Campus Security Officer Academy or the IFPO Certified Protection Officer Course within 12 months of hire. All Campus Security Officers must complete

REPORTING PROCEDURES

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 Rape Crisis Center would not be included in the RTC crime statistics. RTC Campus Security 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. In addition, RAVE Alert notifications are also sent during ongoing emergency events. 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 Campus Security 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 Campus Security. 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 Campus Security Office at Building N, Room N103, from 7:00 a.m.–4:00 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 Campus Security that fall into one of the required reporting classifications will be disclosed as a statistic in this annual brochure published by RTC Campus Security.

Reporting Methods Available on Campus

For an emergency requiring police, fire, or medical, aid dial 911. Immediately afterwards, call the Campus Security at extension 7871 on any RTC phone, or 425-235-7871 from an outside line. RTC Campus Security should be contacted for all incidents occurring on campus. Campus Security officers receive your calls directly via cell phone while on patrol. They will meet you anywhere on campus. Campus Security’s office is located in the lower level of building N, room 103.

Reporting a Crime to the Renton Police Department (RPD)

Any community member reporting a crime to RTC Campus Security has the right to report the crime to the Renton Police Department (RPD).

Off-Campus Crimes

If RPD is contacted about criminal activity occurring off-campus involving RTC students, RPD may notify RTC Campus Security. 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 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.

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 Campus Security 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 Campus Security or Campus Operations.

CRIME STATISTICS

The information below provides context for the crime statistics reported as part of compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (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 Campus Security, the Renton Police Department (RPD and non-police officials (as defined below)). 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 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 Campus Security 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 Campus Security. 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.

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 referrals that result in a student being charged by the Rights and Responsibilities Office and a record of the action is kept on file.

In addition to the crime statistics that have traditionally been tracked and reported, the Department of Education is requesting that additional statistics be included in this Annual Security Report that correspond to the Violence Against Women Reauthorization Act of 2013. Reported events in the categories of domestic violence, sexual assault, and stalking are included this year, and will be reported annually.

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

	2013			2014			2015		
	ONC	OCC	NON	ONC	OCC	NON	ONC	OCC	NON
Murder/Non-Negligent	0	0	0	0	0	0	0	0	0
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	1	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	3	0	0	6	0	0	2	0	0
Arson	0	0	0	1	0	0	0	0	0
Burglary (Total)									
Forcible Burglary	0	0	0	1	0	0	0	0	0
Non-Forcible Burglary	0	0	0	0	0	0	1	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	2	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									
Simple Assault	1	0	0	3	0	1	0	0	0
Larceny/Theft	14	0	0	10	0	2	9	1	0
Vandalism	10	0	0	1	0	1	10	1	0
Violence Against Women VAWA Offences									
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	1	0	0
Stalking	0	0	0	0	0	0	0	0	0

Violations of Weapons, Drug, and Liquor Laws - Arrests and Disciplinary Referrals

	2013		2014		2015	
	Arrests	Referrals	Arrests	Referrals	Arrests	Referrals
Weapons	1	0	0	0	0	0
Drugs	1	2	0	0	0	1
Alcohol	0	0	0	0	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 Campus Security. If an incident was reported to both RTC Campus Security and RPD, the statistics would be counted under the "On-Campus (ONC)" column. The Column "OCC" represents Off Campus Considerations, which includes areas of instruction provided by RTC, but not on the main RTC campus. The Column "NON" represents non-campus public property directly adjacent to the RTC Campus. 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 Campus Security does request yearly statistics from RPD and other Campus Security Authorities.

Statistics under the heading of "Referred for Disciplinary Action" include those individuals referred for student conduct action through the Office of Student Rights and Responsibilities. The numbers include incidents that are reported via RTC Campus Security 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 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.

In the State of Washington, RCW 9A.44.138 requires that information about registered sex offender students (Level II), shall be provided to every teacher of the student and to any other personnel who supervises the student or for security purposes should be aware of the student's record. RTC's guidelines on sex offender notification for offenders in the Level III status require that the same requirements but include public posting in the student's program building and on information bulletin boards in Roberts Center building I. In certain Level III offender cases, the Campus Security Director in consultation with the Vice President for Administration and Finance can determine if additional public notification is necessary. In these instances, a college alert may be used.

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>

Pierce County Sex Offender Search

<http://www.icrimewatch.net/index.php?AgencyID=54483>

State of Washington Sex Offender Search

<http://www.icrimewatch.net/index.php?AgencyID=54528>

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 that 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 Building Marshalls. The Building Marshalls, made up of faculty and staff members ensure that their building's occupants respond to emergencies 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 Building 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, 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 Response Guide, and Emergency Instruction Guide.

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 Building Marshall that 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 RAVE Alert, email, phone and handheld radios issued in each building. Supplemental and layered notifications systems that are in various stages of completion are Alertus network computer notification system and VOIP phone intercom messaging. 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 are coordinated by Campus Security during each academic school year for all buildings on the College's main 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. Individual Emergency Instruction 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 Instruction 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.

Evacuation and other emergency response drills are monitored by RTC Campus Security and the College's Health and Safety Committee to evaluate egress, communications, 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.

Specific Emergency Instructions

Renton Technical College has a comprehensive Emergency Response Guide providing the overall campus emergency plan that can be accessed on the Campus Security page of the RTC website. The Emergency Instruction Guide is also located on the Campus Security website as well as being posted in each

INFORMATION

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 Campus Security 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 Campus Security 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 Campus Security 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.

Important Campus and Community Services

Resources for Support and Assistance

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 <http://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:

1. Report all suspicious activity to RTC Campus Security immediately.
2. Never take personal safety for granted.
3. Try to avoid walking alone at night. Use the RTC Campus Security 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 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 that a student who attends RTC is missing. RTC Campus Security will generate a missing person report and assist with the investigation.

Alcohol and Drug Policies

Renton Technical College and RTC Campus Security 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 911 then RTC Campus Security immediately at extension 7871 or, from outside the College phone system, (425) 235-7871. RTC Campus Security Officer (s) will respond to the scene.

SEXUAL ASSAULT

The RTC Code of Student Conduct

In addition to being illegal and subject to prosecution in the criminal justice system, rape and all forms of sexual assault are violations of the Renton Technical College's Code of Student Conduct Policy.

Prevention and Education Programs

Sexual Assault Awareness and Prevention training is provided through a number of outlets at RTC. Campus Security releases informational email bulletins focusing student and employee awareness and education on topics including sexual assault awareness and prevention. Human Resources and Student Programs and Engagement provide awareness and prevention trainings through various training venues including seminars on domestic violence. Seminars scheduled for Fall 2014 also include physical self-protection and defensive tactics and domestic violence prevention.

Programs and information are available through the following resources:

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

RTC Student Success Services (425) 235-5840

RTC Campus Security 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

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.

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, information about resources related to legal issues and medical treatment are available to assist all those recovering from sexual assault. RTC does not have specific programs designed to address needs of victims of sexual assault, but victims can seek assistance in locating community services through Student Success Services. Please refer to the agencies and contact information listed above.

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.

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 so you retain all of your legal options. After the evidence is collected, it can be stored in case you wish to press criminal charges. You will not be obligated to proceed with criminal charges. Trained sexual assault support advocates can be present during the hospital exam and will help you navigate your options.

Transportation

RTC Campus Security cannot provide transportation to the hospital, but will assist the victim with emergency contacts, securing valuables, and in most cases 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.

Counseling and Emotional Support

Renton Technical College does not have counseling or emotional support available for victim(s) on campus. 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.

Campus Security Reporting

The reasons for reporting to RTC Campus Security 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 Campus Security 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.

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 Campus Security. 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 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.

College Disciplinary Action

If you have been sexually assaulted by another student and are considering College action, you are encouraged to discuss the matter with the Dean of Student Success 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 Dean of Student Success Services. The Dean will assign a college counselor to you to help process the complaint in preparation of the Code of Conduct violation. Charges may either be filed directly by you or by the College on the basis of your written statement. Such a charge and standards of evidence 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.

Whether or not a Code of Conduct violation is pursued, this would not preclude the College from conducting its own investigation with oversight provided by the College's Title IX coordinator.

Criminal Investigation and Charges

If you want to press criminal charges, call the Renton Police Department and consider contacting RTC Campus Security. 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/sexual assault advocate 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 cannot make any attempt to contact you. If you are contacted by the suspect or feel threatened in any way, you should immediately call RTC Campus Security and the local police. Under some circumstances bail may be revoked and additional charges may be filed if necessary.

Court Orders

Victims of Sexual Assault are encouraged to seek Court Orders of Protection through the court of jurisdiction where they live. Victims can seek assistance through victim advocacy organizations like King County Sexual Assault Resource Center in obtaining these court orders. Once an order has been obtained, victims should contact Campus Security, and provide them with a copy of the order. Campus Security will contact Renton Police immediately if the offender is seen or contacted on campus. In most circumstances they will stay with or in close proximity to the victim on RTC's campus until the violation has been investigated the police.

Reasonable Accommodation

Victims of sexual assault may be eligible for assistance in changing academic and work study employment status on campus even if criminal prosecution is not pursued.

SEXUAL HARASSMENT

Acts Prohibited

All forms of sexual harassment to include sexual assault are violations of the Renton Technical College's Code of Student Conduct and are violations of policy for employees of RTC.

Acts Defined

Sexual Harassment is defined in the RTC Student Code of Conduct as: *Conduct includes but is not limited to, engaging in unwelcome sexual advances, requests for sexual favors, or other sexual conduct, including verbal, non-verbal, electronic or social media communication, or physical touching that would substantially interfere with a reasonable person's work or educational performance, or to create an intimidating, hostile or offensive educational environment.*

Reporting

The Colleges Title IX coordinator has oversight for all reports of sexual harassment that occur at RTC. Victims or witnesses of sexual harassment can report these acts to Human Resources, Advisors and Counselors, and Campus Security. Per Policy, all employees at RTC are compelled to report instances of sexual harassment if they are told acts have occurred.

Process

All Sexual Harassment complaints involving students will be directed to Human Resources. Upon conclusion of the Human Resources investigation, the findings of the investigation are forwarded to Student Success Services for possible violation of the Code of Student Conduct processing. Victims, witnesses, and evidence are subject to the rules established in RTC's Code of Student Conduct.

Education and Awareness

RTC Human Resources provides sexual harassment training and resources during the school year in compliance with requirements. Training for Fall quarter is scheduled for October. Campus Security also provides information about sexual harassment awareness and prevention through email newsletters during the year.

Reasonable Accommodation

Victims of sexual harassment may be eligible for assistance in changing academic and work study employment status on campus. Reasonable accommodations may be sought through the Dean of Student Success.

DOMESTIC VIOLENCE

Acts Prohibited

Domestic Violence, Dating Violence, and Stalking are criminal acts and are also prohibited acts in violation of the Code of Student Conduct should they occur on RTC's campus or in conjunction with any RTC sanctioned/organized activity off campus.

Acts Defined

The Revised Code of Washington (RCW) is the written law of the land in Washington State. The RCW provides definitions of criminal conduct. The terms are provided in the appendix section of this document to establish the definition of criminal behaviors that are prohibited not only by state statute but also prohibited by RTC's Code of Student Conduct.

Reporting

Victims of Domestic Violence, Dating Violence or Stalking are encouraged to seek assistance from the law enforcement agency of jurisdiction by immediately calling 911. If the domestic violence related event occurs on campus, victims are encouraged to contact Campus Security after calling 911. Victims are also encouraged to contact domestic violence advocacy organizations to assist them in navigating any criminal proceedings, obtaining permanent court orders of protection, support, and in formulating safety strategies going forward.

Court Orders

Victims of domestic violence related offenses are encouraged to seek a No-Contact Order through the prosecutor's office. Victims may also seek a civil Order of Protection. Victims can seek assistance through victim advocacy organizations by contacting King County's Crisis Line or Washington State Domestic Violence Hotline in obtaining court orders. Once an order has been obtained, victims should contact Campus Security, and provide them with a copy of the order. Campus Security will contact Renton Police immediately if the offender is seen or contacted on campus and is in violation of the order. In most circumstances Campus Security will stay with the victim on RTC's campus until the violation has been investigated by the police.

Counseling and Emotional Support

Renton Technical College does not have counseling or emotional support available for victim(s) of domestic or dating violence. Persons will be referred to off-campus assistance. King County Crisis Line (206) 461-3222, provides a confidential hotline and advocacy services 24 hours a day, seven days a week. The City of Renton Police Department has a Domestic Violence Victim Advocate available Monday through Friday during regular business hours at (425) 430-6654.

King County Crisis Line (206) 461-3222

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

Renton Police Department- Domestic Violence Victim Advocate: (425) 430-6654

Education and Awareness

Domestic and dating violence awareness and prevention training is provided through a number of outlets at RTC. Campus Security releases informational email bulletins focusing student and employee awareness and education on topics including sexual assault, domestic and dating violence awareness and prevention. Human Resources and Student Programs and Engagement provide awareness and prevention trainings through various training venues. Seminars scheduled for Fall 2014 also include physical self-protection and defensive tactics and domestic violence prevention.

Reasonable Accommodation

Victims of domestic and dating related offenses may be eligible for assistance in changing academic and work study employment status on campus. Reasonable accommodations may be sought through the Dean of Student Success.

APPENDIX

Domestic Violence/Dating Violence-Definitions

Domestic Violence

(a) Physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury or assault, between family or household members; (b) sexual assault of one family or household member by another; or (c) stalking as defined in RCW 9A.46.110 of one family or household member by another family or household member.

"Family or household members" means spouses, domestic partners, former spouses, former domestic partners, persons who have a child in common regardless of whether they have been married or have lived together at any time, adult persons related by blood or marriage, adult persons who are presently residing together or who have resided together in the past, persons sixteen years of age or older who are presently residing together or who have resided together in the past and who have or have had a dating relationship, persons sixteen years of age or older with whom a person sixteen years of age or older has or has had a dating relationship, and persons who have a biological or legal parent-child relationship, including stepparents and stepchildren and grandparents and grandchildren.

"Dating relationship" means a social relationship of a romantic nature. Factors that the court may consider in making this determination include: (a) The length of time the relationship has existed; (b) the nature of the relationship; and (c) the frequency of interaction between the parties.

Stalking

(1) A person commits the crime of stalking if, without lawful authority and under circumstances not amounting to a felony attempt of another crime: (a) He or she intentionally and repeatedly harasses or repeatedly follows another person; and (b) The person being harassed or followed is placed in fear that the stalker intends to injure the person, another person, or property of the person or of another person. The feeling of fear must be one that a reasonable person in the same situation would experience under all the circumstances; and (c) The stalker either: (i) Intends to frighten, intimidate, or harass the person; or (ii) Knows or reasonably should know that the person is afraid, intimidated, or harassed even if the stalker did not intend to place the person in fear or intimidate or harass the person.

(2)(a) It is not a defense to the crime of stalking under subsection (1)(c)(i) of this section that the stalker was not given actual notice that the person did not want the stalker to contact or follow the person; and (b) It is not a defense to the crime of stalking under subsection (1)(c)(ii) of this section that the stalker did not intend to frighten, intimidate, or harass the person.

(3) It shall be a defense to the crime of stalking that the defendant is a licensed, private investigator acting within the capacity of his or her license as provided by chapter 18.165 RCW.

(4) Attempts to contact or follow the person after being given actual notice that the person does not want to be contacted or followed, constitutes prima facie evidence that the stalker intends to intimidate or harass the person. "Contact" includes, in addition to any other form of contact or communication, the sending of an electronic communication to the person.

(5)(a) Except as provided in (b) of this subsection, a person who stalks another person is guilty of a gross misdemeanor. (b) A person who stalks another is guilty of a class B felony if any of the following applies: (i) The stalker has previously been convicted in this state or any other state of any crime of harassment, as defined in RCW 9A.46.060, of the same victim or members of the victim's family or household or any person specifically named in a protective order; (ii) the stalking violates any protective order protecting the person being stalked; (iii) the stalker has previously been convicted of a gross misdemeanor or felony stalking offense under this section for stalking another person; (iv) the stalker was armed with a deadly weapon, as defined in RCW 9A.46.025, while stalking the person; (v) (A) the stalker's victim is or was a law enforcement officer: judge: juror: attorney: victim

clerk, or courthouse facilitator; or an employee of the child protective, child welfare, or adult protective services division within the department of social and health services; and (B) the stalker stalked the victim to retaliate against the victim for an act the victim performed during the course of official duties or to influence the victim's performance of official duties; or (vi) the stalker's victim is a current, former, or prospective witness in an adjudicative proceeding, and the stalker stalked the victim to retaliate against the victim as a result of the victim's testimony or potential testimony.

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

Uniform Crime Reporting Handbook- Crime Definitions

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.

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. (Drunkness 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 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.