

Attachment A

Contents:

Copy of Student Affairs Policy SA-18: Notification on Convicted Sexual Offenders & Kidnapping Offenders

Policy Type: Student Affairs
Policy Title: Notification on Convicted Sexual Offenders & Kidnapping Offenders
Policy Number: SA-18

Purpose

To increase the safety and welfare of the Green River College community by providing timely and appropriate notification to the College community of the presence or enrollment of a convicted sexual offender or kidnapping offender. This notification shall be in accordance with applicable state law and be in such a manner that increases safety without creating excessive anxiety among students or staff, without contributing to a possible punitive action by some, and without causing undue damage to the positive college environment enjoyed by students and staff. This policy is not intended as a directive for faculty and staff to monitor conduct nor to report to any agency.

Authority

Public agencies are authorized to release information to the public regarding sex offenders and kidnapping offenders when the agency determines that disclosure of the information is relevant and necessary to protect the public and to counteract the danger created by a particular offender.

This applies to any information regarding:

- Any person convicted of a sex offense as defined in **RCW 9A.44.130** or a kidnapping offense as defined by **RCW 9A.40**;
- Any person under the jurisdiction of the indeterminate sentence review board as the result of a sex or kidnapping offense;
- Any person committed as a sexually-violent predator under chapter **71.09 RCW** or as a sexual psychopath under chapter **71.06 RCW**;
- Any person found not guilty of a sex or kidnapping offense by reason of insanity under chapter **10.77 RCW**; and
- Any person found incompetent to stand trial for a sex or kidnapping offense and subsequently committed under chapter **71.05 RCW** or **71.34 RCW (RCW 4.24.550(1))**.

Sex and kidnapping offenders who are admitted to the College must, within ten days of enrolling or by the first business day after arriving, whichever is earlier, notify the Sheriff of the offender's intent to attend the College. The sheriff then notifies the College's public safety office. (**RCW 9A.44.130(1)**)

In addition, the college is required to advise the campus community where law enforcement agency information provided by a state under §121 of the Child Protection and Safety Act (**42**

U.S.C. 16921) concerning registered sex offenders may be obtained, such as a local law enforcement agency with jurisdiction for the campus or a computer network address (**34 CFR 668.46(b)(12)**).

Immunity

A College official or employee is immune from civil liability for damages for a release of relevant and necessary information unless it is shown that the College official or employee acted with gross negligence or in bad faith. (**RCW 4.24.550**)

Procedure

Upon receiving written notification from the County Sheriff's Office, or any other police agency, about the likely presence of a sexual offender on or near any College-controlled facility, activity or event, the College may take such steps as are necessary and appropriate under applicable state law to inform members of the College community of the presence of such persons. Persons likely to be present include applicants for admission, attending students, employees of the College or persons otherwise known or suspected to frequent the College or College-controlled facilities, activities or events.

Annually, The Director of Campus Safety shall authorize an email to be sent to the campus community about where to access information about registered sex offenders. This email will provide a link to the Campus Safety webpage directing the user to the Washington Association of Sheriffs and Police Chiefs, which is published to provide ready access to the public to search for sex offenders. If there is any change in this link, the Director of Campus Safety will notify, in a timely manner, the campus community about the change.

The Director of Campus Safety shall be the designated official to receive notifications from the County Sheriff's Office or other police agencies. Prior to notification, the Director of Campus Safety may, when deemed advisable, contact appropriate police and/or community corrections personnel to obtain information to guide notification actions. The Vice President of Student Affairs shall coordinate notification to the campus community with the Director of Campus Safety. Any person on campus receiving notification from a police agency shall provide a copy of such notification to the Director of Campus Safety. The Vice President of Student Affairs, or equivalent officer, shall make the appropriate notifications if the offender is enrolled or deemed likely to enroll in, or to attend, a course, program, or other activity or event that is controlled or sponsored by the College.

The office of the Vice President of Student Affairs will maintain the following records on all registered sex offenders covered under this policy:

- copies of all files
- photos and other correspondence provided by other agencies
- a record of all notifications made
- copies of all community advisory flyers or other public notices

In the case of a College employee, the Vice President for Human Resources, or equivalent officer, shall maintain a similar file and, with consultation of the President, shall coordinate notification.

The extent of the public disclosure of relevant and necessary information shall be rationally related to (a) the level of risk posed by the offender to the community, (b) the locations where the offender resides or is regularly found, and (c) the needs of the members of the College community for information to enhance their individual and collective safety. The extent and types of notifications may be adjusted on a case-by-case basis, but shall be generally guided by the offender risk factors as follows:

Level I - Low Risk

- Campus Safety
- President
- Vice President of Instruction
- Vice President of Human Resources
- Vice President of Student Affairs
- Executive Director of College Relations
- Executive Director of Information Technology
- Dean for Branch Campuses, WETRC & Continuing Education

Level II - Medium Risk

- All Level I notifications
- Faculty and staff in whose program and/or courses the student is enrolled
- Kent Campus
- Enumclaw Campus
- Work Study Office
- Counseling and Health Services
- Tutoring & Resource Center
- Math Learning Center
- Writing Center
- Early Childhood Education Program (to include campus Montessori)
- Student Life
- Athletics
- Child Care Center
- Student Housing
- Career & Advising Center
- Enrollment Services
- TRIO
- Library
- Workforce Education
- Peer mentoring programs
- Any College program with a significant population of students under the age of 18 (Running Start)

- Any other program or office with whom the student has or is likely to have contact

Level III - High Risk

- All Level I and II notifications
- All College employees via internal mail/e-mail
- College newspaper
- College bulletins and bulletin boards
- Any other means to get the information out to the College community

Additional Procedures for Level III Offenders

- Written notification of the offender's intent to enroll at the College must be received at least three (3) months prior to actual enrollment.
- Offender must have at least six (6) consecutive months without any violations of his/her registration conditions leading up to enrolling at the College
- Level III offenders are restricted to attending classes at the main campus in Auburn or online classes if it doesn't interfere with any restrictions by law enforcement.
- Notification to the campus community will occur approximately six (6) weeks before the start of the offender's enrollment at Green River College.
- While on campus, offender will be monitored by campus safety staff and will be introduced to each class he/she attends as a Level III Sex Offender.

Especially for Level II and Level III offenders, the College will ordinarily notify the offender of the notifications it is making. For employees who have been assigned the Level II and Level III risk categories, the College reserves its rights not to employ the person and/or to assign or limit employment hours, job duties or work sites.

The Washington Association of Sheriffs and Police Chiefs (WASPC) through the "Model Policy" established guidelines for risk-level classification and the dissemination of information about sex offenders.

1. **Lowest Risk to Re-Offend (Level 1):**
Information is maintained by local law enforcement agency and is disseminated to other appropriate law enforcement agencies.
2. **Moderate Risk to Re-Offend (Level 2):**
In addition to Level 1 dissemination, information is also released to any businesses or organizations who serve families and children. These include but are not limited to public schools, private schools, day care facilities and public service organizations. Also it is recommended that there are community notification meetings.
3. **Highest Risk to Re-Offend (Level 3):**
Includes all notification dissemination for Level 1 and Level 2 offenders. In addition, the public may be notified through press releases to local news media outlets.

The End of Sentence Review Committee is made up of a variety of state and local agencies that together complete risk-level assessment of most sex offenders either convicted in Washington

State or convicted in another state and move to Washington. The purpose of risk-level assessment is to provide the community with information about convicted sex offenders who pose a moderate or high risk to re-offend.

The information above was excerpted from the **Snohomish County Online Information and Services website**.

Specific Authority

[OAG 103P; A.G. Order No 2563-2002] RIN 1105-AA81: Guidelines for the Campus Sex Crimes Prevention Act Amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act.

RCW 9A.44.130

The Handbook for Campus Safety and Security Reporting, published 2011; pp. 141-148

20 U.S.C. §1232g(b)(7)

Law Implemented

History of Policy or Procedure

Draft: January 7, 2005, May 17, 2005

Adopted: January 6, 2006

Revised: February 21, 2013, August 25, 2016

Reviewed by:

Contact: Dr. Deborah Casey, Vice President of Student Affairs, ext. 3328 or Director of Campus Safety, ext. 3335

President's Staff Sponsor: Dr. Deborah Casey, Vice President of Student Affairs, ext. 3328 or Director of Campus Safety, ext. 3335

Attachment B

Contents:

Copy of Student Affairs Policy SA-19: Personal Violence, Harassment and sexual Assault
Policy and Procedures

Policy Type: Student Affairs
Policy Title: Personal Violence, Harassment and Sexual Assault Policy and Procedures
Policy Number: SA-19

Introduction

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

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

For employees and public/visitors:

Name: Marshall Sampson
Title: Title IX / EEO Coordinator
Office: Administration Building (AD) 17
Ext: 3320
Email: msampson@greenriver.edu

The Title IX / EEO Coordinator or designee:

- Will accept all complaints and referrals from College employees, applicants, and visitors.
- Will make determinations regarding how to handle requests by complainants for confidentiality.
- Will keep accurate records of all complaints and referrals for the required time period.
- May conduct investigations or delegate and oversee investigations conducted by a designee.
- May impose interim remedial measures to protect parties during investigations of discrimination or harassment.
- Will issue written findings and recommendations upon completion of an investigation.

- May recommend specific corrective measures to stop, remediate, and prevent the recurrence of inappropriate conduct.

For student issues:

Name: Deborah Casey

Title: Title IX Coordinator for students

Office: Student Affairs and Success Center: SA-206C

Phone Ext: 3328

Email: dcasey@greenriver.edu

The Title IX Coordinator or designee for student issues:

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

The College encourages the timely reporting of any incidents of discrimination or harassment. Complaints may be submitted in writing or orally. For complainants who wish to submit a written complaint, complete the **Discrimination Complaint Processing Form**.

Purpose

To increase the safety and welfare of the Green River College community by providing timely and appropriate action in the case of discrimination or harassment, including sexual offenses, including rape, sexual assault, acquaintance rape, domestic violence, dating violence, and stalking, for incidences on and off campus. It is intended to protect and guide individuals who have been affected by sexual harassment, sexual violence, stalking or intimate partner violence, whether as a Complainant, a Respondent, or a third party, and to provide fair and equitable procedures for investigation and resolution of reports.

Scope

This policy applies to all Green River College members, including students, faculty, administrators, staff, volunteers, vendors, independent contractors, visitors and any individuals regularly or temporarily employed, studying, living, visiting, conducting business or having any official capacity with the College or on College property. All Green River College community members are required to follow College policies and local, state, and federal law. This policy applies to conduct occurring on Green River College property or at College-sanctioned events

or programs that take place off campus, including study abroad and internship programs. In situations in which both the Complainant and Respondent are members of the Green River College community, this policy will apply regardless of the location of the incident. In particular, off-campus conduct that is likely to have a substantial adverse effect on, or poses a threat of danger to, any member of the Green River College community or Green River College is covered under this policy.

A Complainant is encouraged to report misconduct regardless of where the incident occurred, or who committed it. Even if the College does not have jurisdiction of the Respondent, the College will still take prompt action to provide for the safety and well-being of the Complainant and the broader Campus community.

Coordination with Non-Discrimination Policy (HR-22)

The College recognizes that harassment related to an individual's gender, sexual orientation, gender identity or gender expression can occur in conjunction with misconduct related to an individual's race, color, ethnicity, national origin, religion, age, or disability. Such recognition means that steps and procedures taken in response to complaints will also be coordinated with the HR-22 Policy where applicable. Targeting individuals on the basis of these characteristics is also a violation of the community standards. Under these circumstances, the College will coordinate the investigation and resolution efforts (see within this policy the section on Options for Resolutions, G. Investigation) to address harassment related to the targeted individual's gender, sexual orientation, gender identity or gender expression together with the conduct related to the targeted individual's race, color, ethnicity, national origin, religion, age, or disability.

Notice of Non-Discrimination

Green River recognizes its responsibility for investigation, resolution, implementation of corrective measures, and monitoring the educational environment and workplace to stop, remediate and prevent discrimination on the basis of race, color, national origin, age, disability, gender, sexual orientation, marital status, creed, religion or status as a veteran of war as required by Title IX of the Educations Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, RCW 49.60.030 and their implementing regulations. Prohibited sex discrimination includes sexual harassment.

Green River has enacted policies prohibiting discrimination and harassment. Any individual found to be in violation of College discrimination and harassment policies and procedures will be subject to disciplinary action up to and including dismissal from the College or from employment.

This policy prohibits sexual misconduct against all Green River College community members of any gender or sexual orientation. This policy furthermore prohibits gender-based harassment that does not involve conduct of a sexual nature.

Definitions

Abuse or Intimidation: Physical abuse, verbal abuse, threats, intimidation, coercion, and/or other conduct which threatens or endangers the health or safety of any person

Acquaintance/Date Rape: Non-consensual sex between adults who know each other. Acquaintance/date relationships include platonic, dating, marital, professional, academic or familial

Advocate: A man or woman chosen by a survivor of sexual assault for support in a crisis

Aiding or Facilitating: Aids, facilitates, promotes or encourages the commission of a violation under this policy. Aiding or facilitating may also include failing to take action to prevent an imminent act when it is reasonably prudent and safe to do so. Taking action may include direct intervention, contacting Green River Campus Safety or local law enforcement, or seeking assistance from a person in authority.

Arbitrary or capricious: This refers to willful or unreasonable action, taken without consideration of, or in disregard of, facts or circumstances of a particular case. Where there is room for two reasonable opinions, an action shall not be deemed to be arbitrary or capricious when taken honestly and upon due consideration, however much it may be believed that an erroneous conclusion has been reached.

Campus Safety: The authorized non-sworn agent entrusted with the preservation of life and property within the campus boundaries defined as Clery Geography. Campus Safety is also charged with the investigation and criminal reporting authority for the local law enforcement agency within the jurisdiction of the campus property.

Campus Security Authority (CSA): Officials of the institution with significant responsibility for student and campus activities. Includes any individual or organization to which students and employees should report criminal offenses.

Coercion: Force or the power to use force. Intimidation, threats and peer relationship pressure are common behaviors used to coerce unwanted sexual contact or activity.

College: This denotes Green River College.

College facilities: This includes all buildings, structures, grounds, office space, and parking lots.

College official: This includes any person employed by the College, performing assigned administrative or professional responsibilities.

Complainant: This means any person who submits a charge alleging that a student violated the student code. It also means employee(s), applicant(s), student(s) or visitor(s) of Green River College who alleges that she or he has been subjected to discrimination or harassment due to his or her membership in a protected class.

Complaint: A description of facts that allege violation of the College's policy against discrimination or harassment or sexual misconduct.

Consent: Knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Each party has the responsibility to make certain that the other has consented before engaging in the activity. The request of consent must be specific to each act and should be obtained with each new level of physical and/or sexual contact/conduct in any given interaction, regardless of who initiates it. For consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse for sexual contact.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual

who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct. Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct. Consent is the act of willingly and verbally agreeing to engage in specific sexual contact or conduct. Obtaining consent is an ongoing process in any sexual interaction.

The person with whom sexual contact/conduct is initiated: This person is responsible to express verbally and/or physically her/his willingness or lack of willingness when reasonably possible. If someone has initially consented but then stops consenting during a sexual interaction she/he should communicate withdrawal verbally and/or through physical resistance. The other individual(s) must stop immediately.

Controlled and illegal substances: The use of alcohol, marijuana and other controlled substances does not excuse sexual misconduct of any kind. A person under the influence of alcohol or drugs is legally incapacitated, and therefore incapable of giving consent to sexual activity.

Court orders: include the following court issued documents:

- Protection Order – petitioner has been a victim of domestic violence or who fears abuse from a family or household member
- No Contact Order – victims of domestic violence; incident must have been reported to the police or criminal charges pending
- Restraining Order – petitioner is either married to respondent or has a child in common with them
- Anti-Harassment Order – petitioner has been seriously alarmed, annoyed, or harassed by conduct which served no legitimate or lawful purpose

Dating Violence: Defined under federal law (42 U.S.C. 13925(a)) as violence committed by a person:

- who is or has been in a social relationship of a romantic or intimate nature with the victim, **and**
- the existence of such a relationship shall be determined based on the reporting party's statement with consideration of the length, type, and frequency of interaction between the persons involved in the relationship.

Disciplinary action: This is the process by which the student conduct officer imposes discipline against a student for a violation of the student conduct code.

Discrimination: Unfavorable treatment of a person based on that person's membership or perceived membership in a protected class. Harassment is a form of discrimination.

Discriminatory conduct: Discriminatory conduct which harms or adversely affects any member of the College community because of his/her race; color; national origin; sensory, mental or physical disability; use of a service animal; gender, including pregnancy; marital status; age (40+); religion; creed; genetic information; sexual orientation; gender identity; veteran's status; or any other legally protected classification.

Domestic Violence: Defined under federal law (42 U.S.C. 13925(a)) as any felony or misdemeanor crime of violence committed by:

- current or former spouse, or intimate partner, of the victim,
- person whom the victim shares a child with,
- a person who has or is cohabitating with the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime or violence occurred, or
- by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction, in which the crime of violence occurred.

Faculty member: This means any person hired by the College to conduct classroom, counseling, or teaching activities or who is otherwise considered by the College to be a member of its faculty.

Failure to comply: This is the failure to comply with directions of College officials, campus safety officers, or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification

May: This is used in the permissive sense.

Harassment: A form of discrimination consisting of physical or verbal conduct that denigrates or shows hostility toward an individual because of their membership in a protected class or their perceived membership in a protected class. Harassment occurs when the conduct is sufficiently severe and/or pervasive and so objectively offensive that it has the effect of altering the terms or conditions of employment or substantially limiting the ability of a student to participate in or benefit from the College's educational and/or social programs, and/or student housing. It is unwelcome and offensive conduct, including verbal, nonverbal, or physical conduct, that is directed at a person because of such person's protected status and that is sufficiently serious as to deny or limit, and that does deny or limit, the ability of a student to participate in or benefit from the College's educational program or that creates an intimidating, hostile, or offensive environment for other campus community members. Petty slights, annoyances, offensive utterances, and isolated incidents (unless extremely serious) typically do not qualify as harassment.

Examples of conduct that could rise to the level of discriminatory harassment include but are not limited to the following:

- Epithets, "jokes," ridicule, mockery or other offensive or derogatory conduct focused upon an individual's membership in a protected class.
- Verbal or physical threats of violence or physical contact directed towards an individual based upon their membership in a protected class.

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

Protected status or class: Persons who are protected under state or federal civil rights laws, including laws that prohibit discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, gender, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal, or any other legally protected classification. See "Sexual misconduct" for the definition of "sexual harassment." Harassing conduct may include, but is not limited to, physical conduct, verbal, written, social media and electronic.

Incapacitation: A person can never give consent to sexual activity if they are physically or mentally incapacitated. A person who is unconscious or under the influence of alcohol, illegal substances or prescribed medication is incapacitated.

Legal Rape Exam Kit: A Sexual Assault Evidence Collection Kit includes physician's report, diagnostic impressions and description of trauma and injuries, pelvic exam, collect samples of pubic hair, vaginal, oral, rectal exam, fingernail scrapings, saliva, clothing, secretions, check for injuries, blood typing, (swabs, slides, syringes) foreign materials, alcohol/toxicology samples.

Member of the College community: This includes any person who is a student, faculty member, College official or any other person employed by the College, as well as visitors at the College. A person's status in a particular situation shall be determined by the Vice President of Student Affairs or designee.

Resolution: The means by which the complaint is finally addressed. This may be accomplished through informal or formal processes, including counseling, mediation, or the formal imposition of discipline sanction.

Respondent: the student or person against whom disciplinary action is initiated. As well, "respondent" is also the person or persons who are members of the campus community who allegedly discriminated against or harassed another person or persons.

Responsible Employee: Any person other than a CSA, for whom a student or employee can turn to when reporting a sexual assault, dating violence, domestic violence, or stalking issue.

Retaliation: Acts or attempts to retaliate or seek retribution against the Complainant, Respondent, or any individual or group of individuals involved in the complaint, investigation and/or resolution of an allegation of sexual misconduct. Retaliation can be committed by any individual or group of individuals, not just a Respondent or Complainant. Retaliation can take many forms, including threats, intimidation, pressuring, continued abuse, violence or other forms of harm to others.

Policy violation: Violation of any College policy, rule, or regulation published in hard copy or available electronically on the College web site.

Sexual Assault: Can include any form of actual or attempted sexual activity perpetrated upon a person without that person's consent, including sexual behavior coerced through physical or verbal threats, force or other forms of manipulation and sexual behavior when one person cannot give consent due to incapacitation.

- An offense classified as a forcible or non-forcible sex offense under the Uniform Crime Reporting System of the Federal Bureau of Investigation (FBI)

Sexual Harassment: (From Green River College HR22 Policy on Nondiscrimination and Harassment Policy and Procedures) For the purposes of this policy, sexual harassment is defined as unwelcome verbal or physical conduct of a sexual nature that is sufficiently severe, persistent or pervasive that it substantially interferes with, limits, or deprives the victim of the ability to participate in, or benefit from the College's educational program or activities or employment benefits or opportunities. Sexual harassment may be either "quid pro quo" when being asked to subject oneself to unwelcome advances in exchange for something else; or "hostile environment" which may occur when another's unwelcomed conduct of a sexual nature is sufficiently severe, persistent or pervasive such that it substantially limits one's ability to work or participate in an educational program.

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

There are two types of sexual harassment:

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

Examples of behaviors that may rise to the level of sexual harassment and therefore, are prohibited include but are not limited to the following:

- Physical Assault
- Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades or letters of recommendation.
- A pattern of behaviors that is unwelcome and severe or pervasive, resulting in unreasonable interference with the work or educational environment, and may include but is not limited to the following:
 - Comments of a sexual nature
 - Sexually-explicit statements, questions, jokes or anecdotes

- Unnecessary, undesirable, or unwelcome touching, patting, hugging, kissing or brushing against an individual's body
- Remarks of a sexual nature about an individual's clothing, body or speculations about previous sexual experiences
- Persistent, unwanted attempts to change a professional relationship to an amorous relationship
- A supervisor who gives an employee a raise in exchange for submitting to sexual advances.
- An instructor who promises a student a better grade in exchange for sexual favors
- Direct or indirect propositions for sexual activity; This includes subtle propositions for sexual activity or direct propositions of a sexual nature
- Uninvited or unwelcome letters, emails, telephone calls, or other correspondence or communications referring to or depicting sexual activities.

Sexual Misconduct:

- Sexual misconduct is any sexual activity with another that is unwanted and nonconsensual. Sexual misconduct includes physical contact as well as voyeurism.
- Consent to sexual activity requires that, at the time of the act, there are actual words or conduct demonstrating freely given agreement to sexual activity. Silence or passivity is not consent. Even if words or conduct alone seem to imply consent, sexual activity is nonconsensual when:
 - Force or blackmail is threatened or used to procure compliance with the sexual activity; or
 - The person is unconscious or physically unable to communicate his or her unwillingness to engage in sexual activity; or
 - The person lacks the mental capacity at the time of the sexual activity to be able to understand the nature or consequences of the act, whether that incapacity is produced by illness, defect, the influence of alcohol or another substance, or some other cause.
- A person commits voyeurism if, for the purpose of arousing or gratifying the sexual desire of any person, he or she knowingly views, photographs, or films another person, without that person's knowledge and consent, while the person being viewed, photographed, or filmed is in a place where he or she has a reasonable expectation of privacy.

Sexual Violence: Sexual violence is a type of sexual discrimination and harassment. Nonconsensual sexual intercourse, nonconsensual sexual contact, domestic violence, dating violence, and stalking are all types of sexual violence. The term "sexual violence" incorporates the definition of "sexual harassment" and means a physical sexual act perpetrated without clear, knowing, and voluntary consent, such as committing a sexual act against a person's will, exceeding the scope of consent, or where the person is incapable of giving consent, including rape, sexual assault, sexual battery, sexual coercion, sexual exploitation, gender- or sex-based

stalking. The term further includes acts of dating or domestic violence. A person may be incapable of giving consent by reason of age, threat or intimidation, lack of opportunity to object, disability, drug or alcohol consumption, or other cause.

Nonconsensual sexual intercourse: any sexual intercourse (anal, oral, or vaginal) however slight, with any object, by a person upon another person, that is without consent and/or by force. Sexual intercourse includes anal or vaginal penetration by a penis, tongue, finger, or object, or oral copulation by mouth to genital contact or genital to mouth contact.

Nonconsensual sexual contact is any intentional sexual touching, however slight, including touching with any object, by a person upon another person that is without consent and or by force. Sexual touching includes any bodily contact with the breasts, groin, mouth or other bodily orifice of another individual, or any other bodily contact in a sexual manner.

Shall: This is used in the imperative sense.

Stalking: Stalking, defined as intentionally and repeatedly harassing or following a person and intentionally or unintentionally placing the person being followed or harassed in fear of physical harm to one's self or property or physical harm to another person or another's property. A person engages in stalking if, without lawful authority and under circumstances not amounting to a felony attempt of another crime:

- He or she intentionally and repeatedly harasses or repeatedly follows another person; and
- 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
- The stalker either intends to frighten, intimidate, or harass the person; or 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.

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.

Statutory Rape: Under NIBRS, this is defined as non-forcible sexual intercourse with a person who is under the Washington State statutory age of consent.

Student: This includes all persons taking courses at or through the College, whether on a full-time or part-time basis, and whether such courses are credit courses, noncredit courses, online courses, or otherwise. Persons who withdraw after allegedly violating the code, who are not officially enrolled for a particular term but who have a continuing relationship with the College, or who have been notified of their acceptance for admission are considered students.

Title IX Coordinator: The College official who is the Vice President of Human Resources or for students, the College official who is the Vice President for Student Affairs

Vice President of Student Affairs: The College administrator who reports to the College President, who serves as the College's student judicial affairs administrator, and who is responsible for administering the student rights and responsibilities code. The Vice President of Student Affairs may designate a student conduct officer to fulfill this responsibility.

Vice President of Human Resources and Legal Affairs: The College administrator who reports to the College President, who serves as the College's human resources administrator, and who is responsible for administering employee human resources responsibilities. The Vice President of Human Resources and Legal Affairs may designate a human resources staff member to fulfill this responsibility.

Violation of Laws: Violation of any federal, state, or local law.

Policy

Green River College will not tolerate personal violence/harassment or sexual assault, including rape, acquaintance rape, and domestic violence, dating violence, and stalking, for incidences on and off campus. This includes both sexual behavior coerced through physical or verbal threats, force or other forms of manipulation and sexual behavior when one person cannot give consent due to incapacitation. Such activities are against the law and are a direct violation of the College's Student Conduct Code (WAC 132J-126), specifically the sections related to harassment/physical harm and/or Sexual Harassment. When violations are believed to have occurred, disciplinary action can be pursued. This policy is also coordinated with HR-22 policy for nondiscrimination and harassment policies and procedures (as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, RCW 49.60.030 and their implementing regulations) and includes following the mandates of Violence Against Women Reauthorization Act ("VAWA") which President Obama signed into law on March 7, 2013, that imposes these new obligations on colleges and universities under its Campus Sexual Violence Act ("SAVE Act") provision, Section 304. Lastly, when applicable, this policy is also coordinated with GA-11: Grievance Procedure—Sex Discrimination.

Procedure

The Green River College Personal Violence/Harassment and Sexual Assault Procedure defines and coordinates the efforts of various campus departments in order to provide a caring and effective institutional response to students involved in sexual assaults. This statement serves the purpose of describing the policy but is inadequate for providing a more detailed background for an informed response to this type of incident. For that additional information readers should refer to HR-22 policy for Nondiscrimination and Harassment Policies and Procedures, or Green River GA-11 Policy on Procedures (1) through (2).

Who May File a Complaint?

Any employee, applicant, student or visitor of the College may file a complaint. Complaints may be submitted in writing or verbally. The College encourages the timely reporting of any incidents of discrimination or harassment. For complainants who wish to submit a written complaint, a formal

complaint form is available online. Forms are also available at the following locations on campus: Human Resources, Campus Safety, Student Affairs, or any Dean's office. Any person submitting a discrimination complaint shall be provided with a written copy of the College's anti-discrimination policies and procedures.

Confidentiality and Right to Privacy

Green River College will seek to protect the privacy of the complainant to the full extent possible, consistent with the legal obligation to investigate, take appropriate remedial and/or disciplinary action, and comply with the federal and state law, as well as Green River College policies and procedures. Although Green River College will attempt to honor complainants' requests for confidentiality, it cannot guarantee complete confidentiality. Determinations regarding how to handle requests for confidentiality will be made by the appropriate Title IX/EEO Coordinator.

Confidentiality Requests and Sexual Violence Complaints

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

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

If the College is unable to honor a complainant's request for confidentiality, the appropriate Title IX/EEO Coordinator will notify the complainant of the decision and ensure that complainant's identity is disclosed only to the extent reasonably necessary to effectively conduct and complete the investigation.

If the College decides not to conduct an investigation or take disciplinary action because of a request for confidentiality, the Title IX / EEO Coordinator will evaluate whether other measures are available to limit the effects of the harassment and prevent its recurrence and implement such measures if reasonably feasible.

Investigation Procedure

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

Interim Measures

The Title IX/EEO Coordinator may impose interim measures to protect the complainant and/or respondent pending the conclusion of the investigation. Interim measures may include, but are not limited to, imposition of no contact orders, rescheduling classes, temporary work reassignments, referrals for counseling or medical assistance, and imposition of summary discipline on the respondent consistent with the College's student conduct code or the College's employment policies and collective bargaining agreements.

Investigation

Complaints shall be thoroughly and impartially investigated. The investigation shall include, but is not limited to, interviewing the complainant and the respondent, relevant witnesses, and reviewing relevant documents. The investigation shall be concluded within a reasonable time, normally sixty days barring exigent circumstances. At the conclusion of the investigation the investigator shall set forth his or her findings and recommendations in writing. If the investigator is a designee, the investigator shall send a copy of the findings and recommendations to the Title IX/EEO Coordinator. The Title IX/EEO Coordinator shall consider the findings and recommendations and determine, based on a preponderance of the evidence, whether a violation of the discrimination and harassment policy occurred, and if so, what steps will be taken to resolve the complaint, remedy the effects on any victim(s), and prevent its recurrence. Possible remedial steps may include, but are not limited to, referral for voluntary training/counseling, development of a remediation plan, limited contact orders, and referral and recommendation for formal disciplinary action. Referrals for disciplinary action will be consistent with the student conduct code or College employment policies and collective bargaining agreements.

Written Notice of Decision

The appropriate Title IX/EEO Coordinator will provide each party and the appropriate corresponding administrator or appointing authority with written notice of the investigative findings and of actions taken or recommended to resolve the complaint, subject to the following limitations. The complainant shall be informed in writing of the findings and of actions taken or recommended to resolve the complaint, if any, only to the extent that such findings, actions or recommendations directly relate to the complainant, such as a finding that the complaint is or is not meritorious or a recommendation that the accused not contact the complainant. The complainant may be notified generally that the matter has been referred for disciplinary action. The respondent shall be informed in writing of the findings and of actions taken or recommended to resolve the complaint and shall be notified of referrals for disciplinary action. Both the complainant and the respondent are entitled to review any final findings, conclusions, and recommendations, subject to any FERPA confidentiality requirements.

Informal Dispute Resolution

Informal dispute resolution processes, like mediation, may be used to resolve complaints, when

appropriate. Informal dispute resolution shall not be used to resolve sexual discrimination complaints without written permission from both the complainant and the respondent. If the parties elect to mediate a dispute, either party shall be free to discontinue mediation at any time. In no event shall mediation be used to resolve complaints involving allegations of sexual violence.

Final Decision/Reconsideration

Either the complainant or the respondent may seek reconsideration of the decision by the appropriate Title IX/EEO Coordinator. Requests for reconsideration shall be submitted in writing to the appropriate Title IX/EEO Coordinator within seven days of receiving the decision. Requests must specify which portion of the decision should be reconsidered and the basis for reconsideration. If no request for reconsideration is received within seven days, the decision becomes final. If a request for reconsideration is received, the Title IX/EEO Coordinator shall respond within 15 business days. The appropriate Title IX/EEO Coordinator shall either deny the request or, if the appropriate Title IX/EEO Coordinator

determines that the request for reconsideration has merit, issue an amended decision. Any amended decision is final and no further reconsideration is available.

Reporting

The College encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual or non-sexual violence. This is the best option to ensure preservation of evidence and to begin a timely investigative and remedial response.

The College encourages all individuals to make a report to the College and to local law enforcement. Reporting options are not mutually exclusive. Both internal and criminal reports may be pursued simultaneously.

The College has a strong interest in supporting victims and survivors of sexual harassment, sexual violence, stalking and intimate partner violence and encourages all individuals or third party witnesses to report any incident to the College.

Making a report means telling someone in authority what happened – in person, by telephone, in writing or by email. At the time a report is made, a Complainant does not have to decide whether or not to request any particular course of action, nor does a Complainant need to know how to label what happened. Choosing to make a report, and deciding how to proceed after making the report, can be a process that unfolds over time. The College provides support that can assist each individual in making these important decisions and, to the extent legally possible, will respect an individual's autonomy in deciding how to proceed. In this process, the College will balance the individual's interest with its obligation to provide a safe and non-discriminatory environment for all members of the College community.

Campus Security Authorities (CSA) must, when a crime is reported or observed from a witness, victim, third party, or offender, disclose to Campus Safety for initial investigative requirements and Federal Law requirements under the [Jeanne Clery Act](#).

Any individual who reports sexual harassment, sexual violence, stalking, or intimate partner violence can be assured that all reports will be investigated and resolved in a fair and impartial manner. A

Complainant, a Respondent and all individuals involved can expect to be treated with dignity and respect. In every report under this policy, the College will make an immediate assessment of any risk of harm to the Complainant or to the broader campus community and will take steps necessary to address those risks. These steps will include interim measures to provide for the safety of the individual and the campus community.

Emergency and External Reporting

The College encourages all individuals to seek assistance from a medical provider and/or law enforcement immediately after an incident of sexual misconduct. This is the best option to ensure preservation of evidence and to begin a timely investigative and remedial response. The College will help any Green River community member to get to a safe place and will provide transportation to the hospital, coordination with law enforcement, and information about on- and off-campus resources and options for resolution.

Campus Reporting Options

The College encourages all individuals to report misconduct to any College employee the Complainant trusts and feels comfortable with. Under Title IX, a college is required to take immediate and corrective action if a “responsible employee” knows or, in the exercise of reasonable care, should have known about sexual or gender-based harassment that creates a hostile environment. A “responsible employee” includes any employee

who:

1. has the authority to take action to redress the harassment;
2. has the duty to report to appropriate College officials sexual harassment or any other misconduct by students or employees; or
3. a student could reasonably believe has the authority or responsibility to take action.

Using this lens, employees with supervisory and leadership responsibilities on campus are considered “responsible employees.” This may include, for example, faculty, coaches, administrators, resident assistants and other student employees with a responsibility for student welfare, including Personal Safety Against Violence Committee members.

The College requires that all “responsible employees” share a report of misconduct with the Title IX Coordinator or a member of the Title IX team. The Title IX team, under the guidance of the Title IX Coordinator, will conduct an initial assessment of the conduct, the Complainant’s expressed preferences, if any, as to course of action, and the necessity for any interim remedies or accommodations to protect the safety of the Complainant or the community.

All Green River College community members, even those who are not obligated to do so by this policy, are strongly encouraged to report information regarding any incident of sexual harassment, sexual violence, stalking or intimate partner violence directly to the Title IX Coordinator. The College cannot take appropriate action unless an incident is reported to the College.

Anonymous Reporting

Any individual may make an anonymous report concerning an act of sexual harassment, sexual violence,

stalking, or intimate partner violence. An individual may report the incident without disclosing his/her name, identifying the Respondent or requesting any action. Depending on the extent of information available about the incident or the individuals involved however, the College's ability to respond to an anonymous report may be limited.

The Title IX Coordinator will receive the anonymous report and will determine any appropriate steps, including individual or community remedies as appropriate, and in consultation with the Director of Campus Safety, compliance with all Clery Act obligations.

Reporting Considerations: Timeliness and Location of Incident

Complainants and third-party witnesses are encouraged to report sexual harassment, sexual violence and intimate partner violence as soon as possible in order to maximize the College's ability to respond promptly and effectively. The College does not, however, limit the time frame for reporting. If the Respondent is not a member of the Green River College community, the College will still seek to meet its Clery and Title IX obligation by taking steps to end the harassment, prevent its recurrence, and address its effects, but its ability to take disciplinary action against the Respondent may be limited.

An incident does not have to occur on campus to be reported to the College. Off-campus conduct that is likely to have an effect on the Complainant's or Respondent's on-campus life and activities or poses a threat or danger to members of the Green River community may also be addressed under this policy.

The College is mandated by Federal Law to send out a Timely Warning or Immediate Notification if the crime involves a Clery Crime within the Clery Geography, or if there is a threat to the community that has not yet been mitigated.

Coordination with Law Enforcement

The College encourages Complainants to pursue criminal action for incidents of sexual harassment, sexual violence and intimate partner violence that may also be crimes under Washington State law. The College will assist a Complainant in making a criminal report and cooperate with law enforcement agencies if a Complainant decides to pursue the criminal process to the extent permitted by law.

The College's policy, definitions and burden of proof may differ from Washington criminal law. A Complainant may seek recourse under this policy and/or pursue criminal action. Neither law enforcement's determination whether or not to prosecute a Respondent, nor the outcome of any criminal prosecution, are determinative of whether a violation of this policy has occurred. Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

The College provides the complainant with the option of filing a criminal report, but the College is required to conduct a simultaneous investigation, in lieu of any police investigation, for the purposes of Title IX and Clery. These investigations could also coincide with any Title VII investigation for employees.

Statement against Retaliation

It is a violation of College policy to retaliate in any way against an individual because s/he raised allegations of sexual harassment, sexual violence, stalking, or intimate partner violence. The College recognizes that retaliation can take many forms, may be committed by or against an individual or a group, and that a Complainant, Respondent or third party may commit or be the subject of retaliation.

The College will take immediate and responsive action to any report of retaliation and will pursue disciplinary action as appropriate. An individual reporting sexual harassment or misconduct is entitled to protection from any form of retaliation following a report that is made in good faith, even if the report is later not proven.

Bystander Intervention

The College expects all community members to take reasonable and prudent actions to prevent or stop an act of sexual misconduct. Taking action may include direct intervention, calling law enforcement, or seeking assistance from a person in authority. Community members who choose to exercise this positive moral obligation will be supported by the College and protected from retaliation.

False Reports

The College will not tolerate intentional false reporting of incidents. A charge of sexual harassment, sexual violence, stalking, or intimate partner violence may have severe consequences, and the College takes the accuracy of information very seriously. A good-faith complaint that results in a finding of not responsible is not considered a false or fabricated accusation of sexual misconduct. However, when a Complainant or third-party witness is found to have fabricated allegations or given false information with malicious intent or in bad faith, the Complainant may be subject to disciplinary action. It is a violation of the Code of Student Conduct to make an intentionally false report of any policy violation, and it may also violate state criminal statutes and civil defamation laws.

Reports Involving Minors or Suspected Child Abuse

Under Washington law, an individual must make a mandatory report of suspected child abuse and neglect, including sexual assault when that individual, in his/her professional capacity or within the scope of his/her employment, has knowledge of or observes a minor under the age of 18 whom the individual knows or reasonably suspects has been the victim of child abuse or neglect.

All College employees, whether designated as a mandatory reporter under Washington state law or not, are required to immediately report any suspected child abuse and neglect to the Title IX Coordinator and the Director of Campus Safety. The source of abuse does not need to be known in order to file a report.

The College will report all suspected child abuse and neglect, including sexual assault, to law enforcement and/or to Washington Department of Social and Health Services. The College must act quickly regarding all reasonable suspicions of sexual or physical abuse. It is not the responsibility of any employee, student, or volunteer to investigate suspected child abuse. This is the role of Child Protective Services and law enforcement authorities.

In addition to notifying the Title IX Coordinator and Director of Campus Safety, any individual may make a direct report as follows:

- If a child is in immediate danger, call 911.
- If there is no immediate danger, call Child Protective Services (CPS).

Local phone numbers can be located at:

- <http://www.dshs.wa.gov/CA/safety/abuseReport.asp?2>.
- If after hours, you can call 1-800-562-5624.

At the request of law enforcement, the College may agree to defer its Title IX fact gathering until after the initial stages of a criminal investigation. The College will nevertheless communicate with the Complainant regarding Title IX rights, procedural options and the implementation of interim measures to assure safety and well-being. The College will promptly resume its Title IX fact gathering as soon as it is informed that law enforcement has completed its initial investigation.

Interim Measures, Remedies and Accommodations

Overview

Upon receipt of a report, the College will impose reasonable and appropriate interim measures designed to eliminate the hostile environment and protect the parties involved. The College will make reasonable efforts to communicate with the parties to ensure that all safety, emotional and physical well-being concerns are being addressed. Interim measures may be imposed regardless of whether formal disciplinary action is sought by the Complainant or the College.

The complainant will receive a written guide containing community and College resources when the report is first taken. S/he will also receive a written notice of rights by the conduct affairs officer.

A Complainant or Respondent may request an Institutional No-Contact Order or other protection, or the College may choose to impose interim measures at its discretion to ensure the safety of all parties, the broader College community and/or the integrity of the process.

All individuals are encouraged to report concerns about failure of another individual to abide by any restrictions imposed by an interim measure. The College will take immediate and responsive action to enforce a previously implemented measure.

Range of Measures

Interim measures will be implemented at the discretion of the College. Potential remedies, which may be applied to the Complainant and/or the Respondent, include, but are not limited to:

- Access to counseling services and assistance in setting up initial appointment, both on and off campus
- Imposition of campus No Contact Order
- Rescheduling of exams and assignments (in conjunction with appropriate faculty)
- Providing alternative course completion options (with the agreement of the appropriate faculty)
- Change in class schedule, including the ability to take an "incomplete," drop a course without penalty or transfer sections (with the agreement of the appropriate faculty)
- Change in work schedule or job assignment
- Change in on-campus housing

- Arranging to dissolve a housing contract and pro-rating a refund in accordance with campus housing policies
- Assistance from College support staff in completing housing relocation
- Limit an individual or organization's access to certain College facilities or activities pending resolution of the matter
- Voluntary leave of absence
- Providing an escort to ensure safe movement between classes and activities
- Providing medical services
- Providing academic support services, such as tutoring
- Interim suspension or College-imposed leave
- Any other remedy that can be tailored to the involved individuals to achieve the goals of this policy

Interim Suspension or Separation

Where the report of sexual harassment, sexual violence, stalking, or intimate partner violence poses a substantial and immediate threat of harm to the safety or well-being of an individual, members of the campus community, or the performance of normal College functions, the College may place a student or student organization on summary suspension or impose leave for an employee. Pending resolution of the report, the individual or organization may be denied access to campus, campus facilities and/or all other College activities or privileges for which the student might otherwise be eligible, as the College determines appropriate. When interim suspension or leave is imposed, the College will make reasonable efforts to complete the investigation and resolution within an expedited time frame.

The full provisions for Summary Suspension for students are contained in the Code of Student Conduct. Provisions for suspension of faculty members are contained in the Faculty Handbook. Staff may be placed on leave at the discretion of the College.

Options for Resolution

Overview

Upon receipt of a report, the College's Title IX Coordinator or designee will conduct an Initial Title IX Assessment. The goal of this assessment is to provide an integrated and coordinated response to reports of sexual harassment or misconduct. The assessment will consider the nature of the report, the safety of the individual and of the campus community, and the Complainant's expressed preference for resolution. At the conclusion of the assessment, the College may choose to pursue Informal Resolution, a remedies-based approach that does not involve disciplinary action against a Respondent, or refer the matter for Investigation. Informal dispute resolution shall not be used to resolve sexual misconduct complaints without written permission from both the complainant and the respondent. If the parties elect to mediate a dispute, either party shall be free to discontinue mediation at any time. In no event shall mediation be used to resolve complaints involving allegations of sexual violence.

The goal of the Investigation is to gather all relevant facts and determine if there is sufficient information to refer the report on for disciplinary action using the College's Formal Resolution procedures.

College personnel will honor requests to keep sexual misconduct complaints confidential to the extent this can be done without unreasonably risking the health, safety, and welfare of the complainant or other members of the College community or compromising the College's duty to investigate and process sexual harassment and sexual violence complaints.

The initial steps for resolution of a complaint against a student, an employee or a faculty member will involve the same stages: an initial assessment, investigation, and either informal or formal resolution. There are specific procedures for resolving complaints against a student, faculty or staff respondent.

The Role of Title IX Coordinator

The Title IX Coordinator (or designee), facilitates the review, investigation and resolution of reports. College officials who may be a part of such investigation include the Director of Campus Safety. In addition, based on the role of the Complainant and the Respondent, the members of the team could include the Vice President for Instruction, Vice President of Student Affairs and various Deans of Instruction, Student Affairs, and/or Human Resources. Composition of the team will be limited to a small circle of individuals who "need to know" in order to implement procedures under this policy.

Although a report may be made to any College employee, the College seeks to ensure that all reports are referred to the Title IX Coordinator to ensure consistent application of the policy to all individuals and allow the College to respond promptly and equitably to eliminate the harassment, prevent its recurrence and address its effects.

The Title IX Coordinator will oversee the resolution of a report under this policy. Resources are available for both students and employees, whether as Complainants or Respondents, to provide guidance throughout the investigation and resolution of the complaint. Interim Remedies are also available to provide protection and security.

Initial Title IX Assessment

In every report of sexual harassment or misconduct, the College will make an immediate assessment of any risk of harm to individuals or to the campus community and will take steps necessary to address those risks. These steps may include interim protective measures to provide for the safety of the individual and the campus community.

The initial review will proceed to the point where a reasonable assessment of the safety of the individual and of the campus community can be made. Thereafter, the investigation may be initiated depending on a variety of factors, such as the Complainant's wish to pursue disciplinary action, the risk posed to any individual or the campus community by not proceeding, and the nature of the allegation.

Standard of Evidence

The College utilizes a standard of preponderance of the evidence (i.e. it is more likely than not that sexual assault, harassment or another form of sexual misconduct occurred) when reviewing a complaint.

Disciplinary Sanctions

The specific sanctions available to the adjudicating official or body may differ depending on the circumstances of the matter being addressed. In general, however, sanctions imposed upon students determined to have violated this policy can include a range of sanctions including, but not limited to, warning, censures, education/counseling, disciplinary probations, suspension or dismissal from the College.

Notification

When the conduct involves allegations of a crime of violence or a non-forcible sex offense, the College will simultaneously provide written notification of the final results of a disciplinary proceeding against the alleged perpetrator to both the victim and the alleged perpetrator, regardless of whether the institution concluded that a violation was committed.

Investigation

Where the Title IX assessment concludes that disciplinary action may be appropriate, the College will initiate an investigation. The College will designate an investigator who has specific training and experience investigating allegations of sexual harassment and sexual misconduct. The investigator may be an employee of the College or an external investigator engaged to assist the College in its fact gathering. The College will typically use a team of two investigators, which may include the pairing of an external investigator with a College employee. Any investigator chosen to conduct the investigation must be impartial.

The investigator will conduct the investigation in a manner appropriate in light of the circumstances of the case, which will typically include interviews with the Complainant, the Respondent and any witnesses. The interviews will be supplemented by the gathering of any physical, documentary or other evidence. As part of the investigation, the College will provide an opportunity for the parties to present witnesses and other evidence.

The investigation is designed to provide a fair and reliable gathering of the facts. The investigation will be thorough, impartial and fair, and all individuals will be treated with appropriate sensitivity and respect. The investigation will be conducted in a manner that is respectful of individual privacy concerns.

The College will seek to complete the investigation within 20 (twenty) business days of receiving the complaint, but this time frame may be extended depending on the complexity of the circumstances of each case. At the conclusion of the investigation, the report will be forwarded to the Title IX Officer and the appropriate personnel responsible for initiating Formal Resolution proceedings.

Information gathered during the review or investigation will be used to evaluate the responsibility of the Respondent, provide for the safety of the Complainant and the College campus community, and impose remedies as necessary to address the effects of the conduct cited in the report. Where there is sufficient information set forth that, if proven, would constitute a violation of policy, the College will have the discretion to institute Formal Resolution proceedings against the Respondent. At the conclusion of the investigation, the College will notify all parties that the investigation is complete and provide information about next steps in the process.

Based on the information gathered in the initial Title IX assessment and/or full investigation, the College will take appropriate measures designed to end the misconduct, prevent its recurrence and address its effects.

The Title IX Coordinator will document each report or request for assistance in resolving a case involving charges of sexual misconduct, whether formal or informal, and will review and retain copies of all reports generated as a result of investigations. These records will be kept confidential to the extent permitted by law.

Informal Resolution

Informal dispute resolution shall not be used to resolve sexual misconduct complaints without written permission from both the complainant and the respondent. If the parties elect to mediate a dispute, either party shall be free to discontinue mediation at any time. In no event shall mediation be used to resolve complaints involving allegations of sexual violence. Informal resolution is a remedies-based, non-judicial approach designed to eliminate a hostile environment without taking disciplinary action against a Respondent. Where the Title IX assessment concludes that informal resolution may be appropriate, the College will take immediate and corrective action through the imposition of individual and community remedies designed to maximize the Complainant's access to the educational and extracurricular activities at the College and to eliminate a hostile environment. Examples of protective remedies are provided above in the section titled Interim Measures, Remedies and Accommodations /

Range of Measures

Other potential remedies include targeted or broad-based educational programming or training, direct confrontation of the Respondent and/or indirect action by the Title IX Coordinator or the College. Depending on the form of informal resolution used, it may be possible to maintain anonymity.

The College will not compel a Complainant to engage in mediation, to directly confront the Respondent, or to participate in any particular form of informal resolution. Mediation, even if voluntary, may not be used in cases involving sexual violence or assault. The decision to pursue informal resolution will be made when the College has sufficient information about the nature and scope of the conduct, which may occur at any time. Participation in informal resolution is voluntary, and a Complainant can request to end informal resolution at any time.

The Title IX Coordinator will maintain records of all reports and conduct referred for informal resolution. Informal resolution will typically be completed within thirty (30) business days of the initial report.

Formal Resolution

Disciplinary action against a Respondent may only be taken through Formal Resolution procedures. Because the relationship of students, staff, and faculty to the College differ in nature, the procedures that apply when seeking disciplinary action necessarily differ as well. Each of the procedures, however, is guided by the same principles of fundamental fairness and respect for all parties, which require notice, an equitable opportunity to be heard, and an equitable opportunity to respond to a report under this policy.

The accuser (complainant) and accused (respondent) are entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. Whenever possible,

these proceedings dealing with students are coordinated with the Student Code of Conduct, a respondent (or complainant) may elect to have an attorney be their advisor at the hearing, at his or her own cost, but will be deemed to have waived that right unless, at least four business days before the hearing, written notice of the attorney's identity and participation is filed with the committee chair with a copy to the student conduct officer. Note: Attorneys are welcome, but the College will only consider an adjustment of a hearing date within two business days of the original hearing date. Except as provided otherwise in a collective bargaining agreement, attorneys may not speak at hearings, but may communicate with their client(s) through written notes.

The specific procedures for Formal Resolution will vary based upon the role of the Respondent:

For a complaint against a student, disciplinary action may be taken by the Vice President of Student Affairs and appropriate Dean of Student Affairs or his/her designee following a finding of responsibility by an Administrator.

For a complaint against an employee, disciplinary action may be taken at the conclusion of the investigation by the Vice President of Human Resources & Legal Affairs.

For a complaint against a faculty member, disciplinary action may be taken at the conclusion of the investigation by the Vice President for Instruction and/or The Vice President of Human Resources pursuant to the procedures in the Faculty Handbook and Faculty Contract.

Time Frame for Resolution

The College seeks to resolve all reports within 60 days of the initial report. All time frames expressed in this policy are meant to be guidelines rather than rigid requirements. Extenuating circumstances may arise that require the extension of time frames, including extension beyond 60 days. Extenuating circumstances may include the complexity and scope of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, any intervening school break or vacation, or other unforeseen circumstances.

In general, a Complainant and Respondent can expect that the process will proceed according to the time frames provided in this policy. In the event that the investigation and resolution exceed this time frame, the College will notify all parties of the reason(s) for the delay and the expected adjustment in time frames. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness.

Steps To Follow For First Responders:

- Assess the situation with safety as the first priority
 - If in immediate danger, call 911 and then call Campus Safety at ext. 3350 so they can meet and guide the police to the location
- Contact a support person to be with the victim

- Discuss medical options: Victim should not wash up, but should be checked for sexually transmitted diseases, HIV, possible pregnancy, and have evidence collected at a hospital. For best results, a rape exam should be conducted within 72 hours.
- Discuss legal and College reporting options
 - Campus Safety, ext. 3350, provides safety and will contact the Auburn Police Department
 - The victim can choose if they want to speak to the Police Officer called
 - The victim can choose to have a King County Sexual Assault Resource Center advocate present during the questioning, and for on-going support, call the 24-Hour Resource Line at 888-998-6423 or 800-825-7273
- Campus Safety fills out a Sexual Assault Report form.
- The Vice President of Student Affairs or designee, ext. 3328 is contacted when the Sexual Assault Report form is filed and will meet with the victim to discuss reporting and resource options.

Campus Processes

Victims of sexual assault are strongly encouraged to use the campus Code of Conduct process, sexual harassment complaint process, and the criminal justice system in pursuing action against the alleged offender. Green River College is committed to providing students with an environment conducive to the pursuit of knowledge. Admission to the College carries with it the presumption that students will conduct themselves as responsible members of the community and refrain from actions that would endanger the health, welfare, or safety of others. Conduct constituting a sexual offense, such as rape, sexual or physical assault, or sexual harassment, will not be tolerated. Students who commit sexual offenses of any form can be prosecuted under Washington State Criminal Code (RCW Chapter 9A) and/or disciplined under the College's Student Conduct Code (WAC 132J-126).

If the alleged offender is a student, the victim is encouraged to meet with the Vice President of Student Affairs or designee to file a written complaint. A written complaint allows the Vice President of Student Affairs to initiate an investigation. The Vice President of Student Affairs will treat such a complaint with high priority and will conduct a fair and impartial investigation. Both parties will have the opportunity to tell their side of the incident. Both parties may have an advocate present during any interview (pursuant to College procedures already noted above) or any College proceeding related to the alleged assault.

Publication of Anti-discrimination Policies and Procedures

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

Limits to Authority

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

Non-Retaliation, Intimidation and Coercion

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

Criminal Complaints

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

Kent Police Department

220 4th Ave S
Kent, WA 98032
253-856-5800

Auburn Police Department

340 East Main St, Suite 201
Auburn, WA 98002
253-288-2121

Enumclaw Police Department

1705 Wells St
Enumclaw, WA 98022
360-825-3505

King County Sheriff

516 Third Ave, Room W-150
Seattle, WA 98104
206-296-4155

Pierce County Sheriff

County-City Building, First Floor
930 Tacoma Ave S
Tacoma, WA 98402
253-798-7530

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

Other Discrimination Complaint Options

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

Washington State Human Rights Commission

US Dept of Education Office for Civil Rights

Equal Employment Opportunity Commission

Specific Authority

Law Implemented

History of Policy or Procedure

Draft: January 7, 2005, May 17, 2008

Adopted: January 6, 2006

Revised: March 12, 2008; February 21, 2013; December 8, 2016; January 8, 2017

Reviewed by:

Contact: Dr. Deborah Casey, Vice President of Student Affairs, ext. 3328 or Marshall Sampson, Vice President of Human Resources & Legal Affairs

President's Staff Sponsor: Dr. Deborah Casey, Vice President of Student Affairs, ext. 3328 and Marshall Sampson, Vice President of Human Resources & Legal Affairs, ext. 3315

Attachment C

Contents:

Copy of Student Affairs Policy SA-27: Missing Student Policy

Policy Type: Student Affairs
Policy Title: Missing Student Policy
Policy Number: SA-27

Overview

The College requires that every student who resides on campus, regardless of their age, must identify a contact strictly for missing person's purposes. That person shall be the first contact person in the event that the student would be officially reported missing during his or her tenure at the College. This information will be maintained confidentially, and will only be provided to appropriate authorized campus officials. It will be disclosed to law enforcement personnel in furtherance of a missing person investigation. If any member of the campus community, family member or friend has reason to believe that a resident student's absence is contrary to their normal behavior, the Campus Safety Office shall be notified immediately and will initiate an investigation.

Purpose

The purpose of this policy is to establish procedures for the College's response of missing students, as required by the Higher Education Opportunity Act of 2008. For the purposes of this policy a residential student will be considered missing if a roommate, classmate, faculty member, family member, or other campus person has reason to believe that a resident student's absence is contrary to their behavior and has not been seen in a reasonable amount of time. A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, and reliability. If a person's absence has occurred under circumstances that are considered suspicious or there are concerns for their safety, the person shall be considered missing immediately

The College has 24 hours after receiving the report that the student is missing to initiate specific missing student notification procedures. However, the College can initiate their procedures for a missing student before 24 hours has passed.

When the student is under the age of 18 and not emancipated, the institution must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.

Reports of missing persons will be expeditiously investigated. The Green River College Campus Safety Office will be the lead investigative agency when in receipt of a missing person report, unless another law enforcement agency assumes primary responsibility. When possible, a liaison will be established to support the missing student's family and to assist in the investigation.

Scope

This policy applies to students who reside in campus housing at Green River College main campus in Auburn which is the Campus Corner Apartments complex.

Definition

Policy and/or Procedure

In compliance with the Higher Education Reauthorization Act of 2008, the purpose of this policy is to provide the procedures for reporting, investigating, and making missing student notifications of any residential student of Green River College believed to be missing. This Act requires institutions of higher

education to establish a missing student notification policy for students who reside in on-campus housing, including a process for students to register a confidential contact to be notified if they have been determined to be missing.

A person is presumed missing when their absence is inconsistent with their established patterns of behavior and the deviation cannot be readily explained. Before presuming that a person is missing, reasonable measures should be taken to determine that no one familiar with the person has seen or heard from the person for an unusual period of time or is aware of where they may be. At that point, they need to notify Campus Safety at 253-288-3350.

NOTE: *Regarding any students or college staff who are non-Campus Corner Apartment residents, people should contact GRC Campus Safety, 253-288-3350, as soon as they have determined that the individual is missing.*

Identifying an Emergency Contact Person

During Move-in Day at CCA, all students are asked to provide the Campus Corner Apartments' Housing Office with the name and contact information of a person to be contacted in the event they become missing. This form is known as the Missing Student Contact form. The form is collected and kept in a confidential locked file cabinet in the CCA Housing Office and will only be released to appropriate authorized campus officials to assist in the missing student notification and investigation (and may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation). If the missing student did not provide missing person contact information then CCA will contact the person(s) the student listed as the point of contact or their Guarantor on their housing contract.

Each quarter students will be given the opportunity to update the information.

Reporting and Investigating Missing Persons

Persons can report students missing to one or all of the following individuals:

Position	Contact Information
Director of Safety	253-288-3350
Vice President of Student Affairs	253-288-3328
Dean of Student Success & Retention	253-833-9111, ext. 2559
Dean of Enrollment & Completion	253-833-9111, ext. 3307
Dean of Campus Life	253-833-9111, ext. 6024
Director of Housing	253-833-9111, ext. 3601
Director of Judicial Affairs	253-833-9111, ext. 3397

When any of the above are contacted, he/she then has the responsibility to immediately contact the Director of Campus Safety (or his designee) to initiate an investigation. The Director of Campus Safety will keep the Vice President of Student Affairs and the Director of Housing abreast of the process of the investigation. Please note that many times Residence hall staff, building directors, and other Student

Affairs personnel may actually be the first contacts to whom students report other missing students. If that occurs, then, whoever was contacted needs to immediately contact the Director of Campus Safety. There is no waiting period for an individual to report a missing person. Campus Safety will investigate, following established protocol, all cases of missing persons that are brought to their attention. The Campus Safety Office will serve as the lead investigating agency unless superseded by a local law enforcement agency, a Prosecutor's Office or State of Washington or Federal agency with appropriate jurisdiction.

In responding to a missing student report, the College may utilize one or more of the following procedures:

- talk with the student's friends
- ask Housing personnel to assist in entering his/her room if staying in Campus Corner Apartments
- provide a photograph to assist in identifying and locating the missing student
- contact faculty, peers, and/or family regarding last sighting

Informing Designated Missing Person Contact or Appropriate Others

After investigating a missing person report, should Green River College Campus Safety determine that the student has

been missing for 24 hours, Green River College Campus Safety will notify:

- the Auburn Police Department
- the student's missing person contact(s)
- the student's parent or legal guardian (if the person is under the age of 18 and is not an emancipated individual)
- the appropriate Consulate in case the student is an international student (Campus Safety will work directly with the Director of International Housing or the International Program Extended Learning Dean to facilitate the connection with the Consulate)
- Note: for students under the age of 21: Suzanne's Law requires law enforcement to notify the National Crime Information Center (NCIC) when someone between the age of 18 and 21 is reported missing, as part of the national "Amber Alert" bill. NCIC is the United States' central database for tracking crime-related information. The NCIC has been an information sharing tool since 1967. It is maintained by the Criminal Justice Information Services Division (CJIS) of the Federal Bureau of Investigation (FBI) and is interlinked with federal, tribal, state, and local agencies and offices.

Also, in cases where the student is under the age of 18 and where the missing student may be at risk, immediate contact may be necessary. Campus Safety will work closely with CCA staff to facilitate any communication needs with regards to notifications of others.

CCA Response Procedures

Campus Corner Apartments has, maintains, and regularly updates their response procedures for acting

on any reports of missing residential students. These procedures are included in their operations manuals, and incorporated into the training of their resident assistants and any CCA housing staff.

Specific Authority

The Higher Education Opportunity Act of 2008 (Public Law 110-315—August 14, 2008). This act requires institutions that both participate in any federal higher education programs and maintain on-campus housing to establish a missing student notification policy for students who reside in on-campus housing and have been determined after an investigation by campus security officials to be missing for 24 hours. This is enforced by the U.S. Department of Education (ED).

34 CFR 668.46(b)(14) states that a policy is required for missing student notification procedures to include a list of titles of persons or organizations to which students employees or others should report that a student has been missing for 24 hours; to be immediately referred to the Campus Safety Office.

The Handbook for Campus Safety and Security Reporting, published 2011, pages 161-169

Law Implemented

History of Policy or Procedure

Draft: June 26, 2016

Adopted: August 18, 2016

Revised:

Reviewed by:

Contact: Dr. Deborah Casey, Vice President of Student Affairs, ext. 3328

Sponsor: Dr. Deborah Casey, Vice President of Student Affairs, ext. 3328

Attachment D

Contents:

Copy of Student Affairs Policy SA-28: Campus Safety Policy – Preparation of Disclosure of Crime Statistics, including Fire Statistics for Residential Students

Policy Type: Student Affairs
Policy Title: Campus Safety Policy -- Preparation of Disclosure of Crime Statistics, including Fire Statistics for Residential Students
Policy Number: SA-28

Overview

Crime statistics which are included in Green River College's Annual Safety and Fire Report are based upon incidents reported by campus security authorities (CSAs), Campus Safety, and local police agencies. The College is required to annually report data for the most recent three calendar years concerning the occurrence on campus to include campus housing, in or on non-campus buildings or property, and on public property (as those terms are defined and interpreted for purposes of the Clery Act) for incidences of murder, manslaughter, sexual misconduct including (forcible and non-forcible) sexual assault, domestic violence, dating violence, and stalking, robbery, arson, aggravated assault, burglary, and motor vehicle theft. This reporting also includes statistics on arrests for violations of liquor or drug abuse as well as weapons possession, including disciplinary referrals for liquor, drug, and weapon violations. If there has also been a determination of a Hate Crime in any incidence of simple assault, larceny, theft, intimidation, destruction of property and vandalism, then that data is also reported. Fire data is also included for residential housing. In addition, the college will keep a daily log to include summaries of all crime and fire activity and make it available for the previous 60 days of reporting to the general public within two business days unless disclosure is prohibited by law or would jeopardize the confidentiality of the victim.

Purpose

Accurate crime reporting will assist to maximize information available so safety for prospective and current students and prospective and current employees can make informative decisions about their safety and security needs. Crime and Fire data collected for each calendar year will be submitted to [The Campus Safety and Security Data Analysis Cutting Tool website](#) during annual limited open submission dates (usually during August), and is included in the Annual Safety and Fire Report which is posted on the Green River College's website no later than October 1st.

Scope

This policy of gathering crime data applies to all Green River College Clery geography which includes all on-campus locations, all Clery non-campus locations, and all Clery Public Property locations. Residential housing also includes data on fire in the Fire Section of the Green River College Annual Safety and Fire Report.

Definitions

Policy

The Green River College Campus Safety department is the official reporting authority at Green River College for crimes and for the disclosure of crime statistics, including fire statistics for campus housing. Campus Safety will collect, categorize, track, report and disclose information regarding crimes and crime prevention in accordance with the standards and procedures set forth by the Clery Act and in this policy.

For all reported crime incidents reported to and logged by Campus Safety, that office will make the determination as to whether a reportable offense has occurred. This data, along with that which is compiled from reports from local law enforcement agencies for all Green River College Clery On-Campus, Non-Campus and Public Property is included in the annual submission of data. Data is segregated by campus, and On-Campus Residential crime data is included in a separate category as well as with On-Campus data for the main campus.

Clery Geography

Clery Geography is a term which is unique to the Clery Act. These are the physical locations from which all Clery crime data is gathered. The following are the four categories of Clery Geography:

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

On-Campus Residential: NOTE: Residential buildings are considered a subset of On-Campus Geography, and statistics for Green River College's Residential Housing (Campus Corner Apartments) are recorded and included in two places—the On Campus category and the On Campus Residential category. This category is only included for the main Green River College campus in Auburn. It is not included in the crime data for the other three campus locations because those sites do not have any associated residential housing component.

Non-Campus Building or Property: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. Green River does not have other buildings that are owned by any student organization, but does use multiple off campus locations for many college courses, activities, and events.

Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities that is within the campus or immediately adjacent to and accessible from the campus. All Green River College Campus locations have adjacent Clery Public Property.

The Campus Safety Office is responsible for keeping Green River College Clery geography up-to-date.

- Campus Safety will work with the Office of Vice President of Instruction to collect data on locations, dates and times of non-campus college courses, activities and events on a quarterly basis.
- Campus Safety will also work annually with the Facilities Department to identify college-owned property locations, boundaries, and any changes thereof.
- Lastly, Campus Safety will work annually with the College grants & contracts office to gather contractual language with regards to use and access to any college-owned condominiums, college-leased facilities, and any college rented facilities.

Data will be kept electronically in two locations:

1. In the Clery file of the Security folder on the N-drive which can be easily accessed by College personnel who are responsible for submitting crime data
2. By year in the electronic folder that is created yearly for the preparation of the Annual Safety and Fire Report.
Any hard copy materials will be kept by the Campus Safety Office in their Clery Compliance file cabinets.

Procedure

Green River Colleges collects its' own crime and fire data, and accepts supplemental numbers from Campus Security Authorities* (CSAs) in their reporting roles. Green River's Campus Safety Department annually requests statistical information from the appropriate law enforcement agencies for Clery designations of On-Campus, On-Campus Residential, Non-campus, and Public property geography locations. Clery reporting for crimes occurring in all Clery defined geographies and fire statistics in campus housing, covers the preceding calendar year, January 1 through December 31 and the two calendar years prior. Campus Safety will prepare and distribute these statistics as a part of the Green River College Annual Safety and Fire Report to be published annually by October 1 as well as, submit required crime statistics to ED, available online at: <https://surveys.ope.ed.gov/security>. Additionally, Campus Safety will maintain these records as required by the Clery Act for 7 years.

Green River College procedures specify that aggravated assault, arson, manslaughter, burglary, motor vehicle theft, murder/non-negligent manslaughter and robbery are to be reported to Campus Safety and/or the appropriate local police department. Arrests and referrals for law violations for alcohol, drugs or weapons are also included. In cases of sexual assault, domestic violence, dating violence, and stalking the victim or witness may report to Campus Safety, the local law enforcement agency, the Title IX Coordinator for students, the Title IX Coordinator for employees, or file an anonymous report (a statistical notation absent any names.). If there has been a determination of Hate Crime, then data for that category will also include the type of bias in any simple assault, larceny, theft, intimidation, destruction of property or vandalism. Anonymous reports will be reviewed regularly for trend analysis and for year-end reporting purposes.

The Director of Campus Safety meets monthly with the Conduct Officer for Green River College Campus Corner Apartments and the Judicial Affairs Officer for the College to collaborate and review campus incidents to ensure that there is no duplication and that all incidents are being either adjudicated, referred, or dismissed. From these meetings, clarification will be made about crime reports to determine that incidences are not duplicated or doubly reported. As a result there will be an accurate collection of crime data that will be used in the annual disclosure of crime statistics for Green River College.

**CSA is a Clery-specific term that encompasses four groups of individuals and organizations associated with the college. These groups or individuals fall into the following: (1) A campus security department; (2) any individual or individuals who have responsibility for campus security but who do not constitute a campus security department (i.e. entrance monitors); (3) any individual or organization specified in an institution's statement of campus security as an individual or organization to which students and employees should report criminal offenses; (4) an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.*

Daily Crime Log and Fire Log

A daily summary of all incidents reported within the past 60 days to Campus Safety (includes both Clery and Non-Clery crime, medical aid requests, fire alarm activations, and fires in Campus Corner Apartments, etc.) is made available to the general public at the Campus Safety Office (and is also posted on the Campus Safety webpage). All incidents reported are posted within two business days of the report unless the disclosure is prohibited by law or would jeopardize the confidentiality of the victim. The involved local Law Enforcement Agency may also withhold information from the crime log when there is clear and convincing evidence that the release of the information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence.

The Daily Crime Log includes: The Report Number; Date/Time Reported; Type/Nature of incident; When and where occurred; & Disposition/Parties. The Fire Log includes the date the fire was reported, the nature of the fire, date and time of the fire, and the general location of the fire (without including any personally identifiable information).

Incidents beyond 60 days can be made available within two business days upon a request to the Campus Safety Office. If a reported crime is investigated by law enforcement personnel and they determine that a crime did not occur, the log will indicate that the disposition of the crime is "unfounded." Campus Safety Staff and Campus Security Authorities who are not sworn or commissioned law enforcement authorities cannot unfound a crime. Only sworn or commissioned law enforcement authorities that investigate the crime can make this determination.

Records Retention

Campus Safety will maintain the Daily Crime logs and Fire Logs for 7 years in accordance to the Clery Act requirement. In addition, records to be kept include but are not limited to copies of crime reports, arrests and referrals for disciplinary action, timely warning and emergency notification reports, documentation of letters to and from local law enforcement agencies, letters to and from campus security authorities, correspondence with Clery Handbook personnel regarding Clery compliance, and copies of notices to students and employees about the availability of the Annual Safety and Fire Report will be retained for seven years. All documentation will be dated, and kept in locations to be easily accessible and retrievable. NOTE: For the complete list of the records to be retained, refer to The Handbook for Campus Safety and Security Reporting published by the US Department of Education.

Notification of Disclosure of Crime and Fire Statistics

Each year an email notification to enrolled students and college employees is sent providing the web site address to the Green River Annual Safety and Fire Report. This email also includes information regarding the daily crime and fire logs and the link where they can be found on the Campus Safety website. A statement regarding this report and the website where the report can be found is included in all job postings (for prospective employees), and on the admissions web page (for prospective students). An information card posting the web address is also made available to hand out to interested prospective students, their parents and others at Outreach events/activities.

Specific Authority

The Higher Education Opportunity Act of 2008 (Public Law 110-315—August 14, 2008). This act requires institutions that both participate in any federal higher education programs and maintain on-campus housing to establish policy for reporting and categorizing crimes that are listed in the Jeanne Clery Disclosure and Campus Security Policy and Campus Crime Statistics Act (The “Clery Act”). Higher Education Resources and Student Assistance Programs for Drug and Alcohol Abuse Prevention (20 U.S.C. Section 1011), and the Hate Crimes Statistics Act (28 U.S.C. Section 534). This is enforced by the U.S. Department of Education (ED).

34 CFR 668.46(a)

34 CFR 668.46(c)

34 CFR 668.46(c)3

34 CFR 668.46(c)7

34 CFR 668.46(c)9

34 CFR 668.48(c)7

Law Implemented

History of Policy or Procedure

Draft: June 30, 2016

Adopted: August 18, 2016

Revised:

Reviewed by:

Contact: Dr. Deborah Casey, Vice President of Student Affairs, ext. 3328

Sponsor: Dr. Deborah Casey, Vice President of Student Affairs, ext. 3328

Attachment E

Contents:

Copy of Student Affairs Policy SA-29: Campus Safety Policy – Facility Access and Maintenance for Safety Purposes

Policy Type: Student Affairs
Policy Title: Campus Safety Policy -- Facility Access and Maintenance for Safety Purposes

Policy Number: SA-29

Purpose

Green River College is a public institution and, with exception of restricted areas, is accessible to the public during normal business hours. After normal hours of operation, buildings are locked and access is permitted only with proper authorization and identification. Regular maintenance of campus facilities and landscape areas by the buildings is conducted keeping security and safety in mind. However, much of the main campus of Green River College is forested area next to private or other public properties. This forested area is accessible by foot from many directions at any time. While Green River Campus Safety patrols the forested trails, true security is problematic to maintain.

Scope

The scope of this policy includes all Green River College locations and addresses security, access, and maintenance for purposes of safety.

Definitions

Restricted Areas: Restricted areas are those areas which are designated for specific personnel. These areas include administrative offices, testing rooms, employee offices and custodial rooms, building heating/cooling rooms, technology server areas, and facility maintenance areas.

Policy

Green River College is a public institution. It is important to balance public access with safety considerations, thus, campus facilities (with exceptions to restricted areas) are open to the public during normal business hours, and are locked after hours with access permitted only with proper authorization and identification. Green River College maintains campus facilities in a manner that minimizes hazardous conditions, and forested areas on the main campus are patrolled by Campus Safety personnel.

Procedure

Access to and Security of Green River College Campuses

Access and security of the four Green River College campus locations are different, based on location and student use. Two sites (Main Campus and Kent) are staffed by Green River College Campus Safety. Currently the two other sites (Downtown Auburn and Enumclaw), safety issues are referred to the jurisdiction of the local law enforcement agency. When the Downtown Auburn campus moves to the new location, Campus Safety will have staff at that location as well.

Building entrances at all campus sites are secured by magnetic locks during non-business hours. Older buildings without magnetic locks are secured by normal mechanical locks requiring keys. Both Key Card access (for magnetic locks) and Key Access (for mechanical locks) are authorized for each individual employee based on their position functions, supervisor approval, and then granted by Campus Safety and/or Facilities.

When authorized by faculty for purposes of access to specialized educational programs, identified students' names are placed on a building roster access list which is monitored by Campus Safety. If such a student needs to access a building area after regular business hours, that student will go to the room,

connect with Campus Safety, who will check for their name on the roster access list. The student then needs to present valid student ID card with picture, and Campus Safety will let them into the specific authorized room. Campus safety staff will then include that room on their regular patrols to monitor room use.

Video Surveillance Cameras

There are dozens of surveillance cameras are installed in various locations on the main campus and several at the Kent Campus. With these in operation, their monitoring by the Campus Safety Office (and for the Kent Campus, by their assigned Safety Staff) helps ensure safety for our college community. Camera efficacy is assessed annually, and changes in location or position are made as appropriate. Feeds from cameras are recorded onto campus servers. Campus Safety has access to view and play and/or replay those recordings as appropriate for college security needs.

Security Considerations in Maintaining Campus Facilities at all four campus locations

Green River College maintains campus facilities in a manner that minimizes hazardous conditions. Walkways are illuminated with lighting and malfunctioning lights and door locks, for example, are reported to Facilities or to Safety. Shrubbery and trees are pruned to allow the walkways to be clear of low or dangerous branches that may impede a person's path or cause injury.

Security Considerations for specialized areas

There are four specialized areas that have particular security considerations.

- *Forested area of the Main Campus:* For the forested area of the Main Campus, Campus Safety schedules patrols regularly to walk the trails to all edges of the boundaries, including to private property, public property, including the Green River. While patrolled regularly, true security of access to this area is difficult to monitor and challenging to maintain.
- *Pacific Raceways:* For the Main Campus during Fall, Winter, and Spring Quarters, Green River has contracted with nearby Pacific Raceways to utilize their gravel parking lot for excess campus parking. Campus Safety Officers patrol this lot during days/times of use.
- *Campus Corner Apartments:* For Campus Corner Apartments (CCA), there are 12 buildings with outside access for all front doors for all residences. All front doors have metal security stripping along the door frame and automatically lock when closed. Campus Safety staff schedules regular and frequent patrols during the outside and in between each building twenty-four hours/day. Lighting outside illuminates all pathways during night hours, and the landscape is maintained with safety in mind.
- *Green River Child Care Development Center:* For the Child Care Center on the Main Campus, the entrance doors are electronically programmed to open at the start of the business day (6:30 AM) and closed at the end of business day (5:30 pm). Staffing at the reception area is during all open hours, and thus, all people entering and exiting the building are monitored. All visitors are required to sign in/out and wear visitor badges while on the premises.

Security Considerations during Times of Power Outage

All exterior doors that have been fitted with electronic magnetic locks also have battery back-up systems, which have enough life in them for the locking system to remain active and allow key card

access. If the power is out over an extended time, then the doors will remain locked, but will not be active nor allow key card access. When the power returns, the systems are coded to revert to their previous working programming.

Blue Light Poles

There are three Campus Safety Blue Light poles located in the Campus Corner Apartment (CCA) residential housing area, and one Blue Light pole located near the Performing Arts Center on the main campus. These poles have a call button that when pressed will contact campus safety. Assessment is done by Campus Safety annually to determine if additional Blue Light Poles need to be added.

In Cases of Emergency Closure

In the case of periods of extended/emergency closure, the college campuses will only admit personnel who are considered essential for maintaining campus operations and for those who have received approval from the president or his/her designee. Those considered essential to campus operations are identified by the College President, Campus Safety and Human Resources.

Periodic Surveys

Periodic safety and security surveys will be conducted by the Director of Campus Safety to review security concerns such as landscaping, fire alarms, lighting, intrusion detection systems, security camera, signage, electronic and manual access control systems, emergency phones (including Blue Light Poles), and other physical security systems. As appropriate, the Director of Campus Safety will meet with Facilities to review/resolve concerns that could raise personal safety risks.

Specific Authority

The Higher Education Opportunity Act of 2008 (Public Law 110-315—August 14, 2008). This act requires institutions that both participate in any federal higher education programs and maintain on-campus housing to establish policy for reporting and categorizing crimes that are listed in the Jeanne Clery Disclosure and Campus Security Policy and Campus Crime Statistics Act (The “Clery Act”). This is enforced by the U.S. Department of Education (ED).

Law Implemented

History of Policy or Procedure

Draft: June 30, 2016

Adopted: August 18, 2016

Revised:

Reviewed by:

Contact: Dr. Deborah Casey, Vice President of Student Affairs, ext. 3328

Sponsor: Dr. Deborah Casey, Vice President of Student Affairs, ext. 3328

Attachment F

Contents:

Copy of Student Affairs Policy SA-30: Fire Safety Education for Residential Housing at Campus Corner Apartments

Policy Type: Student Affairs
Policy Title: Fire Safety Education for Residential Housing at Campus Corner Apartments
Policy Number: SA-30

Purpose

This policy is to promote campus fire safety education in residence housing, which is operated by Capstone On-Campus Housing Management. The housing has a total of 85 student units, all designed for multiple occupancy, and 2 staff units. Campus Safety will provide educational materials about fire safety for all residents at the time of occupancy. Campus Safety will work cooperatively and collaboratively with the Campus Corner Apartment management to provide additional safety educational programming as appropriate for specific units, buildings, or for the entire complex.

Safety education programming and materials are in place to promote fire safety and security at Campus Corner Apartments. Campus Safety will work with CCA to maximize safety for all residents. The overall goal is to help provide safe and secure housing for on-campus residential students.

Scope

Definitions

CCA: Campus Corner Apartments

Policy and/or Procedure

Campus Safety will prepare fire safety educational materials to be provided to CCA residents at the time of their move-in. These materials will be created and provided to CCA management at least one week prior to the quarterly Move-in Day. CCA management will hand these materials out to residents on their Move-in Day.

CCA will, within the Student Housing Contract, note the following:

- the procedures for Campus Safety to enter a student's room without notice and in the student's absence for reasons of health, safety, or general welfare; to make repairs to the room and/or furnishing; upon reasonable suspicion of the presence of any illegal substance or activity; or for other suspected violations of federal, state or local law or the CCA Policies and Regulations which are listed in the Student Housing Contract
- that the student will agree to immediately notify the manager in the event that the smoke detector or sprinkler head equipment becomes damaged, lost, stolen, or otherwise made inoperable
- that the student will agree to immediately notify the manager if the smoke detector or sprinkler heads appear to be inoperable
- that the student will understand that the willful damage, theft, or destruction of any smoke detector, sprinkler head, or fire extinguisher endangers their safety and the safety of others and may be considered a condition of default under their housing contract

- that the possession of explosives is not permitted; fireworks, firecrackers, and dangerous chemicals are not permitted, including potentially injurious war souvenirs, hunting arrows, and collector style weapons are not permitted
- that the possession of firearms or potentially dangerous weapons is not permitted, including potentially injurious war souvenirs, hunting arrows, and collector style weapons.
- that the use of an open flame (e.g. candle, incense, cigarette, cigar, etc.) inside any part of Campus Corner Apartment facilities is prohibited
- that smoking is prohibited in all Campus Corner Apartments interior spaces including bedrooms, bathrooms, kitchens, and living rooms
- that the use and/or possession of appliances which have open or exposed heating elements (e.g. hot plates, sunlamps, and halogen lamps) or any other high intensity appliances are not permitted; refrigerators in excess of six (6) cubic feet and portable space heaters are not permitted

Resident Assistants and CCA employees receive orientation to the operations and locations of the fire alarm system, pull-stations, smoke alarms, and fire extinguishers during their first week of employment. Students receive a general orientation to fire systems in the building during the first week of arrival.

The College takes fire safety seriously and has established fire safety programs for students living in on-campus residential housing. The College has specific fire safety programs that target employees working on campus such as CPR training, fire extinguisher training, and first aid. Fire safety training programs can also be requested by contacting Campus Safety at 253-288-3350.

CCA residents are strongly encouraged when receiving their orientation and packet materials on Move-in Day to become familiar with the regular and emergency exits of their buildings. They are encouraged to actively learn the following (through Campus Safety programming, conversations with their RAs and/or CCA management):

- Know where the fire alarm pull stations are located and how to activate them
- Know the locations of the fire extinguishers and how to operate them
- Arrange their room contents with fire safety in mind
- Maintain clear and unobstructed access to all room doors, from both the outside and inside at all times
- Not to use broken, frayed, or cracked electrical cords
- Not to overload electrical outlets
- Not to allow excess clutter or flammable materials to accumulate

If a fire occurs, students are instructed to leave hazardous areas per the evacuation routes and to get to a predetermined location before calling 911 for help.

Whereas CCA is responsible for hiring their student resident assistant (RA) personnel, Campus Safety will collaborate with CCA to facilitate their education and training in fire safety. This educational programming will start during the RA initial training at the beginning of the academic year. Then, as needed, Campus Safety will conduct additional Fire Safety programming throughout the year for employees, RAs and residents. Campus Safety will also work with residential student groups to organize programs focused on fire safety and personal safety issues.

CCA holds a minimum of two fire evacuation drills during the year (one announced and one unannounced). Campus Safety will assist CCA personnel with these drills, and provide feedback for improvement within 7 business days of each drill. This feedback will provide content for future safety educational programming.

Specific Authority

34 CFR 668.49 – Institutional fire safety policies and fire statistics (approved by the Office of Management and Budget under control number 1845-NEW3)

(Authority: 20 U.S.C. 1092)

Law Implemented

October 29, 2009

History of Policy or Procedure

Draft: June 6, 2016

Adopted: August 18, 2016

Reviewed by:

Contact: Dr. Deborah Casey, Vice President of Student Affairs, ext. 3328

Sponsor: Dr. Deborah Casey, Vice President of Student Affairs, ext. 3328

Attachment G

Contents:

Copy of Student Affairs Policy SA-31: Campus Safety Policy – Reporting Crimes and Other Emergencies

Policy Type: Student Affairs
Policy Title: Campus Safety Policy -- Reporting Crimes and Other Emergencies
Policy Number: SA-31

Overview

All members of the Green River College community are encouraged to report in a timely manner all crimes and other safety concerns to Campus Safety or to the appropriate local law enforcement agency (LEA) under whose jurisdiction the specific campus occurs. Note: this policy does not impede the obligation of any faculty or staff to (1) notify the Student Affairs Title IX Coordinator about any incident of sexual violence involving a student or (2) notify the Human Resources Title IX Coordinator about any incident of sexual violence involving an employee. Among other things, this policy addresses who can report crimes, when they can report crimes, how crimes need to be reported, and to whom they should report crimes.

Purpose

Accurate and prompt reporting will help facilitate the initiation of "Timely Warning Notifications" and other appropriate response procedures in order to maximize safety for students and staff. It will also help ensure the accuracy of crime statistics compiled in compliance with the Jeanne Clery Disclosure and Campus Security Policy and Campus Crime Statistics Act (The "Clery Act").

Scope

This policy applies to all Green River College campus locations (whether they are served by Green River College Campus Safety or by the local law enforcement agencies in their residing jurisdictions.)

Definitions

Policy and/or Procedure

The Green River College has a Campus Safety Office which is the official reporting authority for crimes at Green River College. All members of the College community, including all students, faculty, staff and visitors, are encouraged to report all crimes and other public safety concerns to Campus Safety in a timely manner. If an emergency situation arises that immediately endangers a person or others, the reporting party should first dial 911 to notify the appropriate local law enforcement or fire department. NOTE: Campus Safety also accepts voluntary, confidential reports of crimes in cases where the victim or witness of a crime does not wish to pursue either judicial or disciplinary action. All such reports are included in the annual disclosure of crime statistics. A confidential report can help determine if there is a pattern of crime with regard to a particular location, method, or assailant, and can help alert the campus community to potential danger.

Campus Security Authorities

Campus Security Authorities (CSAs), as identified below, are required to immediately report to Green River College Campus Safety any instance of the crimes listed below occurring on or near the Green River College Campus (Main, Downtown, Kent or Enumclaw) of which they become aware, whether by direct observation, disclosure by a victim, witness, or perpetrator, or report by some other person who

has learned of the crime. Crimes that should be reported to Campus Safety are:

- Murder and non-negligent manslaughter
- Negligent manslaughter
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- All hate crimes involving bodily injury, larceny-theft, intimidation, simple assault, or vandalism of property
- All liquor, drug or weapons law violations resulting in an arrest or referred for disciplinary action

The decision of whether a report is credible or needs to be investigated to gather more information or to be determined whether or not it took place is NOT the responsibility of the CSA. It is not the responsibility of a CSA to investigate a crime report. It is the responsibility of a CSA to report a crime without delay to the Green River College Campus Safety Office. In addition, all CSAs are required to immediately report to the Student Affairs Title IX Coordinator or the Human Resources Title IX Coordinator any instance of the following crimes occurring on or near the Green River College Campus of which they become aware, whether by direct observation, disclosure by a victim, witness, or perpetrator, or report by some other person who has learned of the crime:

- Domestic violence,
- Domestic violence, dating violence, and stalking
- Forcible sex offenses
- Non-forcible sex offenses

The Student Affairs or Human Resources Title IX Coordinator shall ensure that these crimes are promptly reported to the Campus Safety Department for the purpose of compiling and reporting accurate crime statistics in accordance with the Clery Act. Also, Campus Safety will determine if an investigation is needed and will contact the appropriate local law enforcement agency as necessary.

The positions listed below are identified by Green River College as Campus Safety Authorities:

- Dean of Student Affairs
- Dean of Student Success & Retention
- Dean of Campus Life

- Housing personnel (assistant director housing judicial services, resident Enrollment & Completion assistants) or designees
- Managers in Human Resources
- Director of Welcome Center
- Assessment & Testing
- Director of Campus Safety, Transportation & Parking
- Head coaches and assistant coaches or designees
- Any Green River College Safety Staff
- Director of Running Start
- Director of Judicial Affairs and Compliance
- Manager of International Activities
- Director of Athletics and Recreations Student Health Educator
- Director of Diversity and Inclusion
- Director of Financial Aid
- Director of Housing Trainers in Athletics
- Director of TRiO Student Support Services & SAFE
- Director of Student Affairs, Leadership & Involvement
- Director of Disability Support Services & Student 504 Compliance
- Deans of Instruction
- Deans of International Programs & Extended Learning
- Faculty and staff advisors for Green River College student organizations
- Program Coordinator for Diversity, Equity and Inclusion
- Director of Enrollment Services
- Title IX Coordinator (for staff) or designee
- Director of Career and Advising
- Director of Enrollment Services
- Coordinator of Student Leadership & Involvement
- Director of Welcome Center
- Director of Assessment & Testing

- Student Club Advisors
- Director of Running Start
- Student Life Program Support Supervisor
- Title IX Coordinator (for students) or designee
- Program Coordinator for DSS
- Program Support Supervisor for TRiO

Specific CSA contact information is available at Campus Safety Office in an electronic file on the Campus Safety drive and is updated quarterly.

Professional Faculty Counselors

All professional faculty counselors, as defined below, when acting as such, are not considered to be Campus Security Authorities and are not required to report crimes. However, as a matter of policy, they are encouraged to inform the person they are counseling, if and when they deem appropriate, how to report a crime on a voluntary basis for inclusion in the annual crime statistics. Note: Green River College does not employ pastoral counselors, thus, Clery reporting stipulations for that category does not apply. A professional counselor is an employee of the college whose official responsibility include providing personal counseling and who is functioning within the scope of his or her license or certification.

Additional Information

The Green River College Campus Safety Office is operational 24 hours a day, 7 days a week, 365 days a year. It is designed to remain operational during major emergencies, including those involving the loss of power and telecommunications. A separate generator for emergency purposes is activated during power loss, so communications are maintained, and mobile phones and hand-held Motorola radios can be recharged.

By Whom Should Crimes be Reported?

Crimes should be reported by any person (student, staff, faculty, community member, or visitor) to the Campus Safety office.

When to Report Crimes?

Crimes should be reported promptly to Campus Safety by going to the Campus Safety Office, located in the Administration Building, or by calling extension 3350. If a CSA has taken the report from a third person, then that CSA should report the crime immediately to Campus Safety. The Campus Safety Department will determine the appropriate level of investigation and will notify the appropriate local law enforcement agency of crimes of serious impact so a formal investigation can begin.

Contact information for local law enforcement agencies is below:

- Main Campus and Downtown Auburn Center Campus—Auburn Police Department: 253-288-2121
- Kent Campus — Kent Police Department: 253-852-2121
- Enumclaw Campus — Enumclaw Police Department: 360-825-3505

How to Report Crimes

A person can report a crime to Campus Safety or to any Campus Security Authority. (See the table above in the Campus Security Authority section for titles/positions that have CSA reporting responsibilities.) Be as specific as

possible and give your name and those of other witnesses (if you are not reporting confidentially). A report about a crime can be made in the following ways:

- Call the Campus Safety Office at 253-833-9111 (or extension 3350 if using an internal Green River College phone), or come to the Campus Safety Office located in the Administration Building main lobby area.
- Report by telephone, via email, or as a written report. It can be made directly in person or sent via email or GRC Campus Mail or US Postal Mail to Campus Safety.
- Note: If the emergency appears to be immediately life or public safety threatening, or involves the commission of a serious crime, call 911.

Private and Voluntary Confidential Reporting

Because police / incident reports are public records under state law, GRC cannot hold reports of crime in confidence.

A student's privacy concerns are weighed against the needs of the College to respond to certain incidents and crimes.

To the greatest extent possible, all reports will remain private. In compelling situations, GRC reserves the right to take reasonable action in response to any crime report, and information may be shared with appropriate departments and agencies under a need-to-know basis when it pertains to investigative needs and safety concerns of the campus community.

However, anonymous reports may be filed for statistical reporting purposes. All reports submitted on a confidential or anonymous basis are evaluated for purposes of issuing a campus-wide "Timely Warning Notification" as well as inclusion in the annual crime statistics.

NOTE: Confidential reports can be made anonymously via the telephone to any CSA or Campus Safety staff or a confidential written report can be mailed anonymously to Campus Safety.

Other Considerations

Alternative to Immediately Filing a Police Report or Campus Safety Incident Report:

- Report the crime at a later date
- Make a complaint to a dean of student affairs. Such a complaint may be used for actions which include, but are not limited to, on-campus disciplinary proceedings.
- Make an anonymous report to the Campus Safety Department

- Contact an internal office for help: the Campus Corner Apartment Office, or the Title IX Coordinator in the in Student Affairs (for students) or Title IX Coordinator in Human Resources (for employees)
 - Contact a Campus Security Authority and make a report to them.
-

Specific Authority

The Higher Education Opportunity Act of 2008 (Public Law 110-315—August 14, 2008). This act requires institutions that both participate in any federal higher education programs and maintain on-campus housing to establish policy for reporting and categorizing crimes that are listed in the Jeanne Clery Disclosure and Campus Security Policy and Campus Crime Statistics Act (The “Clery Act”). This is enforced by the U.S. Department of Education (ED).

Law Implemented

History of Policy or Procedure

Draft: June 30, 2016

Adopted: August 18, 2016

Revised:

Reviewed by:

Contact: Dr. Deborah Casey, Vice President of Student Affairs, ext. 3328

Sponsor: Dr. Deborah Casey, Vice President of Student Affairs, ext. 3328

Attachment H

Contents:

Copy of Student Affairs Policy SA-92: Timely Warning Policy

Policy Type: Student Affairs
Policy Title: Timely Warning Policy
Policy Number: SA-92

Overview

The Director of Campus Safety or a designee will develop and send Timely Warning Notifications for the College to notify members of the community about serious crimes against people that occur on campus, where it is determined that the incident may pose an ongoing threat to members of the Green River community. Decisions to disseminate a warning will be decided on a case-by-case basis in light of all the facts surrounding the crime and the continuing danger to the campus community. These warnings will be distributed if the incident is reported either to Campus Safety directly, or if it is reported indirectly through a campus security authority (CSA) or the local police department.

Purpose

The purpose of this policy is to ensure the issuance of Timely Warning Notifications regarding crimes posing a serious or ongoing threat to the campus community. This policy complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) by establishing procedures for the college regarding the circumstances and delivery of warnings of serious or ongoing threats.

General

What are Timely Warning Notifications?

Timely Warning Notifications are provided to notify students, faculty, and staff of certain crimes that may represent a serious or ongoing threat to the campus community and to heighten safety awareness. A Timely Warning Notifications also seeks information that may lead to the arrest and conviction of the offender when violent crimes against persons or substantial crimes against property have been reported.

When will Timely Warning Notifications be issued?

Green River will issue a Timely Warning Notification as soon as it determines there is a serious and ongoing threat to students or employees on campus and/or in the immediate campus community. The determination will be made based on the information that Campus Safety has available at the time.

What Department or individual is responsible for issuing the Timely Warning Notifications?

The Director of Campus Safety (or his/her designee) will initiate the steps for the Timely Warning Notification. Included in those steps are:

1. Forwarding the proposed wording to the Executive Director of College Relations (or designee) to determine the message, along with
2. Notification to the Vice President of Student Affairs.

Phrasing and wording of the warning will be confirmed between those departments, and then it will be sent out to via email distribution lists to the College Community.

What is included in Timely Warning Notifications?

Timely Warning Notifications include information about the crime that triggered the warning, but do not include personally identifiable information Green River College Administrative Policies Handbook about the victim of the crime. Timely Warning Notifications also include other available information that the college determines will help members of the campus community to protect themselves, ranging from descriptive information about suspects to tips on deterring theft. Thus, the amount and type of information presented in the warning will vary depending on the circumstances of the crime. If there is certain information that could compromise law enforcement efforts, it may be withheld from the Timely Warning Notification. An effort will always be made to distribute a warning as soon as pertinent information is available so that the warning is a preventive tool, not solely the description of the incident. A Timely Warning Notification will typically include the following, unless issuing any of this information would risk compromising law enforcement efforts:

- Date and time or timeframe of the incident
- A brief description of the incident
- Information that will promote safety and potentially aid in the prevention of similar crimes (crime prevention or safety tips).
- Suspect description(s) when deemed appropriate and if there is sufficient detail (see below)
- Police agency/Campus Safety department contact information
- Other information as deemed appropriate by the Director or his/her designee

The description of subjects in a case will only be included in the alert if there is a sufficient amount of detail to describe the individual. If the only known descriptors are sex and race, that will not be included in the alert.

Timely Warning Notifications are made in response to the occurrence of crimes specified in the Clery Act.

What crimes are included in this policy?

This policy is focused on “Clery Act crimes,” which are:

- murder and non-negligent manslaughter
- sexual violence and other sex offenses, forcible or non-forcible, but not including sexual harassment or indecent exposure (sexual violence must be reported to the Title IX Coordinator) domestic violence and dating violence (if the alleged, suspected, or reported victim is a student, the incident likely also needs to be reported to the Title IX Coordinator);
- stalking (if the alleged, suspected, or reported victim is a student, the stalking incident likely also needs to be reported to the Title IX Coordinator)
- robbery and burglary
- aggravated assault

- motor vehicle theft –including theft of motorized scooters, golf carts, motorized wheelchairs and the like
- arson
- “hate crimes” include: (i) any other crime involving bodily injury, or (ii) larceny, theft, simple assault, intimidation, and destruction/ damage/ vandalism of property, when motivated by the perpetrator’s bias. Bias is defined as a negative opinion or attitude toward a group of persons based on their race, gender or gender identity, religion, sexual orientation, ethnicity/national origin, or disability.

What are the procedures to send Timely Warning Notifications?

Campus Safety will draft a notice containing the proposed Timely Warning Notifications and forward it via email to the Executive Director of College Relations or designee, and will also notify the Vice President of Student Affairs. College Relations and Campus Safety will review and revise the text as needed, and then transmit the email containing the Timely Warning Notification to the College community as a blast email, as well as posting the Timely Warning Notification on the Campus Safety Website Updates to the college community about any particular case resulting in a crime alert also may be distributed electronically via blast email or posted on the College website.

At the same time Campus Safety may also forward the email containing the proposed Timely Warning Notification to the Executive Team and to the President, for their review and possible distribution to Trustees, as they deem necessary and appropriate. Timely Warning Notifications may also be posted in campus buildings, when deemed necessary. In these instances, Campus Safety will send via email the specific posting or flyer to Building Captains to place in their respective buildings. When a Timely Warning Notification is posted in campus buildings, it shall be posted in the lobby/entrance area(s) of the affected building(s).

Campus Safety does not issue Timely Warning Notifications for the above listed crimes if:

- Campus Safety department or police apprehends the subject(s) and the threat of imminent danger for members of the community have been mitigated by the apprehension.
- If a report was not filed with Campus Safety or if Campus Safety was not notified of the crime in a manner that would allow the department to post a Timely Warning Notification for the community. A general guideline includes a report that is filed more than five days after the date of the alleged incident may not allow Campus Safety to post a Timely Warning Notification to the community. This type of situation will be evaluated on a case by case basis.

Timely Warning Notifications may be distributed for crimes (ex. a pattern of larcenies or vandalism cases) that do not rise to the level of causing a serious or continuing threat to the College community. In addition, they may be distributed for other safety concerns (mulch fires, etc.).

Campus Safety maintains a daily crime log which is normally updated each business day and contains all crimes reported to Campus Safety.

Specific Authority

The Clery Act of 1990

Law Implemented

The Clery Act of 1990, as amended and the United States Department of Education implementing regulation, 34 CFR Part 668 is a landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose statistics about crime on and around their campuses and information about certain safety and security policies. For additional information please refer to: Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20USC § 1092(f)). The law is tied to an institution's participation in federal student financial aid programs and it applies to most public and private institutions of higher education. The Act is enforced by the U.S. Department of Education.

History of Policy or Procedure

Draft: February 22, 2016

Adopted: March 8, 2016

Revised: August 25, 2016

Reviewed by: President's Executive Team

Contact: Dr. Deborah Casey, Vice President of Student Affairs, ext. 3328

President's Staff Sponsor: Dr. Deborah Casey, Vice President of Student Affairs, ext. 3328

Attachment I

Contents:

Copy of Student Affairs Policy SA-93: Emergency Notification Policy

Policy Type: Student Affairs
Policy Title: Emergency Notification Policy
Policy Number: SA-93

Overview

This policy governs Emergency Notifications which are sent to the College community to notify all members of the community in response to a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus.

Purpose

Green River will notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus. The success of the Emergency Notification is dependent upon a thorough understanding of the protocols to follow during a crisis, critical occurrence or college emergency. Following the listed steps in this policy will ensure a timely and efficient method of dissemination of critical information to the college community and in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, or "Clery Act."

General

If a serious crime, a natural disaster or a man-made emergency occurs that poses an immediate threat to the health and safety of the College community or a segment of the College community, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

When are Emergency Notifications implemented?

The types of incidents that may cause an immediate threat to the community could include but are not limited to emergencies such as: an active shooter on campus, hostage/barricade situation, a riot, suspicious package with confirmation of a device, a tornado, a fire/explosion, suspicious death, structural damage to an owned or controlled facility, biological threat (anthrax, etc.), significant flooding, a gas leak, hazardous materials spill, outbreak of meningitis, norovirus, or other serious illness, etc. (Note: If the institution implements the procedures regarding notification of the College community for an Emergency Notification, the institution is not obligated to implement the timely warning notice procedures.)

Who is notified?

All members of the campus community are notified on an annual basis through email that they are required to notify Campus Safety of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or on going threat to the health and safety of students and/or employees on campus. In addition, Campus Safety has a statement on its website that states campus community members are required to report these serious incidents or occurrences to them. Campus

Safety has a responsibility to respond to such incidents to determine if the situation does in fact, pose an immediate threat to the community.

What are the Procedures to Initiate an Emergency Notification?

The Campus Safety supervisor on duty is responsible for immediately notifying the Director of Campus Safety of any situation that poses an immediate threat to the community. The Director of Campus Safety who has been notified is responsible for immediately notifying the following individuals who are responsible for developing the content of the message to the community and sending the message using some or all of the below listed methods (See "Through what systems are the Emergency Notifications made?").

Who is Responsible for the Content of the Emergency Notification?

The Vice President of Student Affairs and the Executive Director of College Relations or their designees if either or both are unavailable will determine the content of the message and will use some or all of the systems described below to communicate the threat to the College community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

Are there any delays in implementing Emergency Notifications?

As per the requirements of the law, College Relations 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 local police departments and Fire and Emergency Medical Services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Through what systems are the Emergency Notifications made?

The various systems that institution has in place for communicating information quickly to the community include:

- Campus emails
- Text Alerts/Voice Mail
- Campus Telecommunications Public Address Systems
- Building Captains
- Website
- Social Media
- Desk Top Alerts

College Relations will post updates during a critical incident on the campus website and other locations throughout campus. Individuals are also advised that they can call Green River's switchboard telephone line for live or recorded updates. Note: The Emergency Operations Communications Plan provides added information and reference for emergency advisories to the College.

Specific Authority

The Clery Act of 1990, as amended and the United States Department of Education implementing regulation, 34 CFR Part 668 is a landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose statistics about crime on and around their campuses and information about certain safety and security policies. For additional information please refer to: Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20USC § 1092(f)). The law is tied to an institution's participation in federal student financial aid programs and it applies to most public and private institutions of higher education. The Act is enforced by the U.S. Department of Education.

Law Implemented

History of Policy or Procedure

Draft: February 22, 2016

Adopted: March 8, 2016

Revised: August 25, 2016

Reviewed by: President's Executive Team

Contact: Dr. Deborah Casey, Vice President of Student Affairs, ext. 3328

President's Staff Sponsor: Dr. Deborah Casey, Vice President of Student Affairs, ext. 3328

Attachment J

Contents:

Copy of Human Resources Policy HR-22: Non Discrimination Policies & Discrimination Complaint Procedures

Copy of Discrimination Complaint Processing Form

Policy Type: Human Resources
Policy Title: Nondiscrimination Policies & Discrimination Complaint Procedures
Policy Number: HR-22

Purpose

To enforce the Board of Trustee’s position prohibiting discrimination at Green River College and to set forth the investigation and complaint handling procedures for discrimination claims.

Scope

This policy applies to all students, staff and faculty on all campuses, including housing at Green River College. These nondiscrimination policies and procedures apply to discrimination complaints arising from all programs and activities of Green River College, including, but not limited to, admissions, educational programs, employment practices, and other college sponsored programs.

Definitions

Complainant: Employee(s), student(s) or visitors(s) of Green River College who alleges that they have been subjected to discriminatory practices or unwanted sexual conduct.

Respondent: Person or persons who are members of the campus community who allegedly discriminated against or harassed another person or persons.

Complaint: A description of the facts that allege violation of the college’s policy against discrimination or sexual misconduct. The college has an official formal complaint form for documenting alleged discrimination or harassment. This form is available online under the A-Z index on the human resources page on GatorNet. Hardcopies of the form are located on campus in the Human Resources and Student Affairs offices.

Discriminatory Harassment: A form of discrimination consisting of physical, verbal, or written conduct that (1) denigrates or shows hostility toward an individual because of their race, creed, color, religion, national or ethnic origin; parental status or families with children; marital status; gender (sex); sexual orientation, gender identity or expression; age; genetic information; honorably discharged veteran or military status; or the presence of any sensory, mental, or physical disability; or the use of a trained dog guide or service animal by a person with a disability; or any other prohibited basis; and (2) is sufficiently severe or pervasive so as to substantially interfere with the individual's employment, education or access to college programs, activities and opportunities.

Examples of behaviors that may rise to the level of discriminatory harassment include but are not limited to the following:

- Racial epithets, "jokes," offensive or derogatory comments, or other verbal or physical conduct based on an individual's race/color.

- Ethnic slurs, workplace graffiti, or other offensive conduct directed towards an individual's birthplace, ethnicity, culture or foreign accent.
- Verbal or physical abuse, "jokes" or offensive comments based on an individual's age, gender, disability or sexual orientation.
- Creating, posting, emailing, or circulating demeaning or offensive pictures, cartoons or other materials in the workplace that relate to race, ethnic origin, gender or one of the other protected categories listed above.

Investigation: The Title IX Officer may appoint a designee to investigate the complaint. The Officer shall inform the complainant and respondent of the appointment.

The college representative shall conduct an investigation based upon the submitted complaint from the complainant or prepared by the Officer.

Resolution: A process that attempts a complaint resolution agreeable to a complainant using methods which may include, counseling, supporting, mediating, disciplining or otherwise facilitating the resolution of the complaint. No Title IX complainant will be required to have face to face interaction with an alleged perpetrator in any informal resolution or mediation.

Discrimination: Unfavorable treatment of another person based on that person's race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, or status as a veteran that is sufficiently severe or pervasive so as to substantially deny or limit that person's ability to benefit from or fully participate in educational programs or activities or employment opportunities.

Sexual Misconduct: A range of behaviors including sexual harassment, sexual assault and sexual violence.

Sexual Harassment: For the purposes of this policy, sexual harassment is defined as unwelcome verbal or physical conduct of a sexual nature that is sufficiently severe, persistent or pervasive that it substantially interferes with, limits, or deprives the victim of the ability to participate in, or benefit from the college's educational program or activities or employment benefits or opportunities.

Sexual harassment may be either "quid pro quo" when being asked to subject oneself to unwelcome advances in exchange for something else; or "hostile environment" which may occur when another's unwelcomed conduct of a sexual nature is sufficiently severe, persistent or pervasive such that it substantially limits one's ability to work or participate in an educational program.

Examples of behaviors that may rise to the level of sexual harassment and, therefore, are prohibited include but are not limited to the following:

1. Physical assault
2. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades or letters of recommendation.
3. A pattern of behaviors that is unwelcome and severe or pervasive, resulting in unreasonable interference with the work or educational environment, and may include but is not limited to

the following:

- a. Comments of a sexual nature
- b. Sexually explicit statements, questions, jokes or anecdotes
- c. Unnecessary or undesirable touching, patting, hugging, kissing or brushing against an individual's body
- d. Remarks of a sexual nature about an individual's clothing, body or speculations about previous sexual experiences
- e. Persistent, unwanted attempts to change a professional relationship to an amorous relationship
- f. Subtle propositions for sexual activity or direct propositions of a sexual nature
- g. Uninvited letters, emails, telephone calls, or other correspondence referring to or depicting sexual activities.

Policy

Green River recognizes its responsibility for investigation, resolution, implementation of corrective measures, and monitoring the educational environment and workplace to stop, remediate and prevent discrimination on the basis of race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion or status as a veteran of war as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, RCW 49.60.030 and their implementing regulations. Prohibited sex discrimination includes sexual harassment.

Green River has enacted policies prohibiting discrimination and harassment. Any individual found to be in violation of college discrimination and harassment policies and procedures will be subject to disciplinary action up to and including dismissal from the college or from employment.

The college will follow the procedures contained in this document for all discrimination and/or sexual harassment complaints brought by employees, students or visitors to the campus. Any employee, student or visitor who believes that he or she has been the subject of discrimination or sexual harassment should report the incident or incidents to the following college contact listed below. If the complaint is against that official, the complainant should report the matter to the president's office for referral to an alternate designee. The college encourages the timely reporting of any incidents of discrimination or sexual harassment.

WHO MAY FILE A COMPLAINT?

Any employee, student or visitor of the college may file a complaint. The employee, student or visitor is referred to as a complainant and can file a complaint on his or her behalf. A complaint cannot be filed on behalf of another person.

CONFIDENTIALITY AND RIGHT TO PRIVACY

Green River will seek to protect the privacy of all the parties involved to the full extent possible, consistent with the legal obligation to investigate, take appropriate remedial and/or disciplinary action,

and comply with the federal and state law, as well as Green River policies and procedures. Green River cannot guarantee complete confidentiality.

Procedure

COMPLAINT PROCEDURE

Any person who believes that he or she has been the subject of discrimination or sexual harassment, should report the incident or incidents to the Title IX Coordinator. If the complaint is against that official, the complainant should report the matter to the president's office for referral to an alternate designee. The college encourages the timely reporting of any incident(s) of discrimination or sexual harassment.

All reports of incident(s) will be forwarded to the Title IX Coordinator for coordination and a determination on how to process the complaint.

The complainant alleging discrimination or sexual harassment may submit a brief written statement of allegations to the Title IX Officer. Complaints shall be signed, dated, include names, description and date of the incident, and the remedy sought. If the complainant does not submit a written statement, the Title IX Coordinator shall prepare a statement of facts which is reviewed by the complainant.

The Title IX Coordinator may appoint a designee to investigate the complaint. The Title IX Coordinator shall inform the complainant and respondent(s) of the appointment.

The investigator shall conduct a thorough investigation. The investigation shall include, but is not limited to, interviewing the complainant and the respondent, relevant witnesses, and reviewing relevant documents. The investigation shall be concluded within a reasonable time, normally 60 days, barring pressing circumstances. In cases of complaints of sexual misconduct, the Title IX Coordinator may impose interim measures to protect the parties pending the conclusion of the investigation.

At the conclusion of the investigation, the investigator shall set forth his or her findings and recommendations in writing. If the investigator is a designee, the investigator shall send a copy of the findings and recommendations to the Title IX Coordinator.

The Title IX Coordinator shall consider the findings and recommendations and determine, based on a preponderance of the evidence, whether a violation of the discrimination and harassment policy occurred, and if so, what steps will be taken to resolve the complaint, remedy the effects on any victim(s), and prevent its recurrence. The Title IX Coordinator will issue a decision in writing to each party. Possible remedial steps may include, but are not limited to, referral for voluntary training/counseling, development of a remediation plan, limited contact orders, and referral and recommendation for formal disciplinary action. Referrals for disciplinary action will be made to the appropriate student services administrator or appointing authority, consistent with the student conduct code, college policies and collective bargaining agreements.

The complainant shall be informed of the decision and of actions taken or recommended to resolve the complaint, if any, that are directly related to the complainant, such as a recommendation that the accused not contact the complainant. The complainant may be notified generally that the matter has been referred for disciplinary action, but shall not be informed of the details of the recommended

disciplinary action without the consent of the respondent. The respondent shall be informed of the decision and of actions taken or recommended to resolve the complaint and shall be notified of referrals for disciplinary action and recommended disciplinary action. Both the complainant and the respondent are entitled to review any final findings, conclusions, and recommendations, subject to any Family Educational Rights and Privacy Act (FERPA) confidentiality requirements.

Final Decision/Reconsideration

Either the complainant or the respondent may seek reconsideration of the decision by the Title IX Coordinator. Requests for reconsideration shall be submitted in writing to the Title IX Coordinator within seven days of receiving the decision. Requests must specify which portion of the decision should be reconsidered and the basis for reconsideration. If no request for reconsideration is received within seven days, the decision becomes final. If a request for reconsideration is received, the Title IX Coordinator shall respond within 10 days. The Title IX Coordinator shall either deny the request or, if the Coordinator determines that the request for reconsideration has merit, issue an amended decision. Any amended decision is final and no further reconsideration is available.

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

LIMITS TO AUTHORITY

Nothing in this procedure shall prevent the college president or designee from taking immediate disciplinary action in accordance with Green River policies and procedures, and federal, state, and municipal rules and regulations.

NON-RETALIATION, INTIMIDATION AND COERCION

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

OTHER COMPLAINT OPTIONS

An employee or student may always file a complaint with:

Washington State Human Rights Commission at 800-233-3247 or TDD 800-300-7525, or

US Department of Education Office for Civil Rights at 800-421-3481 or TDD 877-521-2172 or

Equal Employment Opportunity Commission at 800-669-4000 or TDD 800-669-6820.

Specific Authority

Titles VII and IX of the Civil Rights Act of 1964

Age Discrimination in Employment Act
Section 504 of the Rehabilitation Act of 1973
Americans with Disabilities Act of 1990
RCW 49.60.030

Law Implemented

History of Policy or Procedure

Draft: December 14, 2005

Adopted: May 2, 2006

Revised: July 21, 2010; March 1, 2013; September 26, 2013; December 4, 2015; December 8, 2016;
January 8, 2017

Reviewed by: President's Staff

Contact: Marshall Sampson, Vice President of Human Resources & Legal Affairs, ext. 3315

President's Staff Sponsor: Marshall Sampson, Vice President of Human Resources & Legal Affairs, ext.
3315

Discrimination/Harassment Formal Complaint Form

If you wish to file a formal complaint involving alleged discrimination and/or harassment please write clearly and specifically addressing alleged discrimination and/or harassment. All formalized complaints shall be signed and dated, and shall include the following information: the date and time of the alleged incident(s); the name of the individual or group whom the complaint is against, if known; a description of the incident(s); and the remedy sought. Complaints shall be filed within 30 days of the event unless there are extraordinary circumstances that prohibit the complainant from reporting the alleged discrimination or harassment.

Name filing the complaint:

Date filing the complaint:

Please describe the alleged incident:

Signature: _____

Date: _____

You may use the back side of this sheet if needed. Please return this form to the Vice President of Human Resources & Legal Affairs.

This document is available in alternative formats to individuals with disabilities by contacting Disability Support Services at 253-833-9111, ext. 2631; TTY 253-288-3359; or by email at dss@greenriver.edu

Green River College is an equal opportunity educator and employer. Learn more at www.greenriver.edu/accessibility.

Attachment K

Contents:

Copy of Policy GA-01: Drug Free Campus Policy

Policy Type: Student Affairs
Policy Title: Policy addressing Drug-Free Campus
Policy Number: GA-01

Purpose

Green River College views substance abuse as detracting from the health and productivity of the individual and the college community. The purpose of this policy is to promote education and awareness about alcohol and other drugs in multiple ways in order to reach a variety of needs in our college community members, improve attendance, increase retention, and to keep our college drug-free.

Overview

Green River College (GRC) has a vital interest in maintaining a safe, healthy, and productive work and educational environment for its students, employees and the public. As such, GRC complies with the federal Drug Free Schools and Communities Act, the Drug Free Schools and Campuses Regulations, the Drug Free Workplace Act, the Controlled Substances Act, and the drug and alcohol regulations mandated by the federal highway Administration of the US Department of Transportation, along with other applicable federal, state and local laws and regulations. The possession, use, or sale of illegal drugs is not tolerated and shall be subject to discipline. Efforts to promote a drug-free environment have been infused in a variety of programs throughout the college. Additionally, marijuana use is illegal under federal law and permitting its use at Green River College would violate the Drug-Free Schools and Communities Act. If Green River fails to comply with that act, it could become ineligible for federal funding and financial aid programs for its students.

Scope

Green River College has infused the Alcohol and Other Drug (AOD) program with other campus programs, and each provides information, educational materials, and intervention options for employees and students, along with required work-place forms for employees, and including the enforcement the policy with employees and of the student code of conduct and corresponding disciplinary actions with students.

Definitions

Alcohol: Any form or derivative of ethyl alcohol (ethanol), including but not limited to beer, wine, spirituous liquors

Controlled Substance: A controlled substance include those controlled substances list in schedules I through V of section 202 of the federal Controlled Substance Act (21 U.S.C. 812).

Impairment: To be under the influence of drugs or alcohol while in the workplace or performing work-related duties such that the person’s motor senses (e.g. sight, hearing, balance, reaction, reflex) or judgment either are, or may reasonably be presumed to be affected.

Safety Considerations: These include, but are not limited to, activities involved in transportation, maintenance, safety, health, security or other responsibilities such as those operating equipment or machinery

Policy

Green River College is dedicated to providing quality education, and to achieve our mission, the College seeks to foster a healthy learning environment. Marijuana use and illicit drug use other substance abuse conflicts with this mission.

The college has a long-standing policy against drug use on campus and within the college community, and that policy did not change with Washington's adoption of Initiative in November 2012. The College does not allow the use of marijuana, whether on-campus or off-campus at college sponsored events or activities.

Green River College intends to provide a drug-free work environment. Each employee is expected to report to work in an appropriate mental physical condition to perform his/her assigned duties. Therefore, the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in and on Green River College owned and/or controlled property, or while conducting college business, is prohibited.

Employees

Violation of this policy by employees will result in disciplinary action being taken in accordance with the Higher Education Personnel Board rules, bargaining unit agreements, tenure laws or other policies of the institution. Violation will be reason for discipline, up to and including termination of employment, or participation in evaluation treatment for a substance use disorder. Green River College recognizes drug use and/or dependency to be a health, safety and security problem. Employees needing assistance with problems related to drug or alcohol abuse are encouraged to use the State Employee Assistance Program (1.877.313.4455 or www.hr.wa.gov/EAP) and/or employee medical insurance plans as appropriate. Conscientious efforts to seek such help will not jeopardize employment. Employees must, as a condition of working on any Green River College contract or grant, abide by the terms of this statement; and notify the employee's supervisor not later than five days after any conviction for a criminal drug statute violation that occurred in the workplace.

Students

If a student violates this code, he or she is subject to disciplinary action through the college's judicial process or appropriate legal avenues.

Procedure

A safe and productive drug-free campus and workplace is achieved through cooperation and shared responsibility. All individuals have important roles.

Reporting

If an individual observes or believes an employee, contractor, student, visitor or volunteer may be under the influence or in violation of this policy, please report so immediately.

- For employee-related concerns, contact a supervisor immediately. The supervisor should contact the Human Resources Department
- For student-related concerns, contact one of the Deans of Student Affairs
- For all other individuals, contact the Campus Safety Office.

Penalties and legal sanctions for violations

Green River College will impose penalties and sanctions against individuals who violate this policy.

Employees

It is a violation of this policy for any employee to jeopardize the operation of interests of the College through the unlawful manufacture, dispensation, possession, use, or distribution of any controlled substance, including illicit drugs, marijuana or alcohol. Sanctions for employees may include discipline up to and including termination of employment.

Students

Students found in violation shall be subject to sanctions or consequences in accordance with the **Student Rules of Student Conduct**.

Criminal Sanctions

Violations of this policy may also violate local, state and federal criminal law, and will be referred to the appropriate law enforcement agency for investigation which may result in separate penalties, such as monetary fines or imprisonment. Individuals concerned about specific circumstances should seek the advice of their personal attorney.

Notification Procedures

Green River College's Health Services Education Office provides overall coordination of the Drug-Free School Program. Various methods and programmatic options are infused in several areas in order to expand awareness of the risks of illicit drug use, including the use of marijuana.

On a quarterly basis, the Health Services Office will activate the protocol to send all current and new students an email providing them with the information about the use and abuse of Alcohol and Other Drugs (AOD).

On a quarterly basis, the Judicial Affairs Office will activate the protocol to send all current and new students an email providing them with information about the Student Code of Conduct and Discipline measures corresponding to infractions of use of drugs and alcohol at Green River College.

On an annual basis, the Human Resources Office will activate the protocol to send all current and new employees an email providing them with information about the Annual Drug Free Schools and Communities Act Notice including a brief summary of the information regarding health risks associated with the abuse of alcohol and the use of illicit drugs.

The Health Services Office will collaborate annually and quarterly with Student Life, Judicial Affairs, Campus Safety, and Campus Corner Apartment Residential staffs to plan and conduct health and safety programming about substance use/abuse throughout the year.

Substance use/abuse is infused into other programs and protocols throughout the institution, thus these programs/services share the responsibility of promoting awareness and consequences of Alcohol and Other Drug (AOD) use on campus or at College sponsored activities and events. These include:

- Alcohol and Drug Education: Health Services, Employee Assistance Program,
- Counseling Services: Faculty Counseling, Employee Assistance Program, Referrals to Community counselors and resources

- Referral Services: Employee Assistance Program, Office of Diversity, Equity & Inclusion, Health Services
- College Disciplinary Actions: Judicial Affairs Discipline process; Campus Corner Conduct Officer
- Transitional Studies 101 Course and the College Health Course: Provides informational materials and community referral resources about substance abuse counseling, including anonymous 12-step programs scheduled in local communities

Green River College's Human Resources requires that all personnel who are offered and accept employment need to sign to verify that they will abide by and comply with Drug Free Workplace stipulations.

Specific Authority**Drug-Free Workplace Act**

Title IV--21st Century Schools, Part A—Safe and Drug Free Schools and Communities

The Higher Education Opportunity Act of 2008 (Public Law 110-315—August 14, 2008)

- This act requires institutions that both participate in any federal higher education programs and maintain on-campus housing to establish policy for reporting and categorizing crimes that are listed in the Jeanne Clery Disclosure and Campus Security Policy and Campus Crime Statistics Act (The "Clery Act"). Higher Education Resources and Student Assistance Programs for Drug and Alcohol Abuse Prevention (20 U.S.C. Section 1011), and the Hate Crimes Statistics Act (28 U.S.C. Section 534). This is enforced by the U.S. Department of Education (ED).

Law Implemented

History of Policy or Procedure

Draft: May 11, 2016

Adopted: December 6, 2016

Revised:

Reviewed by:

Contact: Dr. Deborah Casey, Vice President of Student Affairs, ext. 3328

President's Staff Sponsor: Dr. Deborah Casey, Vice President of Student Affairs, ext. 3328

Attachment L

Contents:

Copy of a Remedial Plan based on the Clery Audit (November 2015) and information learned in the institutional self study (2016 to present)

Remedial Plan based on the Clery Audit (November, 2015) and Information learned in the Institutional Self Study (2016 to present).

This report is based on the Self Study and presented to remediate various steps to be compliant with Clery and Title IV regulations. The first section reviews those areas identified through the Self Study. The Second Section also is a continuation of that, and includes items that have been put in place as well.

Section 1: Areas/Functions that were identified in the Self Study

- A. Review Clery Geography Maps every year to verify specific Clery Geography
- B. Crime Data: The following protocols have been put in place:
 - a. All Incident Reports are reviewed on the same or next business day for accuracy, clarity, and completeness
 - b. Monthly meetings are held with CCA conduct officer, judicial officer, and representatives from HR to ensure that all crime data is being appropriately counted (and not double counted)
 - c. Updates on training with the new incident reporting software are implemented as appropriate to new personnel.
- C. Crime Definitions: The current crime definitions (based on the July 2016 Handbook for Campus Safety and Security Reporting) are being used. The Campus Safety Director attends regional and national professional Campus Security Conferences to update his knowledge of any changes. In addition, the director also reviews any new notices from ED regarding Clery crime reporting.
- D. DAAPP: A proposal is being constructed to present to the BOT for a new DAAP Program. Currently, this is tentatively planned out to Winter Quarter, 2021
- E. College Policies: All college policies that are mandated by Clery and other regulation have been adopted. However, the College is planning to revise their policy format to separate out the policy language from the procedure language. A timeline has not been put in place, but it is expected to take place in the next year or so. Campus Safety will be involved to ensure that current policies are adequately revised and will comply with Clery, VAWA, SaFE, and other application Title IV and Title IX regulations.
- F. Campus Safety internal procedures: The current Campus Safety manual has been updated and new sections created for all Campus Safety personnel. It is being digitized and will be made available to all Campus Safety staff.

- G. Daily Crime Log: This process was remediated early in 2016, and updated since then due to the adoption of the new incident reporting software. It is standard procedure to ensure that all crime incidents are included in the appropriate campus daily log within two business days.
- H. Coordination and Communications with Law Enforcement Agencies that have concurrent jurisdiction of campus, on-campus residential, non-campus, and public Clery locations. There is a process in place to solicit crime data information from those law enforcement agencies. In addition, MOUs are being developed with those cities (Auburn, Kent, and Enumclaw) about specific issues with regards to crime, emergency response, etc. It is a goal of the current director of Campus Safety to have these all in place by the end of 2019.
- I. Required Notifications about / of Emergency Operations Plan, Timely Warnings, and Emergency Notifications: Prior to November, 2015, the notification system for informing others of critical crime incidents was through Campus Advisory. That has been changed, and now these notifications are being delivered from the following: Timely Warning and Emergency Notification. The only people who can use these two notification systems are the members of the EOC who are key administrators from all major departments across campus. This way, if the Campus Safety Director was off campus during the time of a critical incident, another member of the EOC would be able to send out the timely warning or emergency notification message.
- J. Identification and coordination and communications with CSAs. Currently the assistant director of Campus Safety is working with both Building Captains and CSAs to communicate with them on a quarterly basis with regards to how to report incidents, get additional training as needed, and answer any questions that they may have. It will be assessed sometime by June 2018 if these quarterly meetings with these identified personnel were effective, and if not, what changes need to be made.
- K. Training needs for Campus Safety staff, CSAs and Others (including administrators, directors, and program managers who work directly with students). The college has identified CSAs from every department that works with students. An annual training plan is in place for CSAs, that includes both a full training (lasting about an hour) to a refresher training (lasting about 20 minutes). Details and protocols are still being worked out to determine the processes needed to ensure that all CSAs receive or take the training course/workshop that they need. Currently, Campus Safety is targeting October 2018 for these protocols to be updated.
- L. Production, distribution of the ASFR. The College established a Clery Compliance Committee, and also created a Clery Checklist to keep all pertinent parties informed about the needs to produce this report annually, the need to keep policies updated, the need to inform the college community about campus safety.

Section 2: Areas that also list actions have already taken place:

1. Increased oversight of Clery: Clery Compliance Committee was created with the goal of supporting and providing oversight to prioritize Clery functions. This committee has been in place since September 2016, and meets on a quarterly or more frequent basis as needed.
2. Increased administrative capacity needed: a new position was created and added to the Campus Safety Department, to provide direct support and oversight to some Clery functions.
3. Accurate Identification of Non-Campus locations: protocols have been established to identify these places on an annual basis
4. CSA Reporting Procedures: These were created and put in place in the Fall of 2016. An on-line reporting form is running and is used by CSAs.
5. Training: See K above
6. Incident Software needed: A new incident reporting form was purchase and is in place. It has been programed with all of the information needed to comply with incident reporting.
7. Updating the Crime Log: That has been updated to meet Clery requirements
8. Revision and/or creation of Policies to meet Clery compliance: 8 new policies were created, and three others were amended. There are now 11 policies in place to meet Clery requirements.
9. Revision of CCA Clery Geography: Prior to the 2015 Annual Safety and Fire Report (published in September 2016), CCA was only identified as a single housing complex. In preparation for publishing the above ASFR, that complex definition was revised from being a single housing unit to twelve different units.
10. DAAPP: Beginning in October, 2017, the college is creating a new DAAPP to comply with Clery and DFSCA regulations. This is still in a draft stage, to be presented to the BOT in March of 2018 to obtain permission to proceed.

Attachment M

Contents:

Copy of the Campus Safety & Departmental Checklist for Clery Compliance

Campus Safety Director's Checklist of Clery Compliance

Departments involved	September
Campus Safety/ Counseling	On the first day of Fall Quarter, the Director of Campus Safety or designee will send: <ul style="list-style-type: none"> • a letter to Counseling Center encouraging them to inform students of the "confidential reporting" options available on campus. • Put a copy of the request in the annual compliance file
Campus Safety	On the 10 th day of Fall quarter, the Director of Campus Safety or designee will: <ul style="list-style-type: none"> • coordinate the distribution of the annual Notice of Availability of the Annual Security and Fire Safety Report to all current students and employees. • In this email will also be information and the link to access about the GRC Alcohol and Other Drug Prevention Program. (Put a copy of what was sent to the community in the annual compliance file). Target due date is the 10th day of Fall Quarter.(Done
Campus Safety	On the 10 th day of Fall Quarter: <ul style="list-style-type: none"> • the Director of Campus Safety or designee will notify the campus community (faculty, staff, and students) where and how to access information on convicted sexual offenders and kidnapping offenders (SA-18). • (Put a copy of what was sent to the community in the annual compliance file.) Target due date is the 10th day of Fall Quarter.
October	
Campus Safety/ Clery Compliance Committee	The Director of Campus Safety will present the ASFR to the Clery Compliance Committee at their first meeting of the academic year.
November	
Campus Safety	The Director of Campus Safety or designee will begin to collect additional items listed in the December section. Target date to begin collecting is November 1 st . Target date to complete collecting and filing into the Annual Compliance files is December 31 st .
December	
Campus Safety/ CSAs /HR	During the second week of December, the Director of Campus Safety or designee will send a reminder request for crime statistics to all Campus Security Authorities for the previous (Fall) quarter and also remind them to use the web-based reporting form. (Put a copy of the email request in the annual compliance file for the previous calendar year and also another copy of the email request in the current year for reference for future reporting)
Campus Safety	Additional -All timely warnings for the calendar year: <ul style="list-style-type: none"> • File all Timely Warning notices in the month of January for the compliance file for the previous calendar year.
Campus Safety	Additional --Campus Safety conducts final audit trail for the year for all Clery countable records in their department.
Judicial Affairs	Additional --Judicial Affairs final audit trail for the year for all Clery countable records in their department.
Campus Safety	Additional --Put copy of all relevant SOPs in the Compliance File, including but not limited to: <ul style="list-style-type: none"> • Timely Warning Notice, • Emergency Notification,

	<ul style="list-style-type: none"> • Records Retention, • Response to Calls, • Dispatch Protocols, • Report Writing, • Protocols for responding to and/or investigating: <ul style="list-style-type: none"> ○ arson, ○ sexual assault, ○ active shooter scenarios.
Campus Safety / Kent Campus / Enumclaw Campus / Auburn Center / EOC	Additional --File a copy of the organizational chart each year for the safety-related functions for the College for all branch campuses. Note—These functions/charts may change from year to year...which is why this is done EVERY YEAR.
Campus Safety	<p>Additional--File copies of all MOU agreements and/or contracts with any agencies or organizations.</p> <ul style="list-style-type: none"> • Auburn Police Department: There is an MOU regarding the use of Auburn Police Officers at overtime rates for college purposes). • Kent Police Department (2018): Will connect with KPD in 17-18 to ask when & if an MOU might be necessary. • Enumclaw Police Department (2018?): Will connect with EPD in 17-18 to ask when & if an MOU might be necessary. • Lutheran Church (Contract for Parking) • Pacific Raceways (Contract for Parking) • Auburn: Inquiries made to City of Auburn about the <u>City of Auburn Comprehensive Emergency Plan</u> (http://www.auburnwa.gov/Assets/Auburn+Global+Assets/AuburnWA/Docs/EM/2015CEMP.pdf) in which on page 72, Green River College is listed as 1 of 8 Lahar Evacuation Sites. As of 3/2/17, there is not an MOU in place. • Pierce County Security Incorporated (Contract 2016-2018 with 3 1-year extensions after 2018)
Campus Safety / Judicial Affairs / CCA Conduct Officer / S.Quenga	<p>Additional--File a detailed description of all dispatch/response and recordkeeping systems (hardcopy; software; etc.) utilized by any of the College's offices or contractors with safety-related responsibilities:</p> <ul style="list-style-type: none"> • Campus Safety: Report Exec • Judicial Affairs: Excel Spreadsheet (Kept by calendar year, starting with 2013) (Shirley Quenga's H-drive under SQuenga, discipline, title of Student Discipline Adjudicated Hearings DC-RL-TM-SD) • Housing (CCA): Excel Spreadsheet: Excel Spreadsheet
Campus Safety / Facilities	Additional -- File copies of all campus, patrol, and/or sector maps (with legends) utilized by the College's contract security agency. (Note: Pierce County Security Incorporated uses only maps that have been created or designed by the college) All maps of 2015 Clery Geography are located in:

	N-Drive/security/Compliance File for Calendar Year 2015/From Mary Starr
Campus Safety	Additional-- A copy of the College's daily crime log for each calendar year (hardcopy or electronic). The Annual Crime and Fire Logs are kept on the G-Drive/Security/Dispatch/CLERY INFO/Annual Crime and Fire Logs by campus-year.
EOC	Additional-- Log all EOC meeting agendas and meetings.
Public Information Office	Additional-- Update annually; all policies directly related to Clery reporting: <ul style="list-style-type: none"> • Title IX: • VAWA: • Missing Students: • Hate Crimes: • Others
	January
Campus Safety / Judicial / CCA Conduct Officer	Review of files & audit record: <ul style="list-style-type: none"> • Both Campus Safety Staff and the Judicial Affairs Officer will review their records of campus crimes/incidents for the previous calendar year to determine which are Clery-reportable. • Both departments will develop an audit trail for their records. • (Put final copies in the annual compliance file located on the N drive). Target due date is by March 15th
Campus Safety / Judicial / CCA Conduct Officer	The Director of Campus Safety will send: <ul style="list-style-type: none"> • a written request to Judicial Affairs and or CCA Conduct requesting an audit trail of all reports of crimes that they received from sources <u>other than</u> Campus Safety (this should be a small number but is necessary if Judicial sees a student without completing a incident report). • This includes all Clery crime categories, not just drug, liquor and weapons violations. (Put a final copy of the request in the annual compliance file). Put copy in audit file. Due date is by February 15th.
Campus Safety / HR for employees	The Director of Campus Safety will send: <ul style="list-style-type: none"> • an <i>email</i>* all new staff and students on the 10th day of winter quarter about the ASFR and where it is located. • In this email will also be information and the link to access about the GRC Alcohol and Other Drug Prevention Program. (Put copy of what was sent to the community in the annual compliance file.) Target due date: 10th day of quarter.
Judicial Affairs	The Director of Judicial Affairs will: <ul style="list-style-type: none"> • notify students about the online educational program on the prevention of rape, acquaintance rape, domestic violence, sexual assault and stalking. • It is recommended that an informational email be sent out to college staff explaining about this program should students have questions about this and ask their program staff or instructors.
HR / Campus Safety	During the first two weeks of Winter Quarter in January, the Human Resources office will send updated CSA quarterly personnel information to Campus Safety The Director of Campus Safety or designee will update the list of Campus Security Authorities (CSAs) (last updated in August for the beginning of the new academic year). (Put a final copy for the previous calendar year in the annual compliance file for that previous calendar year). Target date for HR to send the updated list is January 15 th . <ul style="list-style-type: none"> • Target date for Campus Safety to update their list (posted to the website) in January 31st.

Campus Safety / Office of Instruction- Program Manager	The Director of Campus Safety or designee will begin to send written requests to the local police department(s) requesting crime statistics for the main campus, the public property surrounding the campus and the branch campus locations (by address) associated with the campus for the previous calendar year. (Put final copies of the requests and the responses to each request in the annual compliance file for the previous calendar year). Due date is by February 15 th .
Campus Safety / Judicial Affairs	The Director of Campus Safety or designee will send a <i>written request*</i> to Judicial Affairs requesting the <u>policy/procedure</u> regarding notification of accused and victim about the results of a disciplinary hearing and about their right to have others present during the judicial process. (Put a final copy of the request and the response to the request in the annual compliance file) Due date is by February 15 th .
CCA / Campus Safety	The Director of Campus Corner Apartments will send all CCA fire statistics to the Director of Campus Safety or designee. The data will include (number of fires, fire locations, fire time start/end, monetary amount of damage, any injuries or deaths related to the fires) will collect fire statistics for Campus Corner Apartments. (Put a final copy of the request and the response to the request in the annual compliance file). Target date for receipt by campus safety is the end of January
Campus Safety / Outreach	The Director of Campus Safety or designee will make a <i>written request*</i> for a copy of the Outreach packet and flag the notice of availability of the Annual Security and Fire Safety Report. He/she will make sure the summary includes all 4 required elements: a summary of the contents, the direct URL for the website, and how to request a hard copy of the report. This information should be reviewed and edited by MARCOM. (Put a final copy of the request and the application materials received in the annual compliance file)
Campus Safety / Outreach / International Programs / Admissions / Technology Division / Trades	The Director of Campus Safety or designee will make a written request* for a copy of the Outreach materials for all other programs at the institution that have a <u>separate admissions</u> process and flag the notice of availability of the Annual Security & Fire Safety (ASFR) Report. At GRC, these programs are: <ul style="list-style-type: none"> • ABE/ESOL • International Programs • Continuing Education The Director of Campus Safety will make sure the summary includes all 4 required elements: <ul style="list-style-type: none"> • a notice of the report's availability; • a brief description/summary of the contents, • the direct URL for the website, • how to request a hard copy of the ASFR (phone number to call and/or email address to request it). Put a final copy of the request and the application materials received in the annual compliance file <ul style="list-style-type: none"> • Put copy of request(s) and materials received in the annual compliance file. • Due date is by February 15th. Handbook: 1-7; 1-8; 9-7; 9-9; 9-10; 12-1;
Campus Safety / HR	The Director of Campus Safety or designee will make a written request to Human Resources for a copy of the Employment application that includes the information about the availability of the security report, a summary of the contents and how to request a copy of the report. (Put a final copy of the request and the application materials received in the annual compliance file). Target due date for HR to provide the materials and information is February 15 th .
Campus Safety / Office of Instruction	The Director of Campus Safety or designee will request GRC-controlled non-campus and campus locations, including days, times, and room numbers of each activity, class, or workshop, from the Program Manager of the Office of the Vice President of Instruction, from the Athletic

– Program Manager / Athletics / Campus Life / International Programs	Director, from International Programs, and from Student Life. This request will be made no later than January 15 th . The target due date for the appropriate parties to respond with complete information will be February 21 th .
Campus Safety / CCA	The Director of Campus Safety or designee will document in a spreadsheet the number of emergency “tests”—i.e. drills and exercises that were coordinated for the calendar year. At a minimum, the spreadsheet should include the date, times (start time/end time and duration of the event), whether the test was announced or unannounced, whether employees, students, visitors participated, and the location of the test or buildings involved, participating departments, and a brief description. Target due date is January 31 st .
Campus Safety, Judicial Affairs, Health Services, CCA, Counseling, IP, FYEP, Kent Campus, Auburn Center, Enumclaw campus	The Director of Campus Safety or designee begins to gather information about the number of crime prevention, safety awareness, Safety Education Programs conducted for the previous calendar year (January 1-December 31), and then organizes the information into calendar year form, and puts the information in the appropriate Annual Compliance Files for that year and the upcoming year. Offices to be contacted include Judicial Affairs, Health Services, CCA, Counseling, First Year Experience Programs, International Programs, Kent Campus, New Auburn Center, Enumclaw Campus, and SALT. Target due date is the end of February. (
	February
Campus Safety / Financial Aid	Campus Safety and Financial Aid will review all applicable Title IV policies and procedure to ensure compliance.
Campus Safety / Business Office / Facilities/ Foundation Office	The Director of Campus Safety or designee will update the spreadsheet/list of all addresses and locations owned and controlled by the College, including non-campus properties and branch campuses. Have the Business Office, Facilities, and the Foundation review the list. (Put a final copy in the annual compliance file for the compliance year for which this is being reviewed.) Compiled list should be reviewed with documents/contracts held by Instruction (Stefanie Chapman) Business Office (Stephenie Cheng-LaBoyne), Facilities (Rob Olson) for the previous calendar year. Put final copy in the annual compliance file. Due by February 28 th .
Campus Safety / Judicial Office	The Judicial Officer will continue to review their records of campus crimes for the previous calendar year. They will develop and submit an audit trail for their records to the Director of Campus Safety before the end of the month. (Put a final copy of the request and the response to the request in the annual compliance file). Target due date is the end of February.
Campus Safety	The Director of Campus Safety or designee will send a letter to the local police department(s) requesting crime statistics for the all separate properties or branch campuses, including any public property surrounding the branch campuses and any non-campus locations associated with the separate campus. (Put a final copy of the request and the response to each request in the annual compliance file). Target date for all letters to be sent is the end of February.
Judicial Officer	Judicial Affairs officer continues to review the student conduct records for previous calendar year. Develop an audit trail for their records and sends to the Director of Campus Safety before the end of February
HR	Human Resources officer will begin to review the Title IX records for the previous calendar year

	and develop an audit trail for appropriate records to be noted/counted by Campus Safety in the listing of crimes on campus. To be completed by March 15 th .
Campus Safety	The Director of Campus Safety or his designee will continue to monitor replies from all police departments requesting crime statistics for all the separate properties, branch campuses, public property's surrounding the branch campuses, and all non-campus locations. If replies have not been received by the end of February, the Director or designee should follow up. Put final copies of the requests & response to each request in the annual compliance file. This should be completed by March 15 th
Campus Safety / Clery Compliance Committee	The Director of Campus Safety or his designee will commence writing the Annual Safety and Fire Report for the previous calendar year. Review all suggestions for change and edits as provided by staff and the Clery Compliance Committee, and incorporate as appropriate. A draft of the ASFR will be reviewed by the Clery Compliance Committee; this review will be at the end of April, and feedback will be provided back to Campus Safety by the first week of May.
	March
Campus Safety / Judicial/ CCA / Counseling / SA / HR	The Director of Campus Safety or designee who oversees and coordinates the collection of all campus crime reports, will meet with the appropriate staff members Judicial Affairs, Housing, Health Services, Counseling, Student Affairs, Human Resources, etc. to compare their records and to ensure that all reports are recorded, counted and classified correctly. The audit trail for the Campus Safety records and judicial records should be reviewed during this meeting. This should be completed no later than April 15 th . Done.
Campus Safety / Clery Compliance Committee	The Director of Campus Safety or his designee will continue writing the Annual Safety and Fire Report for the previous calendar year. Review all suggestions for change and edits as provided by staff and the Clery Compliance Committee, and incorporate as appropriate. A draft of the ASFR will be reviewed by the Clery Compliance Committee; this review will be at the end of April, and feedback will be provided back to Campus Safety by the first week of May.
Campus Safety / CSAs	The Director of Campus Safety or designee will send a reminder request for crime statistics to all Campus Security Authorities for the previous (Winter) quarter and also remind them to use the web-based reporting form. (Put a copy of the email request in the annual compliance file for the previous calendar year and also another copy of the email request in the current year for reference for future reporting). Target due date is March 15 th .
	April
Campus Safety	The Director of Campus Safety or designee will send an <i>email*</i> all new staff and students on the 10 th day of Spring Quarter about the ASFR and where it is located. In this email will also be information and the link to access about the GRC Alcohol and Other Drug Prevention Program. (Put copy of what was sent to the community in the annual compliance file.) Target due date: 10 th day of quarter.
Campus Safety	On the 10 th day of Spring Quarter, the Director of Campus Safety or designee will notify the campus community (faculty, staff, and students) where and how to access information on convicted sexual offenders and kidnapping offenders (SA-18). (Put a copy of what was sent to the community in the annual compliance file.) Target due date is the 10 th day of Spring Quarter.
Campus Safety	The Director of Campus Safety or his designee will continue writing the Annual Safety and Fire Report for the previous calendar year. Review all suggestions for change and edits as provided by staff and the Clery Compliance Committee, and incorporate as appropriate. Target due date for the initial draft of the ASFR is the end of April.
	May
Campus Safety / Clery	The Clery Compliance Committee or selected members of such committee will review the initial draft of the ASFR for the previous calendar year and provide feedback to the Director of Campus

Compliance Committee	Safety or designee no later than <u>May 15th</u> .
Campus Safety	The Director of Campus Safety or designee will gather information about the number of Crime Prevention, Safety Awareness, Safety Education Programs conducted for the most recent academic year (June 1 st of last year through May). (Put a final copy of the requests and the response to each request in the annual compliance file)
Campus Safety / Counseling / Health/ Campus Life/ CCA	The Director of Campus Safety or designee will send a written request to the appropriate departments Counseling, Health Services Housing, Student Life, and Judicial for information regarding the number of Crime Prevention, Safety Awareness, Safety Education Programs, include programs involving alcohol education, sexual assault prevention, etc. that those offices conducted without the presence Campus Safety during the most recent academic year (June of last year through May). (Put a final copy of the request and the response to each request in the annual compliance file)
	June
Campus Safety	During the first week of June, the Director of Campus Safety or designee who oversees and coordinates the collection of all campus crime reports, will send a draft Annual Security and Fire Safety Report (with the new crime statistics, fire statistics and he/she will identify any revised policy statements) to the appropriate staff members including the Executive Team, EOC, and Campus Clery Committee for final review to ensure that the statistics and policies are accurately published. Request a written response from each office, with their suggested changes or an email indicating that no changes are necessary. (Put a final copy of the request and the response to each request in the annual compliance file) Target due date for replies to be received is June 30 th .
Campus Safety / CSAs	During the first week of June the Director of Campus Safety or designee will send a reminder request for crime statistics to all Campus Security Authorities for the previous (Spring) quarter and also remind them to use the web-based reporting form. (Put a copy of the email request in the annual compliance file for the previous calendar year and also another copy of the email request in the current year for reference for future reporting). Target due date is June 15 th .
Campus Safety / HR	During the first week of June, Human Resources Office will send any updated lists of CSAs to the Director of Campus Safety. The Director of Campus Safety will update the list of CSA's for the current year on the Campus Safety website. Target due date for the updated list to be posted on the website is June 30 th ..
	July
Campus Safety	The Director of Campus Safety or designee will send an <i>email</i> * all new staff and students on the 10 th day of Summer Quarter about the ASFR and where it is located. In this email will also be information and the link to access about the GRC Alcohol and Other Drug Prevention Program. (Put copy of what was sent to the community in the annual compliance file.) Target due date: 10 th day of quarter.
Campus Safety	On the 10 th day of Summer Quarter, the Director of Campus Safety or designee will notify the campus community (faculty, staff, and students) where and how to access information on convicted sexual offenders and kidnapping offenders (SA-18). (Put a copy of what was sent to the community in the annual compliance file.) Target due date is the 10 th day of Fall Quarter.
Campus Safety	The Director of Campus Safety or designee will update the list of Campus Security Authorities (CSAs) (updated at least twice each year). (Put a final copy in the annual compliance file)
Campus Safety /	The Human Resources Office in conjunction with the Director of Campus Safety and the Clery Compliance Committee will begin planning for training for all (new and returning) Campus Security Authorities (CSAs) for the institution (updated at least twice each year). (Put a final copy of training records verifying that each CSA was trained in the annual compliance file) Target due date for a training program to be scheduled (date/time/location/on-line and in-person) is August 31 st .

Campus Safety	The Director of Campus Safety or designee will finalize the ASFR for the previous calendar year, incorporating any feedback from the Executive Staff and Clery Compliance Committee. Target due date for completion is July 30 th .
Campus Safety	The Director of Campus Safety or designee will check the United States Department of Education Office of Postsecondary Education website for possible changes of form or content in the Campus Crime and Security Survey submission to ED.
Campus Safety	The Director of Campus Safety or designee will update the list of all addresses and locations owned and controlled by the institution, including non-campus properties and branch campuses.
	August
Campus Safety	During the first week of August, the Director of Campus Safety or designee will send a reminder request for crime statistics to all Campus Security Authorities for the previous quarter and also remind them to use the web-based reporting form. (Put a copy of the email request in the annual compliance file for the previous calendar year and also another copy of the email request in the current year for reference for future reporting). Target due date is August 15 th .
Campus Safety	The Director of Campus Safety or his designee will complete Campus Crime & Security Survey when it becomes open (Dates for 2015 input were August 17-October 12). Target due date is August 31 st .
Campus Safety	Upon completion/finalization of ASFR for the previous calendar year, the Director of Campus Safety or his designee , will post it on the website, have a limited number of hard copies made. Put a final copy in the annual compliance file and deliver message out to the community and to CSAs that the document is published. Target due date is September 1 st .
Campus Safety / CSAs	The Director of Campus Safety or designee will send a reminder request for crime statistics to all Campus Security Authorities for the previous (summer) quarter and also remind them to use the web-based reporting form. (Put a copy of the email request in the annual compliance file for the previous calendar year and also another copy of the email request in the current year for reference for future reporting).

Other items to FILE in the Annual Compliance File

- All timely warnings for the calendar year (file them in January in the compliance file for the previous calendar year).
- Campus Safety final audit trail for the year for all Clery countable records in their department.
- Judicial Affairs final audit trail for the year for all Clery countable records in their department.
- Put copy of all relevant SOPs in the Compliance File, including but not limited to: Timely Warning Notice, Emergency Notification, Records Retention, Response to Calls, Dispatch Protocols, Report Writing, Arrests including issuance of citations, and Protocols for responding to and/or investigating arson, sexual assault, and active shooter scenarios.
- File a copy of the organizational chart each year for the safety-related functions for the College for all branch campuses.
- File copies of all MOU agreements and/or contracts with any agencies or organizations.
- File a detailed description of all dispatch/response and recordkeeping systems (hardcopy;

software; etc.) utilized by any of the College's offices or contractors with safety-related responsibilities (Campus Safety, Judicial Affairs, Housing, Student Life; etc.).

- File copies of all campus, patrol, and/or sector maps (with legends) utilized by the College's contract security agency.

- A copy of the College's daily crime log for each calendar year (hardcopy or electronic).

- File all completed After Action Reports (AAR) following each test (i.e. exercise or drill) of the College's emergency response plans and a list of all tests conducted each calendar year.

- Keep all original, un-redacted reports for audit purpose

- Log all EOC meeting agendas and meetings.

- Update annually all policies directly related to Clery reporting (such as Title IX, VAWA, Missing Persons, Hate Crimes, etc.)

Attachment N

Contents:

Copy of Review Table regarding classification of incidents for the College's response to Finding 8

Table in Response to Finding 8

Report #	Classification	GRC's Location Classification	Clery Remarks	Concur or Disagree w/ Classification	Remarks about GRC's Comments in Column E
Year 2008					
1294	Informational	off campus	Public Property at the bus stop next to campus	disagree	unable to determine from IR if incident occurred on campus, public property, or off campus-incident report indicates off campus
1426	School Prop Vandalism	off campus	Childcare Ctr. In GRCC geography	concur	should be on campus
1497	Informational	off campus	Childcare Ctr. In GRCC geography	concur	should be on campus
1504	School Prop Vandalism	off campus	Public Property occurred next to Childcare center	concur	should be public property
1558	School Prop Vandalism	off campus	Incident occurred on Childcare prop. GRCC Clery geog.	concur	should be on campus
1580	Harassment	off campus	Misclassification Ind threw can of coke at a student on 124th East to campus	concur	should be public property
1610	Informational	off campus	Fire in garbage can 320th St. May be on Public Property	concur	should be public property
1621	Student Conduct Rule Violation	off campus	2 Student Arguing; Inc at the Auburn Ctr,	concur	should be on campus, Downtown

			GRCC geography		Auburn Center
1744	Robbery	off campus	Misclassification Student stole cell ph from stu bag- in class GRCC geo.	concur	should be on campus
1785	Informational	off campus	Incident occurred on Childcare prop. GRCC Clery geog.	concur	should be on campus
2010					
2217	Robbery	off campus	Public Property- bus stop on campus	concur	should be public property
2448	Theft	off campus	Public Property- bus stop on campus	concur	should be public property
2011					
2875	Robbery	off campus	Public Property- on sidewalk next to the CCA	concur	should be public property
2961	Robbery	off campus	Public Property- bus stop on campus	concur	should be public property
2968	Robbery	off campus	Public Property- bus stop on campus	concur	should be public property
2012					
3313	Robbery	off campus	Public Property- sidewalk on SE 320 St.	concur	should be public property
3316	Robbery	off campus	Pubic Property- bus stop on campus	concur	should be public property
3318	Robbery	off campus	Public Property- basketball courts in the adjacent park.	concur	should be public property
3325	Robbery	off campus	Public Propety- 124 and CCA	concur	should be public property
3368	Informational	off campus	Public Property in front of the Child Care Center	concur	should be public property

3370	Informational	off campus	Marj. Plants found near campus-Maybe GRCC geog.	concur	should be on campus
3458	Robbery	off campus	Occurred on 320th bus stop-Maybe GRCC geography	concur	should be public property
3459	Robbery	off campus	Inc. occurred on 312th past food mark.-Maybe GRCC's	disagree	that location is off campus
2013					
3705	Robbery	off campus	Public Property-Corner of SE 320th St. and 124th Ave.	concur	should be public property
3707	Robbery	off campus	Public Property-Corner of SE 320th St. and 124th Ave.	concur	should be public property
2014					
3711	Robbery	off campus	Public Property-Corner of SE 320th St. and 124th Ave.	concur	should be public property
3816	Robbery	off campus	Public Property-124th Ave.	concur	should be public property
3817	Robbery	off campus	Public Property-sidewalk next to CCA	concur	should be public property
3961	Altercation	off campus	Aggravated Assault/Public Property/320th and 124th	concur	should be public property
4216	Assault	off campus	31900 block of SE 124th AVE	concur	should be public property

Attachment O

Contents:

Copy of Clery Compliance Committee Charter

Committee Charter

Committee Name:	Clery Compliance Committee	
Status:	Development	
Purpose/Vision/Mission:	<p>Purpose: Ensure Green River College is adhering to Clery Act reporting standards of compliance. The committee will coordinate with Campus Safety and the Emergency Operations Center (EOC) as well as other campus groups to provide leadership and ensure full compliance in the areas of reporting, policy and procedure development and implementation, annually updating the Campus Security Authority (CSA)* list, and providing educational programs.</p> <p>Vision: Create a sophisticated, cross-functional, multi-disciplinary team to manage compliance with the Clery Act.</p> <p>Mission: Appropriate campus constituents will collaborate in the coordination of compliance activities to ensure institutional awareness and achieve institutional compliance with the Clery Act.</p> <p>Goals: Committee goals are to facilitate coordination in expanding communication of requirements, gathering and reporting information, and supporting training to mitigate compliance risks and nurture a culture of reporting to increase campus safety and comply with the letter and spirit of the Clery Act.</p>	
Contact(s):	Name	Extension
	Primary VP Student Affairs	3328
	Secondary Director of Campus Safety	3335
Area Represented	Employee Type	
Title IX Coordinator for Students	Admin	
Personal Violence Against Women Committee		
VP Human Resources and Legal Affairs	Admin	
Title IX Coordinator for Employees and visitors		
VP Business Operations	Admin	
Interim VP Instruction	Admin	
Dean of Enrollment and Completion	Admin	
Dean of Campus Life	Admin	
Dean of Library and Media Services	Admin	
Environmental Health and Safety Committee Chair		
Dean of Science Division and Adjunct Faculty	Admin	
Director of Athletics and Recreation	Exempt	
Director of Facilities	Admin	
Director of Judicial Affairs & Compliance	Exempt	
Director of Enrollment Services	Exempt	
Director of Housing, IPEL Student Crisis Lead	Exempt	
Director of Housing and Residence Life	Third party	
Dean of Branch Campuses & Continuing Studies	Admin	
Director for Instructional Support and Operations, Kent	Admin	
Criminal Justice Instructor	Faculty	
Dean of Transitional Studies and Wellness and Workforce Education	Admin	
Counselor	Faculty	
Director of Outreach	Exempt	
Executive Director of College Relations	Admin	
Program Manager	Exempt	
Chairs of College Counsel Committees or designee		

COMMITTEE MEMBER EXPECTATIONS:

The requirements of the Clery Act are complex, and require significant coordination and organization among campus officials and administrators. All campuses aspire to provide a safe and secure environment for students and staff, and having solid procedures in

Committee Charter

place well in advance of a crime or other emergency is imperative to that effort. **The basic requirements of the Clery Act fall into the following categories:**

- *Clery Geography crime reporting*
- *Timely warning notices*
- *Emergency notifications and emergency response testing*
- *Residential Fire safety reporting*
- *Missing Residential student procedures*
- *Notifications to prospective students and employees, and current students and employees*
- *Multiple Policy statements*

The general expectation of the committee member is to be available and willing to participate in monthly meetings, prioritize Clery mandated processes within their own areas, and serve on sub-committees.

The sub-committees will draft new policies and/or recommend changes, and annually review campus policies and procedures to assure all federal and state requirements are met. Committee members will:

- Assist in creating and Implement campus-wide professional development training in the areas of Campus Security Authorities (CSA's) reporting, and response.
- Review campus website and other social media with respect to Clery policies and procedures.
- Facilitate the prioritization and provision of brochures, video training segments, and other informational materials to support individuals in how to respond and where to refer students and employees.
- Nurture a culture of reporting to increase campus safety and comply with the letter and spirit of the Clery Act

The College encourages every member of the community to report any criminal activity to the Campus Safety Office. Campus Safety is responsible for gathering and sorting all reportable statistics for the Annual Safety and Fire Report (ASFR) from all on-campus and available non-campus resources and for the daily crime log, annual crime statistics and timely warnings.

Committee and sub-committee meetings are designed to:

- review updates to the law, including appropriate Dear Colleague Letters as published by the Department of Education (ED)
- review Green River policies and various departmental procedures connected to the Clery Act
- prioritize the gathering of initial data for the ASFR
- attend a late spring meeting to update various policies (e.g. Crime Reporting, Emergency and Non-emergency procedures, and Security of Facilities), identify programming efforts (e.g. Campus Crime Procedures, Crime Prevention, Campus SaVE Act, Drug and Alcohol-Abuse education and Campus Security Authority (CSA) training) made previous year and to recommend specific programming for the upcoming year.
- to attend a late summer meeting will be utilized to finalize information for the ASFR make any final policy or procedure updates, and confirm revised procedures for quarterly distributing the annual ASFR.

The Director of Housing and the Director of Judicial Affairs and Compliance will work with Campus Safety to identify all actions that have been referred for campus disciplinary actions in the areas of:

- liquor law violations, drug law violations
- illegal weapons possessions
- sexual misconduct/intimate partner violence
- all other reportable incidents as defined by the Clery Act, including subsequent revisions as amended through 2013, published in the Federal Register on October 20, 2014 and made effective as of July 1st 2015.

The Director of Outreach and Office is responsible for:

- ensuring that prospective students have access to the ASFR

Human Resources is responsible for:

- ensuring that prospective employees have access to the previous year's ASFSR Report

The Director of Campus Safety is responsible for:

Committee Charter

- preparation of the ASFR
- ensuring the updating and posting of the GRC Campus Daily Crime/incident Logs collected from the Main Campus, Auburn Center, Enumclaw, and Kent locations
- collecting and publishing the crime statistics
- arranging for notification about how to access to the ASFR to all current students, faculty and staff (notifications to go to new students and employees every quarter)
- completing the Campus Safety and Security Survey annually, as required under Clery Act
- notifying all CSA's of their responsibilities, trainings, and how to report crime information
- annually notifying campus on how and where to find sex offender information
- sending letters to non-campus LEA's which have jurisdiction over GRC non-campus Clery Geography during the winter and spring to collect crime data for the previous year.

The Clery Act of 1990, as amended and the United States Department of Education implementing regulation, 34 CFR Part 668 is a landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose statistics about crime on and around their campuses and information about certain safety and security policies. For additional information please refer to: Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)). The law is tied to an institution's participation in federal student financial aid programs and it applies to most public and private institutions of higher education. The Act is enforced by the U.S. Department of Education.

*(*CSA is a Clery-specific term for employees who have responsibilities for student activities and thus includes accountability for specific mandated reporting for a broad array of serious crimes, as compared to Responsible Employees who, under Title IX, are any employee who learn of sexual harassment, discrimination or sexual assault, who need to report the incident to the appropriate Title IX Coordinator.)*

Attachment P

Contents:

General Training for GRC Campus Safety Staff

Copy of PowerPoint used to train Campus Security Authorities, including Campus Safety Staff

Copy of Campus Safety Staff Orientation Training Checklist

Copy of Basic Training and Outline for Pierce County Security Staff assigned to work at Green River College

Copy of the training materials for the proper application of crime definitions

Copy of the protocols for the preparation of incident reports, including the review and correction of incident reports

Copy of the Proper Maintenance of the Daily Crime / Incident Logs

Copy of Training materials for Basic Clery Compliance

Clery Reporting Using Report ExecEnterprise

2016 Handbook for Campus Safety and Security Reporting (selected pages regarding crime definitions, etc)

General Training for GRC Campus Safety Staff

GRC contracts with Pierce County Security to provide security for the College. Pierce County Security is responsible for providing basic training of all staff assigned to the College. This training consists of the following:

1. Copy of Basic Training and Outline for Pierce County Security Staff assigned to work at Green River College
 - a. Pre-Assignment Training Study Guide: Security Guards
 - b. Post-Assignment Training Study Guide: Security Guards
 - c. Annual refresher Training
2. Any Pierce County Security Staff Supervisors will also have training on:
 - a. Clery Compliance
 - b. FERPA
 - c. Student Code of Conduct
 - d. Approved Cultural Competency
 - e. Emergency Response
 - f. Lanell Card Access System
 - g. Safety Database System
 - h. Red Flag
 - i. Title IX
3. Copy of the Campus Safety Orientation Checklist which includes:
 - a. General Information and Startup
 - b. Campus Locations and Important Places
 - c. Other Information and Critical Functions
 - d. Locations of Fire Panels and Automatic External Defibrulators
4. Two pages of Directions on How to update the CLERY LOGS on the website
5. Green River annually has training for all Campus Security Authority personnel every October. This training is done through Stafford and Associates and has two versions. One version is the General Training and the other is one for "Re-certification".
 1. General CSA Training elements (takes between 1-2 hours)
 - a. Who are Campus Security Authorities and what are their reporting obligations?
 - b. Who is included and exempt from the reporting?
 - c. Geographic locations—understanding the geography for which criminal offenses need to be collected
 - d. Classification and definition of crimes (Primary -Part 1 Crimes and Violence Against Women Act Crimes)
 - e. Issues for CSAs regarding Arrests and Judicial Referrals for Drug, Liquor and Weapons violations
 - f. Timely Warning requirements
 - g. Daily Log requirements
 - h. Annual Disclosure requirements

- i. Reporting Emergencies, Fires, and Missing Persons
2. CSA Recertification Course (takes between 25-35 minutes)
 - a. Overview of recent media attention regarding institutions who are under review to remind CSAs about the importance of their role
 - b. Review of who the “Campus Security Authorities” are and their reporting obligations
 - c. Review of Clery Reportable Geography
 - d. Review of the Reportable Clery Crimes
 - e. Review of the Timely Warning Notice requirements
3. Copy of PowerPoint for Campus Security Authority Training to use for staff hired after the Professional Training is conducted in October.
4. Copy of the material from Report Exec that the College uses to create Clery Reports. This material is copied directly from the Report ExecEnterprise Manual
5. Copy of the material from the Handbook for 2016 Campus Safety and Security Reporting. This handbook is available in hard copy at the front dispatch desk for reference. In addition, as needed, this material is referenced in on-going reviews of Pierce County GRC Safety Staff.
 - a. Crime definitions
 - b. Types of Criminal Offenses
 - c. Beyond the Basics—Additional Rules for Counting and Disclosing Crimes
 - d. Hate Crimes
 - e. VAWA Offenses

Campus Security Authority Training

Green River College Campus Safety
and Transportation

Goal & Objective of CSA Training

- Goal
 - Increase your understanding of the Clery Act and your roles and responsibilities as a Campus Security Authority (CSA) in reporting Clery Act Crimes
- Objective
 - You will be able to carry out your responsibilities as a CSA to report, in good faith, allegations of Clery Act crimes to Campus Safety

Overview

- What is the Clery Act?
- Who is a Campus Security Authority (CSA)?
- What are your responsibilities as a CSA?
- Which crimes should you report?
- How do you report Clery Act Crimes?

What is the CLERY Act?

- Federal law that requires colleges and universities to disclose information about crime on and around their campuses reported to:
 - Local police agencies
 - Campus Security Authorities

Responsibilities for Green River

- The College is required to:
 - Disclose campus crime statistics annually
 - Maintain a daily crime log
 - Issue timely safety warnings and emergency notifications
 - Make campus security policies available
 - Report Clery reportable crimes to the Department of Education (ED)

Who is a CSA...?

- Campus Safety
- Staff responsible for monitoring College property
- Any individual or organization designated to receive reports of criminal offenses from students and employees
- An official who has significant responsibility for student and campus activities
 - Deans
 - Directors
- Club Advisors
- Resident Assistants/Advisors

Exclusions

- Faculty Counselors

What are your Responsibilities?

- Dial 911 in an emergency or if anyone is in imminent danger
- Provide resources to the individual for help and support
- Inform the individual you must report the incident as a confidential statistic
- Report allegations, made in “good faith” of Clery Act crimes to Campus Safety as soon as possible

What aren't your responsibilities?

- Do NOT:
 - Apprehend the alleged perpetrator of the crime
 - Insist the victim contact law enforcement if the victim chooses not to do so
 - Try to make an authoritative determination as to whether or not a crime took place

Which Crimes Should You Report? 1st Category...Criminal Offenses of....

- Criminal Homicide
- Sexual Assault
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

Other Crimes...2nd Category

These Criminal Offenses are only counted if they are HATE crimes

- Larceny-theft
- Simple assault
- Intimidation
- Destruction/Damages/Vandalism
- Criminal Offenses which include: Liquor, drug, and weapon violations
- Stalking, domestic violence and dating violence

*(**Report regardless of whether it is attempted or completed)*

Information to gather when encountering a HATE crime

- Race
- Gender
- Religion
- National Origin
- Sexual Orientation
- Gender Identify
- Ethnicity
- Disability

3rd & 4th Categories of reportable* crimes

3rd Category

- Violations of:
 - Liquor law
 - Drug law
 - Weapon law

4th Category

- Incidents of
 - Domestic Violence
 - Dating Violence
 - Stalking

*Count as a crime regardless of whether the act/offense was attempted or completed!

Identifying Clery Geography

- **On Campus Property:** Includes 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 its educational purposes
- **Public Property:** All public property, including thoroughfares, streets, sidewalks and parking facilities w/in campus or immediately adjacent to campus
- **Non-campus Property:** Those buildings or properties owned or controlled by our institution which is frequently used by students. This property is considered to be Clery-reportable ONLY during the time that students are using the place for educational or College activities. (For example, a room at the Kent Library which is used for a college class on Mondays from 7:00 PM to 9:00 PM)

GRC Clery Reportable Crime Locations—

This depends on Clery Geography. For Green River, these are the types we have: On Campus, Non-Campus, and Public. Because GRC has a main campus and three branches, for Clery purposes, there are four campus locations.

- **Main Campus (12401 SE 320th Street, Auburn, WA 98092)**
 - On campus -- CCA, or buildings, or parking lots, or forest trails)
 - Public property -- public sidewalk and streets and opposite sidewalks that border the campus property on 320th and 124th) including Lea Hill Park

More...GRC Clery Reportable Crime Locations

- **Enumclaw Campus (1414 Griffin Avenue, Enumclaw, WA 98022)**
 - On campus -- includes the entire block on which the GRC building resides
 - Public property -- public sidewalks and streets and opposite sidewalks which surround and are adjacent to the campus—includes Marion Street, Griffin Avenue, Porter Street, and Initial Avenue
- **Kent Campus**
 - On campus which includes inside the building that is controlled and used by Kent Campus. It also includes the adjacent parking lot for which GRC has an agreement for students to use.
 - Public Property which includes the narrow portion of the sidewalk on the east side of the walkway, that intersection of Ramsay Way and West Temperance Street.

More....GRC Clery Reportable Crime Locations

- **Auburn Center** (1221 D Street NE, Auburn, WA 98002)
 - On Campus: Includes the building and the parking lots configured specifically for GRC parking
 - Public Property: Includes the sidewalk, public street and opposite sidewalk on D Street immediately east and adjacent to the Auburn Center.
- **Non-Campus Locations**
 - Includes any location or buildings and day/time of use by GRC for educational and/or activities, events for students and/or staff
 - GRC has dozens of non-campus locations for classes, events, workshops and activities throughout the state
 - The nearest non-campus location is Pacific Raceways that is used by GRC for overflow parking
 - Public property is NOT included at any Non-campus location

How do I report a crime?

- Report the following:
 - Type of crime
 - Where did it occur
 - When did it occur
 - When was it reported to you
 - Who was the victim**
 - Were there any witnesses**
 - Are there any suspects**
- Report using: <http://www.greenriver.edu/about-us/campus-safety/csa-report-form.htm>
- Or...Report by calling Campus Safety at: ext. 3350

Summary

- You play a critical role in maintain a safe campus
- Report Clery crimes to Campus Safety ASAP
- When in doubt, REPORT
- Provide facts and details
- Provide resources

Additional Resources

- **Emergency 911**
- **Campus Safety** (253) 288-3350
- **Counseling & Health Services** (253) 833- 9111 Ext. 2460
- **Title IX Coordinator (Students) Office:** LC 225, (253) 833-9111 Ext. 3328
- **Title IX Coordinator (employees and public/visitors) Office:** (253) 833-9111 Ext. 3320
- **Harborview Center for Sexual Assault** (206) 521-1800
- **King County Sexual Assault Resource Center** (888) 998-6423
- **Pierce County Sexual Assault Resource Center** (800) 756-7273
- **Holman Library Immigrant & Refugee Resources:**
<http://libguides.greenriver.edu/immigration-refugee>
- **More Community Resources:**
<http://www.greenriver.edu/Documents/about-grcc/psav/Community-Resources.pdf>



CAMPUS SAFETY ORIENTATION CHECKLIST

New hire--please initial each topic and sign the bottom when complete. Trainer—sign also to confirm

General Information and Startup

- Radio room/ AD (gearing up)
- Where to park
- Radio channels
- GRC ID card
- Keys are to be under officer-control at all times, **connected to your belt** or locked in the key box when out of service.
- Time card
- Checking out a GRC vehicle
- Issuing citations
- Understanding card readers
- After hours access/ Lock/ Unlock
- Gym Runs
- Jump Pack/Jump Start training
- Lock out training
- Medical calls
- Breaks

- President's Office
- VP of Instruction Office
- VP of Student Affairs Office
- Dispatch Office
- Campus Safety Director's Office
- Transportation Coordinator's Office
- Emergency Operations Meeting Room
- All Parking Booths
- All parking lot locations
- Pacific Raceway/How it works

Other Information and Critical functions

- Safety Rides/How they work
- President Club Parking Passes
- Medical Calls
- When the Power Goes Out...
- Fire Alarm Active Procedures (building & traffic access)
- Clery Security Authority Responsibilities (CSA information)
- Clery Offenses + VAWA
- Clery Report Writing Requirements

Campus Locations and Important Places

- Kent Campus
- Auburn Center
- Enumclaw Campus
- Clery Geography
- Green Resource Book (where is it kept)

Officer Name: _____ Signature: _____ Date: _____

Trainer Name: _____ Signature: _____ Date: _____

— Administration AD	Fire Panel _____	AED _____
— Bleha Performing Arts PA	Fire Panel _____	AED _____
— Cedar Hall CH	Fire Panel _____	AED _____
— Math Learning Center		
— Child Care CC	Fire Panel _____	
— Continuing Education WT F	Fire Panel _____	
— Facilities Ops FO	Fire Panel _____	AED _____
— Fitness Center FC	Fire Panel _____	
— Holman Library HL	Fire Panel _____	AED _____
— Tutoring Center		
— Human Resources HR	Fire Panel _____	
— Student Affairs Building SA	Fire Panel _____	AED _____
— Cashier (Located in SA-2 nd Floor)		
— Lindbloom Student Union SU	Fire Panel _____	AED _____
— Bookstore (Located in SU 1 st Floor)		
— Gator Grill (Located in SU 1 st Floor)		
— Maintenance Center MC	Fire Panel _____	
— Science Center SC	Fire Panel _____	AED _____
— International Village IVA-D	Fire Panel _____	
— Occupational Education OEB	Fire Panel _____	
— Physical Education PE	Fire Panel _____	
— Rutkowski Learning Center RLC	Fire Panel _____	
— Salish Hall SH	Fire Panel _____	AED _____
— Shipping & Receiving SR	Fire Panel _____	
— Student Housing CCA	Fire Panel _____	
— CCA Office		
— Technology Center TC	Fire Panel _____	AED _____
— Trades & Technologies TT	Fire Panel _____	
— WA Environmental Train Ctr WT	Fire Panel _____	
— Zgoliniski Welcome Center ZWC	Fire Panel _____	

Officer Name: _____ Signature: _____ Date: _____

Trainer Name: _____ Signature: _____ Date: _____

Basic Training for Pierce County Security Staff Assigned to GRC

Pierce County Security Inc, adheres to the Washington State Department of Licensing training requirements for all Security Officers. This training is broken down into three different trainings. Pre and post assignment training and annual refresher training. Below are the mandated topics all officers are trained on.

Training 1: Pre-assignment training study guide: Security guards

Pre-assignment training must include the following areas of required knowledge:

Basic principles

- 1 Basic role of the security guard.
- 2 Washington State licensing laws
- 3 Observation.
- 4 Proper actions, reactions, ethics and diversity.
- 5 Homeland Security – Terrorism and Surveillance.

Legal powers and limitations

- 1 Citizen arrest.
- 2 Authority to detain, question, or search a private citizen.
- 3 Authority to search or seize private property.
- 4 Use of force.
- 5 Building relationships with law enforcement.
- 6 Avoiding liability

Emergency Response

- 1 How to define what is or is not an emergency situation.
- 2 Response to fires.
- 3 Response to medical emergencies.
- 4 Response to criminal acts.
- 5 Bomb threats.

Safety and accident prevention

- 1 Hazardous materials including MSDS.
- 2 Accident reporting. Report writing. It's a legal document
- 1 Elements and characteristics of a report.

Training 2: Post-assignment training study guide: Security guards

The following topic areas are used for post-assignment training. Training topics may also include the subjects listed under WAC 308-18-300.

Basic role of private security guards

- Security awareness
- Private security guards and the criminal justice system
- Information sharing
- Crime and loss prevention

Legal aspects of private security

- Evidence and evidence handling
- Use of force
- Court testimony
- Incident scene preservation
- Equal employment opportunity (EEO) and diversity
- State and local laws

Security officer conduct

- Ethics
- Honesty
- Professional image

Observation and incident reporting

- Observation techniques
- Note taking
- Report writing

Principles of communication

- Interpersonal skills
- Verbal communication skills
- Building relationships with law enforcement
- Customer services and public relations
- Workplace violence

Principles of access control

- Enter and exit control procedures
- Electronic security systems

Principles of safeguarding information

- Proprietary and confidential

Emergency response procedures

- Critical incident response (e.g., natural disasters, accidents, human caused events)
- Evacuation processes

Life safety awareness

- Safety hazards in the workplace/surroundings
- Emergency equipment placement
- Fire prevention skills
- Hazardous materials
- Occupational safety and health requirements (e.g., OSHA related training, bloodborne pathogens, etc.)

Job assignment and post orders

- Assignments and tasks
- Patrol

Training 3: Annual refresher training:

Following completion of the first two training sessions (pre-assignment and post-assignment training), at least four total hours of annual refresher training shall be administered to security guards each subsequent year. The subsequent year begins, for refresher training purposes, the day following the last date the security guard is required to receive the eight hours of initial post-assignment training. No more than one hour per year of annual refresher training may focus directly on customer service-related skills or topics and the remaining three hours per year of annual refresher training must focus on emergency response concepts, skills, or topics including but not limited to knowledge of site post orders or life safety.

How to update the CLERY LOG on the website

Every Monday, Wednesday and Friday

CLERY INFO folder in Dispatch folder

Add the current IR's from the table in the crime database to the bottom of the master excel spreadsheet and SAVE (overwrite the master)

Then do a SAVE AS and convert the excel master to a PDF file and add the disclaimer on the bottom and SAVE (overwrite the master)

Log in to CMS

Select the ASSETS tab

Then DOCUMENTS

Then ABOUT GRCC

Then CAMPUS SAFETY

Select UPLOAD

Then SELECT FILE TO UPLOAD

Choose the PDF you just updated and saved in the CLERY INFO FOLDER

Once selected mark the OVERWRITE EXCISTING FILES box and upload the file.

Once complete log out and check the GRC website to verify the upload worked.

***We need to confirm how far back we need to publish? The entire calendar year? Previous 90 days?**

***Don't forget to update the KENT CAMPUS when IR's are written there and remove them from the main campus spreadsheet. The other campus' as well need their own pdf files and uploads if IR's are written.**

Clery Crime Log Updating

The following are the steps taken for updating the Clery Daily Crime Log. It applies for both Kent Campus and Main Campus logs.

1. Open the G: drive, security, dispatch, CLERY INFO; Or copy and paste the following in your Documents folder: G:\Security\Dispatch\CLERY INFO
2. Open folder Main campus CLERY MASTER EXCEL (KENT Campus Crime Log for Kent Campus)
3. Click the Text box at the bottom of the file once you open it up. Move Text Box as low as needed to enter all applicable IR file information.
4. Enter all current IR information in the same format as previously entered in the Crime Log
5. Click the Save Icon to save the folder; Or go to the File Tab and click save.
6. Next, click Save-As and when the dialogue box opens up, change the Save as type: to PDF (*.pdf) and save as daily-crime-log.pdf (daily-crime-log-KENT.pdf for Kent Campus). Make sure to overwrite the existing file as you have now added new information to the folder.
7. Open Windows Explorer. In the address field type CMS and use the down arrow to select the Ingenuix CMS Web Content Management or go to <http://cms/secured/login.aspx?ReturnUrl=%2f%3fID%3dx4634&ID=x4634>
8. Log in using your campus login credentials
9. Once logged in, select Assets from top of page, this will open a Manage Assets box
10. Click on (left hand column) the + sign next to Documents, and again next to about-grcc.
11. Click on campus safety, but do not open.
12. Next, at the top of the box select Upload, this will open another box, click the 'Select File to Upload' box.
13. Select the **daily-crime-log.pdf** (daily-crime-log-KENT.pdf for Kent Campus). Click Open, The daily-crime-log.pdf will be shown in the second box.
14. Make sure to check the 'Overwrite Existing Files' box and click Upload.
15. Close the dialogue box and Sign Out of CMS.
16. Close and then reopen Internet Explorer.
17. Navigate to Greenriver.edu and search Crime Log. Find the Crime Log for Main Campus under the campus page and open it up to ensure that your Upload was posted onto the web page.

Clery Reporting Using Report ExecEnterprise

-When Creating Clery Reports using ReportExec, please refer to instructions located at file path:

G:\Security\ReportExec\Report_Exec_Enterprise_User_Manual

-In the ReportExec User manual refer to pages 24-42.

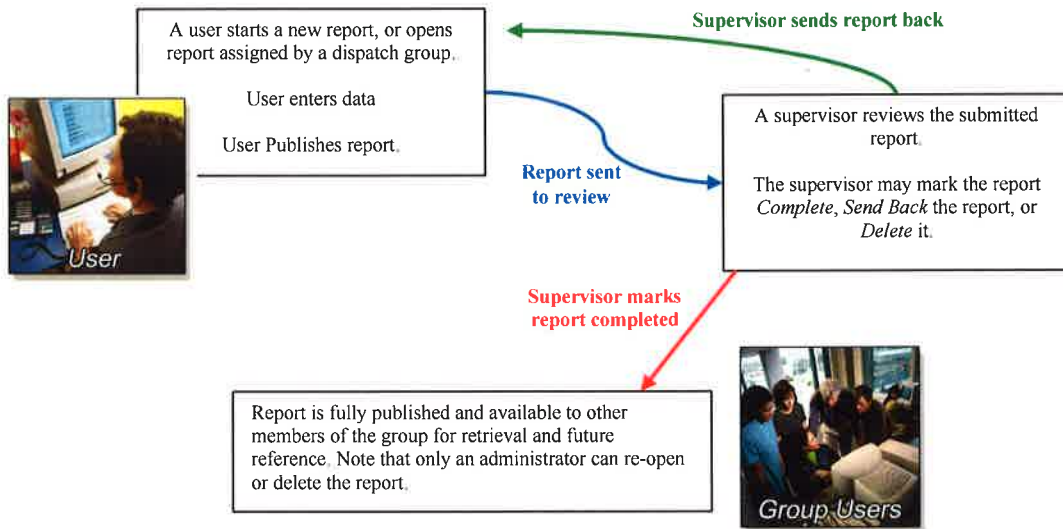
-When completing the Clery section of a report please refer to the “Crime Definitions” section of the 2016 Clery Handbook located at file path:

<G:\Security\Clery Information\2016 Clery Handbook>

Reporting Module

Report Lifecycle

Reports go through a set lifecycle within the Report Exec Enterprise system.



Generally, a user starts a report by creating a new report from their user menu. If they belong to more than one group, the system inquires the user to which group the report should originate from. At this point, the report is considered started.

A report may also be created by a dispatch group, which simply starts the report and assigns it to the user for completion.

Once a user begins entering data, the report has entered an 'in-progress' status. Only the user working on the report and the supervisor of the user can read the report.

When the user has justified the report to be completed, they hit Publish. The publish option only becomes available after certain criteria for the report are met, as defined by the system.

At this point, the report may take differing paths. If the supervisor of the user has requested the particular user's reports, or that report type needs review, the report is sent to the supervisor. The report is presently only available to the supervisor, and no other member of the group, including the creator of the report.

The supervisor must decide whether to mark the report complete, send it back to the user for revision, or optionally delete the report. The system gives the supervisor the option of entering details on why the report is being sent back, so the report creator can review the reason, make the suggested revisions, and send the report back for review by publishing it once more.

If the supervisor deems the report completed satisfactorily, the supervisor marks the report complete, and the report finally enters the system for others with permissions to view the report.

A fully-published report cannot be changed except by re-opening the report, which can only be accomplished by an administrator within that group. For security and separation of power purposes, many organizations will deem supervisors are not administrators and must formally request an administrator to re-open a report for revision. Further more, only an administrator can delete a fully-published report.

Types of Reports



Report Exec Enterprise allows for many different types of reports. The type of report to choose generally hinges on the type of information which needs to be reported. While a user may choose any type of report to record an event, it is only logical to select the proper report for the event.

- ✓ **Activity Reports** - Allows for inclusion of additional information for an activity that may be helpful to record for future reference.
- ✓ **Bolo Reports** - 'Be on the Lookout' report informs other users of your group about information contained in the report, and becomes readily apparent and accessible for their perusal once published. *Report is only available if BOLO module has been added to group.*
- ✓ **Case Reports** - A Case Report details events generally involving criminal activity.
- ✓ **Fire Report** - Includes additional information helpful in recording a report on a fire-related incident.
- ✓ **False Alarm Report** - Encompasses details of a false alarm event
- ✓ **Found Property Report** - Details the finding of lost property.
- ✓ **Lost Property Report** - Details the reporting of property lost.
- ✓ **Employee Injury Report** - Includes additional information helpful to recording an accident occurring within organization properties.
- ✓ **Trespass Report** - Details events and information on a trespass occurring on organization premises. *Report is only available if Trespassing module has been added to the group.*
- ✓ **Follow Up Report** - Allows addition of newly discovered data to a historical report.
- ✓ **Citation Report** - Details event and information of a citation issued to a violator. *Citation Report is only available if Citation module has been added to group.*

Creating a Report

► A user may create a report by selecting New Reports from the main application window, and choosing the appropriate report to create.



► The system searches for all groups the user is a member of. If the user belongs to more than one group, the system will request to which group the report should be created for.



The newly created report appears in a new window with its default main screen.

Along the side of the report window, a menu allows the user to navigate to other areas of the report. Depending on the type of report the user opens, different navigable tabs are present. Simply clicking a tab on the left will allow the user to navigate to that area, or accomplish frequent needed tasks such as adding a vehicle description to a report.

All reports contain a 'Main' tab, which records the date and location of the event or incident the report is focused on.

Reports can also contain contacts, vehicles, properties, digital media, supplements, tasks, narratives, and external agency references. Each of these items is briefly described below:

- **Contact** Defines an unlimited number of persons involved in this report.
- **Vehicle** Defines an unlimited number of vehicles involved in this report.
- **Property** Defines an unlimited amount of property confiscated, damaged, or otherwise in this report.
- **Narrative** Reader-friendly overview of the report with unlimited length.
- **Digital Media** Allows you to attach an unlimited amount of pictures, documents, videos, and other supporting media related to this report.
- **Supplements** Contains references to an unlimited amount of existing internal reports.
- **Tasks** Unlimited list of user-described tasks that serve as reminders to the user of tasks still in need of completion concerning this report.
- **External Agencies** Unlimited list of external report references from external agencies such as a case number for a report from a police department.

Alongside the top of the report, is a simple command menu which allows the user to perform different actions on the report. Depending on the current state of the report, or the permissions the user has for the report, the command menu offers different actions. The following table lists the common tasks available.

- **Print** Initiates printing of the report on-screen or to a printer.
- **Delete** Deletes either the report itself, or a multiple item such as a vehicle from the report's list of vehicles.
- **Edit** Allows the users to enter edit mode.
- **Save** Saves all changes made to the report since entering edit mode.
- **Cancel** Removes all changes made to the report since entering edit mode.
- **Publish** Signals the report is completed, and needs to be published.
- **Send Back** *Available to supervisors only*, this option sends a report back to its creator for further revision.
- **Mark Completed** *Available to supervisors only*, this option marks the report as closed, and publishes it to the group the report belongs to.
- **Help** Retrieves on-screen help for the screen the user is working with.
- **Close** Closes the screen window displaying the report. This will also properly refresh the main application screen, updating the current reports available to the user. Use of this option instead of the browser window 'X' button, which also closes the screen, is recommended for the above purpose.
- **Reopen** *Available to administrators only*, returns a previously published report to a status of 'in-progress', allowing further revision.

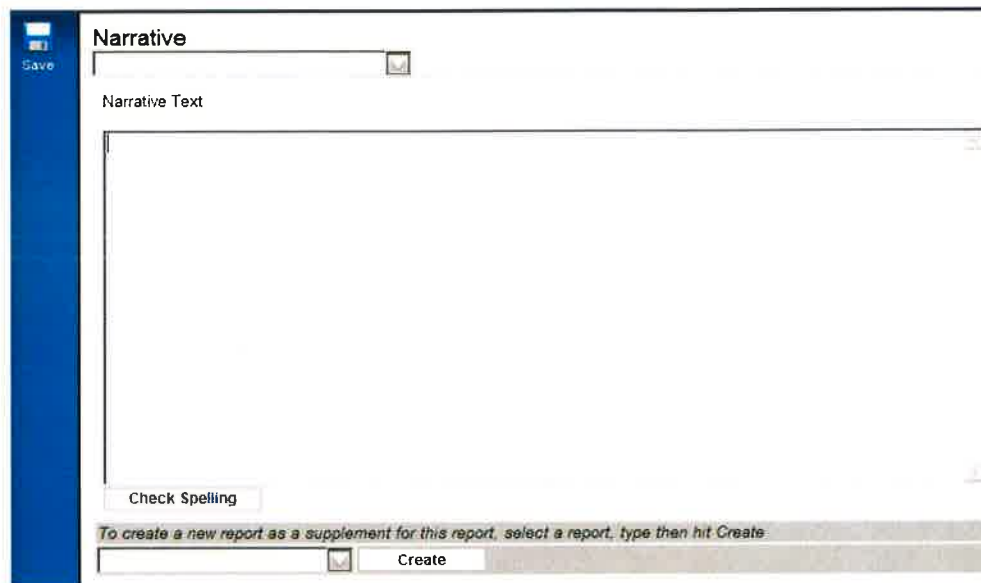
Commands are relative to the screen currently present. Entering edit mode on a narrative, and then switching to an existing contact description, does not keep the report in edit mode. Users must explicitly choose Edit on any screen to which they wish to edit data. This reduces accidental data entry errors and furthers data accuracy.

AutoSave

Report Exec Enterprise utilizes an auto-saving feature which will automatically save changes when a user moves from one section of a report to another without explicitly saving the changes. For example, if the user enters a narrative, and then chose to access the Main tab of the report but forgot to click Save, the system will automatically save the narrative and open the Main tab.

In some cases, AutoSave will be unable to save the entered data to a report because the data is invalid, or the screen requires data which was not entered. In these cases, AutoSave alerts the user to either fix the erroneous data, or ignore the changes made to the current screen before navigating to the next screen.

Adding a Narrative to a Report



Overview

Narratives describe the report in an encompassing overview. Although reports often have specific areas for entering the people involved in a report, the types of crimes and so forth, narratives allow others to gain a quick summary of the report.

Additionally, narratives allow you to describe other aspects of a report that could use further elaboration, but would not be necessary to track.

Think of narratives as summaries that a person could read to gain a quick understanding of the details of the report.

Versions

Anytime you save a narrative, the system may either replace the existing narrative, or append it to a list of narratives for the report. The criteria that determines whether it replaces or appends depends on certain factors.

Narrative

VERSION 1 - 12/28/2009 : ADMINISTRATOR

Normally, the system will allow you to change an existing narrative of your own within 24 to 48 hours. After this time period, the system will simply append any changes you make to the existing narrative, as a separate narrative, but one that is date stamped to reflect that you made changes that were afterthoughts.

The system does this for security and historical tracking. In this manner, no one can alter your narratives, they can only append their own as a revision or update.

Spell Checking

Once you have finished typing your narrative, you should spell check your narrative to check for common spelling mistakes and duplicate words. Simply click the Check Spelling button and a new window will appear that will step through any found mistakes, and give you the opportunity to correct them.

When the spell checker finishes, it replaces the misspelled words in your narrative.

Adding Contacts to a report

Report Related Information

Custom Fields
 Contact
 Vehicle
 Property
 External Agency
 Digital Media
 Supplements
 Clery Data
 Additional Case Info
 Tasks

Alarm
 Damage
 Fire
 Injury
 Theft

Once "Contact" is checked in the Report Related Information a Contact tab will appear on the left side of the screen. When you select Contacts it will prompt you on what type of contact to add.

Contact

When first entering a contact, the system will ask you to select an Entity Type for this contact. As mentioned in the overview, you have three choices:

Add Person

A person entity type includes any physical person that cannot be represented by a business or an outside agency.

Add Business

A business entity type is useful when a business is a victim or offender in a report. This directs the report to comprehend that the business is the entity represented, not any one person in particular.

Add Agency Rep

An agency representative entity type is useful for determining a person as a member of an authority that can act on behalf of the person. Such examples would be a police officer, firefighter, social worker, etc.

Add Animal

An animal entity type is added when an animal is apart of the report. It allows you to determine what type of animal and what breed.



Case Report
CRE06152010-000273

Recorder: REPORT EXEC ADMIN
Record Date: 8/15/2010 9:46
Status: IN PROGRESS
Supervisor: G. Brantley

Group: ABC CORPORATION
Review Level: Not in Review

Print Submit Close

Main Info
Custom Fields(4)
Contact
Add Person
Add Business
Add Animal
Add Agency Rep

Vehicle
Property
Narrative
External Agency
Digital Media
Supplement
Copy Data
Additional Case Info
Statistics Info
Tasks To Do

Contact

Recorder: REPORT EXEC ADMIN
Record Date:

Name / Address / Description

Contact Type Arrested Injured Used Force
 Trespasser Restraining Order

Contact Information:

Name: First Middle Last Date of Birth

Address: Street Number Street Direction Street Name Street Type Apt / Suite
City State Zip Address Type

Address Caution

Add Address

Phones: Number Ext Type Add Phone

Description:

Drivers License Drivers License Drivers LicenseState Employee ID

General Description: Gender Height Weight Hair Color Eyecolor

Notes

Additional Info

Activate Digital Media
No Digital Media

An important aspect of many reports is recording the persons, businesses, or agencies involved in the incidents of a report. Report Exec further categorizes entities into sub-categories called 'contact types' according to their relation in the report. In this manner, your organization can have a large amount of contact types to suit its information needs.

Selecting a Contact Type

Once you have added a new person, you will also need to assign the contact a contact type.

Your organization may include types of their own, but the most general types are witnesses, offenders, reporting persons, students, injured persons, interviewers, etc.

Contact Type

Contact Information

Name:

Address:

CONTRACTOR

EMPLOYEE

GOVERNMENT EMPLOYEE

IMPORT

JOHN DOE

PATIENT

PERMIT OWNER

REPORTING PARTY

SUSPECT

VEHICLE OWNER

VICTIM

Detailing a Contact

Depending on how you define different contact types in the Admin program, certain information you're able to add to that contact will be made available to you, demonstrating the power given in the program to have what information you need for what kind of contact.

Depending on the type of entity and contact you chose, the system will present you with a row of tabs along the screen, which allow you to enter names and addresses, descriptions, distinguishing features, injury information, aliases, etc.

Most of the tabs for which you can enter data are self-evident. Names and address information is straight forward for example. However, for those that are not, they will be described below shortly.

One thing most tabs have in common is a place to select from a drop-down list, and a button to add the selected item. This allows for more than one distinguishing feature, phone number, alias, and so forth. These 'list items' can easily be removed by clicking the remove or delete button next to the item.

Before we begin describing less self-evident tabs, it is important that you know it is impossible to add or edit digital media to a person, such as a picture, until you save the contact at least one time. This ensures to the system, that the entry was not by accident or a mistake.

Without further ado, here are some less self-evident tab descriptions:

Injury Info

When a person is injured, as this mostly applies to victims or offenders, you may describe the severity and description of the injury in the Injury Info tab. Obviously, moderate to severe injuries most likely require hospitalization or medical care, and you may record what agency transported the person to a hospital, and what hospital they were transported to.

Force Used

The Force Used tab is helpful for tracking over time what types of behavior may be expected from a contact should your organization encounter them again in the future. It is also used to record the type of force used by a security officer in your organization so it may be presented in legal proceedings to protect your organization if need be.

Offenders may only employ one type of force, the force that was the most severe. Officers' use of force can contain as many use of force types as were needed to apprehend or subdue the offender.

Known Associates

If a contact has relations to a known suspect or proven trouble contact, that information may be recorded here. Such examples would be gang members, clans, etc.

Calls Made

This tab is normally visible when entering information about an underage person or a person for which a caretaker is responsible, but was not present at time of the incident. If an attempt to contact a parent or legal guardian was made, this information should be recorded here.

Caution Alert

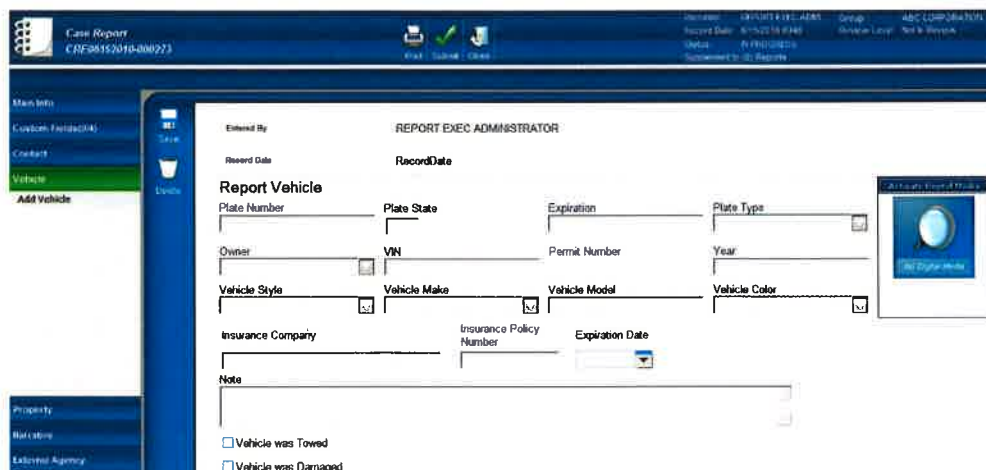
For the safety of others in the future, if a contact being detailed used a weapon, exhibited aggressive behavior, etc, you should check the 'Use Caution' box, and type in a short reason in the box that appears next to it. From then on, if any one pulls up this contact, the screen will appear red indicating the reason for the Caution alert.

Entering Vehicles in a Report

Report Related Information

- Custom Fields
 - Contact
 - Vehicle
 - Property
 - External Agency
 - Digital Media
 - Supplements
 - Clery Data
 - Additional Case Info
 - Tasks
-
- Alarm
 - Damage
 - Fire
 - Injury
 - Theft

First you will need to select Vehicle in the Report Related Information. Once this is done a Vehicle tab will appear on the left side. You will need to click on add vehicle.



The screenshot shows the 'Report Vehicle' form in the REPORT EXEC ENTERPRISE application. The form is titled 'Report Vehicle' and is populated with the following information:

- Entered By:** REPORT EXEC ADMINISTRATOR
- Record Date:** RecordDate
- Plate Number:** [Field]
- Plate State:** [Field]
- Expiration:** [Field]
- Plate Type:** [Field]
- Owner:** [Field]
- VIN:** [Field]
- Permit Number:** [Field]
- Year:** [Field]
- Vehicle Style:** [Field]
- Vehicle Make:** [Field]
- Vehicle Model:** [Field]
- Vehicle Color:** [Field]
- Insurance Company:** [Field]
- Insurance Policy Number:** [Field]
- Expiration Date:** [Field]
- Note:** [Text Area]

At the bottom of the form, there are two checkboxes:

- Vehicle was Towed
- Vehicle was Damaged

No matter the report you are working on, the vehicle screen allows to document many specifics of a vehicle so other users will be able to search for a vehicle in subsequent reports, or even investigate for possible vehicle description matches.

Describing a Vehicle

Owner

If you are entering a vehicle that belongs to a contact in your report, you can simply choose that owner from this dropdown. The system ties the contact as owner of the vehicle. Subsequent searches for the vehicle or the contact will result in showing a connection between the two.

VIN

If known, it is advisable to enter a Vehicle Identification Number (VIN) for which many law enforcement and government agencies may use the number to track stolen vehicles, missing vehicles, and finding owners.

Plate Number, Plate State, Expiration, and Plate Type

If known, recording a vehicle's plate number, issuing state, expiration year, and plate type can greatly enhance investigations for future inquiries and cases.

Vehicle Year, Style, Make, Model, and Color

While not always known or certain, recording a vehicle's model year, style of the vehicle, vehicle manufacturer and model, and the vehicle's color can help for future investigation purposes.

At the very least, a vehicle should have a manufacturer and style. For instance, a minimally described vehicle would be a 2-Door Toyota.

If more is known about the vehicle, be certain to record the information. More information is far superior to less for the investigative abilities of your organization.

The system has a comprehensive listing of styles, makes, and colors for the majority of vehicles you will enter into the system. The Vehicle Model field you should type yourself, since model names vary year to year by many manufacturer.

Notes

As much as the system helps to describe a specific vehicle, the Notes field allows you record any further information specific to the report about the vehicle.



Towing Information

If the vehicle being described was towed by your organization, your organization may require you to record information about the tow.

You may record as much information as applicable about the tow, but certainly, the tow company name and address is important to allow others in the system obtain where the vehicle was towed to.

Additionally, there is a separate note field for the towing information in the event you need to record more pertinent or specific information.

Entering Property in a Report

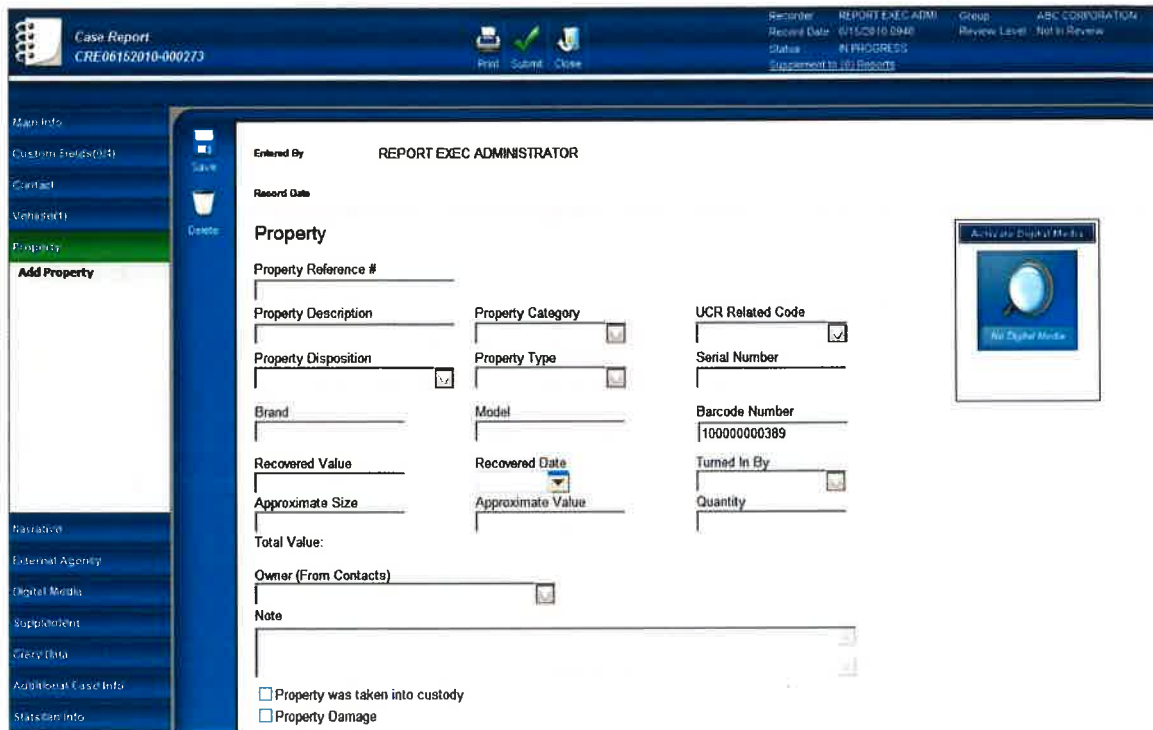
Report Related Information

Custom Fields
 Contact
 Vehicle
 Property
 External Agency
 Digital Media
 Supplements
 Clery Data
 Additional Case Info
 Tasks

Alarm
 Damage
 Fire
 Injury
 Theft

The property screen allows documentation of many specifics of any property involved in the report, including damaged property, found or lost property, property involved in a crime and so forth.

Describing a Property Item



Case Report
CRE06152010-000273

Reporter: REPORT EXEC ADMIN
Record Date: 6/15/2010 09:46
Status: IN PROGRESS
Assignment to: 00 Reports

Group: ABC CORPORATION
Review Level: Not in Review

Entered By: REPORT EXEC ADMINISTRATOR

Record Date

Property

Property Reference #

Property Description

Property Category

Property Disposition

Property Type

Brand

Model

Recovered Value

Recovered Date

Approximate Size

Approximate Value

Total Value:

Owner (From Contacts)

Note

Property was taken into custody
 Property Damage

UCR Related Code

Serial Number

Barcode Number
10000000389

Turned In By

Quantity

Activate Digit of Media
No Digital Media

Owner

If you are entering property that belongs to a contact in your report, you can simply choose that owner from this dropdown. The system ties the contact as owner of the property. Subsequent searches for the property or the contact will result in showing a connection between the two.

Property Category

The category of a property describes what general category of handling the property has within your organization.

Property Type and Description

Generally, these fields should always be completed. Property type describes what type of item the property is defined by general encompassing categories. The description field allows you to enter a more specific sub-category of the reported property.

Property Disposition

Selecting a disposition for the property will allow others to recognize what action was taken with the property, so it may be found, recognized as destroyed, returned to owner, etc.

Property Specifics

In the property screen, there are five fields which allow you to specifically identify a piece of property should it be necessary or useful: Brand, Model, Barcode Number, Serial Number, and Approximate size.

Most of these fields are self explanatory. Barcode numbers are useful for tagged property within your organization that may have been involved in an incident, normally, damage to property.

Property Value

Additionally, you may identify the approximate value and quantity of property involved, if it is useful.

Notes

As much as the system helps to describe a specific property, the Notes field allows you record any further information specific to the report about the property.

Property Intake

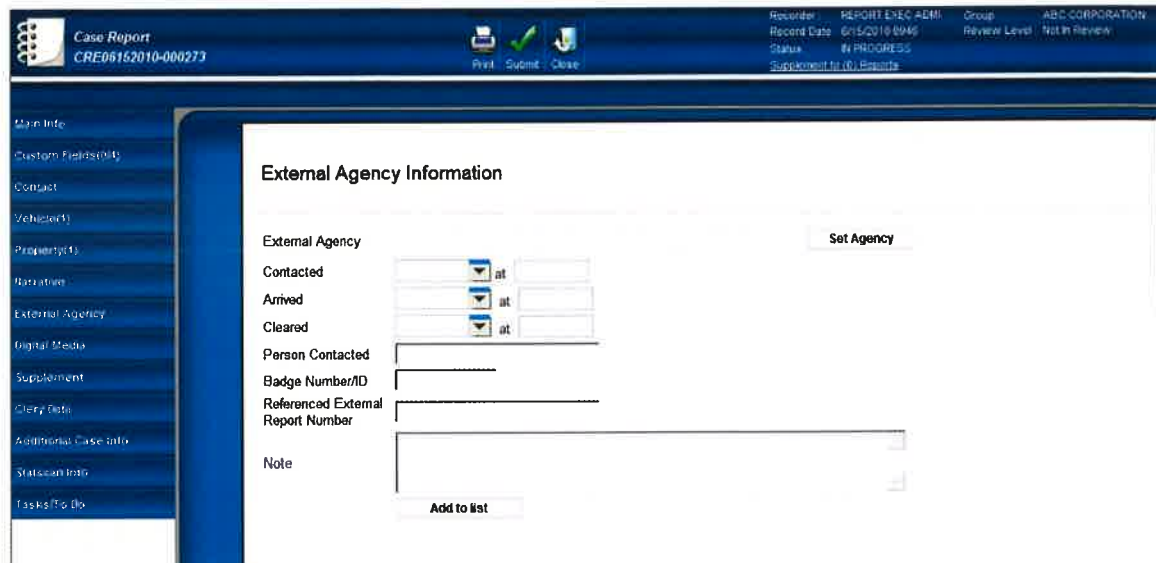
If the property being described was taken by your organization, your organization may require you to record information about the acquired property. In particular, the property screen will request where the property was delivered in your organization, so others may locate the property via the report.

Entering External Agency Information

To add an External Agency you must first check the External Agency Box under Report Related Information. This will cause the External Agency Tab to appear on the left side. Then you need to click Add External Agency.

Report Related Information

- Custom Fields Contact Vehicle Property External Agency Digital Media Supplements Clery Data Additional Case Info Tasks
- Alarm Damage Fire Injury Theft



The screenshot shows the 'External Agency Information' form within a software interface. At the top, there is a header bar with user information: 'Reporter: REPORT EXEC ADMIN', 'Record Date: 6/15/2018 8:46', 'Status: IN PROGRESS', 'Group: ABC CORPORATION', and 'Review Level: Not in Review'. Below the header, a navigation menu on the left lists various report sections like 'Main Info', 'Custom Fields/Info', 'Contact', etc. The main form area contains several input fields: 'External Agency' (with a dropdown menu), 'Contacted', 'Arrived', and 'Cleared' (each with a dropdown and an 'at' label), 'Person Contacted', 'Badge Number/ID', 'Referenced External Report Number', and a large 'Note' text area. There are 'Set Agency' and 'Add to list' buttons at the bottom of the form.

Overview

The External Agency screen allows you to add external agency report reference numbers. For example, in the case of false alarms or fires, local law enforcement may have been called to the scene. These agencies generate reports to which you can refer to here.

Entering External Agency Data

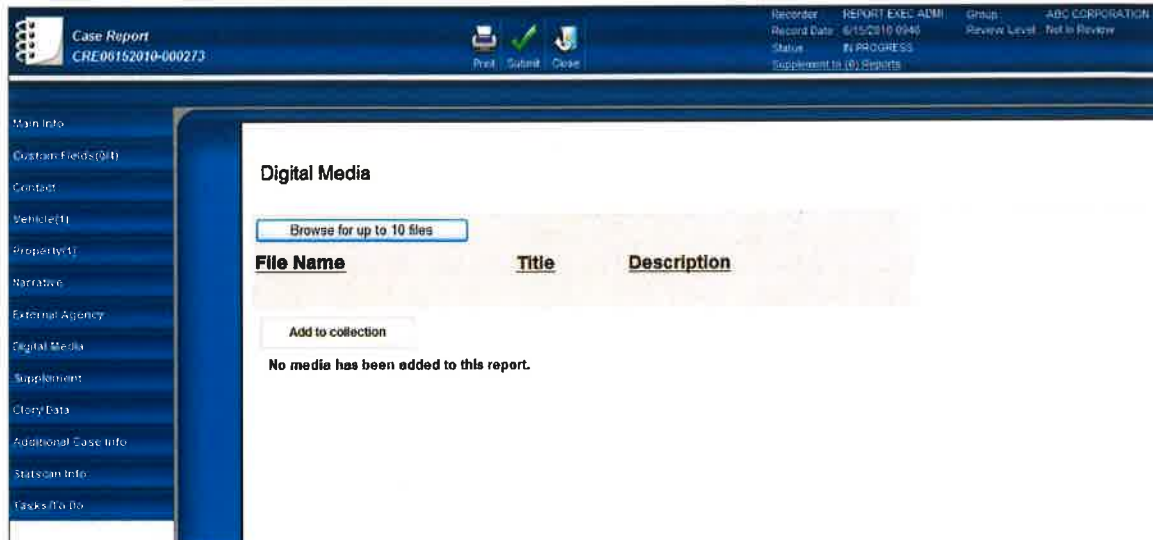
To add a reference to an external agency, simply select the agency name from the dropdown.

If the selected item in the dropdown does not fully satisfy the description of the agency, you may add specific information in the specific information box. For example, you may need to enter a precinct number if it is not defined in the dropdown.

Additionally, you may add the referenced external agency report or case number, if known. Any further notes can also be added.

When you have finished entering the information for one agency, simply click Add. Once you have added as many agencies as needed to the report, make sure to click Save to permanently save the information to the report.

Attaching Digital Media to a Report



Overview

Depending on your organization's specific guidelines, certain reports or cases should include supporting evidence or documentation. Report Exec allows you to append **any type** of document, whether it is a picture, a digital movie, an audio file, letters, memos, spreadsheets, faxes, emails, or any other important information in a separate file, regardless of format. The media is safely encrypted to allow only authorized users of the system to obtain or view the media.

Adding Media

Browse for up to 10 files

To attach media to a report, you simply click on the Digital Media menu option, click the **Browse for Up to 10 files** option and browse on your machine or network where the file(s) you wish to add resides. Double-click the file to select it.

You may type in a title and a description to help others understand what information resides in the file, and perhaps how it relates to the report.

Add to collection

When you are satisfied, simply click **Add to Collection**, and the file will be uploaded to the central server.

Note: Upload time is dependent and dictated by the file size and network speed. If you are attaching a large file on a slower network, you may experience longer lag times. Refer back to your IT department if you experience lag when uploading digital media.

Attaching Supplements to a Report

First you must check the Supplements box under Report Related Information

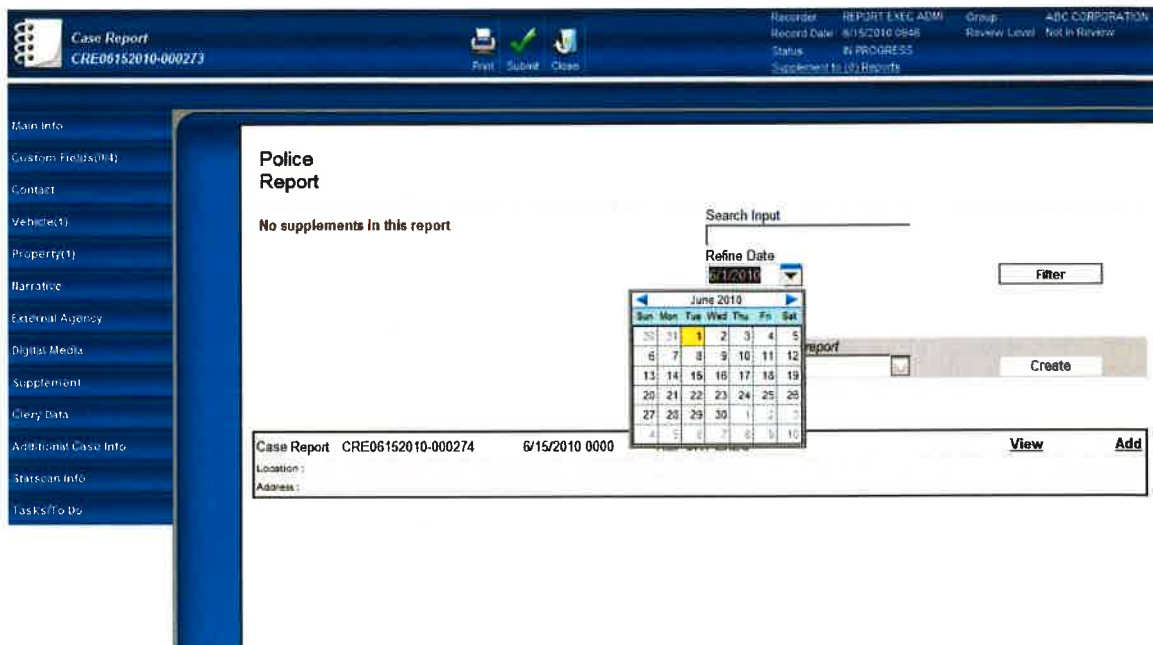
Report Related Information

Custom Fields
 Contact
 Vehicle
 Property
 External Agency
 Digital Media
 Supplements
 Clergy Data
 Additional Case Info
 Tasks

Alarm
 Damage
 Fire
 Injury
 Theft

Overview

Supplements allow you to append existing reports to a report. Since Case Reports are often used to build a case of historical events and incidents, you may simply append any published report to your new case, by searching for the report, and appending it to your case.



The screenshot shows the 'Police Report' interface. At the top, there's a header with 'Case Report CRE06152010-000273' and user information. A sidebar on the left lists various report categories. The main area displays 'Police Report' with the message 'No supplements in this report'. A search tool is visible, including a 'Search Input' field, a 'Refine Date' dropdown set to '6/1/2010', and a calendar for June 2010. Below the search tool, a table lists available reports for selection. The table has columns for 'Case Report', 'Location', and 'Address'. The first row shows 'CRE06152010-000274' at '6/15/2010 0000'. Buttons for 'View' and 'Add' are next to the entry.

Case Report	Location	Address	View	Add
CRE06152010-000274	6/15/2010 0000		View	Add

The appended reports will be printed along with your report, and also available on the screen.

Adding a New Report as a Supplement

You can create a new report straight from the supplement screen if desired. Simply select the desired type of report and choose Create. The report appears in the supplements list. You may access and enter data to the report by selecting it from the list.

Searching for a Supplement

To add a report as a supplement, you must first search for an existing report. You may select a report type, case number or reference number, and a date range to find the particular report you are looking for.

Upon clicking the search button, the system will return all published reports that match the search criteria. Simply find the report you wish to add, and click Select for that report.

Remember, you can add as many supplemental reports as you wish. If you find you need to remove one, simply click remove next to that report.

Property Module



Property Module Overview

The Property module works in conjunction with the reporting module to allow your organization to track property that is currently held, seized, and released.

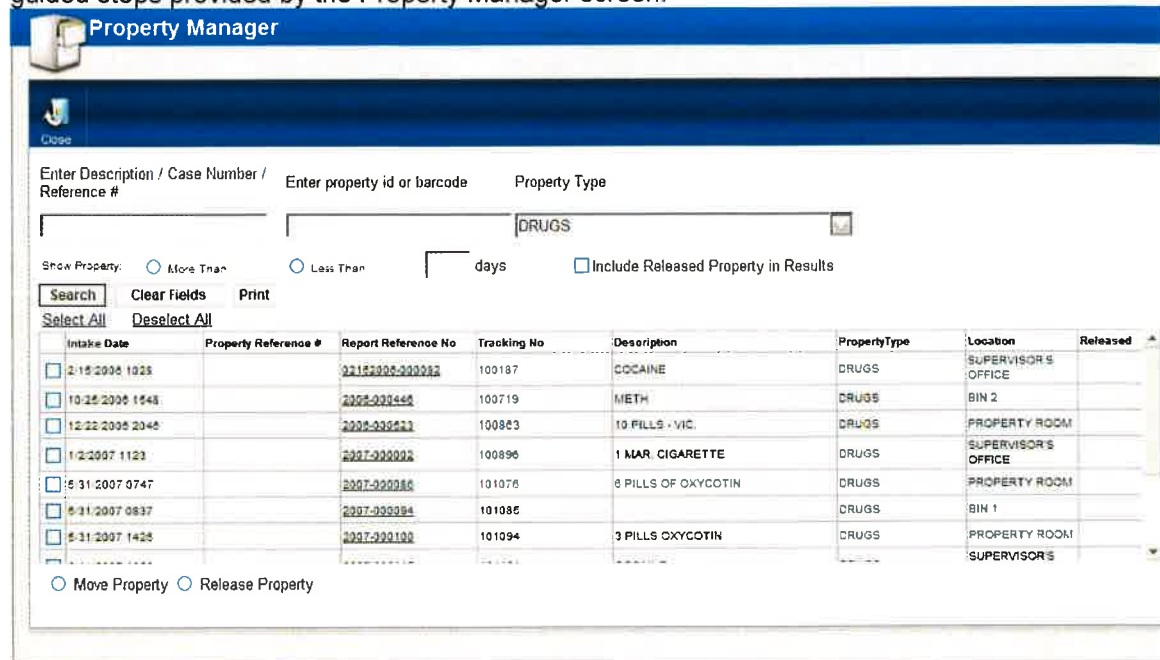
If your organization does not keep track of property in this manner, you may forgo including the Property Module in groups. You will still be able to report that a property was seized or found, but the ability to track where it is currently being held, or if and when it was released will be unavailable.

The property module allows you to assign a user within a group as a property manager. All property seized or found can be moved or released by this user only.

The Report Exec Admin program has a configuration section titled 'Group Property Location Configuration'. Within this section, your organization can define storage areas for property. A property manager can then use these defined storage areas to accept intake property.

The role of the property manager is to move property, release, or destroy property. These actions can be carried out by a user designated with the Supervisor role in a property group. This user receives a 'Manage Property' link in the left-hand menu of their main application screen.

The manager may search for currently held or released property, and release property using the guided steps provided by the Property Manager screen.



Crime Definitions

Under the Clery Act, for the purposes of counting and disclosing Criminal Offense, Hate Crime, arrest and disciplinary referral statistics you must do so based on definitions provided by the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting (UCR) Program. The definitions for Murder, Rape, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson, Weapons Carrying, Possessing, Etc. Law Violations, Drug Abuse Violations, and Liquor Law Violations are from the Summary Reporting System (SRS) User Manual from the FBI's UCR Program. The definitions of Fondling, Incest and Statutory Rape are from the FBI's National Incident-Based Reporting System (NIBRS) Data Collection Guidelines edition of the UCR. Hate Crimes are classified according to the FBI's Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Manual. Note that, although the law states that institutions must use the UCR Program definitions, Clery Act crime reporting does not have to meet all of the other UCR Program standards.

Violence Against Women Act of 1994 definitions citation 34 CFR 668.46(c)(6)(A)(i)

For the categories of Domestic Violence, Dating Violence and Stalking, the Clery Act specifies that you must use the definitions provided by the Violence Against Women Act of 1994 and repeated in the Department's Clery Act regulations.

It is possible that institutions may be asked to code incidents using different definitions for purposes other than Clery Act reporting. However, for Clery Act purposes, it is essential that institutions classify and count reported incidents based on the definitions specified by the Clery Act.

In this chapter, crime definitions appear in italics. Some of the text that is provided to help you classify criminal incidents is taken directly from FBI materials or federal statutes and some has been condensed or paraphrased. Some crime examples are taken or adapted from FBI materials, and others were created for this handbook based on questions schools and practitioners have asked us over the years.

You must include in your crime statistics the number of all reported offenses, without regard to the findings of a court, coroner or jury, or the decision of a prosecutor. Classify and count crimes from the records of calls for service, complaints and investigations.

Types of Criminal Offenses

1. Criminal Homicide. These offenses are separated into two categories: Murder and Non-negligent Manslaughter, and Manslaughter by Negligence.

Example of Manslaughter by Negligence

Scenario: Two students, Jim and Mike, are handling a gun at an on-campus fraternity house owned by the institution, and Jim “jokingly” points the gun at Mike. Jim fires the gun, and Mike is killed. Jim claims no knowledge of the gun being loaded. Include this as one Manslaughter by Negligence in the on-campus category and one Manslaughter by Negligence in the on-campus student housing facility category.

a) Murder and Non-negligent Manslaughter is defined as the willful (non-negligent) killing of one human being by another. Count one offense per victim.

Include as Murder and Non-negligent Manslaughter:

Any death caused by injuries received in a fight, argument, quarrel, assault or the commission of a crime.

Do not include as Murder and Non-negligent Manslaughter:

- Suicides.
- Fetal deaths.
- Traffic fatalities.
- Accidental deaths.
- Assaults with intent to Murder and attempts to Murder. (Classify assaults and attempts to Murder as Aggravated Assaults.)
- Situations in which a victim dies of a heart attack as the result of a crime, even in instances where an individual is known to have a weak heart.
- Justifiable homicide (which is defined as and limited to the killing of a felon by a peace officer in the line of duty, or the killing of a felon during the commission of a felony, by a private citizen).

b) Manslaughter by Negligence is defined as the killing of another person through gross negligence. Count one offense per victim.

Include as Manslaughter by Negligence:

Any death caused by the gross negligence of another. In other words, it’s something that a reasonable and prudent person would not do.

Do not include as Manslaughter by Negligence:

- Deaths of persons due to their own negligence.
- Accidental deaths not resulting from gross negligence.
- Traffic fatalities.

Remember that the findings of a court, coroner's inquest, etc., do not affect classifying or counting criminal incidents.

2. Sexual Assault (Sex Offenses). Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Include attempted Sexual Assaults, but do not include in your Clery Act statistics any Sexual Assaults other than the four types of Sexual Assaults described in this chapter.

a) Rape is the penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females. Count one offense per victim.

Include the crime as Rape, regardless of the age of the victim, if the victim did not consent or if the victim was incapable of giving consent. If the victim consented, the offender did not force or threaten the victim, and the victim was under the statutory age of consent, include the crime as Statutory Rape.

b) Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity. Count one offense per victim. Fondling is recognized as an element of the other sex offenses. Therefore, count Fondling only if it is the only sex offense.

c) Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law. Count one offense per victim.

d) Statutory Rape is sexual intercourse with a person who is under the statutory age of consent. Count one offense per victim.

The statutory age of consent differs by state and can get complicated. For example, in Maryland, the statutory age of consent is 16 years of age (which means the victim must be under 16); however, 14- and 15-year-olds may consent if the offender is less than four years older than the victim. In Nevada, the age of consent is 16; however, sexual intercourse with someone who is under 16 years of age is illegal only if the defendant is at least 18 years of age (the age at which the defendant can be prosecuted). We recommend that you consult your state's statutes to determine the statutory age of consent.

Remember, if force was used or threatened, or the victim was incapable of giving consent because of his/her age or temporary or permanent mental impairment, the offense is Rape, not Statutory Rape. The ability of the victim to give consent must be a professional determination by a law enforcement agency.

Note that, while the definitions of Sexual Assault include lack of consent as an element of the offense, for the purposes of including a reported Sexual Assault in Clery Act statistics, no determination as to whether that element has been met is required. Therefore, all Sexual Assaults that are reported to a campus security authority must be included in your Clery Act statistics and also included in your crime log (if you are required to have one), regardless of the issue of consent.

Examples of Sexual Assault

Scenario 1: A female student reports that she was raped by an unidentified male while jogging along a campus trail. Include this as one on-campus Rape.

Scenario 2: A female student reports that her ex-boyfriend had sex with her in her campus residence hall room while she was unconscious after a night of drinking alcohol. Include this as one Rape in the on-campus category and one Rape in the on-campus student housing facility category. Also include one incident of Dating Violence in both the on-campus and on-campus student housing facility categories (Dating Violence is discussed on pages 3-36 and 3-37).

Scenario 3: A male student reports that another male student fondled him in a campus building while telling him that he was glad they could finally be alone. Include this as one on-campus Fondling.

Scenario 4: A female student reports to the campus police that she was raped in her car in a parking lot on her school's campus by students from another college. Include this as one on-campus Rape.

Scenario 5: Three female students report that they were each raped by five male students at an off-campus fraternity house owned by a recognized fraternity. Each male raped each of the female students. Include this as three noncampus Rapes.

Scenario 6: A female student reports that an unknown male attempted to rape her on a city-owned sidewalk outside a classroom building on campus, but that he was frightened away by another pedestrian before completing the attack. Include this as one public property Rape.

Scenario 7: A woman is walking on a public sidewalk in front of your campus and a man pinches her buttocks as he runs by her. Include this as one public property Fondling only if the victim reports that it was sexual in nature.

Scenario 8: A female student reports that she has been raped three times since January by someone who lives in the same on-campus student housing facility. All three of the sexual assaults occurred in this housing facility. Include this as three Rapes in both the on-campus category and on-campus student housing facility category.

Scenario 9: A 21-year-old student has sex with a 15-year-old juvenile in the student's on-campus apartment. There is no use of force or threat of force (the statutory age of consent is 16). Include this as one Statutory Rape in the on-campus category and one Statutory Rape in the on-campus student housing facility category.

Scenario 10: Campus police respond to a call from the dean reporting that an unknown man exposed himself to a group of female students on campus. Do not include this incident in your Clery Act statistics as it is not a Clery Act crime.

3. **Robbery.** Robbery is the taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear. In any instance of Robbery, count one offense for each distinct operation (i.e., incident), including attempts. Do not count the number of victims robbed, the number of those present at the Robbery or the number of offenders.

Essential Elements of a Robbery:

- Committed in the presence of a victim (usually the owner or person having custody of the property).
- Victim is directly confronted by the perpetrator.
- Victim is threatened with force or put in fear that force will be used.
- Involves a Theft or Larceny.

Because some type of assault is an element of Robbery, do not report an assault as a separate crime as long as it was performed in furtherance of the Robbery. However, if the injury results in death, classify the incident as Murder and Non-negligent Manslaughter.

Aids to Classifying Incidents as Robberies

The classification of Robbery includes both armed robbery and robberies where only personal weapons are used. Armed robbery includes incidents commonly referred to as stickups, hijackings, holdups, heists, carjackings, etc. Carjacking is a Robbery offense in which a motor vehicle is taken through force or threat of force. In such case, following the Hierarchy Rule, report only a Robbery, not a Motor Vehicle Theft. (The Hierarchy Rule is discussed on pages 3-24 and 3-25). Robberies in which only personal weapons, such as hands, arms, fists, feet and teeth, are used or threatened to be used may be referred to as “strong-arms” or “muggings.”

The UCR considers a weapon to be a commonly known weapon (a gun, knife, club, etc.) or any other item that, although not usually thought of as a weapon, becomes one in the commission of a crime. Robbery also includes crimes involving pretend weapons or those in which the weapon is not seen by the victim, but the robber claims to possess one.

Remember, the use or threat of force is an essential element of Robbery. For example, pocket-picking or purse-snatching where force is neither used nor threatened is Larceny-Theft. However, if force or threat of force is used to overcome the active resistance of the victim in a purse-snatching or other such crime, include the offense as Robbery.

Example of Robbery

Scenario: Two students returning to campus from a night at a local bar are approached by three armed men on a city sidewalk outside their residence hall and told to hand over their wallets. The students comply, and the three armed men leave without harming the students. Include this as one Robbery on public property.

4. Aggravated Assault. Aggravated Assault is 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. Count one offense per victim. However, if a number of persons are involved in a dispute or disturbance, and the aggressors cannot be distinguished from the victims, count the number of persons assaulted as the number of offenses.

Include as Aggravated Assaults:

- **Assaults** or attempts to kill or Murder.
- **Poisoning** (including the use of date rape drugs).
- **Assault** with a dangerous or deadly weapon.
- **Maiming.**
- **Mayhem.**
- **Assault** with explosives.
- **Assault with disease** (as in cases when the offender is aware that he or she is infected with a deadly disease and deliberately attempts to inflict the disease by biting, spitting, etc.).

Count all assaults by one person upon another with the intent to kill, maim or inflict severe bodily injury with the use of any dangerous weapon. It is not necessary that injury result from an Aggravated Assault when a gun, knife or other weapon that could cause serious personal injury is used. Also count attacks using personal weapons, such as hands, arms, feet, fists and teeth that result in serious or aggravated injury. In making determinations about whether or not an assault that is carried out using a body part such as hands and feet is aggravated, the institution must consider not only the intent of the attacker but also the extent of the injuries. If an attack results in broken bones, a loss of consciousness or significant blood loss, or requires medical treatment or hospitalization, such as stitches or casting (regardless of whether or not the victim accepts such assistance), the incident must be classified as an Aggravated Assault.

As stated earlier, the UCR considers a weapon to be a commonly known weapon (a gun, knife, club, etc.) or any other item that, although not usually thought of as a weapon, becomes one in the commission of a crime. For example, if an individual intentionally drives a car into another occupied car,

classify the incident as an Aggravated Assault because, regardless of the extent of injury sustained by the victim, the car was used as a weapon. If the victim dies, however, classify the death as Murder and Non-negligent Manslaughter.

The use of drugs to subdue a victim, such as the use of date rape drugs, should be counted as Aggravated Assault because it can be assumed that the intent was to inflict aggravated bodily harm. However, if the use of the drugs results in Rape or Murder within the same incident, follow the Hierarchy Rule, and count the more serious offenses. (The Hierarchy Rule is discussed on pages 3-24 and 3-25.)

Be aware that assault cases might be categorized as assault and battery, disorderly conduct, domestic violence or simple assault by some local jurisdictions, even though a knife, gun or other weapon was used in the incident. These should be classified as Aggravated Assault for Clery Act reporting purposes.

Aid for Classifying Assaults

Carefully consider the following factors in classifying assaults:

- The type of weapon used or the use of an object as a weapon;
- The seriousness of the injury; and
- The intent of the assailant to cause serious injury. The intent to cause death or severe bodily harm can arise after the parties to an incident have already engaged in some consensual contact. For example, consider a situation where friends are on opposite teams in an intermural basketball game or where roommates are wrestling in their dorm room. Aggressive but consensual “horseplay” can become a violent altercation. For example, where one of the players in the basketball game punches a member of the opposing team instead of defending the goal, rendering him unconscious, or one roommate wants to stop wrestling and the other applies a violent headlock, causing a serious neck injury. Both of these examples count as Aggravated Assault.

Often, the weapon used or the extent of the injury sustained will be the deciding factor in distinguishing Aggravated from Simple Assault.

Do not classify an incident as an Aggravated Assault based solely on prosecutorial policy in a jurisdiction. Examine and count assaults according to the standard UCR definitions, regardless of whether they are labeled “misdemeanors” or “felonies” by local definitions.

Examples of Aggravated Assault

Scenario 1: Sarah and Anne have a heated argument at a party at a sorority house owned by a recognized sorority located a mile from the campus. Sarah grabs a lacrosse stick and repeatedly beats Anne across the back with it, breaking several ribs. Include this as one Aggravated Assault in the non-campus category.

Scenario 2: Two students are involved in a fist fight in the laundry room in their on-campus dormitory. Both sustain head injuries and are treated at a hospital. Include this as two Aggravated Assaults in the on-campus category and two Aggravated Assaults in the on-campus student housing facility category.

Scenario 3: Brad and Tim are involved in a physical altercation in a campus parking lot behind their dormitory. Brad pulls a canister of Mace from his pocket and sprays Tim in the face, causing him severe burning and discomfort. Tim flees the scene and seeks medical attention. Include this as one on-campus Aggravated Assault.

Scenario 4: Campus police respond to a disturbance call on a public sidewalk in back of the campus and find a fight in progress. Most of the participants escape except for four injured individuals. None of the individuals would cooperate and the campus police could not determine who started the fight. The four individuals suffered from severe knife wounds. Include this as four Aggravated Assaults on public property.

Scenario 5: A male student slips a date rape drug into a female student's drink at a noncampus fraternity house. Before he can lure the victim away from her friends, however, someone notices what he had done and summons the police. Count this as one non-campus Aggravated Assault.

5. Burglary. Burglary is the unlawful entry of a structure to commit a felony or a theft. Count one offense per each distinct operation. It is imperative that institutions carefully evaluate the operative facts of each reported incident to determine if it fits into any subpart of this definition.

Classify as Burglary:

- **Offenses that are classified by local law enforcement agencies as Burglary (any degree);** unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts at these offenses.
- **Forcible Entry:** All offenses where force of any kind is used to unlawfully enter a structure for the purpose of committing a theft or felony. This rule applies when a thief gains entry by using tools; breaking windows; forcing windows, doors, transoms or ventilators; cutting screens, walls or roofs; and where known, using master keys, picks, unauthorized keys, celluloid, a mechanical contrivance of any

kind (e.g., a passkey or skeleton key) or other devices that leave no outward mark but are used to force a lock. This includes Burglary by concealment inside a building followed by exiting the structure.

- **Unlawful Entry–No Force:** The entry of a structure in this situation is achieved by use of an unlocked door or window. The element of trespass to the structure is essential in this category, which includes thefts from open garages, open warehouses, open or unlocked dwellings (such as dorm rooms) and open or unlocked common basement areas in apartment houses where entry is achieved by someone other than the tenant who has lawful access, or others whom the tenant allows to have free and regular access to the structure. If an item was taken from an unlocked dorm room and you can establish that neither the tenant nor those friends with free and regular access to the room have taken the item, then unlawful access has occurred. In this context, it is important to note that a “breaking” occurs when a perpetrator crosses the threshold of a boundary that results in a trespass. As such it is possible for a burglar to “break” an open doorway or window. There is no requirement that entry be forced in any way or that damage to a door, window or frame be evident.

- **Attempted Forcible Entry:** A situation where a forcible entry into a locked structure is attempted but not completed. An attempt to commit the crime of Burglary must be evaluated in context based on all available information. Such incidents must not be classified merely as “suspicious activity” or “vandalism” where the totality of facts indicates that a Burglary was in fact attempted. Possible indicators of an attempted Burglary may include, but are not limited to, damage to a door or window, the presence of Burglary tools, a recurring or similar modus operandi or “signature” that ties an incident to other similar offenses (sometimes referred to as “common plan and scheme”), and/or proximity in time and place to a pattern of other similar crimes.

Do not classify as Burglary:

- Thefts from automobiles, whether locked or not.
- Shoplifting from commercial establishments.
- Thefts from coin boxes or coin-operated machines.
- **Thefts from areas of open access.** If a perpetrator steals an item from an area of open access (i.e., there is no unlawful entry), the incident is a Larceny, not Burglary. For example, if a student leaves his backpack under the table in a campus dining hall and another student takes it, it’s a Larceny. However, if a student leaves his backpack under the table in a campus dining hall and another student breaks into the building after hours and steals the backpack, it’s a Burglary.
- **Robbery. A structure can be burglarized, but it cannot be robbed.** It is possible, however, for an attempted Burglary to become a Robbery. For example, a student returns to her dorm room and surprises a burglar. The burglar physically attacks the student, steals her purse and flees. Because the burglar attacked the student and took her property, include this incident as a Robbery. If the student had not been physically confronted by the burglar and merely observed the burglar leaving her room, the incident would be a Burglary, even if the burglar left empty-handed.

- A forcible entry or unlawful entry in which no theft or felony occurs, but acts of vandalism, malicious mischief, etc., are committed, provided investigation clearly established that the unlawful entry was for a purpose other than to commit a felony or theft.

If a perpetrator steals an item from an area of open access (i.e., there is no unlawful entry), the incident is a Larceny, not Burglary.

An incident must meet three conditions to be classified as a Burglary:

- 1) There must be evidence of unlawful entry (trespass). This means that the person did not have the right to be in the structure at the time the incident occurred.

Examples of lawful access include:

- A student uses her keycard to enter her dorm. She lets five other students who do not have keycards for that dorm into the building. All six of the students have lawful access to the building.
- A student has a party in her dorm room with four guests. All five students have lawful access to the dorm room.
- A faculty member has an office in the science building. Students are in and out of the office while the science building is open. Anyone from the campus community going in the office during this time has lawful access.

Examples of unlawful access include:

- A student uses her keycard to enter a dorm. Without her knowing, a student without a keycard to the building walks in after her. The student without the keycard does not have lawful access to the building.
- A student has a party in her dorm room with four invited guests. When the party is over the host asks everyone to leave. She leaves the door unlocked while she goes to visit another student. One of the students who attended the party opens the door and takes some money off of the desk. That student does not have lawful access to the room.
- A faculty member has an office in the science building. One night when the science building is locked, a maintenance worker who does not have a work order for the building, uses a maintenance key to unlock the building and then unlock the faculty member's door and steals a computer. The maintenance worker does not have lawful access to the office.

- 2) The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door.

The UCR definition of a structure includes:

- Apartment, barn, cabin, church, condominium, dwelling house, factory, garage, house trailer or houseboat (if used as a permanent dwelling), mill, office, other building, outbuilding, public building, railroad car, room, school, stable, storage facility, vessel (ship) and warehouse.
- Any house trailer or other mobile unit that is permanently fixed as an office, residence or storehouse.

The UCR definition of a structure does not include:

- Motor vehicles.
- Tents, tent trailers, motor homes, house trailers or other mobile units that are being used for recreational purposes.
- A telephone booth.
- A gym locker or cubby.

3) The structure was unlawfully entered to commit a felony or a theft. If the intent was not to commit a felony or a theft, the incident is not a Burglary. For example, if a homeless student unlawfully entered a structure to sleep, do not include the incident as a Burglary.

Special Rules for Counting Burglaries

Burglaries in individual student rooms: Because residents of rooms in student housing facilities are not considered transient, the Burglary of each room is a separate offense. This means that if an offender unlawfully enters five dorm rooms on one floor of a student housing facility for the purpose of taking something, you should count this as five Burglaries.

Burglaries in suites: Each bedroom in a student housing facility suite is considered a separate dwelling. Count the Burglary of four bedrooms and the common room in a suite during a single incident as five Burglaries.

Burglaries in private academic offices: Unlike a student housing facility in which each room is considered to be a separate dwelling, the various rooms within an academic building are typically under the control of a single firm (the college or university). Count the Burglary of an academic structure as one offense, regardless of the number of interior rooms entered or items stolen if the rooms were all burglarized during the same time frame. (If, however, the rooms were burglarized within different time frames, for example one office on Monday and a second office the following day, count this as two Burglaries.)

Burglaries in patient rooms in campus or non-campus medical centers: Because residents in patient rooms in hospitals or medical centers are transient, offenses are most likely to be reported to law enforcement by the institution. Count the Burglary of a number of patient rooms during the same time frame as a single offense.

Examples of Burglary

Scenario 1: A room in an on-campus dormitory is broken into and a laptop is stolen by a student living down the hall. Because the student unlawfully entered the room, include this as one on-campus Burglary and one on-campus student housing facility Burglary.

Scenario 2: A student living in an on-campus dormitory invites another student into her room. The invited student takes a ring from the top of a dresser when the owner leaves to use the restroom. Because the perpetrator was invited into the room, there is no element of trespass. Do not include this incident in your Clery Act statistics because it is a Larceny.

Scenario 3: A perpetrator enters five on-campus dorm rooms without permission on the same night looking to steal money. He takes a wallet from one room, but takes nothing from the other four rooms. Include this as five Burglaries in both the on-campus category and on-campus student housing facility category.

Scenario 4: Someone enters an unlocked dorm room on campus and steals a student's wallet. Investigation determines that the student's roommate did not take the wallet. Because no one else had lawful access to the dorm room at the time the wallet was taken, it had to have been taken by someone who did not have lawful access. Include this as one on-campus Burglary and one on-campus student housing facility Burglary.

Scenario 5: A patient in a hospital room in an on-campus medical center reports a stolen watch. Police investigate and cannot determine who took the watch. Because there is no evidence that someone unlawfully entered the room to steal the watch, this is a Larceny. Do not include this incident in your Clery Act statistics.

Scenario 6: A school is bordered by a municipal parking garage that has four walls, a roof and a door. Parking is allowed by permit only. Someone without a permit enters the garage and steals a GPS from a car. Include this as one public property Burglary.

Scenario 7: A school is bordered by a parking garage that has four walls, a roof and a door. Anyone who pays can park there. Someone enters the garage and steals a GPS from a car. Because the garage has open access there was no element of trespass. Do not include this incident in your Clery Act statistics because it is a Larceny.

Scenario 8: After his team practice session a member of the football team breaks into the locker of a teammate and takes his wallet. Because a locker is not a structure, this is a Larceny. Do not include this incident in your Clery Act statistics.

Scenario 9: A member of the football team climbs through an open window in the campus gym after hours and then breaks into a teammate's locker looking for drugs. He leaves empty-handed. Because the perpetrator trespassed into the gym with the intention of stealing drugs, include this as one on-campus Burglary.

Scenario 10: A maintenance worker with a work order uses his keys to enter an on-campus office to fix an air conditioner, and while he is there he decides to steal a laptop. This incident is a Larceny because the maintenance worker had a right to be in the office at the time of the theft. Do not include this incident in your Clery Act statistics.

Scenario 11: A maintenance worker without a work order uses his keys to enter a locked on-campus office to search for something to steal. Include this as one on-campus Burglary because the maintenance worker did not have a right to be in the office at the time of the theft. He unlawfully entered the office with the intent to steal something. (Because the intent was to steal something, it's a Burglary even if the maintenance worker leaves empty-handed.)

6. Motor Vehicle Theft. Motor Vehicle Theft is the theft or attempted theft of a motor vehicle. **Count one offense for each stolen vehicle.**

Classify as Motor Vehicle Theft:

- Theft of any self-propelled vehicle that runs on land surface and not on rails, such as sport utility vehicles, automobiles, trucks, buses, motorcycles, motor scooters, trail bikes, mopeds, all-terrain vehicles, self-propelled motor homes, snowmobiles, golf carts and motorized wheelchairs.
- All incidents where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned. Include joyriding in this category. If a vehicle is stolen in conjunction with another offense, classify the crime using the procedures for classifying multiple offenses

Do not classify as Motor Vehicle Theft:

- Theft of any of the following: Farm equipment, bulldozers, airplanes, construction equipment, water craft (motorboats, sailboats, houseboats or jet skis).
- Taking a vehicle for temporary use when prior authority has been granted or can be assumed, such as in family situations, rental car agreements, or unauthorized use by chauffeurs and others having lawful access to the vehicle.
- A forcible or unlawful entry of a building to steal a motor vehicle. Include this offense as a Burglary.
- Thefts from motor vehicles. Theft from a motor vehicle is Larceny, which is not a Clery Act crime unless it's motivated by bias (i.e., a Hate Crime)

Examples of Motor Vehicle Theft

Scenario 1: A faculty member's car is reported stolen from a campus parking garage and is later recovered a block off campus. Include one on-campus Motor Vehicle Theft.

Scenario 2: A car stereo and CDs are reported stolen from a car parked along a city-owned street on campus. Do not include this incident in your Clery Act statistics because it is theft from a motor vehicle, not Motor Vehicle Theft.

Scenario 3: A student's car is stolen from a city street outside a classroom five miles from campus. Do not include this incident in your Clery Act statistics because it occurred on public property adjacent to a non-campus location.

7. **Arson.** Arson is any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc. Count one offense for each distinct incident of Arson occurring on your Clery Act geography.

Classify as Arson:

- Only fires determined to have been willfully or maliciously set.
- Attempts to burn.
- Any fire that investigation determines to meet the UCR definition of Arson regardless of the value of any property damage.
- Incidents where an individual willfully or maliciously burns his or her own property.

The Clery Act requires institutions to disclose all Arsons that occur on their Clery Act geography. This includes seemingly minor fires such as burning wastebaskets or bulletin boards, regardless of whether they are discovered while burning or after being extinguished. All of the evidence for any fire not known to be accidental (such as a cooking fire) must be considered by the institutional official designated to make such determinations. Some jurisdictions have specific rules that state that a fire is not to be classified as Arson unless and until a fire marshal makes a determination of malicious burning. The Clery Act's Arson definition does not require that any findings be made by a fire official before classifying an incident.

Do not classify as Arson:

- Fires of suspicious origin.
- Fires of unknown origin.

Cautions in Disclosing Arson statistics

Point of origin:

- If a fire (determined to be Arson) starts in a privately owned house located next to your campus and spreads to a building on your campus, you are not required to include the fire in your Arson statistics because the point of origin for the Arson was not your Clery Act geography.

- If the situation is reversed, and an on-campus fire (determined to be Arson) spreads to the house, you must include the on-campus Arson in your Clery Act statistics.

- If the private home and the on-campus building are burning, and investigators later determine that the cause was Arson, but the point of origin could not definitively be determined, your school is responsible for including the Arson in your statistics for the on-campus building.

- Count incidents in which persons are killed as a direct result of Arson as both Criminal Homicides and Arson. Similarly, report the number of persons severely injured during an Arson as Aggravated Assaults along with the Arson. When other reportable offenses are committed during the same distinct operation as the Arson offense, report the most serious offense along with the Arson. (More about the Hierarchy Rule on pages 3-24 and 3-25.)

An important note for institutions that have on-campus student housing facilities: Arsons in on-campus student housing facilities must also be included in your fire statistics. This means that in Scenario 5, for example, you must also include the incident as one intentional fire in the on-campus student housing facility in which the fire occurred.

Examples of Arson

Scenario 1: A student is killed by what an investigation determines was a deliberately set fire in his campus residence hall room. Include this as one Murder and Non-negligent Manslaughter and one Arson in the on-campus category and one Murder and Non-negligent Manslaughter and one Arson in the on-campus student housing facility category.

Scenario 2: A suspicious fire is reported in a campus academic building, but fire authorities cannot determine if it was intentionally set. Do not include this incident as Arson in your Clery Act statistics.

Scenario 3: A resident of a noncampus Greek house sets fire to his couch on the lawn in front of the house in celebration of a school football victory. Investigators determine that the incident was Arson. Include this as one Arson in the noncampus category.

Scenario 4: A fire is reported in a campus dormitory. Ten students are killed as a direct result of the flames and asphyxiation. Two more students die from internal injuries when they attempt to jump to safety. Six people are hospitalized with second- and third-degree burns. Investigation determines that the fire was intentional. Include this as one Arson in the on-campus category and the on-campus student housing facility category and 12 Murder and Non-negligent Manslaughters and six Aggravated Assaults in the on-campus category and the on-campus student housing facility category. This Arson,

along with the resulting deaths and injuries, must also be included in your fire statistics described in Chapters 12 and 13.

Scenario 5: A student is seen setting fire to a paper advertisement on an on-campus dormitory bulletin board. Investigation determines that the student willfully set fire to the paper. Include this as one Arson in the on-campus and the on-campus student housing facility categories and also as one intentional fire in your fire statistics.

Beyond the Basics—Additional Rules for Counting and Disclosing Crimes

The Hierarchy Rule

When counting multiple offenses, you must use the FBI's UCR Hierarchy Rule. Under this rule, when more than one Criminal Offense was committed during a single incident you should only count the most serious offense. A single incident means that the offenses were committed at the same time and place. That is, the time interval between the offenses and the distance between the locations where they occurred were insignificant. Beginning with the most serious offense, the following list shows the hierarchy for Clery Act reporting:

- **Murder and Non-negligent Manslaughter**
- **Manslaughter by Negligence**
- **Sexual Assault**
- **Robbery**
- **Aggravated Assault**
- **Burglary**
- **Motor Vehicle Theft**

An example based on the Hierarchy Rule might be if a student is both raped and robbed during a single incident. In this case, include only the Rape in the statistics, because it is classified as the more serious crime in the hierarchy.

There are exceptions to using the Hierarchy Rule when counting offenses. They apply to Arson, Sexual Assaults, Hate Crimes and VAWA Offenses. Arson and Sexual Assaults are defined above and the rules for counting them are discussed here.

The rules for counting Arson are:

- Always count Arson regardless of the nature of any other offenses that were committed during the same incident.

- When multiple offenses are committed during the same distinct operation as the Arson offense, report the most serious offense along with the Arson.

- Include incidents in which persons are killed as a direct result of Arson as Murder and Non-negligent Manslaughter and Arson or Manslaughter by Negligence and Arson.

The rules for counting Sexual Assaults are:

- If Rape, Fondling, Incest or Statutory Rape occurs in the same incident as Murder, count both the sexual assault and the Murder.

- Fondling is recognized as an element of the other Sexual Assaults. Include a Sexual Assault as Fondling only if it is the only Sexual Assault. If Fondling occurs in the same incident as Murder, count both the Fondling and the Murder.

Hate Crimes

The second category of statistics you must disclose after Criminal Offenses is Hate Crimes. A Hate Crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported:

- **Race.** A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.

- **Religion.** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.

- **Sexual Orientation.** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.

- **Gender.** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

- **Gender Identity.** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the

gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.

- **Ethnicity.** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term “race” in that “race” refers to a grouping based mostly upon biological criteria, while “ethnicity” also encompasses additional cultural factors.

- **National Origin.** A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.

- **Disability.** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

For Clery Act purposes, Hate Crimes include any of the following offenses that are motivated by bias.

- Murder and Non-negligent Manslaughter
- Sexual Assault
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Larceny-Theft
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism of Property

The first seven offenses are defined and discussed in the Criminal Offenses section earlier in this chapter. In addition to those offenses, Larceny-Theft, Simple Assault, Intimidation, and

Destruction/Damage/Vandalism of Property are included in your Clery Act statistics only if they are Hate Crimes.

1. **Larceny-Theft** is the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. (**Larceny and theft mean the same thing in the UCR.**) **Constructive possession** is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.

Classify as Larceny:

- Thefts of bicycles or automobile accessories.
- Shoplifting.
- Pocket-picking.
- The stealing of any property or article that is not taken by force and violence or by fraud.
- Any of the above regardless of the value of the item or items taken (For example, include the unlawful taking of a parking sticker that is peeled off a car windshield.)
- Attempted larcenies.

Do not classify as Larceny:

- Motor Vehicle Theft.
- Attempted Motor Vehicle Theft.
- Embezzlement.
- Confidence games.
- Forgery.
- Worthless checks.

2. Simple Assault is 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.

Include all assaults that do not involve the use of a firearm, knife, cutting instrument or other dangerous weapon, and in which the victim did not sustain serious or aggravated injuries.

3. Intimidation is 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.

A person is assumed to be placed in “reasonable fear” if he or she reports threatening words or other conduct to law enforcement personnel. To be the victim of Intimidation, one doesn’t have to be the intended target of the offender. For example, a person who reports seeing anti-gay threats on a bathroom wall to law enforcement is considered a victim. (For the Intimidation to be considered a Hate Crime there would have to be other supporting evidence of bias as well.) Include in this category cyber-intimidation if the victim is threatened via electronic means while on your Clery Act geography.

4. Destruction/Damage/Vandalism of Property is to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Classify as Destruction/Damage/Vandalism of Property a wide range of malicious behavior directed at property, such as:

- Cutting auto tires.
- Drawing obscene pictures on restroom walls.
- Smashing windows.
- Destroying school records.
- Defacing library books.

Do not classify as Destruction/Damage/Vandalism of Property:

Incidents of burning that willfully or maliciously destroy, damage or deface property. Classify such incidents as Arson.

Classifying a crime as a Hate Crime is sometimes difficult. The following information adapted from the FBI’s Hate Crime Data Collection Guidelines and Training Manual should be useful in guiding you.

Before an incident can be classified as a Hate Crime, sufficient objective facts must be present to lead a reasonable and prudent person to conclude that the offender’s actions were motivated, in whole or in part, by bias. While no single fact may be conclusive, facts such as the following, particularly when combined, are supportive of a finding of bias:

a. The offender and the victim were of a different race, religion, disability, sexual orientation, ethnicity, national origin, gender or gender identity. For example, the victim was African American and the offender was white.

b. Bias-related oral comments, written statements or gestures were made by the offender, that indicate the offender's bias. For example, the offender shouted a racial epithet at the victim.

c. Bias-related drawings, markings, symbols or graffiti were left at the crime scene. For example, a swastika was painted on the door of a synagogue, anti-Islamic statements on the wall of a mosque, or anti-gay graffiti on the door of an LGBTQ center.

d. Certain objects, items or things which indicate bias were used. For example, the offenders taped a photo of a burning cross to the door of an African American student's dorm room.

e. The victim is a member of a racial, religious, disability, sexual orientation, ethnicity, national origin, gender or gender identity group that is overwhelmingly outnumbered by other residents in the student housing facility where the victim lives and the incident took place. This factor loses significance with the passage of time (i.e., it is most significant when the victim first moved into the facility, and becomes less and less significant as time passes without incident).

f. Several incidents occurred in the same location at or about the same time, and the victims were all of the same race, religion, disability, sexual orientation, ethnicity, national origin, gender or gender identity.

g. A substantial portion of the campus community where the crime occurred perceived that the incident was motivated by bias.

h. The victim was engaged in activities related to his or her race, religion, disability, sexual orientation, ethnicity, national origin, gender or gender identity. For example, the victim was a member of the National Association for the Advancement of Colored People (NAACP) or participated in an LGBTQ Pride celebration.

i. The incident coincided with a holiday or a date of particular significance relating to a race, religion, disability, sexual orientation, ethnicity, national origin, gender or gender identity, e.g., Martin Luther King Day, Rosh Hashanah or the Transgender Day of Remembrance.

j. The offender was previously involved in a similar Hate Crime or is a hate group member.

k. There were indications that a hate group was involved. For example, a hate group claimed responsibility for the crime or was active on the campus.

l. A historically established animosity existed between the victim's and the offender's groups.

m. The victim, although not a member of the targeted racial, religious, disability, sexual-orientation, ethnic, national origin, gender or gender identity group, was a member of an advocacy group supporting the precepts of the victim group.

Additional considerations in determining whether an incident is a Hate Crime:

- Need for a case-by-case assessment of the facts. The aforementioned factors are not all-inclusive of the types of objective facts that evidence bias motivation. Therefore, examine each case for facts that clearly provide evidence that the offender's bias motivated him or her to commit the crime.

- Misleading facts. Be alert to misleading facts. For example, the offender used an epithet to refer to the victim's race, but the offender and victim were of the same race.

- Feigned facts. Be alert to evidence left by the offenders that is meant to give the false impression that the incident was motivated by bias. For example, students of a religious school vandalize their own school, leaving anti-religious statements and symbols on its walls in the hope that they will be excused from attending class.

- Offender's mistaken perception. Even if the offender was mistaken about the victim's race, religion, disability, sexual-orientation, ethnicity, national origin, gender or gender identity, the offense is still a Hate Crime as long as the offender was motivated by bias against that group. For example, a non-gay student leaving a publicized LGBTQ meeting in a noncampus fraternity house is followed back to campus and attacked behind a dorm by six teenagers who mistakenly believed the victim is gay. Although the offenders were mistaken, the offense is a Hate Crime because it was motivated by the offenders' anti-gay bias.

Remember, it is the perception of the offender, not the perception of the victim that determines whether a crime is classified as a Hate Crime. Also, knowing that an offender is prejudiced is not enough to classify a crime as a Hate Crime. There must be evidence that the offender was motivated by that prejudice to commit the crime.

Rules for Counting Hate Crimes

Hate Crimes are counted in the same manner that the offenses are when they are not Hate Crimes except that the Hierarchy Rule does not apply to Hate Crimes. This means that:

- You must count all of the offenses committed in a multiple offense incident that are bias-motivated. For example, there is a single reported incident involving an Aggravated Assault and a Motor Vehicle Theft that were both motivated by bias. Include the incident in the statistics for both crimes.

Remember, it is the perception of the offender, not the perception of the victim that determines whether a crime is classified as a Hate Crime.

- In reporting the number of Hate Crimes, you must include only the crimes that are bias-motivated as Hate Crimes in a multiple-offense incident. For example, three armed men commit a Robbery on the porch of a fraternity house. Two of the offenders go inside the house intending to rob more students. One of them spots a Hispanic woman, grabs her, and rapes her. The two offenders were later arrested and the investigation showed that although the Robbery was not bias-motivated, the Rape was. Include only the Sexual Assault as a Hate Crime.

- For any Criminal Offense that is also a Hate Crime, your statistics should indicate the offense and also the offense with the category of bias. For example, if an Aggravated Assault is a Hate Crime, include one Aggravated Assault in the statistics in the Criminal Offenses category and one Aggravated Assault motivated by (category of bias) in the Hate Crime category.
- The exception is when the Aggravated Assault is not included in the Criminal Offenses category because of the hierarchy rule. For example, for a single incident involving both a Rape and an Aggravated Assault that were both Hate Crimes, include only the Rape in the Criminal Offenses category and both the Rape and the Aggravated Assault in the Hate Crimes category.

Examples of Hate Crimes

Scenario 1: One night a student with known anti-gay sentiments steals a number of books by LGBTQ authors from a campus library exhibit. He leaves a note on the exhibit table that reads, "Gay and lesbian books don't belong in our library." When he is caught leaving the library with a large bag of books, he starts shouting that LGBTQ students have been getting too much attention on campus and he was tired of it. Include this as one on-campus Larceny-Theft characterized by Sexual Orientation bias.

Scenario 2: A white student causes a disturbance in an on-campus classroom during a discussion on race relations. The student begins shouting racial epithets while pointing at black students. The instructor calls campus security for assistance. A white security officer and a black security officer arrive. When the black officer tries to subdue the student, the student starts shoving the officer and shouting racial epithets at him. Include this as one on-campus Simple Assault characterized by racial bias.

Scenario 3: A campus police officer overhears a white student and a black student arguing over a parking space on campus. They are shouting obscenities at one another and the white student shoves the black student who scrapes his hand on the asphalt when he falls. The officer approaches the students and asks for an explanation for the argument. The students tell him that one of them was driving toward the parking space first but didn't use his turn signal to indicate he wanted to park there. The other student drove into the space not knowing that the first student had intended to park there. The officer did not find any evidence that the Simple Assault was motivated by bias. Do not include this incident as a Hate Crime in your Clery Act statistics.

Scenario 4: During finals week, a gay faculty member gets a series of phone calls in his noncampus office. When he answers, the caller says that she hates gay people and then hangs up. On the third night, the caller says that the faculty member had better be careful because something terrible was about to happen to gay people at the school. The faculty member is afraid and calls the local police to report the threat. Include this as one noncampus Intimidation based on Sexual Orientation bias.

Scenario 5: Several students call the campus security office to report swastikas spray-painted on the walls in a hallway of an on-campus student housing facility. Campus security personnel investigate but cannot find conclusive evidence that the markings were bias-motivated. Do not include this incident as a Hate Crime in your Clery Act statistics.

Scenario 6: Several students call the campus security office to report swastikas spray-painted on the hallway walls of an on-campus student housing facility on the floor where members of a Jewish student group live. The spray-painting follows a week of escalating tension between some Jewish and non-Jewish students over news about the Israeli-Palestinian conflict. Campus security personnel investigate and, based on the evidence, conclude that a Hate Crime was committed. Include this as one on-campus Intimidation characterized by religious bias and one on-campus student housing facility Intimidation characterized by religious bias.

Scenario 7: An on-campus student center features a photo exhibit of famous Muslim-Americans and their achievements. Next to the display case is a second unrelated photo exhibit that features several well-known school alumni. An employee who is prepping the coffee bar for the day notices that there are what appear to be permanent ink markings on the glass over some of the facial features of photos of the Muslim-Americans. There are no markings on the other exhibit case. The employee reports the incident to the school's public safety officer who is on the other side of the campus and in the process of examining defaced posters announcing a meeting of the school's Muslim-American student group. After examining all of the evidence the officer concludes that a Hate Crime was committed. Include this as one on-campus Destruction/Damage/Vandalism of Property incident characterized by religious bias.

Scenario 8: The office of the Arab-American Student Center on the third floor of the campus student union contains both Arabic and English writing on the outside of the door. One night the office is vandalized, with anti-Arab threats and disparaging anti-Arab messages. Include this as one on-campus Destruction/Damage/Vandalism of Property incident characterized by Ethnicity bias.

Scenario 9: Two students are walking on campus, speaking Spanish. Five other white students surround them, shove them and throw them to the ground, shouting "You're in America. This is our country. We speak English here! Go back to your own country if you don't like it!" Include this as two on-campus Simple Assaults characterized by National Origin.

Scenario 10: A white student ran by another student in front of the Student Union, shoved him to the ground, and forcibly pulled his Dastar (Sikh Turban) and said, "Take that thing off your head—we don't want your kind in this neighborhood!" In the process of the attack, the Sikh student suffered a concussion. When campus police responded to the scene, a witness to the attack identified the perpetrator as a part-time clerk at a local convenience store near a predominately Sikh community. Include this as one on-campus Aggravated Assault characterized by religious bias.

Scenario 11: A transgender women was leaving the campus bookstore when three men walking toward her said, "Hey, what's your problem? Huh?" She kept walking, trying to ignore them. However, as they got close, one yelled "We don't want no she-males around here!" and a second one knocked her to the ground. Include this as one on-campus Simple Assault characterized by Gender Identity bias.

Scenarios 12: For a fraternity prank, two students forcibly bring a developmentally disabled student back to their house on campus. They shave the student's head, spelling out the word "retard" in his

remaining hair. They record the incident on their cell phones and post it on the fraternity website, all the while mocking his disability and his slurred-speech protests.

VAWA Offenses

The third category of crime statistics you must disclose are those added to the Clery Act by the Violence Against Women Act. These are Dating Violence, Domestic Violence, Sexual Assault and Stalking. Sexual assault is included by the FBI as a Criminal Offense and is discussed in the Criminal Offense section earlier in this chapter. Domestic Violence, Dating Violence and Stalking are considered crimes for the purposes of Clery Act reporting and are defined and discussed in this section.

Dating Violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. For the purposes of this definition—

- ***Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.***
- ***Dating violence does not include acts covered under the definition of domestic violence.***

We caution that differences in the culture of different people and their use of terms may mean that a reporting party may describe a dating relationship using different terms from how an institutional official might describe "dating." When the reporting party asserts that there was a dating relationship, you should assume that the victim and perpetrator were in a dating relationship to avoid incorrectly omitting incidents. The victim's use of terms such as "hanging out" or "hooking up" rather than "dating," or whether or not the relationship is described as "monogamous" or "serious" should not be the determining factor. No matter who reports the incident, whether it is the victim or a third party, it is the responsibility of the institution to determine whether the incident should be included as **Dating Violence**.

Examples of Dating Violence

Scenario 1: A female student cuts her ex-boyfriend with a knife during an altercation in an on-campus dining hall. Include this as one incident of on-campus Dating Violence and one on-campus Aggravated Assault.

Scenario 2: A female student reports that her boyfriend forced her into nonconsensual sex in her on-campus dorm room. Include one Rape in both the on-campus category and the on-campus student housing facility category, and one incident of Dating Violence in both the on-campus category and the on-campus student housing facility category.

Scenario 3: After a party on campus, John walked back to his apartment in a noncampus housing complex with Matt, whom he has hooked up with a few times over the past month. When they reached John's apartment, it became clear that Matt was angry that John had been talking with other men at the party, causing Matt to punch two holes in the wall and threaten to beat John if he sees him flirting with any other men on campus. John now fears for his safety around Matt. Include one incident of non-campus Dating Violence for the threat of physical abuse.

Scenario 4: A dating couple is arguing on a public sidewalk in front of a campus building. The male slaps the female and her face is red. Include this as one public property incident of Dating Violence.

Domestic Violence is defined as a felony or misdemeanor crime of violence committed—

- By a current or former spouse or intimate partner of the victim;
- By a person with whom the victim shares a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

To categorize an incident as Domestic Violence, the relationship between the perpetrator and the victim must be more than just two people living together as roommates. The people cohabitating must be current or former spouses or have an intimate relationship.

Examples of Domestic Violence

Scenario 1: A student's wife is waiting for her husband outside of his on-campus classroom building. She attacks her husband with a knife when he exits the building. Include this as one on-campus incident of Domestic Violence and one on-campus Aggravated Assault.

Scenario 2: A neighbor reports yelling in the apartment next door in a university housing complex. The officer who arrives at the apartment finds a husband and wife having an argument. Neither party reports any physical injuries and neither party reports being intimidated. Do not include this incident in your Clery Act statistics.

Scenario 3: An employee reports to the campus police that her ex-husband has physically assaulted her four times. All four assaults occurred at the employee's private residence; however, he has also recently showed up in the noncampus parking lot outside her office and threatened to hurt her. Include one noncampus Domestic Violence incident for the Intimidation that occurred in the noncampus parking lot. Do not include the Aggravated Assaults in your Clery Act statistics because they did not occur on Clery Act geography. Do not include the Intimidation as a Hate Crime in your Clery Act statistics because there was no evidence that it was motivated by bias. Also include one incident of noncampus Stalking (Stalking is discussed below).

Scenario 4: A father argues with his son at a football game in the on-campus stadium. He eventually hits his son, breaking his jaw. Include this as one on-campus incident of Domestic Violence and one Aggravated Assault.

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to—

- Fear for the person's safety or the safety of others; or
- Suffer substantial emotional distress.

For the purposes of this definition—

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

- Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

- Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling.

Additional Guidance for Counting Stalking

Record each report of Stalking as occurring at only the first location within the institution's Clery Act geography in which either the perpetrator engaged in the Stalking course of conduct or the victim first became aware of the Stalking. It is not necessary for all activities in the course of conduct to occur on Clery Act geography in order to count the incident. A Stalking incident in which only one or some of the activities took place on Clery Act geography must be included in the reported statistics.

A single course of conduct may include varying Stalking activities and may include acts committed over electronic communication (e.g., emails, texts or social media).

When recording reports of Stalking that include activities in more than one calendar year, an institution must record a crime statistic for each and every year in which the course of conduct is reported to a local police agency or to a campus security authority.

Although not required in the statistical reporting, an institution may provide additional information to further describe the reports of Stalking included in the crime statistics.³ For example, you may find it useful to explain whether a report represents Stalking that continued across multiple calendar years, whether the Stalking continued despite interventions by the institution or other parties, whether it lasted for a short but intense period or occurred intermittently over several months, and whether the perpetrator or the victim was located on or within the institution's Clery Act geography.

However, in providing any additional information the institution must not include information that will identify the victim or the perpetrator.

You are not required to follow up with victims each year to determine whether the behavior has continued, although you are not precluded from doing so. If the institution learns that the behavior has continued into another calendar year, the institution must record the behavior as a new report of Stalking in that year. Otherwise, institutions must record only reports that they receive in each year.

If Stalking occurs on more than one institution's Clery Act geography and is reported to a campus security authority at each institution, both institutions must include the Stalking in their statistics. Although the Clery Act does not require an institution that learns of Stalking occurring on another campus to alert the other campus, other laws may require such an alert and we strongly encourage an institution in this situation to do so.

Examples of Stalking

Scenario 1: A female student reports that she is being followed by a man she met at her job at a café off-campus. He began showing up at the café and would not leave her alone. Since then she has also noticed him following her around campus and she fears for her safety. Include this as one incident of Stalking on-campus since the first occurrence on Clery Act geography occurred when the victim noticed the perpetrator following her on-campus.

Scenario 2: Several students belonging to the university association of Hispanic students have reported being watched or followed by the same unknown man on various parts of campus. All of the students reported fearing for their safety as a result of his behavior but none of the students saw the man more than once. Do not include this as Stalking in your Clery Act statistics because, given that the man has never approached the same student more than once, the course of conduct was not directed at a single individual,

Scenario 3: A female student reported that she is afraid for her safety because her ex-boyfriend has been sending harassing emails to her private email account over the past several weeks. She opened the first five emails in her off-campus apartment. However, earlier that day she opened another email on her mobile phone while walking on campus. She came directly to the Campus Police to report the behavior. The location of the ex-boyfriend when he was sending the harassing messages is unknown. Include this as one on-campus Stalking because the first incident in the course of conduct to occur on Clery Act geography was the victim reading the email on-campus.

Scenario 4: A male student reports that his ex-girlfriend has been sending him harassing text messages. The ex-girlfriend attends another university 200 miles away. While at home over summer break, the ex-girlfriend showed up at the student's house every day asking if he has a new girlfriend at school. Now that he has returned to school, she sends him daily text messages threatening to "check-in" on him on-campus. The ex-girlfriend sends these text messages late at night and the victim receives them when he is inside his on-campus dorm room. Include one incident of Stalking in both the on-campus category and in the on-campus student housing facility category if the male student fears for his safety as a result of this behavior.

Scenario 5: A male student reported a Stalking course of conduct to Campus Police during the spring semester. During the investigation, Campus Police established that the first incident in the Stalking course of conduct to occur on Clery Act geography took place on public property. When the student returned to campus for the fall semester, the Stalking continued when the perpetrator repeatedly waited for the victim in the hallway outside the victim's dorm room in an on-campus student housing facility. Since the spring and fall Stalking incidents involved the same victim and the same perpetrator, the fall incidents should be considered a continuation of the Stalking course of conduct that started in the spring. Include this as one Stalking incident on public property.

Attachment Q

Contents:

Copies of the correspondence for obtaining crime data for the 2016 Annual Safety and Fire Report (published in September 2016)

Copies of the correspondence for obtaining crime data for the 2017 Annual Safety and Fire Report (published in September 2017)

March 9th, 2017

Bambi Thawsh, Records
Algona Police Department
401 Warde Street
Algona, WA 98001

RE: Request for Crime Data

Dear Bambi Thawsh:

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school –controlled buildings and property. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2016 crime statistics for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violations
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violations	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violations	

Please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2016:


Place	Address	Start Time	End Time	Date(s) (and Days of week of use are in parenthesis)
Algona Pacific Library	255 Ellingson Rd, Pacific, WA 98047	6:00pm	8:30pm	01/14/16 – 03/18/16, TTH
		6:00pm	8:30pm	03/28/16 – 06/10/16, TTH

(Note: MW denotes Mondays and Wednesdays; TTH denotes Tuesdays and Thursdays. We need crime data that happened only on those days within the dates and times listed.)

We need to have this information sent to us via email (see my email below) or by US postal mail no later than June 30, 2017. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

Derek Ronnfeldt, Director
 Campus Safety, Parking, and Transportation
 253-288-3350

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature <input type="checkbox"/> Agent <input type="checkbox"/> Addressee <i>x Julie Krauss</i></p> <p>B. Received by (Printed Name) <i>Julie Krauss</i></p> <p>C. Date of Delivery <i>3/13/17</i></p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, enter delivery address below:</p>
<p>1. Article Addressed to:</p> <p><i>Algonia Police Department 402 Warde St Algonia, WA 98001</i></p>  <p>9590 9402 1951 6123 4959 14</p>	<p>3. Service Type</p> <ul style="list-style-type: none"> <input type="checkbox"/> Adult Signature <input type="checkbox"/> Adult Signature Restricted Delivery <input checked="" type="checkbox"/> Certified Mail® <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Insured Mail <input type="checkbox"/> Insured Mail Restricted Delivery (over \$500) <ul style="list-style-type: none"> <input type="checkbox"/> Priority Mail Express® <input type="checkbox"/> Registered Mail™ <input type="checkbox"/> Registered Mail Restricted Delivery <input checked="" type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Signature Confirmation™ <input type="checkbox"/> Signature Confirmation Restricted Delivery
<p>2. Article Number (Transfer from service label)</p> <p>7013 3020 0000 5318 3604</p>	<p>SAF</p> <p>Domestic Return Receipt</p>

PS Form 3811, July 2015 PSN 7530-02-000-9053

402 WARDE ST ALGONIA WA 98001

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Postage	\$
Certified Fee	3.30
Return Receipt Fee (Endorsement Required)	2.70
Restricted Delivery Fee (Endorsement Required)	\$
Total Postage & Fees	\$
Sent To: <i>Algonia Police Department</i> Street, Apt. No. or PO Box No.: <i>401 Warde St</i> City, State, ZIP+4: <i>Algonia WA 98001</i>	
PS Form 3800, August 2006 See Reverse for Instructions	

Place	Address	Start Time	End Time	Date(s) (and Days of week of use are in parenthesis)
Castle Inn and Suites	1734 South Harbor Blvd Anaheim, CA 92802	12:01am	11:59pm	March 20 th , 21 st , 22 nd , 23 rd and 24 th , 2016. MTWTh

We need to have this information sent to us via e postal mail no later than June 30, 2017. If you ha me by phone or email. Thank you for your attent

Kind Regards,

Derek Ronnfeldt, Director
Campus Safety, Parking and Transportation
Phone: 253-288-3335
Email: dronnfeldt@greenriver.edu

5404 91ES 0000 020E ETO2

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Return Receipt Fee (Endorsement Required)		2.70	
Restricted Delivery Fee (Endorsement Required)			
Total Postage & Fees	\$		

Sent To: Anaheim Police Department
Street, Apt. No. or PO Box No.: 425 S Harbor Blvd
City, State, ZIP+4: Anaheim, CA 92805

PS Form 3800, August 2006 See Reverse for Instructions

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:
Anaheim Police Department
Records
425 S Harbor Blvd
Anaheim, CA 92805

2. Article Number (Transfer from service label)
013 3020 0000 5318 4045

PS Form 3811, July 2015 PSN 7530-02-000-9053

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X *[Signature]* Agent Addressee

B. Received by (Printed Name)
Ryan M. Hutt

C. Date of Delivery
3-25-17

D. Is delivery address different from item 1? Yes No
If YES, enter delivery address below:

3. Service Type

<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Express®
<input type="checkbox"/> Adult Signature Restricted Delivery	<input type="checkbox"/> Registered Mail™
<input checked="" type="checkbox"/> Certified Mail®	<input type="checkbox"/> Registered Mail Restricted Delivery
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<input type="checkbox"/> Collect on Delivery	<input type="checkbox"/> Signature Confirmation™
<input type="checkbox"/> Collect on Delivery Restricted Delivery	<input type="checkbox"/> Signature Confirmation Restricted Delivery
<input type="checkbox"/> Insured Mail	
<input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)	

SAF

Domestic Return Receipt

Place	Address	Start Time	End Time	Date(s) (and Days of week of use are in parenthesis)
Airway Heights Reclamation / Conference Room	12405 W 21 st Avenue, Airway Heights, WA 999001	08:00	16:30	09/22/16 & 09/23/16

We need to have this information sent to us via email (see my email address below) or by US postal mail no later than June 30, 2017. If you me by phone or email. Thank you for your att

Kind Regards,

Derek Ronnfeldt, Director
 Campus Safety, Parking and Transportation
 Phone: 253-288-3335
 Email: dronnfeldt@greenriver.edu

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Return Receipt Fee (Endorsement Required)		2.70
Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees	\$	

Sent To: Airway Heights Police Dept
 Street, Apt. No.: 1208 S Lundstrom St
 City, State, ZIP+4: Airway Heights, WA 99001

Postmark Here

See Reverse for Instructions

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY																
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature <input checked="" type="checkbox"/> Agent <input checked="" type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) C. Date of Delivery R. Jacobson 3.13.17</p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p>																
<p>1. Article Addressed to:</p> <p>Airway Heights Police Dept 1208 S Lundstrom St Airway Heights, WA 99001</p> <p>9590 9402 1951 6123 4959 76</p>	<p>3. Service Type</p> <table border="0"> <tr> <td><input type="checkbox"/> Adult Signature</td> <td><input type="checkbox"/> Priority Mail Express®</td> </tr> <tr> <td><input type="checkbox"/> Adult Signature Restricted Delivery</td> <td><input type="checkbox"/> Registered Mail™</td> </tr> <tr> <td><input checked="" type="checkbox"/> Certified Mail®</td> <td><input type="checkbox"/> Registered Mail Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Certified Mail Restricted Delivery</td> <td><input checked="" type="checkbox"/> Return Receipt for Merchandise</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery</td> <td><input type="checkbox"/> Signature Confirmation™</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery Restricted Delivery</td> <td><input type="checkbox"/> Signature Confirmation Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Insured Mail</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Insured Mail Restricted Delivery over \$500</td> <td></td> </tr> </table>	<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Express®	<input type="checkbox"/> Adult Signature Restricted Delivery	<input type="checkbox"/> Registered Mail™	<input checked="" type="checkbox"/> Certified Mail®	<input type="checkbox"/> Registered Mail Restricted Delivery	<input type="checkbox"/> Certified Mail Restricted Delivery	<input checked="" type="checkbox"/> Return Receipt for Merchandise	<input type="checkbox"/> Collect on Delivery	<input type="checkbox"/> Signature Confirmation™	<input type="checkbox"/> Collect on Delivery Restricted Delivery	<input type="checkbox"/> Signature Confirmation Restricted Delivery	<input type="checkbox"/> Insured Mail		<input type="checkbox"/> Insured Mail Restricted Delivery over \$500	
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<input type="checkbox"/> Insured Mail Restricted Delivery over \$500																	
<p>2. Article Number (Transfer from service label)</p> <p>7013 3020 0000 5318 3611</p>																	

March 9th, 2017

Amy Newman, Records
AIRWAY HEIGHTS POLICE PARTMENT
1208 S Lundstrom Street
Airway Heights, WA 99001

RE: Request for Crime Data

Dear Amy Newman:

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school-controlled buildings and property. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2016 crime statistics for the following offenses:

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Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violations	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violations	

Please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data for the following non-campus locations which were contracted for use by Green River College on the following dates and times during the calendar year 2016:

(Note: MW denotes Mondays and Wednesdays; TTh denotes Tuesdays and Thursdays. We need crime data that happened only on those days within the dates and times listed.)

We need to have this information sent to us via email (see my email below) or by US postal mail no later than June 30, 2017. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

Derek Ronnfeldt, Director
 Campus Safety, Parking, and Transportation
 253-288-3350
 Email: dronnfeldt@greenriver.edu

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Return Receipt Fee (Endorsement Required)	2.70
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$

AUBURN WA WA 98002 2017 Postmark Here USPS 98002

Sent To: City of Bellingham Police Dept
 Street, Apt. No. or PO Box No. 505 Grand Ave.
 City, State, ZIP+4 Bellingham, WA 98225

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SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:
 City of Bellingham Police Dept
 Records - Brandi Nyhus
 505 Grand Ave
 Bellingham, WA 98225

9590 9402 1951 6123 4964 47

2. Article Number (Transfer from service label)
 7013 3020 0000 5318 4069

PS Form 3811, July 2015 PSN 7530-02-000-9053

COMPLETE THIS SECTION ON DELIVERY

A. Signature
 X B Nyhus Agent

B. Received by (Printed Name)
 Brandi Nyhus Addressee

C. Date of Delivery
 3-23-17

D. Is delivery address different from item 1? Yes
 If YES, enter delivery address below: No

3. Service Type

<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Express®
<input type="checkbox"/> Adult Signature Restricted Delivery	<input type="checkbox"/> Registered Mail™
<input checked="" type="checkbox"/> Certified Mail®	<input type="checkbox"/> Registered Mail Restricted Delivery
<input type="checkbox"/> Certified Mail Restricted Delivery	<input type="checkbox"/> Return Receipt for Merchandise
<input type="checkbox"/> Collect on Delivery	<input type="checkbox"/> Signature Confirmation™
<input type="checkbox"/> Collect on Delivery Restricted Delivery	<input type="checkbox"/> Signature Confirmation Restricted Delivery
<input type="checkbox"/> Insured Mail	
<input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)	

Domestic Return Receipt

March 1st, 2017

Brandi Nyhus, Records Supervisor
City of Bellingham Police Department
505 Grand Avenue
Bellingham, WA 98225

RE: Request for Crime Data

Dear Brandi Nyhus:

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school-controlled buildings and property. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2016 crime statistics for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violations
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violations	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violations	

Please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2016:

Place	Address	Start Time	End Time	Date(s) (and Days of week of use are in parenthesis)
Bellingham Training Room	2221 Pacific St, Bellingham, WA 98229	7:30am	4:00pm	01/27/16 – 01/29/16, WTHF
		8:00am	4:30pm	04/25/16 – 04/27/16, MTW
		8:00am	4:30pm	06/10/16, W
		8:00am	4:30pm	08/11/16, TH
		8:00am	4:30pm	10/03/16 – 10/04/16, MT

(Note: MW denotes Mondays and Wednesdays; TTh denotes Tuesdays and Thursdays. We need crime data that happened only on those days within the dates and times listed.)

We need to have this information sent to us via email (see my email below) or by US postal mail no later than June 30, 2017. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu

Sean Taggart

From: Derek Ronnfeldt
Sent: Monday, March 20, 2017 12:07 PM
To: Sean Taggart
Subject: FW: PDR Crime Data 2221 Pacific Street

From: Nyhus, Brandi [<mailto:bnyhus@cob.org>]
Sent: Monday, March 20, 2017 10:47 AM
To: Derek Ronnfeldt
Subject: PDR Crime Data 2221 Pacific Street

Good morning Mr. Ronnfeldt,

I received your request for crime statistics for 2221 Pacific Street and the surrounding properties in 2016.

We had one instance of a burglary at 2221 Pacific Street on 05/19/2016 under case report 16B21897. This was not considered a hate crime.

Please let me know if you need any further information.

Best regards,

Brandi L. Nyhus

Records Supervisor
BELLINGHAM POLICE DEPARTMENT
505 Grand Avenue | Bellingham, WA 98225
☎: 360.778.8706 | 📠: 360-778-8701 FAX
✉: bnyhus@cob.org

CONFIDENTIALITY NOTICE: My incoming and outgoing email messages are subject to public disclosure requirements per RCW 42.56. This e-mail message, including any attachments, is for the sole purpose of the intended recipient(s) and may contain information that is privileged, confidential, and exempt from disclosure under applicable law. Any unauthorized review, use, copying, disclosure or distribution is prohibited. If you have received this e-mail in error, please immediately notify the sender by reply e-mail and destroy all copies of the original message.

Sean Taggart

From: Derek Ronnfeldt
Sent: Thursday, March 23, 2017 9:19 AM
To: Sean Taggart
Subject: FW: PDR Crime Statistics 400 W Kellogg Rd WCC

From: Nyhus, Brandi [<mailto:bnnyhus@cob.org>]
Sent: Thursday, March 23, 2017 9:05 AM
To: Derek Ronnfeldt
Subject: PDR Crime Statistics 400 W Kellogg Rd WCC

Good morning Mr. Ronnfeldt,

I received your request for crime statistics at 400 W Kellogg Road, Whatcom Community College.

We have no responsive records to disclose as no reports meeting your criteria have been generated for that time period.

Please feel free to contact me should you have any questions.

Best regards,

Brandi L. Nyhus

Records Supervisor
BELLINGHAM POLICE DEPARTMENT
505 Grand Avenue | Bellingham, WA 98225
☎: 360.778.8706 | 📠: 360-778-8701 FAX
✉: bnnyhus@cob.org

CONFIDENTIALITY NOTICE: My incoming and outgoing email messages are subject to public disclosure requirements per RCW 42.56. This e-mail message, including any attachments, is for the sole purpose of the intended recipient(s) and may contain information that is privileged, confidential, and exempt from disclosure under applicable law. Any unauthorized review, use, copying, disclosure or distribution is prohibited. If you have received this e-mail in error, please immediately notify the sender by reply e-mail and destroy all copies of the original message.

March 14th, 2017

Brandi Nyhus, Records Supervisor
City of Bellingham Police Department
505 Grand Avenue
Bellingham, WA 98225

RE: Request for Crime Data

Dear Brandi Nyhus:

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school-controlled buildings and property. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2016 crime statistics for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violations
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violations	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violations	

Please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2016:

Place	Address	Start Time	End Time	Date(s) (and Days of week of use are in parenthesis)
Whatcom Community College – ROE Studio	400 West Kellogg Rd Bellingham, WA 98226	7:30am	4:30pm	08/22/16 – 08/26/16, MTWThF

SENDER; COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:
 Camas Police Dept
 2100 NE 3rd Ave
 Camas, WA 98607



9590 9402 1951 6123 4959 52

2. Article Number (Transfer from service label)
 7013 3020 0000 5318 3642

PS Form 3811, July 2015 PSN 7530-02-000-9063

COMPLETE THIS SECTION ON DELIVERY

A. Signature
 X Julie Norenoss Agent
 Addressee

B. Received by (Printed Name) Julie Norenoss
 C. Date of Delivery 3.17.17

D. Is delivery address different from item 1? Yes
 If YES, enter delivery address below: No

3. Service Type
- Adult Signature
 - Adult Signature Restricted Delivery
 - Certified Mail®
 - Certified Mail Restricted Delivery
 - Collect on Delivery
 - Collect on Delivery Restricted Delivery
 - Insured Mail
 - Insured Mail Restricted Delivery (over \$500)
 - Priority Mail Express®
 - Registered Mail™
 - Registered Mail Restricted Delivery
 - Return Receipt for Merchandise
 - Signature Confirmation™
 - Signature Confirmation Restricted Delivery

SAF

Domestic Return Receipt

249E 9T5E 5318 0000 020E ET02

**U.S. Postal Service™
 CERTIFIED MAIL™ RECEIPT**
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SAF OFFICIAL USE

Postage	\$
Certified Fee	3.30
Return Receipt Fee (Endorsement Required)	2.70
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$

Postmark Here

Sent To: Camas Police Department
 Street, Apt. No., or PO Box No.: 2100 NE 3rd Ave
 City, State, ZIP+4: Camas WA 98607

March 1st, 2017

Julie Norcross, Records
Camas Police Department
2100 NE 3rd Avenue
Camas, WA 98607

RE: Request for Crime Data

Dear Julie Norcross:

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school –controlled buildings and property. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2016 crime statistics for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violations
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violations	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violations	

Please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2016:

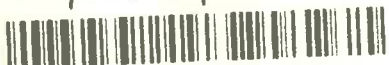
Place	Address	Start Time	End Time	Date(s) (and Days of week of use are in parenthesis)
<i>Camas Fire Station</i>	Training Room, 4321 NW Parker Street, Camas, WA 98607	8:00 AM	4:30 PM	01/14/16, TH
		8:00 AM	4:30 PM	02/03/16 - 02/14/16, WTH
		8:00 AM	4:30 PM	02/17/16 - 02/18/16, WTH
		8:00 AM	4:30 PM	03/17/16, TH
		8:00 AM	4:30 PM	06/07/16 - 06/08/16, TuW
		8:00 AM	4:30 PM	09/14/16 - 09/15/16, WTH
		8:00 AM	4:30 PM	12/07/16, W

(Note: MW denotes Mondays and Wednesdays; TTh denotes Tuesdays and Thursdays. We need crime data that happened only on those days within the dates and times listed.)

We need to have this information sent to us via email (see my email below) or by US postal mail no later than June 30, 2017. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

Derek Ronnfeldt, Director
 Campus Safety, Parking, and Transportation
 253-288-3350
 Email: dronnfeldt@greenriver.edu

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> ■ Complete items 1, 2, and 3. ■ Print your name and address on the reverse so that we can return the card to you. ■ Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature <input checked="" type="checkbox"/> Agent <input checked="" type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) <i>TSM</i></p> <p>C. Date of Delivery <i>3-17-17</i></p>
<p>1. Article Addressed to:</p> <p><i>City of Marysville Police Department 1635 Grove St Marysville, WA 98270</i></p>  <p>9590 9402 1951 6123 4963 48</p>	<p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No <i>It</i></p> <p>3. Service Type</p> <ul style="list-style-type: none"> <input type="checkbox"/> Adult Signature <input type="checkbox"/> Adult Signature Restricted Delivery <input checked="" type="checkbox"/> Certified Mail® <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Priority Mail Express® <input type="checkbox"/> Registered Mail™ <input type="checkbox"/> Registered Mail Restricted Delivery <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Signature Confirmation™ <input type="checkbox"/> Restricted Delivery Confirmation™ <input type="checkbox"/> Registered Delivery
<p>2. Article 7013</p> <p>PS For.....</p>	<p>Return Receipt</p>

U.S. Postal Service™
CERTIFIED MAIL™ RECEIPT
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7013 3020 0000 5318 3864

Postage	\$	
Certified Fee		3.30
Return Receipt Fee (Endorsement Required)		2.70
Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees		\$6.56

Postmark Here: *MAR 14 2017*

Sent To: *City of Marysville Police Department*
Street, Apt. No.:
or PO Box No. *1635 Grove St*
City, State, ZIP+4: *Marysville, WA 98270*

PS Form 3800, August 2006 See Reverse for Instructions

March 11th, 2017

Records Specialist
City of Marysville Police Department
1635 Grove St
Marysville, WA 98270

RE: Request for Crime Data

Dear Records Specialist,

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school –controlled buildings and property and also non-campus locations which were contracted for use by Green River College. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2016 crime statistics (including dates for each of the crimes committed) for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violation Arrests
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violation Arrests	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violation Arrests	

As you are reviewing the records and locate offenses occurring on the address at the date and time listed, please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data (including dates of the offenses committed) for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2016:

Place	Address	Time Start	Time End	Dates of Use
Marysville Fire Station 66 (Training Room)	7217 40 th St NE	7:30am	4:00pm	02-01-16, M
		8:00am	4:30pm	05-23-16, 05-24-16, MT
		8:00am	4:00pm	06-14-16, 06-15-16, MT

(Note: M denotes Monday, T denotes Tuesday, W denotes Wednesday, Th denotes Thursday, da denotes daily within the dates listed) (We need crime data that happened only on those days within the dates and times listed.)

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our Green River College Campus Safety Office immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the community.

We need to have this information sent to us via email (see my email address below) or by US postal mail no later than June 30th, 2017. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

Derek Ronnfeldt, Director
 Campus Safety, Parking, and Transportation
 253-288-3350
 Email: dronnfeldt@greenriver.edu

Sean Taggart

From: Derek Ronnfeldt
Sent: Thursday, March 23, 2017 8:02 AM
To: Sean Taggart
Subject: Fwd: Public Disclosure Request
Attachments: Ronnfeldt, Derek PDR488.pdf; ATT00001.htm

Sent from my iPhone

Begin forwarded message:

From: Diana Vanderschel <DVanderschel@marysvillewa.gov>
Date: March 22, 2017 at 8:57:14 AM PDT
To: "dronnfeldt@greenriver.edu" <dronnfeldt@greenriver.edu>
Subject: Public Disclosure Request

Derek Ronnfeldt – Green River Community College
12401 SE 320th St.
Auburn, WA 98092-3622

RE: Public Disclosure Request (PDR488)

The City received your Public Records Request on 03.16.17. The City is in the process of locating and reviewing records that may be responsive to your request. Therefore, under RCW 42.56.520 the City requires additional time to process the request and anticipates a **response to you by 5:00 PM 03.31.17.**

Diana Vanderschel

Program Specialist
Marysville Police Department
360.363.8350

NOTICE: All emails, and attachments, sent to and from the City of Marysville are public records and may be subject to disclosure pursuant to the Public Records Act (RCW 42.56)

This electronic message transmission contains information from the City of Marysville which may be confidential or privileged. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the contents of this transmission is prohibited. If you have received this electronic message transmission in error, please notify us immediately by reply email and delete the original message. Thank You



MARYSVILLE POLICE DEPARTMENT

Richard L. Smith, Chief of Police



DATE: 03.28.17
 TO: Derek Ronnfeldt/Green River Communtiy College - PDR#488
 FROM: Marysville Police Department-Records
 RE: Public Disclosure Request

Requested report location is not in Marysville City limits. We suggest:

- Arlington Police Department 360.403.3400
Case #
- Everett Police Department 425.257.8400
Case #
- Lake Stevens Police Department 425.334.9537
Case #
- Snohomish County Sheriff 425.388.3393
Case #
- Tulalip Police Department 360.716.9911
Case #
- Washington State Patrol 360.654.1200
Case #
- Other _____

- For a copy of a 911 Recording please contact SNOPAC business office: 1121 SE Everett Mall Way, Suite 200, Everett, WA 98208 or (425) 407-3911.
- We were unable to locate a report with the information provided. If you would like to provide additional information, please call our office at 360.363.8350
- There are no case reports/incidents responsive to your request.
- Records have been destroyed in accordance with the Washington State Archives Local Government Records Retention Schedule (CORE)

The City believes that this letter is in compliance with the public disclosure law and fulfills your public disclosure request by the City of Marysville Police Department.

If you have any questions or need further assistance, please do not hesitate to contact me.

Sincerely,

D Vanderschel
Program Specialist

1635 Grove Street, Marysville, Washington 98270
360-363-8300



COMMUNITY COLLEGE

March 11th, 2017

Records Specialist
City of Marysville Police Department
1635 Grove St
Marysville, WA 98270

488
RECEIVED
MAR 16 2017
MAR 16 2017
MARYSVILLE POLICE DEPT.

Campus Safety
Extension 3350

12401 SE 320th St.
Auburn, WA 98092-3622
(253) 833-9111 Auburn
(206) 464-6133 Eastside
(253) 924-0180 Tacoma
(253) 288-3350 Direct Line
Fax: (253) 288-3458

RE: Request for Crime Data

Dear Records Specialist,

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school –controlled buildings and property and also non-campus locations which were contracted for use by Green River College. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2016 crime statistics (including dates for each of the crimes committed) for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violation Arrests
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violation Arrests	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violation Arrests	

As you are reviewing the records and locate offenses occurring on the address at the date and time listed, please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data (including dates of the offenses committed) for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2016:



COMMUNITY COLLEGE

Place	Address	Time Start	Time End	Dates of Use
Marysville Fire Station 66 (Training Room)	7217 40 th St NE	7:30am	4:00pm	02-01-16, M
		8:00am	4:30pm	05-23-16, 05-24-16, MT
		8:00am	4:00pm	06-14-16, 06-15-16, MT

Campus Safety
Extension 3350
12401 SE 320th St
Auburn, WA 98092-3622
(253) 833-9111 Auburn
(206) 464-6133 Eastside
(253) 924-0180 Tacoma
(253) 288-3350 Direct Line
Fax (253) 288-3458

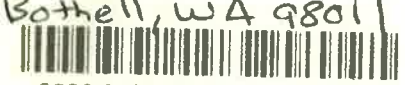

(Note: M denotes Monday, T denotes Tuesday, W denotes Wednesday, Th denotes Thursday, da denotes daily within the dates listed) (We need crime data that happened only on those days within the dates and times listed.)

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our Green River College Campus Safety Office immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the community.

We need to have this information sent to us via email (see my email address below) or by US postal mail no later than June 30th, 2017. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY												
<ul style="list-style-type: none"> ■ Complete items 1, 2, and 3. ■ Print your name and address on the reverse so that we can return the card to you. ■ Attach this card to the back of the mailpiece, or on the front if space permits. <p>1. Article Addressed to:</p> <p>City of Bothell Police Department 18410 101st Ave NE Bothell, WA 98011</p>  <p>9590 9402 1951 6123 4963 55</p>	<p>A. Signature  <input type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) Pendleton <input type="checkbox"/> Date of Delivery 3/16</p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p> <p>3. Service Type</p> <table border="0"> <tr> <td><input type="checkbox"/> Adult Signature</td> <td><input type="checkbox"/> Priority Mail Express®</td> </tr> <tr> <td><input type="checkbox"/> Adult Signature Restricted Delivery</td> <td><input type="checkbox"/> Registered Mail™</td> </tr> <tr> <td><input checked="" type="checkbox"/> Certified Mail®</td> <td><input type="checkbox"/> Registered Mail Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Certified Mail Restricted Delivery</td> <td><input type="checkbox"/> Return Receipt for Merchandise</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery</td> <td><input type="checkbox"/> Signature Confirmation™</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Signature Confirmation Restricted Delivery</td> </tr> </table>	<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Express®	<input type="checkbox"/> Adult Signature Restricted Delivery	<input type="checkbox"/> Registered Mail™	<input checked="" type="checkbox"/> Certified Mail®	<input type="checkbox"/> Registered Mail Restricted Delivery	<input type="checkbox"/> Certified Mail Restricted Delivery	<input type="checkbox"/> Return Receipt for Merchandise	<input type="checkbox"/> Collect on Delivery	<input type="checkbox"/> Signature Confirmation™		<input type="checkbox"/> Signature Confirmation Restricted Delivery
<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Express®												
<input type="checkbox"/> Adult Signature Restricted Delivery	<input type="checkbox"/> Registered Mail™												
<input checked="" type="checkbox"/> Certified Mail®	<input type="checkbox"/> Registered Mail Restricted Delivery												
<input type="checkbox"/> Certified Mail Restricted Delivery	<input type="checkbox"/> Return Receipt for Merchandise												
<input type="checkbox"/> Collect on Delivery	<input type="checkbox"/> Signature Confirmation™												
	<input type="checkbox"/> Signature Confirmation Restricted Delivery												
<p>2. Article No. 913</p> <p>PS Form 3800, August 2006</p>	<p>Domestic Return Receipt</p>												

7013 3020 0000 020E E102

916E 91E5 0000 020E E102

U.S. Postal Service™
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SAF OFFICIAL USE

Postage	\$	
Certified Fee		3.30
Return Receipt Fee (Endorsement Required)		2.70
Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees	\$	6.56



Postmark Here

Sent To
City of Bothell Police Department
or PO Box No. 18410 101st Ave NE
City, State, ZIP+4
Bothell, WA 98011

PS Form 3800, August 2006 See Reverse for Instructions

March 11th, 2017

Records Clerk
City of Bothell Police Department
18410 101st Ave NE
Bothell, WA 98011

RE: Request for Crime Data

Dear Records Specialist,

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school –controlled buildings and property and also non-campus locations which were contracted for use by Green River College. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2016 crime statistics (including dates for each of the crimes committed) for the following offenses:

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Burglary	Dating Violence
Domestic Violence	Drug Law Violation Arrests
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violation Arrests	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violation Arrests	

As you are reviewing the records and locate offenses occurring on the address at the date and time listed, please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data (including dates of the offenses committed) for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2016:

Place	Address	Time Start	Time End	Dates of Use
<i>Bothell-Silver Lake Water and Sewer District (Commissioners Conference Room)</i>	15205 41 st Ave SE Bothell, WA 98012	8:00am	4:30pm	01-27-16, W
		8:00am	4:30pm	02-26-16, F
		8:00am	4:30pm	10-18-16, 10-19-16, 10-20-16, 10-21-16, TWThF
		8:00am	4:30pm	11-04-16, F
		8:00am	4:30pm	12-05-16, 12-06-16, MT

(Note: M denotes Monday, T denotes Tuesday, W denotes Wednesday, Th denotes Thursday, da denotes daily within the dates listed) (We need crime data that happened only on those days within the dates and times listed.)

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our Green River College Campus Safety Office immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the community.

We need to have this information sent to us via email (see my email address below) or by US postal mail no later than June 30th, 2017. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

Derek Ronnfeldt, Director
 Campus Safety, Parking, and Transportation
 253-288-3350
 Email: dronnfeldt@greenriver.edu



City of Bothell™

January 17, 2017

Derek Ronnfeldt, Director
Campus Safety, Parking and Transportation
Green River Community College
12401 SE 320th ST
Auburn, WA 98092-3622

Ref: Clery Disclosure Information
15205 41st AVE SE, Bothell, WA 98012

I received your letter requesting crime statistics at the Bothell - Silver Lake Water and Sewer District location at the address noted above. This location is outside the city limits of Bothell and is most likely in un-incorporated Snohomish County jurisdiction.

If you have any questions, or need further assistance, please do not hesitate to contact me.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jenny Merritt".

Jenny Merritt
Records supervisor
Bothell Police Department
(425) 487-5121

Police Department
18410 101st Ave. NE
Bothell, WA 98011
425.486.1254
www.ci.bothell.wa.us



COMMUNITY COLLEGE

March 11th, 2017

Records Clerk
City of Bothell Police Department
18410 101st Ave NE
Bothell, WA 98011

RECEIVED

MAR 16 2017

BOTHELL POLICE
DEPARTMENT

Campus Safety
Extension 3350

12401 SE 320th St.
Auburn, WA 98092-3622
(253) 833-9111 Auburn
(206) 464-6133 Eastside
(253) 924-0180 Tacoma
(253) 288-3350 Direct Line
Fax: (253) 288-3458

RE: Request for Crime Data

Dear Records Specialist,

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school –controlled buildings and property and also non-campus locations which were contracted for use by Green River College. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2016 crime statistics (including dates for each of the crimes committed) for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violation Arrests
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violation Arrests	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violation Arrests	

As you are reviewing the records and locate offenses occurring on the address at the date and time listed, please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data (including dates of the offenses committed) for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2016:



COMMUNITY COLLEGE

Campus Safety
Extension 3350
12401 SE 320th St
Auburn, WA 98092-3622
(253) 833-9111 Auburn
(206) 464-6133 Eastside
(253) 924-0180 Tacoma
(253) 288-3350 Direct Line
Fax: (253) 288-3458

Place	Address	Time Start	Time End	Dates of Use
Bothell-Silver Lake Water and Sewer District (Commissioners Conference Room)	15205 41 st Ave SE Bothell, WA 98012	8:00am	4:30pm	01-27-16, W
		8:00am	4:30pm	02-26-16, F
		8:00am	4:30pm	10-18-16, 10-19-16, 10-20-16, 10-21-16, TWThF
		8:00am	4:30pm	11-04-16, F
		8:00am	4:30pm	12-05-16, 12-06-16, MT

(Note: M denotes Monday, T denotes Tuesday, W denotes Wednesday, Th denotes Thursday, da denotes daily within the dates listed) (We need crime data that happened only on those days within the dates and times listed.)

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our Green River College Campus Safety Office immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the community.

We need to have this information sent to us via email (see my email address below) or by US postal mail no later than June 30th, 2017. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu

March 22nd, 2017

Records Specialist
City of Olympia Police Department
PO Box 1967
Olympia, WA 98507

RE: Request for Crime Data

Dear Records Specialist,

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school-controlled buildings and property and also non-campus locations which were contracted for use by Green River College. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2016 crime statistics (including dates for each of the crimes committed) for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violation Arrests
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violation Arrests	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violation Arrests	

As you are reviewing the records and locate offenses occurring on the address at the date and time listed, please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data (including dates of the offenses committed) for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2016:

Place	Address	Time Start	Time End	Dates of Use
<i>Hotel RL by Red Lion</i>	2300 Evergreen Park Dr SW, Olympia, WA 98502	12:01am	11:59pm	September 7 th , 8 th and 9 th 2016. WThF.

(Note: M denotes Monday, T denotes Tuesday, W denotes Wednesday, Th denotes Thursday, da denotes daily within the dates listed) (We need crime data that happened only on those days within the dates and times listed.)

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our Green River College Campus Safety Office immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the community.

We need to have this information sent to us via email (see my email address below) or by US postal mail no later than June 30th, 2017. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

Derek Ronnfeldt, Director
 Campus Safety, Parking, and Transportation
 253-288-3350
 Email: dronnfeldt@greenriver.edu

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
 - Print your name and address on the reverse so that we can return the card to you.
 - Attach this card to the back of the mailpiece, or on the front if space permits.
1. Article Addressed to:
- City of Olympia Police Dept
Records
PO Box 1967
Olympia, WA 98507



9590 9402 1951 6123 4966 38

2. Article Number (Transfer from service label)
7013 3020 0000 5318 4137

COMPLETE THIS SECTION ON DELIVERY

A. Signature
X *[Signature]* Agent Addressee

B. Received by (Printed Name) *MARKHAM* C. Date of Delivery *3-24-17*

D. Is delivery address different from Item 1? Yes No
If YES, enter delivery address below:

3. Service Type
- Adult Signature
 - Adult Signature Restricted Delivery
 - Certified Mail®
 - Certified Mail Restricted Delivery
 - Collect on Delivery
 - Collect on Delivery Restricted Delivery
 - Insured Mail
 - Insured Mail Restricted Delivery (over \$500)
 - Priority Mail Express®
 - Registered Mail™
 - Registered Mail Restricted Delivery
 - Return Receipt for Merchandise
 - Signature Confirmation™
 - Signature Confirmation Restricted Delivery

PS Form 3811, July 2015 PSN 7530-02-000-9053

SAF

Domestic Return Receipt

7013 3020 0000 5318 4137

U.S. Postal Service™
CERTIFIED MAIL™ RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)


For delivery information visit our website at www.usps.com

SAF OFFICIAL USE

Postage	\$	Postmark Here
Certified Fee	3.30	
Return Receipt Fee (Endorsement Required)	2.70	
Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees	\$	

Sent To: *City of Olympia Police Dept*
Street, Apt. No. or PO Box No. *PO Box 1967*
City, State, ZIP+4 *Olympia, WA 98507*

PS Form 3800, August 2006 See Reverse for Instructions

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY																
<ul style="list-style-type: none"> Complete Items 1, 2, and 3. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature <input checked="" type="checkbox"/> <i>TM</i> <input type="checkbox"/> Agent <input type="checkbox"/> Addressee</p>																
<p>1. Article Addressed to: City of Olympia Police Dept Records PO Box 1967 Olympia, WA 98507</p>  <p>9590 9402 1951 6123 4966 38</p>	<p>B. Received by (Printed Name) <i>THOMAS</i> C. Date of Delivery <i>3-24-17</i></p>																
<p>2. Article Number (Transfer from service label) 7013 3020 0000 5318 4137</p>	<p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p>																
<p>PS Form 3811, July 2015 PSN 7530-02-000-9053</p>	<p>3. Service Type</p> <table border="0"> <tr> <td><input type="checkbox"/> Adult Signature</td> <td><input type="checkbox"/> Priority Mail Express®</td> </tr> <tr> <td><input type="checkbox"/> Adult Signature Restricted Delivery</td> <td><input type="checkbox"/> Registered Mail™</td> </tr> <tr> <td><input checked="" type="checkbox"/> Certified Mail®</td> <td><input type="checkbox"/> Registered Mail Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Certified Mail Restricted Delivery</td> <td><input type="checkbox"/> Return Receipt for Merchandise</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery</td> <td><input type="checkbox"/> Signature Confirmation™</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery Restricted Delivery</td> <td><input type="checkbox"/> Signature Confirmation Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Insured Mail</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)</td> <td></td> </tr> </table> <p>SAF Domestic Return Receipt</p>	<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Express®	<input type="checkbox"/> Adult Signature Restricted Delivery	<input type="checkbox"/> Registered Mail™	<input checked="" type="checkbox"/> Certified Mail®	<input type="checkbox"/> Registered Mail Restricted Delivery	<input type="checkbox"/> Certified Mail Restricted Delivery	<input type="checkbox"/> Return Receipt for Merchandise	<input type="checkbox"/> Collect on Delivery	<input type="checkbox"/> Signature Confirmation™	<input type="checkbox"/> Collect on Delivery Restricted Delivery	<input type="checkbox"/> Signature Confirmation Restricted Delivery	<input type="checkbox"/> Insured Mail		<input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)	
<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Express®																
<input type="checkbox"/> Adult Signature Restricted Delivery	<input type="checkbox"/> Registered Mail™																
<input checked="" type="checkbox"/> Certified Mail®	<input type="checkbox"/> Registered Mail Restricted Delivery																
<input type="checkbox"/> Certified Mail Restricted Delivery	<input type="checkbox"/> Return Receipt for Merchandise																
<input type="checkbox"/> Collect on Delivery	<input type="checkbox"/> Signature Confirmation™																
<input type="checkbox"/> Collect on Delivery Restricted Delivery	<input type="checkbox"/> Signature Confirmation Restricted Delivery																
<input type="checkbox"/> Insured Mail																	
<input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)																	

U.S. Postal Service™
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SAF OFFICIAL USE

Postage	\$	
Certified Fee	3.30	
Return Receipt Fee (Endorsement Required)	2.70	
Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees	\$	

Sent To: City of Olympia Police Dept
Street, Apt., or PO Box No.: PO Box 1967
City, State, ZIP+4: Olympia, WA 98507

PS Form 3811 (8-2010) August 2006 See Reverse for Instructions

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:
 City of Ontario Police Dept
 Records
 2500 S. Archibald Ave
 Ontario, CA 91761



9590 9402 1951 6123 4966 14

2. Article Number (Transfer from service label)
 7013 3020 0000 5318 4113

COMPLETE THIS SECTION ON DELIVERY

A. Signature Agent
 Addressee

B. Received by (Printed Name) Sabrina Kodes C. Date of Delivery 3/27/17

D. Is delivery address different from item 1? Yes
 If YES, enter delivery address below: No

3. Service Type
- Adult Signature
 - Adult Signature Restricted Delivery
 - Certified Mail®
 - Certified Mail Restricted Delivery
 - Collect on Delivery
 - Collect on Delivery Restricted Delivery
 - Insured Mail
 - Insured Mail Restricted Delivery (over \$500)
 - Priority Mail Express®
 - Registered Mail™
 - Registered Mail Restricted Delivery
 - Return Receipt for Merchandise
 - Signature Confirmation™
 - Signature Confirmation Restricted Delivery

PS Form 3811, July 2015 PSN 7530-02-000-9053

Domestic Return Receipt

7013 3020 0000 5318 4113 ETRH PRCES 0000 020E ETRH

U.S. Postal Service™
CERTIFIED MAIL™ RECEIPT
 (Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at www.usps.com

SAF OFFICIAL USE

Postage	\$
Certified Fee	3.30
Return Receipt Fee (Endorsement Required)	2.70
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$

Postmark Here

Sent To: City of Ontario Police Dept
 Street, Apt. No. or PO Box No.: 2500 S Archibald Ave
 City, State, ZIP+4: Ontario, CA 91761

PS Form 3800, August 2006 See Reverse for Instructions

March 22nd, 2017

Records Department
City of Ontario Police Department
2500 S Archibald Avenue
Ontario, CA 91761

RE: Request for Crime Data

Dear Records Specialist:

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school –controlled buildings and property. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2016 crime statistics for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violations
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violations	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violations	

Please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data for the following non-campus locations which were contracted for use by Green River College on the following dates and times during the calendar year 2016:

Place	Address	Start Time	End Time	Date(s) (and Days of week of use are in parenthesis)
<i>Holiday Inn Convention Center</i>	2155 E Convention Center Way Ontario, CA 91764	12:01am	11:59pm	November 10 th , 11 th , 12 th and 13 th 2016.

We need to have this information sent to us via email (see my email address below) or by US postal mail no later than June 30, 2017. If you have any questions, please feel free to contact me by phone or email. Thank you for your attention to this matter.

Kind Regards,

Derek Ronnfeldt, Director
 Campus Safety, Parking and Transportation
 Phone: 253-288-3335
 Email: dronnfeldt@greenriver.edu

Sean Taggart

From: Derek Ronnfeldt
Sent: Thursday, March 30, 2017 8:23 AM
To: Sean Taggart
Subject: Fwd: Clery Act statistics for 2155 E. Convention Center Way, Ontario, CA

Sent from my iPhone

Begin forwarded message:

From: "Bernadette J. Reynolds" <BReynold@ontariopolice.org>
Date: March 30, 2017 at 7:00:36 AM PDT
To: "'dronnfeldt@greenriver.edu'" <dronnfeldt@greenriver.edu>
Subject: Clery Act statistics for 2155 E. Convention Center Way, Ontario, CA

Hello Director Ronnfeldt,

This email is to inform you that there were no crimes or arrests between November 10 - 13, 2016, as specified in the Clery Act, for 2155 E. Convention Center Way, Ontario, CA. If you have any questions, please feel free to contact me.

Thank you,

Bernadette Reynolds
Crime Analysis Supervisor
Ontario Police Department
(909) 395-2722
BReynolds@ontariopolice.org

Trusted neighborhood information- register for city updates at www.nixle.com

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:
 Covington Police Dept
 16720 SE 271st St
 Covington, WA 98065



2. Article No.
 7013
 PS Form

COMPLETE THIS SECTION ON DELIVERY

A. Signature
 X Valerie Lyon Agent
 Addressee

B. Received by (Printed Name)
 Valerie Lyon

C. Date of Delivery

D. Is delivery address different from item 1? Yes
 If YES, enter delivery address below: No

3. Service Type
- Adult Signature
 - Adult Signature Restricted Delivery
 - Certified Mail®
 - Certified Mail Restricted Delivery
 - Collect on Delivery
 - Priority Mail®
 - Registered Mail™
 - Registered Mail Restricted Delivery
 - Return Receipt for Merchandise
 - Signature Confirmation™
 - Signature Confirmation Restricted Delivery

Domestic Return Receipt

**U.S. Postal Service™
 CERTIFIED MAIL™ RECEIPT**
 (Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at www.usps.com

7013 3020 0000 5318 3598
 RTES
 ETD

Postage	\$
Certified Fee	3.30
Return Receipt Fee (Endorsement Required)	2.70
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$

Postmark Here

Sent To
 Street, Apt. No., or PO Box No.
 City, State, ZIP+4

Covington Police Department
 16720 SE 271st St
 Covington WA 98065

PS Form 3800, August 2006

See Reverse for Instructions

March 1st, 2017

Andy McCurdy, Police Chief
Covington Police Department
16720 SE 271st Street
Covington, WA 98065

RE: Request for Crime Data

Dear Andy McCurdy:

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school –controlled buildings and property. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2016 crime statistics for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violations
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violations	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violations	

Please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2016:

Place	Address	Start Time	End Time	Date(s) (and Days of week of use are in parenthesis)
<i>Covington City Hall</i>	Community Room, 16720 SE 271 st St, Covington, WA 98042	6:10pm	7:10pm	02/01/16 – 03/07/16, M
		7:20pm	8:20pm	02/01/16 – 03/07/16, M
		6:10pm	7:10pm	04/25/16 – 05/23/16, M
		7:20pm	8:20pm	04/25/16 – 05/23/16, M
		8:30pm	9:30pm	04/25/16 – 05/23/16, M
		6:30pm	7:30pm	07/11/16 – 08/08/16, M
		7:45pm	8:45pm	07/11/16 – 08/08/16, M
		6:10pm	7:10pm	10/10/16 – 11/07/16, M
		7:20pm	8:20pm	10/10/16 – 11/07/16, M
		8:30pm	9:30pm	10/10/16 – 11/07/16, M
<i>Covington Library</i>	27100 164 th Ave SE, Covington, WA 98042	6:00pm	8:30pm	01/14/16 – 03/18/16, MW
		6:00pm	8:30pm	03/28/16 – 06/10/16, MW
		5:35pm	9:00pm	06/20/16 – 08/11/16, MW
		6:00pm	8:30pm	09/19/16 – 12/09/16, MW

(Note: MW denotes Mondays and Wednesdays; TTh denotes Tuesdays and Thursdays. We need crime data that happened only on those days within the dates and times listed.)

We need to have this information sent to us via email (see my email below) or by US postal mail no later than June 30, 2017. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Enumclaw Police Department
1705 Wells St
Enumclaw WA 98022



9590 9402 1951 6123 4960 65

2. Article No.:

70:

PS Form 3800, August 2006

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X *July Ann Mackey*

- Agent
- Addressee

B. Received by (Printed Name)

July Ann Mackey

C. Date of Delivery

D. Is delivery address different from item 1? Yes
If YES, enter delivery address below: No

3. Service Type

- Adult Signature
- Adult Signature Restricted Delivery
- Certified Mail®
- Certified Mail Restricted Delivery
- Collect on Delivery

- Priority Mail Express®
- Registered Mail™
- Registered Mail Restricted Delivery
- Return Receipt for Merchandise

Signature Confirmation™
Signature Confirmation Restricted Delivery

Return Receipt

7013 3020 0000 5318 3673

Postal Service™ CERTIFIED MAIL™ RECEIPT (Domestic Mail Only; No Insurance Coverage Provided)	
For delivery information visit our website at www.usps.com	
OFFICIAL USE	
Postage	\$
Certified Fee	3.30
Return Receipt Fee (Endorsement Required)	2.70
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$ 6.56
Sent To	
<i>Enumclaw Police Department</i>	
Street, Apt. No. or PO Box No.	
<i>1705 Wells St</i>	
City, State, ZIP+4	
<i>Enumclaw WA 98022</i>	
PS Form 3800, August 2006 See Reverse for Instructions	



COMMUNITY COLLEGE

RECEIVED
MAR 12 2017

March 1st, 2017

Anne Kurle - Records Specialist
Enumclaw Police Department
1705 Wells Street
Enumclaw, WA 98022

Campus Safety
Extension 3350

12401 SE 320th St
Auburn WA 98092-3622
(253) 833-9111 Auburn
(206) 464-6133 Eastside
(253) 924-0180 Tacoma
(253) 288-3350 Direct Line
Fax (253) 288-3458

Dear Anne Kurle,

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school –controlled buildings and property and also non-campus locations which were contracted for use by Green River College. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2016 crime statistics (including dates for each of the crimes committed) for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violation Arrests
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violation Arrests	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violation Arrests	

As you are reviewing the records and locate offenses occurring on the address at the date and time listed, please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data (including dates of the offenses committed) for the following non-campus locations (detailed in the table on the next page) which were contracted for use by Green River on the following dates and times during the calendar year 2016:



COMMUNITY COLLEGE

Campus Safety
Extension 3350

12401 SE 320th St
Auburn, WA 98092-3622
(253) 833-9111 Auburn
(206) 464-6133 Eastside
(253) 924-0180 Tacoma
(253) 288-3350 Direct Line
Fax: (253) 288-3458

Place	Address	Time Start	Time End	Dates of Use
Enumclaw High School – Room EHS219	226 Semanski Enumclaw, WA 98022	6:30pm	9:00pm	01/07/16 – 01/28/16, Th
Thunder Mountain Middle School	42018 264 th Ave SE Enumclaw, WA 98022	7:30pm	8:30pm	01/12/16 – 03/15/16, Tu
		6:30pm	7:30pm	01/13/16 – 02/10/16, W
		7:30pm	8:30pm	01/13/16 – 02/10/16, W
		5:00pm	6:30pm	03/28/16 – 06/10/16, M
		6:30pm	7:30pm	04/14/16 – 05/12/16, Th
		7:30pm	8:30pm	04/14/16 – 05/12/16, Th
		5:00pm	6:30pm	09/19/16 – 12/09/16, M

(Note: M denotes Monday, Tu denotes Tuesday, W denotes Wednesday,) (We need crime data that happened only on those days within the dates and times listed.)

In addition, I'm requesting the required crimes statistics (including dates of the offenses committed) for the following areas which are considered "on campus" or "campus-controlled" or which are at public access points to Green River College Kent Campus.

Place	Address	Start Time	End Time	Date(s) (and Days of week of use are in parenthesis)
Green River College Enumclaw Campus (Clery On-Campus) including the entire Parking Lot	Green River College Enumclaw Campus at 114 Griffin Avenue, Enumclaw, WA 98022	12:00 AM	11:59 PM	1/1/2016-12/31/2016 (daily)
Green River College Clery Public Property for Enumclaw Campus (sidewalks and public streets that are adjacent to the campus)—	Marion Street, Porter Street, Initial Avenue, and Griffin Avenue that are directly adjacent to the Green River College Enumclaw Campus at 114 Griffin Avenue, Enumclaw, WA 98022	12:00 AM	11:59 PM	1/1/2016-12/31/2016 (daily)

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our Green River College Campus Safety Office immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the community.



COMMUNITY COLLEGE

We need to have this information sent to us via email (see my email address below) or by US postal mail no later than June 30, 2017. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Campus Safety
Extension 3350
12401 SE 320th St
Auburn, WA 98092-3622
(253) 833-9111 Auburn
(206) 464-6133 Eastside
(253) 924-0180 Tacoma
(253) 288-3350 Direct Line
Fax (253) 288-3458

Kind Regards,

A handwritten signature in black ink, appearing to read "Derek Ronnfeldt". The signature is written in a cursive style and is positioned above the typed name.

Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu

March 1st, 2017

Anne Kurle - Records Specialist
Enumclaw Police Department
1705 Wells Street
Enumclaw, WA 98022

Dear Anne Kurle,

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school-controlled buildings and property and also non-campus locations which were contracted for use by Green River College. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2016 crime statistics (including dates for each of the crimes committed) for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violation Arrests
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violation Arrests	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violation Arrests	

As you are reviewing the records and locate offenses occurring on the address at the date and time listed, please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data (including dates of the offenses committed) for the following non-campus locations (detailed in the table on the next page) which were contracted for use by Green River on the following dates and times during the calendar year 2016:

Place	Address	Time Start	Time End	Dates of Use
Enumclaw High School – Room EHS219	226 Semanski Enumclaw, WA 98022	6:30pm	9:00pm	01/07/16 – 01/28/16, Th
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		7:30pm	8:30pm	01/13/16 – 02/10/16, W
		5:00pm	6:30pm	03/28/16 – 06/10/16, M
		6:30pm	7:30pm	04/14/16 – 05/12/16, Th
		7:30pm	8:30pm	04/14/16 – 05/12/16, Th
		5:00pm	6:30pm	09/19/16 – 12/09/16, M

(Note: M denotes Monday, Tu denotes Tuesday, W denotes Wednesday,) (We need crime data that happened only on those days within the dates and times listed.)

In addition, I'm requesting the required crimes statistics (including dates of the offenses committed) for the following areas which are considered "on campus" or "campus-controlled" or which are at public access points to Green River College Kent Campus.

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Green River College Clery Public Property for Enumclaw Campus (sidewalks and public streets that are adjacent to the campus)—	Marion Street, Porter Street, Initial Avenue, and Griffin Avenue that are directly adjacent to the Green River College Enumclaw Campus at 114 Griffin Avenue, Enumclaw, WA 98022	12:00 AM	11:59 PM	1/1/2016-12/31/2016 (daily)

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our Green River College Campus Safety Office immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the community.

We need to have this information sent to us via email (see my email address below) or by US postal mail no later than June 30, 2017. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Everett Police Department
3002 Wetmore Ave
Everett, WA 98201



9590 9402 1951 6123 4959 69

2. Article Number (Transfer from service label)

7013 3020 0000 5318 3666

PS Form 3811, July 2015 PSN 7530-02-000-9053

COMPLETE THIS SECTION ON DELIVERY

A. Signature Agent Addressee
 X *[Signature]*

B. Received by (Printed Name) *J. Golob* C. Date of Delivery *3/14/17*

D. Is delivery address different from Item 1? Yes No
 If YES, enter delivery address below:

3. Service Type
- Adult Signature
 - Adult Signature Restricted Delivery
 - Certified Mail®
 - Certified Mail Restricted Delivery
 - Collect on Delivery
 - Collect on Delivery Restricted Delivery
 - Insured Mail
 - Insured Mail Restricted Delivery (over \$500)
 - Priority Mail Express®
 - Registered Mail™
 - Registered Mail Restricted Delivery
 - Return Receipt for Merchandise
 - Signature Confirmation™
 - Signature Confirmation Restricted Delivery

SAF

Domestic Return Receipt

7013 3020 0000 5318 3666

U.S. Postal Service™
CERTIFIED MAIL™ RECEIPT
 (Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at www.usps.com
SAF OFFICIAL USE

Postage	\$
Certified Fee	3.30
Return Receipt Fee (Endorsement Required)	2.70
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$

Postmark Here

Sent To *Everett Police Department*
 Street, Apt. No. or PO Box No. *3002 Wetmore Ave*
 City, State, ZIP+4 *Everett WA 98201*

March 1st, 2017

Joanne Golob, Records
Everett Police Department
3002 Wetmore Avenue
Everett, WA 98201

RE: Request for Crime Data

Dear Joanne Golob:

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school-controlled buildings and property. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2016 crime statistics for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violations
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violations	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violations	

Please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2016:

Place	Address	Start Time	End Time	Date(s) (and Days of week of use are in parenthesis)
<i>Everett-City of Everett</i>	Spada Conference Room 3200 Cedar Street Everett, WA 98201	8:00am	4:30pm	04/04/16 – 04/06/16, MTuW
		8:00am	4:30pm	05/17/16 – 05/18/16, TuW
		8:00am	4:30pm	07/18/16 – 07/19/16, MTu
		8:00am	4:30pm	08/02/16 – 08/03/16, TuW
		8:00am	4:30pm	12/05/16 – 12/06/16, MTu

We need to have this information sent to us via email (see my email below) or by US postal mail no later than June 30, 2017. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu

Sean Taggart

From: Derek Ronnfeldt
Sent: Thursday, March 23, 2017 7:36 PM
To: Sean Taggart
Subject: Fwd: Police Department Records :: D000834-031617

Sent from my iPhone

Begin forwarded message:

From: Everett WA Public Records Center <everettwa@mycusthelp.net>
Date: March 23, 2017 at 6:09:26 PM PDT
To: <dronnfeldt@greenriver.edu>
Subject: Police Department Records :: D000834-031617

--- Please respond above this line ---

Everett^{WA}

RE: PUBLIC RECORDS REQUEST of March 16, 2017, Reference # D000834-031617

Dear Derek,

The Everett Police Department received a public records request from you on March 16, 2017. You requested the following:

"Clery Report needed"

Our procedure is to locate records, review them for exemptions, and then prepare them for your inspection and/or copying. The undersigned will be coordinating the collection, review and production of responsive records.

We reasonably believe that public records (if any) responsive to this request will be available on or before **3/30/2017**. If public records become available in advance of this estimate we will contact you promptly. Conversely, if the Everett Police Department encounters a need to extend our estimate, we will contact you promptly with a revised estimated date.

Thank you for your patience in awaiting this information.

Sincerely,

Anita Morrison, CPRO
Everett Police Department

Public Disclosure Unit
425-257-7452

To monitor the progress or update this request please log into the [Everett WA Public Records Center](#).

Anita Morrison

From: Cassandra Dailey
Sent: Monday, March 27, 2017 7:53 AM
To: Anita Morrison
Cc: Jeraud Irving
Subject: RE: public disclosure request - Clery Request
Attachments: Green River Clery Act_2016.pdf

Anita,

Here is the requested report. There were no offenses reported at that location during the given timeframes and 1 burglary that occurred within a .25mi radius of the location.

Thank you,
-Cassie

From: Anita Morrison
Sent: Thursday, March 23, 2017 6:07 PM
To: Crime Analysis
Cc: Jeraud Irving
Subject: public disclosure request - Clery Request

Hello,

We received this public disclosure request from Green River Community College on 3/16/17. Joanne said she put a hard copy in your mailbox.

I am sending you another copy just to make sure that you received it. Usually, you are very prompt in responding. In case you did not receive the request, I have already sent a 5 day more time letter.

Thanks, and please disregard if this is a duplicate.

Anita Morrison
Public Disclosure Unit

City of Everett - Police Department

Uniform Crime Reporting Coded Offenses

Date Ranges: 4/4/2016-4/6/2016, 5/17/2016-5/18/2016, 7/18/2016-7/19/2016, 8/2/2016-8/3/2016, 12/5/2016-12/6/2016

Address of Interest: 3200 Cedar St, Everett

Reporting Area: .25mi radius of 3200 Cedar St, Everett

Crime Type	Offense Count	Hate Crimes	Bias
Aggravated Assault	0	0	
Arson	0	0	
Burglary	1	0	
Dating Violence	0	0	
Domestic Violence	0	0	
Drug Law Violations	0	0	
Fondling	0	0	
Hate Crime	0	0	
Incest	0	0	
Intimidation	0	0	
Liquor Law Violations	0	0	
Manslaughter by Negligence	0	0	
Motor Vehicle Theft	0	0	
Murder and Non-Negligent Manslaughter	0	0	
Rape	0	0	
Robbery	0	0	
Sex Offenses - Forcible	0	0	
Sex Offenses - Non-Forcible	0	0	
Sexual Assault with an Object	0	0	
Simple Assault	0	0	
Stalking	0	0	
Statutory Rape	0	0	
Weapon Law Violations	0	0	

*There were no offenses reported at this location within the given timeframes.

Sources:

NWS

Crime information is based on offense type at the time of the case.


Crime Analysis Unit

3/27/2017

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:
ISSAQUAH Police DEPT
ATTN: RANA HOOVER-RECORDS
130 SUNSET WAY
ISSAQUAH, WA 98027



9590 9402 1951 6123 4960 58

2. Article Number (Transfer from service label)
7013 3020 0000 5318 3697

PS Form 3811, July 2015 PSN 7530-02-000-6053

COMPLETE THIS SECTION ON DELIVERY

A. Signature
 Agent
 Addressee

B. Received by (Printed Name)
Michelle Budaw

C. Date of Delivery
3-13-17

D. Is delivery address different from item 1? Yes
 If YES, enter delivery address below: No
130 EAST Sunset Way

3. Service Type

<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Express®
<input type="checkbox"/> Adult Signature Restricted Delivery	<input type="checkbox"/> Registered Mail™
<input checked="" type="checkbox"/> Certified Mail®	<input type="checkbox"/> Registered Mail Restricted Delivery
<input type="checkbox"/> Certified Mail Restricted Delivery	<input checked="" type="checkbox"/> Return Receipt for Merchandise
<input type="checkbox"/> Collect on Delivery	<input type="checkbox"/> Signature Confirmation™
<input type="checkbox"/> Collect on Delivery Restricted Delivery	<input type="checkbox"/> Signature Confirmation Restricted Delivery
<input type="checkbox"/> Insured Mail	

SAF Domestic Return Receipt

U.S. Postal Service™
CERTIFIED MAIL™ RECEIPT
 (Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at www.usps.com

SAF OFFICIAL USE

Postage	\$
Certified Fee	3.30
Return Receipt Fee (Endorsement Required)	2.70
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$

Sent To: **ISSAQUAH Police Dept**
 Street, Apt, No. or PO Box No.: **ATTN: RANA HOOVER RECORDS**
 City, State, ZIP+4: **130 SUNSET WAY**
ISSAQUAH, WA 98027

PS Form 3800, August 2006 See Reverse for Instructions

7013 3020 0000 5318 3697



March 1st, 2017

Rana Hoover, Records
Issaquah Police Department
130 Sunset Way
Issaquah, WA 98027

RE: Request for Crime Data

Dear Rana Hoover:

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school-controlled buildings and property. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2016 crime statistics for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violations
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violations	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violations	

Please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2016:

Place	Address	Start Time	End Time	Date(s) (and Days of week of use are in parenthesis)
<i>Issaquah—City of Issaquah Public Works</i>	Training Room 670 First Ave NE Issaquah, WA 98027	7:30am	4:00pm	01/19/16, T
		7:30am	4:00pm	02/02/16, T
		7:30am	4:00pm	02/16/16 – 02/19/16, TWThF
		7:30am	4:00pm	04/18/16 – 04/19/16, MT
		7:30am	4:00pm	05/18/16, W
		7:30am	4:00pm	07/20/16 – 07/21/16, WTh
		7:30am	4:00pm	08/17/16 – 08/19/16, WThF
		7:30am	4:00pm	10/05/16 – 10/06/16, WTh
		7:30am	3:30pm	10/12/16, W
		7:30am	4:00pm	11/03/16, Th

(Note: MW denotes Mondays and Wednesdays; TTh denotes Tuesdays and Thursdays. We need crime data that happened only on those days within the dates and times listed.)

We need to have this information sent to us via email (see my email below) or by US postal mail no later than June 30, 2017. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu

Sean Taggart

From: Derek Ronnfeldt
Sent: Friday, March 17, 2017 11:36 AM
To: Sean Taggart
Subject: FW: request for records

From: Rana Hoover [mailto:RanaH@issaquahwa.gov]
Sent: Monday, March 13, 2017 9:05 PM
To: Derek Ronnfeldt
Subject: request for records

Derek Ronnfeldt,

Regarding your letter dated March 1, 2017 - there are no records responsive to your request for crimes occurring at 670 1st Ave NE on January 19, February 2, February 16 – 19, April 18 – 19, May 18, July 20 – 21, August 17 – 19, October 5 - 6, October 12, or November 3 in the year of 2016.

At this time, the City will consider your request for records closed. Should you feel we've come to this conclusion in error, or should you have any questions, please don't hesitate to contact me.

Thank you in advance.

Rana N. Hoover

Records Supervisor

Issaquah Police Department

425-837-3275

"If you aren't in over your head, how do you know how tall you are?" ~ T.S.Eliot

Please note my new email address: ranah@issaquahwa.gov

Subject to Public Disclosure

March 29th, 2017

Records Unit – King County Sheriff's Department
King County Courthouse
516 Third Avenue
Room W-150
Seattle, WA 98104

RE: Request for Crime Data

Dear Records Specialist,

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school –controlled buildings and property and also non-campus locations which were contracted for use by Green River College. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2016 crime statistics (including dates for each of the crimes committed) for the following offenses:

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Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violation Arrests	

As you are reviewing the records and locate offenses occurring on the address at the date and time listed, please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data (including dates of the offenses committed) for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2016:

Place	Address	Time Start	Time End	Dates of Use
<i>Pacific Raceways (Shuttle Parking Area Only) – See attached map.</i>	31001 144th Ave SE, Kent, WA 98042	6:00am	8:00pm	01/04/16 – 06/06/16 MTWThF
		6:00am	8:00pm	09/19/16 – 12/09/16 MTWThF
<i>Blue Dog Glass</i>	29304 168 th Ave SE Kent WA, 98042	9:00am	1:00pm	02/27/16, Sat
		9:00am	1:00pm	04/30/16, Sat
<i>Gavin Flying</i>	7001 S Perimeter RD S Seattle WA 98108	9:00am	5:00pm	01/01/16 – 12/31/16

(Note: M denotes Monday, T denotes Tuesday, W denotes Wednesday, Th denotes Thursday, da denotes daily within the dates listed) (We need crime data that happened only on those days within the dates and times listed.)

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our Green River College Campus Safety Office immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the community.

We need to have this information sent to us via email (see my email address below) or by US postal mail no later than June 30th, 2017. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

Derek Ronnfeldt, Director
 Campus Safety, Parking, and Transportation
 253-288-3350
 Email: dronnfeldt@greenriver.edu

March 11th, 2017

Records Unit
King County Courthouse
516 Third Avenue
Room W-150
Seattle, WA 98104

RE: Request for Crime Data

Dear Records Specialist,

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school-controlled buildings and property and also non-campus locations which were contracted for use by Green River College. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2016 crime statistics (including dates for each of the crimes committed) for the following offenses:

Specific Crime Information Needed	
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Burglary	Dating Violence
Domestic Violence	Drug Law Violation Arrests
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violation Arrests	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violation Arrests	

As you are reviewing the records and locate offenses occurring on the address at the date and time listed, please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data (including dates of the offenses committed) for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2016:

Place	Address	Time Start	Time End	Dates of Use
<i>Kenmore-Northshore Utility District</i>	6830 NE 185 th St Kenmore, WA 98028	8:00am	4:30pm	05-02-16, 05-03-16, MT
		8:00am	4:30pm	10-17-16, 10-18-16, 10-19-16, MTW

(Note: M denotes Monday, T denotes Tuesday, W denotes Wednesday, Th denotes Thursday, da denotes daily within the dates listed) (We need crime data that happened only on those days within the dates and times listed.)

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our Green River College Campus Safety Office immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the community.

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Kind Regards,

Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

King County Courthouse
Sheriff's Records
516 Third Ave
Rm W-150
Seattle, WA 98104



9590 9402 1951 6123 4966 90

2. Article Number (Transfer from service label)

7013 3020 0000 5318 4144

PS Form 3811, July 2015 PSN 7530-02-000-9053

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X *Judy Denny* Agent Addressee

B. Received by (Printed Name)

C. Date of Delivery

4-3-17

D. Is delivery address different from item 1? Yes No
If YES, enter delivery address below:

3. Service Type

- Adult Signature
- Adult Signature Restricted Delivery
- Certified Mail®
- Certified Mail Restricted Delivery
- Collect on Delivery
- Collect on Delivery Restricted Delivery
- Insured Mail
- Insured Mail Restricted Delivery (over \$500)
- Priority Mail Express®
- Registered Mail™
- Registered Mail Restricted Delivery
- Return Receipt for Merchandise
- Signature Confirmation™
- Signature Confirmation Restricted Delivery

3. Service Type

- Priority Mail Express®
- Registered Mail™
- Registered Mail Restricted Delivery
- Return Receipt for Merchandise
- Signature Confirmation™
- Signature Confirmation Restricted Delivery

Domestic Return Receipt

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

King County Courthouse-Records
516 Third Ave Rm W-150
Seattle, WA 98104



9590 9402 1951 6123 4963 17

2. Article Number (Transfer from service label)

7013 3020 0000 5318 3901

PS Form 3811, July 2015 PSN 7530-02-000-9053

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X *Judy Denny* Agent Addressee

B. Received by (Printed Name)

C. Date of Delivery

3-16-17

D. Is delivery address different from item 1? Yes No
If YES, enter delivery address below:

3. Service Type

- Adult Signature
- Adult Signature Restricted Delivery
- Certified Mail®
- Certified Mail Restricted Delivery
- Collect on Delivery
- Collect on Delivery Restricted Delivery
- Insured Mail
- Insured Mail Restricted Delivery (over \$500)
- Priority Mail Express®
- Registered Mail™
- Registered Mail Restricted Delivery
- Return Receipt for Merchandise
- Signature Confirmation™
- Signature Confirmation Restricted Delivery

3. Service Type

- Priority Mail Express®
- Registered Mail™
- Registered Mail Restricted Delivery
- Return Receipt for Merchandise
- Signature Confirmation™
- Signature Confirmation Restricted Delivery

Domestic Return Receipt

**U.S. Postal Service™
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For delivery information visit our website at www.usps.com

SAF OFFICIAL USE

Postage	\$	
Certified Fee		3.30
Return Receipt Fee (Endorsement Required)		2.70
Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees	\$	6.56

Sent To:
King County Courthouse-Records
Street, Apt. No. or PO Box No. 516 Third Ave Rm W-150
City, State, ZIP+4 Seattle, WA 98104

PS Form 3806, August 2006

See Reverse for Instructions

**U.S. Postal Service™
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For delivery information visit our website at www.usps.com

SAF OFFICIAL USE

Postage	\$.96
Certified Fee		3.30
Return Receipt Fee (Endorsement Required)		2.70
Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees	\$	6.56

Sent To:
King County Courthouse
Street, Apt. No. or PO Box No. 516 Third Ave Rm W-150
City, State, ZIP+4 Seattle, WA 98104

PS Form 3806, August 2006

See Reverse for Instructions

March 11th, 2017

Records Specialist
La Center Police Department
105 W 5th St
La Center, WA 98629

RE: Request for Crime Data

Dear Records Specialist,

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school-controlled buildings and property and also non-campus locations which were contracted for use by Green River College. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2016 crime statistics (including dates for each of the crimes committed) for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violation Arrests
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violation Arrests	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violation Arrests	

As you are reviewing the records and locate offenses occurring on the address at the date and time listed, please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data (including dates of the offenses committed) for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2016:

<i>Place</i>	<i>Address</i>	<i>Time Start</i>	<i>Time End</i>	<i>Dates of Use</i>
<i>La Center Water Reclamation Facility</i>	101 Aspen Ave La Center, WA 98629	8:00am	4:30pm	09-12-16, 09-13-16, 09-14-16, MTW

(Note: M denotes Monday, T denotes Tuesday, W denotes Wednesday, Th denotes Thursday, da denotes daily within the dates listed) (We need crime data that happened only on those days within the dates and times listed.)

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our Green River College Campus Safety Office immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the community.

We need to have this information sent to us via email (see my email address below) or by US postal mail no later than June 30th, 2017. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

Derek Ronnfeldt, Director
 Campus Safety, Parking, and Transportation
 253-288-3350
 Email: dronnfeldt@greenriver.edu

March 11th, 2017

Records Specialist
La Center Police Department
105 W 5th St
La Center, WA 98629

RE: Request for Crime Data

Dear Records Specialist,

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school-controlled buildings and property and also non-campus locations which were contracted for use by Green River College. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2016 crime statistics (including dates for each of the crimes committed) for the following offenses:

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Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violation Arrests
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violation Arrests	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violation Arrests	

As you are reviewing the records and locate offenses occurring on the address at the date and time listed, please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data (including dates of the offenses committed) for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2016:

Place	Address	Time Start	Time End	Dates of Use
<i>La Center Water Reclamation Facility</i>	101 Aspen Ave La Center, WA 98629	8:00am	4:30pm	09-12-16, 09-13-16, 09-14-16, MTW

(Note: M denotes Monday, T denotes Tuesday, W denotes Wednesday, Th denotes Thursday, da denotes daily within the dates listed) (We need crime data that happened only on those days within the dates and times listed.)

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our Green River College Campus Safety Office immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the community.

We need to have this information sent to us via email (see my email address below) or by US postal mail no later than June 30th, 2017. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

Derek Ronnfeldt, Director
 Campus Safety, Parking, and Transportation
 253-288-3350
 Email: dronnfeldt@greenriver.edu



360.263.2745 • Fax 360.263.2757 • lpolice@lacenterpd.org

105 West Fifth Street • La Center, WA 98629

Police Department

March 20, 2017

Green River Community College
Derek Ronnfeldt, Director
Campus Safety
12401 SE 320th St
Auburn, WA 98092-3622

Mr. Ronnfeldt,

I have received and reviewed your public records request for.


"...2016 crime statistics...for the following non-campus locations...La Center Water Reclamation Facility..."

I have searched our records and found no records responsive to your request. This public disclosure request is considered closed at this time. If you have any questions, please feel free to contact me.

Sincerely,

Dani Bowerman
Executive Assistant



SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY																
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature <i>[Signature]</i> <input checked="" type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) <i>Alice Peters</i></p> <p>C. Date of Delivery <i>3-16</i></p>																
<p>1. Article Addressed to:</p> <p><i>La center Police Dept 105 W 5th St La center, WA 98629</i></p>  <p>9590 9402 1951 6123 4963 79</p>	<p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If YES, enter delivery address below:</p> <p>3. Service Type</p> <table border="0"> <tr> <td><input type="checkbox"/> Adult Signature</td> <td><input type="checkbox"/> Priority Mail Express®</td> </tr> <tr> <td><input type="checkbox"/> Adult Signature Restricted Delivery</td> <td><input type="checkbox"/> Registered Mail™</td> </tr> <tr> <td><input checked="" type="checkbox"/> Certified Mail®</td> <td><input type="checkbox"/> Registered Mail Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Certified Mail Restricted Delivery</td> <td><input type="checkbox"/> Return Receipt for Merchandise</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery</td> <td><input type="checkbox"/> Signature Confirmation™</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery Restricted Delivery</td> <td><input type="checkbox"/> Signature Confirmation Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Insured Mail</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)</td> <td></td> </tr> </table>	<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Express®	<input type="checkbox"/> Adult Signature Restricted Delivery	<input type="checkbox"/> Registered Mail™	<input checked="" type="checkbox"/> Certified Mail®	<input type="checkbox"/> Registered Mail Restricted Delivery	<input type="checkbox"/> Certified Mail Restricted Delivery	<input type="checkbox"/> Return Receipt for Merchandise	<input type="checkbox"/> Collect on Delivery	<input type="checkbox"/> Signature Confirmation™	<input type="checkbox"/> Collect on Delivery Restricted Delivery	<input type="checkbox"/> Signature Confirmation Restricted Delivery	<input type="checkbox"/> Insured Mail		<input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)	
<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Express®																
<input type="checkbox"/> Adult Signature Restricted Delivery	<input type="checkbox"/> Registered Mail™																
<input checked="" type="checkbox"/> Certified Mail®	<input type="checkbox"/> Registered Mail Restricted Delivery																
<input type="checkbox"/> Certified Mail Restricted Delivery	<input type="checkbox"/> Return Receipt for Merchandise																
<input type="checkbox"/> Collect on Delivery	<input type="checkbox"/> Signature Confirmation™																
<input type="checkbox"/> Collect on Delivery Restricted Delivery	<input type="checkbox"/> Signature Confirmation Restricted Delivery																
<input type="checkbox"/> Insured Mail																	
<input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)																	
<p>2. Article Number (Transfer from service label)</p> <p><i>7013 3020 0000 5318 3888</i></p>																	

PS Form 3811, July 2015 PSN 7530-02-000-9053

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OFFICIAL USE

Postage	\$
Certified Fee	<i>3.30</i>
Return Receipt Fee (Endorsement Required)	<i>2.70</i>
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	<i>\$6.56</i>



Postmark Here

Sent To: *La center Police Dept*

Street, Apt. No., or P.O. Box No.: *105 W 5th St*

City, State, ZIP+4: *La center, WA 98629*

PS Form 3800, August 2006

See Reverse for Instructions

7013 3020 0000 5318 3888

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

La center Police Dept
105 W 5th St
La center, WA 98629



9590 9402 1951 6123 4963 79

2. Article Number (Transfer from service label)

7013 3020 0000 5318 3888

COMPLETE THIS SECTION ON DELIVERY

A. Signature *[Handwritten Signature]* Agent
 Addressee

B. Received by (Printed Name) *Alice Peters* C. Date of Delivery *3-16*

D. Is delivery address different from item 1? Yes
If YES, enter delivery address below: No

3. Service Type
- | | |
|--|---|
| <input type="checkbox"/> Adult Signature | <input type="checkbox"/> Priority Mail Express® |
| <input type="checkbox"/> Adult Signature Restricted Delivery | <input type="checkbox"/> Registered Mail™ |
| <input checked="" type="checkbox"/> Certified Mail® | <input type="checkbox"/> Registered Mail Restricted Delivery |
| <input type="checkbox"/> Certified Mail Restricted Delivery | <input type="checkbox"/> Return Receipt for Merchandise |
| <input type="checkbox"/> Collect on Delivery | <input type="checkbox"/> Signature Confirmation™ |
| <input type="checkbox"/> Collect on Delivery Restricted Delivery | <input type="checkbox"/> Signature Confirmation Restricted Delivery |
| <input type="checkbox"/> Insured Mail | |
| <input type="checkbox"/> Insured Mail Restricted Delivery (over \$500) | |

PS Form 3811, July 2015 PSN 7530-02-000-9053

Domestic Return Receipt

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For delivery information visit our website at www.usps.com

SAF OFFICIAL USE

7013 3020 0000 5318 3888

Postage	\$
Certified Fee	3.30
Return Receipt Fee (Endorsement Required)	2.70
Restricted Delivery Fee (Endorsement Required)	
Total Postage & fees	\$6.56



Sent to *La center Police Dept*
Street, Apt. No., or PO Box No. *105 W 5th St*
City, State, ZIP+4 *La center, WA 98629*

PS Form 3800, August 2006

See Reverse for Instructions

Sean Taggart

From: Derek Ronnfeldt
Sent: Friday, March 17, 2017 11:30 AM
To: Sean Taggart
Subject: FW: Public Disclosure request
Attachments: KM17031516110.pdf

From: Lacie Sablan [<mailto:lsablan@ci.lacey.wa.us>]
Sent: Wednesday, March 15, 2017 4:17 PM
To: Derek Ronnfeldt
Subject: Public Disclosure request

Please see attached for our "No record" response to your Public Records Request.

Lacie Sablan
Department Assistant III
Lacey Police Department
P: 360-459-4333 F: 360-456-7798



March 1st, 2017

Records Specialist
Lacey Police Department
420 College Street SE
Lacey, WA 98503

RE: Request for Crime Data

Dear Records Specialist

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school-controlled buildings and property and also non-campus locations which were contracted for use by Green River College. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2016 crime statistics (including dates for each of the crimes committed) for the following offenses:

Specific Crime Information Needed	
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Burglary	Dating Violence
Domestic Violence	Drug Law Violation Arrests
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violation Arrests	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violation Arrests	

As you are reviewing the records and locate offenses occurring on the address at the date and time listed, please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data (including dates of the offenses committed) for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2016:



Place	Address	Time Start	Time End	Dates of Use
Lacey Maintenance Center	Large Conference Room 1200 College St SE Lacey, WA 98053	7:30am	4:00pm	04/21/16 – 04/22/16, ThF
		7:30am	4:00pm	06/29/16, W
		7:30am	4:00pm	06/30/16 – 07/01/16, ThF
		7:30am	4:00pm	09/15/16 – 09/16/16, ThF
		7:30am	4:00pm	11/29/16 – 12/01/16, TWTh
Lacey-Cabela's	Conference Room 1 1600 Gateway Blvd NE Lacey, WA 98516	9:00am	5:30pm	11/07/16 – 11/09/16, MTW

(Note: WThF denotes Wednesday, Thursday, and Friday; TWTh denotes Tuesdays, Wednesday, and Thursday)

(We need crime data that happened only on those days within the dates and times listed.)


In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our Green River College Campus Safety Office immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the community.

We need to have this information sent to us via email (see my email address below) or by US postal mail no later than June 30th, 2017. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu

RECORD LACEY POLICE DEPT
Date 6/15/17 By L Sablan

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> ■ Complete items 1, 2, and 3. ■ Print your name and address on the reverse so that we can return the card to you. ■ Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature <input checked="" type="checkbox"/> <i>Donna Kohler</i> <input type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) <i>Donna Kohler</i></p> <p>C. Date of Delivery <i>3-13-17</i></p>
<p>1. Article Addressed to:</p> <p><i>Lacey Police Department 420 College St SE Lacey, WA 98503</i></p>  <p>9590 9402 1951 6123 4959 07</p>	<p>D. Is delivery address different from Item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p>
<p>2. Article Number (Transfer from service label) 7013 3020 0000 5318 3581</p>	<p>3. Service Type</p> <ul style="list-style-type: none"> <input type="checkbox"/> Adult Signature <input type="checkbox"/> Adult Signature Restricted Delivery <input checked="" type="checkbox"/> Certified Mail® <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Insured Mail <input type="checkbox"/> Insured Mail Restricted Delivery (over \$500) <input type="checkbox"/> Priority Mail Express® <input type="checkbox"/> Registered Mail™ <input type="checkbox"/> Registered Mail Restricted Delivery <input checked="" type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Signature Confirmation™ <input type="checkbox"/> Signature Confirmation Restricted Delivery

PS Form 3811, July 2015 PSN 7530-02-000-9053

SAF


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For delivery information visit our website at www.usps.com

SAF OFFICIAL USE

Postage	\$	
Certified Fee		<i>3.30</i>
Return Receipt Fee (Endorsement Required)		<i>2.70</i>
Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees	\$	



Sent To	
Street, Apt. No., or PO Box No.	<i>Lacey Police Department</i>
City, State, ZIP+4	<i>420 College St SE Lacey WA 98503</i>

PS Form 3800, August 2006 See Reverse for Instructions

7013 3020 0000 5318 3581

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Moses Lake Police Dept
411 S Balsam St
Moses Lake, WA 98837



9590 9402 1951 6123 4964 30

2. Article Number (Transfer from service label)

7013 3020 0000 5318 4076

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X *Olivera Mary* Agent Addressee

B. Received by (Printed Name) _____ Date of Delivery _____

D. Is delivery address different from item 1? Yes
If YES, enter delivery address below: No

3. Service Type

- | | |
|---|---|
| <input type="checkbox"/> Adult Signature | <input type="checkbox"/> Priority Mail Express® |
| <input type="checkbox"/> Adult Signature Restricted Delivery | <input type="checkbox"/> Registered Mail™ |
| <input checked="" type="checkbox"/> Certified Mail® | <input type="checkbox"/> Registered Mail Restricted Delivery |
| <input type="checkbox"/> Certified Mail Restricted Delivery | <input type="checkbox"/> Return Receipt for Merchandise |
| <input type="checkbox"/> Collect on Delivery | <input type="checkbox"/> Signature Confirmation™ |
| <input type="checkbox"/> Collect on Delivery Restricted Delivery | <input type="checkbox"/> Signature Confirmation Restricted Delivery |
| <input type="checkbox"/> Insured Mail | |
| <input type="checkbox"/> Insured Mail Restricted Delivery (ver \$500) | |

7013 3020 0000 5318 4076

U.S. Postal Service™
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 (Domestic Mail Only; No Insurance Coverage Provided)
 For delivery information visit our website at www.usps.com

OFFICIAL USE

Postage	\$
Certified Fee	3.30
Return Receipt Fee (Endorsement Required)	2.70
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$

Postmark Here

Sent To: *Moses Lake Police Dept*
 Street, Apt. No. or PO Box No.: *411 Balsam St*
 City, State, ZIP+4: *Moses Lake WA 98837*

PS Form 3800, August 2006 See Reverse for Instructions

March 17th, 2017

MOSES LAKE POLICE PARTMENT
411 S Balsam St.
Moses Lake, WA 98837

RE: Request for Crime Data

Dear Records:

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school –controlled buildings and property. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2016 crime statistics for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violations
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violations	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violations	

Please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.


I need to have the above crime data for the following non-campus locations which were contracted for use by Green River College on the following dates and times during the calendar year 2016:


Place	Address	Start Time	End Time	Date(s) (and Days of week of use are in parenthesis)
<i>Ameristay Inn and Suites</i>	1157 N Stradford Rd Moses Lake, WA 98837	8:00am	11:59pm	July 15 th , 2016
		12:01am	11:59pm	July 16 th , 2016
		12:01am	4:00pm	July 17 th , 2016

We need to have this information sent to us via email (see my email address below) or by US postal mail no later than June 30, 2017. If you have any questions, please feel free to contact me by phone or email. Thank you for your attention to this matter.

Kind Regards,

Derek Ronnfeldt, Director
 Campus Safety, Parking and Transportation
 Phone: 253-288-3335
 Email: dronnfeldt@greenriver.edu

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY																
<ul style="list-style-type: none"> ■ Complete items 1, 2, and 3. ■ Print your name and address on the reverse so that we can return the card to you. ■ Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature X <i>Suaneesou</i> <input checked="" type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) <i>Sarah Coral</i> C. Date of Delivery <i>3/1/17</i></p>																
<p>1. Article Addressed to:</p> <p><i>Longview Police Dept 1351 Hudson St Longview, WA 98632</i></p>  <p>9590 9402 1951 6123 4958 60</p>	<p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p>																
<p>2. Article Number (Transfer from service label)</p> <p><i>7013 3020 0000 5318 3567</i></p>	<p>3. Service Type</p> <table border="0"> <tr> <td><input type="checkbox"/> Adult Signature</td> <td><input type="checkbox"/> Priority Mail Express®</td> </tr> <tr> <td><input type="checkbox"/> Adult Signature Restricted Delivery</td> <td><input type="checkbox"/> Registered Mail™</td> </tr> <tr> <td><input checked="" type="checkbox"/> Certified Mail®</td> <td><input type="checkbox"/> Registered Mail Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Certified Mail Restricted Delivery</td> <td><input checked="" type="checkbox"/> Return Receipt for Merchandise</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery</td> <td><input type="checkbox"/> Signature Confirmation™</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery Restricted Delivery</td> <td><input type="checkbox"/> Signature Confirmation Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Insured Mail</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)</td> <td></td> </tr> </table>	<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Express®	<input type="checkbox"/> Adult Signature Restricted Delivery	<input type="checkbox"/> Registered Mail™	<input checked="" type="checkbox"/> Certified Mail®	<input type="checkbox"/> Registered Mail Restricted Delivery	<input type="checkbox"/> Certified Mail Restricted Delivery	<input checked="" type="checkbox"/> Return Receipt for Merchandise	<input type="checkbox"/> Collect on Delivery	<input type="checkbox"/> Signature Confirmation™	<input type="checkbox"/> Collect on Delivery Restricted Delivery	<input type="checkbox"/> Signature Confirmation Restricted Delivery	<input type="checkbox"/> Insured Mail		<input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)	
<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Express®																
<input type="checkbox"/> Adult Signature Restricted Delivery	<input type="checkbox"/> Registered Mail™																
<input checked="" type="checkbox"/> Certified Mail®	<input type="checkbox"/> Registered Mail Restricted Delivery																
<input type="checkbox"/> Certified Mail Restricted Delivery	<input checked="" type="checkbox"/> Return Receipt for Merchandise																
<input type="checkbox"/> Collect on Delivery	<input type="checkbox"/> Signature Confirmation™																
<input type="checkbox"/> Collect on Delivery Restricted Delivery	<input type="checkbox"/> Signature Confirmation Restricted Delivery																
<input type="checkbox"/> Insured Mail																	
<input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)																	
<p>PS Form 3811, July 2015 PSN 7530-02-000-9053 <i>SAF</i> Domestic Return Receipt</p>																	

Postal Service™											
CERTIFIED MAIL™ RECEIPT <i>(Domestic Mail Only; No Insurance Coverage Provided)</i>											
For delivery information visit our website at www.usps.com											
<i>SAF</i> OFFICIAL USE											
<table border="1"> <tr> <td>Postage</td> <td>\$</td> </tr> <tr> <td>Certified Fee</td> <td><i>3.30</i></td> </tr> <tr> <td>Return Receipt Fee (Endorsement Required)</td> <td><i>2.70</i></td> </tr> <tr> <td>Restricted Delivery Fee (Endorsement Required)</td> <td></td> </tr> <tr> <td>Total Postage & Fees</td> <td>\$</td> </tr> </table>	Postage	\$	Certified Fee	<i>3.30</i>	Return Receipt Fee (Endorsement Required)	<i>2.70</i>	Restricted Delivery Fee (Endorsement Required)		Total Postage & Fees	\$	
Postage	\$										
Certified Fee	<i>3.30</i>										
Return Receipt Fee (Endorsement Required)	<i>2.70</i>										
Restricted Delivery Fee (Endorsement Required)											
Total Postage & Fees	\$										
<table border="1"> <tr> <td>Sent To</td> <td><i>Longview Police Department</i></td> </tr> <tr> <td>Street, Apt. No., or PO Box No.</td> <td><i>1351 Hudson St</i></td> </tr> <tr> <td>City, State, ZIP+4</td> <td><i>Longview WA 98632</i></td> </tr> </table>		Sent To	<i>Longview Police Department</i>	Street, Apt. No., or PO Box No.	<i>1351 Hudson St</i>	City, State, ZIP+4	<i>Longview WA 98632</i>				
Sent To	<i>Longview Police Department</i>										
Street, Apt. No., or PO Box No.	<i>1351 Hudson St</i>										
City, State, ZIP+4	<i>Longview WA 98632</i>										
PS Form 3800, August 2006 See Reverse for Instructions											

7013 3020 0000 5318 3567

March 1st, 2017

Records Specialist
Longview Police Department
1351 Hudson Street
Longview, WA 98632

RE: Request for Crime Data

Dear Records Specialist

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school-controlled buildings and property and also non-campus locations which were contracted for use by Green River College. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2016 crime statistics (including dates for each of the crimes committed) for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violation Arrests
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violation Arrests	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violation Arrests	

As you are reviewing the records and locate offenses occurring on the address at the date and time listed, please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data (including dates of the offenses committed) for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2016:

Place	Address	Time Start	Time End	Dates of Use
Longview-Utility Operations Cent.	Meeting Room 1460 Industrial WA Longview, WA 98632	7:30 AM	4:00 PM	04/26/16 – 04/29/16, TWThF
		7:30 AM	4:00 PM	05/03/16, T
		7:30 AM	4:00 PM	09/16/16, F

(We need crime data that happened only on those days within the dates and times listed.)

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our Green River College Campus Safety Office immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the community.

We need to have this information sent to us via email (see my email address below) or by US postal mail no later than June 30th, 2017. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu

Sean Taggart

From: Derek Ronnfeldt
Sent: Thursday, March 23, 2017 8:02 AM
To: Sean Taggart
Subject: Fwd: Your Request for Crime Data

Sent from my iPhone

Begin forwarded message:

From: Anita Hyatt <anita.hyatt@ci.longview.wa.us>
Date: March 22, 2017 at 10:10:33 AM PDT
To: "'dronnfeldt@greenriver.edu'" <dronnfeldt@greenriver.edu>
Cc: Mary Chennault <Mary.Chennault@ci.longview.wa.us>
Subject: Your Request for Crime Data

Greetings Mr. Ronnfeldt

On March 14th, 2017 we received your request for crime data for 1460 Industrial Way and adjoining properties in Longview, WA for 2016.

I searched our records system and did not find any crimes in the listed categories for the dates, times and location specified in your request.

Anita Hyatt
Crime Analyst
Longview Police Department
1351 Hudson St
Longview, WA 98632
360.442.5816

NOTICE OF PUBLIC DISCLOSURE: This e-mail account is public domain. Any correspondence from or to this e-mail account is a public record. Accordingly, this e-mail, in whole or in part, may be subject to disclosure pursuant to RCW 42.56, regardless of any claim of confidentiality or privilege asserted by an external party.

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Mount Vernon Police Dept
1805 Continental Place
Mount Vernon, WA 98273



9590 9402 1951 6123 4960 41

2. Article Number (Transfer from service label)

7013 3020 0000 5318 3550

PS Form 3811, July 2016 PSN 7530-02-000-9053

COMPLETE THIS SECTION ON DELIVERY

A. Signature *[Handwritten Signature]* Agent
 Addressee

B. Received by (Printed Name) *H. Tharp* C. Date of Delivery

D. Is delivery address different from item 1? Yes
If YES, enter delivery address below: No

3. Service Type
- Adult Signature
 - Adult Signature Restricted Delivery
 - Certified Mail®
 - Certified Mail Restricted Delivery
 - Collect on Delivery
 - Collect on Delivery Restricted Delivery
 - Insured Mail
 - Insured Mail Restricted Delivery (over \$500)
 - Priority Mail Express®
 - Registered Mail™
 - Registered Mail Restricted Delivery
 - Return Receipt for Merchandise
 - Signature Confirmation™
 - Signature Confirmation Restricted Delivery

SAF

Domestic Return Receipt

U.S. Postal Service™
CERTIFIED MAIL™ RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at www.usps.com

SAF OFFICIAL USE

7013 3020 0000 5318 3550

Postage	\$
Certified Fee	3.30
Return Receipt Fee (Endorsement Required)	2.70
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$



Sent to
Mount Vernon Police Dept
Street, Apt. No., or PO Box No. 1805 Continental Place
City, State, ZIP+4 Mount Vernon, WA 98273

PS Form 3800, August 2006

See Reverse for Instructions

03/16/17
09:48

MOUNT VERNON POLICE DEPARTMENT
Law Incident Addr. History Report, by Date Reported Page: 564
1

Inc. No.	Reported	Nature	Address	Loctn Dsp
16-M09454	08:06:35 06/06/16	BURGLARY	1415 FREEWAY DR; PUD, MOUN	RCM08 CAA
16-M09713	11:38:41 06/09/16	FRAUD	1415 FREEWAY DR; SKAGIT PU	RCM08 ACT

Total Incidents for This Report: 2

Report Includes:

All dates between '07:30:00 06/06/16' and '16:00:00 06/19/16'
All location codes
All cities matching 'MOUNT VERNON'
All addresses matching '1415 FREEWAY DR*'
All agencies matching 'MVPD'
All offenses observed
All offenses reported
All offense codes
All nature of incidents
all circumstance codes

*** End of Report /tmp/rptovmaaa-rplwiah.r1_12 ***

Place	Address	Time Start	Time End	Dates of Use
<i>Mt Vernon- Skagit County PUD</i>	Aqua Room 1415 Freeway Drive Mount Vernon, WA 98273	8:00am	4:30pm	01/21/16 – 01/22/16, ThF
		8:00am	4:30pm	03/02/16 – 03/04/16, WThF
		8:00am	4:30pm	05/11/16, W
		7:30am	4:00pm	06/06/16 – 06/19/16, MTWTh
		8:00am	4:30pm	07/14/16, Th
		8:00am	4:30pm	08/24/16 – 08/26/16, WThF
		8:00am	4:30pm	10/19/16 – 10/20/16, WTh
		8:00am	4:30pm	11/16/16 – 11/17/16, WTh
		8:00am	4:30pm	12/07/16 – 12/08/16, WTh

(Note: TWThF denotes Tuesday, Wednesday, Thursday, Friday)

(We need crime data that happened only on those days within the dates and times listed.)

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our Green River College Campus Safety Office immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the community.

We need to have this information sent to us via email (see my email address below) or by US postal mail no later than June 20th, 2017. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu

March 1st, 2017

Records Specialist
Mount Vernon Police Department
1805 Continental Place
Mount Vernon, WA 98273

RE: Request for Crime Data

Dear Records Specialist

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school-controlled buildings and property and also non-campus locations which were contracted for use by Green River College. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2016 crime statistics (including dates for each of the crimes committed) for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violation Arrests
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violation Arrests	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violation Arrests	

As you are reviewing the records and locate offenses occurring on the address at the date and time listed, please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data (including dates of the offenses committed) for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2016:



Police Department

1805 Continental Place • Mount Vernon, WA 98273
Phone (360) 336-6271 Fax (360) 336-0628
www.mountvernonwa.gov

Date: March 13, 2017

To: Green River Community College
Attn: Derek Ronnfeldt

We are in receipt of your requests dated	03-13-17	for our cases regarding:	Skagit County PUD - Aqua Room
--	----------	--------------------------	-------------------------------------

the requested case is still an active, open investigation exempting such records from disclosure. RCW 42.56.240(1) Allows non-disclosure of open investigations as essential to effective law enforcement.¹

we will need additional time to search, assemble the records, notify third persons or agencies affected by the request and complete legal review. We estimate we should be able to forward that information which is not exempt from disclosure to you within 20 to 30 working days. If you are no longer in need of the report you have requested, please notify the Records Division.

we are providing the record attached hereto and have closed your request. An explanation of any redactions and exemptions of records are included in the attached exemption log.

the records are available the following internet address and link on the City's web site. Please notify the MVPD at the number below within 30 days if you cannot access the records through the internet. The MVPD will then arrange to either provide copies of the record or allow you to view copies using an available computer. Failure to respond within 30 days will close your request.

after conducting its search, the City is unable to locate any public records within the scope of your request and has closed your request.

If we can be of further service to you, please contact Mount Vernon Police Department Records Division at 336-6271.

Sincerely,

Jerry L. Dodd
Chief of Police

For Lieutenant Chris Cammock
Records Manager

Safe and Enjoyable Community Living

¹ Any documents that MVPD has created fall within the exemption, and are essential to effective law enforcement, including protecting sources, confidentiality of disclosures and release of sensitive information. The City is not yet in a position to segregate documents that could result in the disclosure of sensitive information. Should you wish to seek such records at a later date when the City has completed its investigation, the City shall be happy to consider such a request.

Sean Taggart

From: Derek Ronnfeldt
Sent: Friday, March 17, 2017 11:27 AM
To: Sean Taggart
Subject: FW: PDR for Crime Data
Attachments: Law Incident Address History Rpts.pdf

From: Roberts-Good, Robin [<mailto:RobinR@mountvernonwa.gov>]
Sent: Thursday, March 16, 2017 12:00 PM
To: Derek Ronnfeldt
Subject: PDR for Crime Data

Mr. Ronnfeldt,

Pursuant to your public disclosure request, attached are Law Incident Address History reports for the address of 1415 Freeway Drive, Mount Vernon, Washington, as set forth in your correspondence received 03/13/17. As your request has been completed, it will now be closed.

If you have any questions, please feel free to contact me.

Thank you,

Robin Good
Records Specialist
Mount Vernon Police Department
1805 Continental Place
Mount Vernon, WA 98273
(360) 336-6271, ext. 1483
Currently working Mon-Fri 6:00 am-2:30 pm

03/16/17
09:47

Total Incidents for This Report: 0

Report Includes:
All dates between `08:00:00 01/21/16` and `16:30:00 01/22/16`
All location codes
All cities matching `MOUNT VERNON`
All addresses matching `1415 FREEWAY DR*`
All agencies matching `MVPD`
All offenses observed
All offenses reported
All offense codes
All nature of incidents
All circumstance codes

*** End of Report /tmp/rptovmaaa-rplwahr.r1_9 ***

03/16/17
09:47

Total Incidents for This Report: 0

Report Includes:
All dates between `08:00:00 03/02/16` and `16:30:00 03/04/16`
All location codes
All cities matching `MOUNT VERNON`
All addresses matching `1415 FREEWAY DR`
All agencies matching `MVPD`
All offenses observed
All offenses reported
All offense codes
All nature of incidents
All circumstance codes

*** End of Report /tmp/rptovmaaa-rplwiah.r1_10 ***

03/16/17
09:47

MOUNT VERNON POLICE DEPARTMENT
Law Incident Addr. History Report, by Date Reported Page: 564
1

Total Incidents for This Report: 0

Report Includes:

All dates between `08:00:00 05/11/16` and `16:30:00 05/11/16`
All location codes
All cities matching `MOUNT VERNON`
All addresses matching `1415 FREEWAY DR`
All agencies matching `MVPD`
All offenses observed
All offenses reported
All offense codes
All nature of incidents
All circumstance codes

*** End of Report /tmp/rptvmaaa-rplwiah.r1_11 ***

03/16/17
09:48

MOUNT VERNON POLICE DEPARTMENT
Law Incident Addr. History Report, by Date Reported

564
1

Total Incidents for This Report: 0

Report Includes:

All dates between `08:00:00 07/14/16` and `16:30:00 07/14/16`
All location codes
All cities matching `MOUNT VERNON`
All addresses matching `1415 FREEWAY DR`
All agencies matching `MVPD`
All offenses observed
All offenses reported
All offense codes
All nature of incidents
All circumstance codes

*** End of Report /tmp/rpt0vmaa-rplwahr.rl_13 ***

03/16/17
09:48

MOUNT VERNON POLICE DEPARTMENT
Law Incident Addr. History Report, by Date Reported

564
1

Total Incidents for This Report: 0

Report Includes:

All dates between `08:00:00 08/24/16` and `16:30:00 08/26/16`
All location codes
All cities matching `MOUNT VERNON`
All addresses matching `1415 FREEWAY DR`
All agencies matching `MVPD`
All offenses observed
All offenses reported
All offense codes
All nature of incidents
All circumstance codes

*** End of Report /tmp/rptvmaaa-rplwiahri_14 ***

03/16/17
09:49

Total Incidents for This Report: 0

Report includes:
All dates between `08:00:00 10/19/16` and `16:30:00 10/20/16`
All location codes
All cities matching `MOUNT VERNON`
All addresses matching `1415 FREEWAY DR`
All agencies matching `MVPD`
All offenses observed
All offenses reported
All offense codes
All nature of incidents
All circumstance codes

*** End of Report /tmp/rptoVmaaa-rplwiahx.r1_15 ***

03/16/17
09:49

Total Incidents for This Report: 0

Report Includes:

All dates between `08:00:00 11/16/16` and `16:30:00 11/17/16`
All location codes
All cities matching `MOUNT VERNON`
All addresses matching `1415 FREEWAY DR*`
All agencies matching `MVPD`
All offenses observed
All offenses reported
All offense codes
All nature of incidents
All circumstance codes

*** End of Report /tmp/rptovmaaa-rplwiah.r1_16 ***


03/16/17
09:49

Total Incidents for This Report: 0

Report Includes:

All dates between `08:00:00 12/07/16` and `16:30:00 12/08/16`
All location codes
All cities matching `MOUNT VERNON`
All addresses matching `1415 FREEWAY DR*`
All agencies matching `MVPD`
All offenses observed
All offenses reported
All offense codes
All nature of incidents
All circumstance codes

*** End of Report /tmp/rptoVmaaa-rplwiahz.ri_17 ***

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature <input type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) <input type="checkbox"/> Yes C. Date of Delivery <input type="checkbox"/> No</p>
<p>1. Article Addressed to:</p> <p>Pasco Police Department 525 n Third Ave Pasco, WA 99301</p>  <p>9590 9402 1951 6123 4961 40</p>	<p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p>
<p>2. Article Number (Transfer from service label)</p> <p>7013 3020 0000 5318 3543</p>	<p>3. Service Type</p> <p><input type="checkbox"/> Adult Signature <input type="checkbox"/> Priority Mail Express®</p> <p><input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Registered Mail™</p> <p><input checked="" type="checkbox"/> Certified Mail® <input type="checkbox"/> Certified Mail Restricted Delivery <input checked="" type="checkbox"/> Return Receipt for Merchandise</p> <p><input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Signature Confirmation™</p> <p><input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Signature Confirmation Restricted Delivery</p> <p><input type="checkbox"/> Insured Mail <input type="checkbox"/> Signature Confirmation Restricted Delivery</p> <p><input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)</p>
<p>PS Form 3811, July 2015 PSN 7530-02-000-9053</p>	<p>SAF Domestic Return Receipt</p>

7013 3020 0000 5318 3543

U.S. Postal Service™ CERTIFIED MAIL™ RECEIPT (Domestic Mail Only; No Insurance Coverage Provided)	
For delivery information visit our website at www.usps.com .	
SAF OFFICIAL USE	
Postage	\$
Certified Fee	3.30
Return Receipt Fee (Endorsement Required)	2.70
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$
Postmark Here	
Sent To: Pasco Police Department Street, Apt. No., or PO Box No.: 525 n Third Ave City, State, ZIP+4: Pasco, WA 99301	
PS Form 3800, August 2006 See Reverse for Instructions	

March 1st, 2017

Records Specialist
Pasco Police Department
525 N Third Ave
Pasco, WA 99301

RE: Request for Crime Data

Dear Records Specialist

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school –controlled buildings and property and also non-campus locations which were contracted for use by Green River College. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2016 crime statistics (including dates for each of the crimes committed) for the following offenses:

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Domestic Violence	Drug Law Violation Arrests
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violation Arrests	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violation Arrests	

As you are reviewing the records and locate offenses occurring on the address at the date and time listed, please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data (including dates of the offenses committed) for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2016:

Place	Address	Time Start	Time End	Dates of Use
<i>West Pasco Water Treatment Plant</i>	11315 West Court St Pasco, WA 99301	7:30am	4:00pm	05-24-16, Tu

(Note: M denotes Monday, T denotes Tuesday, W denotes Wednesday, Th denotes Thursday, da denotes daily within the dates listed) (We need crime data that happened only on those days within the dates and times listed.)

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our Green River College Campus Safety Office immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the community.

We need to have this information sent to us via email (see my email address below) or by US postal mail no later than June 30th, 2017. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Ocean Shores Police Dept
577 PT BROWN AVE NW
OCEAN SHORES, WA 98569



9590 9402 1951 6123 4963 62

2. Article Number (Transfer from service label)

7013 3020 0000 5318 3895

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X *Carric L Rubson* Agent Addressee

B. Received by (Printed Name)

Carric L Rubson

C. Date of Delivery

3-16-17

D. Is delivery address different from item 1? Yes
if YES, enter delivery address below: No

3. Service Type

- Adult Signature
- Adult Signature Restricted Delivery
- Certified Mail®
- Certified Mail Restricted Delivery
- Collect on Delivery
- Collect on Delivery Restricted Delivery
- Insured Mail
- Insured Mail Restricted Delivery (over \$500)
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- Registered Mail Restricted Delivery
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- Signature Confirmation™
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PS Form 3811, July 2015 PSN 7630-02-000-9053

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Certified Fee		3.30
Return Receipt Fee (Endorsement Required)		2.70
Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees		\$6.50



Sent To: Ocean Shores Police Department
Street, Apt. No.: 577 PT BROWN AVE NW
or PO Box No.:
City, State, ZIP+4: Ocean Shores, WA 98569

PS Form 3800, August 2005 See Reverse for Instructions

7013 3020 0000 5318 3895

March 11th, 2017

Records Specialist
Oceans Shores Police Department
577 PT Brown Ave NW
Ocean Shores, WA 98569

RE: Request for Crime Data

Dear Records Specialist,

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school-controlled buildings and property and also non-campus locations which were contracted for use by Green River College. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2016 crime statistics (including dates for each of the crimes committed) for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violation Arrests
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violation Arrests	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violation Arrests	

As you are reviewing the records and locate offenses occurring on the address at the date and time listed, please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data (including dates of the offenses committed) for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2016:

Place	Address	Time Start	Time End	Dates of Use
<i>Oceans Shores Convention Center</i>	120 W Chance A La Mer Ave Ocean Shores, WA 98569	12:01am	11:59pm	03-28-16, 03-29-16, 03-30-16, MTW

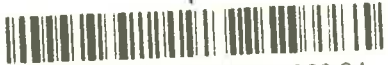
(Note: M denotes Monday, T denotes Tuesday, W denotes Wednesday, Th denotes Thursday, da denotes daily within the dates listed) (We need crime data that happened only on those days within the dates and times listed.)

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our Green River College Campus Safety Office immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the community.

We need to have this information sent to us via email (see my email address below) or by US postal mail no later than June 30th, 2017. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY	
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature <input type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>X</p>	
1. Article Addressed to:	B. Received by (Printed Name)	C. Date of Delivery
<p>Pierce County Sheriff's Dept 930 Tacoma Ave S Tacoma, WA 98402</p>  <p>9590 9402 1951 6123 4960 34</p>	<p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If YES, enter delivery address below:</p>	
2. Article Number (Transfer from service label)	3. Service Type	
7013 3020 0000 5318 3536	<input type="checkbox"/> Adult Signature <input type="checkbox"/> Adult Signature Restricted Delivery <input checked="" type="checkbox"/> Certified Mail® <input checked="" type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Insured Mail <input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)	
PS Form 3811, July 2015 PSN 7530-02-000-9059	<input type="checkbox"/> Priority Mail Express® <input type="checkbox"/> Registered Mail™ <input type="checkbox"/> Registered Mail Restricted Delivery <input checked="" type="checkbox"/> Return Receipt for Merchandise® <input type="checkbox"/> Signature Confirmation™ <input type="checkbox"/> Signature Confirmation Restricted Delivery	

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Certified Fee		3.30
Return Receipt Fee (Endorsement Required)		2.70
Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees	\$	

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Sent to Pierce County Sheriff's Dept

Street, Apt. No., or PO Box No. 930 Tacoma Ave S

City, State, ZIP+4 Tacoma, WA 98402

PS Form 3800, August 2006 See Reverse for Instructions

7013 3020 0000 5318 3536

March 9th, 2017

Mark Carey - Records
Pierce County Sheriff's Department
930 Tacoma Ave S
Tacoma, WA 98402

RE: Request for Crime Data

Dear Mark Carey,

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school-controlled buildings and property and also non-campus locations which were contracted for use by Green River College. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2016 crime statistics (including dates for each of the crimes committed) for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violation Arrests
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violation Arrests	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violation Arrests	

As you are reviewing the records and locate offenses occurring on the address at the date and time listed, please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I also need to have the above crime data (including dates of the offenses committed) for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2016:

Place	Address	Time Start	Time End	Dates of Use
Heritage Park Recreation Center	9010 128 th Street Puyallup, WA 98373	1:00pm	2:30pm	March 5 th , 12 th , 19 th , 26 th April 2nd, 9th, 16th, 23rd May 7 th , 14 th and 21st

(We need crime data that happened only on those days within the dates and times listed.)

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our Green River College Campus Safety Office immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the community.

We need to have this information sent to us via email (see my email address below) or by US postal mail no later than June 30th, 2017. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu



Pierce County

Sheriff of Pierce County

930 Tacoma Avenue South
Tacoma, Washington 98402

March 17, 2017

Derek Ronnfeldt
Director Campus Safety, Parking and Transportation
Green River Community College
12401 SE 320th St.
Auburn, WA 98092

Re: Your Public Records Request
Our file #1703030

To: Mr. Ronnfeldt

This letter is to confirm that the Pierce County Sheriff's Department Public Disclosure Unit has received your request (dated 3/9/17) via US Postal Mail on 3/13/17.

Your request stated the following:

RE: Request for Crime Data

Dear Mark Carey,

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school owned or school controlled buildings and property and also non-campus locations which were contracted for use by Green River College. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2016 crime statistics (including dates for each of the crimes committed) for the following offenses

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Liquor Law Violation Arrests	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses - Forcible
Sex Offenses - Non Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violation Arrests	

As you are reviewing the records and locate offenses occurring on the address at the date and time listed, please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime

I also need to have the above crime data (including dates of the offenses committed) for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2016:



Place	Address	Time Start	Time End	Dates of Use
Heritage Park Recreation Center	9010 128 th Street Puyallup, WA 98373	1:00pm	2:30pm	March 5 th , 12 th , 19 th , 26 th April 2nd, 9th, 16th, 23rd May 7 th , 14 th and 21st

(We need crime data that happened only on those days within the dates and times listed.)

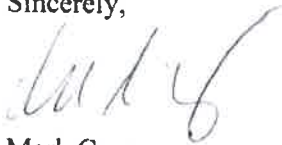
In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our Green River College Campus Safety Office immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the community.

We need to have this information sent to us via email (see my email address below) or by US postal mail no later than June 30th, 2017. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

I have begun processing your request. I anticipate having it completed before the date that you mentioned of June 30th, 2017. I will notify you at that time concerning payment and means of transmission of the information.

If you have any further questions, please feel free to contact me.

Sincerely,



Mark Carey
Public Disclosure Unit Supervisor
Pierce County Sheriff's Department
930 Tacoma Ave. So.
Tacoma, Wa. 98402
253-798-7769
mcarey@co.pierce.wa.us



Pierce County

Sheriff of Pierce County

930 Tacoma Avenue South
Tacoma, Washington 98402

May 5, 2017

Derek Ronnfeldt
Director Campus Safety, Parking and Transportation
Green River Community College
Auburn, WA 98092

Re: Your Public Records Request
Our file #1703030

To: Mr. Ronnfeldt

I recently contacted David Hutchinson who is our department statistician via email asking on an update for your records request. He replied back to me that he contacted you on 3/31/17 and stated:

“I have not found any Clery-related offenses (or any recorded offenses of any kind) at the Heritage Rec. Center during the dates and times per the contract supplied for this request.”

I confirmed with David Hutchinson that there were no responsive records to this request.

I am now closing out this public records request.

If you have any further questions, please feel free to contact me.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Mark Carey'.

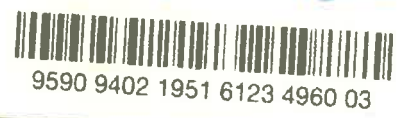
Mark Carey
Public Disclosure Unit
Pierce County Sheriff's Department
930 Tacoma Ave. So.
Tacoma, Wa. 98402
253-798-7769
mcarey@co.pierce.wa.us



SENDER: COMPLETE THIS SECTION

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- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:
 Renton Police Department
 1055 South Grady Way
 Renton, WA 98057



2. Article No. 701
 PS Form

COMPLETE THIS SECTION ON DELIVERY

A. Signature
 X *R. G...* Agent Addressee

B. Received by (Printed Name)
 S. W.

C. Date of Delivery
 7/10

D. Is delivery address different from item 1? Yes No
 If YES, enter delivery address below

3. Service Type
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 Adult Signature Restricted Delivery Registered Mail™
 Certified Mail® Registered Mail Restricted Delivery
 Certified Mail Restricted Delivery Return Receipt for Merchandise
 Collect on Delivery

Free Confirmation™
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Return Receipt Fee (Endorsement Required)	2.70
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$

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Sent To
 Renton Police Department
 Street Apt. No. or PO Box No. 1055 South Grady Way
 City, State, ZIP+4 Renton, WA 98057

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
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1. Article Addressed to:

Renton Police Department
 1055 South Grady Way
 Renton, WA 98057



9590 9402 1951 6123 4960 03

2. Article #
701

PS Form

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X *R. Smith*

- Agent
- Addressee

B. Received by (Printed Name)

52 W

C. Date of Delivery

12/19

D. Is delivery address different from item 1? If YES, enter delivery address below

- Yes
- No

3. Service Type

- Adult Signature
- Adult Signature Restricted Delivery
- Certified Mail®
- Certified Mail Restricted Delivery
- Collect on Delivery

- Priority Mail Express®
- Registered Mail™
- Registered Mail Restricted Delivery
- Return Receipt for Merchandise

Signature Confirmation™
 Registered Mail™
 Registered Mail Restricted Delivery

Domestic Return Receipt

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OFFICIAL USE

Postage	\$
Certified Fee	3.30
Return Receipt Fee (Endorsement Required)	2.70
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$

Postmark Here


Sent To

Street, Apt. No., or PO Box No.
 City, State, ZIP+4

Renton Police Department
 1055 South Grady Way
 Renton, WA 98057

PS Form 3800, August 2006

See Reverse for Instructions

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY																
<ul style="list-style-type: none"> ■ Complete items 1, 2, and 3. ■ Print your name and address on the reverse so that we can return the card to you. ■ Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature X <i>Kathye Ellen Henry</i> <input checked="" type="checkbox"/> Agent <input type="checkbox"/> Addressee</p>																
<p>1. Article Addressed to:</p> <p>port angeles police Department 321 E 5th St port angeles, WA 98362</p>  <p>9590 9402 1951 6123 4961 57</p>	<p>B. Received by (Printed Name) <i>Kathye Ellen Henry</i> C. Date of Delivery <i>3-17</i></p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input checked="" type="checkbox"/> No</p>																
<p>2. Article Number (Transfer from service label) 7013 3020 0000 5318 3529</p>	<p>3. Service Type</p> <table border="0"> <tr> <td><input type="checkbox"/> Adult Signature</td> <td><input type="checkbox"/> Priority Mail Express®</td> </tr> <tr> <td><input type="checkbox"/> Adult Signature Restricted Delivery</td> <td><input type="checkbox"/> Registered Mail™</td> </tr> <tr> <td><input checked="" type="checkbox"/> Certified Mail®</td> <td><input type="checkbox"/> Registered Mail Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Certified Mail Restricted Delivery</td> <td><input type="checkbox"/> Return Receipt for Merchandise</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery</td> <td><input type="checkbox"/> Signature Confirmation™</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery Restricted Delivery</td> <td><input type="checkbox"/> Signature Confirmation Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Insured Mail</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)</td> <td></td> </tr> </table>	<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Express®	<input type="checkbox"/> Adult Signature Restricted Delivery	<input type="checkbox"/> Registered Mail™	<input checked="" type="checkbox"/> Certified Mail®	<input type="checkbox"/> Registered Mail Restricted Delivery	<input type="checkbox"/> Certified Mail Restricted Delivery	<input type="checkbox"/> Return Receipt for Merchandise	<input type="checkbox"/> Collect on Delivery	<input type="checkbox"/> Signature Confirmation™	<input type="checkbox"/> Collect on Delivery Restricted Delivery	<input type="checkbox"/> Signature Confirmation Restricted Delivery	<input type="checkbox"/> Insured Mail		<input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)	
<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Express®																
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<input type="checkbox"/> Insured Mail																	
<input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)																	

PS Form 3811, July 2015 PSN 7530-02-000-9053

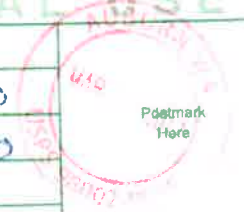
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Postage	\$
Certified Fee	3.30
Return Receipt Fee (Endorsement Required)	2.70
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$



Postmark Here

7013 3020 0000 5318 3529

Sent To <i>Port angeles Police Department</i>	
Street Apt. No. or PO Box No.	<i>321 E 5th St</i>
City, State, ZIP+4	<i>Port angeles, WA 98362</i>

PS Form 3800, August 2006 See Reverse for Instructions

March 1st, 2017

Records Specialist
Port Angeles Police Department
321 E 5th Street
Port Angeles, WA 98362

RE: Request for Crime Data

Dear Records Specialist

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school-controlled buildings and property and also non-campus locations which were contracted for use by Green River College. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2016 crime statistics (including dates for each of the crimes committed) for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violation Arrests
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violation Arrests	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violation Arrests	

As you are reviewing the records and locate offenses occurring on the address at the date and time listed, please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data (including dates of the offenses committed) for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2016:

Place	Address	Time Start	Time End	Dates of Use
<i>Port Angeles- City Maint Bldg.</i>	1703 B Street Port Angeles, WA 98362	7:30am	4:00pm	10/12/16 – 10/14/16, WThF

(We need crime data that happened only on those days within the dates and times listed.)

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our Green River College Campus Safety Office immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the community.

We need to have this information sent to us via email (see my email address below) or by US postal mail no later than June 30th, 2017. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu



Sean Taggart

From: Derek Ronnfeldt
Sent: Friday, March 17, 2017 11:31 AM
To: Sean Taggart
Subject: FW: 2016 Jeanne Clery Disclosure Crime Stats for 1703 B ST, Port Angeles

From: Carla Jacobi [<mailto:Cjacobi@cityofpa.us>]
Sent: Wednesday, March 15, 2017 2:43 PM
To: Derek Ronnfeldt
Subject: 2016 Jeanne Clery Disclosure Crime Stats for 1703 B ST, Port Angeles

Dear Mr. Ronnfeldt, I received your request for crime stats for 1703 B ST, Port Angeles, WA 98362, from 10/12/16-10/14/16. Please be advised that we do not have any reported incidents of the specific crimes that you requested. Please contact me if you have question or need further assistance.

Carla Jacobi
Records Specialist, Port Angeles Police Dept.
321 E. 5th ST
Port Angeles, WA 98362
360-417-4989 Phone
360-417-4537 Fax

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY																
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature <input checked="" type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) DEBORAH K ROET</p> <p>C. Date of Delivery 3-13-17</p>																
<p>1. Article Addressed to:</p> <p>Richland Police Dept 871 George Washington Way Richland, WA 99352</p>  <p>9590 9402 1951 6123 4960 10</p>	<p>D. Is delivery address different from Item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input checked="" type="checkbox"/> No</p>  <p>3. Service Type</p> <table border="0"> <tr> <td><input type="checkbox"/> Adult Signature</td> <td><input type="checkbox"/> Priority Mail Express®</td> </tr> <tr> <td><input type="checkbox"/> Adult Signature Restricted Delivery</td> <td><input type="checkbox"/> Registered Mail™</td> </tr> <tr> <td><input checked="" type="checkbox"/> Certified Mail®</td> <td><input type="checkbox"/> Registered Mail Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Certified Mail Restricted Delivery</td> <td><input type="checkbox"/> Return Receipt for Merchandise</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery</td> <td><input type="checkbox"/> Signature Confirmation™</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery Restricted Delivery</td> <td><input type="checkbox"/> Signature Confirmation Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Insured Mail</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)</td> <td></td> </tr> </table>	<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Express®	<input type="checkbox"/> Adult Signature Restricted Delivery	<input type="checkbox"/> Registered Mail™	<input checked="" type="checkbox"/> Certified Mail®	<input type="checkbox"/> Registered Mail Restricted Delivery	<input type="checkbox"/> Certified Mail Restricted Delivery	<input type="checkbox"/> Return Receipt for Merchandise	<input type="checkbox"/> Collect on Delivery	<input type="checkbox"/> Signature Confirmation™	<input type="checkbox"/> Collect on Delivery Restricted Delivery	<input type="checkbox"/> Signature Confirmation Restricted Delivery	<input type="checkbox"/> Insured Mail		<input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)	
<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Express®																
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<input type="checkbox"/> Collect on Delivery Restricted Delivery	<input type="checkbox"/> Signature Confirmation Restricted Delivery																
<input type="checkbox"/> Insured Mail																	
<input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)																	
<p>2. Article Number (Transfer from service label)</p> <p>7013 3020 0000 5318 4038</p>																	
<p>PS Form 3811, July 2015 PSN 7530-02-000-9053</p> <p style="text-align: center;">SAF</p> <p style="text-align: right;">Domestic Return Receipt</p>																	

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Certified Fee		3.30
Return Receipt Fee (Endorsement Required)		2.70
Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees	\$	



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Sent To: Richland Police Department

Street, Apt. No., or PO Box No.: 871 George Washington Way

City, State, ZIP+4: Richland, WA 99352

PS Form 3800, August 2006 See Reverse for Instructions

7013 3020 0000 5318 4038

March 1st, 2017

Records Specialist
Richland Police Department
871 George Washington Way
Richland, WA 99352

RE: Request for Crime Data

Dear Records Specialist

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school –controlled buildings and property and also non-campus locations which were contracted for use by Green River College. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2016 crime statistics (including dates and times for each of the crimes committed) for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violation Arrests
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violation Arrests	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violation Arrests	

As you are reviewing the records and locate offenses occurring on the address at the date and time listed, please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data (including dates of the offenses committed) for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2016:

Place	Address	Time Start	Time End	Dates of Use
<i>Richland-City of Richland Shops Facility</i>	Conference Room 110 2700 Duportail Street Richland, WA 99352	8:00am	4:30pm	03/23/16 – 03/24/16, WTh
		8:00am	4:30pm	04/28/16, Th
		8:00am	4:30pm	04/26/16 – 04/27/16, TW
		8:00am	4:30pm	08/08/16 – 08/09/16, MT
		8:00am	4:30pm	08/10/16 – 08/12/16, WThF
		8:00am	4:30pm	10/25/16 – 10/26/16, TW

(Note: MTuW denotes Monday, Tuesday, Wednesday; TuWTh denotes Tuesday, Wednesday, Thursday; WThF denotes Wednesday, Thursday, Friday) (We need crime data that happened only on those days within the dates and times listed.)

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our Green River College Campus Safety Office immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the community.

We need to have this information sent to us via email (see my email address below) or by US postal mail no later than June 30th, 2017. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu



CITY OF RICHLAND
POLICE DEPARTMENT
871 George Washington Way, Richland, WA 99352
Telephone: (509) 942-7340
Fax: (509) 942-7517

PO BOX 190 • RICHLAND, WA 99352 • CI.RICHLAND.WA.US

March 21, 2017

Campus Safety, Parking and Transportation
Derek Ronnfeldt, Director
12401 SE 320th St.
Auburn, WA 98092-3622

RE: REQUEST FOR INFORMATION

Dear Mr. Ronnfeldt,


This letter serves as the Richland Police Departments response to your request for information received on 3/13/17 seeking information in regards to "crime data at City of Richland Shops conference room 110, 2700 Duportail St. from 8:00 am to 4:30 pm on 3/23/16 to 3/24/16.

There were no records found responsive to your request and we will consider your request complete at this time.

If you have any further questions or need further assistance, please contact rdrecords@ci.richland.wa.us or (509)942-7340.

Sincerely,

Erin Hogue
Records Officer
Richland Police Department

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> Complete Items 1, 2, and 3. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature <input checked="" type="checkbox"/> Julie Max <input type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) Julie Maxion</p> <p>C. Date of Delivery 3/13/17</p>
<p>1. Article Addressed to:</p> <p>Sequim Clallam County Sheriff's Department 223 E 4th St Suite 12 Port Angeles, WA 98362</p>  <p>9590 9402 1951 6123 4958 91</p>	<p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p> <p>223 E 4th</p>
<p>2. Article Number (Transfer from service label)</p> <p>7013 3020 0000 5318 4021</p>	<p>3. Service Type</p> <ul style="list-style-type: none"> <input type="checkbox"/> Adult Signature <input type="checkbox"/> Adult Signature Restricted Delivery <input checked="" type="checkbox"/> Certified Mail® <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Insured Mail <input type="checkbox"/> Insured Mail Restricted Delivery (over \$500) <input type="checkbox"/> Priority Mail Express® <input type="checkbox"/> Registered Mail™ <input type="checkbox"/> Registered Mail Restricted Delivery <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Signature Confirmation™ <input type="checkbox"/> Signature Confirmation Restricted Delivery

PS Form 3811, July 2015 PSN 7530-02-000-9053

SAF

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U.S. Postal Service™
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Postage	\$	
Certified Fee		3.30
Return Receipt Fee (Endorsement Required)		2.70
Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees	\$	

Postmark Here

Sent To: Sequim Clallam Sheriff's Dept
 Street, Apt. No., or PO Box No.: 223 E 4th St Suite 12
 City, State, ZIP+4: Port Angeles WA 98362

PS Form 3800, August 2006 See Reverse for Instructions

7013 3020 0000 5318 4021

SENDER: COMPLETE THIS SECTION		COMPLETE THIS SECTION ON DELIVERY	
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 		<p>A. Signature <input type="checkbox"/> Agent <input checked="" type="checkbox"/> Addressee</p> <p>B. Received by <u>B. Sherman</u></p> <p>C. Date of Delivery</p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p>	
<p>1. Article Addressed to:</p> <p><u>Snohomish County Sheriffs Dept</u> <u>3000 Rockefeller Ave</u> <u>M/S #606</u> <u>Everett, WA 98201</u></p>  <p>9590 9402 1951 6123 4966 21</p>		<p>3. Service Type</p> <p><input type="checkbox"/> Adult Signature</p> <p><input type="checkbox"/> Adult Signature Restricted Delivery</p> <p><input checked="" type="checkbox"/> Certified Mail®</p> <p><input type="checkbox"/> Certified Mail Restricted Delivery</p> <p><input type="checkbox"/> Collect on Delivery</p> <p><input type="checkbox"/> Collect on Delivery Restricted Delivery</p> <p><input type="checkbox"/> Insured Mail (Registered Mail Restricted Delivery over \$500)</p> <p><input type="checkbox"/> Priority Mail Express®</p> <p><input type="checkbox"/> Registered Mail™</p> <p><input type="checkbox"/> Registered Mail Restricted Delivery</p> <p><input type="checkbox"/> Return Receipt for Merchandise</p> <p><input type="checkbox"/> Signature Confirmation™</p> <p><input type="checkbox"/> Signature Confirmation Restricted Delivery</p>	
<p>2. Article Number (Transfer from service label)</p> <p><u>7013 3020 0000 5318 4120</u></p>		<p>Domestic Return Receipt</p>	

PS Form 3811, July 2015 PSN 7530-02-000-9053

7013 3020 0000 5318 4120

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Postage	\$
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Return Receipt Fee (Endorsement Required)	2.70
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$

Postmark Here

Sent to
Snohomish County Sheriffs Dept
 Street, Apt. No. or PO Box No. 3000 Rockefeller Ave M/S 606
 City, State, ZIP+4 Everett, WA 98201

PS Form 3800 August 2006 See Reverse for Instructions

March 22nd, 2017

Records Department
Snohomish County Sheriff's Department
3000 Rockefeller Ave M/S #6D6
Everett, WA 98201

RE: Request for Crime Data

Dear Records Specialist:

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school –controlled buildings and property. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2016 crime statistics for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violations
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violations	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violations	

Please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data for the following non-campus locations which were contracted for use by Green River College on the following dates and times during the calendar year 2016:

Place	Address	Time Start	Time End	Dates of Use
<i>Bothell-Silver Lake Water and Sewer District (Commissioners Conference Room)</i>	15205 41 st Ave SE Bothell, WA 98012	8:00am	4:30pm	01-27-16, W
		8:00am	4:30pm	02-26-16, F
		8:00am	4:30pm	10-18-16, 10-19-16, 10-20-16, 10-21-16, TWThF
		8:00am	4:30pm	11-04-16, F
		8:00am	4:30pm	12-05-16, 12-06-16, MT

We need to have this information sent to us via email (see my email address below) or by US postal mail no later than June 30, 2017. If you have any questions, please feel free to contact me by phone or email. Thank you for your attention to this matter.

Kind Regards,

Derek Ronnfeldt, Director
 Campus Safety, Parking and Transportation
 Phone: 253-288-3335
 Email: dronnfeldt@greenriver.edu

Sean Taggart

From: Derek Ronnfeldt
Sent: Monday, March 27, 2017 12:52 PM
To: Sean Taggart
Subject: FW: Public Records Request :: K015033-032717

From: Snohomish County Public Records [<mailto:snohomishcowa@mycusthelp.net>]
Sent: Monday, March 27, 2017 10:23 AM
To: Derek Ronnfeldt
Subject: Public Records Request :: K015033-032717

--- Please respond above this line ---



In accordance with the Public Records Act (PRA), RCW 42.56.520, this email acknowledges receipt of your PRA request, received by Snohomish County on March 24, 2017.

This request has been assigned tracking number K015033-032717. Please use this number in any communications concerning this request.

Specifically you requested:

"Crime statistics for 15205 41st Ave SE, Bothell, WA 98012"

We performed a search for this address and the Sheriff's Office has not had any contacts at this location in the year 2016. We were unable to locate any records responsive to this request.

We recommend contacting Bothell Police Department.

This request is now closed.

If you have any questions you may contact me at 425-388-3769.

Public Disclosure Unit
Snohomish County Sheriff's Office

Public Disclosure Sheriff

NOTICE: All emails, and attachments, sent to and from Snohomish County are public records and may be subject to disclosure pursuant to the Public Records Act (RCW 42.56)

To monitor the progress or update your request click here: [Public Records Center](#)

March 1st, 2017

Records Specialist
Sequim-Clallam County Sheriff's Department
223 E. 4th, Suite 12
Port Angeles, WA 98362

RE: Request for Crime Data

Dear Records Specialist

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school-controlled buildings and property and also non-campus locations which were contracted for use by Green River College. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2016 crime statistics (including dates for each of the crimes committed) for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violation Arrests
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violation Arrests	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violation Arrests	

As you are reviewing the records and locate offenses occurring on the address at the date and time listed, please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data (including dates of the offenses committed) for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2016:

Place	Address	Time Start	Time End	Dates of Use
<i>City of Sequim Transit Center – Large Conference Room</i>	190 W Cedar St Sequim, WA 98382	8:00am	4:30pm	01/26/16, T

(Note: We need crime data that happened only on those days within the dates and times listed.)

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our Green River College Campus Safety Office immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the community.

We need to have this information sent to us via email (see my email address below) or by US postal mail no later than June 30th, 2017. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu

Sean Taggart

From: Derek Ronnfeldt
Sent: Tuesday, March 21, 2017 4:54 PM
To: Sean Taggart
Subject: Fwd: Public Records Request :: P003270-031417

Sent from my iPhone

Begin forwarded message:

From: Clallam County Public Records Center <clallamcountywa@mycusthelp.net>
Date: March 21, 2017 at 4:33:41 PM PDT
To: <dronnfeldt@greenriver.edu>
Subject: Public Records Request :: P003270-031417

--- Please respond above this line ---

03/21/2017

Derek Ronnfeldt
Green River Community College
12401 SE 320th St
Auburn WA 98092-3622

Re: Public Records Request dated: 3/14/2017; P003270-031417

Dear Mr. Ronnfeldt:

Following a reasonable search, the Clallam County Sheriff's Office has determined that we have no records responsive to your request. We will now consider your request closed.

Please contact us if you have any questions. You can reach me by responding to this e-mail message or by calling 360-417-2432.

Sherry Stout
Sheriff's Office

March 1st

Records Specialist
Spokane Police Department
1100 W Mallon Avenue
Spokane, WA 99260

RE: Request for Crime Data

Dear Records Specialist

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school –controlled buildings and property and also non-campus locations which were contracted for use by Green River College. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2016 crime statistics (including dates for each of the crimes committed) for the following offenses:

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Liquor Law Violation Arrests	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violation Arrests	

As you are reviewing the records and locate offenses occurring on the address at the date and time listed, please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data (including dates of the offenses committed) for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2016:

Place	Address	Time Start	Time End	Dates of Use
Spokane- Riverside Park Water Reclamation Facility – Auditorium	4401 N Aubrey L White Pkwy Spokane, WA 99205	8:00am	4:30pm	01/07/16 – 01/08/16, ThF
		8:00am	4:30pm	03/01/16 – 03/03/16, TWTh
		8:00am	4:30pm	03/09/16, W
		8:00am	2:30pm	05/10/16, T
		8:00am	4:30pm	06/23/16, Th
		8:00am	4:30pm	07/13/16 – 07/15/16, WThF
		8:00am	4:30pm	08/18/16, Th
		8:00am	4:30pm	11/07/16 – 11/08/16, MT

(Note: W denotes Wednesday, Th denotes Thursday) (We need crime data that happened only on those days within the dates and times listed.)

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our Green River College Campus Safety Office immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the community.

We need to have this information sent to us via email (see my email address below) or by US postal mail no later than June 30th, 2017. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu



COMMUNITY COLLEGE

SPOKANE POLICE DEPARTMENT RECORDS

2017 MAR 14 PM 4:03

March 1st

Records Specialist
Spokane Police Department
1100 W Mallon Avenue
Spokane, WA 99260

12401 SE Cotton St
Extension 1350

12401 SE Cotton St
Spokane, WA 99202 3622
(509) 633-9111 Admin
(509) 484-6123 Faxline
(509) 394-0150 Toll-free
(253) 238-0250 Direct Line
Fax: (509) 268-3452

RE: Request for Crime Data

Dear Records Specialist

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school-controlled buildings and property and also non-campus locations which were contracted for use by Green River College. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2016 crime statistics (including dates for each of the crimes committed) for the following offenses:

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Liquor Law Violation Arrests	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violation Arrests	

As you are reviewing the records and locate offenses occurring on the address at the date and time listed, please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data (including dates of the offenses committed) for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2016:



COMMUNITY COLLEGE

Campus Safety
 4401 N Aubrey L
 Spokane, WA 99205
 253-288-3350
 253-288-3350
 253-288-3350

Place	Address	Time Start	Time End	Dates of Use
Spokane- Riverside Park Water Reclamation Facility - Auditorium	4401 N Aubrey L White Pkwy Spokane, WA 99205	8:00am	4:30pm	01/07/16 - 01/08/16, ThF <i>Ø</i>
		8:00am	4:30pm	03/01/16 - 03/03/16, TWTh <i>Ø</i>
		8:00am	4:30pm	03/09/16, W <i>Ø</i>
		8:00am	2:30pm	05/10/16, T <i>Ø</i>
		8:00am	4:30pm	06/23/16, Th <i>Ø</i>
		8:00am	4:30pm	07/13/16 - 07/15/16, WThF <i>Ø</i>
		8:00am	4:30pm	08/18/16, Th <i>Ø</i>
		8:00am	4:30pm	11/07/16 - 11/08/16, MT <i>Ø</i>

(Note: W denotes Wednesday, Th denotes Thursday) (We need crime data that happened only on those days within the dates and times listed.)

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We need to have this information sent to us via email (see my email address below) or by US postal mail no later than June 30th, 2017. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

Derek Ronnfeldt, Director
 Campus Safety, Parking, and Transportation
 253-288-3350
 Email: dronnfeldt@greenriver.edu

Sean Taggart

From: Derek Ronnfeldt
Sent: Monday, March 20, 2017 12:03 PM
To: Sean Taggart
Subject: FW: Clery request for Spokane Police Dept.
Attachments: Scan.pdf

From: Butler, Marissa J. [<mailto:mjbutler@spokanepolice.org>]
Sent: Monday, March 20, 2017 11:57 AM
To: Derek Ronnfeldt
Subject: Clery request for Spokane Police Dept.

Mr. Ronnfeldt,

I am responding to your attached request for Clery data.

There are no reported incidents for the location/dates/times specified on your request.

This concludes our response.

Thank you,

Marissa

Marissa J. Butler | Police Records Supervisor | Spokane Police Department
(509) 625-4045 (desk) | mjbutler@spokanepolice.org

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY																
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature <input checked="" type="checkbox"/> <i>[Signature]</i> <input type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) <i>[Signature]</i> C. Date of Delivery <i>7-14</i></p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p>																
<p>1. Article Addressed to:</p> <p><i>Spokane Police Dept 1100 W Mallon Ave Spokane, WA 99260</i></p>  <p>9590 9402 1951 6123 4958 84</p>	<p>3. Service Type</p> <table border="0"> <tr> <td><input type="checkbox"/> Adult Signature</td> <td><input type="checkbox"/> Priority Mail Express®</td> </tr> <tr> <td><input type="checkbox"/> Adult Signature Restricted Delivery</td> <td><input type="checkbox"/> Registered Mail™</td> </tr> <tr> <td><input checked="" type="checkbox"/> Certified Mail®</td> <td><input type="checkbox"/> Registered Mail Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Certified Mail Restricted Delivery</td> <td><input type="checkbox"/> Return Receipt for Merchandise</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery</td> <td><input type="checkbox"/> Signature Confirmation™</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery Restricted Delivery</td> <td><input type="checkbox"/> Signature Confirmation Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Insured Mail</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)</td> <td></td> </tr> </table>	<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Express®	<input type="checkbox"/> Adult Signature Restricted Delivery	<input type="checkbox"/> Registered Mail™	<input checked="" type="checkbox"/> Certified Mail®	<input type="checkbox"/> Registered Mail Restricted Delivery	<input type="checkbox"/> Certified Mail Restricted Delivery	<input type="checkbox"/> Return Receipt for Merchandise	<input type="checkbox"/> Collect on Delivery	<input type="checkbox"/> Signature Confirmation™	<input type="checkbox"/> Collect on Delivery Restricted Delivery	<input type="checkbox"/> Signature Confirmation Restricted Delivery	<input type="checkbox"/> Insured Mail		<input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)	
<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Express®																
<input type="checkbox"/> Adult Signature Restricted Delivery	<input type="checkbox"/> Registered Mail™																
<input checked="" type="checkbox"/> Certified Mail®	<input type="checkbox"/> Registered Mail Restricted Delivery																
<input type="checkbox"/> Certified Mail Restricted Delivery	<input type="checkbox"/> Return Receipt for Merchandise																
<input type="checkbox"/> Collect on Delivery	<input type="checkbox"/> Signature Confirmation™																
<input type="checkbox"/> Collect on Delivery Restricted Delivery	<input type="checkbox"/> Signature Confirmation Restricted Delivery																
<input type="checkbox"/> Insured Mail																	
<input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)																	
<p>2. Article Number (Transfer from service label)</p> <p><i>7013 3020 0000 5318 4014</i></p>																	
<p>PS Form 3811, July 2015 PSN 7530-02-000-9053 <i>SAF</i> Domestic Return Receipt</p>																	

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<i>SAF</i> OFFICIAL USE	
Postage \$ Certified Fee <i>3.30</i> Return Receipt Fee (Endorsement Required) <i>2.70</i> Restricted Delivery Fee (Endorsement Required) Total Postage & Fees \$	Postmark Here <i>7/14/15</i>
Sent To <i>Spokane Police Department A</i> Street, Apt. No. or PO Box No. <i>1100 W Mallon Ave</i> City, State, ZIP+4 <i>Spokane WA 99260</i>	
PS Form 3800, August 2006 See Reverse for Instructions	

7013 3020 0000 5318 4014

March 1st, 2017

Records Specialist
Spokane Valley Police Department
12710 E Sprague Avenue
Spokane Valley, WA 99216

RE: Request for Crime Data

Dear Records Specialist

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school-controlled buildings and property and also non-campus locations which were contracted for use by Green River College. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2015 crime statistics (including dates for each of the crimes committed) for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violation Arrests
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violation Arrests	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violation Arrests	

As you are reviewing the records and locate offenses occurring on the address at the date and time listed, please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data (including dates of the offenses committed) for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2016:

Place	Address	Time Start	Time End	Dates of Use
<i>Spokane County Water District No #3</i>	Large Meeting Room 1225 N Yardley Road Spokane, WA 99212	8:00am	4:30pm	12/01/16 – 12/02/16, ThF
<i>Spokane Valley WETRC Facility</i>	WETRC Spokane Classroom 125 South Sullivan Road Spokane Valley, WA 99037	7:30am	4:00pm	04/11/16 – 04/15/16, MTWThF
		8:00am	4:30pm	04/21/16, Th
		7:30am	4:00pm	05/17/16 – 05/19/16, TWTh
		7:30am	4:00pm	07/11/16 – 07/15/16, MTWThF
		8:00am	2:00pm	07/16/16, Sat
		7:30am	4:00pm	08/08/16 – 08/12/16, MTWThF
		8:00am	2:00pm	08/13/16, Sat
		7:30am	4:00pm	08/16/16 – 08/18/16, TWTh

(Note: M denotes Monday, T denotes Tuesday, W denotes Wednesday, Th denotes Thursday, da denotes daily within the dates listed) (We need crime data that happened only on those days within the dates and times listed.)

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our Green River College Campus Safety Office immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the community.

We need to have this information sent to us via email (see my email address below) or by US postal mail no later than June 30th, 2017. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu



COMMUNITY COLLEGE

March 1st, 2017

Records Specialist
Spokane Valley Police Department
12710 E Sprague Avenue
Spokane Valley, WA 99216

© 1994-2016
FAX: 509-435-3256
1540 SE 200th St
Spokane, WA 99216-3022
2501 E. 21st Ave
Spokane, WA 99205
509-494-6133 Ext:100
509-924-0182 Fax:100
509-288-3453 Direct:100
Fax: 509-228-7402

RE: Request for Crime Data

Dear Records Specialist

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school-controlled buildings and property and also non-campus locations which were contracted for use by Green River College. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2015 crime statistics (including dates for each of the crimes committed) for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violation Arrests
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violation Arrests	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violation Arrests	

As you are reviewing the records and locate offenses occurring on the address at the date and time listed, please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data (including dates of the offenses committed) for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2016:



COMMUNITY COLLEGE

12401 SE 320th St
 Auburn, WA 98002-3622
 (206) 829-9111 Auburn
 (206) 464-6133 Belfair
 (253) 824-0150 Toppenish
 (253) 228-3252 Shelton
 Fax: (206) 286-0465

Place	Address	Time Start	Time End	Dates of Use
Spokane County Water District No #3	Large Meeting Room 1225 N Yardley Road Spokane, WA 99212	8:00am	4:30pm	12/01/16 - 12/02/16, ThF
Spokane Valley WETRC Facility	WETRC Spokane Classroom 125 South Sullivan Road Spokane Valley, WA 99037	7:30am	4:00pm	04/11/16 - 04/15/16, MTWThF
		8:00am	4:30pm	04/21/16, Th
		7:30am	4:00pm	05/17/16 - 05/19/16, TWTh
		7:30am	4:00pm	07/11/16 - 07/15/16, MTWThF
		8:00am	2:00pm	07/16/16, Sat
		7:30am	4:00pm	08/08/16 - 08/12/16, MTWThF
		8:00am	2:00pm	08/13/16, Sat
		7:30am	4:00pm	08/16/16 - 08/18/16, TWTh

(Note: M denotes Monday, T denotes Tuesday, W denotes Wednesday, Th denotes Thursday, da denotes daily within the dates listed) (We need crime data that happened only on those days within the dates and times listed.)

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our Green River College Campus Safety Office immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the community.

We need to have this information sent to us via email (see my email address below) or by US postal mail no later than June 30th, 2017. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

Derek Ronnfeldt, Director
 Campus Safety, Parking, and Transportation
 253-288-3350
 Email: dronnfeldt@greenriver.edu

Sean Taggart

From: Derek Ronnfeldt
Sent: Monday, March 20, 2017 12:03 PM
To: Sean Taggart
Subject: FW: Clery request for Spokane Valley Police Dept.
Attachments: Scan.pdf

From: Butler, Marissa J. [<mailto:mjbutler@spokanepolice.org>]
Sent: Monday, March 20, 2017 11:55 AM
To: Derek Ronnfeldt
Subject: Clery request for Spokane Valley Police Dept.

Mr. Ronnfeldt,

I am responding to your attached request for Clery data.


There were no reported incidents for the location/dates/times listed on your request.

This concludes our response.

Thank you,

Marissa

Marissa J. Butler | Police Records Supervisor | Spokane Police Department
(509) 625-4045 (desk) | mjbutler@spokanepolice.org

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature <input checked="" type="checkbox"/> Addressee <input type="checkbox"/> Agent <input type="checkbox"/> Addressee</p>
<p>1. Article Addressed to:</p> <p>Summer Police Dept 1104 Maple St Suite 140 Summer WA 98390</p>  <p>9590 9402 1951 6123 4961 71</p>	<p>B. Received by (Printed Name) C. Date of Delivery Mindee Brown 3-17-17</p>
<p>2. Article Number (Transfer from service label) 7013 3020 0000 5318 3994</p>	<p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p>
<p>PS Form 3811, July 2015 PSN 7530-02-000-9063</p>	<p>3. Service Type</p> <ul style="list-style-type: none"> <input type="checkbox"/> Adult Signature <input type="checkbox"/> Adult Signature Restricted Delivery <input checked="" type="checkbox"/> Certified Mail® <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Insured Mail <input type="checkbox"/> Insured Mail Restricted Delivery (over \$500) <input type="checkbox"/> Priority Mail Express® <input type="checkbox"/> Registered Mail™ <input type="checkbox"/> Registered Mail Restricted Delivery <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Signature Confirmation™ <input type="checkbox"/> Signature Confirmation Restricted Delivery <p>Domestic Return Receipt</p>

4663 8135 0000 0206 E707

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CERTIFIED MAIL™ RECEIPT
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SAF OFFICIAL USE

Postage	\$
Certified Fee	3.30
Return Receipt Fee (Endorsement Required)	2.70
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$



Sent To: Summer Police Department
Street, Apt. No. or PO Box No.: 1104 Maple St Suite 140
City, State, ZIP+4: Summer, WA 98390

PS Form 3800, August 2006 See Reverse for Instructions

March 9th, 2017

Brad Moericke, Police Chief
Sumner Police Department
1104 Maple Street, Suite 140
Sumner, WA 98390

RE: Request for Crime Data

Dear Brad Moericke:

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school –controlled buildings and property. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2016 crime statistics for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violations
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violations	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violations	

Please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2016:

Place	Address	Start Time	End Time	Date(s) (and Days of week of use are in parenthesis)
<i>Diamond Sports Training Center</i>	13712 24 th ST. E, Sumner, WA 98390	12:30 PM	3:30 PM	1/1/2016-5/31/2016 (daily) 10/1/2016-12/31/2016 (daily)

(Note: MW denotes Mondays and Wednesdays; TTh denotes Tuesdays and Thursdays. We need crime data that happened only on those days within the dates and times listed.)

We need to have this information sent to us via email (see my email below) or by US postal mail no later than June 30, 2017. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

Derek Ronnfeldt, Director
 Campus Safety, Parking, and Transportation
 253-288-3350
 Email: dronnfeldt@greenriver.edu

Sean Taggart

From: Derek Ronnfeldt
Sent: Friday, March 17, 2017 11:30 AM
To: Sean Taggart
Subject: FW: Request for Data - Diamond Sports Training Center

From: Dan Medina [<mailto:DanM@sumnerwa.gov>]
Sent: Wednesday, March 15, 2017 2:55 PM
To: Derek Ronnfeldt
Cc: Brad Moericke
Subject: Request for Data - Diamond Sports Training Center

Good afternoon Mr. Ronnfeldt,

We received your letter requesting data regarding certain crimes at the Diamond Sports Training Center, with an address of 13712 24th St. E, in Sumner.

After a search, I was unable to locate any reports which matched your search criteria, and therefore, I am unable to provide any data.

My search was limited to the formal case reports that we maintain here at the department. However, 911 and non-emergency calls for service are routed to the regional dispatch agency (South Sound 911), which maintains information on calls for service which were reported, but may not have necessarily resulted in a formal report. Their public disclosure process can be found on their website at www.southsound911.org. While we do have a limited view of their system, we are unable to release their records since they are a separate agency. In my limited search of their system, I did not see any dispatch calls which matched your criteria, but South Sound 911 would be able to do a more thorough search.

If you have any questions or wish to discuss your request further, please feel free to contact me. Thanks!

Dan Medina, Police Records Clerk II
Public Records Officer | Terminal Agency Coordinator

Sumner Police Department
1104 Maple Street, Suite 140, Sumner, WA 98390
Desk: 253-299-5661, Fax: 253-299-5669

March 11th, 2017

Records Specialist
Tumwater Police Department
555 Israel Road SW
Tumwater, WA 98501

RE: Request for Crime Data

Dear Records Specialist,

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school-controlled buildings and property and also non-campus locations which were contracted for use by Green River College. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2016 crime statistics (including dates for each of the crimes committed) for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violation Arrests
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violation Arrests	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violation Arrests	

As you are reviewing the records and locate offenses occurring on the address at the date and time listed, please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data (including dates of the offenses committed) for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2016:

Place	Address	Time Start	Time End	Dates of Use
<i>Tumwater Fire Dept Headquarters (Training Room)</i>	311 Israel Rd SW Tumwater, WA 98504	7:30am	4:00pm	01-12-16, T

(Note: M denotes Monday, T denotes Tuesday, W denotes Wednesday, Th denotes Thursday, da denotes daily within the dates listed) (We need crime data that happened only on those days within the dates and times listed.)

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our Green River College Campus Safety Office immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the community.

We need to have this information sent to us via email (see my email address below) or by US postal mail no later than June 30th, 2017. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu

Sean Taggart

From: Derek Ronnfeldt
Sent: Thursday, March 23, 2017 11:27 AM
To: Sean Taggart
Subject: Fwd: Crime Stats Request

Sent from my iPhone

Begin forwarded message:

From: Jennifer Heath <JHeath@ci.tumwater.wa.us>
Date: March 23, 2017 at 10:31:30 AM PDT
To: "dronnfeldt@greenriver.edu" <dronnfeldt@greenriver.edu>
Subject: Crime Stats Request

Hi Derek,


We received your request for crime stats. We have no calls for your requested place and time.

Tumwater Fire Dept
311 Israel RD SW
01/12/16

Please let me know if you have any questions.

Thank you.

Jennifer Heath
Tumwater Police Department
360.754.4200

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature <input checked="" type="checkbox"/> Agent <input checked="" type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) <i>Syerson</i> C. Date of Delivery <i>3-16-17</i></p>
<p>1. Article Addressed to:</p> <p><i>City of Vancouver Police Dept 2000 NE Stapleton Rd Vancouver, WA 98661</i></p>  <p>9590 9402 1951 6123 4962 01</p>	<p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p>
<p>2. Article Number (Transfer from service label)</p> <p><i>7013 3020 0000 5318 3956</i></p>	<p>3. Service Type</p> <ul style="list-style-type: none"> <input type="checkbox"/> Adult Signature <input type="checkbox"/> Adult Signature Restricted Delivery <input checked="" type="checkbox"/> Certified Mail® <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Insured Mail <input type="checkbox"/> Insured Mail Restricted Delivery (over \$500) <ul style="list-style-type: none"> <input type="checkbox"/> Priority Mail Express® <input type="checkbox"/> Registered Mail™ <input type="checkbox"/> Registered Mail Restricted Delivery <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Signature Confirmation™ <input type="checkbox"/> Signature Confirmation Restricted Delivery
<p>PS Form 3811, July 2015 PSN 7530-02-000-9053</p>	<p><i>SAF</i> Domestic Return Receipt</p>

7013 3020 0000 5318 3956

U.S. Postal Service™ CERTIFIED MAIL™ RECEIPT (Domestic Mail Only; No Insurance Coverage Provided)	
For delivery information visit our website at www.usps.com	
<i>SAF</i> OFFICIAL USE	
Postage	\$
Certified Fee	<i>3.30</i>
Return Receipt Fee (Endorsement Required)	<i>2.70</i>
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$
Sent To <i>City of Vancouver Police Dept</i> Street, Apt. No. or PO Box No. <i>2000 NE Stapleton Rd</i> City, State, ZIP+4 <i>Vancouver WA 98661</i>	
PS Form 3800, August 2006 See Reverse for Instructions	

March 1st, 2017

Records Specialist
City of Vancouver Police Department
2800 NE Stapleton RD
Vancouver, WA 98661

RE: Request for Crime Data

Dear Records Specialist

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school-controlled buildings and property and also non-campus locations which were contracted for use by Green River College. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2016 crime statistics (including dates for each of the crimes committed) for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violation Arrests
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violation Arrests	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violation Arrests	

As you are reviewing the records and locate offenses occurring on the address at the date and time listed, please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data (including dates of the offenses committed) for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2016:

Place	Address	Time Start	Time End	Dates of Use
<i>City of Vancouver Operations Center – Main conference room</i>	4711 E Fourth Plain Blvd Vancouver, WA 98661	7:30am	4:00pm	08-25-16, Th

(Note: M denotes Monday, T denotes Tuesday, W denotes Wednesday, Th denotes Thursday, da denotes daily within the dates listed) (We need crime data that happened only on those days within the dates and times listed.)

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our Green River College Campus Safety Office immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the community.

We need to have this information sent to us via email (see my email address below) or by US postal mail no later than June 30th, 2017. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu



VANCOUVER POLICE DEPARTMENT

James P. McElvain, Ph.D.
Chief of Police



March 28, 2017

Sent via email to: dronnfeldt@greenriver.edu

Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
12401 SE 320th Street
Auburn, WA 98092-3622

RE: PUBLIC DISCLOSURE REQUEST

Dear Mr. Ronnfeldt:

This letter is to acknowledge your public records request for the following:

- 1) "...the 2016 crime statistics (including dates for each of the crimes committed) for the following offenses: Aggravated Assault, Arson, Burglary, Dating Violence, Domestic Violence, Drug Law Violation Arrests, Fondling, Hate Crime, Incest, Intimidation, Liquor Law Violation Arrests, Manslaughter by Negligence, Motor Vehicle Theft, Murder and Non-Negligent Manslaughter, Rape, Robbery, Sexual Assault with an Object, Sex Offenses - Forcible, Sex Offenses - Non-Forcible, Simple Assault, Stalking, Statutory Rape, Weapon Law violation Arrests...

...for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2016: City of Vancouver Operations Center – Main Conference Room, 4711 E. Fourth Plain Blvd, Vancouver, WA 98661, 7:30am-4:00pm on 8-25-16, Th..."

After review of your request and a search of potentially responsive records, the City has determined it has no records to provide which are responsive to your request. In the interests of providing you the fullest possible assistance, the City conducted a search for Vancouver Police Department records indicating the criminal activity you specified in 2016 at the "4711 E. Fourth Plain Blvd, Vancouver, Washington, 98661" address you provided. The City was unable to locate any records indicating any such activity at this address.

Please note that while the Washington State Public Disclosure Act provides for public access to and disclosure of "Identifiable public records," (RCW 42.56.080), it does not require agencies in Washington to compile or create records or compilations of information in response to public record requests. See *Smith v Okanogan County*, 100 Wn. App. 7; 994 P.2d 857 (2000); See *Hangartner v. City of Seattle*, 151 Wn.2d 439, 447-48 (2004).

If the above interpretation of your request is incorrect, please clarify your request so the City may fully respond. If you do not advise that we have misinterpreted your request in any way then the City will conclude that it adequately determined the scope of your request and the City will consider your request closed.

Best Regards,

Heather Abbott

Heather Abbott
Vancouver Police

cc: Lt. Kevin Hatley, Vancouver Police
Raelyn McJilton, Records Officer
Michael Nigrey, Assistant City Attorney
Jeremy Saunders, Central Records

Sean Taggart

From: Derek Ronnfeldt
Sent: Tuesday, March 28, 2017 12:15 PM
To: Sean Taggart
Subject: Fwd: Request for Crime Data
Attachments: image001.png; ATT00001.htm; Response Letter - Signed.pdf; ATT00002.htm

Sent from my iPhone

Begin forwarded message:


From: "Abbott, Heather" <Heather.Abbott@cityofvancouver.us>
Date: March 28, 2017 at 10:56:03 AM PDT
To: "'dronnfeldt@greenriver.edu'" <dronnfeldt@greenriver.edu>
Subject: Request for Crime Data

Dear Mr. Ronnfeldt,

Attached is the City's response to your request dated March 1st, 2017.

Best Regards,

Heather Abbott | Support Specialist II

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY																
<ul style="list-style-type: none"> ■ Complete items 1, 2, and 3. ■ Print your name and address on the reverse so that we can return the card to you. ■ Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature <input checked="" type="checkbox"/> Agent <input type="checkbox"/> Addressee <i>Kelly Kieback</i></p>																
<p>1. Article Addressed to: <i>Facilities Operations office whatcom community college 237 W Kellogg Rd Bellingham, WA 98225</i></p>  <p>9590 9402 1951 6123 4964 54</p>	<p>B. Received by (Printed Name) <i>Kelly Kieback</i> C. Date of Delivery <i>3-27-17</i></p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p>																
<p>2. Article Number (Transfer from service label) 7013 3020 0000 5318 4052</p>	<p>3. Service Type</p> <table border="0"> <tr> <td><input type="checkbox"/> Adult Signature</td> <td><input type="checkbox"/> Priority Mail Express®</td> </tr> <tr> <td><input type="checkbox"/> Adult Signature Restricted Delivery</td> <td><input type="checkbox"/> Registered Mail™</td> </tr> <tr> <td><input checked="" type="checkbox"/> Certified Mail®</td> <td><input type="checkbox"/> Registered Mail Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Certified Mail Restricted Delivery</td> <td><input type="checkbox"/> Return Receipt for Merchandise</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery</td> <td><input type="checkbox"/> Signature Confirmation™</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery Restricted Delivery</td> <td><input type="checkbox"/> Signature Confirmation Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Insured Mail</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)</td> <td></td> </tr> </table>	<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Express®	<input type="checkbox"/> Adult Signature Restricted Delivery	<input type="checkbox"/> Registered Mail™	<input checked="" type="checkbox"/> Certified Mail®	<input type="checkbox"/> Registered Mail Restricted Delivery	<input type="checkbox"/> Certified Mail Restricted Delivery	<input type="checkbox"/> Return Receipt for Merchandise	<input type="checkbox"/> Collect on Delivery	<input type="checkbox"/> Signature Confirmation™	<input type="checkbox"/> Collect on Delivery Restricted Delivery	<input type="checkbox"/> Signature Confirmation Restricted Delivery	<input type="checkbox"/> Insured Mail		<input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)	
<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Express®																
<input type="checkbox"/> Adult Signature Restricted Delivery	<input type="checkbox"/> Registered Mail™																
<input checked="" type="checkbox"/> Certified Mail®	<input type="checkbox"/> Registered Mail Restricted Delivery																
<input type="checkbox"/> Certified Mail Restricted Delivery	<input type="checkbox"/> Return Receipt for Merchandise																
<input type="checkbox"/> Collect on Delivery	<input type="checkbox"/> Signature Confirmation™																
<input type="checkbox"/> Collect on Delivery Restricted Delivery	<input type="checkbox"/> Signature Confirmation Restricted Delivery																
<input type="checkbox"/> Insured Mail																	
<input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)																	

PS Form 3811, July 2015 PSN 7530-02-000-9053

SAF

Domestic Return Receipt

7013 3020 0000 5318 4052

U.S. Postal Service TM
CERTIFIED MAIL TM RECEIPT
(Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at www.usps.com

OFFICIAL USE

Postage \$	
Certified Fee	3.30
Return Receipt Fee (Endorsement Required)	2.70
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees \$	



Sent To *Facilities office - whatcom community college*

Street, Apt. No. or PO Box No. *237 W Kellogg Rd*

City, State, ZIP+4 *Bellingham, WA 98225*

PS Form 3800, August 2006 See Reverse for Instructions

March 14th, 2017

Facilities and Operations Office
Whatcom Community College
237 W Kellogg Rd
Bellingham, WA 98225

RE: Request for Crime Data

Dear Records Clerk:

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school-controlled buildings and property. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2016 crime statistics for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violations
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violations	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violations	

Please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2016:

Place	Address	Start Time	End Time	Date(s) (and Days of week of use are in parenthesis)
Whatcom Community College – ROE Studio	400 West Kellogg Rd Bellingham, WA 98226	7:30am	4:30pm	08/22/16 – 08/26/16, MTWThF

(Note: MW denotes Mondays and Wednesdays; TTh denotes Tuesdays and Thursdays. We need crime data that happened only on those days within the dates and times listed.)

We need to have this information sent to us via email (see my email below) or by US postal mail no later than June 30, 2017. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu

March 29th, 2017

Records Specialist
Yakima Police Department
200 South Third St
Yakima, WA 98901

RE: Request for Crime Data

Dear Records Specialist,

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school-controlled buildings and property and also non-campus locations which were contracted for use by Green River College. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2016 crime statistics (including dates for each of the crimes committed) for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violation Arrests
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violation Arrests	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violation Arrests	

As you are reviewing the records and locate offenses occurring on the address at the date and time listed, please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data (including dates of the offenses committed) for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2016:

Place	Address	Time Start	Time End	Dates of Use
<i>Fairfield Inn& Suites</i>	137 N Fair Ave, Yakima, WA 98901	12:01am	11:59pm	April 21 st , 22 nd , 23 rd 2016

(Note: M denotes Monday, T denotes Tuesday, W denotes Wednesday, Th denotes Thursday, da denotes daily within the dates listed) (We need crime data that happened only on those days within the dates and times listed.)

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our Green River College Campus Safety Office immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the community.

We need to have this information sent to us via email (see my email address below) or by US postal mail no later than June 30th, 2017. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

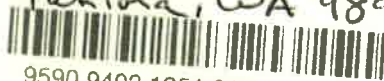
Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Yakima Police Dept
Records
200 South Third St
Yakima, WA 98901



9590 9402 1951 6123 4967 13

2. Article Number (Transfer from service label)

7013 3020 0000 5318 4151

PS Form 3811, July 2015 PSN 7530-02-000-9053

COMPLETE THIS SECTION ON DELIVERY

A. Signature

Jim Belton

Agent

Addressee

B. Received by (Printed Name)

Jim Belton

C. Date of Delivery

4-11-17

D. Is delivery address different from item 1? Yes
If YES, enter delivery address below: No

3. Service Type

- Adult Signature
- Adult Signature Restricted Delivery
- Certified Mail®
- Certified Mail Restricted Delivery
- Collect on Delivery
- Collect on Delivery Restricted Delivery
- Insured Mail
- Insured Mail Restricted Delivery over \$500
- Priority Mail Express®
- Registered Mail™
- Registered Mail Restricted Delivery
- Return Receipt for Merchandise
- Signature Confirmation™
- Signature Confirmation Restricted Delivery

Domestic Return Receipt

**U.S. Postal Service™
CERTIFIED MAIL™ RECEIPT**
(Domestic Mail Only; No Insurance Coverage Provided)

For delivery information visit our website at www.usps.com.

SAF OFFICIAL USE

Postage	\$.46
Certified Fee	3.30
Return Receipt Fee (Endorsement Required)	2.70
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$ 6.56

Postmark Here

Sent To
Yakima Police Depts
Street, Apt. No.,
or PO Box No. 200 South Third St
City, State, ZIP+4
Yakima, WA 98901

PS Form 3800, August 2006

See Reverse for Instructions

7013 3020 0000 5318 4151



COMMUNITY COLLEGE

April 6, 2016

Danielle Daskam, City Clerk/Records Specialist
 Auburn Police Department
 25 West Main Street
 Auburn, WA 98031

Campus Safety Office
 Extension 3350

12401 SE 320th St.
 Auburn, WA 98092-3622
 (253) 833-9111 Auburn
 (206) 464-6133 Eastside
 (253) 924-0180 Tacoma
 Fax: (253) 288-3458

RE: Request for Crime Data

Dear Danielle Daskam:

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school-controlled buildings and property. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2015 crime statistics for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violations
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violations	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violations	

Please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2015:

Place	Address	Start Time	End Time	Date(s) (and Days of week of use are in parenthesis)
Auburn Library	1102 Auburn Ways, Auburn, WA 98002	6:00 PM	8:30 PM	1/5/2015-3/20/2015 (MW)
		6:00 PM	8:30 PM	3/30/2015-6/12/2015 (MW)

		5:35 PM	9:00 PM	6/22/2015-12/11/2015 (MW)
		6:00 PM	8:30 PM	9/21/2015-12/11/2015 (MW)
<i>Auburn Memorial Stadium</i>	Auburn High School, 711 E Main Street Auburn, WA	4:00 PM	5:30 PM	2/1/2015-5/31/2015 (daily)
<i>Mount Baker Middle School</i>	620 37 th Street SE, Auburn, WA	6:00 PM	8:30 PM	1/5/2015-3/20/2015 (TTh)
		6:00 PM	8:30 PM	3/30/2015-6/12/2015 (TTh)
<i>Olympic Middle School</i>	1825 K St SE Auburn, WA	6:00 PM	8:30 PM	9/21/2015-12/11/2015 (TTh)

(Note: MW denotes Mondays and Wednesdays; TTh denotes Tuesdays and Thursdays. We need crime data that happened only on those days within the dates and times listed.)

In addition, I'm requesting the required crimes statistics for the following areas which are considered "on campus" or "campus-controlled" or which are at public access points to Green River College Downtown Auburn Campus.

<i>Place</i>	<i>Address</i>	<i>Start Time</i>	<i>End Time</i>	<i>Date(s) (and Days of week of use are in parenthesis)</i>
Green River College Downtown Auburn Campus (Clery on-campus)	GRC Downtown Auburn Campus 110 2 nd St. SW, Suite 135 Auburn, WA 98001	12:01 AM	11:59 PM	1/1/2015-12/31/2015 (SMTWThFSa)
Green River College Clery Public Property for Downtown Campus	Public streets and all sidewalk areas bordering, surrounding or adjacent to 110 2 nd St. SW, Suite 135, Auburn, WA 98001	12:01 AM	11:59 PM	1/1/2015-12/31/2015 (SMTWThFSa)
Green River College Clery Public Property for the main Campus	Public streets and all sidewalk areas bordering, surrounding or adjacent to 12401 SE 320 th Street; Public streets and all sidewalk areas bordering, surrounding or adjacent to 124 Avenue SE from the intersection of SE 320 th to and including the intersection of SE316th. Include all of Lea Hill Park.	12.01 AM	11:59 PM	1/1/2015-12/31/2015 (SMTWThFSa)
Green River College Non-Clery Public Property for the main Campus	Public sidewalks including the public street for 124 th Avenue SE from the intersection of 124 th Ave SE and SE 316 th Street to the intersection of 124 th AVE SE and the intersection of SE 312st Street. (Do NOT include any crimes committed on the private property of the 7-11 business.)	12.01 AM	11:59 PM	1/1/2015-12/31/2015 (SMTWThFSa)

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our Green River College Campus Safety Office immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the community.

We need to have this information sent to us via email (see my email below) or by US postal mail no later than June 30, 2016. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

A handwritten signature in black ink, appearing to read "Derek Ronnfeldt". The signature is fluid and cursive, with the first name "Derek" being more prominent than the last name "Ronnfeldt".

Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu

Joanne Martin

From: Derek Ronnfeldt
Sent: Friday, June 10, 2016 6:47 PM
To: Joanne Martin
Subject: Fwd: Records Request 16-1231

Sent from my iPhone

Begin forwarded message:

From: Ashley Payment <apayment@auburnwa.gov>
Date: June 10, 2016 at 5:41:39 PM PDT
To: "'dronnfeldt@greenriver.edu'" <dronnfeldt@greenriver.edu>
Cc: "'cturner@greenriver.edu'" <cturner@greenriver.edu>
Subject: Records Request 16-1231

Hi Derek and Chris:

Below is the information provided by our Crime Analyst Joe Ryan. Please let me know if you need any additional clarification or information.

Ashley

No qualifying crimes occurred on the dates and times noted for all of the below non-campus locations:

Auburn Library (1102 Auburn Way S) from 6 PM to 8:30 PM on Mondays and Wednesdays between 1/5/2015 and 3/20/2015

Auburn Library (1102 Auburn Way S) from 6 PM to 8:30 PM on Mondays and Wednesdays between 3/30/2015 and 6/12/2015

Auburn Library (1102 Auburn Way S) from 6 PM to 9 PM on Mondays and Wednesdays between 6/22/2015 and 12/11/2015

Auburn Library (1102 Auburn Way S) from 6 PM to 8:30 PM on Mondays and Wednesdays between 9/21/2015 and 12/11/2015

Auburn Memorial Stadium (711 E Main St) from 4 PM to 5:30 PM from 2/1/2015 to 5/31/2015

Mount Baker Middle School (620 37th St SE) from 6 PM to 8:30 PM on Tuesdays and Thursdays between 1/5/2015 and 3/20/2015

Mount Baker Middle School (620 37th St SE) from 6 PM to 8:30 PM on Tuesdays and Thursdays between 3/30/2015 and 6/12/2015

Olympic Middle School (1825 K St SE) from 6 PM to 8:30 PM on Tuesdays and Thursdays between 9/21/2015 and 12/11/2015

On Campus Locations:

GRCC Downtown Auburn Campus (110 2nd St SW) for all days and all times during calendar year 2015:
No qualifying crimes occurred at this address

- We do not have the ability to search sidewalk areas or anything of that nature. If the crime occurred on the sidewalk immediately next to his address it would have likely been noted as having occurred at that address.

GRCC Main Campus (12401 SE 320th St) for all days and all times during calendar year 2015:

- We do not have the ability to search sidewalk areas or roadways specifically. Addresses of crimes are chosen by the closest addressed location.

Burglary: Three total offenses ✓
Simple-Assault: Four total offenses ✓
Auto Theft : Six total offenses ✓
Harassment: One total offense ✓
Sexual Offense-(Voyeurism): One total offense ✓
Verbal Domestic Argument: One total offense ✓

Joe

Joe Ryan
Crime Analyst - Auburn Police Department
340 E Main St Suite 201 Auburn, WA
jryan@auburnwa.gov
(253) 288-4307 (Desk)
(253) 261-5548 (Cell)



From: Ashley Payment
Sent: Friday, May 27, 2016 9:15 AM
To: Joe Ryan
Subject: RE: Records Request

Yes, that is there deadline they need this information by. But when I am were sending an additional time needed letter (because the initial estimate was May 31) I need to put in a date that the City of Auburn anticipates completing the request. I can put any date, but I just need to know what date you estimate completing this request.

Thanks!

From: Joe Ryan
Sent: Friday, May 27, 2016 9:11 AM

To: Ashley Payment
Subject: RE: Records Request

Two weeks is fine on my end but I don't think they are expecting until late June right?

From: Ashley Payment
Sent: Friday, May 27, 2016 9:10 AM
To: Joe Ryan
Subject: RE: Records Request

I can send a follow up acknowledgement for additional time, but I need an estimated completion date. 2 weeks would be June 10, is that a good time frame to give the requestor?

From: Joe Ryan
Sent: Friday, May 27, 2016 9:06 AM
To: Ashley Payment
Subject: RE: Records Request

If it is ok with you I will push this on my end a few weeks (suspense is end of June on the request)?

From: Joe Ryan [<mailto:jryan@auburnwa.gov>]
Sent: Wednesday, April 20, 2016 8:51 AM
To: Ashley Payment
Cc: Chris James
Subject: RE: Records Request

Sounds good. Thanks!

Joe

From: Ashley Payment
Sent: Wednesday, April 20, 2016 8:50 AM
To: Joe Ryan
Cc: Chris James
Subject: RE: Records Request

Hi Joe,

I spoke w/ Chris Turner, he works with Derek Ronnfeldt and is the Campus Safety Manager at GRCC. He confirmed they only need the total number of crimes, not the case numbers.

Thanks for your help!
Ashley

From: Joe Ryan
Sent: Wednesday, April 20, 2016 8:39 AM
To: Ashley Payment
Cc: Chris James
Subject: RE: Records Request

This is a pretty hefty request and will take some time. I see the suspense date on the letter is 6/30. How about I mark it down on my end to have to you two by the end of May? Also, will total number of crimes suffice or should I be tracking individual case numbers as well?

Joe

From: Ashley Payment
Sent: Tuesday, April 19, 2016 1:16 PM
To: Joe Ryan
Cc: Chris James
Subject: Records Request

Please see the attached request for various Crime Statistics. The request is from GRCC. Let us know if you need any additional information or clarification.

Ashley Payment
Records Clerk
City of Auburn
25 W Main St
Auburn, WA 98001
(253) 931-3005

The information contained in this electronic communication is personal, privileged and/or confidential information intended only for the use of the individual(s) or entity(ies) to which it has been addressed. If you read this communication and are not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication, other than delivery to the intended recipient is strictly prohibited. If you have received this communication in error, please immediately notify the sender by reply e-mail. Thank you.

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Auburn
extension request

Joanne Martin

From: Derek Ronnfeldt
Sent: Tuesday, May 31, 2016 12:15 PM
To: Joanne Martin
Subject: FW: Records Request 16-1231

From: Ashley Payment [<mailto:apayment@auburnwa.gov>]
Sent: Tuesday, May 31, 2016 11:55 AM
To: Derek Ronnfeldt
Cc: Christopher Turner
Subject: FW: Records Request 16-1231

Hi Derek and Chris:

Additional time is needed by our police department to complete your request for crime statistics for 2015. The new estimated completion date is approximately June 10, 2016.

Please let me know if you have any questions,
Ashley

From: Ashley Payment [<mailto:apayment@auburnwa.gov>]
Sent: Monday, April 25, 2016 11:17 AM
To: 'dronnfeldt@greenriver.edu'
Cc: 'cturner@greenriver.edu'
Subject: Records Request 16-1231

Dear Derek and/or Chris:

Pursuant to RCW 42.56.520 and Doe I v. Washington State Patrol, 80 Wn. App. 296 (1996), this letter acknowledges receipt of your public record request addressed to the City of Auburn received by this office on April 18, 2016.

Please be advised that the City responds to numerous public records requests and estimates the time of response to your specific request to be approximately thirty to forty-five business days from the date of this email. Our police department gave an estimate of May 31 to have the information back to our department, and it will take a couple business days for use to review the information. Please be aware that the response time being provided to you is an approximation only, however, this office will make every reasonable effort to respond as promptly as possible to your public record request.

Ashley Payment
Records Clerk
City of Auburn
25 W Main St
Auburn, WA 98001
(253) 931-3005

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Joanne Martin

From: Derek Ronnfeldt
Sent: Tuesday, April 26, 2016 8:56 AM
To: Joanne Martin
Subject: FW: Records Request 16-1231

From: Ashley Payment [<mailto:apayment@auburnwa.gov>]
Sent: Monday, April 25, 2016 11:17 AM
To: Derek Ronnfeldt
Cc: Christopher Turner
Subject: Records Request 16-1231

Dear Derek and/or Chris:

Pursuant to RCW 42.56.520 and Doe I v. Washington State Patrol, 80 Wn. App. 296 (1996), this letter acknowledges receipt of your public record request addressed to the City of Auburn received by this office on April 18, 2016.

Please be advised that the City responds to numerous public records requests and estimates the time of response to your specific request to be approximately thirty to forty-five business days from the date of this email. Our police department gave an estimate of May 31 to have the information back to our department, and it will take a couple business days for use to review the information. Please be aware that the response time being provided to you is an approximation only, however, this office will make every reasonable effort to respond as promptly as possible to your public record request.

Ashley Payment
Records Clerk
City of Auburn
25 W Main St
Auburn, WA 98001
(253) 931-3005

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7013 3020 0000 5317 4329
7013 3020 0000 5317 4329
7013 3020 0000 5317 4329

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For delivery information visit our website at www.usps.com

Postage	\$ 4.65
Certified Fee	3.30
Return Receipt Fee (Endorsement Required)	2.70
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$ 6.465



SECTION ON DELIVERY

Agent
 Addressee

Delivered Name: Allen C. Date of Delivery

Is this address different from item 1? Yes
If different, specify address below: No

Sent To: ANDREA SHARP, RECORDS
WENATCHEE POLICE DEPT
 Street, Apt. No., or PO Box No. 271 9th STREET NE
 City, State, ZIP+4 EAST WENATCHEE, WA 98802

PS Form 3811, April 2015 PSN 7530-02-000-9053

Priority Mail Express®
 Registered Mail™
 Registered Mail Restricted Delivery
 Return Receipt for Merchandise
 Signature Confirmation™
 Signature Confirmation Restricted Delivery



April 15, 2016

Andrea Sharp, Records
Wenatchee Police Department
271 9th Street NE
East Wenatchee, WA 98802

FILE COPY

Student Services Office
12401 SE 320th St
Auburn, WA 98092-3622
(253) 833-9111 Auburn
(206) 464-6133 Eastside
(253) 924-0180 Tacoma

RE: Request for Crime Data

Dear Andrea Sharp:

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school-controlled buildings and property. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2015 crime statistics for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violations
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violations	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violations	

Please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2015:

Place	Address	Start Time	End Time	Date(s) (and Days of week of use are in parenthesis)
East Wenatchee Water District	Classroom 1497 Eastmont Avenue East Wenatchee, WA 98802	8:00 AM	4:30 PM	6/22/2015-6/23/2015
		8:00 AM	2:30 PM	6/24/2015-6/24/2015

(Note: MW denotes Mondays and Wednesdays; TTh denotes Tuesdays and Thursdays. We need crime data that happened only on those days within the dates and times listed.)



COMMUNITY COLLEGE

We need to have this information sent to us via email (see my email below) or by US postal mail no later than June 30, 2016. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

Student Services Office
12401 SE 320th St.
Auburn, WA 98092-3622
(253) 833-9111 Auburn
(206) 464-6133 Eastside
(253) 924-0180 Tacoma

Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu

Derek Ronnfeldt

From: Jeanie Bryant <JBryant@eastwenatcheepolice.com>
Sent: Monday, April 18, 2016 2:52 PM
To: Derek Ronnfeldt
Cc: Jeanie Bryant; Andrea Sharp
Subject: Request for Crime Data 1497 Eastmont Avenue

Dear Derek,

The East Wenatchee Police Department received your letter addressed to Andrea Sharp requesting crime data for the East Wenatchee Water District at 1497 Eastmont Avenue, East Wenatchee, WA. I searched the dates given 6/22-6/23/2015 and 6/24/2015 for times provided. There were no crimes reported in that time frame or for that address.

If you have any questions or need further information, please feel free to contact us.

Jeanie Bryant
Administrative Assistant/TAC/Property-Evidence
East Wenatchee Police Department
271 9th Street N.E.
East Wenatchee, WA 98802
509 884-9511 ext 42
509 886-6114 fax
jbryant@eastwenatcheepolice.com

Joanne Martin

From: Derek Ronnfeldt
Sent: Thursday, July 07, 2016 2:02 PM
To: Joanne Martin
Subject: FW: Enumclaw Police Records
Attachments: Request.pdf; 15-0669.pdf; 15-1515.pdf; 15-5457.pdf

From: Anne Kurle [<mailto:AKurle@police.ci.enumclaw.wa.us>]
Sent: Thursday, July 07, 2016 1:45 PM
To: Derek Ronnfeldt
Subject: Enumclaw Police Records

Attached are the records I found that are or may be responsive to your attached request.

- 1) Driver's license numbers have been redacted under the *Driver's Privacy Protection Act 18 USC Section 2721 & 2725* which exempts the information provided by the Department of Licensing Database from public disclosure as personal information.
- 2) Juvenile victim and/or witness identifiers have been redacted under *RCW 13.50.100(1)*, *RCW 13.50.100(2)*, and *RCW 7.69A.030(4)* as defined by *RCW 7.69A.020(8)* which make juvenile records and the identifiers of juvenile victims and/or witnesses confidential and only releasable pursuant to *13.50.100 and 13.50.010*
- 3) Any records of the commission of juvenile offenses are confidential and exempt from public disclosure per *RCW 13.50.010(3)*, however, due to the Jeanne Clery Act I am providing any juvenile offense records in the area of your request with all suspect information redacted.

This email and its attachments complete your request. If you have any questions or if you need any additional information please feel free to contact me.

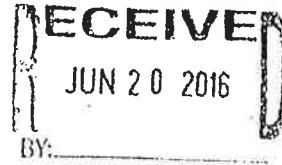
Sincerely,

Anne Kurle, CPRO
Enumclaw Records Specialist
akurle@police.ci.enumclaw.wa.us
360-615-5694



COMMUNITY COLLEGE

June 13, 2016



Records Specialist
 Enumclaw Police Department
 1705 Wells Street
 Enumclaw, WA 98022

Campus Safety Office
 Extension 3350
 12401 SE 320th St.
 Auburn, WA 98092-3622
 (253) 833-9111 Auburn
 (206) 464-6133 Eastside
 (253) 924-0180 Tacoma
 Fax: (253) 288-3458

Dear Records Specialist

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school-controlled buildings and property and also non-campus locations which were contracted for use by Green River College. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2015 crime statistics (including dates for each of the crimes committed) for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violation Arrests
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violation Arrests	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violation Arrests	

As you are reviewing the records and locate offenses occurring on the address at the date and time listed, please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data (including dates of the offenses committed) for the following non-campus locations (detailed in the table on the next page) which were contracted for use by Green River on the following dates and times during the calendar year 2015:

Place	Address	Time Start	Time End	Dates of Use
Thunder Mountain Middle School	42018 264 th Ave SE Enumclaw WA 98022	6:30 PM	7:30 PM	1/7/2015-3/4/2015 (W)
		5:00 PM	6:30 PM	3/30/2015-6/21/2015 (M)

		6:30 PM	7:30 PM	4/7/2015-6/2/2015 (Tu) ✓
		6:30 PM	7:30 PM	4/29/2015-5/27/2015 (W)
		7:45 PM	8:45 PM	4/29/2015-5/27/2015 (W)
		7:00 PM	8:00 PM	9/23/2015-12/2/2015 (W)
		6:00 PM	7:00 PM	9/23/2015-12/2/2015 (W)
		5:00 PM	6:30 PM	9/21/2015-12/11/2015 (M)
		7:30 PM	8:30 PM	10/7/2015-11/4/2015 (W)
		6:30 PM	7:30 PM	10/7/2015-11/4/2015 (W)

(Note:, M denotes Monday, Tu denotes Tuesday, W denotes Wednesday,) (We need crime data that happened only on those days within the dates and times listed.)

In addition, I'm requesting the required crimes statistics (including dates of the offenses committed) for the following areas which are considered "on campus" or "campus-controlled" or which are at public access points to Green River College Kent Campus.

Place	Address	Start Time	End Time	Date(s) (and Days of week of use are in parenthesis)
Green River College Enumclaw Campus (Clery On-Campus) including the entire Parking Lot	Green River College Enumclaw Campus at 114 Griffin Avenue, Enumclaw, WA 98022	12:00 AM	11:59 PM	1/1/2015-12/31/2015 (daily)
Green River College Clery Public Property for Enumclaw Campus (sidewalks and public streets that are adjacent to the campus)—	Marion Street, Porter Street, Initial Avenue, and Griffin Avenue that are directly adjacent to the Green River College Enumclaw Campus at 114 Griffin Avenue, Enumclaw, WA 98022	12:00 AM	11:59 PM	1/1/2015-12/31/2015 (daily)

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our Green River College Campus Safety Office immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the community.

We need to have this information sent to us via email (see my email address below) or by US postal mail no later than July 29, 2016. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,



Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu



Enumclaw Police Department

Officer Report for Incident 15-0669

Nature: INFORMATION
Location: EN

Address: 42018 264TH AV SE
Enumclaw WA 98022

Offense Codes: 681
 Received By: B HOSFORD How Received: T Agency: EPD
 Responding Officers: K PIPPIN
 Responsible Officer: K PIPPIN Disposition: ACT 02/12/15
 When Reported: 12:19:43 02/12/15 Occurred Between: 12:19:07 02/12/15 and 12:19:07 02/12/15

Assigned To: Detail: Date Assigned: **/**/**
 Status: Status Date: **/**/** Due Date: **/**/**

Complainant:

Last: First: Mid:
 DOB: **/**/** Dr Lic: Address:
 Race: Sex: Phone: City:

Offense Codes

Reported: Observed: 681 INFORMATIONAL REPORT
 Additional Offense: 681 INFORMATIONAL REPORT

Circumstances

LT22 School or College

Responding Officers:

K PIPPIN

Unit :

P1

Responsible Officer: K PIPPIN

Agency: EPD

Received By: B HOSFORD

Last Radio Log: 12:58:40 02/12/15 CMPLT

How Received: T Telephone

Clearance: CR Cleared by Responding Officer

When Reported: 12:19:43 02/12/15

Disposition: ACT Date: 02/12/15

Judicial Status:

Occurred between: 12:19:07 02/12/15

Misc Entry:

and: 12:19:07 02/12/15

Modus Operandi:

Description :

Method :

Involvements

Date	Type	Description
------	------	-------------

02/12/15	Name	WRIGHT, SANDY	OTHER
02/12/15	Name	[REDACTED]	VICTIM
02/12/15	Cad Call	12:19:43 02/12/15 INFORMATION	Initiating Call

Narrative

COUNSELOR ADVISED OF A FEMALE STUDENT POSSIBLE VICTIM OF RAPE. CONTACT MADE AND DETERMINED NO RAPE. PIPPIN/bjh

Responsible LEO:

Approved by:

Date

Name Involvements:

OTHER : 16910

Last: WRIGHT

First: SANDY

Mid:

DOB: **/**/**

Dr Lic:

Address:

Race:

Sex:

Phone: ()-

City: ,

VICTIM : 16911

Last: [REDACTED]

First: [REDACTED]

Mid: [REDACTED]

DOB: [REDACTED]

Dr Lic:

Address:

Race: W

Sex: F

Phone: [REDACTED]

City: [REDACTED]



Enumclaw Police Department

Officer Report for Incident 15-1515

Nature: JUVENILE PROB
Location: EN

Address: 42018 264TH AV SE
Enumclaw WA 98022

Offense Codes: 309, 329, 651
Received By: M JENSEN How Received: T Agency: EPD
Responding Officers: G MCCALL
Responsible Officer: G MCCALL Disposition: ACT 04/02/15
When Reported: 14:44:35 04/02/15 Occurred Between: 14:44:11 04/02/15 and 14:44:11 04/02/15

Assigned To: Detail: Date Assigned: **/**/**
Status: Status Date: **/**/** Due Date: **/**/**

Complainant:

Last: First: Mid:
DOB: **/**/** Dr Lic: Address:
Race: Sex: Phone: City:

Offense Codes

Reported: Observed:
Additional Offense: 309 POSSESSION OF DRUG
PARAPHERNAL
Additional Offense: 329 WEAPONS VIOLATION
Additional Offense: 651 SCHOOL INCIDENT

Circumstances

LT22 School or College

Responding Officers: Unit :
G MCCALL P3

Responsible Officer: G MCCALL Agency: EPD
Received By: M JENSEN Last Radio Log: 15:10:14 04/02/15 CMPLT
How Received: T Telephone Clearance: CA Cleared Adult Arrest
When Reported: 14:44:35 04/02/15 Disposition: ACT Date: 04/02/15
Judicial Status: Occurred between: 14:44:11 04/02/15
Misc Entry: SS and: 14:44:11 04/02/15

Modus Operandi: Description : Method :

Involvements

Date	Type	Description	
04/02/15	Arrest	Arrest#: 3275 - JUBT	ARREST RECORD
04/02/15	Name	DAVIDSON, CHAD ROBERT	DEAN OF STUDENTS
04/02/15	Name	THUNDER MOUNTAIN MIDDLE SCHOOL,	LOCATION
04/02/15	Name	[REDACTED]	SUSPECT
04/02/15	Name		ABIGAILS FATHER
04/02/15	Offense	Offense#: 4220 - MS - 1 count	Charged With
04/02/15	Offense	Offense#: 4221 - GM - 1 count	Charged With
04/02/15	Cad Call	14:44:35 04/02/15 JUVENILE PROB	Initiating Call
04/02/15	Property	Paraphernalia GLASS PIPES	EVIDENCE
		MULTICOLORED 15	
04/02/15	Property	Paraphernalia PAPERCLIPS RAZORBLADE 3	EVIDNECE
04/02/15	Property	RED Knife KERSHAW FOLDING 25	EVIDENCE
04/02/15	Property	Glue GORILLA 10	EVIDENCE
04/18/15	Evidence	GLUE	Evidence Incident
04/18/15	Evidence	PARA	Evidence Incident
04/18/15	Evidence	KNIFE	Evidence Incident
04/18/15	Evidence	PARA	Evidence Incident

Narrative

ISSUE WITH STUDENT AT THUNDER MT MIDDLE SCHOOL. OFC RESP, JUV SUBJ TAKEN INTO CUSTODY FOR POSS DRUG PARA AND POSS OF KNIFE ON SCHOOL GROUNDS. SUBJ BROUGHT TO EPD FOR BOOKING. CLR.
MCCALL/JM

(C)

Responsible LEO:

Approved by:

Date

Supplement

G A McCall

Enumclaw Police Department Supplemental Narrative

Narrative: On April 2nd, 2015 at about 1444 hours I was dispatched to the Thunder Mountain Middle school located at 42018 264th Ave SE in Enumclaw for a reported juvenile who was refusing to cooperate with school staff.

Upon my arrival I contacted Chad Davidson who is the Dean of Students at the middle school. Davidson told me that he had a female student in the next room named [REDACTED] who has been missing from school for the past four days.

When she returned, she was brought to his office and when she got there a lighter fell out of her pocket. Davidson then asked for her phone and she initially refused and became defiant.

Because [REDACTED] has a past drug paraphernalia history with the school Davidson asked her if she had any illegal items on her person. She told him that she didn't know. When she finally gave her phone to Davidson, she started a factory reset to wipe all the memory. He then decided to search her locker and personal items for possible illegal items.

During the search he located a kershaw folding knife, three multicolored glass smoking pipes, small bottle of gorilla glue, bag of paperclips, (she stated she used them to clean out her smoking pipes) razor blade, two lighters, five empty plastic baggies (it appeared the baggies has small bits of green vegetable matter left over in them) four empty cigarette boxes, one vans shoe box that contained all the paraphernalia, one scent stick, and a small plastic container with small bits of green vegetable matter.

Davidson released the paraphernalia to me and I arrested [REDACTED] for possession of a dangerous weapon on school grounds and for possession of drug paraphernalia. I transported [REDACTED] to the Enumclaw Jail for booking and called her father for pickup.

I also noticed that one of the paperclips had residue on it like the residue in her smoking pipes indicating she did use the paperclips for cleaning out her smoking pipes. I also noted that the small bits in the baggies appeared to small for testing.

I also packaged the items into the following bags and placed them into evidence.

1. Glass pipes in one bag
2. Knife in one bag
3. Gorilla Glue in one bag
4. Paperclips in one bag

I took photographs of the paraphernalia and attached them to the case file. I took a written statement from Davidson that I attached to the case file. I also

noticed that the three smoking pipes had burnt residue inside and on the bowl part of the pipes.

I examined the knife that [REDACTED] had in her possession while at school. The knife has a light spring action to it when the blade is released and locked into position. This spring action moves the blade halfway open without the use of centrifugal force when opening and locking the blade into place. Case forwarded to juvenile court for disposition.

Under penalty of perjury under the laws of the state of Washington, I certify that the foregoing is true and correct.

Signed and dated by me this 2nd day of April 2015

G A McCall
Patrol

Property

Property Number: 4693
Item: Paraphernalia **Owner Applied Nmbr:**

Brand: GLASS PIPES **Model:** MULTICOLORED
Year: 0 **Quantity:** 3
Meas: **Serial Nmbr:**
Total Value: \$15.00 **Color:**
Owner: [REDACTED]
Agency: EPD ENUMCLAW POLICE **Tag Number:**
DEPARTMENT
Accum Amt Recov: \$0.00 **Officer:** G MCCALL
UCR: DEQ Drug/Narc Equipment **UCR Status:**
Local Status: **Storage Location:**
Crime Lab Number: **Status Date:** **/**/**
Date Released: **/**/** **Date Recov/Rcvd:** **/**/**
Released By: **Amt Recovered:** \$0.00
Released To: **Custody:** **.*.** **/**/**
Reason:
Comments:

Property Number: 4694 **Owner Applied Nmbr:**
Item: Paraphernalia

Brand: PAPERCLIPS **Model:** RAZORBLADE
Year: 0 **Quantity:** 50
Meas: **Serial Nmbr:**
Total Value: \$3.00 **Color:**
Owner: [REDACTED]
Agency: EPD ENUMCLAW POLICE **Tag Number:**
DEPARTMENT
Accum Amt Recov: \$0.00 **Officer:** G MCCALL
UCR: **UCR Status:**
Local Status: **Storage Location:**
Crime Lab Number: **Status Date:** **/**/**
Date Released: **/**/** **Date Recov/Rcvd:** **/**/**
Released By: **Amt Recovered:** \$0.00
Released To: **Custody:** **.*.** **/**/**
Reason:
Comments:

Property Number: 4695

Name Involvements:

SUSPECT : 8504

Last: [REDACTED] First: [REDACTED] Mid: [REDACTED]
DOB: [REDACTED] Dr Lic: [REDACTED] Address: [REDACTED]
Race: W Sex: F Phone: [REDACTED] City: [REDACTED]

LOCATION : 665

Last: THUNDER First: Mid:
MOUNTAIN
MIDDLE
SCHOOL

DOB: **/**/** Dr Lic: Address: 42018 264TH AV SE
Race: Sex: Phone: () - City: Enumclaw, WA 98022

ABIGAILS10802

FATHER :
Last: [REDACTED] First: [REDACTED] Mid: [REDACTED]
DOB: 08/28/64 Dr Lic: [REDACTED] Address: [REDACTED]
Race: W Sex: M Phone: [REDACTED] City: [REDACTED]

DEAN OF659

STUDENTS :

Last: DAVIDSON First: CHAD Mid: ROBERT
DOB: 04/28/71 Dr Lic: DAVIDCR293J8 Address: 781 MELODY LN
Race: W Sex: M Phone: (253)720-8011 City: Enumclaw, WA 98022



Enumclaw Police Department

Officer Report for Incident 15-5457

Nature: ASSAULT
Location: EN

Address: 42018 264TH AV SE
Enumclaw WA 98022

Offense Codes: 389
Received By: E GRADDON How Received: T Agency: EPD
Responding Officers: D BANNER
Responsible Officer: D BANNER Disposition: INF 11/09/15
When Reported: 17:15:30 11/09/15 Occurred Between: 17:14:44 11/09/15 and 17:14:44 11/09/15

Assigned To: Detail: Date Assigned: **/**/**
Status: Status Date: **/**/** Due Date: **/**/**

Complainant: 15961
Last: [REDACTED] First: [REDACTED] Mid: [REDACTED]
DOB: 10/27/84 Dr Lic: [REDACTED] Address: [REDACTED]
Race: U Sex: F Phone: ()- City: [REDACTED]

Offense Codes

Reported: Observed:
Additional Offense: 389 JUVENILE PROBLEM

Circumstances

LT22 School or College





Responding Officers: Unit :
D BANNER P2

Responsible Officer: D BANNER Agency: EPD
Received By: E GRADDON Last Radio Log: 17:56:57 11/09/15 CMPLT
How Received: T Telephone Clearance: CR Cleared by Responding Officer
When Reported: 17:15:30 11/09/15 Disposition: INF Date: 11/09/15
Judicial Status: Occurred between: 17:14:44 11/09/15
Misc Entry: and: 17:14:44 11/09/15

Modus Operandi: Description : Method :

Involvements

Date	Type	Description
------	------	-------------

11/09/15	Name	THUNDER MOUNTAIN MIDDLE SCHOOL,	LOCATION
11/09/15	Name		Complainant
11/09/15	Name		GUARDIAN
11/09/15	Name		INVOLVED
11/09/15	Name		INVOLVED
11/09/15	Cad Call	17:15:30 11/09/15 ASSAULT	Initiating Call

Narrative

R/P INTO LOBBY WITH DAUGHTER WHO WAS INVOLVED IN A FIGHT AT SCHOOL TODAY. CTC MADE AND DETERMINED THAT THE SCHOOL IS HANDLING THE SITUATION. INFORMATION ONLY.
BANNER / EFG

Responsible LEO:

Approved by:

Date

Name Involvements:

LOCATION : 665

Last: THUNDER **First:** **Mid:**
MOUNTAIN
MIDDLE
SCHOOL

DOB: **/**/** **Dr Lic:** **Address:** 42018 264TH AV SE
Race: **Sex:** **Phone:** () - **City:** Enumclaw, WA 98022

INVOLVED : 20593

Last: [REDACTED] **First:** [REDACTED] **Mid:**
DOB: **/**/** **Dr Lic:** **Address:**
Race: **Sex:** **Phone:** () - **City:** [REDACTED]

GUARDIAN : 15961

Last: [REDACTED] **First:** [REDACTED] **Mid:** [REDACTED]
DOB: 10/27/84 **Dr Lic:** **Address:** [REDACTED]
Race: U **Sex:** F **Phone:** [REDACTED] **City:** [REDACTED]

INVOLVED : 20592

Last: [REDACTED] **First:** [REDACTED] **Mid:** [REDACTED]
DOB: [REDACTED] **Dr Lic:** **Address:** [REDACTED]
Race: U **Sex:** F **Phone:** () - **City:** [REDACTED]



June 13, 2016

Records Specialist
Kent Police Department
220 4th Avenue South
Kent, WA 98032

Campus Safety Office
Extension 3350

12401 SE 320th St.
Auburn, WA 98092-3622
(253) 833-9111 Auburn
(206) 464-6133 Eastside
(253) 924-0180 Tacoma
Fax: (253) 288-3458

RE: Request for Crime Data

Dear Records Specialist

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school-controlled buildings and property. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2015 crime statistics (including dates for each of the crimes committed) for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violation Arrests
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violation Arrests	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violation Arrests	

Please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I also need to have the above crime data (including dates of the offenses committed) for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2015:

Place	Address	Time Start	Time End	Dates of Use
Blue Dog Glass Studio	29304 168 th Ave SE Kent, WA 98042	9:00 AM	1:00 PM	1/24/2015-1/24/2015
		9:00 AM	1:00 PM	3/7/2015-3/7/2015
		9:00 AM	1:00 PM	5/16/2015-5/16/2015

(Note: MW denotes Mondays and Wednesdays; TTh denotes Tuesdays and Thursdays. We need crime data that happened only on those days within the dates and times listed.)

In addition, I'm requesting the required crimes statistics (including dates of the offenses committed) for the following areas which are considered "on campus" or "campus-controlled" or which are at public access points to Green River College Kent Campus.

Place	Address	Start Time	End Time	Date(s) (and Days of week of use are in parenthesis)
Green River College Kent Campus (Clery On-Campus) including the entire West Parking Lot	GRC Kent Campus 417 Ramsay Way Kent, WA 98032	12:01 AM	11:59 PM	1/1/2015-12/31/2015 (SMTWThFSa)
Green River College Clery Public Property for Kent Campus	The small portion of Ramsay Way that intersects West Temperance street, and sidewalk area on the west side of the intersection of Ramsay Way and West Temperance Street, Kent, WA 98032	12:01 AM	11:59 PM	1/1/2015-12/31/2015 (SMTWThFSa)

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our Green River College Campus Safety Office immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the community.

We need to have this information sent to us via email (see my email address below) or by US postal mail no later than July 29, 2016. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,



Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu

Joanne Martin

From: Derek Ronnfeldt
Sent: Tuesday, June 21, 2016 3:14 PM
To: Joanne Martin
Subject: FW: Clery 2015 thru 062216

From: Knapp, Sheila [<mailto:SKnapp@kentwa.gov>]
Sent: Tuesday, June 21, 2016 3:00 PM
To: Derek Ronnfeldt
Cc: Knapp, Sheila
Subject: Clery 2015 thru 062216

Director Ronnfeldt,

Blue Dog Glass Studio and Crest Air Park are not in our jurisdiction. You must send your request to King County Sheriff.

IGrad No Records

Kent Library

Robbery 072715 at 1715
Assault 051515 at 1520
Assault 010516 at 2000

Kent Phoenix Academy No records

Meridian Valley Country Club No Records

Service Club No Records

Wilson Playfields No Record

Green River College Campus No records

If you have any other questions please let me know.

Also you are welcome to email me directly in the future or send your request to police@kentwa.gov

Thanks
Sheila

Sheila Knapp, Support Services Manager
Administration | Police Department
220 Fourth Avenue South, Kent, WA 98032
Direct Line 253-856-5810 | Fax 253-856-6803

Joanne Martin

From: Derek Ronnfeldt
Sent: Tuesday, June 21, 2016 3:14 PM
To: Joanne Martin
Subject: FW: Clery 2015 thru 062216

From: Knapp, Sheila [<mailto:SKnapp@kentwa.gov>]
Sent: Tuesday, June 21, 2016 3:00 PM
To: Derek Ronnfeldt
Cc: Knapp, Sheila
Subject: Clery 2015 thru 062216

Director Ronnfeldt,

Blue Dog Glass Studio and Crest Air Park are not in our jurisdiction. You must send your request to King County Sheriff.

IGrad No Records

Kent Library

Robbery 072715 at 1715
Assault 051515 at 1520
Assault 010516 at 2000

Kent Phoenix Academy No records

Meridian Valley Country Club No Records

Service Club No Records

Wilson Playfields No Record

Green River College Campus No records

If you have any other questions please let me know.

Also you are welcome to email me directly in the future or send your request to police@kentwa.gov

Thanks
Sheila

Sheila Knapp, Support Services Manager
Administration | Police Department
220 Fourth Avenue South, Kent, WA 98032
Direct Line 253-856-5810 | Fax 253-856-6803

sknapp@KentWA.gov

CITY OF KENT, WASHINGTON

KentWA.gov [Facebook](#) [Twitter](#) [YouTube](#)

PLEASE CONSIDER THE ENVIRONMENT BEFORE PRINTING THIS E-MAIL

Joanne Martin

From: Derek Ronnfeldt
Sent: Tuesday, June 21, 2016 3:14 PM
To: Joanne Martin
Subject: FW: Clery 2015 thru 062216

From: Knapp, Sheila [<mailto:SKnapp@kentwa.gov>]
Sent: Tuesday, June 21, 2016 3:00 PM
To: Derek Ronnfeldt
Cc: Knapp, Sheila
Subject: Clery 2015 thru 062216

Director Ronnfeldt,

Blue Dog Glass Studio and Crest Air Park are not in our jurisdiction. You must send your request to King County Sheriff.

IGrad No Records

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Robbery 072715 at 1715
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Service Club No Records

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Administration | Police Department
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Direct Line 253-856-5810 | Fax 253-856-6803

sknapp@KentWA.gov

CITY OF KENT, WASHINGTON

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Return Receipt Fee (Endorsement Required)	2.70
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$ 6.465

Postmark
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SECTION ON DELIVERY

K. Krauss Agent
 Addressee
 (Printed Name) C. Date of Delivery
Krauss *4/18/16*
 is different from item 1? Yes
 Delivery address below: No

Sent to *BAMBI THAWSH*
 Street, Apt. No., or PO Box No. *ALBONA POLICE DEPT*
402 WARDE ST
 City, State, ZIP+4 *ALBONA, WA 98001*

PS Form 3811, April 2015 PSN 7530-02-000-9053

See Reverse for Instructions

- Priority Mail Express®
- Registered Mail™
- Registered Mail Restricted Delivery
- Return Receipt for Merchandise
- Signature Confirmation™
- Signature Confirmation Restricted Delivery

PS Form 3811, April 2015 PSN 7530-02-000-9053

Domestic Return Receipt



COMMUNITY COLLEGE

April 6, 2016

Bambi Thawsh, Records
 Algona Police Department
 401 Warde Street
 Algona, WA 98001

Campus Safety
 Extension 3350

12401 SE 320th St.
 Auburn, WA 98092-3622
 (253) 833-9111 Auburn
 (206) 464-6133 Eastside
 (253) 924-0180 Tacoma
 (253) 288-3350 Direct Line
 Fax: (253) 288-3458

RE: Request for Crime Data

Dear Bambi Thawsh:

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school-controlled buildings and property. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2015 crime statistics for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violations
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violations	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violations	

Please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2015:

Place	Address	Start Time	End Time	Date(s) (and Days of week of use are in parenthesis)
Algona Pacific Library	255 Ellingson Rd, Pacific, WA 98047	6:00 PM	8:30 PM	1/5/2015-3/20/2015 (TTh)
		6:00 PM	8:30 PM	3/30/2015-6/12/2015 (TTh)
		6:00 PM	8:30 PM	9/21/2015-12/11/2015 (TTh)

(Note: MW denotes Mondays and Wednesdays; TTh denotes Tuesdays and Thursdays. We need crime data that happened only on those days within the dates and times listed.)

We need to have this information sent to us via email (see my email below) or by US postal mail no later than June 30, 2016. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

A handwritten signature in black ink that reads "Derek Ronnfeldt". The signature is written in a cursive style with a large, prominent "D" at the beginning.

Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu



COMMUNITY COLLEGE

April 6, 2016

Brandi Nyhus, Records Supervisor
 City of Bellingham Police Department
 505 Grand Avenue
 Bellingham, WA 98225

Campus Safety
 Extension 3350

12401 SE 320th St.
 Auburn, WA 98092-3622
 (253) 833-9111 Auburn
 (206) 464-6133 Eastside
 (253) 924-0180 Tacoma
 (253) 288-3350 Direct Line
 Fax: (253) 288-3458

RE: Request for Crime Data

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Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
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Place	Address	Start Time	End Time	Date(s) (and Days of week of use are in parenthesis)
Bellingham Training Room	2221 Pacific St, Bellingham, WA 98229	7:30 AM	4:00 PM	1/30/2015-1/30/2015
		7:30 AM	4:00 PM	4/7/2015-4/8/2015
		7:30 AM	4:00 PM	5/13/2015-5/14/2015

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Kind Regards,

A handwritten signature in black ink that reads "Derek Ronnfeldt". The signature is written in a cursive style with a large initial "D" and "R".

Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu

Derek Ronnfeldt

From: Bambi Thawsh <bambit@algonawa.gov>
Sent: Monday, April 18, 2016 3:29 PM
To: Derek Ronnfeldt
Subject: Request for Crime Data
Attachments: 2630_001.pdf

Mr. Ronnfeldt,

The Algona Police Department received your registered letter of Crime Data Request that you mailed on April 6, 2016, received in our office on Monday, April 18, 2016.

The crime data location that you are requesting stats from, Algona Pacific Library 255 Ellingson Rd., Pacific, WA. is actually in the City of Pacific. This agency holds no statistics for any businesses within their jurisdiction.

You will need to forward this letter to:

Pacific Police Department
Attn: Heather Malavotte, Records Specialists
133 3rd Ave. S.E.
Pacific, WA. 98047
(253) 929-1130

Respectfully,

Bambi Thawsh

Algona Police Specialist,
TAC & Evidence Custodian
402 Warde Street
Algona, WA. 98001
253 833-2743 Office
253 833-5019 Fax
253 653-9804 Cell
bambit@algonawa.gov

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From: canon_copier@algonawa.gov [mailto:canon_copier@algonawa.gov]
Sent: Monday, April 18, 2016 3:18 PM
To: Bambi Thawsh
Subject: Attached Image

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Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$ 6.465



Sent To: Danielle Daskam, City Clerk
 Street, Apt. No., or PO Box No.: Auburn Police Dept
25 West Main St
 City, State, ZIP+4: Auburn, WA 98001

PS Form 3800, August 2008 See Reverse for Instructions

SECTION ON DELIVERY

Agent
 Addressee

Printed Name) _____ C. Date of Delivery
Completed 4/1/2016

Address different from item 1? Yes
Delivery address below: No

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- Registered Mail™
- Registered Mail Restricted Delivery
- Return Receipt for Merchandise
- Signature Confirmation™
- Signature Confirmation Restricted Delivery

Joanne Martin

From: Derek Ronnfeldt
Sent: Friday, June 10, 2016 6:47 PM
To: Joanne Martin
Subject: Fwd: Records Request 16-1231

Sent from my iPhone

Begin forwarded message:

From: Ashley Payment <apayment@auburnwa.gov>
Date: June 10, 2016 at 5:41:39 PM PDT
To: "'dronnfeldt@greenriver.edu'" <dronnfeldt@greenriver.edu>
Cc: "'cturner@greenriver.edu'" <cturner@greenriver.edu>
Subject: Records Request 16-1231

Hi Derek and Chris:

Below is the information provided by our Crime Analyst Joe Ryan. Please let me know if you need any additional clarification or information.

Ashley

No qualifying crimes occurred on the dates and times noted for all of the below non-campus locations:

- Auburn Library (1102 Auburn Way S) from 6 PM to 8:30 PM on Mondays and Wednesdays between 1/5/2015 and 3/20/2015
- Auburn Library (1102 Auburn Way S) from 6 PM to 8:30 PM on Mondays and Wednesdays between 3/30/2015 and 6/12/2015
- Auburn Library (1102 Auburn Way S) from 6 PM to 9 PM on Mondays and Wednesdays between 6/22/2015 and 12/11/2015
- Auburn Library (1102 Auburn Way S) from 6 PM to 8:30 PM on Mondays and Wednesdays between 9/21/2015 and 12/11/2015
- Auburn Memorial Stadium (711 E Main St) from 4 PM to 5:30 PM from 2/1/2015 to 5/31/2015
- Mount Baker Middle School (620 37th St SE) from 6 PM to 8:30 PM on Tuesdays and Thursdays between 1/5/2015 and 3/20/2015
- Mount Baker Middle School (620 37th St SE) from 6 PM to 8:30 PM on Tuesdays and Thursdays between 3/30/2015 and 6/12/2015
- Olympic Middle School (1825 K St SE) from 6 PM to 8:30 PM on Tuesdays and Thursdays between 9/21/2015 and 12/11/2015

On Campus Locations:

GRCC Downtown Auburn Campus (110 2nd St SW) for all days and all times during calendar year 2015:
No qualifying crimes occurred at this address

- *We do not have the ability to search sidewalk areas or anything of that nature. If the crime occurred on the sidewalk immediately next to his address it would have likely been noted as having occurred at that address.*

GRCC Main Campus (12401 SE 320th St) for all days and all times during calendar year 2015:

- We do not have the ability to search sidewalk areas or roadways specifically. Addresses of crimes are chosen by the closest addressed location.

Burglary: Three total offenses

Simple Assault: Four total offenses

Auto Theft : Six total offenses

Harassment: One total offense

Sexual Offense (Voyeurism): One total offense

Verbal Domestic Argument: One total offense

Joe

Joe Ryan

Crime Analyst - Auburn Police Department

340 E Main St Suite 201 Auburn, WA

jryan@auburnwa.gov

(253) 288-4307 (Desk)

(253) 261-5548 (Cell)



From: Ashley Payment

Sent: Friday, May 27, 2016 9:15 AM

To: Joe Ryan

Subject: RE: Records Request

Yes, that is there deadline they need this information by. But when I am were sending an additional time needed letter (because the initial estimate was May 31) I need to put in a date that the City of Auburn anticipates completing the request. I can put any date, but I just need to know what date you estimate completing this request.

Thanks!

From: Joe Ryan

Sent: Friday, May 27, 2016 9:11 AM

To: Ashley Payment
Subject: RE: Records Request

Two weeks is fine on my end but I don't think they are expecting until late June right?

From: Ashley Payment
Sent: Friday, May 27, 2016 9:10 AM
To: Joe Ryan
Subject: RE: Records Request

I can send a follow up acknowledgement for additional time, but I need an estimated completion date. 2 weeks would be June 10, is that a good time frame to give the requestor?

From: Joe Ryan
Sent: Friday, May 27, 2016 9:06 AM
To: Ashley Payment
Subject: RE: Records Request

If it is ok with you I will push this on my end a few weeks (suspense is end of June on the request)?

From: Joe Ryan [<mailto:jryan@auburnwa.gov>]
Sent: Wednesday, April 20, 2016 8:51 AM
To: Ashley Payment
Cc: Chris James
Subject: RE: Records Request

Sounds good. Thanks!

Joe

From: Ashley Payment
Sent: Wednesday, April 20, 2016 8:50 AM
To: Joe Ryan
Cc: Chris James
Subject: RE: Records Request

Hi Joe,

I spoke w/ Chris Turner, he works with Derek Ronnfeldt and is the Campus Safety Manager at GRCC. He confirmed they only need the total number of crimes, not the case numbers.

Thanks for your help!
Ashley

From: Joe Ryan
Sent: Wednesday, April 20, 2016 8:39 AM
To: Ashley Payment
Cc: Chris James
Subject: RE: Records Request

This is a pretty hefty request and will take some time. I see the suspense date on the letter is 6/30. How about I mark it down on my end to have to you two by the end of May? Also, will total number of crimes suffice or should I be tracking individual case numbers as well?

Joe

From: Ashley Payment
Sent: Tuesday, April 19, 2016 1:16 PM
To: Joe Ryan
Cc: Chris James
Subject: Records Request

Please see the attached request for various Crime Statistics. The request is from GRCC. Let us know if you need any additional information or clarification.

Ashley Payment
Records Clerk
City of Auburn
25 W Main St
Auburn, WA 98001
(253) 931-3005

The information contained in this electronic communication is personal, privileged and/or confidential information intended only for the use of the individual(s) or entity(ies) to which it has been addressed. If you read this communication and are not the intended recipient, you are hereby notified that any dissemination, distribution or copying of this communication, other than delivery to the intended recipient is strictly prohibited. If you have received this communication in error, please immediately notify the sender by reply e-mail. Thank you.

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Joanne Martin

From: Derek Ronnfeldt
Sent: Tuesday, June 21, 2016 3:14 PM
To: Joanne Martin
Subject: FW: Clery 2015 thru 062216

From: Knapp, Sheila [<mailto:SKnapp@kentwa.gov>]
Sent: Tuesday, June 21, 2016 3:00 PM
To: Derek Ronnfeldt
Cc: Knapp, Sheila
Subject: Clery 2015 thru 062216

Director Ronnfeldt,

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Sheila

Sheila Knapp, Support Services Manager
Administration | Police Department
220 Fourth Avenue South, Kent, WA 98032
Direct Line 253-856-5810 | Fax 253-856-6803

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Return Receipt Fee (Endorsement Required)	2.70
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$ 6.465

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SECTION ON DELIVERY

Becker Agent
 Addressee

Anticipated Name) Baker C. Date of Delivery

is different from item 17 Yes
Delivery address below: No

Send To
BRANDI NYHUS, RECORDS SUPERVISOR
 Street, Apt. No., or PO Box No. **BELLINGHAM POLICE DEPT.**
505 GRAND AVE
 City, State, ZIP+4 **BELLINGHAM, WA 98225**

PS Form 3800, August 2006 See Reverse for Instructions

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COMMUNITY COLLEGE

April 6, 2016

Brandi Nyhus, Records Supervisor
 City of Bellingham Police Department
 505 Grand Avenue
 Bellingham, WA 98225

Campus Safety
 Extension 3350

12401 SE 320th St,
 Auburn, WA 98092-3622
 (253) 833-9111 Auburn
 (206) 464-6133 Eastside
 (253) 924-0180 Tacoma
 (253) 288-3350 Direct Line
 Fax: (253) 288-3458

RE: Request for Crime Data

Dear Brandi Nyhus:

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Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violations	

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Kind Regards,

A handwritten signature in black ink that reads "Derek Ronnfeldt". The signature is written in a cursive style with a large initial "D" and "R".

Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu

Derek Ronnfeldt

From: Ashley Payment <apayment@auburnwa.gov>
Sent: Monday, April 25, 2016 11:17 AM
To: Derek Ronnfeldt
Cc: Christopher Turner
Subject: Records Request 16-1231

Dear Derek and/or Chris:

Pursuant to RCW 42.56.520 and Doe I v. Washington State Patrol, 80 Wn. App. 296 (1996), this letter acknowledges receipt of your public record request addressed to the City of Auburn received by this office on April 18, 2016.

Please be advised that the City responds to numerous public records requests and estimates the time of response to your specific request to be approximately thirty to forty-five business days from the date of this email. Our police department gave an estimate of May 31 to have the information back to our department, and it will take a couple business days for use to review the information. Please be aware that the response time being provided to you is an approximation only, however, this office will make every reasonable effort to respond as promptly as possible to your public record request.

Ashley Payment
Records Clerk
City of Auburn
25 W Main St
Auburn, WA 98001
(253) 931-3005

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COMMUNITY COLLEGE

April 15, 2016

Joanne Golob, Records
 Everett Police Department
 3002 Wetmore Avenue
 Everett, WA 98201

RECEIVED
 APR 21 2016
 EVERETT POLICE DEPT.
 PUBLIC DISCLOSURE

Campus Safety Office
 Extension 3350
 12401 SE 320th St.
 Auburn, WA 98092-3622
 (253) 833-9111 Auburn
 (206) 464-6133 Eastside
 (253) 924-0180 Tacoma
 Fax: (253) 288-3458

RE: Request for Crime Data

Dear Joanne Golob:

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Rape	Robbery
Sexual Assault with an Object	Sex Offenses - Forcible
Sex Offenses - Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violations	

Please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2015:

Place	Address	Start Time	End Time	Date(s) (and Days of week of use are in parenthesis)
Everett-City of Everett	Spada Conference Room 3200 Cedar Street Everett, WA 98201	8:10 AM	5:10 PM	1/16/2015-1/16/2015
		8:10 AM	4:40 PM	3/3/2015-3/4/2015
		7:30 AM	4:00 PM	5/13/2015-5/15/2015
		7:30 AM	4:00 PM	9/16/2015-9/16/2015

16-2049

We need to have this information sent to us via email (see my email below) or by US postal mail no later than June 30, 2016. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

A handwritten signature in black ink that reads "Derek Ronnfeldt". The signature is written in a cursive style with a large initial "D".

Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu

City of Everett - Police Department
 Uniform Crime Reporting Coded Offenses
 Date Ranges: 1/16/2015, 3/3/2015-3/4/2015, 5/13/2015-5/15/2015, 9/16/2015

Address of Interest: 3200 Cedar St, Everett
 Reporting Area of Interest: DD121

Crime Type	Offense Count	Hate Crimes	Bias
Murder/Non-Negligent Manslaughter	0	0	
Negligent Manslaughter	0	0	
Sex Offenses - Forcible	0	0	
Sex Offenses - Non-Forcible	0	0	
Robbery	0	0	
Aggravated Assault	0	0	
Burglary	0	0	
Motor Vehicle Theft	0	0	
Arson	0	0	

Crime Type	Offense Count	Hate Crimes	Bias
Larceny-Theft	0	0	
Simple Assault	0	0	
Intimidation/Harassment	0	0	
Destruction/Damage/Vandalism of Property	0	0	

Crime Type	Offense Count	Arrest Count
Liquor Law Violations	0	0
Drug Law Violations	0	0
Weapons Violations	0	0

*There were no offenses reported at this location within the given timeframes.

Sources:
 SNOPAC Information System Database
 Crime information is based on offense type at the time of the case.

Crime Analysis Unit
 04/26/2016

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Certified Fee	3.30
Return Receipt Fee (Endorsement Required)	2.70
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$ 6.465



Sent to: **AMY EBENAL RECORDS**
 Street, Apt. No., or PO Box No.: **Blaine Police Dept 322 H STREET**
 City, State, ZIP+4: **Blaine, WA 98230**

PS Form 3811, April 2015 PSN 7630-02-000-9053 See Reverse for Instructions

SECTION ON DELIVERY

- Agent
- Addressee

Printed Name) Ebenal C. Date of Delivery 4.18.16

Address different from item 1? Yes
 Delivery address below: No

- Priority Mail Express
- Registered Mail™
- Registered Mail P Delivery
- Return Receipt for Merchandise
- Signature Confirmation
- Signature Confirmation Restricted Delivery



COMMUNITY COLLEGE

April 6, 2016

Amy Ebenal, Records
 Blaine Police Department
 322 H Street
 Blaine, WA 98230

Campus Safety
 Extension 3350

12401 SE 320th St.
 Auburn, WA 98092-3622
 (253) 833-9111 Auburn
 (206) 464-6133 Eastside
 (253) 924-0180 Tacoma
 (253) 288-3350 Direct Line
 Fax: (253) 288-3458

RE: Request for Crime Data

Dear Amy Ebenal:

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school-controlled buildings and property. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2015 crime statistics for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violations
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violations	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violations	

Please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2015:

Place	Address	Start Time	End Time	Date(s) (and Days of week of use are in parenthesis)
Blaine Boating Center	235 Marine Drive, Blaine, WA 98230	8:00 AM	4:30 PM	10/1/2015-10/2/2015

(Note: MW denotes Mondays and Wednesdays; TTh denotes Tuesdays and Thursdays. We need crime data that happened only on those days within the dates and times listed.)

We need to have this information sent to us via email (see my email below) or by US postal mail no later than June 30, 2016. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

A handwritten signature in black ink that reads "Derek Ronnfeldt". The signature is written in a cursive style with a large initial "D" and "R".

Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu

7013 3020 0000 5317 4305

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Certified Fee	3.30
Return Receipt Fee (Endorsement Required)	2.70
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$ 6.45



Sent to
JULIE NIRCROSS RECORDS
 Street, Apt. No.,
 or PO Box No. **CAMAS POLICE DEPT**
2100 NE 3RD AVE
 City, State, ZIP+4
CAMAS, WA 98607

PS Form 3800, August 2008 See Reverse for Instructions

SECTION ON DELIVERY

[Signature] Agent
 Addressee
 Printed Name) **DUCY** C. Date of Delivery

Address different from item 1? Yes
delivery address below: No

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RECEIVED

4-18-16

1167

COMMUNITY COLLEGE

April 15, 2016

Julie Norcross, Records
Camas Police Department
2100 NE 3rd Avenue
Camas, WA 98607

Campus Safety
Extension 3350
12401 SE 320th St
Auburn, WA 98092-3622
(253) 833-9111 Auburn
(206) 464-6133 Eastside
(253) 924-0180 Tacoma
(253) 288-3350 Direct Line
Fax: (253) 288-3458

RE: Request for Crime Data

Dear Julie Norcross:

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school –controlled buildings and property. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2015 crime statistics for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violations
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violations	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violations	

Please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2015:

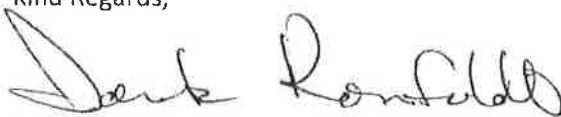
Place	Address	Start Time	End Time	Date(s) (and Days of week of use are in parenthesis)
Camas Fire Station	Training Room, 4321 NW Parker	8:00 AM	4:30 PM	1/14/2015-1/14/2015

	Street, Camas, WA 98607			
		8:00 AM	4:30 PM	1/27/2015-1/30/2015
		8:00 AM	4:30 PM	2/3/2015-2/3/2015
		8:00 AM	4:30 PM	2/10/2015-2/11/2015
		8:00 AM	4:30 PM	2/12/2015-2/12/2015
		8:00 AM	4:30 PM	4/21/2015-4/23/2015
		8:00 AM	4:30 PM	6/2/2015-6/3/2015
		8:00 AM	4:30 PM	6/11/2015-6/11/2015
		8:00 AM	4:30 PM	8/10/2015-8/10/2015
		8:00 AM	4:30 PM	8/11/2015-8/11/2015
		8:00 AM	4:30 PM	9/29/2015-9/30/2015
		8:00 AM	4:30 PM	11/5/2015-11/5/2015
		8:00 AM	4:30 PM	12/3/2015-12/3/2015

(Note: MW denotes Mondays and Wednesdays; TTh denotes Tuesdays and Thursdays. We need crime data that happened only on those days within the dates and times listed.)

We need to have this information sent to us via email (see my email below) or by US postal mail no later than June 30, 2016. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,



Derek Ronnfeldt, Director
 Campus Safety, Parking, and Transportation
 253-288-3350
 Email: dronnfeldt@greenriver.edu

4.25.16

Camas Police Department did not respond to any calls to the listed address in 2015.

Julie Norcross
 Lead Police Records Clerk

7013 3020 0000 5317 4312

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Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$ 6.45



SECTION ON DELIVERY

Ku Agent
 Addressee

(Printed Name) C. Date of Delivery
Mbaum 4/18/16

Address different from item 1? Yes
delivery address below: No

Sent to Andy McCurdy, Police CHIEF

Street, Apt. No., or PO Box No. Covington Police Dept
16720 SE 271st St

City, State, ZIP+4 Covington, WA 98042

PS Form 3800, August 2006 See Reverse for Instructions

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Restricted Delivery Return Receipt for Merchandise
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Restricted Delivery Signature Confirmation Restricted Delivery



COMMUNITY COLLEGE

April 15, 2016

Campus Safety
Extension 3350

12401 SE 320th St.
Auburn, WA 98092-3622
(253) 833-9111 Auburn
(206) 464-6133 Eastside
(253) 924-0180 Tacoma
(253) 288-3350 Direct Line
Fax: (253) 288-3458

Andy McCurdy, Police Chief
Covington Police Department
16720 SE 271st Street
Covington, WA 98065

RE: Request for Crime Data

Dear Andy McCurdy:

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school-controlled buildings and property. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2015 crime statistics for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violations
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violations	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violations	

Please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2015:

Place	Address	Start Time	End Time	Date(s) (and Days of week of use are in parenthesis)
Covington City Hall	Community Room, 16720 SE 271 st St, Covington, WA 98042	7:30 PM	8:30 PM	4/13/2015-5/11/2015 (M)

		8:30 PM	9:30 PM	4/13/2015-5/11/2015 (M)
		6:30 PM	7:30 PM	4/13/2015-5/11/2015 (M)
		6:30 PM	7:30 PM	7/13/2015-8/10/2015 (M)
		7:45 PM	8:45 PM	4/13/2015-5/11/2015 (M)
		6:10 PM	7:10 PM	10/19/2015-11/16/2015 (M)
		7:20 PM	8:20 PM	10/19/2015-11/16/2015 (M)
		8:30 PM	9:30 PM	10/19/2015-11/16/2015 (M)
<i>Covington Library</i>	27100 164 th Ave SE, Covington, WA 98042	6:00 PM	8:30 PM	1/5/2015-3/20/2015 (MW)
		6:00 PM	8:30 PM	3/30/2015-6/12/2015 (MW)
		5:35 PM	9:00 PM	6/22/2015-12/11/2015 (MW)
		6:00 PM	8:30 PM	9/21/2015-12/11/2015 (MW)

(Note: MW denotes Mondays and Wednesdays; TTh denotes Tuesdays and Thursdays. We need crime data that happened only on those days within the dates and times listed.)

We need to have this information sent to us via email (see my email below) or by US postal mail no later than June 30, 2016. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,



Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu

Joanne Martin

From: Derek Ronnfeldt
Sent: Monday, May 23, 2016 11:26 AM
To: Joanne Martin
Subject: Fwd: Green River CC- Covington data request
Attachments: 20160520_141323.pdf; ATT00001.htm

Sent from my iPhone

Begin forwarded message:

From: "McCurdy, Andrew" <Andrew.McCurdy@kingcounty.gov>
To: "Derek Ronnfeldt" <DRonnfeldt@greenriver.edu>
Subject: FW: Green River CC- Covington data request



We did not have any reported crimes of interest at the addresses/dates/times you requested in the attached letter.



From: Hilmar, Jim
Sent: Monday, May 23, 2016 11:02 AM
To: McCurdy, Andrew
Cc: May, Theresa
Subject: RE: Green River CC- Covington data request

I checked both addresses and found no crimes of interest during the date range(s) and time range(s) requested.

Jim Hilmar, Crime Analysis Unit Supervisor
King County Sheriff's Office
500 4th Avenue, Suite 200
Seattle, WA 98104

Desk Phone: (206) 263-2620
Cell Phone: (206) 491-2339
jim.hilmar@kingcounty.gov

From: McCurdy, Andrew
Sent: Monday, May 23, 2016 9:25 AM
To: Hilmar, Jim; May, Theresa
Subject: FW: Green River CC- Covington data request

Thanks Theresa.

Jim- Is this something you can help with?

From: May, Theresa
Sent: Monday, May 23, 2016 6:20 AM
To: McCurdy, Andrew
Subject: FW: Green River CC- Covington data request

Good morning,

We get these from a lot of the colleges and community colleges. Jim Hilmar usually takes care of them, so I'll talk to him about it.

Theresa

From: McCurdy, Andrew
Sent: Friday, May 20, 2016 2:06 PM
To: May, Theresa
Subject: Green River CC- Covington data request

Is this attached letter something you can help with?



0564 2TES 0000 0000 0202 7013 3020 0000 5317 4350

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Return Receipt Fee (Endorsement Required)	2.70
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$ 6.46 ⁵



Sent To **KARI ANN DEU, RECORDS**
 Street, Apt. No., or PO Box No. **DES MOINES POLICE DEPT
 21900 1TH AVE S**
 City, State, ZIP+4[®] **DES MOINES, WA 98198**

PS Form 3800, August 2005 See Reverse for Instructions

SECTION ON DELIVERY

[Signature] Agent
 Addressee
 (Printed Name) C. Date of Delivery

Is delivery address different from item 1? Yes
 No

- Priority Mail Express[®]
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- Signature ConfirmationTM
- Signature Confirmation Restricted Delivery



COMMUNITY COLLEGE

April 15, 2016

Kari Ann Dell, Records
Des Moines Police Department
21900 11th Avenue S
Des Moines, WA 98198

Campus Safety Office
Extension 3350
12401 SE 320th St.
Auburn, WA 98092-3622
(253) 833-9111 Auburn
(206) 464-6133 Eastside
(253) 924-0180 Tacoma
Fax: (253) 288-3458

RE: Request for Crime Data

Dear Kari Ann Dell:

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school-controlled buildings and property. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2015 crime statistics for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violations
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violations	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violations	

Please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2015:

Place	Address	Start Time	End Time	Date(s) (and Days of week of use are in parenthesis)
Highline College	Bldg 99, Room 130 2400 South 240 th St Des Moines, WA 98198	5:00 PM	9:00 PM	1/27/2015-3/3/2015 (Tu)
	Bldg 99, Room 130	5:00 PM	9:00 PM	2/10/2015-3/10/2015 (TTh)

	Bldg 99, Room 251	5:00 PM	9:00 PM	4/20/2015-6/1/2015(M)
	Bldg 99, Room 130	5:00 PM	9:00 PM	4/21/2015-5/19/2015 (TTh)

(Note: MW denotes Mondays and Wednesdays; TTh denotes Tuesdays and Thursdays. We need crime data that happened only on those days within the dates and times listed.)

We need to have this information sent to us via email (see my email below) or by US postal mail no later than June 30, 2016. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,



Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu

Joanne Martin

From: Derek Ronnfeldt
Sent: Thursday, May 19, 2016 4:18 PM
To: Joanne Martin
Subject: Fwd: Response to Request for Crime Data

Sent from my iPhone

Begin forwarded message:

From: Terryann Dell <TDell@desmoineswa.gov>
Date: May 19, 2016 at 4:05:17 PM PDT
To: "'dronnfeldt@greenriver.edu" <dronnfeldt@greenriver.edu>
Subject: Response to Request for Crime Data

I have searched through all calls for service at Highline Community College from 01/27/2105 through 05/19/2015 and, in particular, for calls to Building 99, Room 130 or 251.

I was unable to locate any calls for service affiliated with that location on campus during that time frame.

Let me know if there are any questions.

Sincerely,

Terryann Dell
Office Manager / Records Supervisor
Des Moines Police Department
21900 11th Avenue South
Des Moines, WA 98198
206.870.7634 Desk
206.870.7626 Fax
Main Business Line
206.878.3301

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Total Postage & Fees	\$ 6.465



SECTION ON DELIVERY

Agent
 Addressee

Signature (Printed Name) Allen C. Date of Delivery

Is different from item 17 Yes
very address below: No

Sent to ANDREA SHARP, RECORDS
 Street, Apt. No., or PO Box No. WENATCHEE POLICE DEPT
 City, State, ZIP+4 EAST WENATCHEE, WA 98802

PS Form 3800, August 2008 See Reverse for Instructions

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Derek Ronnfeldt

From: Jeanie Bryant <JBryant@eastwenatcheepolice.com>
Sent: Monday, April 18, 2016 2:52 PM
To: Derek Ronnfeldt
Cc: Jeanie Bryant; Andrea Sharp
Subject: Request for Crime Data 1497 Eastmont Avenue

Dear Derek,

The East Wenatchee Police Department received your letter addressed to Andrea Sharp requesting crime data for the East Wenatchee Water District at 1497 Eastmont Avenue, East Wenatchee, WA. I searched the dates given 6/22-6/23/2015 and 6/24/2015 for times provided. There were no crimes reported in that time frame or for that address.

If you have any questions or need further information, please feel free to contact us.

Jeanie Bryant
Administrative Assistant/TAC/Property-Evidence
East Wenatchee Police Department
271 9th Street N.E.
East Wenatchee, WA 98802
509 884-9511 ext 42
509 886-6114 fax
jbryant@eastwenatcheepolice.com

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Return Receipt Fee (Endorsement Required)	2.70
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$ 6.465



SECTION ON DELIVERY

Agent
 Addressee

Signature (Printed Name) _____ C. Date of Delivery 4-21

different from item 1? Yes
any address below: No

Sent to: JOANNE Golob, RECORDS
 Street, Apt. No. or PO Box No. EVERETT Police Dept
3002 WETMORE AVENUE
 City, State, ZIP+4 EVERETT, WA 98201

PS Form 3800, August 2005 See Reverse for Instructions

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2. Art

PS Form 3811, April 2015 PSN 7530-02-000-9053

Domestic Return Receipt



COMMUNITY COLLEGE

April 15, 2016

Joanne Golob, Records
 Everett Police Department
 3002 Wetmore Avenue
 Everett, WA 98201

Campus Safety Office
 Extension 3350
 12401 SE 320th St.
 Auburn, WA 98092-3622
 (253) 833-9111 Auburn
 (206) 464-6133 Eastside
 (253) 924-0180 Tacoma
 Fax: (253) 288-3458

RE: Request for Crime Data

Dear Joanne Golob:

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school-controlled buildings and property. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2015 crime statistics for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violations
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violations	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violations	

Please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2015:

Place	Address	Start Time	End Time	Date(s) (and Days of week of use are in parenthesis)
Everett-City of Everett	Spada Conference Room 3200 Cedar Street Everett, WA 98201	8:10 AM	5:10 PM	1/16/2015-1/16/2015
		8:10 AM	4:40 PM	3/3/2015-3/4/2015
		7:30 AM	4:00 PM	5/13/2015-5/15/2015
		7:30 AM	4:00 PM	9/16/2015-9/16/2015

We need to have this information sent to us via email (see my email below) or by US postal mail no later than June 30, 2016. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

A handwritten signature in black ink that reads "Derek Ronnfeldt". The signature is written in a cursive style with a large initial "D".

Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu

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Certified Fee	3.30
Return Receipt Fee (Endorsement Required)	2.70
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$ 6.465



SECTION ON DELIVERY

Agent
 Addressee

Intended Name) _____ C. Date of Delivery
 _____ 4/19/16

Is different from item 1? Yes
 Delivery address below: No

Sent To: **RON KREBS, SHERIFF**
 Street, Apt. No., or PO Box No. **SAN JUAN COUNTY SHERIFF'S DEPT**
PO BOX 069
 City, State, ZIP+4 **FRIDAY HARBOR, WA 98250**

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 Signature Confirmation Restricted Delivery

7013 3020 0000 5317 4343

2.7

PS Form 3811, August 2005
 5317 4343

PS Form 3811, April 2015 PSN 7530-02-000-9053

Domestic Return Receipt :



COMMUNITY COLLEGE

April 15, 2016

Ron Krebs, Sheriff
 San Juan County Sherriff Department
 96 Second Street
 PO Box 669
 Friday Harbor, WA 98250

Campus Safety Office
 Extension 3350
 12401 SE 320th St.
 Auburn, WA 98092-3622
 (253) 833-9111 Auburn
 (206) 464-6133 Eastside
 (253) 924-0180 Tacoma
 Fax: (253) 288-3458

RE: Request for Crime Data

Dear Ron Krebs:

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school-controlled buildings and property. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2015 crime statistics for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violations
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violations	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violations	

Please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2015:

Place	Address	Start Time	End Time	Date(s) (and Days of week of use are in parenthesis)
Friday Harbor Fire Dept	Fire Station Training Room 60 Second Street Friday Harbor, WA 98250	8:00 AM	4:30 PM	4/15/2015-4/16/2015
		8:00 AM	4:30 PM	7/22/2015-7/24/2015

We need to have this information sent to us via email (see my email below) or by US postal mail no later than June 30, 2016. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

A handwritten signature in black ink that reads "Derek Ronnfeldt". The signature is written in a cursive style with a large initial 'D'.

Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu

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SECTION ON DELIVERY

Printed Name: Richard M. Hoover Agent
 Addressee
 C. Date of Delivery: 4-16/16
 Is this item different from item 1? Yes
 No
 Delivery address below: No

Sent To: RANA HOOVER, RECORDS
 Street, Apt. No.,
 or P.O. Box No. ISSAQUAH Police Dept
130 SUNSET WAY
 City, State, ZIP+4 ISSAQUAH, WA 98027

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COMMUNITY COLLEGE

April 15, 2016

Rana Hoover, Records
 Issaquah Police Department
 130 Sunset Way
 Issaquah, WA 98027

Campus Safety Office
 Extension 3350

12401 SE 320th St.
 Auburn, WA 98092-3622
 (253) 833-9111 Auburn
 (206) 464-6133 Eastside
 (253) 924-0180 Tacoma
 Fax: (253) 288-3458

RE: Request for Crime Data

Dear Rana Hoover:

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school-controlled buildings and property. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2015 crime statistics for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violations
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violations	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violations	

Please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2015:

Place	Address	Start Time	End Time	Date(s) (and Days of week of use are in parenthesis)
Issaquah—City of Issaquah Public Works	Training Room 670 First Ave NE Issaquah, WA 98027	7:30 AM	4:00 PM	2/27/2015-2/27/2015
		7:30 AM	4:00 PM	3/12/2015-3/14/2015

		7:30 AM	4:00 PM	4/13/2015-4/15/2015
		7:30 AM	4:00 PM	7/15/2015-7/17/2015
		7:30 AM	4:00 PM	9/14/2015-9/15/2015
		8:00 AM	2:30 PM	11/3/2015-11/3/2015

(Note: MW denotes Mondays and Wednesdays; TTh denotes Tuesdays and Thursdays. We need crime data that happened only on those days within the dates and times listed.)

We need to have this information sent to us via email (see my email below) or by US postal mail no later than June 30, 2016. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,



Derek Ronnfeldt, Director
 Campus Safety, Parking, and Transportation
 253-288-3350
 Email: dronnfeldt@greenriver.edu

Derek Ronnfeldt

From: Rana Hoover <RanaH@issaquahwa.gov>
Sent: Monday, April 18, 2016 11:37 AM
To: Derek Ronnfeldt
Subject: request for crime data

670 1st Ave NE – No responsive records

Please let me know if you have any questions.

Rana N. Hoover

Records Supervisor

Issaquah Police Department

425-837-3275

"If you aren't in over your head, how do you know how tall you are?" ~ T.S. Eliot

Please note my new email address: ranah@issaquahwa.gov

Subject to Public Disclosure

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Total Postage & Fees	\$	6.465

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Sent To: RECORDS SPECIALIST, RECORDS
LACEY Police Dept
Street, Apt. No.,
or PO Box No. 420 College Street SE
City, State, ZIP+4 LACEY, WA 98503

PS Form 3800, August 2006 See Reverse for Instructions

SECTION ON DELIVERY

ABee Agent
 Addressee

Printed Name) *ABee* C. Date of Delivery *4/22/16*

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COMMUNITY COLLEGE

June 13, 2016

Records Specialist
Lacey Police Department
420 College Street SE
Lacey, WA 98503

Campus Safety
Extension 3350

12401 SE 320th St.
Auburn, WA 98092-3622
(253) 833-9111 Auburn
(206) 464-6133 Eastside
(253) 924-0180 Tacoma
(253) 288-3350 Direct Line
Fax: (253) 288-3458

RE: Request for Crime Data

Dear Records Specialist

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Domestic Violence	Drug Law Violation Arrests
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violation Arrests	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violation Arrests	

As you are reviewing the records and locate offenses occurring on the address at the date and time listed, please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data (including dates of the offenses committed) for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2015:

Place	Address	Time Start	Time End	Dates of Use
Lacey Maintenance	Large Conference Room	7:30 AM	4:00 PM	1/12/2015-1/13/2015

<i>Center</i>	1200 College St SE Lacey, WA 98053			
		7:30 AM	4:00 PM	1/26/2015-1/26/2015
		8:00 AM	4:30 PM	2/10/2015-2/10/2015
		7:30 AM	4:00 PM	4/1/2015-4/1/2015
		7:30 AM	4:00 PM	4/23/2015-4/24/2015
		7:30 AM	4:00 PM	5/7/2015-5/7/2015
		7:30 AM	4:00 PM	5/8/2015-5/8/2015
		7:30 AM	4:00 PM	5/27/2015-5/27/2015
		7:30 AM	4:00 PM	6/24/2015-6/26/2015 (WThF)
		8:00 AM	4:30 PM	7/13/2015-7/14/2015
		8:00 AM	4:30 PM	8/20/2015-8/20/2015
		8:00 AM	4:30 PM	8/24/2015-8/24/2015
		8:00 AM	4:30 PM	9/29/2015-10/1/2015 (TWTh)
<i>Lacey-Cabela's</i>	Conference Room 1 1600 Gateway Blvd NE Lacey, WA 98516	8:00 AM	4:30 PM	4/13/2015-4/14/2015
		8:00 AM	4:30 PM	5/19/2015-5/20/2015
		8:00 AM	4:30 PM	10/23/2015-10/23/2015

(Note: WThF denotes Wednesday, Thursday, and Friday; TWTh denotes Tuesdays, Wednesday, and Thursday)

(We need crime data that happened only on those days within the dates and times listed.)

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our Green River College Campus Safety Office immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the community.

We need to have this information sent to us via email (see my email address below) or by US postal mail no later than July 29, 2016. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,



Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu

Joanne Martin

From: Derek Ronnfeldt
Sent: Tuesday, June 28, 2016 2:01 PM
To: Joanne Martin
Subject: FW: Jeanne Clery Disclosure request - Lacey Police Department
Attachments: Clery Disclosure_Green River CC_2016.pdf

From: Anna McBee [<mailto:AMcBee@ci.lacey.wa.us>]
Sent: Tuesday, June 28, 2016 1:41 PM
To: Derek Ronnfeldt
Subject: Jeanne Clery Disclosure request - Lacey Police Department

Director Ronnfeldt,

The Lacey Police Department received the attached request for information on June 22, 2016. We found zero cases that met the crime types listed in your request for 1200 College St SE and 1600 Gateway Blvd NE in 2015.

Please let me know if you have any additional questions.

Thank you,
Anna McBee
Customer Service Supervisor
Lacey Police Department – Records
B 360.438.2650 F 360.456.7798



June 13, 2016

Records Specialist
Lacey Police Department
420 College Street SE
Lacey, WA 98503

RECEIVED
JUN 22 2016
BY:

RE: Request for Crime Data

Dear Records Specialist

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school-controlled buildings and property and also non-campus locations which were contracted for use by Green River College. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2015 crime statistics (including dates for each of the crimes committed) for the following offenses:

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Domestic Violence	Drug Law Violation Arrests
Fondling	Hate Crime
Incest	Intimidation
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Sex Offenses -- Non-Forcible	Simple Assault
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Weapon Law Violation Arrests	

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		8:00 AM	4:30 PM	2/10/2015-2/10/2015
		7:30 AM	4:00 PM	4/1/2015-4/1/2015
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		8:00 AM	4:30 PM	8/20/2015-8/20/2015
		8:00 AM	4:30 PM	8/24/2015-8/24/2015
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		8:00 AM	4:30 PM	5/19/2015-5/20/2015
		8:00 AM	4:30 PM	10/23/2015-10/23/2015

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Kind Regards,



Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu

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LIBERTY LAKE POLICE DEPT
Street, Apt. No.:
or PO Box No.: 22710 E. COUNTRY VISTA DRIVE
City, State, ZIP+4: LIBERTY LAKE, WA 99019

PS Form 3800, August 2006

See Reverse for Instructions

SECTION ON DELIVERY

 Agent
 Addressee

Printed Name: HHHH C. Date of Delivery: 06/20/16

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COMMUNITY COLLEGE

June 13, 2016

Records Specialist
22710 E. Country Vista Drive
Liberty Lake, WA 99019

Campus Safety
Extension 3350

12401 SE 320th St.
Auburn, WA 98092-3622
(253) 833-9111 Auburn
(206) 464-6133 Eastside
(253) 924-0180 Tacoma
(253) 288-3350 Direct Line
Fax: (253) 288-3458

RE: Request for Crime Data

Dear Records Specialist

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school-controlled buildings and property and also non-campus locations which were contracted for use by Green River College. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2015 crime statistics (including dates for each of the crimes committed) for the following offenses:

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Domestic Violence	Drug Law Violation Arrests
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violation Arrests	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violation Arrests	

As you are reviewing the records and locate offenses occurring on the address at the date and time listed, please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data (including dates of the offenses committed) for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2015:

Place	Address	Time Start	Time End	Dates of Use
Liberty Lake Water & Sewer Dist	Multipurpose Meeting Rm 22510 East Mission	8:00 AM	4:30 PM	10/15/2015-10/15/2015

	Avenue Liberty Lake, WA 99019			
		7:30 AM	4:00 PM	11/3/2015-11/5/2015 (TWTh)
		7:30 AM	4:00 PM	12/2/2015-12/3/2015

(Note: TWTh denotes Tuesdays, Wednesday, and Thursday)

(We need crime data that happened only on those days within the dates and times listed.)

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our Green River College Campus Safety Office immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the community.

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Kind Regards,



Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu

Joanne Martin

From: Derek Ronnfeldt
Sent: Wednesday, June 22, 2016 9:49 AM
To: Joanne Martin
Subject: FW: RECORD REQUEST #2016/145
Attachments: RECORD REQUEST 2016#145.pdf

From: Sakti Hiatt [<mailto:SHiatt@libertylakewa.gov>]
Sent: Wednesday, June 22, 2016 9:39 AM
To: Derek Ronnfeldt
Subject: RECORD REQUEST #2016/145

RE: RECORDS PERTAINING TO INCIDENTS AT THE LIBERTY LAKE WATER & SEWER DISTRICT ON 10/15/2015 – 10/15/2015, 11/3/2015 – 11/5/2015, 12/2/2015 – 12/3/2015.

Dear Derek –

The Liberty Lake Police Department holds no records of incidents taking place on the dates and times indicated on the attached request. If you have questions, please contact me.

As this request has been answered in its entirety, it is now considered closed by our department.

Thank you.

Sakti A. Hiatt
Office Manager/Records Clerk
Liberty Lake Police Department
23127 E Mission Ave
Liberty Lake, WA 99019-7592
509-755-1140 fax 509-755-1144
shiatt@libertylakewa.gov

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Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees		\$ 6.465

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Longview Police Dept

Street, Apt. No.,
or PO Box No. 1351 HUDSON ST

City, State, ZIP+4® LONGVIEW, WA 98632

PS Form 3800, August 2006 See Reverse for Instructions

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[Signature] Agent
 Addressee

Printed Name) C. Date of Delivery
[Signature] 6/21/14

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COMMUNITY COLLEGE

June 13, 2016

Records Specialist
Longview Police Department
1351 Hudson Street
Longview, WA 98632

Campus Safety
Extension 3350

12401 SE 320th St.
Auburn, WA 98092-3622
(253) 833-9111 Auburn
(206) 464-6133 Eastside
(253) 924-0180 Tacoma
(253) 288-3350 Direct Line
Fax: (253) 288-3458

RE: Request for Crime Data

Dear Records Specialist

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Domestic Violence	Drug Law Violation Arrests
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violation Arrests	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violation Arrests	

As you are reviewing the records and locate offenses occurring on the address at the date and time listed, please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data (including dates of the offenses committed) for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2015:

Place	Address	Time Start	Time End	Dates of Use
Longview-Utility Operations Cent.	Meeting Room 1460 Industrial WA	7:30 AM	4:00 PM	2/26/2015-2/27/2015

	Longview, WA 98632			
		7:30 AM	4:00 PM	5/29/2015-5/29/2015
		7:30 AM	4:00 PM	7/17/2015-7/15/2015
		7:30 AM	4:00 PM	11/16/2015-11/17/2015

(We need crime data that happened only on those days within the dates and times listed.)

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our Green River College Campus Safety Office immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the community.

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Kind Regards,



Derek Ronnfeldt, Director
 Campus Safety, Parking, and Transportation
 253-288-3350
 Email: dronnfeldt@greenriver.edu

Joanne Martin

From: Derek Ronnfeldt
Sent: Wednesday, June 22, 2016 2:27 PM
To: Joanne Martin
Subject: FW: 2015 Crime @1460 Industrial Way

From: Anita Hyatt [<mailto:anita.hyatt@ci.longview.wa.us>]
Sent: Wednesday, June 22, 2016 2:23 PM
To: Derek Ronnfeldt
Cc: Mary Chennault
Subject: 2015 Crime @1460 Industrial Way

There were no crimes on the dates mentioned in your request at 1460 Industrial Way, Longview, WA.

Anita Hyatt
Crime Analyst
Longview Police Department
1351 Hudson St
Longview, WA 98632
360.442.5816

NOTICE OF PUBLIC DISCLOSURE: This e-mail account is public domain. Any correspondence from or to this e-mail account is a public record. Accordingly, this e-mail, in whole or in part, may be subject to disclosure pursuant to RCW 42.56, regardless of any claim of confidentiality or privilege asserted by an external party.

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Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees	\$	

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SECTION ON DELIVERY

Signature: *harp* Agent Addressee

Intended Name: *rp* C. Date of Delivery: *6-17-16*

Is different from item 1? Yes No

Every address below: No

Sent To: *Records Specialist, Records*
Mount Vernon Police Department

Street, Apt. No., or PO Box No.: *1805 Continental Place*

City, State, ZIP+4: *Mount Vernon, WA 98273*

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PS Form 3811, April 2015 PSN 7530-02-000-9053

Red Mail Restricted Delivery (for \$500)

Domestic Return Receipt



June 13, 2016

Records Specialist
Mount Vernon Police Department
1805 Continental Place
Mount Vernon, WA 98273

FILE COPY

Student Services Office
12401 SE 320th St
Auburn, WA 98092-3622
(253) 833-9111 Auburn
(206) 464-6133 Eastside
(253) 924-0180 Tacoma

RE: Request for Crime Data

Dear Records Specialist

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Liquor Law Violation Arrests	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
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I need to have the above crime data (including dates of the offenses committed) for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2015:

Place	Address	Time Start	Time End	Dates of Use
Mt Vernon-Skagit County	Aqua Room 1415 Freeway Drive	8:00 AM	4:30 PM	1/12/2015-1/12/2015

<i>PUD</i>	Mount Vernon, WA 98273			
		8:00 AM	4:30 PM	2/11/2015-2/11/2015
		8:00 AM	4:30 PM	2/12/2015-2/12/2015
		7:30 AM	4:00 PM	2/26/2015-2/27/2015
		7:30 AM	4:00 PM	3/5/2015-3/6/2015
		8:00 AM	4:30 PM	4/15/2015-4/16/2015
		7:30 AM	4:00 PM	5/7/2015-5/7/2015
		7:30 AM	4:00 PM	6/11/2015-6/11/2015
		7:30 AM	4:00 PM	7/8/2015-7/9/2015
		7:30 AM	4:00 PM	10/6/2015-10/9/2015 (TWThF)
		7:30 AM	4:00 PM	10/15/2015-10/16/2015
		8:00 AM	4:30 PM	10/28/2015-10/29/2015
		7:30 AM	4:00 PM	11/12/2015-11/13/2015
		7:30 AM	4:00 PM	12/9/2015-12/9/2015

(Note: TWThF denotes Tuesday, Wednesday, Thursday, Friday)

(We need crime data that happened only on those days within the dates and times listed.)

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our Green River College Campus Safety Office immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the community.

We need to have this information sent to us via email (see my email address below) or by US postal mail no later than July 29, 2016. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

Derek Ronnfeldt, Director
 Campus Safety, Parking, and Transportation
 253-288-3350
 Email: dronnfeldt@greenriver.edu

Joanne Martin

From: Derek Ronnfeldt
Sent: Tuesday, July 12, 2016 1:37 PM
To: Joanne Martin
Subject: FW: Crime Data request

From: Messina, Jennifer [<mailto:JennyM@mountvernonwa.gov>]
Sent: Tuesday, July 12, 2016 1:28 PM
To: Derek Ronnfeldt
Subject: Crime Data request

Derek,

We received a request for crime data for specific dates in 2015 for the address of 1415 Freeway Drive, Mount Vernon.

I have searched our records and do not find any incidents that meet the criteria of your requested search for the specified dates.

If you have any further questions please advise.

Jen Messina
Mount Vernon Police Records Specialist
360-336-6271 Ext. 1481
jennym@mountvernonwa.gov

7013 3020 0000 5317 3537

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Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees	\$ 6.465	

Sent to **RECORDS SPECIALIST, RECORDS
PORT ANGELES POLICE DEPT.**

Street, Apt. No.,
or PO Box No. **321 E 5th ST**

City, State, ZIP+4[®]
PORT ANGELES, WA 98362

PS Form 3811, April 2015 PSN 7530-02-000-9053

See Reverse for Instructions

2. A

3020 0000 5317 3537

PS Form 3811, April 2015 PSN 7530-02-000-9053

THIS SECTION ON DELIVERY

[Signature]
Printed Name) Agent
 Addressee

C. Date of Delivery
PA *[Signature]*

Is different from item? Yes No

Delivery address below: **6/17/14**

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COMMUNITY COLLEGE

June 13, 2016

Records Specialist
Port Angeles Police Department
321 E 5th Street
Port Angeles, WA 98362

Campus Safety Office
Extension 3350
12401 SE 320th St.
Auburn, WA 98092-3622
(253) 833-9111 Auburn
(206) 464-6133 Eastside
(253) 924-0180 Tacoma
Fax: (253) 288-3458

RE: Request for Crime Data

Dear Records Specialist

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school-controlled buildings and property and also non-campus locations which were contracted for use by Green River College. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2015 crime statistics (including dates for each of the crimes committed) for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violation Arrests
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violation Arrests	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violation Arrests	

As you are reviewing the records and locate offenses occurring on the address at the date and time listed, please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data (including dates of the offenses committed) for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2015:

Place	Address	Time Start	Time End	Dates of Use
Port Angeles-City of PA Water	Conference Room 3501 West 18 th ,	7:30 AM	4:00 PM	5/18/2015-5/19/2015

T.	Building J Port Angeles, WA 98362			
		8:00 AM	4:30 PM	5/20/2015-5/20/2015
		7:30 AM	4:00 PM	10/7/2015-10/8/2015
Port Angeles Clallam Cty Fairgrds	Fair Kitchen 1608 W 16 th St Port Angeles, WA 98802	8:00 AM	4:30 PM	5/18/2015-5/19/2015

(We need crime data that happened only on those days within the dates and times listed.)

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our Green River College Campus Safety Office immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the community.

We need to have this information sent to us via email (see my email address below) or by US postal mail no later than July 29, 2016. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,



Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu

Joanne Martin

From: Derek Ronnfeldt
Sent: Thursday, June 30, 2016 11:01 AM
To: Joanne Martin
Subject: FW: Public Records Request :: W003110-062416
Attachments: W003110-062416_2015_Crime_Stats_for_3501_W_18th_ST_and_1608_W_16th_ST.pdf

This is what I meant to send you.

Derek

From: Port Angeles Public Information Center [<mailto:PortAngelesWA@mycusthelp.net>]
Sent: Friday, June 24, 2016 9:08 AM
To: Derek Ronnfeldt
Subject: Public Records Request :: W003110-062416

--- Please respond above this line ---



Dear Mr. Ronnfeldt, I received your request for crime stats for the series of offenses listed in your request for 3501 W. 18th ST and 1608 W. 16th ST for 2015 for Federal Jeanne Clery Disclosure. Please be advised that we did not have any such crimes reported at 3501 W. 18th ST. For 1608 W. 16th ST, there was one fondling incident and one simple assault incident on 8/23/15. The information is provided in the attached documentation. **Please respond and confirm you received this email with 1 attachment.** This closes your request. Please contact me if you have questions or need further assistance.

Carla Jacobi
Records Specialist
Phone: 360-417-4989
Fax: 360-417-4537
Email: cjacobi@cityofpa.us

Peninsula College Stats 1/1/15-12/31/15

1608 W. 16 th ST	2015
Homicide/Non-Negligent Manslaughter	0
Negligent Manslaughter	0
Sex Offenses- Forcible	0
Rape	0
Statutory Rape	0
Sexual Assault with Object	0
Sex Offenses- Non-Forcible	0
Fondling	1 (Date 8/23/15)
Incest	0
Robbery	0
Aggravated Assault	0
Simple Assault	1 (Date 8/23/15)
Dating Violence	0
Burglary	0
Motor Vehicle Theft	0
Arson	0
Hate Crime	0
Stalking	0
Intimidation	0
Liquor Law Violations (Arrests Only)	0
Drug Law Violations (Arrests Only)	0
Weapon Law Violation (Arrests Only)	0

There were no incidents described above for 3501 W. 18th ST for 2015.

2015 1608 W. 16th ST

MURDER	MANSLAUGHTER	SEX OFFENSES	ROBBERY	AGGRAVATED ASSAULT	BURGLARY	MVT	ARSON	LIQUOR LAWS Arrest Only	Drug Violations Arrest Only	Illegal Weapon Viol Arrest only

Hate Crimes:

Murder	Manslaughter	Aggravated Assault	Forcible Sex Offenses

8/22/15

Fending - 1 2015-15243
 Assault 1 2015-15248

8/23/15

Joanne Martin

From: Derek Ronnfeldt
Sent: Thursday, June 30, 2016 10:46 AM
To: Joanne Martin
Subject: FW: W003110-062416 2015 Federal Jeanne Clery Disclosure Stat Request

From: Carla Jacobi [<mailto:Cjacobi@cityofpa.us>]
Sent: Thursday, June 30, 2016 9:38 AM
To: Derek Ronnfeldt
Subject: W003110-062416 2015 Federal Jeanne Clery Disclosure Stat Request

I emailed you the stats you requested for 3501 W. 18th ST and 1608 W. 16th, Port Angeles, that you requested on 6/24/16, from our Web QA public records management system. I have not received a response from you confirming receipt of this information. Could you please respond and confirm whether you received the email I sent you with 1 attachment?

Carla Jacobi
Records Specialist, Port Angeles Police Dept.
321 E. 5th ST
Port Angeles, WA 98362
360-417-4989 Phone
360-417-4537 Fax

7013 3020 0000 5318 2744

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Total Postage & Fees	\$	6.465

Postmark
Here


Sent To **RECORDS SPECIALIST, RECORDS
PIERCE COUNTY SHERIFF DEPT**

Street, Apt. No.
or PO Box No. **271 JOHN BENANDIA WAY**

City, State, ZIP+4® **Puyallup, WA 98312**

PS Form 3811, April 2015 PSN 7530-02-000-9053 See Reverse for Instructions

SECTION ON DELIVERY

 Agent
 Addressee

Printed Name) C. Date of Delivery
6/20

Address different from item 1? Yes
Delivery address below: No

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COMMUNITY COLLEGE

June 13, 2016

Records Specialist
Pierce County Sheriff Department
271 John Benanola Way
Puyallup, WA 98372

Campus Safety Office
Extension 3350

12401 SE 320th St.
Auburn, WA 98092-3622
(253) 833-9111 Auburn
(206) 464-6133 Eastside
(253) 924-0180 Tacoma
Fax: (253) 288-3458

RE: Request for Crime Data

Dear Records Specialist

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school –controlled buildings and property and also non-campus locations which were contracted for use by Green River College. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2015 crime statistics (including dates for each of the crimes committed) for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violation Arrests
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violation Arrests	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violation Arrests	

As you are reviewing the records and locate offenses occurring on the address at the date and time listed, please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I also need to have the above crime data (including dates of the offenses committed) for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2015:

Place	Address	Time Start	Time End	Dates of Use
Heritage Park Recreation Center	9010 128 th Street Puyallup, WA 98373	11:00 AM	6:00 PM	April 4, 11, 18, 24, May 2, 9, 16, 23, 30

(We need crime data that happened only on those days within the dates and times listed.)

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our Green River College Campus Safety Office immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the community.

We need to have this information sent to us via email (see my email address below) or by US postal mail no later than July 29, 2016. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

A handwritten signature in black ink that reads "Derek Ronnfeldt". The signature is written in a cursive style with a large initial "D".

Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu

7013 3020 0000 5317 4374

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Certified Fee	3.30
Return Receipt Fee (Endorsement Required)	2.70
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$ 6.465



Sent To: **REQUEST for Public Records, RECORDS**

Street, Apt. No., or PO Box No.: **Kenton Police Dept
1055 South Grady Way**

City, State, ZIP+4: **Renton, WA 98057**

PS Form 3811, April 2015 PSN 7530-02-000-9050 See Reverse for Instructions

SECTION ON DELIVERY

BAA Agent
 Addressee

Printed Name) **PILOTTI** C. Date of Delivery **4/18**

Address different from item 1? Yes
Delivery address below: No

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COMMUNITY COLLEGE

April 15, 2016

Request for Public Records,
 Records Department
 Renton Police Department
 1055 South Grady Way
 Renton, WA 98057

Campus Safety Office
 10501 SE 31st St
 Auburn, WA 98002-2002
 (206) 828-8111 Auburn
 (206) 464-6131 Everett
 (206) 824-0111 Tacoma
 Fax: (206) 298-3458

RECEIVED

1/15
4-18-16

RE: Request for Crime Data

Dear Records Specialist,

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school-controlled buildings and property. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2015 crime statistics for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violations
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violations	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violations	

Please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2015:

Place	Address	Start Time	End Time	Date(s) (and Days of week of use are in parenthesis)
Khalsa Gurmot Center	16940 116 th Ave SE Renton, WA 98058	6:00 PM	8:25 PM	10/5/2015 (M)
		7:30 AM	4:00 PM	3/12/2015-3/14/2015

		7:30 AM	4:00 PM	4/13/2015-4/15/2015
		7:30 AM	4:00 PM	7/15/2015-7/17/2015
		7:30 AM	4:00 PM	9/14/2015-9/15/2015
		8:00 AM	2:30 PM	11/3/2015-11/3/2015
<i>Northwest Handling</i>	1100 SW 7 th St Renton, WA 98057	9:00 AM	12:00 PM	1/30/2015-1/30/2015
		7:00 AM	3:30 PM	1/30/2015-1/30/2015
		9:00 AM	12:00 PM	2/25/2015-2/25/2015
		7:00 AM	3:30 PM	2/25/2015-2/25/2015
		7:00 AM	3:30 PM	3/25/2015-3/25/2015
		9:00 AM	12:00 PM	3/25/2015-3/25/2015
		7:00 AM	3:30 PM	4/22/2015-4/22/2015
		9:00 AM	12:00 PM	4/22/2015-4/22/2015
		7:00 AM	3:30 PM	5/20/2015-5/20/2015
		9:00 AM	12:00 PM	5/20/2015-5/20/2015
		7:00 AM	3:30 PM	6/5/2015-6/5/2015

(Note: MW denotes Mondays and Wednesdays; TTh denotes Tuesdays and Thursdays. We need crime data that happened only on those days within the dates and times listed.)

We need to have this information sent to us via email (see my email below) or by US postal mail no later than June 30, 2016. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,



Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu

POST SECONDARY SCHOOL STATS

1100 SW 7th St

Case Reported Date And Time	Case Address	Case Number	Case Occurred Incident Type	Case Offense Hate Bias Indicator	Case Offense Hate Bias Motivation
12/30/2015 07:38:00	1100 SW 7TH ST	2015- 00015420	1000 Case Cancelled		

4/16/2016 15:31:51

POST SECONDARY SCHOOL STATS

16940 116th Ave SE

Case Reported Date And Time	Case Address	Case Number	Case Occurred Incident Type	Case Offense Hate Bias Indicator	Case Offense Hate Bias Motivation
08/25/2015 02:00:00	16940 116TH AVE SE	2015- 00009757	0292 Malicious Mischief 4/18/2016 15:31:13		None

4192 9TCS 0000 5318 2614
3020 0202 ETD2

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RICHLAND POLICE DEPT
Street, Apt. No.,
or PO Box No. **871 GEORGE WASHINGTON WAY**
City, State, ZIP+4 **RICHLAND, WA 99352**

PS Form 3800, August 2005 See Reverse for Instructions

SECTION ON DELIVERY

WLRB Agent
 Addressee
Printed Name: **PAH RAE** C. Date of Delivery: **7-20-16**
Address different from Item 1? Yes
Delivery address below: No

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July 15, 2016

Records Specialist
Richland Police Department
871 George Washington Way
Richland, WA 99352

FILE COPY

Student Services Office
12401 SE 320th St.
Auburn, WA 98092-3622
(253) 833-9111 Auburn
(206) 464-6133 Eastside
(253) 924-0180 Tacoma

RE: Request for Crime Data

Dear Records Specialist

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school-controlled buildings and property and also non-campus locations which were contracted for use by Green River College. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2015 crime statistics (including dates and times for each of the crimes committed) for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violation Arrests
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violation Arrests	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violation Arrests	

As you are reviewing the records and locate offenses occurring on the address at the date and time listed, please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data (including dates of the offenses committed) for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2015:

Place	Address.	Time Start	Time End	Dates of Use
Richland-City of Richland Shops	Conference Room 110 2700 Duportail Street	8:00 AM	4:30 PM	1/7/2015-1/8/2015

Facility	Richland, WA 99352			
		7:30 AM	4:00 PM	1/28/2015-1/29/2015
		7:30 AM	4:00 PM	1/28/2015-1/29/2015
		8:00 AM	4:30 PM	3/11/2015-3/11/2015
		8:00 AM	4:30 PM	3/12/2015-3/12/2015
		7:30 AM	4:00 PM	3/16/2015-3/18/2015 (MTuW)
		7:30 AM	4:00 PM	4/7/2015-4/7/2015
		7:30 AM	4:00 PM	4/8/2015-4/9/2015
		8:00 AM	4:30 PM	5/12/2015-5/14/2015 (TuWTh)
		7:30 AM	4:00 PM	6/29/2015-6/30/2015
		7:30 AM	4:00 PM	7/29/2015-7/29/2015
		8:00 AM	4:30 PM	7/30/2015-7/30/2015
		7:30 AM	4:00 PM	8/5/2015-8/7/2015 (WThF)
		8:00 AM	4:30 PM	10/27/2015-10/28/2015

(Note: MTuW denotes Monday, Tuesday, Wednesday; TuWTh denotes Tuesday, Wednesday, Thursday; WThF denotes Wednesday, Thursday, Friday) (We need crime data that happened only on those days within the dates and times listed.)

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our Green River College Campus Safety Office immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the community.

We need to have this information sent to us via email (see my email address below) or by US postal mail no later than August 10, 2016. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

Derek Ronnfeldt, Director
 Campus Safety, Parking, and Transportation
 253-288-3350
 Email: dronnfeldt@greenriver.edu

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Total Postage & Fees	\$	

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 Street, Apt. No. Sequim - (Calum Shoritt's
 or PO Box No. 223 E 4th Suite 12
 City, State, ZIP+4 Port Angeles, WA 98362

PS Form 3800, August 2006 See Reverse for Instructions

SECTION ON DELIVERY

Agent
 Addressee

Printed Name) Waxton C. Date of Delivery 4/17/16

Address different from item 1? Yes
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Return Receipt Fee (Endorsement Required)	2.70
Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$ 6.46⁵



SECTION ON DELIVERY

Signature: *[Handwritten Signature]*
 Agent Addressee
 C. Date of Delivery: 4-18
 Is different from item 1? Yes
 Delivery address below: No

Sent To: **CHRIS LEYDA RECORDS**
 Street, Apt. No., or PO Box No.: **SNOWHOMISH COUNTY SHERIFFS DEPT**
3000 ROCKEFELLER AVE MS 606
 City, State, ZIP+4: **EVERETT, WA 98201**

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 6624 27ES 0000 0200
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Domestic Return Receipt



COMMUNITY COLLEGE

April 15, 2016

Campus Safety
Extension 3350
12401 SE 320th St.
Auburn, WA 98092-3622
(253) 833-9111 Auburn
(206) 464-6133 Eastside
(253) 924-0180 Tacoma
(253) 288-3350 Direct Line
Fax: (253) 288-3458

Chris Leyda, Records
Snohomish County Sherriff Department
3000 Rockefeller Avenue, MS 606
Everett, WA 98201

RE: Request for Crime Data

Dear Chris Leyda:

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school-controlled buildings and property. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2015 crime statistics for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violations
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violations	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violations	

Please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2015:

Place	Address	Start Time	End Time	Date(s) (and Days of week of use are in parenthesis)
Bothell-Silver Lake Water and	Commissioner Conference	8:00 AM	4: 30 PM	3/10/2015-3/11/2015

<i>Sewer District</i>	Room, 15205 41 st Ave SE, Bothell, WA 98012			
		8:00 AM	4:30 PM	2/24/2015-2/17/2015
		8:00 AM	4:30 PM	1/20/2015-1/22/2015
		8:00 AM	4:30 PM	2/2/2015-2/4/2015
		8:00 AM	4:30 PM	8/20/2015-8/21/2015
		8:00 AM	4:30 PM	4/28/2015-4/30/2015
		8:00 AM	4:30 PM	6/1/2015-6/3/2015

(Note: MW denotes Mondays and Wednesdays; TTh denotes Tuesdays and Thursdays. We need crime data that happened only on those days within the dates and times listed.)

We need to have this information sent to us via email (see my email below) or by US postal mail no later than June 30, 2016. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,



Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu

Search Criteria
 ORI: WA0310000
 Snohomish County Sheriff's Office
 Current Disposition: Reporting District: [...]
 Case Number: [...]
 Occurred Incident Type: [...]
 - Reported Date/Time: From Date: 01/01/2015 To Date: 12/31/2015
 Date Range Specific Date No Date
 Open Closed All Specify
 Location Area
 Location: GEO Verify Search Partial Address
 Location: Verified Point Location
 15205 41ST AVE SE
 Qualifier: [...]
 Location Type: Address
 Venue: Bothell

Global Subject Search
 Type: Name: [...]
 SSN: [...]
 Activity Type: [...]
 Activity Officer: [...]
 Reporting Officer ID: [...]
 Assigned Officer ID: [...]
 Assignment Type: [...]
 Assigned Bureau: [...]
 Current Review Type: [...]

Reported Date/Time	Case Number	Occurred Incident Type	Location	Reporting Officer	Case Status	Jurisdiction
02/12/2015 ...	2015-00002659	Found Property	15205 41ST AVE SE, Bothell	Cabe, Michael	Closed	SCSO
02/18/2015 ...	2015-00003039	Assault	15205 41ST AVE SE, Bothell	Peckham, Dean	Closed	SCSO

Derek Ronnfeldt

From: Snohomish County Public Records <snohomishcowa@mycusthelp.net>
Sent: Tuesday, April 19, 2016 12:39 PM
To: Derek Ronnfeldt
Subject: Public Records Request :: K008085-041916

--- Please respond above this line ---



In accordance with the Public Records Act (PRA), Chapter 42.56.520 RCW, this email acknowledges receipt of your PRA request, submitted to and received by Snohomish County on April 18, 2016.

This request has been assigned tracking number K008085-041916.
Please use this number in any communications concerning this request.

Specifically you requested:

“Request for Crime Data 2015”

In order to respond to this request we need additional information to allow us to locate possibly responsive records. Please provide the following information:

1. Are you requesting 2015 Crime Statistics for the entire county or just for the address provided (15205 41st Ave. SE, Bothell)?

Please note that, absent clarification from you by 5/19/2016, this public records request will be considered abandoned and will be closed.

If you have any questions you may contact 425-388-3769.

Snohomish County Sheriff's Office
Public Disclosure Unit

NOTICE: All emails, and attachments, sent to and from Snohomish County are public records and may be subject to disclosure pursuant to the Public Records Act (RCW 42.56)

To monitor the progress or update your request click here: [Public Records Center](#)



Joanne Martin

From: Derek Ronnfeldt
Sent: Friday, April 29, 2016 3:24 PM
To: Joanne Martin
Subject: FW: Public Records Request :: K008085-041916

From: Snohomish County Public Records [<mailto:snohomishcowa@mycusthelp.net>]
Sent: Tuesday, April 19, 2016 12:39 PM
To: Derek Ronnfeldt
Subject: Public Records Request :: K008085-041916

--- Please respond above this line ---



In accordance with the Public Records Act (PRA), Chapter 42.56.520 RCW, this email acknowledges receipt of your PRA request, submitted to and received by Snohomish County on April 18, 2016.

This request has been assigned tracking number K008085-041916.
Please use this number in any communications concerning this request.

Specifically you requested:

“Request for Crime Data 2015”

In order to respond to this request we need additional information to allow us to locate possibly responsive records. Please provide the following information:

1. Are you requesting 2015 Crime Statistics for the entire county or just for the address provided (15205 41st Ave. SE, Bothell)?

Please note that, absent clarification from you by 5/19/2016, this public records request will be considered abandoned and will be closed.

If you have any questions you may contact 425-388-3769.

Snohomish County Sheriff's Office
Public Disclosure Unit

NOTICE: All emails, and attachments, sent to and from Snohomish County are public records and may be subject to disclosure pursuant to the Public Records Act (RCW 42.56)

Joanne Martin

From: Snohomish County Public Records <snohomishcowa@mycusthelp.net>
Sent: Wednesday, May 04, 2016 6:15 AM
To: Joanne Martin
Subject: Unrecognized Email :: G008456-050416

Hello,

Unfortunately your email was not recognized and has not been routed accordingly. Please be advised that if you wish to submit a new request or check on the status of an already submitted request, you should visit the Public Records Center.

Description: TO: [snohomishcowa@mycusthelp.net] CC: "Derek Ronnfeldt"[DRonnfeldt@greenriver.edu] To whom it may concern regarding Green River College's request (K008085-041916)... I am responding to your question about our request for crime statistics on behalf of Derek Ronnfeldt, Green River College Director of Safety. Specifically, he is requesting 2015 Crime Statistics for just the address provided (15205 41st Ave. SE, Bothell, WA, and only for the following dates/times listed in the table below. Place Address Start Time End Time Date(s) (and Days of week of use are in parenthesis) Bothell-Silver Lake Water and Sewer District Commissioner Conference Room, 15205 41st Ave SE, Bothell, WA 98012 8:00 AM 4: 30 PM 3/10/2015-3/11/2015 8:00 AM 4:30 PM 2/24/2015-2/17/2015 8:00 AM 4:30 PM 1/20/2015-1/22/2015 8:00 AM 4:30 PM 2/2/2015-2/4/2015 8:00 AM 4:30 PM 8/20/2015-8/21/2015 8:00 AM 4:30 PM 4/28/2015-4/30/2015 8:00 AM 4:30 PM 6/1/2015-6/3/2015 If you need any other information, please connect back with me. Thank you in advance for your attention to this matter. J Joanne Joanne Martin, Special Assistant to the Vice President of Student Affairs Green River College 12401 SE 320th Street, Auburn, WA 98092 / Phone: 253.833.9111.2654 jmartin@greenriver.edu www.greenriver.edu Confidentiality Notice: This email and any attachments are confidential and may be protected by legal privilege. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of this email or any attachment is prohibited. If you have received this email in error, please notify the sender (jmartin@greenriver.edu) immediately and delete this copy from your system.)

This is an auto-generated email and has originated from an unmonitored email account.
Please DO NOT REPLY.

Joanne Martin

From: Microsoft Outlook
To: snohomishcowa@mycusthelp.net
Sent: Wednesday, May 04, 2016 6:12 AM
Subject: Relayed: Public Records Request: K008085-041916

Delivery to these recipients or groups is complete, but no delivery notification was sent by the destination server:

snohomishcowa@mycusthelp.net (snohomishcowa@mycusthelp.net)

Subject: Public Records Request: K008085-041916

Joanne Martin

From: Joanne Martin
Sent: Wednesday, May 04, 2016 6:12 AM
To: 'snohomishcowa@mycusthelp.net'
Cc: 'Derek Ronnfeldt'
Subject: Public Records Request: K008085-041916

Tracking:	Recipient	Delivery	Read
	'snohomishcowa@mycusthelp.net'		
	'Derek Ronnfeldt'		Read: 5/4/2016 7:51 AM
	Derek Ronnfeldt	Delivered: 5/4/2016 6:12 AM	

To whom it may concern regarding Green River College's request (K008085-041916)...

I am responding to your question about our request for crime statistics on behalf of Derek Ronnfeldt, Green River College Director of Safety. Specifically, he is requesting 2015 Crime Statistics for just the address provided (15205 41st Ave. SE, Bothell, WA, and only for the following dates/times listed in the table below.

Place	Address	Start Time	End Time	Date(s) (and Days of week of use are in parenthesis)
Bothell-Silver Lake Water and Sewer District	Commissioner Conference Room, 15205 41 st Ave SE, Bothell, WA 98012	8:00 AM	4: 30 PM	3/10/2015-3/11/2015
		8:00 AM	4:30 PM	2/24/2015-2/17/2015
		8:00 AM	4:30 PM	1/20/2015-1/22/2015
		8:00 AM	4:30 PM	2/2/2015-2/4/2015
		8:00 AM	4:30 PM	8/20/2015-8/21/2015
		8:00 AM	4:30 PM	4/28/2015-4/30/2015
		8:00 AM	4:30 PM	6/1/2015-6/3/2015

If you need any other information, please connect back with me. Thank you in advance for your attention to this matter.

☺ Joanne

Joanne Martin, Special Assistant to the Vice President of Student Affairs
Green River College
12401 SE 320th Street, Auburn, WA 98092 / Phone: 253.833.9111.2654
jmartin@greenriver.edu www.greenriver.edu

Confidentiality Notice: This email and any attachments are confidential and may be protected by legal privilege. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of this email or any attachment is prohibited. If you have received this email in error, please notify the sender (jmartin@greenriver.edu) immediately and delete this copy from your system.)

--- Please respond above this line ---



In accordance with the Public Records Act (PRA), Chapter 42.56.520 RCW, this email acknowledges receipt of your PRA request, submitted to and received by Snohomish County on April 18, 2016.

This request has been assigned tracking number K008085-041916.
Please use this number in any communications concerning this request.

Specifically you requested:

“Request for Crime Data 2015”

In order to respond to this request we need additional information to allow us to locate possibly responsive records. Please provide the following information:

1. Are you requesting 2015 Crime Statistics for the entire county or just for the address provided (15205 41st Ave. SE, Bothell)?

Please note that, absent clarification from you by 5/19/2016, this public records request will be considered abandoned and will be closed.

If you have any questions you may contact 425-388-3769.

Snohomish County Sheriff's Office
Public Disclosure Unit

NOTICE: All emails, and attachments, sent to and from Snohomish County are public records and may be subject to disclosure pursuant to the Public Records Act (RCW 42.56)

To monitor the progress or update your request click here: [Public Records Center](#)



Ty Trenary, Sheriff

Community First

July 5, 2016

Derek Ronnfeldt
Green River Community College
Campus Safety, Parking and Transportation
dronnfeldt@greenriver.edu

Re: Public Records Request – Tracking Number K008085-041916

Dear Requestor:

This correspondence is to update you on your public records request.

Attached is your first and final installment of responsive records.

This request is now closed.

If you have any questions, you may contact our office at 425-388-3769.

P. Bornheimer
Law Enforcement Technician
Snohomish County Sheriff's Office
Public Disclosure Unit

7012 3027 3469
Spokane, WA 99201

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Certified Fee		3.30
Return Receipt Fee (Endorsement Required)		2.70
Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees	\$	

Postmark
Here

SECTION ON DELIVERY

Agent
 Address
Delivered Name) C. Date of Delivery
6-17
Different from item 1? Yes
by address below: No

Sent to Records Specialist Records
Spokane Police Dept
Street, Apt. No.,
or PO Box No. 1100 W Mallon Ave
City, State, ZIP+4 Spokane, WA 99260

2 Article
70

PS Form 3800, August 2008

See Reverse for Instructions

PS Form 3811, April 2016 PSN 7530-02-000-9053

- Collect on Delivery
- Registered Mail™
- Registered Mail Restricted Delivery
- Signature Confirmation™
- Signature Confirmation Restricted Delivery

- Priority Mail Express®
- Registered Mail™
- Registered Mail Restricted Delivery
- Return Receipt for Merchandise
- Signature Confirmation™
- Signature Confirmation Restricted Delivery

Domestic Return Receipt

Joanne Martin

From: Derek Ronnfeldt
Sent: Wednesday, June 29, 2016 8:51 AM
To: Joanne Martin
Subject: FW: Clery Request
Attachments: green_river_clery_2015.txt

From: Flatt, William [<mailto:wflatt@spokanepolice.org>]
Sent: Wednesday, June 29, 2016 8:37 AM
To: Derek Ronnfeldt
Cc: Tenny, Kyndrin; Mathiason, Matthew; Ellis, Mardee K.
Subject: FW: Clery Request

Derek,

Please see the attached file. It indicates that there was no qualifying activity at either of the two addresses your requested during 2105.

Kyndrin,

I talked to Derek this morning.

William A. Flatt

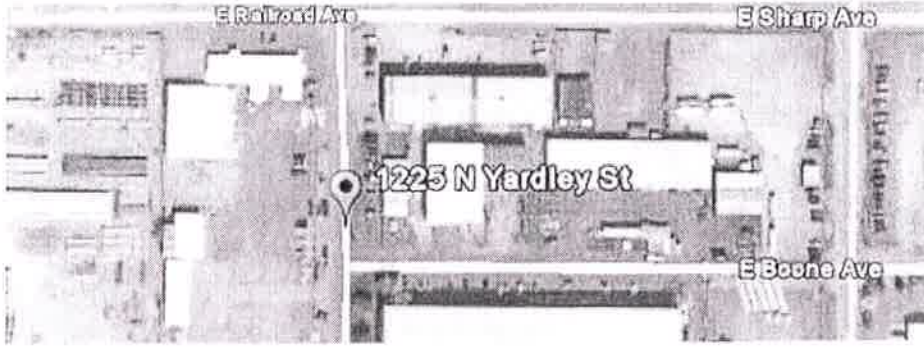
Spokane Police Department
Law Enforcement Information Systems
509-625-4147

From: Flatt, William
Sent: Tuesday, June 28, 2016 2:56 PM
To: Ellis, Mardee K.
Cc: Tenny, Kyndrin; Mathiason, Matthew
Subject: RE: Clery Request

I encountered some trouble with Oracle when trying to include all the date ranges in the query.

I did run the query as attached with no date ranges associated with the two addresses. Over the full year date range I found no qualifying incidents at the two addresses. As I understand the request, the requestor, Derek Ronnfeldt, was interested only in the specific addresses. I have not yet heard from him.

If he requests it, I will be happy to expand the request to include some of the surrounding area.



Kyndrin,

As you have requested, you may forward this on to Derek Ronnfeldt or give me further instructions.

William A. Flatt

Spokane Police Department
Law Enforcement Information Systems
509-625-4147

From: Ellis, Mardee K.
Sent: Tuesday, June 28, 2016 10:31 AM
To: Flatt, William
Cc: Tenny, Kyndrin
Subject: Re: Clery Request

Thank you Bill!

Sent from my iPhone

On Jun 28, 2016, at 9:31 AM, Flatt, William <wflatt@spokanepolice.org> wrote:

I have begun working on it.

I have also called the requester for minor clarifications.

From: Ellis, Mardee K.
Sent: Tuesday, June 28, 2016 7:56 AM
To: Flatt, William <wflatt@spokanepolice.org>
Cc: Tenny, Kyndrin <ktenny@spokanepolice.org>
Subject: FW: Clery Request

Good Morning Bill,

A clery request was just forwarded from the Spokane Valley PD.

Mardee Ellis | Police Evidence/Records | Spokane Police Department
509.625.4042 | 509.625.4059 (fax) | mkellis@spokanepolice.org

From: Matthews, Kelly [<mailto:KMatthews@spokanesherriff.org>]
Sent: Tuesday, June 28, 2016 7:46 AM
To: Ellis, Mardee K.
Subject: Clery Request

Good morning Mardee,

The attached request got buried on my desk..... Sorry. They need the info by the 29th of July. Can you send it directly to them??

Thank you!

Kelly Matthews
Staff Assistant to Chief Rick VanLeuven
Spokane Valley Police Department
(509) 477-3331

green_river_clery_2015.txt

```
SQL>
SQL> select to_char (sysdate, 'Mon DD, YYYY HH24:MI') "Today's Date and Time" from
dual;
```

Today's Date and Time

Jun 28, 2016 14:15

```
SQL>
SQL> /* with date ranges for each address Oracle was not well behaved and produced
nonsense error messages. */
SQL> set linesize 240;
SQL> column ref_no format a9;
SQL>
SQL> column piin_note format a40;
SQL> column note format a45;
SQL> column STNAME format a10;
SQL> column EVENT_TYP format a9;
SQL>
SQL> SELECT A.REF_NO,A.EVENT_TYP, B.NOTE PIIN_NOTE, trunc(D.STNO,-2) st_no,
E.STDIR1, E.STNAME,E.STTYPE,
 2 substr(A.REF_DT,5,2)||'/'||substr(A.REF_DT,7,2)||'/'||substr(A.REF_DT,1,4)
rpt_dt,
 3 A.EVENT_STATUS, F.NOTE, C.OFFENSE, C.HATE_BIAS_CD,
 4 substr(A.BEG_DT,5,2)||'/'||substr(A.BEG_DT,7,2)||'/'||substr(A.BEG_DT,1,4)
beg_dt, BEG_TM,
 5 substr(A.END_DT,5,2)||'/'||substr(A.END_DT,7,2)||'/'||substr(A.END_DT,1,4)
end_dt, END_TM
 6 FROM UCTCODE F, PITCLASS C, UCTCODE B, XLTSTREET E, XLTLOC D, XETEVENT A
 7 WHERE A.EVENT_CLASS = 'PIIN'
 8 AND A.REF_DT BETWEEN 20150101 AND 20151231
 9 AND D.SA_XLTLOC = A.SA_XLTLOC
10 AND E.SA_XLTSTREET = D.SA_XLTSTREET
11 AND ((STDIR1 = 'N' and STNO = 1225 and STNAME like 'YARDLEY%') or
12 (STNO = 125 and STDIR1 = 'S' and STNAME like 'SULLIVAN%'))
13 AND c.sa_xetevent = a.sa_xetevent
14 AND f.cd_typ = 'PICLASS'
15 AND f.cd_key = c.offense
16 AND ( A.EVENT_TYP IN ('ABDUC','ABDUCP','ARSON','ASLTJ','ASLTP','ASLTR',
17 'BURG','BURGP','BURGRC','BURGRG','BURGRR','BURGC','BURGR',
18 'CARJAC','DOAH','DRUGS','DVW','FIGHT','FIGHTW','INDEXP','INDLIB','INTW',
19 'INTWEA','LIQVIO','OD','PERW','PERWPN','PROST','RAPE','RAPEP','ROBA','ROBP',
20 'ROBS','SEXCRI','SHOOT','SHOUTV','SNIPER','STAB','UNLIMP','VEHTFT','VEHTP') OR
21 C.OFFENSE like 'ASSAULT%' or
22 C.OFFENSE like 'ARSON%' or
23 C.OFFENSE like 'BURGLARY%' or
24 C.OFFENSE = 'CARJACKING' or
25 C.OFFENSE = 'CHILD LURING' or
26 C.OFFENSE = 'RAPE%' or
27 C.OFFENSE = 'DEATH-HOMICIDE' or
28 C.OFFENSE = 'DEATH-NEG%' or
29 C.OFFENSE = 'DEATH-JUST%' or
30 C.OFFENSE like 'DRUG%' or
31 C.OFFENSE = 'DWI/DUI' or
32 C.OFFENSE like 'INCEST%' or
33 C.OFFENSE like 'INDECENT%' or
34 C.OFFENSE like 'KIDNAP%' or
```

7013 3020 0000 5317 3476

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Restricted Delivery Fee (Endorsement Required)		
Total Postage & Fees	\$	

Sent to: Records Specialist
Spokane Valley Police Dept
 Street, Apt No. or PO Box No. 12710 E. Sprague Ave
 City, State, ZIP+4 Spokane Valley, WA 99216

PS Form 3811, April 2015 PSN 7530-02-000-9053

THIS SECTION ON DELIVERY

[Signature] Agent
 Addressee

(Printed Name) _____ Date of Delivery 6-1-16

Address different from item 1? Yes
 No

delivery address below: No

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- Signature Confirmation™
- Signature Confirmation Restricted Delivery

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Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$ 6.465



Sent To **BRAD MOBRICKE, Police Chief**
 Street, Apt. No., Summer Police Dept.
 or PO Box No. **1104 Maple St, Suite 140**
 City, State, ZIP+4[®] **SUMNER, WA 98390**

PS Form 3800, August 2006 See Reverse for Instructions

PS Form 3811, April 2015 PSN 7530-02-000-9053

SECTION ON DELIVERY

ADUGGAN Agent
 Addressee

Printed Name) **DUGGAN** C. Date of Delivery

Address different from item 1? Yes
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- Signature Confirmation[™]
- Signature Confirmation Restricted Delivery

Domestic Return Receipt :



COMMUNITY COLLEGE

April 15, 2016

NO RECORD
4-15-16
MURDER (1500, 140)

RECEIVED

APR 15 2016

SUMNER PD

Brad Moericke, Police Chief
Sumner Police Department
1104 Maple Street, Suite 140
Sumner, WA 98390

Campus Safety
Extension 3350
12401 SE 320th St
Auburn, WA 98002-3022
(253) 633-9111 Auburn
(253) 464-6133 Falsstart
(253) 924-0190 Tacoma
(253) 295-3500 Direct Line
Fax: (253) 288-3458

RE: Request for Crime Data

Dear Brad Moericke:

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school-controlled buildings and property. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2015 crime statistics for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violations
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violations	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violations	

Please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2015:

Place	Address	Start Time	End Time	Date(s) (and Days of week of use are in parenthesis)
Diamond Sports Training Center	13712 24 th ST E, Sumner, WA 98390	12:30 PM	3:30 PM	1/1/2015-5/31/2015 (daily) 10/1/2015-12/31/2015 (daily)

(Note: MW denotes Mondays and Wednesdays; TTh denotes Tuesdays and Thursdays. We need crime data that happened only on those days within the dates and times listed.)

Derek Ronnfeldt

From: Sherrie Duggan <SherrieD@Sumnerwa.gov>
Sent: Monday, April 18, 2016 2:21 PM
To: Derek Ronnfeldt
Subject: Request for Crime Data

Greetings,

We have no record of any police response to the address listed. Please see attached document for additional information.

**Sherrie Duggan ■ Records Clerk
Sumner Police Department
1104 Maple St, Suite 140 ■ Sumner, WA 98390
Phone: (253) 299 - 5662 ■ Fax: (253) 299 - 5669
Please note my new email address: sherried@sumnerwa.gov**

7013 3020 0000 5317 3544

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Restricted Delivery Fee (Endorsement Required)	
Total Postage & Fees	\$

Postmark
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SECTION ON DELIVERY

mh Agent
 Addressee
 Recipient Name: *M. Cowell* C. Date of Delivery: *6/17/16*
 Is different from item 1? Yes
 Delivery address below: No

Sent to: *Records Specialist, Records*
Wenatchee Police Dept.
 Street, Apt. No.,
 or PO Box No. *140 Mission St*
 City, State, ZIP+4
Wenatchee, WA 98801

PS Form 3800, August 2008 See Reverse for Instructions

- Priority Mail Express®
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- Return Receipt for Merchandise
- Signature Confirmation™
- Signature Confirmation Restricted Delivery

PS Form 3811, April 2015 PSN 7530-02-000-9053

Domestic Return Receipt



June 13, 2016

Records Specialist
Wenatchee Police Department
140 S Mission Street
Wenatchee, WA 98801

Campus Safety Office
Extension 3350
12401 SE 320th St.
Auburn, WA 98092-3622
(253) 833-9111 Auburn
(206) 464-6133 Eastside
(253) 924-0180 Tacoma
Fax: (253) 288-3458

Dear Records Specialist

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school –controlled buildings and property and also non-campus locations which were contracted for use by Green River College. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2015 crime statistics (including dates for each of the crimes committed) for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violation Arrests
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violation Arrests	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violation Arrests	

As you are reviewing the records and locate offenses occurring on the address at the date and time listed, please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data (including dates of the offenses committed) for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2015:

Place	Address	Time Start	Time End	Dates of Use
Wenatchee (Coast Wenatchee)	Coast Wenatchee 201 N Wenatchee Ave Wenatchee, WA 98001	12:00 PM	12:00 PM	9/2/2015-9/4/2015 (WThF) (student leadership conference)

(Note: WThF denotes Wednesday, Thursday, Friday) (We need crime data that happened only on those days within the dates and times listed.)

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our Green River College Campus Safety Office immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the community.

We need to have this information sent to us via email (see my email address below) or by US postal mail no later than July 29, 2016. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,

A handwritten signature in black ink that reads "Derek Ronnfeldt". The signature is written in a cursive style with a large initial 'D'.

Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
253-288-3350
Email: dronnfeldt@greenriver.edu

06/22/16
10:09

Wenatchee Police Department
Law Incident Addr. History Report, by Date Reported

Page: 299
1

Total Incidents for This Report: 0

Report Includes:

All dates between `12:00:00 09/02/15` and `12:00:00 09/04/15`
All location codes
All cities
All addresses matching `201 N WENATCHEE AVE`
All agencies matching `WPD`
All offenses observed
All offenses reported
All offense codes
All nature of incidents
All circumstance codes

*** End of Report /tmp/rpt1Noaaa-rplwiah.r1_1 ***

7013 3020 0000 5317 3490

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Records
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ASH ST

WEST RICHLAND, WA 99353

PS Form 3800, August 2006

See Reverse for Instructions

FIRST DELIVERY OF THIS RETURN REQUIREMENT. THESE MAILS WILL BE DELIVERED TO YOU BY FIRST CLASS MAIL.

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Records Specialist, Records
 Richland Police Department
 3805 W Van Giesen Street
 West Richland, WA 99353



9590 9403 0420 5163 8391 50

2. Article Number (Transfer from service label)

7013 3020 0000 5317 3490

PS Form 3811, April 2015 PSN 7530-02-000-9053

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Jessica D. Z... Addressee

B. Received by (Printed Name) C. Date of Delivery

Jessica D. Z...

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- Priority Mail Express®

Domestic Return Receipt



COMMUNITY COLLEGE

June 13, 2016

Records Specialist
Richland Police Department
3805 W Van Giesen Street
West Richland, WA

Campus Safety Office
Extension 3350

12401 SE 320th St.
Auburn, WA 98092-3622
(253) 833-9111 Auburn
(206) 464-6133 Eastside
(253) 924-0180 Tacoma
Fax: (253) 288-3458

RE: Request for Crime Data

Dear Records Specialist

According to the federal Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act, post-secondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned or school-controlled buildings and property and also non-campus locations which were contracted for use by Green River College. We are required to disclose statistics that are reported to our department as well as to local and state law enforcement agencies. I am requesting the 2015 crime statistics (including dates for each of the crimes committed) for the following offenses:

Specific Crime Information Needed	
Aggravated Assault	Arson
Burglary	Dating Violence
Domestic Violence	Drug Law Violation Arrests
Fondling	Hate Crime
Incest	Intimidation
Liquor Law Violation Arrests	Manslaughter by Negligence
Motor Vehicle Theft	Murder and Non-Negligent Manslaughter
Rape	Robbery
Sexual Assault with an Object	Sex Offenses – Forcible
Sex Offenses – Non-Forcible	Simple Assault
Stalking	Statutory Rape
Weapon Law Violation Arrests	

As you are reviewing the records and locate offenses occurring on the address at the date and time listed, please specify if any of the above were categorized as Hate Crimes, and include the specific bias for classifying the incident as a hate crime.

I need to have the above crime data (including dates of the offenses committed) for the following non-campus locations which were contracted for use by Green River on the following dates and times during the calendar year 2015:

Place	Address	Time Start	Time End	Dates of Use
Richland-City of Richland Shops	Conference Room 110 2700 Duportail Street	8:00 AM	4:30 PM	1/7/2015-1/8/2015

RPD'S JURIS.
EMAILED TO RPD
6/17/16 NOTIFIED
REQUESTOR OF SAME

RPD REFUSED TO ACCEPT
WANTS REQUEST SENT
DIRECTLY FROM COMPANY

Facility	Richland, WA 99352			
		7:30 AM	4:00 PM	1/28/2015-1/29/2015
		7:30 AM	4:00 PM	1/28/2015-1/29/2015
		8:00 AM	4:30 PM	3/11/2015-3/11/2015
		8:00 AM	4:30 PM	3/12/2015-3/12/2015
		7:30 AM	4:00 PM	3/16/2015-3/18/2015 (MTuW)
		7:30 AM	4:00 PM	4/7/2015-4/7/2015
		7:30 AM	4:00 PM	4/8/2015-4/9/2015
		8:00 AM	4:30 PM	5/12/2015-5/14/2015 (TuWTh)
		7:30 AM	4:00 PM	6/29/2015-6/30/2015
		7:30 AM	4:00 PM	7/29/2015-7/29/2015
		8:00 AM	4:30 PM	7/30/2015-7/30/2015
		7:30 AM	4:00 PM	8/5/2015-8/7/2015 (WThF)
		8:00 AM	4:30 PM	10/27/2015-10/28/2015

(Note: MTuW denotes Monday, Tuesday, Wednesday; TuWTh denotes Tuesday, Wednesday, Thursday; WThF denotes Wednesday, Thursday, Friday) (We need crime data that happened only on those days within the dates and times listed.)

In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our Green River College Campus Safety Office immediately. The institution has a responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus which pose an ongoing threat to the community.

We need to have this information sent to us via email (see my email address below) or by US postal mail no later than July 29, 2016. If you have any questions, please feel free to contact me. Thank you for your attention to this matter.

Kind Regards,



Derek Ronnfeldt, Director
 Campus Safety, Parking, and Transportation
 253-288-3350
 Email: dronnfeldt@greenriver.edu

253-261-6258



CITY OF WEST RICHLAND POLICE DEPARTMENT

3805 W. Van Giesen ❖ West Richland, WA 99353 ❖ (509) 967-3425 ❖ FAX (509) 967-2251 ❖ www.westrichland.org

June 17, 2016

Derek Ronnfeldt, Director
Campus Safety, Parking, and Transportation
12401 SE 320th St.
Auburn, WA 98092-3622

Mr. Ronnfeldt,

Enclosed is your entire record request, envelope and certified mail receipt that was sent to our Police Department in error. I attempted to email RPD the information, but they want the request to come directly from your agency.

Richland Police Department's address is:
871 George Washington Way
Richland, WA 99352

If I can be of further assistance to you, please let me know.

Sincerely,

Stacy A. Ryan, Police Records Specialist
West Richland Police Department

Attachment R

Contents:

Copy of the form Campus Safety used to review and check incident reports. There are two forms on the one sheet. It is printed out, and separated into two forms. -

Incident Number		Date of Incident		Date of Determination				
Clery Geography	On Campus	On Campus Residential	Public Property Clery	Non-Campus Property Clery	Outside of Clery Geography			
Number of people involved								
Notes:								
Count as:								
Clery Crime:	Robbery	Aggravated Assault	Burglary	Motor Vehicle Theft	Arson			
Domestic Violence	Dating Violence	Stalking	Weapons Violation	Drug Violation	Alcohol Violation			
Forcible Sex Offense	Non Forcible Sex Offense	Type:	Arr	Ref	Arr	Ref	Arr	Ref
Coordinated with CCA :								
Coordinated with JA :								
Coordinated with LEO								
Coordinated with IP? :								
Hate Crime: Yes No								
Additional Hate Crime Categories	Larceny	Vandalism	Intimidation	Simple Assault	Specify type of Bias:			
Notes:								

Incident Number		Date of Incident		Date of Determination				
Clery Geography	On Campus	On Campus Residential	Public Property Clery	Non-Campus Property Clery	Outside of Clery Geography			
Number of people involved								
Notes:								
Count as:								
Clery Crime:	Robbery	Aggravated Assault	Burglary	Motor Vehicle Theft	Arson			
Domestic Violence	Dating Violence	Stalking	Weapons Violation	Drug Violation	Alcohol Violation			
Forcible Sex Offense	Non Forcible Sex Offense	Type:	Arr	Ref	Arr	Ref	Arr	Ref
Coordinated with CCA :								
Coordinated with JA :								
Coordinated with LEO								
Coordinated with IP? :								
Hate Crime: Yes No								
Additional Hate Crime Categories	Larceny	Vandalism	Intimidation	Simple Assault	Specify type of Bias:			
Notes:								

Attachment T

Contents:

Copy of the Table for specific incidents for Reviewing Crime Data in Response to Finding 7

Attachment T: Used in conjunction with Finding 7

2008					
Report #	GRC's Classification	Clery's Classification	Clery's Remarks	Agree/ Disagree w/Clery Classification	Remarks about GRC's comments in Column E
1037	Aggravated Assault	Rape	Misclassification-student reported she was drugged and raped.	Concur	Classify as Sexual Assault
1027	Student Conduct Violation	Terroristic Threats	Misclassification	Concur GRC classification wrong	Change to on-campus, residential, classify as attempted Aggravated Assault
1046	Informational	Sex Offense	Misclassification-student reported being drugged and naked	Concur GRC classification wrong	Classify as attempted Sexual Assault but off-campus
1048	Informational	Liquor Law Violation	Misclassification	Concur	(10) counts
1073	Informational	Attempted Burglary	Misclassification	Concur GRC classification wrong	Classify as theft since belief that suspects were students-no trespass involved
1129	Informational	Drug Violation	Misclassification-controlled drug substance was in the room	Concur	Date on Clery's "date occurred" should read 5/28/08
1130	Student Conduct Violation	Drug Violation	Misclassification-controlled drug substance paraphernalia in the student's room.	Concur	Add an attempted Assault charge-also, date on Clery's "date occurred" should read 5/28/08
1140	Informational	Liquor Law Violation	Misclassification-Underage possession of alcohol.	Concur	
1294	Informational	Harassment	Misclassification-incident occurred on the shuttle bus.	Concur GRC classification wrong	Classify as Verbal Altercation/Threat that occurred off campus

1314	School Property Vandalism	Hate Crime	Misclassification-Bias statement written on Students door	Concur	
1328	Harassment	Sexual Assault	Misclassification-Forcible Fondling	Unsure	1328 is a Vandalism of a car report
Year 2009					
Report #	GRC's Classification	Clery's Classification	Clery's Remarks	Agree/ Disagree w/Clery Classification	Remarks about GRC's comments in Column E
1338	Aggravated Assault	Assault	Misclassification-incident report does not reflect this as an Aggravated Assault. Should be classified as a simple assault.	Concur GRC classification wrong	Classify as Dating Violence/ Vandalism
1492	Harassment	Sexual Harassment	Misclassification-student reported she was sexually harassed.	Concur	(2) counts
1520	Personal Property Theft	Burglary	Misclassification-TV was stolen from an unattended apartment/student residence	Concur	
1524	Informational	Burglary	Misclassification-two males entered a student residence while he was asleep. The two males left once the student awoke.	Concur GRC classification wrong	Classify as Criminal Trespass-no indication that suspects entered to commit a theft
1529	Uncategorized	Simple Assault	Misclassification-Driver was throwing cups of water hitting students.	Concur	
1539	Harassment	Sexual Harassment	Misclassification-Subject put his arm around the student without consent.	Concur	Also add charge of Assault
1562	Uncategorized	Burglary	Misclassification-Breaking and entering into a student's on campus residence while the victim was asleep.	Concur GRC classification wrong	Classify as Criminal Trespass-no indication that suspects entered

			Nothing was taken during this attempted burglary.		to commit a theft
1580	Harassment	Simple Assault	Misclassification-An individual threw a can of coke at another student on 124th-next to campus.	Concur GRC classification wrong	Classify as Aggravated Assault due to coke can having the capacity of causing serious injury
1585	Informational	Theft	Misclassification-Student attempted to take a book from the library.	Concur	
1587	Informational	Sexual Harassment	Misclassification: Verbal sexual comments made to student	Concur	
1591	Informational	Theft	Misclassification-Student anonymously reported a theft	Concur GRC classification wrong	classify as Burglary
1632	Personal Property Theft	Burglary	Misclassification-Individual entered a student residence while unattended and stole a laptop.	Concur	(2) counts of Burglary
1636	Harassment	Sexual Assault	Misclassification-Student touched the victim on her leg and rubbed her pelvic region.	Concur GRC classification wrong	classify as Fondling, Assault
1708	Student Conduct Violation	Sexual Harassment	Misclassification-A student posted a sexually suggestive poster on a professor's car.	Concur	
1732	Uncategorized	Robbery	Misclassification-Two individuals threaten to rob an armed Loomis guard at the ATM on campus.	Concur	
1744	Robbery	Theft	Misclassification-Student stole a cell phone from another student's bag in the classroom on GR Clery geography.	Concur	Also add charge of weapons referral
1753	Informational	Theft	Misclassification-Student attempted to steal a book	Concur	

			from the library.		
1775	Harassment	Assault	Misclassification-An individual jumped out of his vehicle and ran over to hit another individual several times.	Concur	
1783	Red Flag	Sexual Harassment	Misclassification-A student made unwanted sexual comments to a female student.	Concur	
1839	Personal Property Theft	Burglary	Misclassification-Subject stole money from a student's residence.	Concur	
1840	Personal Property Theft	Burglary	Misclassification-Subject stole money from a student's residence.	Concur	
Year 2010					
Report #	GRC's Classification	Clery's Classification	Clery's Remarks	Agree/ Disagree w/Clery Classification	Remarks about GRC's comments in Column E
2305	Informational	Voyeurism	Professor videotaped a female student changing clothes in the women's dressing room.	Concur	
2382	Assault	Aggravated Assault with a knife	Classified as a simple assault and should have been classified as an aggravated assault since a weapon was involved. TW was sent	Concur	
Year 2011					
Report #	GRC's Classification	Clery's Classification	Clery's Remarks	Agree/ Disagree w/Clery Classification	Remarks about GRC's comments in Column E
2725	Personal Property Theft	Burglary	Misclassification as a theft.	Disagree	No trespass involved, suspects were invited to area

2857	Assault	Two(2) Aggravated Assaults-ne with knife (attempted) and one with cigarette (burn)	Misclassification-Should have been an Aggravated Assault	Concur	Add a weapons referral as well
2893	Drug Law Violation	Aggravated Assault with weapon He tased her, it was heard and reported, weapon found.	Misclassification-This was aggravated assault on the hierarchy rule.	Concur	
Year 2012					
Report #	GRC's Classification	Clery's Classification	Clery's Remarks	Agree/ Disagree w/Clery Classification	Remarks about GRC's comments in Column E
3416	School Property Theft	Burglary	Burglary and not a theft	Concur	
Year 2013					
Report #	GRC's Classification	Clery's Classification	Clery's Remarks	Agree/ Disagree w/Clery Classification	Remarks about GRC's comments in Column E
3550	Assault	Sexual Assault	Misclassification-a student patted another student's buttock.	Concur	Fondling
3573	Personal Property Theft	Burglary	Misclassification-an I-phone was stolen from a student's residence	Concur	
3595	Assault	Sexual Assault	Misclassification-student touched a female's crotch in the classroom	Concur GRC classification wrong	Should be attempted fondling and fondling
3599	School Prop. Vandalism	Burglary	Misclassification-vandalism and stolen property.	Disagree	Should be Theft/Vandalism-could not determine if trespass occurred for garden hose due to extended time period of theft. Unsecured

					area was not a structure.
3685	Uncategorized	Suicide	Misclassification-a person was found dead. Possibly by hanging.	Concur	Also man fired off gun on campus for a weapons referral
Year 2014					
Report #	GRC's Classification	Clery's Classification	Clery's Remarks	Agree/ Disagree w/Clery Classification	Remarks about GRC's comments in Column E
3813	Harassment	Forcible Fondling (hot spot)	Misclassification-harassment took place prior to the forcible sexual assault	Concur	
3938	Informational	Aggravated Assault	Misclassification-assault w/rock-thrown at head	Concur	Attempted
3900	Altercation	Aggravated Assault	Fight took place at the on campus site.	Concur (but also weapons)	On public property (disagree w/on campus)
3951	School Property Theft	Burglary	Burglary not a theft	Concur	
4112	Larceny	Burglary	Burglary and not a Larceny	Disagree	Should be Theft
4200	School Property Theft	Burglary	Burglary not a theft	Concur	
4210	School Property Theft	Burglary	Burglary not a theft	Concur	
4211	Assault	Att Sexual Assault/ Harassment/ Threat	Forcible Sexual Assault	Disagree	Should be Assault/ Intimidation
4221	School Property Theft	Burglary	Burglary not a theft	Concur	
4223	School Property Theft	Burglary	Burglary not a theft	Concur	

4234	School Property Theft	Burglary	Burglary not a theft	Concur	
4240	School Property Theft	Burglary	Burglary not a theft	Concur	
4241	School Property Theft	Burglary	Burglary not a theft	Concur	
4248	School Property Theft	Burglary	Burglary not a theft	Concur	
4337	School Property Theft	Burglary	Burglary not a theft	Concur	
4338	School Property Theft	Burglary	Burglary not a theft	Concur	
4339	Informational	Burglary	Burglary not informational	Concur	
4357	School Property Theft	Burglary	Burglary not a theft	Concur	

Attachment U

Contents:

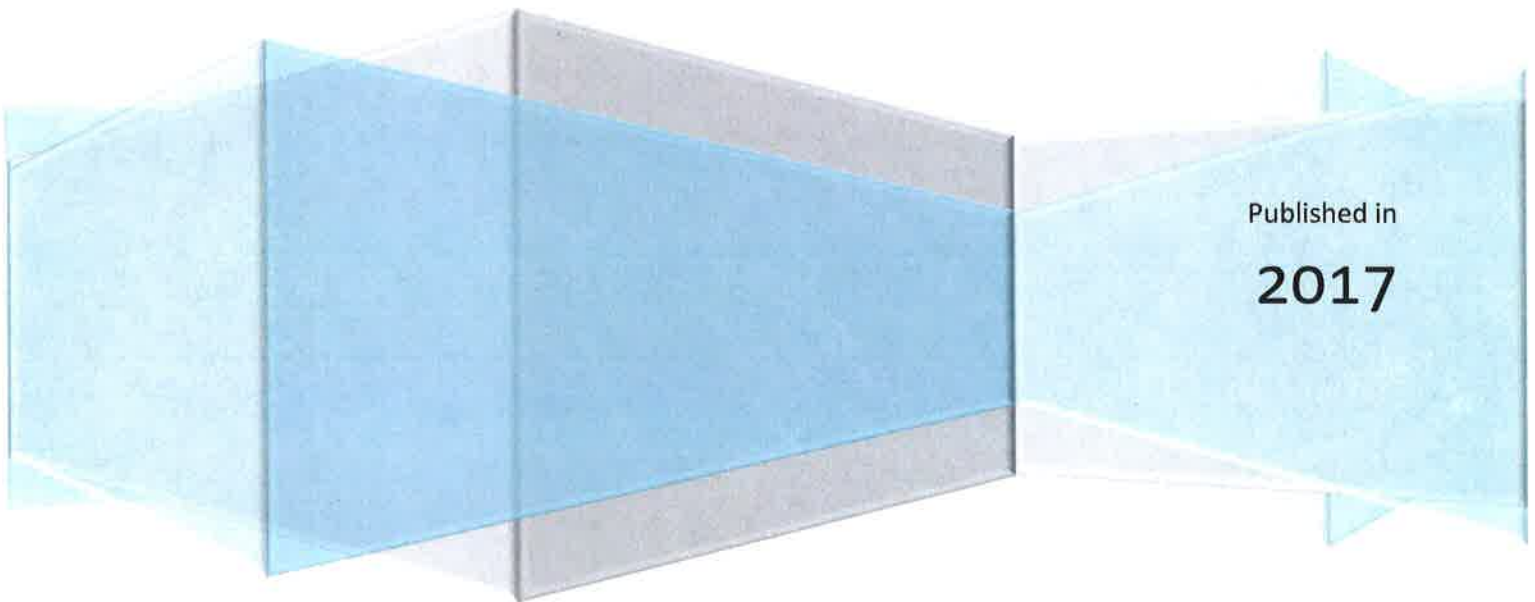
Copy of the 2016 Annual Safety and Fire Report (published in 2017)

Green River College

2016 Annual Safety and Fire Report

Submitted by:

Derek Ronnfeldt, Director of Campus Safety



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President's Message

Dear Green River College Community,

Thank you for your interest in our commitment to safety at Green River College. This annual report contains valuable information for prospective or current members of our campus community, and complies with important provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. This report provides information about Green River College's Office of Campus Safety, including descriptions of the services and programs provided by the College.

One of Green River's primary duties includes providing for the safety and well-being of all of our students, faculty, staff and visitors. Our Core Values state that we must preserve the safety of our College, for all members of the community to learn, work and engage with our campuses. At Green River, your safety and security are a top priority.

If you have any questions or suggestions concerning this publication, please contact the Green River Office of Campus Safety at 253-288-3350 or 253-833-9111 ext. 3350.

Dr. Suzanne M. Johnson
President

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Quick Reference Resources

On- and Off-campus Emergency & Quick Reference contact numbers

Local Law Enforcement Agency

Emergency

Auburn	911
Enumclaw	911
Kent	911

Non-Emergency

Auburn	253-288-2121
Enumclaw	360-825-3505
Kent	253-852-2121

Green River College Safety

Department

Main Auburn Campus

Emergency	911
Emergency/Business	253-288-3350

Downtown Auburn Campus (no longer a Green River property)

New Auburn Center Campus

Emergency	911
Emergency/Business	253-288-3350

Kent Campus

Emergency	911
Emergency/Business	253-288-3350

Enumclaw Campus

Emergency	911
Emergency/Business	253-288-3350

Fire Department (off-campus)

Emergency

Auburn	911
Enumclaw	911
Kent	911

Non-Emergency

Auburn (Valley Regional Fire Authority)	253-288-5900
Enumclaw	360-825-5544
Kent	250-856-4300

Health & Counseling Services

(On-Campus)

Health Services	253-833-9111 x2430
Counseling Services	253-833-9111 x2460

King County Public Health Centers

(Off-campus)

Auburn Public Health Center @ 901 Auburn Way N, Suite A, Auburn, WA	206-477-0600
Kent Public Health Center @ 25742 104 th Ave SE, Kent, WA	206-477-6950

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Background Information

Named after the river that flows through most of its service area, Green River College (GRC) is located in Auburn, Washington in the southern part of King County, situated on a hillside at the northern edge of a large forested area stretched over 180 acres. It was established in 1965 as a community college and in 2014, when 4-year degrees were added, the College went through a process to streamline the name to Green River College, to be inclusive as one offering 4-year degrees. Now, Green River College offers two-year associate and applied associate degrees, and also offers applied baccalaureate degrees. Since inception of the Auburn main campus, three other smaller sites have been established due to community and program demand: Kent Campus, Enumclaw Campus, and the New Auburn Center. The Downtown Auburn Campus was decommissioned in the Fall of 2016. GRC's service district is comprised of 11 school districts. In 2015-2016, it served over 19,000 unduplicated students (with nearly 12% being International students, 8% Running Start students, and just over 2% identified as US Veterans).

Introduction

Green River College is committed to providing a secure and safe environment for our students, staff, faculty and visitors. To demonstrate how we work to achieve this security, we are pleased to present our Annual Security and Fire Report for the calendar year 2016. This report is prepared by Campus Safety, which is responsible for ensuring the safety of the Green River community from hazards, including crime.

This report will provide the reader with information about safety and security at all Green River campuses (main campus on 320th Street in Auburn, WA, and the much smaller satellite campuses located in downtown Auburn, and in the cities of Enumclaw and Kent). Included is information about : (1) federal regulations which mandate this report, (2) along with the geography from which the crime data is gathered, (3) an overview of campus safety, (4) emergency procedures, (5) descriptions of campus safety awareness and crime prevention programs (to help with risk reduction), (6) Green River College policies about alcohol and drugs, (7) preventing and responding to personal violence and sexual assault, (8) the process for responding to missing students, and (9) crime data. Along with the previously mentioned topics, the College's Annual Fire Report is also included, as well as a description of fire safety systems in Campus Corner Apartments, fire statistics, and fire/emergency resources available to students staff and faculty.

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

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

- **Student Right To Know** -- On November 8, 1990, President George H. W. Bush signed the "Student Right to Know and Campus Security Act of 1990." This disclosure act is a federal mandate requiring all institutions of higher education that participate in the federal student financial aid program to disclose information about crime on their campuses and in the surrounding communities.

- **Jeanne Clery** -- Amendments enacted to the Student Right to Know in 1998 renamed Title II. This Act is now known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. It is named after Jeanne Clery, who at 19 years old, was raped and murdered in her Lehigh University residence hall in 1986. Her parents lobbied Congress to enact the law when they discovered students at Lehigh hadn't been notified about 38 violent crimes that had occurred on campus in the three years prior to Clery's murder.
- **Title IX** -- Prior to the Clery Act, Title IX was enacted in 1972 as part of a larger educational package by the federal government. The most pertinent provision of Title IX requires that no person, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. Because the language of the law is very brief and raised more questions than it answered, then President Nixon assigned the Department of Education (ED) to be in charge of resolving questions and giving schools guidance on how to comply. ED occasionally issues directives or letters to schools providing them with guidance. One of these letters was published in 2011 and is known as the "Dear Colleague Letter" (DCL) (see bullet point below) and it specifically stated that the requirements of Title IX cover sexual violence and reminded schools of their responsibilities to take immediate and effective steps to respond.
 - **Dear Colleague Letter (DCL):** Provides clarification about examples of actions that colleges need to take in order to comply with Title IX.
- **Higher Education Opportunity Act of 2008 (HEOA):** Reauthorized the Higher Education Act of 1965, as amended (HEA) and specifies campus requirements for Emergency Response and Evacuation, Fire Logs and Safety, and Missing Students. HEOA is meant to be used in conjunction with the Clery Act, and a significant portion of this report details GRC's Emergency Operations Plan (EOP).
- **Campus Sexual Violence Elimination (SaVE) Act and Violence Against Women Act (VAWA):** SaVE and VAWA were enacted in 1994 to raise awareness of domestic violence and assault crimes against women. Some of its provisions mandated that states create separate criminal statutes for domestic violence, provided additional protections to victims like quicker access to restraining orders, ability to break housing contracts without penalty, and provided funding for safe houses. It's been updated and modified numerous times, most notably to expand the coverage to include basically all humans (men, transgender, transsexual, etc.) VAWA was updated again in 2013 through the Campus SaVE Act with changes that became effective on October 1, 2014.
 - **Reporting Requirements:** One of the updates is the Campus SaVE provision which modifies the Clery Act by putting new requirements on schools about what to report and how to report it. The implementation of **VAWA's SaVE** provision and the new Clery reporting requirements must comply with Title IX's equal protection clauses. In short, the Campus SaVE Act refers to **Section 304 of the reauthorized VAWA**. It is a set of amendments to the Clery Act. Thus, what is referred to as the Campus SaVE Act is, in fact, the **Clery Act**.
 - **What does the SaVE provision require an institution of higher education (IHE) to do?** The SaVE Act requires institutions to provide educational training on sex assault and similar topics to all new students and employees, create written procedures and methods for reporting and handling on-campus sex crimes, and include additional types of crimes in Clery reports.

Overall, this Annual Safety and Fire Report is about verifying that Green River College has written procedures and policies that comply with all of the following: Student Right To Know Act, Clery Act, Title IX, the DCL, HEOA, SaVE and VAWA.

Compliance with the Clery Act

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

- Publish, provide information about and distribute an Annual Safety and Fire Report to current and prospective students and employees by October 1st of each year. The report must provide crime statistics for the past three years, detail campus and community policies about safety and security measures, describe campus crime prevention programs, and list procedures to be followed in the investigation and prosecution of alleged sex offenses.
- Provide students and employees with timely warnings of crimes that represent a threat to their safety. GRC must also keep and make available to the public a detailed crime log of all crimes reported to them in the past 60 days. Crime logs must be kept for seven years, and logs older than 60 days must be made available within two business days upon request.
- Keep the past three years of crime statistics detailing crimes that have occurred: on-campus; in our Campus Corner Apartment (CCA) residential facilities; in public areas on or near campus; and in certain non-campus buildings, such as remote classrooms. GRC must also report liquor and drug law violations and illegal weapons possession if they result in a disciplinary referral or arrest.
- Disclose missing student notification procedures that pertain to students residing in any on-campus student housing facilities.
- Disclose fire safety information related to any on-campus student housing facilities. This includes maintaining a fire log that is open to public inspection and publishing an Annual Fire Safety Report containing policy statements and fire statistics associated with each on-campus student housing facility. These statistics must include the location, cause, injuries, deaths and property damage of each fire.
- Submit the collected crime and fire statistics to ED each fall.

Green River College has a vested interest in campus safety and the safety of our students and employees. Information about crime prevention, fire safety, security authority, crime reporting policies, disciplinary procedures, and other matters of importance are contained in the following pages. This report also contains information about campus crime and fire statistics. The report is available on the Internet where it is posted on the Green River College Campus Safety webpage (<https://www.greenriver.edu/campus/campus-safety/>). Every member of the Green River community receives an email that describes the report and provides its website address. A paper copy of the report may be requested from Campus Safety. For more information, contact Campus Safety at: 253-833-9111 ext. 3350.

Policies for the Disclosure of Crime Statistics & the Annual Security Report (Green River Annual Safety & Fire Report) and Notice of Availability

This report is prepared by GRC Campus Safety and is in line with the Green River College Policy for the Preparation of the Disclosure of Crime Statistics, including crime statistics for residential students (<https://www.greenriver.edu/campus/policies-and-procedures/student-affairs-policies/sa-28-disclosure-of-crime-statistics/>). It complies with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act and uses information maintained by the Green River College Campus Safety Office, to include information provided by other College offices such as Student Affairs, Campus Corner Apartments, Office of Judicial Affairs, Human Resources, Facilities, Study Abroad, International Programs, Campus Security Authorities, and local law enforcement agencies surrounding campus and those off-campus classroom locations. Each of these offices provide updated policy information, maintains current procedures, and reports crime data.

Appendix 3 of this report also references institutional policies concerning campus security, such as policies regarding sexual assault, alcohol, and other drugs, and are also available on our webpage at: <https://www.greenriver.edu/campus/policies-and-procedures/>. The College sends a notice by a blast email of the availability of this Annual Safety and Fire Report (ASFR) on or before October 1st of each year to every member of the campus community. Information about the ASFR is also included in new employee paperwork, and at new Student Orientation Advising Registration (SOAR) sessions. Anyone, including prospective students and employees, are advised about the ASFR. Prospective students are advised at Outreach events through a written brochure about the ASFR availability. There is also a notice on Green River College Admissions webpage that directs viewers to visit the Campus Safety website to obtain information about safety incidents. Additionally, prospective employees are notified in their application process on GRC Job Announcements. Lastly, anyone is able to review the ASFR on the GRC Campus Safety webpage at <https://www.greenriver.edu/campus/campus-safety/>. A paper copy of the report may be obtained by contacting Campus Safety Office at 253-833-9111 ext. 3350.

The Campus Safety department will maintain the Daily Incident/Crime Log and Fire Log for 7 years in accordance to the Clery Act requirement. In addition, the following records including but not limited to, copies of incident and crime reports, arrests and referrals for disciplinary action, timely warning and emergency notification reports, documentation of letters to and from local law enforcement agencies, letters to and from campus security authorities, correspondence with Clery Handbook personnel regarding Clery compliance, and copies of notices to students and employees about the availability of the Annual Safety and Fire Report will be retained for seven years. All documentation will be dated, and kept in locations to be easily accessible and retrievable. NOTE: For the complete list of the records to be retained, refer to *The Handbook for Campus Safety and Security Reporting*, 2016 Edition, published by the US Department of Education.

Definitions of Clery Geography at Green River College

Clery regulations are specific about the types of property or geography from which the crime data is being gathered for the college. To help with this, there are specific descriptions for each of the types of Clery Geography locations for Green River College. The crime data stated in this report is for the previous three years concerning reported crimes which occurred in designated Clery Geography for Green River College. The Clery Geography for Green River includes all four campus locations. For the purposes of The Clery Act, these four locations are considered separate campuses because:

- Green River controls or owns the site(s)
- The site(s) are not reasonably geographically contiguous with the main campus
- The site(s) have an organized program of study
- The site(s) have at least one person on site acting in an administrative capacity

The specific campus locations are locally known as:

- Green River College main campus, 12401 SE 320th Street, Auburn, WA 98002 (253-833-9111)
- Green River Enumclaw Campus, 1414 Griffin Avenue, Enumclaw, WA 98002 (253-288-3400)
- Green River Downtown Auburn Campus, 110 2nd Street SW; Suite 135, Auburn, WA 98001 (253-333-4953) until June 30, 2016, and after that date, this satellite campus changed it's name to Green River Auburn Center, with a new location at 1221 D Street NE, Auburn, WA 98002 (253-288-3455)
- Green River Kent Campus, 417 Ramsay Way, Suite 112, Kent, WA 98032 (253-856-9595)

Clery Regulations are specific about the types of property or geography from which an institution's crime data is gathered. To this end, and to help with clarification, the following are definitions of Green River's Clery Geography and maps for each campus are located in Appendix 7.

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

On Campus Residential: NOTE: Residential buildings are considered a subset of On-Campus Geography, and statistics for Green River College's Residential Housing (Campus Corner Apartments) are recorded and included in two places—the On-Campus Category and the On Campus Residential category. This category is only included for the main Green River College campus. It is not included in the crime data for the other three campus locations because those sites do not have any associated residential housing component.

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

Green River College does use other non-campus places. One is the Pacific Raceways parking lot located 2.3 miles north east of the Auburn main campus at 31099 144th Avenue SE which is used

for overflow parking for the main campus. Also, there are many other non-campus locations which are predominately used for other programs (including Adult Basic Education or ABE, English Speakers of Other Languages or ESOL, Community and Continuing Education or CCE, or Washington Environmental Training Center or WETRC, or others). Whereas most of these locations are the same, some change from quarter to quarter, depending on program needs and enrollment. The college has a system to identify those changes and has a process in place to query all appropriate police jurisdictions for needed crime data. A list of the non-campus Clery Geography locations for calendar year 2016 is located in Appendix 4.

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

- The Auburn main campus for Green River College (12401 SE 320th Street, Auburn, WA) has two public property thoroughfares going through the campus. See map in Appendix 7 which includes the intersection of SE 320th Street with 124th Avenue SE:
 - SE 320th Street from 150 feet west of the west entrance to the east entrance will include the public sidewalk bordering the south side and also the street lanes themselves. From 150 feet west of the west entrance going east to the east entrance, Green River Clery Public Property includes the sidewalks on the south and north sides of SE 320th Street. That portion of the north side without sidewalks of 320th opposite of the main campus, the Green River Clery Public Property ends at the side of the public right-a-way. At the point that there is a sidewalk on the north side, the Green River Clery Public Property includes the north sidewalk as well.
 - 124th Avenue SE from the intersection with 320th Street to 316th Street SE, Green River Clery Public Property, includes the public sidewalk bordering on the west side and the east side. From 31920 124th Ave SE to 12401 SE 318th Way, the Green River Clery Public Property includes the public street of 124th Avenue SE including the sidewalks on both the west and east. From 31799 to 31595 on 124th Avenue SE the Green River Clery Public Property includes the public street, and also the west sidewalk. Since there is no public sidewalk on the east portion of this stretch of 124th Avenue SE, Clery Public Property stops at the edge of the side of 124th Avenue SE.
 - The portion of SE 316th Street bordering the north side Lea Hill Park to the intersection of SE316th Street and 124th Avenue SE including the sidewalks on the south side of the street. The sidewalk on the north of this section is not Clery Public Property.
 - Lea Hill Park at the intersection of 124th Avenue SE and SE 316th Street, Auburn, WA.
 - The forested area located next to the Auburn main campus buildings that extends to Highway 18 to the east, and southeast and southwest down to the Green River.
- Green River College Enumclaw Campus (located at 1414 Griffin Avenue, Enumclaw, WA): includes all of the sidewalk area bordering the campus, the portions of the public streets that surround the campus, and the second sidewalks on the other side of the public streets (Griffin Avenue, Porter Street, Initial Avenue, and Marion Street). (See map in Appendix 7)
- Green River College Downtown Auburn Campus (located at 110 2nd Street SW, Suite 135, Auburn, WA): includes the public sidewalk on the north side and east side of the building, the public thoroughfares on those sides of A Street SW, and that portion of

the bus route immediately west of the intersection of A Street SW and 1st St SW. On July 1, 2016, the name was changed to Green River Auburn Center, and the location moved to 1221 D Street NE, Auburn, WA 98002. (See maps in Appendix 7).

- Green River College Kent Campus (located at 417 Ramsay Way, Suite 112, Kent, WA): includes the sidewalk and the public parking lot directly west of Building 1 to the Dwell Apartments, and the sidewalk, and that portion of Ramsey Way located directly east of the Kent Campus, including the public sidewalk (but not the parking garage located at 301 Railroad Avenue North, Kent, WA. See map in Appendix 7.

NOTE: The GRC crime statistics do not include crimes that occur in **privately owned homes or businesses** within or adjacent to the campus boundaries or adjacent to the identified Clery Public Property boundaries. As well, Green River College does not include any crime data occurring inside public transit buses at the public bus stops adjacent to any of the campus locations.

Overall Safety Considerations for All Green River College Campus Locations

This section includes information about campus safety, including access to and security of all campus locations, security considerations for maintaining campus facilities, relationships with other agencies, how to report a criminal offense, accurate and timely reporting, alternatives to filing a police or safety incident report, individual responsibility, pastoral and personal counselors, monitoring process for criminal activity, timely warnings, and the daily crime log. The policy for facility access and maintenance for safety purposes is located at: <https://www.greenriver.edu/campus/policies-and-procedures/student-affairs-policies/sa-29-facility-access-maintenance-for-safety/>.

Scope of the Green River College Department of Campus Safety

Green River College's Department of Campus Safety is responsible for preparing the Annual Safety and Fire Report as required by the Jeanne Clery Act for the following campus, housing and non-campus locations:

- Green River College Auburn (main) Campus located at 12401 SE 320th Street, Auburn, WA 98092
- Green River College Kent Campus located at 417 Ramsay Way, Suite 112, Kent, WA 98032
- Green River College Child Care Center located at 31715 124th Avenue SE, Auburn, WA 98092
- Campus Corner Apartments located at 31920 124th Avenue SE, Auburn, WA 98092
- Green River College off-campus parking located at Pacific Raceway parking lot at 30415 144th Avenue SE, Kent, WA
- Green River College Auburn (main) Campus trail system located in on-campus property which is adjacent to the buildings of the Auburn (main) Campus at 12401 SE 320th Street, Auburn, WA 98092
Green River College Downtown Auburn Campus at 110 2nd Avenue SW, Suite 135, Auburn, WA 98001: falls under the jurisdiction of Auburn City Police Department; Green River Auburn Center, at 1221 D Street NE, Auburn, WA 98002 also falls under the jurisdiction of Auburn Police Department.

Safety issues at one of the Green River College Campus locations (which is much smaller in size and student use) is handled by the identified jurisdiction of the local law enforcement agency in which it

resides. This Green River Campus location (including its associated local law enforcement jurisdiction) is:

- Green River College Enumclaw Campus at 1414 Griffin Avenue, Enumclaw, WA 98022: falls under the jurisdiction of the Enumclaw Police Department

Safety issues for Green River College non-campus locations are referred to the jurisdiction of the local law enforcement agency in which they reside. A list of those jurisdictions is located in Appendix 5.

Green River College Campus Safety staff members are non-sworn, licensed security officers through the State of Washington, and are contracted through Pierce County Security. Green River Campus Safety staff cannot make arrests, and when circumstances rise to that level of intervention, Campus Safety calls upon the assistance of the appropriate law enforcement agency. The Campus Safety Director, who oversees safety operations, is a full time GRC staff member.

The Campus Safety Office is located at 12401 SE 320th St, Auburn, WA 98092, Administration (AD) Building. Except for the Director of Campus Safety, the Assistant Director of Campus Safety, and the Coordinator for Transportation and Parking, the college contracts out the college safety operations to an outside entity, Pierce County Security. All Campus Safety staff are hired through Pierce County Security, but are supervised and led by the Green River Campus Safety Director, Derek Ronnfeldt, who previously held a position as the Detective Commander for the Illinois State University Police Department for 28 years. At Green River, the Director of Campus Safety reports directly to the Vice President of Student Affairs. The hierarchy of Campus Safety staff includes the Director, Assistant Director, the Contract Site Supervisor, Shift Supervisors, and 32 patrol officers. The other GRC Campus Safety staff member is the Coordinator of Transportation and Parking. In addition, there are 6 work-study students who work as Campus Safety Ride Assistants. Campus Safety has two bicycles and two vehicles for patrol and emergency response, and operates five shuttle busses for which the college can provide mass evacuations. Staffing is typically lower during breaks.

Green River College Campus Safety staff have received training in criminal law, civil law, public relations, sexual violence, interpersonal communication, cultural competency, crisis intervention, critical incident response, and all facets of protection of persons and property. All Campus Safety staff are also certified in standard first aid and CPR.

Access to and Security of Green River College Campuses

Access and security of the four Green River College campus locations are different, based on location and student use. The Auburn (main) campus and Kent campus are staffed by Green River College Campus Safety, and the two other sites, Downtown Auburn and Enumclaw safety issues are handled by the local law enforcement agency of that jurisdiction. General descriptions are below.

- Green River College Auburn (main) Campus: There are two main entrances to the Auburn main campus: West Entrance and East Entrance (both located on SE 320th Street). Two other entrances located nearby along 124th Avenue SE lead to two specific programs (Technology Trades and Child Care Center). The two main college entrances are staffed by Green River College Campus Safety personnel from 6:30 AM to 2:30 PM when most classes are in session. The purpose of the entrance staff is to assist with parking information, event information during the day, and the issuing of specific parking passes for visitors and car pool groups. They are also delegated with the responsibilities to note any likely emergent issues that may be happening on the Auburn main campus. Other Campus Safety personnel

patrol pathways between buildings, parking lots, forest trails, and the Auburn main campus areas 24 hours a day, 365 days a year.

- **Green River College Kent Campus:** The Kent Campus is located in two buildings in Kent which are connected by a sky-bridge (Kent Station Building 1 and Kent Station Building 16; 417 Ramsay Way, #112, Kent, WA 98032). There is one entrance / exit into and out of the campus through the building on the north. The north building has a main reception area on the ground floor, along with elevators that access the second floor of that building where there are 10 classrooms and one science lab and a classroom located on the 3rd floor of the north building. The sky bridge is on the second floor that connects to the south building. Green River College uses the 2nd and 3rd floors of the south building. Green River College Campus Safety has staff at the Kent campus. This staff patrols the building floors that are used by students and also the public parking lot directly west and adjacent to the buildings. Due to the language of the contract with Kent Station, this specific parking lot is considered “on-campus” Clery Geography. The entrance/exit is monitored by college staff, whose work station overlooks it. This entrance/exit way is locked during non-open hours.
- **Green River Downtown Auburn Campus:** This campus is located on part of the ground floor of a 5 story parking garage (110 2nd Street SW, #145, Auburn, WA 98001), and this location hosts Washington Certification Services (which administers certification program activities), and branches of the College’s Adult Education Center and Washington Environmental Training Center. This campus has moved to the new location since the fall of 2016 and has a new name. **Green River Auburn Center** is located in one building on 1221 D Street NE, Auburn, WA. Most of the aviation programs (Air Traffic Control, Air Transportation, Airline Dispatch, Airport Management, & Commercial Pilot) are located at GR Auburn Center, along with some English Learners of Other Languages (ESOL) classes, and Adult Basic Education (ABE) Classes.
- **Green River College Enumclaw Campus:** This campus is located in one building in the city of Enumclaw (1414 Griffin Avenue, Enumclaw, WA 98022), 14 miles southeast of the Auburn (main) Campus. It uses both floors (ground level and one level below) which have a total of 6 classrooms. Safety issues at this site are referred to Enumclaw City Police (located two blocks to the northeast).

Security Considerations in Maintaining Campus Facilities at all four campus locations

Green River College maintains campus facilities in a manner that minimizes hazardous conditions.

- **Auburn (main) Campus:** Walkways are illuminated with lighting; malfunctioning lights and door locks, for example, are reported to Facilities (253-833-9111 ext. 3333) or to Campus Safety (253-833-9111 ext. 3350). All building entrance doors have been outfitted with magnetic security locks using electronic door access (EDA) that have been programmed to be unlocked or locked at pre-determined times for when classes are in session, during weekends, and between quarters. All staff are issued Identification cards that, upon confirmation of a faculty or staff member’s scope of employment, will allow them access to buildings and rooms that they have been assigned. Specific keys needed for the older buildings (which do not have electronic door access) for staff are checked out based on their employment locale and needs. The Facilities Department keeps a record of all keys that have been checked out to each employee.

- For the Auburn (Main) Campus during Fall, Winter, and Spring Quarters, Green River has contracted with nearby Pacific Raceways to utilize their gravel parking lot for excess main campus parking. Campus Safety personnel operate a total of 5 shuttle buses that run between the Pacific Raceways Parking Lot and the College from 7:00 AM to 4:45 PM. In addition, Campus Safety officers provide extra security and monitor traffic in and out of the East and West Entrance Gates, Entry to Parking Lot 5, and the Pacific Raceways lot.
 - There are three Campus Safety Blue Light poles located in the Campus Corner Apartment (CCA) residential housing area, and one Blue Light pole located near the Performing Arts Center on the Auburn (Main) Campus. These poles have a call button that when pressed, will contact Campus Safety.
 - Green River College Child Care Center building is patrolled by Campus Safety staff 24 hours a day.
- Kent Campus: The entrance to the campus is locked when the campus is not in use. The public parking lot east and adjacent to the Kent Campus is well-lit and Campus Safety staff patrol the site while classes are in session. The building in which the campus is located is part of a number of buildings making up a major shopping area known as the Kent Station. Kent Station has their own security guards which monitor this area, as well as Kent City Police.
 - Downtown Auburn Campus: This area is no longer part of the Green River campus system since the Fall of 2016.
 - Auburn Center Campus: Open Monday through Saturday, offering varying schedules. Campus Safety staff maintain a presence at this location. During any emergency situation, Auburn Police are also on call and available.
 - Enumclaw Campus: This building is scheduled to be open Mondays through Thursdays from 8:00 AM to 10:00 PM, and on Fridays from 8:00 AM-4:00 PM. Staff is always scheduled to be there during those open times. At no time is the building open without Enumclaw staff present.

There is increased security staff presence at the bus stop on the Auburn (Main) Campus in the afternoon/evening while there are classes in session to help ensure that this is a safe place for students to come and go from campus. In addition, surveillance cameras have been installed in various locations on the main campus, as well as at the Kent Campus. These help ensure safety for our college community.

Relationships with other Agencies

Green River College's Campus Safety Department maintains a close relationship with local emergency response and management systems that have jurisdiction over our campuses. One department assists the other within their authorities during mutual investigations.

- Auburn (main) Campus and Downtown Auburn Campus and Auburn Center: Auburn Police Department (APD) has primary law enforcement jurisdiction over these sites.
 - The Pacific Raceway Parking Lot : The King County Sheriff's Office (KCSO) has law enforcement authority.
- Kent Campus: Kent Police Department (KPD) has law enforcement jurisdiction.
- Enumclaw Campus: Enumclaw Police Department (EPD) has law enforcement jurisdiction.

When incidents arise, all non-sworn Campus Safety personnel are licensed by the State of Washington to provide response services for the preservation of life and property. They work closely with the local Police Department who has primary jurisdiction in the investigatory and response modes. The Campus Safety Department also works with the law enforcement investigation unit when incidents arise that require joint investigative efforts, resources, crime related reports, and exchanges of information.

The Campus Safety personnel provide response assistance for the fire department and providing training support for emergency drills. Fire and emergency medical aid coverage the four campus locations are specific for their individual sites.

- For the Auburn main Campus and the Downtown Auburn Campus, fire coverage/safety falls under the Valley Regional Fire Authority's jurisdiction. There is a VRFA station located one and a half blocks north of the main campus. For the (now closed) Downtown Auburn Campus, the immediate VRFA fire station was located less than a mile away. For the Auburn Center, the VRFA station is located on the east boundary of the campus.
- The Kent Fire Department Regional Fire Authority located in Kent provides coverage for the Kent Campus.
- The Enumclaw Fire Department (KCFD #28) provides coverage for the Enumclaw Campus.

A table in Appendix 5 provides the law enforcement agency contact information for the extensive list of Green River College non-campus buildings or property. Since Green River has a widespread Community and Continuing Education program, including this list demonstrates the far-reaching efforts of the College to gather the appropriate crime data. Letters of inquiry about crime data were sent to each law enforcement agency as appropriate to the location and dates/times of the student presence for classes. Responses are kept at the Campus Safety office.

Currently, Green River College has a formal Memorandums of Understanding (MOU's) with the Auburn Police Department in regards to manning law enforcement personnel in case of emergency situations. There are contracts in place for off-site parking with the Lutheran Church on 124th Ave SE, and with Pacific Raceways, on 31001 144th Avenue SE, Kent, WA 98042. Future MOUs are to be explored with the City of Kent and the City of Enumclaw. A contract for patrol services was solidified for 2016 through 2018, with the option for three 1-year extensions after 2018.

How to Report a Criminal Offense

Reporting any crime or notifying law enforcement of suspicious activity helps to protect Green River College property and the campus community. To report a crime, members of the campus community should contact the Green River College Campus Safety Department at 253-833-9111 extension 3350, or report directly to the Campus Safety Department at the AD Building or call 9-1-1. Reports may also be made to an identified Campus Security Authority (CSA); see information in Table 1 below. For any suspicious activity or circumstance which could cause an emergency situation and necessitate the need of an emergency notification or timely warning notification to campus, contact Green River College Campus Safety Department.

A secondary method of crime reporting is to contact an identified Campus Security Authority (CSA). CSA is a Clery-specific term that encompasses four groups of individuals and organizations associated with the college. These groups or individuals fall into the following:

- Green River Campus Security department

- Any individual or individuals with responsibility for campus security but who do not constitute a campus security department
- Any individual or organization specified in Green River’s statement of campus security as one organization to which students and employees should report criminal offenses
- An official of Green River College who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings; An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution

Green River College maintains a list of those individuals (including their titles) who have been determined to fulfill one or more of those categories/groups listed above. That list is updated on a quarterly basis, as people may transition to other positions, and can be found in Appendix 6. At Green River, the CSAs include but are not limited to the following positions listed in Table 1 below:

Table 1: Positions considered having Campus Security Authority status

Position	Area of College
Director of Housing (CCA)	CCA Housing
Assistant Director for Residence Life	CCA Housing
Assistant Director for Housing Operations (Student Conduct)	CCA Housing
Title IX Coordinator for Employees	Human Resources
Dean of Branch Campuses & Continuing Studies	Instruction
Dean of Instruction (Trades Technology)	Instruction
Dean of Instruction (Business, English, Humanities)	Instruction
Dean of Instruction (Fine Arts, Mathematics)	Instruction
Dean of Instruction (Health Sciences, Nursing and Education)	Instruction
Dean of Instruction (Science & Adjunct Faculty)	Instruction
Dean of Library, Curriculum & Media Services	Instruction
Director of Extended Learning	International Programs
Director of IESL, HSP, and FFS	International Programs
Director of International Housing	International Programs
Director of International Services & Operations	International Programs
Director of International Student Advising	International Programs
Coordinator of Health Services	Student Affairs
Coordinator of Student Leadership & Involvement	Student Affairs
Dean of Student Affairs: Campus Life	Student Affairs
Senior Director of Student Affairs	Student Affairs
Director of Athletics & Inclusion	Student Affairs
Director of Campus Safety, Transportation & Parking	Student Affairs
Director of Career & Advising	Student Affairs
Director of Enrollment Services	Student Affairs
Director of Enrollment Services	Student Affairs
Director of Financial Aid Services	Student Affairs

Director of Financial Aid Services	Student Affairs
Director of Judicial Affairs & Compliance	Student Affairs
Director of Judicial Affairs & Compliance	Student Affairs
Director of Office of Diversity, Equity, & Inclusion	Student Affairs
Director of Office of Diversity, Equity, & Inclusion	Student Affairs
Director of Outreach & Service Learning	Student Affairs
Director of Outreach & Recruitment	Student Affairs
Director of Running Start & College in the High School	Student Affairs
Director of Running Start & College in the High School	Student Affairs
Director of Student Affairs, Leadership & Involvement	Student Affairs
Director of Student Affairs, Leadership & Involvement	Student Affairs
Director of TRiO Student Support Services	Student Affairs
Director of TRiO Student Support Services	Student Affairs
Director of Welcome Center, Assessment & Testing	Student Affairs
Director of Welcome Center, Assessment & Testing	Student Affairs
Manager of International Student Activities	Student Affairs
Program Coordinators for Diversity, Equity & Inclusion	Student Affairs
Manager of International Student Activities	Student Affairs
Program Coordinators for Diversity, Equity & Inclusion	Student Affairs
Student Life Club/Organization Advisors	Student Affairs
Student Life Club/Organization Advisors	Student Affairs
Student Life Office Assistant III	Student Affairs
Student Life Program CoordinatorStudent Life Office Assistant III	Student Affairs
Student Life Program Coordinator	Student Affairs
Student Life Program Support Supervisor	Student Affairs
Student Life Program Support Supervisor	Student Affairs
Title IX Coordinator for Students	Student Affairs
Other Campuses	
Enumclaw Campus – Operations Director	Branch Campus
Kent Campus—Director of Instructional Support & Operations	Branch Campus
Kent Campus—Program Coordinator	Branch Campus
Kent Campus—Program Manager	Branch Campus
Auburn Center Campus—Operations Manager (applicable starting July 1, 2016)Downtown	Branch Campus
Auburn Center Campus—Operations Manager (applicable starting July 1, 2016)	Branch Campus
Part-Time Positions	
Student Leadership positions (Community Leadership Education Outreach or CLEO)	Student Affairs
Athletic Coaches, assistant coaches, and	Student Affairs
Resident Assistants	CCA Housing

Please note that a CSA is not responsible for determining authoritatively whether a crime took place—that is the function of Campus Safety and/or law enforcement personnel. A CSA should not

try to apprehend the alleged perpetrator of the crime. This is the responsibility of Campus Safety or law enforcement. It is also not the responsibility of a CSA to try and convince a victim to contact law enforcement if the victim chooses not to do so.

Pastoral and Professional Personal Counselors

There is an exemption of Clery CSA mandated reporting for two types of positions, college professional personal counselors and pastoral counselors. Green River does not have any pastoral counselors, but does have two specific full time faculties (and 1 adjunct faculty) whose professional responsibilities include personal counseling. Thus, when these faculty counselors are acting within the scope of their employment, they are not considered to be CSAs and are not required to report crimes for inclusion in the annual disclosure of crime statistics. However, our campus faculty counselors are encouraged if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion in the annual crime statistics.

Limited Voluntary Confidential Reporting

Green River College encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, GRC cannot hold reports of crime in confidence. Anonymous reports to CSAs or Campus Safety may be filed for statistical reporting purposes. A student's privacy concerns are weighed against the needs of the College to respond to certain incidents and crimes. To the greatest extent possible, all reports will remain private. In compelling situations, GRC reserves the right to take reasonable action in response to any crime report, and information may be shared with appropriate departments and agencies under a need-to-know basis when it pertains to investigative needs and safety concerns of the campus community. All reports submitted on a confidential or anonymous basis are evaluated for purposes of issuing a campus-wide "timely warning notification" as well as inclusion in the annual crime statistics.

Alternatives to Immediately Filing a Police or Safety Incident Report

Victims and witnesses may also report a crime through the college system or the criminal justice system at a later date.

The alternatives available for people to use instead of filing a report immediately about a crime incident include:

- Report the crime to a CSA or Campus Safety at a later date
- Make a complaint to a Dean within the division of Student Affairs. Such a complaint may be used for actions which include, but are not limited to, on-campus disciplinary proceedings
 - Dean of Enrollment & Completion—253-833-9111 ext. 3307, SA 206E
 - Dean of Campus Life— 253-833-9111 ext. 6024; SU-240E
 - Senior Director of Student Affairs --253-833-9111 ext. 2646, SA-210D
- Make an anonymous report to the Campus Safety Department; 253-833-9111 ext. 3350; AD Building
- Contact a different department/office for help: the CCA Office, 31920 124th Avenue SE, Auburn, WA 98092 (253-876-0700), or the Title IX Coordinator/Vice President for Student Affairs (for students) (253-833-9111 ext. 3328, in SA-204) or Title IX Coordinator/Vice President for Human Resources (for employees) (253-833-9111 ext. 3320, in the AD building)

The victim of a crime who does not want to pursue action within the College's judicial system or the criminal justice system may still consider making a report to an alternative campus authority. A student or employee can notify the Office of the VP of Student Affairs or the Office of the VP of Human Resources about a crime and they can file an internal report without revealing their identity.

The campus cannot guarantee confidentiality, but does guarantee privacy. The purpose of a confidential report is to comply with their wish to keep the matter confidential, while taking steps to ensure their future safety and the safety of others. Further options will be discussed with the reporting party. 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 dangers. Reports filed in this manner are counted and disclosed in the annual crime statistics for the College.

Monitoring Campus, Non-Campus and Public Property for Criminal Activity

At the beginning of each quarter, Green River College collects data about all non-campus locations for college and other GRC events and activities, including days of the week and time of day. This information is added to a spreadsheet and Campus Safety personnel then adds local law enforcement and fire jurisdictional contact information. Between January and July of each calendar year, letters of inquiry are sent to these local police jurisdictions inquiring about specific Clery crimes associated with each address during those specific dates/times. These letters are sent by certified mail, and their associated certification labels are included in the Campus Safety Office Correspondence file. When these letters are answered, their contents are analyzed and any crime deemed to be within the exact Clery geography of that location is added to the crime data for that year.

Green River College Notifications of Timely Warning Policy

Students, faculty, staff, community members, and guests are encouraged to report all crimes and public safety-related incidents to Green River College Campus Safety in a timely manner, to aid in providing accurate and timely warning notices to the community when appropriate, and to ensure inclusion in the annual crime statistics. The Timely Warning Policy (SA-92) can be found at:

<https://www.greenriver.edu/campus/policies-and-procedures/student-affairs-policies/>

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

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

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

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

Updates about any particular case shall be distributed via blast email to all college email addresses and will be posted on the Campus Safety website. Additionally, notifications via text will be sent to members of the campus community and others outside the community who have signed up for the notifications (e2campus alerts). Anyone can sign up for these alerts at:

<https://www.greenriver.edu/campus/campus-safety/emergency-safety-alerts/>. Anyone with information that warrants a timely warning notification should report the circumstances to Campus Safety by phone at (253) 288-3350, or in person at the AD Building.

Responding to Emergencies and Emergency Notifications

In light of recent emergent events that have happened on college campuses in the last five years, Green River mindfully began strengthening its planned response to adapt to any emergency situation. Thus, Green River College actively examines ways to prepare for and respond to emergency situations, which are often dynamic.

Emergency Medical Response Procedures

Students, faculty, staff, and guests should report any emergency medical situations to Green River College Campus Safety at extension 3350 from any college phone or 253-833-3350 from an external phone, or by calling 911. A comprehensive list of Automated External Defibrillators (AED) and First Aid Kit locations throughout the main campus can be found under the resources tab of the “Emergency Operations” web page at: <https://www.greenriver.edu/campus/campus-safety/emergency-preparedness/emergency-operations-plan/>.

General Emergency Information

Green River has a well-developed process for significant emergencies or dangerous situations involving an immediate threat to the health and safety of students, employees, and visitors. The process is detailed in the Green River College Emergency Operations Plan (EOP) which includes information about the College’s operating status parameters; incident priorities; shelter-in-place and evacuation guidelines; and local contingency and continuity planning requirements. The EOP is designed to take on an all-hazards approach to both natural and human caused hazards. Divisions, departments, offices and individuals are encouraged regularly to familiarize themselves with information in this plan. The EOP and other preparedness resources available on the Campus Safety website are located at:

<https://www.greenriver.edu/campus/campus-safety/>.

College departments are responsible for developing their individual contingency plans and continuity of operations plans for their staff and areas of responsibility. The College conducts emergency response exercises each year, which may include one or more activities, 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. Campus Safety director has received training in the Incident Command System 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; Campus Safety, City of Auburn Police Department and/or Valley Regional Fire & Rescue at the two Auburn campuses; Campus Safety, the Kent Police Department, and/or Kent Fire &

Rescue at the Kent campus; and Campus Safety, the Enumclaw Police Department, and/or Enumclaw Fire & Rescue at the Enumclaw campus and local law enforcement agencies for any other Green River off-campus buildings/properties (See Appendix 5). They typically respond and work together to manage the incident. Depending on the nature of the incident, other Green River College departments and other local, state, or federal agencies could also be involved in responding to the incident.

General information about the emergency response and evacuation procedures for Green River College are publicized each year as part of the institution's Clery Act compliance efforts and that information is available on the Green River College Campus Safety website at the following link:

<https://www.greenriver.edu/media/content-assets/documents/campus/safety/grcc-campus-safety-plan.pdf>. Detailed information and updates to the Green River College Emergency Operation Plan are available upon request to the Emergency Operation Center (EOC) (www.greenriver.edu/safety).

All members of the Green River College community are advised on an annual basis through email that they are required to notify Campus 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. In addition, Campus Safety has a statement on its website saying that "*campus community members are required to report these serious incidences or occurrences*" to them. Campus 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, Campus Safety has a responsibility to respond to such incidents to determine if the situation does indeed pose a threat to the community. If and when that is the case, Federal Law requires that the institution immediately notify the campus community, or the appropriate segments of the community, that may be affected by the situation. This will be done following the Green River College Emergency Notification protocols.

Emergency Notification to Green River College about an Immediate Threat

In the event Campus Safety receives information from any office or department on the college campus, and confirms that a situation may pose a threat, or is an immediate threat to the health and safety of the Green River College, the director of Campus Safety will notify the Vice President of Student Affairs and the Executive Director of College Relations who will determine the content of the **Emergency Notification** message. Some or all of the systems described below will be used to communicate the threat to the Green River College Community or to the appropriate segment of the community if the threat is limited to a particular building or segment of the population. The Vice President of Student Affairs and the Executive Director of College Relations will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification through one or more of the following systems: blast email, alerts using e2campus, to include sms messages and automated phone calls, campus telecommunications public address systems, building captains, website, social media, desktop alerts and notifications to radio and TV stations to broadcast messages. Unless issuing a notification will, in the judgment of the first responders (including, but not limited to, Auburn Police, Kent Police, Valley Fire Authority, and King County) compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

These methods of communication for Emergency Notification include network emails and emergency text messages that can be sent to a phone or PDA, Individuals can sign up for this service through the Campus Safety website by using the College Alert System at:

<https://www.greenriver.edu/campus/campus-safety/emergency-safety-alerts/>. Students are not

automatically signed up when registering for classes, but can sign up if they choose to do so. In addition, the College can send emergency “push” messages that appear on the screens of college-owned computers connected to the College network. The College will also post updates during a critical incident on the Green River College main website. Students, employees and members of the larger community who are interested in receiving information about emergencies on campus are encouraged to also sign up for these emergency message systems (free of charge).

Emergency Operations Center

Green River College activates its Emergency Operations Center (EOC) during times an emergency response is being tested or is actually needed. The EOC is designed to guide the campus and employees to respond appropriately when emergency situations exist. The EOC developed the campus-wide Emergency Operations Plan (EOP). The EOP is an “all-hazards” document that contains concepts and procedures that apply regardless of the nature or origin of an emergency or disaster. The response to any major crisis or disturbance will be conducted within the framework of this plan. Critical to this goal is being knowledgeable about what to do in the event of an emergency.

The Green River College EOP is operated under the Incident Command System (ICS) as designed by the National Incident Management System (NIMS). The ICS is a standardized, on-scene, all-hazards incident management approach that:

- Allows for the integration of facilities, equipment, personnel, procedures and communications operating within a common organizational structure.
- Enables a coordinated response among various jurisdictions and functional agencies, both public and private.
- Establishes common processes for planning and managing resources.

The primary objective of the ICS is the management of assigned resources for effective control of any situation. The ICS organization expands in a modular fashion based upon the type and complexity of the incident. The Incident Commander manages major functions until span of control restrictions require the delegation of emergency functions.

Emergency Operations Center Locations--The Emergency Operations Center is a designated location from which the Green River Emergency Operations Team will coordinate and gather the appropriate resources for the situation. There are secondary locations pre-identified in case of building failure.

How to Report an Emergency:

The campus community is encouraged to call 9-1-1 to report any situation on-campus that could constitute a significant emergency or dangerous situation involving an immediate or on-going threat to campus. They should also contact Campus Safety (253-288-3350) so to facilitate additional assistance to emergency first responders.

General Emergency Procedures

No emergency is ever the same therefore no single response can dictate how an emergency will be dealt with. Green River College will do everything within its power and resources to prevent the loss of life and property.

Minimum guidelines for reacting immediately to an emergency:

- Always assess if anyone is injured and the severity of injuries. Immediately call Campus Safety at 253-288-3350 or dial 9-1-1.
- Provide traffic control assistance to enable emergency vehicles to respond.
- Never speculate about the circumstances of an emergency.
- Follow directions given by law enforcement or emergency response personnel.
- Remain calm; keep each other informed as much as possible; reassure others.
- Do not speak to the media; direct them to Campus Safety or the Executive Director of College Relations or the Vice President for Student Affairs
- Closely monitor all communication channels available at the time to keep informed of developments, especially before traveling to campus.

Logical Response and Recovery Steps

Step 1: Emergency occurs;

Step 2: Campus Safety calls emergency agencies and facilities;

Step 3: Facilities calls the appropriate utilities as needed;

Step 4: Incident Commander makes a decision to activate the EOC:

Step 5: Once the EOC is activated, all Emergency Operations Center members are to meet at the Incident Command Center without delay (If possible)

Step 6: Further action is determined by the emergency and the Incident Commander.

Rally Point Locations

In the event of a building evacuation on any Green River College campus, all occupants should assemble at the nearest designated Rally Point location. Each building is assigned to the nearest Rally Point location below. They are told to make sure to familiarize themselves with the map and Rally Locations. Building Captains and other personnel will help facilitate building evacuations to specified Rally Locations.

Table 2: Rally Point Locations for Emergency Evacuation Purposes

AUBURN (MAIN) CAMPUS	
Building	Rally Location
AD, HR	P12 parking lot east of AD building
Campus Corner Apartments	P15 parking lot east of CCA
Child Care Facility	Parking lot on the east side of the building
Holman Library	Parking lot west of RLC (between P1 & P2)
IVC, IVD, CH 2nd Floor Exit Pathway	Pond area between TC and CH
OEB, ZWC	P3 parking lot north of ZWC
PE, Fitness Center, IVA	P9 parking lot north of Fitness Center
SC	P4 parking lot
SH, TC	Salish Commons
Trades Complex	P-17 parking lot east of Trades Technology
SU, SH, PA, SA, HR	Kennelly Commons
CH 1st floor exit, WT, MC, FO	P6 parking lot south of Cedar Hall

KENT CAMPUS	
Building	Rally Location
Kent Campus—exiting on west side or under sky bridge	West parking lot 2nd light standard
Kent Campus—exiting on the east side	Kent Station Water Fountain
ENUMCLAW CAMPUS	
Building	Rally Location
Enumclaw—exiting on north side of the building	Across the street on the sidewalk
Enumclaw – exiting on the South side of the building	Parking lot (east corner by dumpster)
DOWNTOWN AUBURN CENTER CAMPUS	
Building	Rally Location
Downtown Auburn Campus	Public area to the north of the Metro bus driveway
Auburn Center—exit through the west emergency door	Second Blue Dialer Pole in the parking
Auburn Center—exit through the east emergency door	D-street entrance

Emergency Contacts

Below in Table 3 are the main phone numbers that may be useful during a situation on campus that calls for emergency protocols.

Table 3: Campus phone numbers for all emergency calls

Department	Campus extension	External number
Auburn Center Campus: Washington Certification Services (These are not in Service after June 30, 2016)	4953 3372	253-333-4953 253-833-7681
Auburn Center Campus (In Service after July 1, 2016)	3455	253-288-3455
Campus Safety	3350	253-288-3350
Campus Facilities & Maintenance	3333	253-288-3333
Campus Switchboard	0	253-833-9111
Campus Corner Apartments	3620	253-876-0700
Childcare Center	N/A	253-939-7400
Enumclaw Campus	3400	253-288-3400
Kent Campus	5000	253-856-9595

Purpose and Objectives of Emergency Operations Plan

The Emergency Operations Plan (EOP) is designed to effectively coordinate the use of college and community resources in responding to all levels of campus emergencies and incidents. It is activated by the President of Green River College or any senior administrator present whenever such an emergency or incident reaches proportions beyond the capacity of routine procedures. The College will interact with local law enforcement, fire departments, and other county, state, and federal agencies as necessary.

The EOP is based on the framework of the four phases of emergency management as displayed below in Table 4.

Table 4: Four Phases of Emergency Management

Phase	Definition of Actions
Prevention/Mitigation	Actions taken to decrease (prevent the likelihood that an event or crisis will occur and to eliminate or reduce the loss of life and property damage related to an event or crisis (mitigation)
Preparedness	Development of the strategies, processes, and protocols to prepare for potential emergencies
Response	Operational effort to effectively respond to and resolve an emergency
Recovery	Coordination of resources to recover from an emergency and return to normal operations

The primary objectives of the EOP are to:

- Provide an organizational and procedural framework for the management of emergency situations.
- Establish comprehensive communications and information management.
- Determine the level of response for emergencies through a clear decision process.
- Ensure the continuity of campus operations.
- Practice resilient behaviors through regular exercises and drills to build the institutional skills and capacity to manage real crises.

Alert/Threat Levels & Types of Incidents

The threat levels and incidents that may occur at Green River College have been classified in a way to ensure that they will be addressed in the most efficient and effective way. The threat levels are displayed below in Table 5.

Table 5: Alert/Threat Levels

Level 1 Disaster	Level 2 Major Emergency	Level 3 Minor Emergency	Level 4 Minor Incident
A community, region or nationwide emergency that seriously impairs or halts the operation of the College	A serious emergency that completely disrupts one or more operations of the College and may affect mission critical functions of life safety	A localized contained incident that is quickly resolved with internal resources or limited help and does not affect the overall functioning capacity of the College	Incidents that happen during daily operations that require minimal internal or external resources and do not affect the daily operations of the

<ul style="list-style-type: none"> • Mass casualties • Natural disaster such as earthquake or flooding • Large-scale hazardous material spill • Health epidemic • Major weather emergency • Armed assailant • Widespread utility outage 	<ul style="list-style-type: none"> • Major Fire • Violent criminal behavior • Campus wide-power outage • Bomb Threat • Laboratory explosion • Suicide • National terrorist incident • Workplace violence • Public health threat • Severe weather • Campus evacuation 	<ul style="list-style-type: none"> • Small fire • Small hazardous material incident • Limited power outage • Peaceful or minor civil disturbance or demonstration 	college <ul style="list-style-type: none"> • Minor medical incident • Minor criminal activity such as theft • Minor/short term facilities or utility failure
EOC Activation	EOC Activation	EOC Alert	No EOC Activation

Priority Objectives

This relates to how to process and deal with situations. Priority 1 Objectives relate to preservation and safety of human life. Priority 2 and 3 Objectives relate to preservation of property and restoration of normal operations. Effort and action will focus on Priority 1 Objectives until substantially met. Priority 2 and 3 Objectives will be addressed as resources are available.

Priority 1 Objectives

- Establish emergency communications with affected areas.
- Assess damage, injuries, and location(s) of major problems.
- Evacuate affected locations.
- Isolate dangerous areas.
- Establish medical triage and first aid areas and transport seriously injured to medical facilities if necessary.
- Repair utilities and lifelines to prevent further life/safety hazards.
- Identify and rescue persons trapped in damaged facilities.
- Control secondary hazards.

Priority 2 Objectives

- Communicate critical information and instructions to campus, the public, families and students.
- Shore up damaged facilities that pose safety hazards.
- Provide emergency food and shelter as needed.
- Conduct rapid structural engineering assessment of campus facilities.
- Track status of any and all injured and missing students and personnel.
- Restore college telecommunications systems as soon as possible.
- Assess local transportation conditions and advise campus regarding viable routes.

- Secure closed facilities.
- Begin documentation of damages.

Priority 3 Objectives

- Initiate Data Recovery Plans.
- Identify and secure valuable college materials.
- Normalize flow of supplies and equipment from off campus.
- Provide psychological and personal assistance to staff, faculty, students and others impacted by the event.
- Re-allocate residential, academic and administrative operating space, if necessary.
- Provide space to external agencies, if necessary and possible.

Testing Emergency Response and Evacuation Procedures

A drill is coordinated by Campus Safety or EOC during each academic school year for all Green River College campuses (Auburn (main), Downtown Auburn Center, Enumclaw and Kent). This drill may be either announced or unannounced and will include a test of any of the following emergencies: earthquake, evacuation, fire drill, active shooter scenario, bomb threat, suspicious package, campus alert system, or other event as deemed appropriate.

The emergency response and evacuation procedures are tested yearly at our campus locations, and three evacuation drills a year (one each quarter during the academic year) more often at CCA residential housing and at the Child Care Center. 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 an emergency. At Green River College, evacuation drills are used as a way to educate and train occupants on 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. The college uses a system of having "Building Captains" for each of the buildings on campus. These Building Captains have been provided with rolling suitcases that have been stocked with first aid supplies, flashlights, etc. Campus Safety schedules a meeting for Building Captains to meet at least quarterly during the year to discuss questions, become reacquainted with campus security protocols, and learn about new procedures.

Evacuation and emergency drills are monitored by Campus Safety to evaluate egress and behavioral patterns. A report is prepared for the members of the Emergency Operation Center identifying deficient emergency equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments and offices for consideration.

The college has at least one announced fire/emergency building drill once a year for each of the four campus locations. Residential housing (CCA) on the Auburn (Main) Campus has one announced or one unannounced fire drill quarterly. The Child Care Center has a monthly announced fire drill. Below is a table of the fire/emergency drills for calendar year 2016:

Table 6: Emergency Drills during 2016

EMERGENCY DRILL SITE/DEPARTMENT	DATE	START TIME	END TIME	ANNOUNCED OR UNANNOUNCED/TYPE OF DRILL	STUDENTS/EMPLOYEES
CCA Housing	4-20-2016	10:20	10:23	Unannounced	STUDENTS/EMPLOYEES
CCA Housing	9-27-2016	12:30	12:33	Unannounced	STUDENTS/EMPLOYEES
Earthquake Drill for every campus location	10/20/2016	12:00	12:10	Announced	STUDENTS/EMPLOYEES
Child Care Center	1/27/16	11:00am	11:01	Announced	Children/Employees
Child Care Center	2/26/16	9:55	10:00	Announced	Children/Employees
Child Care Center	3/28/16	10:56	10:57	Announced	Children/Employees
Child Care Center	4/27/16	10:54	10:55	Announced	Children/Employees
Child Care Center	5/23/16	9:30	9:33	Announced	Children/Employees
Child Care Center	6/30/16	12:00	12:10	Announced	Children/Employees
Child Care Center	7/29/16	9:50	9:53	Announced	Children/Employees
Child Care Center	8/31/16	8:05	8:08	Announced	Children/Employees
Child Care Center	9/29/16	9:10	9:13	Announced	Children/Employees
Child Care Center	10/26/16	10:20	10:22	Announced	Children/Employees
Child Care Center	11/30/16	2:15	2:18	Announced	Children/Employees
Child Care Center	12/30/16	11:25	11:26	Announced	Children/Employees

Campus Safety has evacuation and shelter-in-place instructions published on its website in the Emergency Operations Plan (EOP) for a variety of emergencies (<https://www.greenriver.edu/media/content-assets/documents/general-information/emergency-operations-plan-2016-17.pdf>). In addition, students receive information about evacuation and shelter-in-place procedures during every fall quarter through email. Green River College Campus Safety will complete a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year. Campus Safety and the College administration have learned that when classes are in session it takes time to evacuate the campus when the college has been unexpectedly closed during the day. Thus, staff are directed to wait until most students have left (usually about 60 minutes), and then they can leave. Campus Safety has their personnel assist with traffic flow egress at various parking lots and at the main entrances.

Emergency Response/Resiliency: Green River College has an active Emergency Management Program involving senior college leadership. As part of the college’s resiliency program, Campus Safety, Information Technology Department, and the Student Affairs Division provide resiliency information to staff to generate pre and post incident management and recovery. This includes recovering from traumatic incidences including assaults and other major crimes, to bouncing back from natural disasters.

Missing Student Policy

Green River has implemented a policy for missing residential students which can be located at this link: <https://www.greenriver.edu/campus/policies-and-procedures/student-affairs-policies/sa-27-missing-student-policy/>. The College requires that every student who resides on campus, regardless of their age, must identify a contact strictly for missing person’s purposes. That person shall be the first contact person in the event that the student would be officially reported missing during his or her tenure at the College. This information will be maintained confidentially, and will only be provided to appropriate authorized campus officials. It will be disclosed to law enforcement personnel in furtherance of a missing person investigation. If any member of the campus community, family member or friend has reason to believe that a resident

student's absence is contrary to their normal behavior, the Campus Safety Office shall be notified immediately and will initiate an investigation.

The College has 24 hours after receiving the report that the student is missing to initiate specific missing student notification procedures. However, the College can initiate their procedures for a missing student before 24 hours has passed.

When the student is under the age of 18 and not emancipated, the institution must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.

Reports of missing persons will be expeditiously investigated. The Green River College Campus Safety Office will be the lead investigative agency when in receipt of a missing person report, unless another law enforcement agency assumes primary responsibility. When possible, a liaison will be established to support the missing student's family and to assist in the investigation.

A person is presumed missing when their absence is inconsistent with their established patterns of behavior and the deviation cannot be readily explained. Before presuming that a person is missing, reasonable measures should be taken to determine that no one familiar with the person has seen or heard from the person for an unusual period of time or is aware of where they may be. At that point, they need to notify Campus Safety at 253-288-3350.

NOTE: Regarding any students or college staff who are non-Campus Corner Apartment residents, people should contact GRC Campus Safety, 253.288.3350, as soon as they have determined that the individual is missing.

Reporting and Investigating Missing Persons: Persons can report students missing to one or all of the following individuals in Table 7.

Table 7: Persons to whom individuals can report missing students

Position	Contact Info
Director of Safety	253-288-3350
Vice President of Student Affairs	253-288-3328
Senior Director of Student Affairs	253-833-9111 ext. 2646
Dean of Enrollment & Completion	253-833-9111 ext. 3307
Dean of Campus Life	253-833-9111 ext. 6024
Director of Housing	253-833-9111 ext. 3601
Director of Judicial Affairs	253-833-9111 ext. 3397

When any of the above are contacted, he/she then has the responsibility to immediately contact the Director of Campus Safety (or his designee) to initiate an investigation. The Director of Campus Safety will keep the Vice President of Student Affairs and the Director of Housing abreast of the process of the investigation. Please note that many times Residence hall staff, building directors, and other Student Affairs personnel may actually be the first contacts to whom students report other missing students. If that occurs, then, whoever was contacted needs to immediately contact the Director of Campus Safety. There is no waiting period for an individual to report a missing person. Campus Safety will investigate, following established protocol, all cases of missing persons that are brought to their attention. The

Campus Safety Office will serve as the lead investigating agency unless superseded by a local law enforcement agency, a Prosecutor's Office or State of Washington or Federal agency with appropriate jurisdiction.

Identifying an Emergency Contact Person: During *Move-in Day* at CCA, all students are asked to provide the Campus Corner Apartments' Housing Office with the name and contact information of a person to be contacted in the event they become missing. This form is known as the *Missing Student Contact* form. The form is collected and kept in a confidential locked file cabinet in the CCA Housing Office and will only be released to appropriate authorized campus officials to assist in the missing student notification and investigation (and may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation). If the missing student did not provide missing person contact information then CCA will contact the person(s) the student listed as the point of contact or their Guarantor on their housing contract. Each quarter students are given the opportunity to update the information.

Informing Designated Missing Person Contact or Appropriate Others: After investigating a missing person report, should Green River College Campus Safety determine that the student has been missing for 24 hours, Green River College Campus Safety will notify:

- the Auburn Police Department
- the student's missing person contact(s)
- the student's parent or legal guardian (if the person is under the age of 18 and is not an emancipated individual)
- the appropriate Consulate in case the student is an international student (Campus Safety will work directly with the International Program Extended Learning Dean to facilitate the connection with the Consulate)
- Note: for students under the age of 21: Suzanne's Law requires law enforcement to notify the National Crime Information Center (NCIC) when someone between the age of 18 and 21 is reported missing, as part of the national "Amber Alert" bill. NCIC is the United States' central database for tracking crime-related information. The NCIC has been an information sharing tool since 1967. It is maintained by the Criminal Justice Information Services Division (CJIS) of the Federal Bureau of Investigation (FBI) and is interlinked with federal, tribal, state, and local agencies and offices.

Security Awareness and Crime Prevention Programs for Students and Employees

Green River College offers many programs designed to inform students and employees about campus safety and security procedures and practices as well as, crime prevention. A common theme of all awareness and crime prevention programs is to encourage students and employees to be responsible for their own safety and for the safety of others on campus. On-going crime prevention and safety awareness programs on personal safety and security are sponsored by various campus organizations throughout the year. The programs include general crime prevention and security awareness programs such as safety education forums, programs and discussions about topics such as alcohol abuse, domestic violence, fire safety, emergency response and evacuation procedures, driving safety, and theft protection.

Security Awareness Programs for Students and Employees

Table 8: Security Awareness Programs for Students and Employees

Program Topic	Frequency	Students / Employees	Notes
Response to Active Shooter	Wtr, Spg & Fall Qtrs	Students & Employees	Criminal Justice Classes
General Safety	All quarters	Students	Orientation to College class for International students, Journalism courses, new international students at CCA housing
Safety Awareness	Twice/year	Students & Employees	Students, and student leaders and student life employees
Alcohol Use/Abuse	Periodically	Students	Students involved with discipline made aware of choices
Health/Safety Orientation	Annually	Students & Employees	Student Athletes and coaches
Safe Sex & Information	Bi-monthly	Students	Health Department offers and promotes low or no cost services
Domestic Violence (DV)	Twice/year	Students	Presenting DV info and outside resources of DAWN and YWCA
Violence Against Women Act	Three times/year	Students & Employees	Defined Personal Safety Against Violence (P-SAV) Committee role and connection to community services.
Health & Safety Brochures	Brochure racks updated monthly	Students & Employees	Various health and safety brochures displayed in brochure racks throughout the college and in Campus Corner Apartments
Alcohol Awareness	Annually	Students & Employees	Drinking habits and safety
Sexual Responsibility including safety with intimate relationships	Three times/year	Students	Safe relationships, communication, safe sex, etc. (both to students and student employees)
Health Fair	Annually	Employees	Training for AED and CPR available
Marijuana Use/Abuse	Three times/year	Students & Employees	Covers the use and abuse of marijuana and the fact that marijuana use at GRC is illegal
Bystander Intervention	Annual/Quarterly	Students	GRC has an on-line video educational program that promotes security awareness in situations in which bystander intervention may be helpful, Also, a second on-line program in keeping safe, Campus Clarity, is annually sent to students (and is provided to new students quarterly). This information is also included in the curriculum in all Transitional Studies 101 course sections

In addition, the campus provides an annual Health Fair, which occurs in May, involving Drug and Alcohol information. During the health fair 2015, fair attendees learned how to use AEDs and received overviews on CPR. Students can find information on counseling and health services at: <https://www.greenriver.edu/campus/campus-resources/counseling-services/>. College and community resources are available to assist students and employees with problems related to alcohol and other substance abuse. Green River College also provides free counseling services in which confidentiality is maintained. These counselors also serve as members of the Behavioral Intervention Team (BIT), to serve as responders for anyone in crisis.

Crime Prevention Programs for Students and Employees

As a public college, Green River is uniquely challenged to strengthen our safety and security while also preserving the openness and public accessibility that we so highly value. While there are no sure solutions to preventing crime, the College has measures in place to enhance our community's safety and help in crime prevention. These measures include:

- **Campus Safety Staff:** The Campus Safety staff of 32+ personnel dedicated to crime suppression and prevention. The department closely coordinates mutual aid resources with neighboring police jurisdictions for all four of the College campus locations.
- **Campus Safety patrols:** The Campus Safety staff patrols all Auburn (main) Campus areas. They wear a uniform so as to be easily recognized by students, employees, and visitors.
- **Emergency Notifications—**Campus Safety employs emergency notifications including a system that sends alerts to cell phones, emails of campus leadership and Emergency Operations Center personnel. Also, email notification can be sent to every person at Green River with an email address.
- **Intercoms –** The College's telephonic system is capable of functioning as an intercom and can broadcast emergency warning messages through campus phones in offices and classrooms on all campuses.
- **Walking Escorts—**Campus Safety provides an "escort" service at the Auburn (main) Campus for staff and employees at dusk and during evening hours to walk from their classroom or office to their parked vehicle.
- **Safety Ride—**Campus Safety provides After-Hours Safety Rides to and from the Campus Corner Apartments, off-campus apartments located nearby, home shares, Holman Library, and to/from local stores within the nearby Auburn main campus area. The hours of operation are Sundays through Thursdays, 5 pm until 1:00 am, and Friday and Saturdays from 5 pm to 2 am.
- **New Employee Campus Safety Orientation—**Campus Safety provides an orientation to new employees about the department and how each employee can assist with crime prevention by being aware, calling Campus Safety about suspicious persons and/or activities.

Table 9: Crime Prevention Programs for Students and Employees

Program Topic	Frequency	Students / Employees	Notes
General Crime Prevention	Twice/year	Students	CCA programming about crime prevention is presented to the new international students.
Bystander Intervention Programs	Quarterly	Students	Alcohol and Sexual Assault on-line educational programming for bystander intervention when there is alcohol and/or possibility of a sexual assault occurring. (https://home.campusclarity.com/)
Active shooter Trainings	Quarterly	Students & Employees	Green River College Safety Department has provided 3 Active Shooter trainings to students in the class setting, including the use of multi-media for the delivery of information during 2015. During 2015 there were no trainings available for employees, but it was available upon request.
New Employee Campus Safety Orientation	Monthly	Employees	Campus Safety provides an orientation to new employees about the department and how each employee can assist with crime prevention.
Safety Rides	Daily	Students	Campus Safety provides After-Hours Safety Rides to and from the Campus Corner Apartments, off-campus apartments located nearby, home shares, Holman Library, and to/from local stores within the nearby main campus area. The hours of operation are Sundays through Thursdays, dusk until 1:00 AM, and Friday and

			Saturdays 6:00 PM to 2:00 AM.
Walking Escorts	M-F	Students & Employees	Campus Safety provides an "escort" for faculty, staff and students to walk to or from their classroom or office to anywhere on campus.

Further, whenever a Timely Warning Notification is issued, there always is a section to educate students and employees on what they can do to help prevent the same type of crime from happening to them.

Bystander Intervention Programs

Bystander intervention was explored by the Personal Safety Against Violence (P-SAV) committee (see page 49 for a full explanation and description of P-SAV) and determined that it was a vital component to preventing crimes against persons and helping others in potentially unsafe circumstances. The P-SAV brochure (***What You Need To Know and How to Get Help about Personal Safety Against Violence***) includes information about Bystander Intervention. It can be found at this link:

(<https://www.greenriver.edu/media/content-assets/documents/campus/safety/personal-safety-against-violence-brochure.pdf>) As well, a series of videos for all students and prospective students was created (based partially on videos from the University of Montana) specifically about Bystander techniques. This video (which has open captions to assist those who may have hearing issues or whose English is not their first language) can be viewed at the following link:

<https://www.youtube.com/playlist?list=PLDRs78CN8uog1LjRNeI0BjiCRQsH1o-T-> It remains available for use by different programs and courses here at Green River.

Green River College implemented a Bystander Intervention Programs in the calendar year of 2015.

- During the calendar year 2015, the Washington State Board of Community and Technical Colleges purchased a video program to be implemented state-wide, called *Campus Clarity* (a specialized on-line educational program for substance abuse and sexual assault prevention). Green River implemented this second program in the Fall of 2015 to new students.
- A since revised version of *Campus Clarity* specific to community college students is currently being used for new students during the calendar year of 2016.

Individual Responsibility

Green River College works hard to promote and ensure the safety of all individuals within its community, which includes students, faculty, staff and visitors. However, everyone must also take responsibility for his or her own safety and that of their belongings. Simple precautions are the most effective means of maintaining personal security. All individuals should strive to become less vulnerable to crime and take ordinary precautions to help with ensuring their safety. Examples of precautionary measures include:

- **Signing up for Campus Safety Alerts:** Signing up for Green River Campus Safety Alerts (e2Campus at <https://www.greenriver.edu/campus/campus-safety/emergency-safety-alerts/>)
- **Requesting Campus Safety escort service:** Any staff or student who wants to have an escort when walking across campus may request this from Campus Safety. **Requesting a Campus Safety Ride:** Campus Safety provides rides to and from the CCA Apartments, off-campus apartments located nearby, home shares, Holman Library on campus, and local stores within the area. The hours of operation are Sundays through Thursdays, 5 pm till 1am, and Friday through Saturday 5pm to 2am
- **Taking care, Being Aware:** All individuals should notify Campus Safety of any individual on campus or in a building, who appears to have no legitimate business there, or who arouses

suspicion in any way. All individuals are also urged to report any activity or crime occurring off-campus. Students and staff are encouraged to remain aware of their surroundings at all times

- **Locking Vehicles/No Valuables left in cars:** All students, faculty, staff and visitors are encouraged to not leave valuables in vehicles and to lock vehicles
- **Walking with partners:** Walk with partners or friends across campus, to and from housing, to nearby stores, public parks, and apartment buildings, etc.
- **Securing Bicycles:** Make sure when using bicycles on campus to secure them with good locks at campus bicycle racks

Alcohol and Drugs

Green River College prohibits the unlawful or unauthorized manufacture, distribution, dispensation, possession, use or sale of alcoholic beverages, controlled substances, and illegal drugs on campus. The impairment by alcohol or drugs of any student or employee while participating in the academic or workplace setting is also prohibited. Green River College employees, students and visitors are required to abide by all federal and state laws, local ordinances, Washington State Board for Community and Technical College policies, and other related state and federal requirements regarding the consumption or possession of alcoholic beverages, controlled substances and illegal drugs.

Drug and Alcohol abuse education programs

Health Services utilizes an individualized educational process for the education about alcohol and other drugs with the goal of prevention of abuse. Health Services also provides periodic group programs which have been designed to respond to the needs and empower the wellness of all members of the college community. The program includes a continuum of activities and services which can be categorized into the three areas listed below:

- Prevention/Education—increase awareness, knowledge, skills and practice of healthier alcohol and other drug choices
- Policy and Procedures—review and revise college policies and procedures regarding alcohol and other drug (AOD) use and abuse, to ensure fair and consistent implementation supportive of the mission of the college as well as federal, state and local guidelines
- Resources
 - A. Consultation—provides all members of the Green River community with the opportunity for a free and confidential consultation about their use/abuse of alcohol or other drugs.
 - B. Referral to Counseling/Treatment—where indicated following a consultation, students will be assisted in finding appropriate services which are designed to help a person stop abusing alcohol or other drugs
 - C. Referral to Self-Help and Support Groups—to support ongoing progress of individuals working on their recovery program, linkages with 12-step groups will be maintained to facilitate quick entry into a group

Should any student or employee have any questions or would like more information about the Health Services focus about alcohol and other drugs, please contact the Health Services office, at 253-833-9111 ext. 2430.

Green River College has a vested interest in the health and well-being of its students and employees. Providing access to substance abuse education materials promotes a healthy campus community. The College recognizes substance abuse as a treatable condition, and offers students and employees

services and referrals for those with substance dependency problems, including informational materials, educational programs, counseling services.

Student Possession, Use and Sale of Alcohol Beverages and Drugs at Green River College

The scope of Green River College Drug Free Campus Policy GA-01 (<https://www.greenriver.edu/campus/policies-and-procedures/general-administrative-policies/ga-1-drug-free-campus-policy/>) also includes language that shows Green River complies with the drug and alcohol regulations mandated by the federal highway administration of the US Department of Transportation, along with other applicable federal , stat, and low laws and regulations. The institution enforces state underage drinking laws as well as illicit drug use through their procedures laid out in *the Student Right To Know and Student Conduct* publication (<https://www.greenriver.edu/media/content-assets/documents/student-affairs/2015-16-student-rights-to-know-and-student-conduct.pdf>) which is made available to all students and employees annually via email, and quarterly thereafter to any new student and/or employee. RCW 66.44.270 and RCW 66.44.290 address underage issues with alcohol. Washington State drug and federal drug laws are identified in the Student Right To Know and Student Conduct publication, as well as in the Washington Administrative Code for conduct at the following link (<http://app.leg.wa.gov/WAC/default.aspx?cite=132J-126&full=true>).

Student Disciplinary Sanctions which are related directly to alcohol and/or drug use by minors

Official college action is taken when violation of state law or college policy regarding alcohol and other illicit drugs occurs. Students have rights within the limitations of statutory law and college policy which are deemed necessary to achieve the educational goals of the college. All disciplinary sanctions are operated under the structure of these rights, which are listed below:

Academic freedom

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

Due process

- The rights of students to be secure in their persons, quarters, papers, and effects against unreasonable searches and seizures is guaranteed.
- No disciplinary sanction may be imposed on any student without notice to the accused of the nature of the charges.
- A student accused of violating this code of student conduct is entitled, upon request, to procedural due process as set forth in this chapter WAC-132J-126-010.

Definition of Disciplinary Terms

Initiation and types of non-academic discipline (Violation of law and college discipline) are described in WAC 132J 126 100 and are applied as appropriate by the Student Conduct Officer. The following definitions of disciplinary terms have been established to provide consistency in the application of penalties:

- **Warning** - A notice in writing to the student that the student is violating or has violated institutional regulations.
- **Probation** - A written reprimand for violation of specified regulations. Probation is indefinite or for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to violate any institutional regulation(s) during the probationary period.
- **Loss of privileges** - Denial of specified college privileges for a designated period of time.
- **Fines** - Previously established and published monetary charges.
- **Restitution** - Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- **Discretionary sanctions** - These may include, but are not limited to, work assignments, essays, service to the college, or other related discretionary assignments.
- **College suspension** - Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- **College dismissal** - Permanent separation of the student from the college.
- **Revocation of admission and/or degree** - Admission to or a degree awarded from the college may be revoked for fraud, misrepresentation, or other violation of college standards in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- **Registration hold** - Students may have their registration privileges blocked pending the completion of specified sanctions/conditions. Holds may be placed and removed only by the vice-president of student affairs or designee.
- **Revocation of club status and loss of college recognition** - Applies to clubs and organizations.

Initiation of Disciplinary Action

All disciplinary actions for the college (especially those involving alcohol use by minors) will be initiated by the Student Conduct Officer. If that officer is the subject of a complaint initiated by the respondent, the President shall, upon request and when feasible, designate another person to fulfill any such disciplinary responsibilities relative to the complainant. Other disciplinary actions needed for Campus Corner Apartments (the College's residential facility) residences will be handled by the Campus Corner Apartments Conduct Officer. Those infractions involving alcohol use by minors are transferred to Campus Safety, which then, in turn, transfers adjudication of the issues to the Student Conduct Officer.

- The Student Conduct Officer shall initiate disciplinary action by serving the respondent with written notice directing him or her to attend a disciplinary meeting. The notice shall briefly describe the factual allegations, the provision(s) of the conduct code the respondent is alleged to have violated, the range of possible sanctions for the alleged violation(s), and specify the time and location of the meeting. At the meeting, the student conduct officer will present the allegations to the respondent and the respondent shall be afforded an opportunity to explain

what took place. If the respondent fails to attend the meeting the student conduct officer may take disciplinary action based upon the available information.

- Within ten days of the initial disciplinary meeting, and after considering the evidence in the case, including any facts or argument presented by the respondent, the student conduct officer shall serve the respondent with a written decision setting forth the facts and conclusions supporting his or her decision, the specific student conduct code provisions found to have been violated, the discipline imposed, if any, and a notice of any appeal rights with an explanation of the consequences of failing to file a timely appeal.
- The student conduct officer may take any of the following disciplinary actions:
 - Exonerate the respondent and terminate the proceedings;
 - Impose a disciplinary sanction(s), as described in WAC 132J-126-130;
 - Refer the matter directly to the student conduct committee for such disciplinary action as the committee deems appropriate. Such referral shall be in writing, to the attention of the chair of the student conduct committee, with a copy served on the respondent.

Student Residential Housing and use of alcohol and illicit drugs

Campus Corner Apartment (CCA) residents and their guests who chose to consume alcohol must be twenty-one or older and must act responsibly while doing so. In addition, residents may not partake in any illicit drug use, including marijuana.

Domestic and International Field Trips/Study Abroad

Students participating in field trips, academic trips, or participating in study abroad in a foreign country are reminded in their orientation to the trip by their faculty/trip advisors that they are accountable to follow GRC's Student Code of Conduct and may be also subject to arrest and legal sanctions for alcohol or drug offenses under the laws of that particular state, country, or institution.

Recognized Student Organizations

Green River College does not have any nationally recognized student organizations except for Phi Theta Kappa (which is an honor society), and it does not have sorority or fraternity status at the College.

Employee Possession, Use of Alcohol and Drugs at Green River College

Green River College promotes a drug-free campus. The college has a vital interest in maintaining a safe, healthy, and productive work and academic environment for its employees, students, and the public. As such, Green River complies with the federal Drug Free Schools and Communities Act, the Drug Free Schools and Campuses Regulations, the Drug Free Workplace Act, the Controlled Substances Act, the drug regulations mandated by the federal highway administration of the US Department of Transportation, and other applicable federal state and local laws and regulations. Green River prohibits the unlawful manufacture, distribution, dispensation, possession, use and/or sale of any controlled substance, including illicit drugs, marijuana, of any kind or any amount. Although possession and use of marijuana is legal under limited circumstances under Washington State law, the manufacture, distribution, dispensation, possession or use of marijuana remains prohibited under federal law, and consequently is prohibited on Green River College property, in the conduct of Green River business, or in conjunction with any Green River activity or associated event.

Communication

To ensure all employees are aware of their critical roles in this, they receive a summary of the Alcohol- and Drug-Free Workplace policy, along with a link to the complete document, health risks, and legal implications during the annual notification of policies. Green River College will make good faith efforts to have and maintain an alcohol and drug-free workplace.

Employee disciplinary sanctions which are related directly to Alcohol and Illegal Drug Use in the Workplace

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

Applicable Legal Standards

Washington State Drug Laws

RCW 46.61.502 & RCW 46.61.504

- Prohibits operating motor vehicle while under the influence of an intoxicating liquor or any drug. Discusses penalties and Alcohol Information School.

RCW 46.61.517 & RCW 46.20.308: Refusal of person to Take Alcohol Test or drug concentration.

- Refusal of person to Take Alcohol Test or drug concentration in the person's blood or breath is admissible in a court of law.

RCW 66.24.481 Public Place or Club

- No public place may keep liquor or permit its consumption unless authorized by a state banquet permit.

RCW 66.44.100 Opening or Consuming Liquor in Public Place

- Prohibits consuming liquor in a public place.

RCW 66.44.200 Sales to Persons Apparently Under the Influence of Liquor

- Prohibits the sale of any alcohol to a person apparently under the influence of liquor.

RCW 66.44.270 Furnishing Liquor to Minors— Possession, Use

- Prohibits the sale or supply of liquor to a minor, and prohibits anyone from permitting a minor to consume liquor on premises under that person's control.
- Prohibits minors from possessing, consuming, or otherwise acquiring any liquor. (At the

College, it is also contrary to the alcohol policy to furnish or permit alcohol to be served to persons who are intoxicated.)

RCW 66.44.290 Minors Purchasing

- Prohibits anyone under age 21 from purchasing or attempting to purchase alcohol.

RCW 66.44.310 Misrepresenting Age

- Prohibits using a false identification card or misrepresenting your age.

RCW 66.44.325 & RCW 66.44.328 False Identification

- Prohibits the use and manufacture of false ID cards.

RCW 66.44.370 Resisting Arrest

- Prohibits anyone from resisting arrest by a law enforcement official.

RCW 69.41.340 Steroid Use by Student Athletes

- Prohibits the use of steroids by student athletes.
- Announces loss of eligibility for use.

RCW 69.41.350 Penalties of possessing

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

RCW 69.50.401 Prohibited Acts: A – Penalties

- Prohibits the manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance. Any person in violation with respect to: (i) a Schedule I or II narcotic is guilty of a crime and upon conviction may be imprisoned for up to 10 years. If the crime involved less than two kilograms of the drug, fined up to \$25,000; or if the crime involved two or more kilograms of the drug, then fined up to \$100,000 for the first two kilograms and up to \$50 for each additional gram.
- The sentence may include both imprisonment and fine, (ii) any other Schedule I, II, III substance is guilty of a crime and may be imprisoned for up to five years, fined up to \$10,000 or both. No one may be in possession of a controlled substance unless it was obtained through a valid prescription of a practitioner. Any person found guilty of possession of 40 grams or less of marijuana shall be guilty of a misdemeanor.

RCW 69.50.406 Distribution to Persons Under Age 18

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

RCW 69.50.408 Second or Subsequent Offenses

- Second or subsequent offenses are punishable by twice the imprisonment and/or fine that is otherwise authorized.

RCW 69.50.410 Prohibited Acts: D - Penalties

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

RCW 69.50.412 Prohibited Acts: E - Penalties

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

RCW 69.50.412 Prohibited Acts: E -- Penalties (as amended by 2013 c 3)

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

RCW 69.50.420 Violations – Juvenile Driving Privileges

- If a juvenile between 13 and 21 is convicted of a violation of this chapter, the court shall notify the Department of Licensing within 24 hours after the entry of the judgment.

RCW 69.50.430 Additional Fine for Certain Felony Violations

- Every person convicted of possessing, delivering, manufacturing, or selling a controlled substance shall, for a first offense, be fined \$1,000 in addition to any other fine or penalty imposed. Persons found guilty of a second or subsequent offense shall receive a mandatory

\$2,000 fine. Unless the court finds the person to be indigent, this additional fine shall not be suspended or deferred by the court.

RCW 69.52.030 Imitation Substances

- Prohibits the sale or misrepresentation of a substance as an illicit drug and any person who violates this shall, upon conviction, be guilty of a class C felony.

Federal Drug Laws

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

21 U.S.C. 844 (a)

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

21 U.S.C. 853 (A) (2) and 21 U.S.C. 881 (a) (4) and 21 U.S.C. 881 (a) (7)

- Forfeiture and property used to possess a controlled substance if the offense is punishable by more than one year imprisonment Forfeiture of vehicles, boats, or aircraft used to transport or conceal a controlled substance. Civil fine of up to \$10,000.

21 U.S.C. 853a and 18 U.S.C. 922 (g) and prosecutions under 18 U.S.C. 922 (g)(8)

- Denial of Federal benefits, such as student loans, grants, contracts, and licenses, up to 1 year for first offense, up to 5 years for subsequent offenses. Revocation of Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are within the authority of some Federal agencies. Ineligible to receive or purchase a firearm.

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

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

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

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

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

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

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

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

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

Sale of heroin Quantity: Any.

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

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

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

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

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

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

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

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

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

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

Employee Assistance Program

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

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

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

Counseling, Treatment, Rehabilitation or Re-entry Resources

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

Residence XII

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

Women's alcohol and drug rehabilitation 12029 113th Avenue NE
Kirkland, WA 98034
425.823.8844

Thunderbird Treatment Center

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

Operated by the Seattle Indian Health Board 9236 Renton Avenue South
Seattle, WA 98118
206.324.9360

Valley Cities Counseling and Consultation

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

33301 1st Way S. # C115, Federal Way, WA 98003
253.833.7444
2704 I St NE, Auburn, WA 98002
253.939.4055

Alcohol and Drug Helpline

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

206.722.3700

Alcoholics Anonymous

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

1.855.435.5596

Narcotics Anonymous (Seattle area)

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

206.790.8888 Seattle Area 24-Hour Helpline

Preventing and Responding to Crimes of Violence or Non-Forcible Sex Offenses

The college has taken a proactive stance to preventing and responding to crimes of violence and non-forcible sex offenses (to include but not limited to domestic violence, dating violence, sexual assault, and stalking).

Personal Violence Policy Statement

Green River College will not tolerate and thus prohibits personal violence/harassment or sexual assault, including rape, acquaintance rape, and domestic violence, dating violence, and stalking, for incidences on and off campus. This policy (SA-19: Personal Violence, Harassment and Sexual Assault Policy and Procedure) can be found at the following link: <https://www.greenriver.edu/campus/policies-and-procedures/student-affairs-policies/sa-19-personal-violence-harassment-assault/>. This includes both sexual behavior coerced through physical or verbal threats, force or other forms of manipulation and sexual behavior when one person cannot give consent due to incapacitation. Such activities are against the law and are a direct violation of the College's Student Conduct Code (WAC132J-126), specifically the sections related to harassment/physical harm and/or sexual harassment. When violations are believed to have occurred, disciplinary action can be pursued. This policy is also coordinated with HR-22 policy for Nondiscrimination and Harassment Policies and Procedures (as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, RCW 49.60.030 and their implementing regulations). Also, included are the mandates of Violence Against Women Reauthorization Act ("VAWA") which President Obama signed into law on March 7, 2013, that imposes these new obligations on colleges and universities under its Campus Sexual Violence Act ("SaVE Act") provision, Section 304. HR-22 can be located at this link: <https://www.greenriver.edu/campus/policies-and-procedures/human-resources-policies/hr-22-nondiscrimination-and-harassment/>. Lastly, when applicable, this policy is also coordinated with GA-11: Grievance Procedure—Sex Discrimination (<https://www.greenriver.edu/campus/policies-and-procedures/general-administrative-policies/ga-11-sex-discrimination-grievance-procedure/>).

Sexual Assault Prevention Programs

The college established a task force during the 2013 – 2014 school term that set up a committee (Personal Safety Against Violence or P-SAV) generated to create the education and policies for students and employees in preventing and reporting personal violence, and to reinforce the college's commitment to stopping personal violence. Green River College's Human Resources Department (<https://www.greenriver.edu/campus/human-resources/>) provides information about Career Diversity and Equal Opportunity, and the College's Non-Discrimination Policy. Judicial Programs at Green River College (<https://www.greenriver.edu/students/judicial-programs/>) has specific information about Student Rights and Responsibilities, Definitions, Rules of Student Conduct, and Academic Rights and Responsibilities, which includes a no-violence policy. Counseling Services at Green River College provides printed material about domestic violence, and distributes information in partnership with the King County Sexual Assault Resource Center (<http://www.kcsarc.org/>).

Responding to or Reporting an Act of Personal or Sexual Violence/Assault

Green River College's policy on Personal Violence, Harassment and Sexual Assault (SA-19 at <https://www.greenriver.edu/campus/policies-and-procedures/student-affairs-policies/sa-19-personal-violence-harassment-assault/>) includes a detailed description of procedures that both victims and the college need to follow if a crime of dating violence, domestic violence, sexual assault, or stalking has occurred. As well, the Green River Policy HR22 (<https://www.greenriver.edu/campus/policies-and-procedures/human-resources-policies/hr-22-nondiscrimination-and-harassment/>) on Nondiscrimination and Harassment Policies & Procedures, and Green River Policy GA-11 (<https://www.greenriver.edu/campus/policies-and-procedures/general-administrative-policies/ga-11-sex-discrimination-grievance-procedure/>) on Grievance Procedure Sex Discrimination at address portions of the procedures that victims need to follow.

If you or someone you know of has been subjected to personal violence or sexual assault on or off campus, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. Green River College strongly advocates that a complainant of sexual assault report the incident in a timely manner as time is a critical factor for evidence collection and preservation. An assault should be reported directly to a Campus Safety Officer and/or a Student Affairs staff member. Filing a report will not obligate the victim to prosecute, nor will it subject the complainant to scrutiny or judgment.

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

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

- Vice President of Student Affairs (253-288-3328 in SA-206) or the Vice President of Human Resources - Green River College (253-833-9111 ext. 3320, AD building)
- Director of Campus Safety (253-288-3335, AD Building)
- Green River College Counselors at (253) 833-9111 ext. 2460, SA-232
- King County Crisis Line – (866) 427-4747
- Rape, Abuse & Incest National Network (RAINN) – (800) 656-4673
- Washington State Domestic Violence Hotline – (800) 562-6025
- Auburn Regional Medical Center – (253) 833-7711
- Valley Medical Center – (425) 228-3450

Campus Security Authorities (CSA) must, when a crime is reported or observed from a witness, victim, third party, or offender, disclose to Campus Safety for initial investigative requirements and Federal Law requirements under the Jeanne Clery Act.

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

Definitions of Consent and Prohibited Personal or Sexual Violence Crimes

Green River College has policies in place which include statements that the institution prohibits the crimes of dating violence, sexual assault, and stalking (SA-19 at <https://www.greenriver.edu/campus/policies-and-procedures/student-affairs-policies/sa-19-personal-violence-harassment-assault/>) Personal Violence, Harassment and Sexual Assault Policy and Procedure. In this policy are the definitions of dating violence, domestic violence, sexual assault, stalking and of

consent (which have been developed in reference to sexual activity in the State of Washington). The definitions are as follows:

Dating Violence: Defined under federal law (42 U.S.C. 13925(a)) as violence committed by a person:

- Who is or has been in a social relationship of a romantic or intimate nature with the victim, **and**
- The existence of such a relationship shall be determined based on the reporting party's statement with consideration of the length, type, and frequency of interaction between the persons involved in the relationship

Domestic Violence: Defined under federal law (42 U.S.C. 13925(a)) as any felony or misdemeanor crime of violence committed by:

- Current or former spouse, or intimate partner, of the victim
- Person whom the victim shares a child with
- A person who has or is cohabitating with the victim as a spouse or intimate partner
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime or violence occurred. **Or**
- By any other person against an adult or youth victim who is protected from that domestic or family violence laws of the jurisdiction, in which the crime of violence occurred.

Sexual Assault: Can include any form of actual or attempted sexual activity perpetrated upon a person without that person's consent, including sexual behavior coerced through physical or verbal threats, force or other forms of manipulation and sexual behavior when one person cannot give consent due to incapacitation.

- An offense classified as a forcible or non-forcible sex offense under the Uniform Crime reporting system of the Federal Bureau of Investigation (FBI)

Stalking: Stalking, defined as intentionally and repeatedly harassing or following a person and intentionally or unintentionally placing the person being followed or harassed in fear of physical harm to one's self or property or physical harm to another person or another's property. A person engages in stalking if, without lawful authority and under circumstances not amounting to a felony attempt of another crime:

- He or she intentionally and repeatedly harasses or repeatedly follows another person; and
- 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
- The stalker either intends to frighten, intimidate, or harass the person; or 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.

- He or she 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.

Consent: Knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Each party has the responsibility to make certain that the other has consented before engaging in the activity. The request of consent must be specific to each act and should be obtained with each new level of physical and/or sexual contact/conduct in any given interaction, regardless of who initiates it. For consent to be valid, there must be at the time of the act of sexual intercourse or sexual contact actual words or conduct indicating freely given agreement to have sexual intercourse for sexual contact. A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has engaged in nonconsensual conduct. Intoxication is not a defense against allegations that an individual has engaged in nonconsensual sexual conduct. Consent is the act of willingly and verbally agreeing to engage in specific sexual contact or conduct. Obtaining consent is an ongoing process in any sexual interaction.

Who May File a Complaint about Discrimination, Harassment?

Any employee, applicant, student or visitor of the College may file a complaint. Complaints may be submitted in writing or verbally. The College encourages the timely reporting of any incidents of discrimination or harassment. For complainants who wish to submit a written complaint, a formal complaint form is available. Paper copies of the complaint form are available at the following locations on campus such as the Human Resources Office, Campus Safety Office, and all Vice President and Dean’s offices. Any person submitting a discrimination complaint shall be provided with a written copy of the College’s Non-discrimination & Harassment Policies & Procedures. (HR-22 located at this link: <https://www.greenriver.edu/campus/policies-and-procedures/human-resources-policies/hr-22-nondiscrimination-and-harassment/>).

Confidentiality and Right to Privacy For Discrimination, Harassment Complaints

Green River College will seek to protect the privacy of the complainant to the full extent possible, consistent with the legal obligation to investigate, take appropriate remedial and/or disciplinary action, and comply with the federal and state law, as well as Green River College policies and procedures. Although Green River College will attempt to honor complainants’ requests for confidentiality, it cannot guarantee complete confidentiality. Determinations regarding how to handle requests for confidentiality will be made by the appropriate Title IX /EEO Coordinator.

Confidentiality Requests and Sexual Violence Complaints

The appropriate Title IX / EEO Coordinator will inform and ask to obtain consent from the complainant before commencing an investigation into a sexual violence complaint. If a sexual violence complainant asks that his or her name not be revealed to the respondent or that the College not investigate the allegation, the Title IX / EEO Coordinator will inform the complainant that maintaining confidentiality

may limit the college's ability to fully respond to the allegations and that retaliation by the respondent and/or others is prohibited. If the complainant still insists that his or her name not be disclosed or that the College not investigate, the Title IX /EEO Coordinator will determine whether the College can honor the request and at the same time maintain a safe and non-discriminatory environment for all members of the college community, including the complainant. Factors to be weighed during this determination may include, but are not limited to:

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

If the College is unable to honor a complainant's request for confidentiality, the appropriate Title IX / EEO Coordinator will notify the complainant of the decision and ensure that complainant's identity is disclosed only to the extent reasonably necessary to effectively conduct and complete the investigation.

If the College decides not to conduct an investigation or take disciplinary action because of a request for confidentiality, the Title IX / EEO Coordinator will evaluate whether other measures are available to limit the effects of the harassment and prevent its recurrence and implement such measures if reasonably feasible.

Policy and Procedures for Disciplinary Proceedings used by the Institution

Green River College is committed to providing students with an environment conducive to the pursuit of knowledge. Admission to the College carries with it the presumption that students will conduct themselves as responsible members of the community and refrain from actions that would endanger the health, welfare, or safety of others. Students who commit sexual offenses of any form can be prosecuted under Washington State Criminal Code (RCW Chapter 9A) and/or disciplined under the College's Student Conduct Code (WAC 132J-125-270 through WAC 132J-125-300).

Proceeding in the context of disciplinary proceedings means a standard series of actions or manner of action in following steps of discipline. A proceeding does not include communications and meetings between officials and victims concerning accommodations or protective measures to be provided to a victim. Result in the context of the "result of the proceeding" means the consequence, outcome or effect. There may be different proceedings and results, depending on whether the involved parties are students, employees or faculty.

The Green River College Personal Violence/Harassment and Sexual Assault Procedure (SA-19 located at the following link: <https://www.greenriver.edu/campus/policies-and-procedures/student-affairs-policies/sa-19-personal-violence-harassment-assault/>) defines and coordinates the efforts of various campus departments in order to provide a caring and effective institutional response to students involved in crimes of personal violence and sexual assaults. This statement serves the purpose of describing the policy but is inadequate for providing a more detailed background for an informed response to this type of incident. For that additional information readers should refer to HR22 policy

(<https://www.greenriver.edu/campus/policies-and-procedures/human-resources-policies/hr-22-nondiscrimination-and-harassment/>) for Nondiscrimination and Harassment Policies and Procedures, or Green River GA-11 Policy (<https://www.greenriver.edu/campus/policies-and-procedures/general-administrative-policies/ga-11-sex-discrimination-grievance-procedure/>).

Procedures for Institutional Disciplinary Action in cases of Alleged Domestic Violence, Dating Violence, Sexual Assault, or Stalking

In any proceedings of domestic or dating violence, sexual assault or stalking, the college shall provide a prompt, fair, and impartial investigation and resolution, and be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault and stalking, and on how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

Standard of Evidence for Disciplinary Proceedings

The College utilizes a standard of preponderance of the evidence (it is more likely than not that sexual assault, harassment or another form of sexual misconduct occurred) when reviewing a complaint.

Disciplinary Sanctions

The specific sanctions available to the adjudicating official or body may differ depending on the circumstances of the matter being addressed. In general, however, sanctions imposed upon students determined to have violated this policy can include a range of sanctions including, but not limited to, warning, censures, education/counseling, disciplinary probations, suspension or dismissal from the College. Possible sanctions that Green River may impose following the results of any institutional disciplinary proceedings for an allegation of dating violence, domestic violence, sexual assault, or stalking include those listed above.

Investigation

Where the Title IX assessment concludes that disciplinary action may be appropriate, the College will initiate an investigation. The College will designate an impartial investigator who has specific training and experience investigating allegations of sexual harassment and sexual misconduct. The investigator may be an employee of the College or an external investigator engaged to assist the College in its fact gathering. The College will typically use a team of two investigators, which may include the pairing of an external investigator with a College employee. Any investigator chosen to conduct the investigation must be impartial.

The investigator will conduct the investigation in a manner appropriate in light of the circumstances of the case, which will typically include interviews with the Complainant, the Respondent and any witnesses. The interviews will be supplemented by the gathering of any physical, documentary or other evidence. As part of the investigation, the College will provide an opportunity for the parties to present witnesses and other evidence.

The investigation is designed to provide a fair and reliable gathering of the facts. It will be thorough, impartial and fair, and all individuals will be treated with appropriate sensitivity and respect. The investigation will be conducted in a manner that is respectful of individual privacy concerns.

The College will seek to complete the investigation within 20 (twenty) business days of receiving the complaint, but this time frame may be extended depending on the complexity of the circumstances of each case. At the conclusion of the investigation, the report will be forwarded to the Title IX Officer and the appropriate personnel responsible for initiating Formal Resolution proceedings.

Information gathered during the review or investigation will be used to evaluate the responsibility of the Respondent, provide for the safety of the Complainant and the College campus community, and impose remedies as necessary to address the effects of the conduct cited in the report. Where there is sufficient information set forth that, if proven, would constitute a violation of policy, the College will have the discretion to institute Formal Resolution proceedings against the Respondent. At the conclusion of the investigation, the College will notify all parties that the investigation is complete and provide information about next steps in the process.

Based on the information gathered in the initial Title IX assessment and/or full investigation, the College will take appropriate measures designed to end the misconduct, prevent its recurrence and address its effects. The Title IX Coordinator will document each report or request for assistance in resolving a case involving a charge of sexual misconduct, whether formal or informal, and will review and retain copies of all reports generated as a result of investigations. These records will be kept confidential to the extent permitted by law.

Interim Protective Measures

The Title IX / EEO Coordinator may impose interim measures to protect the complainant and/or respondent pending the conclusion of the investigation. Interim measures may include, but are not limited to, the following:

- Access to counseling services and assistance in setting up initial appointment, both on and off campus
- Imposition of campus No Contact Order
- Rescheduling of exams and assignments (in conjunction with appropriate faculty)
- Providing alternative course completion options (with the agreement of the appropriate faculty)
- Change in class schedule, including the ability to take an “incomplete,” drop a course without penalty or transfer sections (with the agreement of the appropriate faculty)
- Change in work schedule or job assignment
- Change in on-campus housing
- Arranging to dissolve a housing contract and pro-rating a refund in accordance with campus housing policies
- Assistance from College support staff in completing housing relocation
- Limit an individual or organization’s access to certain College facilities or activities pending resolution of the matter
- Voluntary leave of absence
- Providing an escort from Campus Safety to ensure safe movement between classes and activities
- Providing medical services
- Providing academic support services, such as tutoring
- Interim suspension or College-imposed leave

- Any other requests that can be tailored to the involved individuals to achieve the goals of this policy consistent with the College's Student Conduct Code or the College's employment policies and collective bargaining agreements, given the request is reasonably available

Other requested changes by the victim will be considered by the institution if those changes are reasonably available.

Written Notice of Decision

The appropriate Title IX / EEO Coordinator will provide each party and the appropriate corresponding administrator or appointing authority with written notice of the investigative findings and of actions taken or recommended to resolve the complaint, subject to the following limitations. The complainant shall be informed in writing of the findings and of actions taken or recommended to resolve the complaint, if any, and only to the extent that such findings, actions or recommendations directly relate to the complainant (such as a finding that the complaint is or is not meritorious or a recommendation that the accused not contact the complainant). The complainant may be notified generally that the matter has been referred for disciplinary action. The respondent shall be informed in writing of the findings and of actions taken or recommended to resolve the complaint and shall be notified of referrals for disciplinary action. Both the complainant and the respondent are entitled to review any final findings, conclusions, and recommendations. Note—compliance with these provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C. 1232g) commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA).

Informal Dispute Resolution

Informal dispute resolution processes, like mediation, may be used to resolve complaints, when appropriate. Informal dispute resolution shall not be used to resolve sexual discrimination complaints without written permission from both the complainant and the respondent. If the parties elect to mediate a dispute, either party shall be free to discontinue mediation at any time. In no event shall mediation be used to resolve complaints involving allegations of person/sexual violence.

Informal Resolution is a remedies-based, non-judicial approach designed to eliminate a hostile environment without taking disciplinary action against a Respondent. Where the Title IX assessment concludes that informal resolution may be appropriate, the College will take immediate and corrective action through the imposition of individual and community remedies designed to maximize the Complainant's access to the educational and extra-curricular activities at the College and to eliminate a hostile environment (examples of protective remedies are provided above in the section titled Interim Protective Measures). Other potential remedies include targeted or broad-based educational programming or training, direct confrontation of the Respondent and/or indirect action by the Title IX Coordinator or the College. Depending on the form of informal resolution used, it may be possible to maintain anonymity.

The College will not compel a Complainant to engage in mediation, to directly confront the Respondent, or to participate in any particular form of informal resolution. Mediation, even if voluntary, may not be used in cases involving sexual violence or assault. The decision to pursue informal resolution will be made when the College has sufficient information about the nature and scope of the conduct, which may occur at any time. Participation in informal resolution is voluntary, and a Complainant can request to end informal resolution at any time.

The Title IX Coordinator will maintain records of all reports and conduct referred for informal resolution. Informal resolution will typically be completed within thirty (30) business days of the initial report.

Formal Resolution

Disciplinary action against a Respondent may only be taken through Formal Resolution procedures. Because the relationship of students, staff, and faculty to the College differ in nature, the procedures that apply when seeking disciplinary action necessarily differ as well. Each of the procedures, however, is guided by the same principles of fundamental fairness and respect for all parties, which require notice, an equitable opportunity to be heard, and an equitable opportunity to respond to a report under this policy.

The accuser (complainant) and accused (respondent) are entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice. Whenever possible, these proceedings dealing with students are coordinated with the Student Code of Conduct. A respondent (or complainant) may elect to have an attorney be their advisor at the hearing, at his or her own cost, but will be deemed to have waived that right unless, at least four business days before the hearing, written notice of the attorney's identity and participation is filed with the committee chair with a copy to the student conduct officer. Note: Attorneys are welcome, but the college will only consider an adjustment of a hearing date within two business days of the original hearing date. Except as provided otherwise in a collective bargaining agreement, attorneys may not speak at hearings, but may communicate with their client(s) through written notes.

The specific procedures for Formal Resolution will vary based upon the role of the Respondent:

- For a *complaint against a student*, disciplinary action may be taken by the Vice President of Student Affairs and appropriate Dean of Student Affairs or his/her designee following a finding of responsibility by an Administrator.
- For a *complaint against an employee*, disciplinary action may be taken at the conclusion of the investigation by the Vice President of Human Resources.
- For a *complaint against a faculty member*, disciplinary action may be taken at the conclusion of the investigation by the Vice President of Human Resources pursuant to the procedures in the Faculty Handbook and contract.

Time Frame for Resolution

The College seeks to resolve all reports within 60 days of the initial report. All time frames expressed in this policy (SA-19 at <https://www.greenriver.edu/campus/policies-and-procedures/student-affairs-policies/sa-19-personal-violence-harassment-assault/>) are meant to be guidelines rather than rigid requirements. Extenuating circumstances may arise that require the extension of time frames, including extension beyond 60 days. Extenuating circumstances may include the complexity and scope of the allegations, the number of witnesses involved and/or the availability of the parties or witnesses, the effect of a concurrent criminal investigation, any intervening school break or vacation, or other unforeseen circumstances.

In general, a Complainant and Respondent can expect that the process will proceed according to the time frames provided in this policy. In the event that the investigation and resolution exceed this time frame, the College will notify all parties of the reason(s) for the delay and the expected adjustment in

time frames. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness.

When the conduct involves allegations of a crime of violence or a non-forcible sex offense, the College will simultaneously provide written notification of the final results (including sanctions imposed) of a disciplinary proceeding against the alleged perpetrator to both the victim and the alleged perpetrator, regardless of whether the institution concluded that a violation was committed.

Final Decision/Appeal/Reconsideration

Either the complainant or the respondent may seek reconsideration of the decision by the appropriate Title IX / EEO Coordinator. Requests for reconsideration shall be submitted in writing to the appropriate Title IX / EEO Coordinator within seven days of receiving the decision. Requests must specify which portion of the decision should be reconsidered and the basis for reconsideration. If no request for reconsideration is received within seven days, the decision becomes final. If a request for reconsideration is received, the Title IX / EEO Coordinator shall respond within 10 business days. The appropriate Title IX / EEO Coordinator shall either deny the request or, if the appropriate Title IX / EEO Coordinator determined that the request for reconsideration had merit, an amended decision will be issued. Any amended decision is final and no further reconsideration is available.

Upon written request, the institution will disclose the results of any disciplinary proceeding conducted by the institution to the alleged victim of any crime of violence or a non-forcible sex offense (statutory rape, incest). If the victim is deceased as a result of such crime or offense, the next of kin of the victim shall be notified of the results of the disciplinary proceedings.

Sex Offender Registry

The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000 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. Green River's policy (SA-18) on Notification on Convicted Sexual Offenders & Kidnapping Offenders can be found at this link: <https://www.greenriver.edu/campus/policies-and-procedures/student-affairs-policies/sa-18-notification-on-convicted-sexual-offenders/>

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 is required to register under this section and 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 Campus 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, Campus Safety then cross checks the information against current lists of registered students and employees to determine if additional notification of the college community is warranted.

The Director of Campus Safety shall be the designated official to receive notifications from the County Sheriff's Office or other police agencies. Prior to notification, the Director of Campus Safety may, when s/he deems it advisable, contact appropriate police and/or community corrections personnel to obtain information to guide notification actions. The Vice President of Student Affairs shall coordinate notification to the campus community with the Director of Campus Safety. Any person on campus receiving notification from a police agency shall provide a copy of such notification to the Director of Campus Safety. The Vice President of Student Affairs, or equivalent officer, shall make the appropriate notifications if the offender is enrolled or deemed likely to enroll in, or to attend, a course, program, or other activity or event that is controlled or sponsored by the College. The Office of the Vice President of Student Affairs will maintain the following records on all registered sex offenders covered under this policy: copies of all files, photos and other correspondence provided by other agencies; a record of all notifications made; copies of all community advisory flyers or other public notices. In the case of a College employee, the Vice President for Human Resources, or equivalent officer, shall maintain a similar file and, with consultation of the President, shall coordinate notification.

Sex Offender registries for the state and local areas can be found at the following websites:

- King County Sheriff's Office: <http://www.icrimewatch.net/index.php?AgencyID=54473>
- WA State Association of Sheriffs and Police Chiefs (WASPC): <http://ml.waspc.org/>
- US Department of Justice: <http://www.nsopw.gov/en-US>

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

The crime statistics in this report are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting (UCR) handbook and relevant federal law. Green River College Campus Safety submits the annual crime statistics published in this report to the Department of Education (ED) using The Campus Safety and Security Data Analysis Cutting Tool website (<http://ope.ed.gov/security/>) during annual limited open submission dates usually during August. The statistical information gathered by the Department of Education is available to the public through that website. A written notification about crimes to be reported and requests for information regarding those crimes is made on a regular basis to all Campus Security Authorities (CSA) and college officials. In addition, a web-based form for reporting crimes is available on the Campus Safety website (<https://www.greenriver.edu/campus/campus-safety/reporting-incidents/csa-report-form/>). The list of campus CSAs and Officials for 2016 can be found in Appendix 6.

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

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

Definitions of Clery Crimes

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

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

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

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

Dating Violence: Violence committed by a person: who is or has been in a social relationship of a romantic or intimate nature with the victim; and the existence of such a relationship shall be determined based on the reporting party's statement with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

Disciplinary Referrals: Includes those individuals referred to the Vice President of Student Affairs or Judicial Affairs Director, for liquor law, drug law, and illegal weapons violation.

Domestic Violence: Felony or misdemeanor crimes of violence committed by: a current or former spouse, or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a

spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime or violence occurred **or** by any other person against an adult or youth victim under the domestic or family violence laws of the jurisdiction in which the crime or violence occurred.

Drug Law Violations: Violations of federal, state, and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: Opium or cocaine and their derivatives; marijuana; synthetic narcotics; and dangerous non-narcotic drugs.

Fondling: The touching of the private parts of another person for the purpose of sexual gratification, without consent of the victim, including instances where the victim is incapable of giving consent because of his/her age, or because of his/her temporary or permanent mental or physical incapacity.

Hate Crime: A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias.

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

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

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

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

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

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

Rape: The carnal knowledge of a person without consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or temporary or permanent mental or physical incapacity. (Definition changed 01/17/2013 in which *forcible* was removed). Rape is the penetration, no matter how slight of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

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

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

Stalking: Engaging in a course of conduct, directed at a specific person that would cause a reasonable person to fear for the person's safety of others; **or** suffer substantial emotional distress.

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent. (Age of consent is defined under the WA State's Code as 16 years old).

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

Specific Information about Classifying Crime Statistics

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

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

- Murder/Non-Negligent Manslaughter, Negligent Manslaughter, Forcible and Non-Forcible Sex Offenses, and Aggravated Assault – Documented in the statistics column is the number of victims associated with each particular incident. (Note—the terms *forcible* and *non-forcible* are still included in the crime tables for historical references)
- Robbery, Burglary, Larceny, Vandalism, and Arson – Reflects the offense per distinct operation. For example, If 5 students are robbed by one individual as a group, this would be counted as one count of robbery in the statistics chart
- Motor Vehicle Theft in the statistics column, will reflect each vehicle stolen
- Liquor law, Drug Law, and Illegal Weapons Violations are counted by each person who was arrested, which is indicated in the arrest statistics
- Liquor law, Drug Law, and Illegal Weapons Violations are also captured under the “Referred for Disciplinary Action” section. The statistics indicate the number of people referred to the Vice President of Student Affairs and the Judicial Affairs Director for disciplinary action for violations of these codes of conduct. Being “found responsible” for a violation includes a referral that results in a student being charged by the designated adjudications officer, and a record of the action being kept on file
- The statistics in Hate Crimes are separated by category of prejudice or bias
- The numbers for most of the specific crime categories are part of the overall statistics reported for each year. The only exceptions to this are the addition of simple assault, intimidation, and any other crime that involves bodily injury that is not already included in the required reporting categories. If a hate/bias crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law

requires that the statistic be reported as a hate/bias crime even though there is no requirement to report the crime classification in any other area of the compliance document

Daily Incident/Crime Log

Green River College maintains a running daily crime log and fire log which includes all crimes and residential housing fires reported to Campus Safety, and it is updated daily during business hours. This information is located on the Green River College web page by clicking on the links below.

Green River College Main Campus <https://www.greenriver.edu/media/content-assets/documents/campus/safety/daily-crime-log.pdf>

Downtown Auburn Campus <https://www.greenriver.edu/media/content-assets/documents/campus/safety/daily-crime-log-DOWNTOWNAC.pdf>

Kent Campus <https://www.greenriver.edu/media/content-assets/documents/campus/safety/Green-River-Kent-Campus-Incident-Log.pdf>

Enumclaw Campus: To date, no crimes or incidences have been reported for the Enumclaw campus for 2016, thus, a daily log for this campus has not been created.

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

- If the disclosure is prohibited by law
- If the disclosure would jeopardize the confidentiality of the victim

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

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

Information temporarily withheld from the incident/crime log for any of the above reasons will be posted when the adverse or harmful effects are no longer likely. Please Note: Information about crimes on or off-campus may also be reported by the campus newspaper *The Current*. However, Green River College Campus Safety has no editorial control over what does or does not appear in *The Current*. State and federal courts have decided for over 60 cases in the last two decades directly involving censorship of college student press and the decisions have been unanimous in their agreement that the 1st Amendment forbids almost all censorship of student edited publications by college administrators [Dickey v Alabama, 273R.Supp.613 (1967)]

Campus Crime Statistics

NOTE: 2014 is denoted by 14; 2015 is denoted by 15; 2016 is denoted by 16. The column for Unfounded cases was added based on a new VAWA provision (published in the federal register 10/20/2014) that clarified the very limited circumstances in which an institution may remove reports of crimes that have been unfounded and to report these in the institution's Annual Security Report.

Table 10: Auburn (Main) Campus Crime Statistics

This table displays data for Green River College Main Campus. All incidents for 2014, 2015, and 2016 were reviewed. Previously, incorrect Clery Geography definitions were used in 2013, and 2014, and using the correct Clery Geography definitions, the number of Clery Incidents reported for 2013 and 2014 were found to be different than what had been previously reported. Non-Campus incidents are reported in Table 14. The data below reflect the most current categorization of 2014, 2015, & 2016. Note: 2014 Crime data was updated on November 20, 2017.

AUBURN (MAIN) CAMPUS	On Campus			On Campus Residence**			Non-Campus Geography			Public			Unfounded Cases
	14	15	16	14	15	16	14	15	16	14	15	16	
TYPE OF CLERY CRIME													
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	1	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	1	0	2	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	1	1	1	0	0	0	0	0	0	6	1	2	0
Aggravated Assault	2	1	1	1	0	0	0	0	0	3	0	0	0
Burglary	17	3	5	3	0	4	0	0	1	0	0	0	0
Motor Vehicle Theft	6	6	5	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0
VAWA Offenses													
Domestic Violence	1	1	1	0	1	1	0	0	0	0	0	0	0
Dating Violence	1	0	1	0	0	1	0	0	0	0	0	0	0
Stalking	5	2	3	0	0	1	0	0	0	0	0	0	0
ARRESTS													
Arrests: Liquor/Alcohol Law Violations	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrests: Drug abuse Violations	0	0	0	0	0	0	0	0	0	0	0	0	0
Arrests: Weapons Carrying, possessing, etc.	0	1	0	0	0	0	0	0	0	0	0	0	0
CAMPUS DISCIPLINARY REFERRALS													
Referrals: Liquor/Alcohol	25	17	60	21	15	57	0	0	0	0	0	0	0

Violations													
Referrals: Drug abuse	35	27	40	33	24	26	0	0	0	0	0	0	0
Violations													
Referrals: Weapons Carrying, Possessing, etc.	1	6	2	1	4	1	0	0	0	0	0	0	0

HATE CRIMES

Hate Crimes: Any crimes motivated by perpetrator bias against the victim based on race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability (whether actual or perceived). There were two Hate Crimes that occurred on the Main Campus in Auburn, WA in 2015. Note--When a hate crime is reported, specific bias is noted as well as which Clery Geographical Area it occurred.

- 2016: One incident occurred that was identified as being motivated by race on Clery Geography defined as "On-Campus" on the Green River College Main Campus. The manifested evidence was intimidation based on race.
- 2015: Two incidents occurred that were identified as being motivated by bias on Clery Geography defined as "On-Campus" on the Green River College Main Campus. One manifested evidence that it was intimidation based on ethnicity; the other was property vandalism based on race.
- 2014: No hate crimes reported

*2015 and 2016 categorized incidents are in line w/ the 2016 Handbook for Campus Safety and Security Reporting. 2014 categorized incidents are in line w/ the 2011 Handbook for Campus Safety and Security Reporting. Marijuana use by residents over 21 years of age at CCA is not reported as a Clery violation in 2015 since it is not a violation of law; Marijuana use by minors is reported as a Clery violation.

**On-Campus Residence data is also reported in the On-Campus category as well.

***Non-campus data for 2014, 2015, & 2016 is also shown on the above table (Table 10).

TABLE 11: Displaying Crime data for the Downtown Auburn Campus

This table displays data for Green River College Auburn Downtown Campus. All incidents for 2014, 2015, and 2016 were reviewed. Previously, incorrect Clery Geography definitions were used in 2014, using the correct Clery Geography definitions, the number of Clery incidents reported for 2014 were found to be different than what had been previously reported. Non-Campus incidents are reported in Table 10. The data below reflect the most current categorization of 2014, 2015, & 2016.

DOWNTOWN AUBURN CAMPUS and THE AUBURN CENTER	On Campus			Public			Unfounded Cases
	14	15	16	14	15	16	
TYPE OF CLERY CRIME							
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
Robbery	0	0	0	0	1	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0

Arson	0	0	0	0	0	0	0
VAWA Offenses							
Domestic Violence	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0
ARRESTS							
Arrests: Liquor/Alcohol Law Violations	0	0	0	0	0	0	0
Arrests: Drug abuse Violations	0	0	0	0	0	0	0
Arrests: Weapons: Carrying, possessing, etc.	0	0	0	0	0	0	0
NON-ARREST CAMPUS REFERRALS							
Referrals: Liquor/Alcohol Violations	0	0	0	0	0	0	0
Referrals: Drug abuse Violations	0	0	0	0	0	0	0
Referrals: Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0

There were no hate crimes reported at the Downtown Auburn Campus or The Auburn Center in 2014, 2015, or 2016, thus data for simple assault, larceny, theft, intimidation, destruction of property, & vandalism are not included. Hate Crimes: Any crimes motivated by perpetrator bias against the victim based on race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability (whether actual or perceived). In the future, when a hate crime is reported, specific bias will be noted as well as on which Clery Geographical Area it occurred.) NOTE: Sodomy and sexual assault with an object are included in the rape category.

***Non-campus data for 2014, 2015, and 2016 is shown on Table 10 since all non-campus locations are administered through the main GRC campus. There were no Non-campus Clery incidents on the non-campus Clery geography sites located in or about the city of Auburn.

TABLE 12: Displaying Crime data for the Enumclaw Campus

All incidents for 2014, 2015, and 2016 were reviewed. Previously, incorrect Clery Geography definitions were used in 2014, and using the correct Clery Geography definitions, the number of Clery Incidents reported for 2014 were found to be the same as what was previously reported. Non-Campus incidents are reported in Table 10. The data below reflect the most current categorization of 2014, 2015, & 2016.

ENUMCLAW CAMPUS	On Campus			Public			Unfounded Cases
	14	15	16	14	15	16	
TYPE OF CLERY CRIME							
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0

Arson	0	0	0	0	0	0	0
VAWA Offenses	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0
ARRESTS							
Arrests: Liquor/Alcohol Law Violations	0	0	0	0	0	0	0
Arrests: Drug abuse Violations	0	0	0	0	0	0	0
Arrests: Weapons: Carrying, possessing, etc.	0	0	0	0	0	0	0
NON-ARREST CAMPUS REFERRALS							
Referrals: Liquor/Alcohol Violations	0	0	0	0	0	0	0
Referrals: Drug abuse Violations	0	0	0	0	0	0	0
Referrals: Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0

There were no hate crimes reported at the Enumclaw campus in 2014, 2015, or 2016, thus data for simple assault, larceny, theft, intimidation, destruction of property, & vandalism are not included. Hate Crimes: Any crimes motivated by perpetrator bias against the victim based on race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability (whether actual or perceived). In the future, when a hate crime is reported, specific bias will be noted as well as and on which Clery Geographical Area it occurred.) NOTE: Sodomy and sexual assault with an object are included in the rape category. Residential data are not included in Enumclaw Campus crime data since there are no residential facilities at that campus.

***Non-campus data for 2014, 2015, and 2016 is shown on Table 10 since all non-campus locations are administered through the main GRC campus. There were no Non-campus Clery incidents on the non-campus Clery geography sites located in or about the city of Enumclaw.

TABLE 13: This table shows the crime data for the Kent Campus.

All incidents for 2014, 2015, and 2016 were reviewed. Previously, incorrect Clery Geography definitions were used in 2014, and using the correct Clery Geography definitions, the number of Clery Incidents reported for 2014 were found to be different than what had been previously reported. Non-Campus incidents are reported in Table 10. The data below reflect the most current categorization of 2014, 2015, & 2016.

KENT CAMPUS	On Campus			Public			Unfounded Cases
	14	15	16	14	15	16	
TYPE OF CLERY CRIME							
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0

Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	1	0	0	0	0	0
Arson	0	0	0	0	0	0	0
<u>VAWA Offenses</u>							
Domestic Violence	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0
<u>ARRESTS</u>							
Arrests: Liquor/Alcohol Law Violations	0	0	0	0	0	0	0
Arrests: Drug abuse Violations	0	0	1	0	0	0	0
Arrests: Weapons: Carrying, possessing, etc.	0	0	0	0	0	0	0
<u>NON-ARREST CAMPUS REFERRALS</u>							
Referrals: Liquor/Alcohol Violations	0	0	0	0	0	0	0
Referrals: Drug abuse Violations	0	0	0	0	0	0	0
Referrals: Weapons: Carrying, Possessing, etc.	0	0	0	0	0	0	0

There were no hate crimes reported at the Kent campus in 2014, 2015, or 2016, thus data for simple assault, larceny, theft, intimidation, destruction of property, & vandalism are not included. Hate Crimes: Any crimes motivated by perpetrator bias against the victim based on race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability (whether actual or perceived). In the future, when a hate crime is reported, specific bias will be noted as well as and on which Clery Geographical Area it occurred.) NOTE: Sodomy and sexual assault with an object are included in the rape category. Residential data are not included in Kent Campus crime data since there are no residential facilities at that campus.

***Non-campus data for 2014, 2015, and 2016 is shown on Table 10 since all non-campus locations are administered through the main GRC campus. There were no Non-campus Clery incidents on the non-campus Clery geography sites located in or about the city of Kent.

Non Campus Crime Statistics

Green River College conducts multiple sections of credit, non-credit, and continuing education classes and activities (including athletic practices and events) at multiple non-campus locations. During 2016, over 40 locations (involving 54 different law enforcement agencies) were used for over 250 events, activities, workshops, conferences, and classes in 2016. After requesting records from those appropriate local law enforcement agencies, they did not show any Clery crime activity. The one which did is displayed in Table 10.

Fire Safety Report and Statistics

The Campus Fire Safety Right-To-Know Act is an amendment to the Higher Education Opportunity Act. This addition is in place to increase campus fire safety awareness nationwide by providing prospective students, students and their families with fire safety records of post-secondary institutions with residential facilities. Since it was signed into law on August 14, 2008, post-secondary institutions are required to publish fire safety information and statistics for their residential facilities.

In addition, the Federal government requires all eligible Title IV institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. The data includes the number, cause, related injuries and deaths, and the property damages associated with each fire, and to report this to the Department of Education on an annual basis.

The information in this section provides the campus community and prospective and current students, staff, faculty and visitors information regarding the policies, concerns, and fire safety conditions that are present at Green River College.

Housing Policies & Regulations

Upon signing a housing contract, students agree to abide by Campus Corner Apartment (CCA) policies and regulations. Included in these regulations are restrictions on portable electric appliances, smoking and open flames, along with quarterly health and safety checks.

Portable Electric Appliances

Use and/or possession of appliances which have open or exposed heating elements (e.g. hot plates, sunlamps, and halogen lamps), or any other high intensity appliances are not permitted. Refrigerators in excess of six (6) cubic feet and portable space heaters are not permitted.

Smoking

Green River College is a tobacco-free institution (Policy GA-02). Smoking or the use of tobacco and cigarette use is prohibited in any form. Specifically, smoking is prohibited in all Campus Corner Apartments (CCA) interior spaces including bedrooms, bathrooms, kitchens, and living rooms. (Link: <https://www.greenriver.edu/campus/policies-and-procedures/general-administrative-policies/ga-2-tobacco-use-policy/>)

Open Flames and Flammable Storage

The use of an open flame (i.e. candle, incense, cigarette, cigar, etc.) inside any part of Campus Corner Apartments facilities is prohibited. Additionally, flammable liquids, such as propane, gasoline, etc. may not be stored in CCA housing units.

Fire Safety Education and Training Programs

Green River College's CCA promotes fire safety on an ongoing basis through various safety education and training programs for their residents and employees. Resident Assistants (RAs) and CCA staff receive orientation to the operations and locations of the fire alarm system, pull-stations, smoke alarms, and fire extinguishers. Students receive a general orientation to the fire systems present in the building during the first week of their arrival. Staff and RAs also review evacuation and emergency procedures with residents. There are at least two fire drills annually, one announced and one unannounced.

The College takes fire seriously and has established fire safety programs for students living in on-campus residential housing. This policy (SA-30) outlining Fire Safety Education can be found at: <https://www.greenriver.edu/campus/policies-and-procedures/student-affairs-policies/sa-30-fire-safety-education-for-cca/>. The College has specific fire safety programs that target employees and contractors working on campus such as CPR training, fire extinguisher training, and first aid. Fire safety training programs can also be requested by contacting Campus Safety at (253) 288-3350.

CCA residents are **strongly encouraged when receiving their orientation on *Move-in Day*** to become familiar with regular and emergency exits of their buildings. They are encouraged to:

- Know how to activate the fire alarm system
- Know the locations of the fire extinguishers and how to operate them
- Arrange their room contents with fire safety in mind
- Maintain clear and unobstructed access to all room doors, from both the outside and inside at all times
- Not to use broken, frayed, or cracked electrical cords
- Not to overload electrical outlets
- Not to allow excess clutter or flammable materials to accumulate

Fire Safety Tips: Simple preventative measures can help prevent fires from erupting. It is important to consider fire safety when using any material or substance around heat or exposed to open flame, or even those areas involving electricity or chemicals in kitchens and labs. The following are a few tips when on or around campus:

- Never leave cooking unattended
- Do not assume an alarm is a false alarm
- Do not use elevators in the event of a fire
- Know at least two ways out of your building
- If unable to exit the building, go to the nearest exit stairwell or safe area of refuge and call Campus Safety at (253) 288-3350 or 911 to report your location.
- If trained, use a fire extinguisher if the fire is small and contained, and the room is not filled with smoke.

Reporting a Fire Occurring at CCA

Individuals who discover a fire at CCA should dial 9-1-1 and activate the fire alarm system or closest pull station. The fire alarm system when sounded will summon the fire department and Green River College Campus Safety. Campus Safety will immediately contact the CCA on-duty administrator and also dispatch a Campus Safety officer to the scene. For purposes of including fire statistics in the Annual Safety and Fire Report, below is the list of position titles to which any fires should be reported.

Table 14: Positions to which Reports need to be made to accurately keep Fire Statistics

Position	Entity or Department
Director of Campus Corner Apartments	Campus Corner Apartments
Director of Campus Safety, Parking & Transportation	Campus Safety

Fire Evacuation Procedures

CCA conducts a minimum of two fire drills annually. These drills are for the benefit of the students and employees so as to increase health and safety. Additionally, following each planned drill, the CCA staff (along with Campus Safety staff) evaluate how the drill went, and determine any areas where improvement is needed.

Students residing in CCA

In the event of a fire in the unit, residents should proceed as follows:

- The resident who discovers the fire should immediately activate the nearest fire alarm system, if possible, while evacuating the building. (In the event a fire alarm system did not activate, the resident who discovered the fire should immediately report the fire to 9-1-1 or, if without a phone, should report to the main CCA office or Campus Safety)
- All persons inside CCA are required to leave the building immediately upon hearing a fire alarm
- When an alarm sounds, follow these guidelines:
 - Close room doors and windows
 - Wear shoes and bring a coat
 - Leave via the nearest, safest exits, path, or route
 - Don't panic—move quickly outside the building to the designated evacuation area
- CCA staff will assist with the evacuation of the building as availability and safety permits
- Failure to respond to a fire alarm or to staff requests during an evacuation may result in disciplinary action
- Do not re-enter the building until the alarm is silenced and the "all-clear" announcement is given by authorities
- If a resident is on an upper floor and are hearing impaired, have mobility issues, or are unable to escape from their room:
 - Close the door and seal it off with a towel or blanket
 - Dial 9-1-1 and relay all information pertaining to the fire and your location
 - Hang a bright colored sheet or towel from your window to alert emergency crews to your location
 - Open your upper window for fresh air if necessary (if smoke enters the room from the outside, CLOSE the window immediately)
 - Wait for rescue--don't panic

Employees in CCA

It is important for employees to familiarize themselves with the procedures of fire evacuation.

1. Safety of the People: Evacuate people as readily as possible
2. Send the Alarm: Call the Fire Department at 9-1-1 and relay all information pertaining to the fire
3. Notify others in the Area: Use any alarm provided for this purpose.
4. Assist Campus Safety or Firefighters: Relate to them what is burning (i.e. special chemicals, electrical appliance, cooking fire, etc.)

Fire Safety Systems in Residential Facilities

Buildings are equipped with a variety of features that are designed to detect, stop and/or suppress the spread of a fire. A door can be the first line of defense against the spread of smoke or fire from one area to another. If there is a fire or smoke, it is important to remember that these doors stay closed for them to keep fire and smoke from spreading. Doors should **not** be propped open. Sprinklers are effective in preventing the spread of fire when operating properly. **Do not** obstruct sprinkler heads with any object.

Smoke detectors cannot do their jobs if they are disabled or covered by the occupant. Smoking is **not permitted** in any Green River College building or on campus.

The Fire Safety Alarm system was recently updated so that the company who monitors the smoke detectors/fire detectors notifies the following people when the alarms go off: Valley Regional Fire Department, Green River College Campus Safety, CCA On-duty Assistant Director, and CCA On-Duty Resident Assistant. Each CCA building is equipped with a fire alarm system, and each student room has a smoke detector. In accordance with Washington state law, all residents are required to leave the building when the alarm activates. Residents cannot re-enter a building until the fire department has reset the panel and the residents given permission to re-enter by CCA staff. The interference by residents or students with the operation of the smoke detector or any other fire safety equipment will result in disciplinary action, in addition to being liable for damages and subject to applicable criminal and civil penalties.

Campus Corner Apartments has a wide array of fire and safety protocols in place for their residents. There are smoke detectors in every room, and each housing building is equipped with Fire Pull Alarms. Every unit's front door is one that is Fire Rated. Smoke Detectors are checked annually by an outside contracted fire safety company (AAA Fire & Safety, Inc.) to ensure their operational status. When one has batteries that fail prematurely, students know the procedure to contact CCA maintenance to have those batteries replaced. Below are two tables that display CCA's readiness for emergencies.

Suppression System

A sprinkler system is provided for additional safety in the event of a fire. Residents must be careful not to damage, tamper with, cover, or hang items from the sprinkler heads or an accidental discharge of the water may result.

Table 15: Fire Safety Systems in CCA Residential Housing

Fire Safety Systems									
	# of 4-person units	# of 2-person Units	Building Strobe/bell	Smoke Alarms	Pull Stations	Sprinkler (Full System)	Fire Extinguisher	Fire-Rated Doors	Fire Panel
A (Alder)	4		1	Every room = 16 total	2	Every Unit	1/Bldg	1/unit	1
B (Birch)	4		1	Every room = 16 total	2	Every Unit	1/Bldg	1/unit	1
C (Cedar)	4		1	Every room = 16 total	2	Every Unit	1/Bldg	1/unit	1
D (Dogwood)	4		1	Every room = 16 total	2	Every Unit	1/Bldg	1/unit	1
E (Elderberry)	6		1	Every room = 24 total	3	Every Unit	1/Bldg	1/unit	1
F (Fern)	9		1	Every room = 36 total	6	Every Unit	1/Bldg	1/unit	1

G (Grand Fir)	9		1	Every room = 36 total	6	Every Unit	1/Bldg	1/unit	1
H (Hemlock)	9		1	Every room = 36 total	6	Every Unit	1/Bldg	1/unit	1
K (Kinnickinnick)	12		1	Every room = 48 total	8	Every Unit	2/Bldg	1/unit	1
L (Larch)	12		1	Every room = 48 total	8	Every Unit	2/Bldg	1/unit	1
M (Madrona)	8	1	1	Every room = 35 total	6	Every Unit	1/Bldg	1/unit	3
T (Townsend Center)	4		1	Every room = 16 total	2	Every Unit	1/Bldg	1/unit	2

When a fire alarm (whether pulled in a single building or as a test-drill or in an event of an actual fire) is activated, alarms for the entire complex are triggered, and all buildings are evacuated to a central site in Parking Lot 15 (to the east and next to the CCA complex).

Emergency Supplies for CCA consist of 2 Preparedness Backpacks (which contain emergency supplies of shelter, first aid supplies, etc.), 3 Emergency Buckets (which contain a small emergency kit while the bucket is actually designed to function as an emergency commode), 1 Emergency Duffle Bag (contains MRE-type meals, water, emergency cover/shelter and first aid/personal supplies), and each of the eight Resident Assistants are supplied with small emergency kits (Water pouches, gloves, first aid kit, emergency whistle, survival blanket.) Specifics for the Emergency Buckets, Preparedness Backpacks, and the Emergency Duffle Bag are located in Appendix 2.

Table 16: Emergency Materials for CCA Residential Students

		CCA Apartment Buildings										
Emergency Materials	A (Alder)	B (Birch)	C (Cedar)	D (Dogwood)	E (Elderberry)	F (Fern)	G (Grand Fir)	H (Hemlock)	K (Kinnickinnick)	L (Larch)	M (Madrona)	T (Townsend Center)
Emergency Buckets					1			1		1		
Small Emergency Kit	1			1		1	1	1	1	1	1	3
Duffle Bag w/ Supplies												1

Plans for Future Improvements in Fire Safety

Green River College Foundation and Campus Corner Apartments continue to assess and upgrade fire safety equipment on an ongoing basis to ensure that all equipment meets National Fire Safety standards. Any future improvements identified will be made as needed. If needed improvements are

ever determined, they will be specified in this report along with a plan for their implementation. However, no improvements in fire safety are currently needed.

Health and Safety Inspections

Management of Green River College Residential Facilities (Campus Corner Apartments) conducts announced health and safety inspections on a quarterly basis. The facilities do not hold unannounced inspections. The inspections are primarily designed to find and eliminate safety violations. Students are required to read and comply with the conditions set forth within the contract. 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 apartment is examined for the presence of prohibited items (e.g., sources of open flames, such as candles; non-surge protected extension cords; portable cooking devices; etc.) or prohibited activities (e.g., smoking in the room; tampering with life safety equipment; the use of illegal substances; etc.). This inspection also includes a general assessment of food and waste storage and cleanliness of the room. Prohibited items are immediately removed and processed by CCA Professional Staff.

Fire Safety Definitions

These terms are defined to let the reader know what is meant by their use in this report.

On-Campus Student Housing Facility: At Green River College, there is only one residential housing complex, which is called Campus Corner Apartments (CCA). This is on property owned or controlled by either Green River College and/or the Green River College Foundation.

Cause of Fire: This is the factor or factors that give rise to a fire. The causal factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure, or act of nature.

- *Unintentional Fire* is a fire that does not involve an intentional human act to ignite or spread fire into an area where the fire should not be
- *Intentional Fire* is a fire that is ignited, or that results from a deliberate action, in circumstances where the person knows there should not be a fire
- *Undetermined Fire* is a fire in which the cause cannot be determined

Fire: This is any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire Drill: This is a supervised practice of a mandatory evacuation of the housing units

Fire-related Injury: This is any instance in which a person is injured as a result of fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term "person" may include students, employees, visitors, firefighters, or any other individuals.

Fire-related Death: This is a death in any instance in which a person is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting rescue, or escaping from the dangers of a fire; or dies within one year of injuries sustained as a result of the fire.

Fire Safety System: This is any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This includes sprinkler systems, fire extinguishers, fire detection devices, stand-alone smoke alarms, devices that alert one's

presence to a fire (such as horns, bells, or strobe lights), smoke-control and reduction mechanisms, and fire doors and walls that reduce the spread of fire.

Value of property damage: This is the estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate includes contents damaged by the fire, and related damages cause by smoke, water, and overhaul. It does not include indirect loss, such as business interruption.

Green River College Fire Log and Fire Statistics

The Fire Log

Recently, Green River College merged the Fire Log with the Campus Safety Incident & Crime Log for the main campus. Note: The main campus is the only campus with residential housing. All fires, including those alarms which turn out to be false, are logged into the system. Each fire incident contains the nature, date, time, and general location of each fire or activated alarm. The fire information is available for review 24 hours a day on the Green River College Campus Safety Website at: <https://www.greenriver.edu/media/content-assets/documents/campus/safety/daily-crime-log.pdf> or in person at the AD Building in Safety Dispatch, Monday through Friday 7:00 AM to 5:00 PM, excluding holidays and weekends. The fire log includes information about fires that occur in residential facilities, including the nature of the fire with a description of the type of fire that occurred, the date and time the fire occurred, and general location (without any personally identifiable information), as well as the date and time the fire was reported.

A fire is defined as any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner. If a fire occurs in a Green River College building, community members should immediately notify Campus Safety at (253) 288-3350. When calling, please provide as much information as possible about the location, date, time, and cause of fire (if known). If hazardous materials are involved, please include this in your description. Green River College Campus Safety will initiate a response and will contact the Valley Regional Fire Department. If a member of the Green River College Community finds evidence of a fire that has been extinguished, and the person is not sure whether Campus Safety has already responded, the community member should immediately notify Campus Safety to investigate and document the incident.

Annual Fire Statistics

Clery regulations state that facility name(s) and addresses need to be included in the Fire Report. All CCA Buildings have the same address of 31920 124th Avenue, SE, Auburn, WA 98092. Units are identified by building letter and number, and the mailboxes are located in the Townsend Building.

The following table contains the fire data for CCA during calendar years of 2016, 2015, and 2014.

Table 17: Fire Statistics for CCA housing during 2016, 2015, and 2014

Facility Address: Campus Corner Apartments 31920 124th Ave SE Auburn, WA 98092 <small>(All building have the same address, but Unit Numbers are different for each Building)</small>	Total Fires in each building	Fire Number	Date	Time	Cause of Fire	Number of injuries req treatment	Number of deaths	Value of Property Damage
A (Alder)—2016	0							
A (Alder)—2015	0							
A (Alder)—2014	0							
B (Birch)—2016	1	1	09-16-2016		Cooking	0	0	\$250
B (Birch)—2015	0							
B (Birch)—2014	0							
C (Cedar)—2016	0							
C (Cedar)—2015	0							
C (Cedar)—2014	0							
D (Dogwood)—2016	0							
D (Dogwood)—2015	0							
D (Dogwood)—2014	0							
E (Elderberry)—2016	0							
E (Elderberry)—2015	0							
E (Elderberry)—2014	0							
F (Fern)—2016	0							
F (Fern)—2015	0							
F (Fern)—2014	0							
G (Grand Fir)—2016	0							
G (Grand Fir)—2015	0							
G (Grand Fir)—2014	0							
H (Hemlock)—2016	0							
H (Hemlock)—2015	0							
H (Hemlock)—2014	0							
K (Kinnickinnick)—2016	0							
K (Kinnickinnick)—2015	0							
K (Kinnickinnick)—2014	0							
L (Larch)—2016	1	1	10-16-2016		Cooking	0	0	0
L (Larch)—2015	0							
L (Larch)—2014	0							
M (Madrona)—2016	0							
M (Madrona)—2015	0							
M (Madrona)—2014	0							
T (Townsend Center)—2016	0							
T (Townsend Center)—2015	0							
T (Townsend Center)—2014	0							

APPENDIX 1--General Emergency Numbers and Services

Emergency: 9-1-1

WA Information Line/United Way of King County: 211 Website: www.win211.org or www.uwkc.org
Community Information Line: (206) 461-3200

Crisis Clinic

Phone: 24 Hr. Line (866)-4-CRISIS (866-427-4747)
(800) 244-5767; TTY: (206) 461-3219
Crisis Resources: (206) 461-3222
Teen Link: (866) 833-6546 (6-10pm)
24 Hr. WA Recovery Helpline: (866) 789-1511 Website: www.crisisclinic.org

Eastside Domestic Violence Program Hotline

Phone: (800) 827-8840
Website: www.edvp.org/default.aspx

Alcohol & Drug 24 HR Help Line

Phone: (800) 562-1240
Website: www.adhl.org/

National Suicide Prevention Line:

Phone: (800) 273-8255
Website: www.suicidepreventionlifeline.org/

King County Domestic Violence Recorded Line:

Phone: (206)205-5555
Website: www.kingcounty.gov/courts/clerk/domesticviolence.aspx

National Domestic Violence Hotline:

Phone: (800) 799-SAFE (7233)
Website: www.thehotline.org

National Sexual Assault Hotline:

Phone: (800)562-6025
Website: www.rainn.org

Washington State Domestic Violence Hotline:

Phone: (800)565-4673
Website: www.crisissupport.org

Child Abuse Report:

Phone: (866) END-HARM (363-4276)

Washington Poison Center

Phone: (800) 222-1222
Website: www.wapc.org

Harborview Center for Sexual Assault and Traumatic Stress:

Phone numbers: (206) 744-1600 (206) 744-1616

Website: www.depts.washington.edu/hcsats

Multi- Care Forensic Nurse:

Phone Number: (253) 403-6097

Website: www.multicare.org/home/support-resources

Campus Resources Campus Safety 24 Hr. Emergency (253) 288-3350

CCA 24 Hr. Assistance (253) 261-9617

Counseling Services (9:00 a.m.-4:00 p.m.) (253) 833-9111 ext. 2460

International Programs 24 Hr. Assistance (253) 740-8422

APPENDIX 2--CCA Emergency Kit Contents

EMERGENCY BUCKETS (3)

Our buckets contain the smaller Emergency Kit, including:

- (1) Food bar
- (6) Water Pouches
- (1) Emergency Poncho
- (1) Light-stick (12 Hour)
- (2) Gloves, Nitrile
- (1) Dust Mask
- (1) First Aid Kit (33 Piece)
- (1) Emergency Whistle
- (1) Survival Blanket
- (1) Pocket Issue Pack
- (1) Emergency Communication Plan
- (1) Convenient Carry Case

The bucket is actually designed for an emergency commode.

PREPAREDNESS DUFFLE BAG & BACKPACK CONTENTS:

Duffle Bag – Director Office

- | | |
|--|--|
| (4) Stroganoff | (2) Person Tube Tent with Rope |
| (4) Creamy Chicken Pasta | (2) 16 Hour Hand/Body Warmers |
| (4) Cheesy Lasagna | (1) Portable Cooking Stove (includes Fuel Tablets) |
| (4) Chicken Teriyaki | (1) Steel Fork, Knife, & Spoon Chow Kit |
| (4) Chicken Ala King | (1) 16 oz. Steel Cup |
| (4) Southwest Bean & Rice | (2) Leather Palm Work Gloves |
| (4) Beef Teriyaki | (2) N95 Respirator Dust Masks (NIOSH approved) |
| (8) Honey Glazed Granola | (1) 50 ft. Nylon Rope |
| (4) Multi-Grain Cereal | (1) 16 Function Knife |
| (4) Brown Sugar Oatmeal | (1) Compact Multi-Function Shovel |
| (1) 24 oz. Water Filtration Bottle | (2) Infectious Waste Bags |
| (18) 4 oz. Water Pouches | (1) Waterproof storage bag |
| (20) Water Purification Tablet's - each tablet purifies 1 liter of water | (2) Deluxe Hygiene Kits |
| (1) Dynamo 4-in-1 Radio Flashlight | (1) Tooth Brush |
| (1) Box of Waterproof Matches | (1) Tooth Paste |
| (1) 30 Hour Emergency Candle | (8) Wet Naps |
| (12) Hour Emergency Bright Stick | (1) Soap |
| (1) 5-in-1 Survival Whistle | (1) Shampoo/ Conditioner |
| (2) Emergency Survival Sleeping Bags | (1) Dental Floss Pick |
| (2) Emergency Poncho's with Hoods | |

- (1) Hand/ Body Lotion
- (1) Deodorant Gel
- (1) Twin Blade Razor
- (1) 5" Black Comb
- (4) Maxi Pads/ Bandages
- (1) Washcloths
- (1) Shave Cream

- (6) Pocket Tissue Packs
- (1) 107 - Piece First Aid Kit
- (1) Deck of Playing Cards
- (1) Note Pad
- (1) Golf Pencil

Backpacks – AD Offices

- (4) Food bar
- (4) Water Pouches
- (1) Emergency Power-station
- (1) Multi-function tool
- (4) Emergency Ponchos
- (4) Survival Blankets
- (4) Light-sticks (12 Hour)
- (8) Gloves, Nitrile
- (1) Dust Mask
- (1) Pocket Tissue Pack
- (1) Emergency Whistle
- (1) Leather Gloves
- (1) Safety Goggles
- (1) Duct Tape
- (3) Bio-hazard Bags
- (12) Pre-moistened towelettes
- (1) First Aid Kit (107 Piece)

- (1) Emergency Communication Plan
- (1) Backpack

8 Small Kits – One for each RA

- (1) Food bar
- (6) Water Pouches
- (1) Emergency Poncho
- (1) Lightstick (12 Hour)
- (2) Gloves, Nitrile
- (1) Dust Mask
- (1) First Aid Kit (33 Piece)
- (1) Emergency Whistle
- (1) Survival Blanket
- (1) Pocket Tissue Pack
- (1) Emergency Communication Plan
- (1) Convenient Carry Case

Professional staff are responsible for the kits. RAs have the Small Kits but can access the larger kits if needed/instructed.

APPENDIX 3: List of Green River Policies & Procedures applicable to this report

1. General Administrative Policy GA-01: Drug-Free Campus Policy (<https://www.greenriver.edu/campus/policies-and-procedures/general-administrative-policies/ga-1-drug-free-campus-policy/>)
2. General Administrative Policy GA-02: Tobacco Use (<https://www.greenriver.edu/campus/policies-and-procedures/general-administrative-policies/ga-2-tobacco-use-policy/>)
3. General Administrative Policy GA-03: Mandatory Reporting of Child Abuse (<https://www.greenriver.edu/campus/policies-and-procedures/general-administrative-policies/ga-3-mandatory-reporting-of-child-abuse/>)
4. General Administrative Policy GA-05: Prohibited Activities (<https://www.greenriver.edu/campus/policies-and-procedures/general-administrative-policies/ga-5-prohibited-activities/>)
5. Human Resources Policy HR-22: Nondiscrimination and Harassment Policies & Procedures (<https://www.greenriver.edu/campus/policies-and-procedures/human-resources-policies/hr-22-nondiscrimination-and-harassment/>)
6. Human Resources Policy HR-30: Domestic Violence Leave (<https://www.greenriver.edu/campus/policies-and-procedures/human-resources-policies/hr-37-domestic-violence/>)
7. Student Affairs Policy SA-18: Notification on Convicted Sexual Offenders & Kidnapping Offenders (<https://www.greenriver.edu/campus/policies-and-procedures/student-affairs-policies/sa-18-notification-on-convicted-sexual-offenders/>)
8. Student Affairs Policy SA-19: Personal Violence, Harassment and Sexual Assault Policy and Procedures (<https://www.greenriver.edu/campus/policies-and-procedures/student-affairs-policies/sa-19-personal-violence-harassment-assault/>)
9. Student Affairs Policy SA-92: Timely Warning Policy (<https://www.greenriver.edu/campus/policies-and-procedures/student-affairs-policies/sa-92-timely-warning-notifications/>)
10. Student Affairs Policy SA-93: Emergency Notification Policy (<https://www.greenriver.edu/campus/policies-and-procedures/student-affairs-policies/sa-93-emergency-notification-policy/>)
11. Student Affairs Policy SA-27: Missing Student Policy (<https://www.greenriver.edu/campus/policies-and-procedures/student-affairs-policies/sa-27-missing-student-policy/>)
12. Student Affairs Policy SA-28: Preparation of Disclosure of Crime Statistics, including Fire Statistics for Residential Students (<https://www.greenriver.edu/campus/policies-and-procedures/student-affairs-policies/sa-28-disclosure-of-crime-statistics/>)
13. Student Affairs Policy SA-29: Facility Access and Maintenance for Safety Purposes (<https://www.greenriver.edu/campus/policies-and-procedures/student-affairs-policies/sa-29-facility-access-maintenance-for-safety/>)
14. Student Affairs Policy SA-30: Fire Safety Education for Residential Housing at Campus Corner Apartments (<https://www.greenriver.edu/campus/policies-and-procedures/student-affairs-policies/sa-30-fire-safety-education-for-cca/>)

15. Student Affairs Policy SA-31: Facility Access and Maintenance for Safety Purposes
(<https://www.greenriver.edu/campus/policies-and-procedures/student-affairs-policies/sa-31-reporting-crimes-and-other-emergencies/>)

Forms signed by employees and the Annual Notification sent out about Drugs and Alcohol in the Workplace

1. Drug-Free Workplace Form
2. Annual Drug Free Schools & Communities Act Notice for employees at Green River College

APPENDIX 4: List of Clery Non-Campus Locations for Calendar Year 2016

Location	Address	City	Zip
Airway Heights Reclamation Facility	12405 W 21st Avenue	Airway Heights	99001
Algona Pacific Library	225 Ellingson RD	Pacific	98047
Anaheim Police department-castle Inn and suites	1734 S. Harbor Blvd	Anaheim, CA	92802
Auburn Library	102 Auburn Way S	Auburn	98002
Bellingham-City of Bellingham	2221 Pacific St,	Bellingham	98229
Bellingham-Whatcom Community College	400 West Kellogg Road	Bellingham	98226
Blue Dog Glass	29304 168th Ave SE	Kent	98042
Bothell-Silver Lake Water and Sewer District	15205 41st Ave SE	Bothell	98012
Camas Fire Station #42	4321 NW Parker Street	Camas	98607
Covington City Hall	16720 SE 271st ST,	Covington	98042
Covington Library	27100 164th Ave SE	Covington	98042
Crest Airpark	29300 179th Place SE	Kent	98042
East Wenatchee Water District	1497 Eastmont Avenue	East Wenatchee	98802
Enumclaw High School	226 Semanski	Enumclaw	98022
Everett-City of Everett	3200 Cedar Street	Everett	98201
Family of Grace Lutheran Church	31317 124th Ave SE	Auburn	98092
Firwood Circle	314 37th ST SE	Auburn	98002
Friday Harbor Old Fire Dept Building	60 Second St	Friday Harbor	98250
Green River College Kent Campus	417 Ramsay Way	Kent	98032
iGRAD Kent Location	25688 104th Ave SE	Kent	98030
Issaquah-City of Issaquah Public Works	670 First Ave NE	Issaquah	98027

Kenmore-Northshore Utility District	6830 NE 185th St	Kenmore	98028
Kent Library	212 2nd Ave N	Kent	98032
Kent Phoenix Academy	11000 SE 264th ST	Kent	98030
King County Courthouse	516 Third Ave	Seattle	98104
La Center-Water Reclamation Facility	101 Aspen Avenue	La Center	98629
Lacey Maintenance Center	1200 College St SE	Lacey	98503
Lacey-Cabela's	1600 Gateway Blvd. NE	Lacey	98516
Longview-Utility Operations Center	1351 Hudson St.	Longview	98632
Marysville Police Department	1635 Grove St.	Marysville	98270
Moses Lake Police Department	411 S. Balsam St.	Moses Lake	98837
Mt Vernon Police Department	1805 continental Place	Mount Vernon	98273
North West Handling	1100 SW 7th ST	Renton	98057
Ocean Shores Convention Center	120 W Chance A La Mer Avenue	Ocean Shores	98569
Olympia Police Department	P.O . Box 1967	Olympia	98507
Ontario Police Department	2500 S Archibald Ave.	Ontario, CA	91761
Pacific Raceways	31001 144th Ave SE	Kent	98042
Pierce County Sherriff's Department	930 Tacoma Ave S.	Tacoma	98402
Pasco - West Pasco Water Treatment Plant	11315 West Court Street	Pasco	99301
Port Angeles Police Department	321 E. 5th Street	Port Angeles	98362
Renton Police Department	1055 South Grady Way	Renton	98057
Richland-City of Richland Shops Facility	2700 Duportail Street	Richland	99352
Sequim-Clallam County Sheriff's Department	223 E. 4th Suite 12	Port Angeles	98362
San Juan County Sheriff's Department	96 Second St. P.O Box 669	Friday Harbor	98250
Snohomish County Sheriff's Department	300 Rockefeller Ave M/S #6D6	Everrett	98201
Spokane Police Department	1100 W Mallon Avenue	Spokane	99260
Spokane Valley-WETRC Facility	125 South Sullivan Rd	Spokane Valley	99037
Sumner Police Department	1104 Maple st. Suite 140	Sumner	98390

Tahoma High School	18200 SE 240th ST	Covington	98042
Thunder Middle School	42018 264th Ave SE	Enumclaw	98022
Thunder Mountain Middle School	42018 264th Ave SE	Enumclaw	98022
Tumwater-Fire Dept. Headquarters	311 Israel Rd. SW	Tumwater	98504
Vancouver-City of Vancouver Operations Center	4711 E Fourth Plain Boulevard	Vancouver	98661
Wenatchee Police Dept	271 9th St. NE	East Wenatchee	98802
Whatcom Community College	237 W Kellogg Rd	Bellingham	98225
Wilson Playfields	13028 SE 251st Place	Kent	98030
Yakima Police Department	200 South Third St.	Yakima	98901

APPENDIX 5: List of Law Enforcement Jurisdictions for Crime Information for 2016

City of Airway Heights Police Department 1208 Lundstrom St Airway Heights, WA 99001
City of Algona Police Department 401 Warde St Algona, WA 98001
City of Anaheim Police Department 425 S Harbor Blvd Anaheim, CA 92805
City of Auburn Police Department 25 West Main St Auburn, WA 98031
City of Bellingham Police Department 505 Grand Ave Bellingham, WA 98225
City of Bothell Police Department 18410 101 st Ave NE Bothell, WA 98011
City of Camas Police Department 2100 NE 3rd Ave Camas, WA 98607
Clallam County Sheriff's Department 223 E 4 th St Suite 12 Port Angeles, WA 98362
City of Covington Police Department 16720 SE 271 st St Covington, WA 98065
City of East Wenatchee Police Department 271 St NE East Wenatchee, WA 98802
City of Enumclaw Police Department 1705 Wells St Enumclaw, WA 98022
City of Everett Police Department 3002 Wetmore Ave Everett, WA 98201
City of Issaquah Police Department 130 Sunset Way Issaquah, WA 98027
City of Kent Police Department 220 4 th Ave South Kent, WA 98032
King County Sheriff's Department 516 Third Ave RM W-150, Seattle, WA 98104
City of Lacey Police Department 420 College St SE Lacey, WA 98503
City of La Center Police Department 105 W 5 th St La Center, WA 98629
City of Longview Police Department 1351 Hudson St Longview, WA 98632
City of Marysville Police Department 1635 Grove St Marysville, WA 98270
City of Moses Lake Police Department 411 Balsam St Moses Lake, WA 98837
City of Mount Vernon Police Department 1805 Continental Place Mount Vernon, WA 98273
City of Ocean Shores Police Department 577 PT Brown Ave NW Ocean Shores, WA 98569
City of Olympia Police Department PO Box 1967 Olympia, WA 98507
City of Ontario Police Department 2500 S Archibald Ave Ontario, CA 91761
City of Pasco Police Department 525 N Third Ave Pasco, WA 99301
Pierce County Sheriff's Department 930 Tacoma Ave South Tacoma, WA 98402
City of Port Angeles Police Department 321 E 5 th St Port Angeles, WA 98362
City of Renton Police Department 1055 South Grady Way Renton, WA 98057
City of Richland Police Department 871 George Washington Way Richland, WA 99352
San Juan County Sheriff's Department PO Box 669 Friday Harbor, WA 98250
Snohomish County Sheriff's Department 3000 Rockefeller Ave MS 6D6 Everett, WA 98201
City of Spokane Police Department 1100 W Mallon Ave Spokane, WA 99260
City of Spokane Valley Police Department 12710 E Sprague Ave Spokane Valley, WA 99216
City of Sumner Police Department 1104 Maple St Suite 140 Sumner, WA 98390
City of Tumwater Police Department 555 Israel Road SW Tumwater, WA 98501
City of Vancouver Police Department 2800 NE Stapleton RD Vancouver, WA 98661
City of Wenatchee Police Department 271 9 th St NE East Wenatchee, WA 98802
Whatcom Community College 237 W Kellogg Rd Bellingham, WA 98225

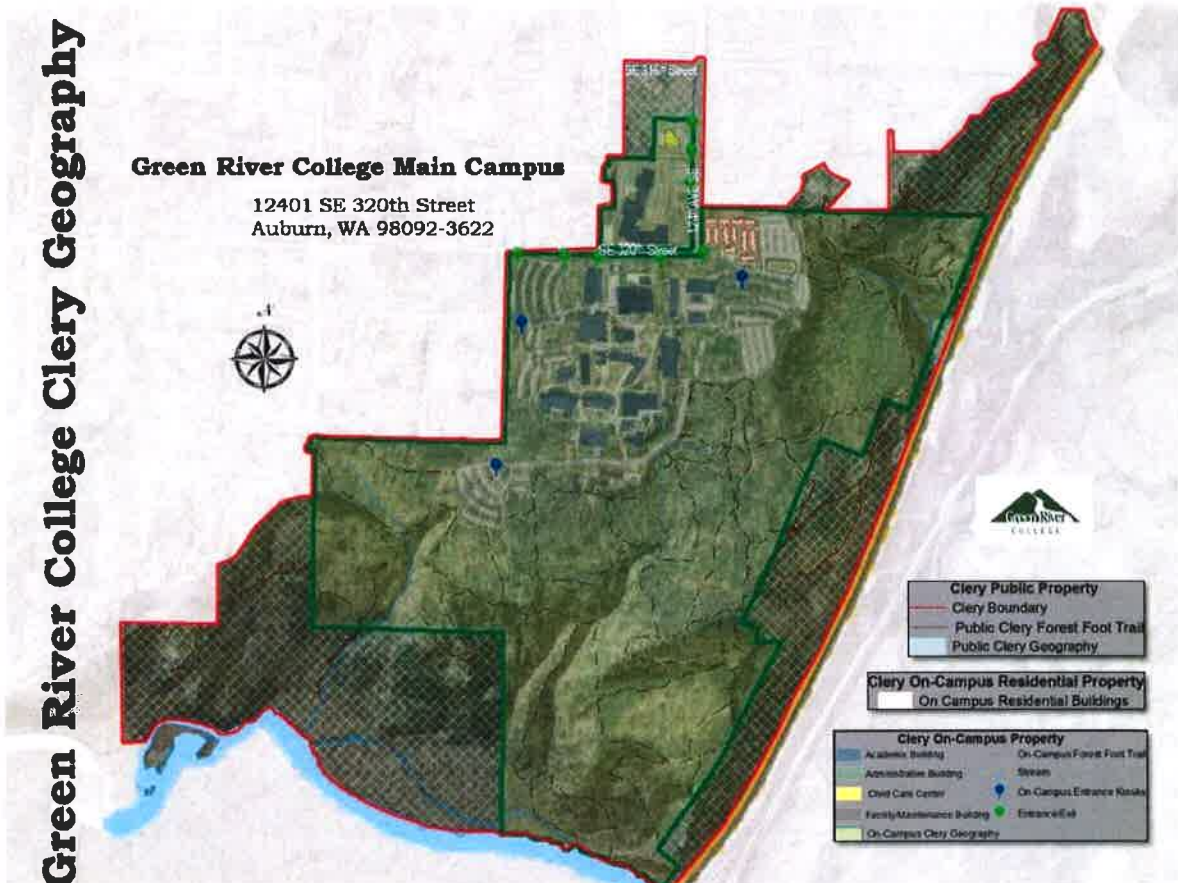
APPENDIX 6: List of Campus Security Authority Personnel for 2016

Person	Position Title	Contact info (253-833-9111, then use extension #)
Allison Warner	Director of Career & Advising	x2634
Benjamin Lealofi	Program Coordinator for Diversity, Equity & Inclusion	x2659
Bob Kickner	Director of Athletics & Recreation	x2481
Catherine Cantrell	Dean of Instruction	x4495
Cathy Wells	Dean of Instruction	x3349
Chris Casey	Housing Assistant Director (Student Conduct)	x3605
Christie Gilliland	Dean of Instruction	x4508
Cynthia Rapier	Director of International Housing	x2130
Dani Chang	Dean of Student Affairs: Campus Life	x6024
David Larsen	Dean of Student Affairs: Enrollment & Completion	x3307
Deb Casey	Title IX Coordinator for Students/Vice President for Student Affairs	x3328
Denise Bennatts	Director of Enrollment Services	x2510
Derek Ronnfeldt	Director of Campus Safety, Transportation & Parking	x3335
Jamie Hatleberg	Director of Disability Support Services & Student 504 Compliance	x2646
Jennifer Dysart	Dean of Library	x2094
Josh Clearman	Dean of Instruction	x3325
Julie French	Coordinator of Health Services	x2430
Kai Hibbeln	Director of Intensive English as a Second Language (IESL), High School Programs (HSP), and Foundations For Success (FFS)	x2135
Kiani Fuega	Director of Outreach & Service Learning	x2556
Leslie Moore	Dean of Branch Campuses & Continuing Studies	x3375
Candis Eckert	Director of TRiO Student Support Services and SAFE	x2561
Lindsey Morris	Director of Running Start & College in the High School	x2624
Lupita (Pete) Morales	Housing Assistant Director	x3606
Mariena Mears	Dean of Instruction	x4944
Marshall Sampson	Title IX Coordinator for Employees/Vice President for Human Resources	x3320
Martha Koch	Manager of International Student Activities	x2416
Marwa Almusawi	Program Coordinator for Diversity, Equity & Inclusion	x2636
Mary Edington	Director of Financial Aid Services	x3326
Melisa Williams	Director of Student Affairs, Leadership & Involvement	x2415
Melissa Archuleta	Student Life Program Coordinator	x2480
Michael Tuncap	Director of Office of Diversity, Equity, & Inclusion	x2403
Nancy Kremer	Director of International Services & Operations	x3308

Sandra Spadoni	Director of International Student Advising	x3493
Sarah Postel	Director of Welcome Center, Assessment & Testing	x6001
Seth Grossman	Director of Housing (CCA)	x3601
Shane Daetwiler	Director of Judicial Affairs & Compliance	x3397
Story Gilmore	Coordinator of Student Leadership & Involvement	x2404
Susan Evans	Student Life Program Support Supervisor	x2402
Vivette Beuster	Director of Extended Learning	x3343
Wendy Stewart	Vice PresidentDean of International Programs & Extended Learning	x3313

APPENDIX 7: Maps of Green River College Campuses Clery Geography

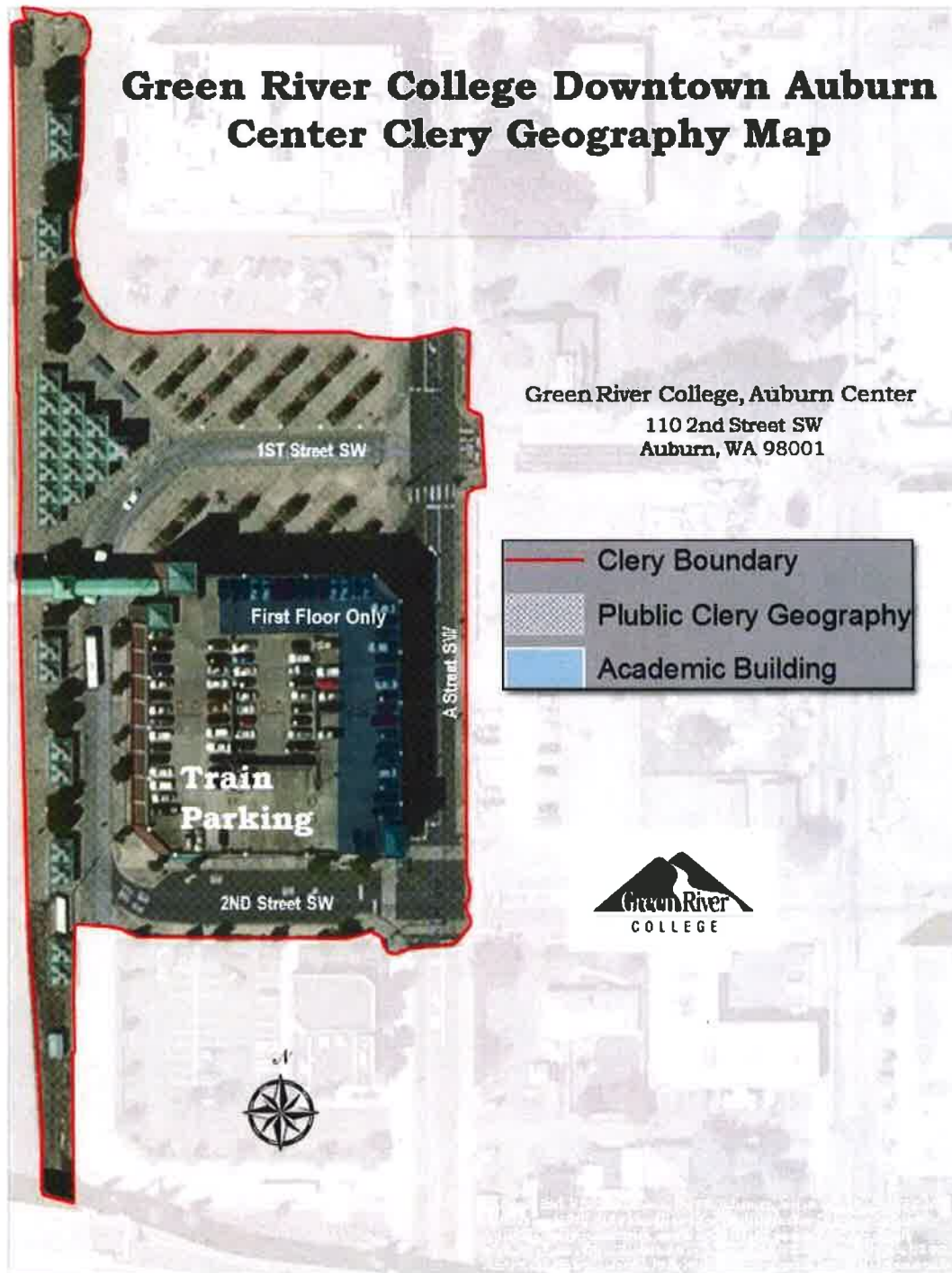
Green River College Main Campus Map:



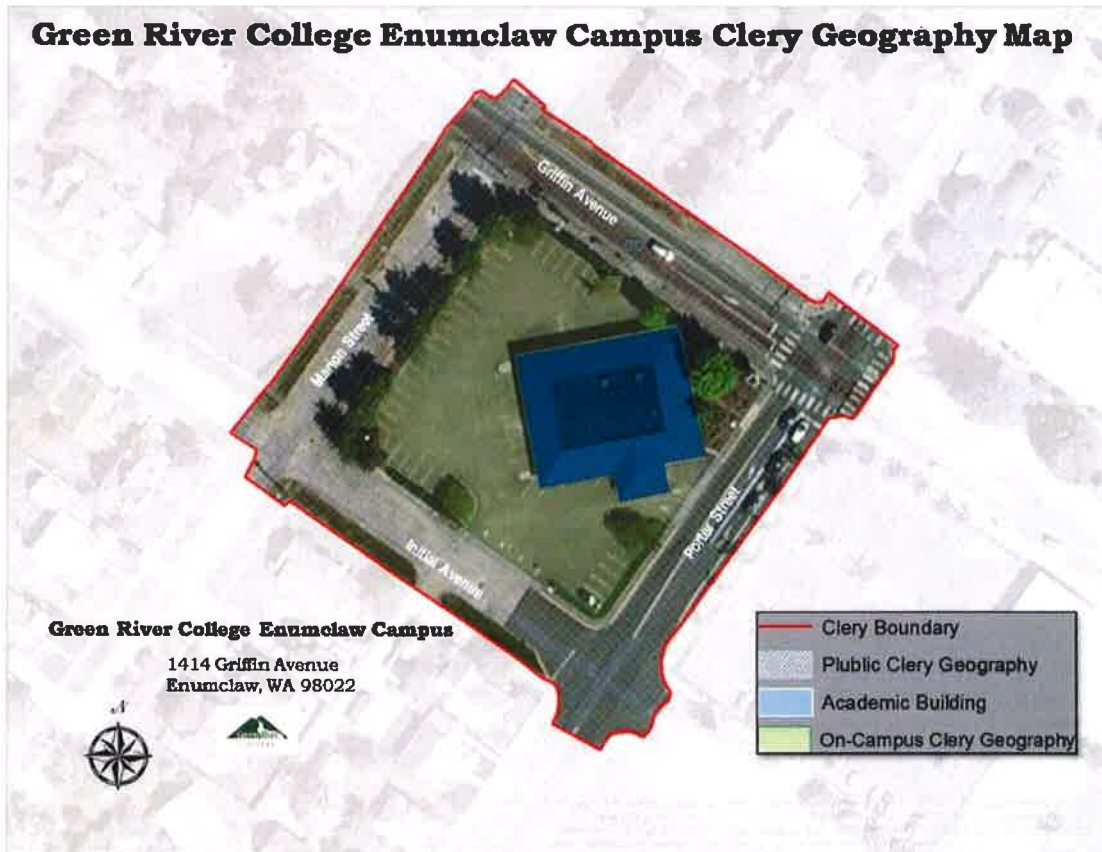
Green River College 2016 Kent Campus Map



Green River College 2016 Downtown Auburn Campus Map



Green River College 2016 Enumclaw Campus Map

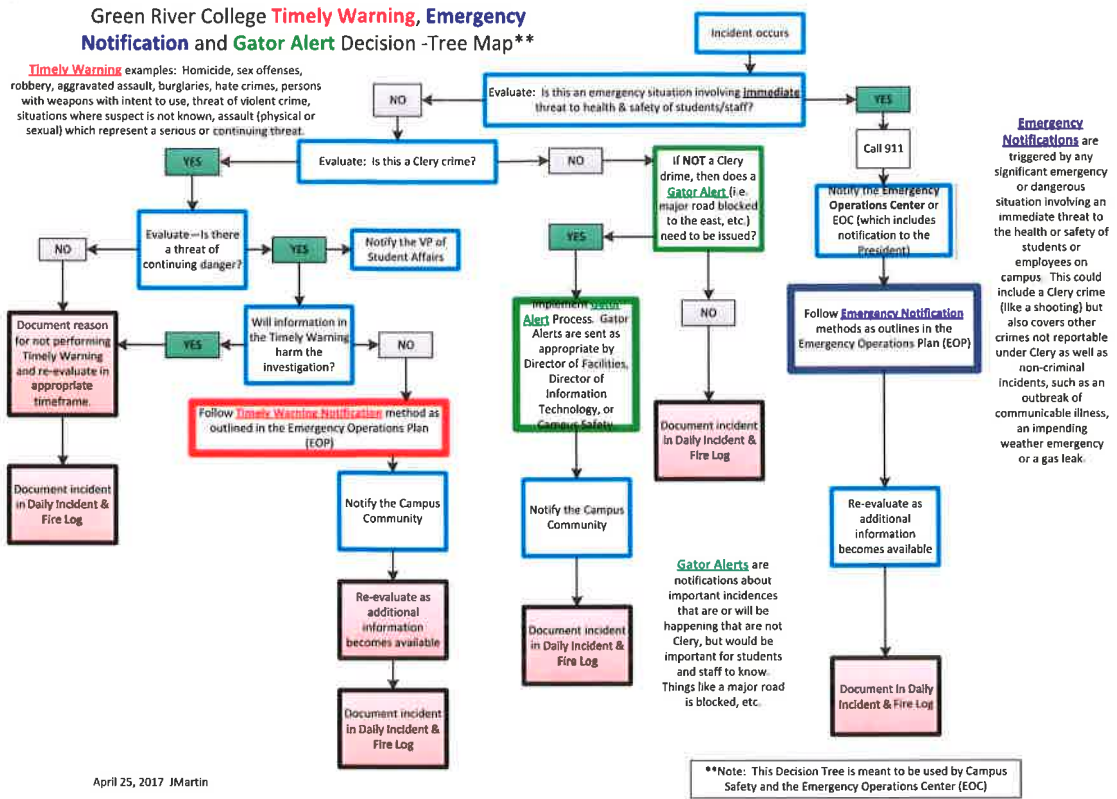


Green River College Campus 2016 Locations Clery Geography

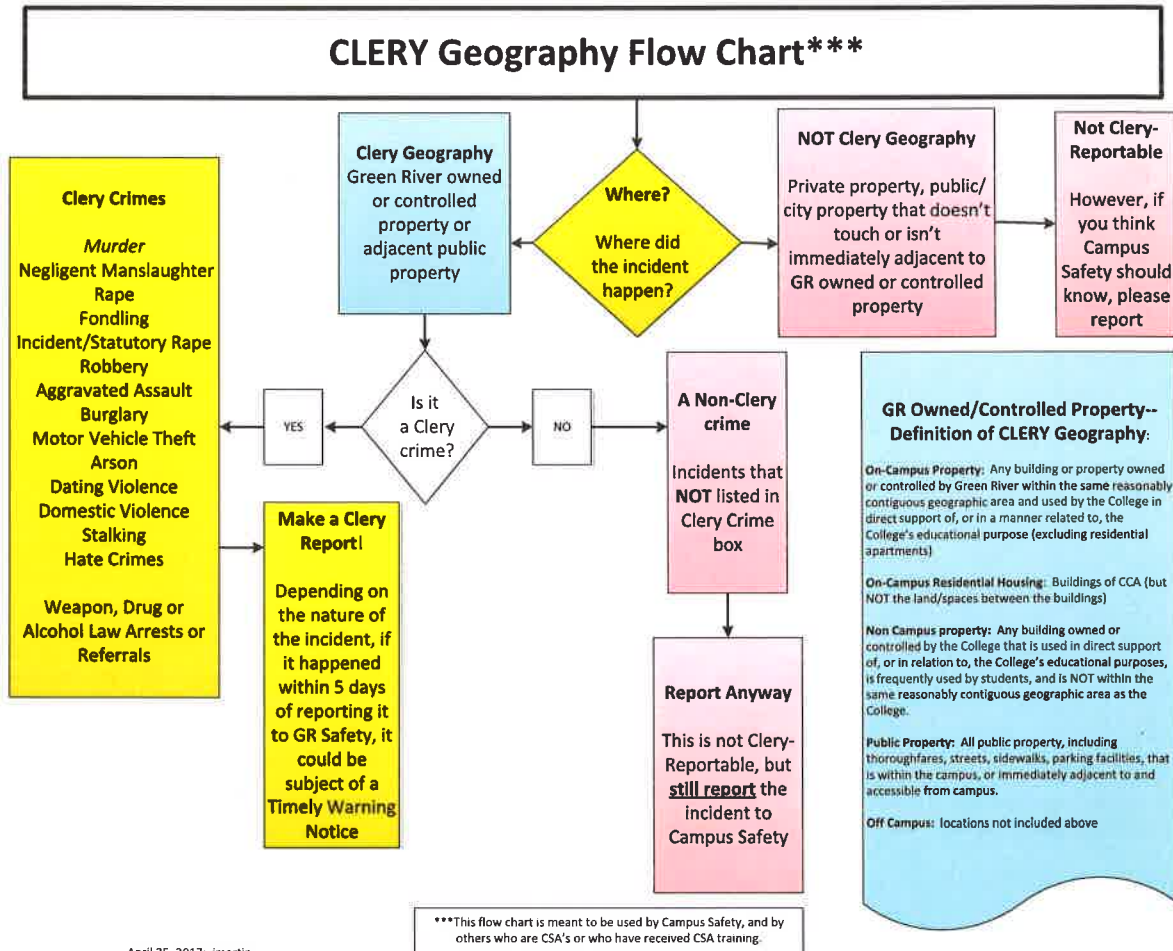


APPENDIX 8: Decision/Flow Maps for Clery processes

Timely Warnings, Emergency Notifications, and Gator Alerts

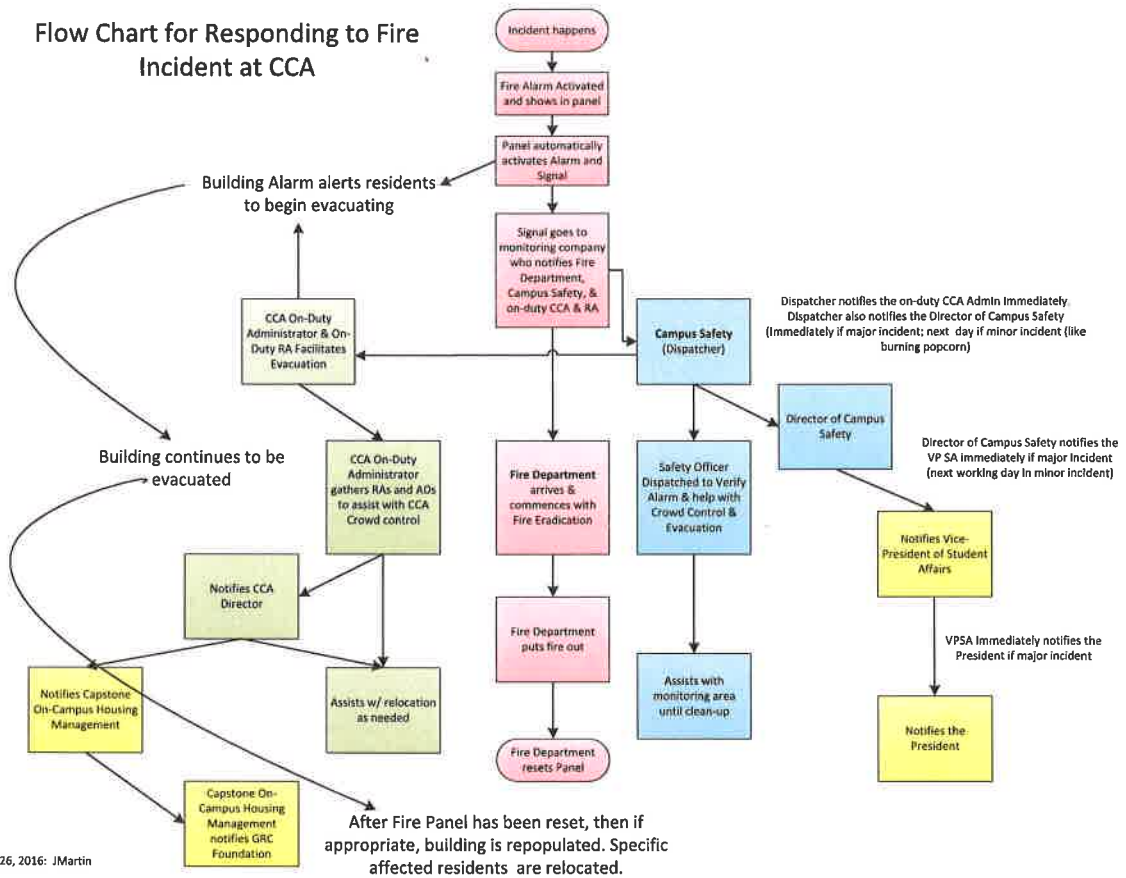


Crime Reporting Clery Geography Flow Chart



April 25, 2017: jmartin

Response to Fire Incidents at Campus Corner Apartments



Attachment V

Contents:

Copy of Table Displaying Revised 2014 Crime Data in response to Finding 12

Attachment V
Tables displaying Revised 2014 crime data

Table for Main Campus:

AUBURN (MAIN) CAMPUS					
	On Campus	On Campus Residential	Non Campus	Public	Unfounded
	2014	2014	2014	2014	2014
TYPE OF CLERY CRIME					
Murder/Non-negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
Rape	1	0	0	0	0
Fondling	1	0	0	0	0
Incest	0	0	0	0	0
Statutory Rape	0	0	0	0	0
Robbery	1	0	0	6	0
Aggravated Assault	2	1	0	3	0
Burglary	17	3	0	0	0
Motor Vehicle Theft	6	0	0	0	0
Arson	0	0	0	0	0
VAWA Offenses					
Domestic Violence	1	0	0	0	0
Dating Violence	1	0	0	0	0
Stalking	5	0	0	0	0
ARRESTS					
Arrests: Liquor/Alcohol Law Violations	0	0	0	0	0
Arrests: Drug abuse Violations	0	0	0	0	0
Arrests: Weapons Carrying, possessing, etc.	0	0	0	0	0
CAMPUS DISCIPLINARY REFERRALS					
Referrals: Liquor/Alcohol Violations	25	21	0	0	0
Referrals: Drug abuse Violations	35	33	0	0	0
Referrals: Weapons Carrying, Possessing, etc.	1	1	0	0	0

HATE CRIMES Hate Crimes: Any crimes motivated by perpetrator bias against the victim based on race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability (whether actual or perceived). There were two Hate

Crimes that occurred on the Main Campus in Auburn, WA in 2015. Note--When a hate crime is reported, specific bias is noted as well as which Clery Geographical Area it occurred.

2014: No hate crimes reported

2014 categorized incidents are in line w/ the 2011 Handbook for Campus Safety and Security Reporting. Marijuana use by residents over 21 years of age at CCA is not reported as a Clery violation in 2015 since it is not a violation of law; Marijuana use by minors is reported as a Clery violation.

**On-Campus Residence data is also reported in the On-Campus category as well.

Table for Downtown Auburn Campus:

This table displays data for Green River College Auburn Downtown Campus. All incidents for 2014 were reviewed. Previously, incorrect Clery Geography definitions were used in 2014; using the correct Clery Geography definitions, the number of Clery Incidents reported for 2014 were found to be different than what had been previously reported. Non-Campus incidents are reported in Table above for the main campus.

Downtown AUBURN CAMPUS			
	On Campus	Public	Unfounded
	2014	2014	2014
TYPE OF CLERY CRIME			
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
VAWA Offenses	0	0	0
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
ARRESTS			
Arrests: Liquor/Alcohol Law Violations	0	0	0
Arrests: Drug abuse Violations	0	0	0
Arrests: Weapons Carrying, possessing, etc.	0	0	0
CAMPUS DISCIPLINARY REFERRALS			

Referrals: Liquor/Alcohol Violations	0	0	0
Referrals: Drug abuse Violations	0	0	0
Referrals: Weapons Carrying, Possessing, etc.	0	0	0

There were no hate crimes reported at the Downtown Auburn Campus or The Auburn Center in 2014, thus data for simple assault, larceny, theft, intimidation, destruction of property, & vandalism are not included. Hate Crimes: Any crimes motivated by perpetrator bias against the victim based on race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability (whether actual or perceived). In the future, when a hate crime is reported, specific bias will be noted as well as and on which Clery Geographical Area it occurred.) NOTE: Sodomy and sexual assault with an object are included in the rape category.

***Non-campus data for 2014, is shown on the table for the main campus since all non-campus locations are administered through the main GRC campus. There were no Non-campus Clery incidents on the non-campus Clery geography sites located in or about the city of Auburn.

TABLE for the Enumclaw Campus

All incidents for 2014 were reviewed. . The data below reflect the most current categorization of 2014.

Enumclaw CAMPUS	On Campus	Public	Unfounded
	2014	2014	2014
TYPE OF CLERY CRIME			
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
VAWA Offenses			
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
ARRESTS			
Arrests: Liquor/Alcohol Law Violations	0	0	0
Arrests: Drug abuse	0	0	0

Violations			
Arrests: Weapons Carrying, possessing, etc.	0	0	0
CAMPUS DISCIPLINARY REFERRALS			
Referrals: Liquor/Alcohol Violations	0	0	0
Referrals: Drug abuse Violations	0	0	0
Referrals: Weapons Carrying, Possessing, etc.	0	0	0

There were **no** hate crimes reported at the Enumclaw campus in 2014, thus data for simple assault, larceny, theft, intimidation, destruction of property, & vandalism are not included. Hate Crimes: Any crimes motivated by perpetrator bias against the victim based on race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability (whether actual or perceived). In the future, when a hate crime is reported, specific bias will be noted as well as and on which Clery Geographical Area it occurred.) NOTE: Sodomy and sexual assault with an object are included in the rape category. Residential data are not included in Enumclaw Campus crime data since there are no residential facilities at that campus. ***Non-campus data for 2014, is shown on the table for the Main Campus since all non-campus locations are administered through the main GRC campus. There were no Non-campus Clery incidents on the non-campus Clery geography sites located in or about the city of Enumclaw.

TABLE for the Kent Campus.

All incidents for 2014 were reviewed. Non-Campus incidents are reported in the table for the Main Campus. The data below reflect the most current crime data for 2014 for the Kent Campus.

Kent CAMPUS	On Campus	Public	Unfounded
	2014	2014	2014
TYPE OF CLERY CRIME			
Murder/Non-negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	00	0	0
Arson	0	0	0
VAWA Offenses			
Domestic Violence	0	0	0

Dating Violence	0	0	0
Stalking	0	0	0
<u>ARRESTS</u>			
Arrests: Liquor/Alcohol Law Violations	0	0	0
Arrests: Drug abuse Violations	0	0	0
Arrests: Weapons Carrying, possessing, etc.	0	0	0
<u>CAMPUS DISCIPLINARY REFERRALS</u>			
Referrals: Liquor/Alcohol Violations	0	0	0
Referrals: Drug abuse Violations	0	0	0
Referrals: Weapons Carrying, Possessing, etc.	0	0	0

There were no hate crimes reported at the Kent campus in 2014, thus data for simple assault, larceny, theft, intimidation, destruction of property, & vandalism are not included. Hate Crimes: Any crimes motivated by perpetrator bias against the victim based on race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability (whether actual or perceived). In the future, when a hate crime is reported, specific bias will be noted as well as and on which Clery Geographical Area it occurred.) NOTE: Sodomy and sexual assault with an object are included in the rape category. Residential data are not included in Kent Campus crime data since there are no residential facilities at that campus.

***Non-campus data for 2014, is shown on the Table for the Main Campus since all non-campus locations are administered through the main GRC campus. There were no Non-campus Clery incidents on the non-campus Clery geography sites located in or about the city of Kent.

Attachment W

Contents:

Copy of Certification Statement for Finding 12 that was sent to the Department on October 30, 2017



Statement of Certification (Finding Number 12)

Student Services Office
12401 SE 320th St
Auburn, WA 98092-3622
(253) 833-9111 Auburn
(206) 464-6133 Eastside
(253) 924-0180 Tacoma

This letter will serve as confirmation to the Department of Education that Green River College complied with the second paragraph of the Required Action for Finding Number Twelve listed on page 29 of the Campus Crime Program Review Report dated September 25, 2017. As requested, Green River College is providing this documentation to the Department no later than October 31, 2017, evidencing that distribution took place of the 2017 ASR in accordance with 34 C.F.R. § 668.41 (e).

Green River College actively distributed the 2017 Annual Safety and Fire Report (for calendar year 2016) to all current employees and enrolled students on or before October 1, 2017 by providing the distribution on September 28, 2017. This initial distribution took place in the form of a notification email on September 28, 2017, to the following list-serves of (1) ***Restricted – All College Mail**, and (2) currentstudents@mail.greenriver.edu

Criteria for inclusion in the ***Restricted – All College Mail** is that the person is one of the following: a current full time permanent employee, a current permanent employee less than full time, and part-time employees who have been hired by various departments to work usually less than 16 hours/week. Employees cannot “opt-out” of this list-serv.

Criteria for inclusion in the currentstudents@mail.greenriver.edu is that any student who has registration activity at all for the quarter is added to this list-serv. In addition, a “collection box address” was included that receives all emails sent to this specific student list-serv.

Copies of the emails notifying both employees and students of the 2017 ASFR are contained in **Exhibit A** of this Statement of Certification, but the dates/times for each email are listed below. Email #2 was a follow-up to the original email, and with an additional notation that a paper copy is available upon request. Email #3 was a follow-up to email #2, noting that the link in the previous email was inoperable, and provided a working link. **Exhibit B** contains the contents of the student distribution inbox showing that these emails below were sent and received.

1. **Email #1:** Sent on Friday, September 29, 2017 at 4:09 PM to *Restricted – All College Mail; currentstudents@mail.greenriver.edu
2. **Email #2:** Sent on Friday, October 13, 2017 at 11:38 AM, amended with the additional statement that a paper copy would be available upon request.
3. **Email #3:** Sent on Friday, October 13, at 11:52 AM because of feedback received by Campus Safety which noted that the link to the ASFR did not work. (Note: The

College changed web platforms of Monday, October 9, 2017) This email was sent out and included a link that worked as a follow-up to the email sent on September 29, 2017.

The College realizes it should have provided the information about requesting a paper copy with the initial email notification, corrected the inadvertent omission, and has a process in place to assure that future notices will provide the information. Paper copies are currently available upon request at Campus Safety. The correct notification will also be sent out (after this initial "blast" for the Fall Quarter notification) during all succeeding quarters on the 10th academic day of those quarters. It is on the 10th day that all class rosters have a complete list of students, and thus, all students (and any new employees added since October 1, 2017) for those upcoming quarters (Winter, Spring, and Summer) will get this same notification. It is the intention of the college to fully comply with the Clery Act regulations.

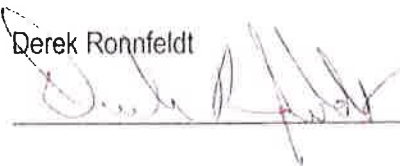
The undersigned, on behalf of Green River College, certifies the statements in this letter are correct and affirms the College understands its Clery Act obligations and has and will continue to take all necessary corrective actions to ensure violations do not recur.

Director of Campus Safety & Clery Compliance (current director of Campus Safety and Transportation)

Name:

Derek Ronnfeldt

Signature:



Date: 10-30-17

Exhibit A

(This Exhibit A contains copies with content of the emails sent on Friday, September 29, 2017 at 4:09 PM; Friday, October 13, 2017 11:38 AM; and Friday, October 13, 2017 11:52 AM. Note the dates/times sent>)

Email #1:

From: Derek Ronnfeldt

Sent: Friday, September 29, 2017 4:09 PM

To: *Restricted - All College Mail; currentstudents@mail.greenriver.edu

Subject: Fall Quarter 2017 Notification: GRC Annual Safety & Fire Report and information about the Drug Free Schools Act

Hello Campus Community—Staff, Faculty, and Students! This message comes to you from me (Derek Ronnfeldt) and the Health Service's Office.

***From Derek:** Every quarter, we remind everyone that Campus Safety has the latest **GRC Annual Safety & Fire Report** available on our website. This comprehensive report details safety practices, how the college acts to prevent and respond to crimes of violence, descriptions of policies for specific disciplinary proceedings, and crime data for each of our campus locations (main campus in Auburn, Downtown Auburn campus, Enumclaw Campus and Kent campus). You can access the link at: <http://www.greenriver.edu/Documents/about-grcc/campus-safety/grc-clery-annual-safety-and-fire-report.pdf>*

***From the Health Service's Office:** In addition, in compliance with the **Drug-Free Schools and Campuses regulations**, Green River College provides this information on Alcohol and Other drug prevention and policies to members of the college community. Please read the following link to understand Green River College's prevention program: http://www.greenriver.edu/Documents/student-affairs/judicial_programs/2015-16-student-rights-to-know-and-student-conduct.pdf*

Have a safe Fall Quarter!

Warm Regards,

Derek Ronnfeldt, Director

Campus Safety

Email #2:

From: Derek Ronnfeldt
Sent: Friday, October 13, 2017 11:38 AM
To: currentstudents@mail.greenriver.edu; *Restricted - All College Mail
Subject: Updated: Fall Quarter 2017 Notification: GRC Annual Safety & Fire Report

Hello Campus Community—Staff, Faculty, and Students! This updated message comes to you from Campus Safety

*Every quarter, we remind everyone that Campus Safety has the latest **GRC Annual Safety & Fire Report** available on our website. This comprehensive report details safety practices, how the college acts to prevent and respond to crimes of violence, descriptions of policies for specific disciplinary proceedings, and crime data for each of our campus locations (main campus in Auburn, Auburn Center campus, Enumclaw Campus and Kent campus). You can access the link at: <http://www.greenriver.edu/Documents/about-grcc/campus-safety/grc-clery-annual-safety-and-fire-report.pdf>*

If anyone would like to receive a paper copy of the AFSR, please make your request to one of the following places: call Campus Safety at (253)288-3350, email us at safetydispatch@greenriver.edu or write us at GRC Safety Director, Office of Campus Safety, Green River College, 12401 SE 320th St., Auburn, WA 98092. You can also stop by the Campus Safety Dispatch Desk located in the Administration Building on the main Green River College campus to receive a copy.

Have a safe Fall Quarter!

Warm Regards,

Derek Ronnfeldt, Director

Campus Safety

Email #3

From: Derek Ronnfeldt
Sent: Friday, October 13, 2017 11:52 AM
To: currentstudents@mail.greenriver.edu; *Restricted - All College Mail
Subject: Updated: Fall Quarter 2017 Notification: GRC Annual Safety & Fire Report

To All: I just sent this email out to the campus community and learned that the link did not work for the new web site. Below is the newest link that takes you directly to the ASFR. Sorry for any inconvenience.

Hello Campus Community—Staff, Faculty, and Students! This updated message comes to you from Campus Safety

*Every quarter, we remind everyone that Campus Safety has the latest **GRC Annual Safety & Fire Report** available on our website. This comprehensive report details safety practices, how the college acts to prevent and respond to crimes of violence, descriptions of policies for specific disciplinary proceedings, and crime data for each of our campus locations (main campus in Auburn, Auburn Center campus, Enumclaw Campus and Kent campus). You can access the link at: <https://www.greenriver.edu/media/content-assets/documents/campus/safety/grc-clery-annual-safety-and-fire-report.pdf>.*

If anyone would like to receive a paper copy of the AFSR, please make your request to one of the following places: call Campus Safety at (253)288-3350, email us at safetydispatch@greenriver.edu or write us at GRC Safety Director, Office of Campus Safety, Green River College, 12401 SE 320th St., Auburn, WA 98092. You can also stop by the Campus Safety Dispatch Desk located in the Administration Building on the main Green River College campus to receive a copy.

Have a safe Fall Quarter!

Warm Regards,

Derek Ronnfeldt, Director

Campus Safety

Exhibit B

(This Exhibit contains a screen shot of the currentstudent@mail.greenriver.edu distribution inbox showing that the sent email was distributed to those current students on the list.)

Attachment X

Contents:

Copy of the Proposal for GRCs Drug and Alcohol Abuse Prevention Program (DAAPP)

Attachment X

Proposal for GRC's Drug and Alcohol Abuse Prevention Program (DAAPP)

Proposed Council: GRC should create a council that reports directly to the president or designee that will focus on supporting the instructional mission of the college by reducing the number of students who experience difficulties as a result of the effects of alcohol and drug use/abuse. **Proposed membership:** VP of SA, VP of Instruction, VP of HR, Judicial/Health Support Officer, Faculty Counselor, Director of Housing, Director of Campus Safety, Dean of Campus Life, Director of International Student Services & Operations, (others as suggested by key stakeholders).

Value Statement: GRC has adopted core values about the campus environment, community engagement, equity, global awareness, high quality, innovation, stewardship, student access, and student success. The DAAPP program will reflect the core values of preserving the safety, ecology, and sustainability of our campus environment, and also will support student engagement, retention, completion and post-program success through excellent teaching and learning and comprehensive support services.

Proposed Mission: The purpose of the Council on Drug and Alcohol Awareness is to support the instructional mission of the college by reducing the number of employees and students who experience difficulties because of the effects of alcohol and drug use/abuse. It will support increased safety, student retention and completion.

Proposed Vision: Working in partnership with campus and community stakeholders, the vision of the GRC DAAPP will support an environment conducive to making decisions with little risk of harm when involving alcohol and drug use, empower faculty, staff and students to make low risk of harm decisions related to alcohol and drug use, and support those who have already made sensible choices (or who have chosen to abstain) about alcohol and drug use.

Outcomes/Goals:

1. Increase GRC faculty, staff members' and students' knowledge about campus policies and laws about alcohol and drug use
2. Increase awareness of decision making processes about alcohol and drug use
3. Increase GRC faculty and staff members' knowledge about where to refer students or colleagues with alcohol and / or other drug problems
4. Reduce the percentage of students who have consumed alcohol
5. Reduce the percentage of students who have used marijuana

Outcome 1: Focus on the ways in which policies and laws can positively influence decisions about alcohol and other drug use. Proposed methods and strategies include:

- Identify campus policies and laws that deter underage and high-risk drinking
- What are the sources of underage access to alcohol?
- Review and support strategies that endorse deterrence of alcohol/drug use
- Determine effective strategies used at other similar colleges

Outcome 2: Promote effective decision-making processes about alcohol and drug use. Proposed methods and strategies include:

- Create a poster campaign that targets effective drug/alcohol decision processes
- Have quarterly discussions in CCA about ways to safely deal with drugs/alcohol
- Promote guest speakers to present drug/alcohol effects/use in Transitional Studies classes

Outcome 3: Increase GRC faculty and staff members' knowledge about where to refer students or colleagues with alcohol and / or other drug problems. Proposed methods and strategies include:

- Create brochure to provide to all staff/faculty about the resources for students and colleagues with alcohol and/or drug issues
- Have presentation in Student Affairs about drugs/alcohol use and various resources
- Send informational email message to faculty and staff regarding impact of excess alcohol and drugs on the academic performance of students

Outcome 4: Reduce percentage of students who have consumed alcohol. Proposed methods and strategies include:

- Conduct a baseline Survey of CCA residents during Winter Quarter 2018 about their alcohol use/knowledge. Submit written request for human subject research to be approval by the Institutional Review Board (IRB) in the Office of Planning and Research
- Have a presentation on alcohol use at CCA at beginning of Spring Quarter 2018
- Display posters at CCA and throughout campus about alcohol use at beginning of Spring quarter 2018
- Send email to students about effects of alcohol use on grades and student success
- Conduct follow-up survey of CCA residents at end of Spring Quarter 2018 about their alcohol use/knowledge
- Measure the differences between the base survey and follow-up survey

Outcome 5: Reduce percentage of students who have used marijuana. Proposed methods and strategies include:

- Conduct base Survey of CCA residents during Fall Quarter 2018
- Have a presentation on marijuana use at CCA at middle of Fall Quarter 2018

- Display posters at CCA and throughout campus about marijuana use at the beginning of Fall Quarter 2018
- Send email to students about the effects of marijuana on grades and student success
- Conduct follow-up survey of CCA residents at the end of Fall Quarter 2018 about their marijuana use/knowledge

Other suggestions and strategies may include:

- Identify major employers in the area and their specific alcohol and drug policies and publicize them among GRC students
- Continue to foster relationships with the legal, law enforcement, and social services communities
- Communicate regularly with community (faculty, staff, students, and community members) regarding alcohol and drug prevention strategies and issues
- Incorporate personalized alcohol education for all resident students
- Work collaboratively to develop consistent policy violation sanctions for CCA residents and non-CCA students
- Consider implementing Brief Alcohol Screening and Intervention for College Students (BASICS) who have violated CCA and/or campus alcohol policies for the second time; also consider implementing BASICS for students who indicate on surveys that they may be experiencing adverse effects due to alcohol/drug use

Suggested Timeline:

Fall Quarter 2017:

- Research other DAAPP programs
- Outline proposed initial drug and alcohol abuse prevention programs
- Meet with core stakeholders about curriculum choices (including poster campaign) and the proposed new Council on Drug and Alcohol Awareness
- Create timeline for introductory strategic DAAPP plan
- Suggest a proposed Council on Drug and Alcohol Awareness that will guide the DAAPP
- Make initial purchase of commercial posters about alcohol and drug use; also ask Graphic Artist for Student Life to create a series of posters that will be duplicated and posted throughout campus
- Once permission has been granted for the human subject research, order enough electronic surveys to use with CCA residents for Winter Quarter/Spring Quarter 2018

Winter Quarter 2018

- Make presentation to Student Government for budget request for DAAPP for the following year (2018-19) to include interactive WEB links for e checkup TO GO ALCOHOL and e checkup TO GO MARIJUANA

- Create Council on Drug and Alcohol Awareness
- New Council meets and finalizes initial draft proposal/activities to present to BOT and president (include one year of strategies with the rest to be developed prior to the end of Spring quarter 2018 and extending for three years until June 2020)
- Present preliminary drug and alcohol abuse prevention program information to the Board of Trustees for approval
- Survey CCA Residents (350) (for base survey of alcohol /drug use
- Display the initial posters at CCA and throughout campus about alcohol
- Create suggested timeline of strategies for achieving outcomes
- Train Resident Assistants on the Drug/Alcohol Awareness Campaign
- Promote Faculty/Staff to start the Drug Free Workplace Safe Colleges Course
- Create brochures for employees and for students about the effects of drug/alcohol use
- Create a web page for drug/alcohol awareness with listings of resources, etc. Include links such as Alcohol (before one more), Marijuana Myths/facts, Measure Your Drinking; Frequently Asked Questions; Looking for Help.

Spring Quarter 2018

- Train the current Campus Life Student Leaders (Campus Life, ODEI) on the Drug/Alcohol Awareness Campaign
- Have staff complete the Drug Free Workplace Safe Colleges Course
- Make presentations to CCA residents about Alcohol use
- Meet with Transitional Studies faculty to promote the inclusion of drug and alcohol use/abuse into their curriculum (collaboration w/ faculty)
- Survey the same CCA Residents (350) at the end of the quarter to assess drug and alcohol awareness changes
- Display posters throughout campus, do interview with student newspaper, add resources to the Web

Summer Quarter 2018

- Train the NEW Resident Assistants and Campus Life Student Leaders on the Drug and Alcohol Awareness Campaign
- Expand Information sources for the Alcohol/Drug information Web page
- Make presentations to CCA residents regarding alcohol and drug use
- Safety Office begins adding safety orientation at CCA

Fall Quarter 2018

- Have new staff complete the Drug Free Workplace Safe Colleges Course
- Make presentations to CCA residents about Marijuana use
- Survey new (150) CCA residents and also a random group of new students who are non-CCA residents to assess current marijuana, drug and/or alcohol use

- Display new posters throughout campus, do interview with student newspaper, add resources to the web
- New student orientation will add a drug and alcohol online component
- Assess the effectiveness of alcohol and drug violation sanctioning

Winter Quarter 2019

- Present to BOT on DAAPP progress, survey results, etc.
- Update drug and alcohol posters
- Participate in health fair with drug/alcohol information
- Make presentation to Student Government for budget request for DAAPP for the following year (2019-20) to include interactive WEB links for e checkup TO GO ALCOHOL and e checkup TO GO MARIJUANA

Spring Quarter 2019

- Update and revise drug and alcohol brochures
- Schedule a student drug/alcohol driving event (goggles)
- Look for drug/alcohol website enhancements
- Work with Transitional Studies instructors for drug and alcohol curriculum updates
- Repeat the survey for the same students from fall at the end of the quarter to assess drug and alcohol awareness changes

Summer Quarter 2019

- Train the new Resident Assistants and Campus Life Student Leaders on Drug and Alcohol Awareness Campaign
- Make presentations to CCA residents regarding alcohol and drug use

Fall Quarter 20019

- New staff complete the Drug Free Workplace Safe Colleges Course
- Survey 150 new CCA students and another 150 random students who are non-CCA residents to assess current marijuana, drug and/or alcohol use
- Schedule student event regarding drug/alcohol use

Winter Quarter 2020

- Make presentation to Student Government for budget request for DAAPP for the following year (2020-2021) to include interactive WEB links for e checkup TO GO ALCOHOL and e checkup TO GO MARIJUANA
- Update drug and alcohol posters
- Participate in health fair with drug/alcohol information
- Present to BOT regarding DAAPP progress and results

Spring Quarter 2020

- Repeat the survey for the same students from fall at the end of the quarter to assess drug and alcohol awareness changes
- Schedule a student event regarding alcohol and drug awareness
- Check on any updates required for drug and alcohol brochures

Summer Quarter 2020

- Train the new Resident Assistants and Campus Life Student Leaders on the Drug and Alcohol Awareness Campaign
- Make presentations to CCA residents regarding alcohol and drug use
- Update the college drug and alcohol website

Fall Quarter 2020

- Complete first full biennial review to determine effectiveness of programs and consistency of sanction enforcement