

**WALLA WALLA COMMUNITY COLLEGE
EMERGENCY AND CRIME REPORTING
ADMINISTRATIVE POLICY 3510**

I. Policy Background/Purpose:

Walla Walla Community College is committed to the safety and security of all members of the college community. As part of this commitment, Walla Walla Community College encourages the prompt reporting of all criminal activity and emergency situations. Walla Walla Community College has implemented the following procedure that outlines various reporting options, which reporting options are confidential, which reporting options are not confidential, and when reporting becomes mandatory.

II. Definitions:

Campus Security Authorities (CSAs)- Individual employees identified by the College whose specific duties or responsibilities associated with their position qualify them as a CSA under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) – Federal statute that requires colleges and universities to disclose campus safety information, crime statistics and summaries of security policies to the public.

Title IX – Federal statute that prohibits sex discrimination in educational institutions and legally requires schools to respond to, and remedy, hostile educational environments.

Timely Warning – Clery Act reporting requirement that states that Walla Walla Community College at a minimum must notify the campus community in a timely manner when a Clery Act crime has been committed in a Clery Act geographically designated area and is determined, by Walla Walla Community College, to represent a serious or continuing threat to students and employees. A Timely Warning may also be issued for crimes not specifically covered under the Clery Act at the discretion of the college.

III. Authority:

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), Title IX.

IV. Scope/Responsibilities:

This policy applies to the Walla Walla Community College campuses in Walla Walla, Washington and in Clarkston, Washington. Walla Walla Community College operates college programs at the Coyote Ridge Correctional Facility in Connell, Washington and at the Washington State Penitentiary in Walla Walla, Washington. Both of these locations are under the control of the Washington State Department of Corrections who has the authority to determine all policies and procedures for these facilities.

V. Policy:

Walla Walla Community College utilizes the following procedures related to the reporting of criminal activity and other emergency situations on campus. In the event that there is an imminent threat to the safety and security of an individual or the college as a whole, any incident

may be reported directly to local law enforcement and then to the Campus Security and Environmental Health and Safety Department.

1. Campus Security and Environmental Health and Safety is the primary reporting location for all criminal activity and emergency situations on campus. Reporting can be accomplished by the following means:
 - a. In person Monday-Friday between 7:30am and 4:30pm at the Campus Security and Environmental Health and Safety office which is located on the Walla Walla Campus in Building D. This reporting option has limited options for confidentiality.
 - b. Via email by sending an email to campussafety@wwcc.edu. This email address is monitored 24 hours per day, 7 days per week.
 - c. By calling the Campus Security and Environmental Health and Safety office Monday-Friday between 7:30am and 4:30pm at 509-526-SAFE (7233).
 - d. Crime reports and incident reports submitted to Campus Security and Environmental Health and Safety are covered under state and federal law and are subject to public record requirements.
2. Reporting can also be accomplished by contacting the following individuals, positions or departments.
 - a. Campus Security Authorities (CSAs) are individual employees of Walla Walla Community College who have been designated as CSAs because of specific duties or responsibilities associated with their position. A list of current CSAs is maintained on the Campus Safety and Security webpage. CSAs are required to forward all reports they receive in their role as a CSA to Campus Security and Environmental Health and Safety. Confidentiality may be maintained but it will limit any further action by Walla Walla Community College.
 - b. Professional counselors are available at both the Walla Walla and the Clarkston Campuses. Reports received by counselors are considered to be confidential in most cases. Counselors are encouraged to remind victims of crime that confidential reporting should also be made to Campus Security and Environmental Health and Safety solely to aid in the collection of crime statistics and to help make the determination if a Timely Warning should be issued based on a continued threat to the college.
 - c. Title IX Coordinators - Any individual who believes that they may be the victim of any violation of Title IX to include sexual harassment and or sexual assault may report the incident to the Title IX Coordinator. The Walla Walla Community College Title IX Coordinator for employees is the Vice President of Human Resources. The Title IX Coordinator for students is the Vice President of Student Affairs.

Note: Any incident that has the potential to cause an immediate or continued threat to the College Community should be reported directly to Campus Security and Environmental Health and Safety in order to facilitate the possible issuance of a Timely Warning as required by the Clery Act.

VI. Referenced Policies/Procedures: N/A

Policy Contact: Vice President of Administrative Services

Approved by: Dr. Derek Brandes, President

Date Originally Approved: 3/13/18

Last Reviewed/Revised on: _____