2014

Annual Security Report

“Your Right to Know”
Campus Safety
The Clover Park Technical College Security Department places students and staff at the center of all we do. We are committed to providing a safe and secure environment for employees, students, visitors and the community. The department consists of one full-time supervisor, two full-time Security Officers, two full-time Security Guards and two part-time patrol staff. Recruitment is underway for work-study students to occupy multiple positions as building and grounds observers. The Main Campus is patrolled Monday through Friday twenty-four (24) hours per day, Saturday from 6:00 a.m. to 6:00 p.m. and Sunday from 7:30 a.m. to 4:00 p.m. The South Hill Campus is currently not patrolled by the College’s security staff. Our officers are non-commissioned and the Lakewood Police Department has jurisdiction for the Lakewood campus, and the Puyallup Police Department has jurisdiction for the South Hill campus.

Security staff enforce College policies and regulations, including parking, using vehicle and foot patrols. They are responsible for building access and camera surveillance. Additional services of the Security Department include emergency response, incident investigation, lost and found management, basic first aid, escort services and battery boosts. Law enforcement is contacted when incidents outside the scope of the department’s authority occur.

Campus facilities and grounds are well lit and maintained in such a way as to minimize hazards. Members of the College community can report unsafe conditions through the College’s website by submitting a maintenance work order at https://dl.megamation.com/cgi-bin/Oecgi2.exe/INET_CloverPark_LOGIN_PRE or via ASaferCPTC, our anonymous reporting system that will be available soon.

Contacting Security
Security staff can be contacted 24 hours a day by calling 253-589-5682. The office located in Building 22 on the Lakewood Campus is staffed Monday through Friday from 7:30 a.m. to 4:30 p.m. For additional departmental information, please visit http://www.cptc.edu/risk.

Crime Reporting
Clover Park Technical College encourages our College community to immediately report incidents on campus, suspected crimes, injuries and emergencies, harassment and violence. These events should be reported to the Security Department to ensure their inclusion in the College’s annual crime statistics and to provide timely warnings when appropriate. To report crimes, fires or medical emergencies, dial 9-911 from any
campus phone and then contact the Security Department at 253-589-5682. Additionally you may report a crime not in progress to the following offices/positions. These are the Campus Security Authorities.

- Instructors
- Student Services Staff (Vice President for Student Services office staff, Enrollment Services, Advising and Counseling, Financial Aid, Disability Services, International Programs, and Student Programs)
- Supervisors
- Deans/Directors
- Vice Presidents
- Security Department Staff

We encourage reporting of all crimes, even if the individual does not want to pursue action within the College or in the criminal justice system. These reports can be held in confidence while further protecting individual safety and that of the College community.

Incident reports are available from the Security Office and accidental injury reports from the website at [http://support.cptc.edu/forms/](http://support.cptc.edu/forms/).

**Crime Log**

The complete daily crime log for Clover Park Technical College campuses for calendar year 2013 can be found on the College website at [http://www.cptc.edu/clery](http://www.cptc.edu/clery).

Current crime logs are available for inspection at the Security Office on the Lakewood Campus, Building 22 during regular business hours except holidays and school closures.

Any 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. All crimes are posted with the following exceptions:

- If the disclosure is prohibited by law, or
- If the disclosure would jeopardize the confidentiality of the victim.

Occasionally some crime posts may be withheld temporarily if the release of information might jeopardize an ongoing investigation, jeopardize individual safety, assist a suspect in evading detection or result in the destruction of evidence. This temporarily withheld information will be posted when the adverse effects are no longer likely.
The Security Department is responsible for collecting/receiving all crime reports from College staff, campus security authorities, and local police. In order to produce more consistent reports, Security Department personnel are the only employees who write incident reports. Information contained in incident reports is often received by campus security authorities. All individuals are encouraged to contact security personnel at the earliest opportunity to provide reports of crimes.

**Timely Warnings**
A timely warning is issued when there is a threat on or off campus that affects the safety and security of the campus community. The Security Supervisor, Vice President for Finance and Administration or the Public Information Officer make the judgment call of issuing a timely warning. Such warnings are issued via the emergency notification system (CPTC Warn), phone announcements, computer alerts, website banners, reader board messages, social media posts, or a combination of any of these media. The Lakewood Police Department provides the College with information regarding threats that may affect the College community. Likewise, the College will notify law enforcement when a timely warning is issued. Anyone with information that merits such a warning should call security at 253-589-5682.

**Alcohol and Drug Policies**
Clover Park Technical College intends to provide a drug-free, alcohol-free, healthful environment. We are dedicated to a philosophy that discourages the use of alcohol and drugs. Possession or use of controlled substances on College property is illegal by law and prohibited. We encourage students and staff who may have an issue with the use of alcohol or drugs to seek appropriate treatment. Information regarding community resources is available through Advising and Counseling and Human Resources. Free professional help is available to all employees through the state’s Employee Assistance Program, and crisis counseling is available to enrolled students through the Advising and Counseling Department. College policies are located at http://www.cptc.edu/policies.

**Sexual Assault Policy**
Advising and Counseling provides literature and resources regarding sexual assault. Historically, Student Programs has provided sexual assault prevention programs. Clover Park Technical College has no formal educational program regarding sexual assault and harassment. The College encourages reporting of sexual assaults and harassment. Victims are encouraged to report to local law enforcement, but are also notified of the option to make a confidential report that is internal to the institution. Confidential reports
may be used in student conduct disciplinary proceedings. All faculty and staff should call Security when a victim notifies them of sexual assault or harassment, or call 911 if the suspect is believed to still be in the vicinity and then immediately call campus security. After making these notifications faculty and staff will assist the victim. Filing a confidential report with security staff will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgment. The filing of a report will ensure the victim receives necessary medical treatment at no expense to them, provide opportunity for collection of evidence, and ensure that they have access to a crisis counselor. If the suspect is also a student, the victim may choose for the investigation to be pursued through law enforcement, student discipline, or both. The following resources are available to victims of sexual assault or harassment.

Sexual Assault Crisis Center  1-800-756-7273
Pierce County Crisis Line  1-800-576-7764

The student conduct code found at http://app.leg.wa.gov/wac/default.aspx?cite=495C-121 addresses the procedure for both the complainant and respondent. A student found to be guilty of a sex offense may be criminally prosecuted and may also be suspended or expelled from the College.

**Domestic & Dating Violence and Stalking**

Domestic violence and dating violence are similar patterns of behavior in which one person in a relationship uses emotional, physical or sexual force to maintain control over the other. Stalking is a pattern of behavior that causes a person to fear for his/her safety or to suffer substantial emotional distress. Clover Park Technical College takes domestic/dating violence and stalking very seriously. Any on-campus incidents will be thoroughly investigated and law enforcement will be contacted if necessary. Employees or students who commit any of these acts will be subject to disciplinary action, up to and including dismissal. The College takes reasonable measures to foster a safe environment for all employees, visitors and students. Advising and Counseling offers support for students who have experienced these unacceptable actions by another. Off-campus resources are listed below.

Pierce County Domestic Violence Hotline  253-798-4166
Tacoma Women’s Rights Office  253-591-5151
YWCA of Pierce County  253-272-4181
**Sex Offender Notification**

At Clover Park Technical College the Security Department in conjunction with Student Services provides information to the campus community regarding registered sex offenders who are currently attending classes. In addition we provide the location where law enforcement information regarding sex offenders may be obtained. By law, sex offenders already required to register in a state are also required to provide notice to each institution of higher education in that state at which the person is a student. In Washington State, sex offenders who are enrolled in a public or private institution of higher education must also notify the local county sheriff immediately (RCW 9A.44.145). Using this public information to threaten, intimidate or harass offenders will not be tolerated and could potentially terminate our ability to release this important information to the College community. Level III offender notification can be found on the College website at [http://www.cptc.edu/security](http://www.cptc.edu/security)

Notification to College staff and students of all levels of offenders will be as per the College policy. This policy can be located at [http://www.cptc.edu/policies](http://www.cptc.edu/policies).

**Emergency Procedures and Evacuation**

General information about the emergency response and evacuation procedures for Clover Park Technical College are regularly communicated to employees and students and can be found on the compliance section of the College website under the tab marked safety at [http://www.cptc.edu/risk](http://www.cptc.edu/risk). Detailed information about multiple threats, evacuation and lock down is included. The College community is also advised at least annually that they should notify the Security Department of any situation or incident on campus that signifies an emergency or dangerous situation. Security staff will respond, summon necessary resources, and initiate activation of the Emergency Operation Center if necessary. In the event that a significant event must be communicated to the College community, there are various systems in place for doing so. The following methods are available: the emergency notification system (CPTC Warn), phone announcements, computer alerts, website banners, reader board messages and social media posts. Some or all of these methods may be utilized. At least once each quarter, the College conducts emergency drills. Various scenarios may be utilized such as fire, earthquake, active threat, etc. The purpose of these drills is to prepare staff and students for a real emergency. During the drills, procedures for an emergency are utilized which allow participants to become familiar with exits, fire alarms, and evacuations. Drills are monitored by building captains and the Emergency Management Coordinator to evaluate the process. An after-action report is prepared for each drill so that recommended improvements can be made.
Individual Responsibility
While the Security Department at Clover Park Technical College works diligently to ensure the safety of our staff, students and visitors, everyone must take responsibility for their own safety and that of their belongings. Common sense precautions are the most effective means of maintaining personal security. While our campus is for the most part very safe, those walking at night can always request an escort from security. Valuables should be kept out of sight and secured. People should remain aware of their surroundings. Students and employees are encouraged to notify the Security Department of any individuals in a building or on campus grounds who do not appear to have legitimate business to be there or who arouse suspicion in any way.

Requirement of the Clery Act and Crime Statistics
The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act) requires that post-secondary schools, participating in Title IV financial aid programs, publish a statistical report of crimes occurring on or near the institution’s campus and provide information about security policies, procedures and programs. A complicated law that has many requirements, the Clery Act mandates the production of an annual report and crimes statistics for the three previous calendar years. The statistics include the occurrence of specific criminal offenses that are reported to campus security authorities or to local law enforcement agencies that occurred on campus, in or on non-campus buildings or property, and on public property including streets, sidewalks and parking facilities within the campus or immediately adjacent to and accessible from campus.

The Clover Park Technical College Compliance Officer garners the data for this report from local law enforcement and from the internal crime log. Where crimes were reported to both the College and law enforcement, they are counted only once. You can view the statistics at http://www.cptc.edu/clery and as an attachment to this report.

Availability of Annual Crime Report (Your Right to Know)
Each year all College employees receive an email providing a link to this report. Prospective students and employees also have access to the report on the College website. Additionally, a hard copy is available in the Security Office on the Main Campus, Building 22 and will be made available to the public upon request.
### Crime Statistics

<table>
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<tr>
<th>Offense</th>
<th>On Campus</th>
<th></th>
<th></th>
<th>Non-Campus</th>
<th></th>
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<tbody>
<tr>
<td>Murder/Non-negligent Manslaughter</td>
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</tbody>
</table>

The College has no residential facilities or adjacent public properties, so no crime stats are reported in those geographic categories.