



# CLERY SAFETY AND SECURITY REPORT | 2024

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# ANNUAL SAFETY AND SECURITY REPORT

## INTRODUCTION

Pacific Northwest Christian College prepares this report annually to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report is available on the PNWCC website at <https://pnwcc.edu>. The report is prepared in cooperation with the Kennewick Police Department and the Benton County Sheriff's Office.

The campus crime, arrest, and referral statistics include those reported to the Kennewick Police and campus officials.

Students and employees will receive an e-mail notification of the websites where this report is located. Copies of the report may be obtained at the Pacific Northwest Christian College Business Office. The office is located at 3021 West Clearwater Avenue, Kennewick, WA 99336. The office is open Monday through Friday from 8:00 a.m. to 4:30 p.m. The office can be reached by phone at 509.450.2525.

## CAMPUS PROPERTY STATISTICS

Pacific Northwest Christian College offers coursework on its campus at 3021 West Clearwater Avenue, Kennewick, WA, 99336.

Pacific Northwest Christian College is responsible for registering the Clery statistics to the Department of Education. The Campus operational hours are Monday-Friday from 7:30 a.m.-4:30 p.m.

## CAMPUS SAFETY AUTHORITY – PACIFIC NORTHWEST CHRISTIAN

Pacific Northwest Christian College does not currently employ paid security officers. However, the College has a security and emergency operations plan in place. Copies of this plan may be obtained from the Business Office. The primary Safety and Security Officers for the College are the Dean of Academic Affairs, the Director of Student Life, and the College President. The first floor of the College is monitored 24 hours a day by motion-detection security cameras and the main entrance doors are magnetically locked at all times. The Kennewick Police Department has patrol cars within close proximity due to the nature of the area.

## CAMPUS SAFETY AUTHORITY

The Safety and Security Officers constitute the Campus Safety Department and are responsible for providing the safest possible environment within the scope of their authority, training, job duties, and abilities and are authorized to act with all reasonable and legal means to protect students, faculty staff, visitors and PNWCC property.

The Campus Safety Department maintains the crime reports for the campus in the Business Office. The telephone number is (509) 450-2525.

## CAMPUS SECURITY AUTHORITIES – ON CAMPUS

Students, staff, faculty (and others) on campus may report crime to any of the Safety and Security Officers, who are designated as the "campus security authority." A "campus security authority" is an official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student discipline, and campus judicial proceedings. An official is any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

## **BUILDING SECURITY**

The building has motion-sensor activated video cameras located throughout the first floor. Magnetic locks have been installed on the inner doors /parking lot side. Students, Faculty and Staff have been issued magnetic key fobs for entrance. The parking lot is lit at night.

## **LOCAL POLICE**

The Pacific Northwest Christian College Campus Safety Department maintains a strong partnership with the Kennewick Police Department. All criminal incidents are reported to the Kennewick Police Department. Kennewick Police maintain crime reports and statistics for the criminal activity on the campus and the sidewalk adjacent to the campus. Kennewick Police Department is located at 211 W 6th Ave, Kennewick, WA 99336,

Phone: (509) 585-4208. Crime statistics included in this report are those required by the Clery Act.

## **REPORTING CRIMINAL ACTIVITY**

Students, employees, and visitors on campus may report crime to the Campus Safety Department. Crimes may also be reported to the Kennewick Police Department.

## **ANONYMOUS/CONFIDENTIAL REPORTING**

In certain instances, a crime victim may be reluctant to file a report fearing the “process” or loss of anonymity. In such circumstances, crime victims are encouraged to make a confidential report to the authorities mentioned in the paragraph above. Those who make a confidential report will receive important advice and referral information. Confidential reports are important because they provide a more accurate portrait of actual campus crime.

## **REPORTING A CRIME OR EMERGENCY**

Pacific Northwest Christian College Campus Safety Officers will respond to, and address all, criminal activity and emergencies on campus either in person or through the Kennewick Police Department. All students, employees, and visitors are encouraged to report criminal activity, suspicious persons, and suspicious activity to the Campus Safety Department immediately. In the event you are a witness or a victim of crime, please contact the Campus Safety Department at (509) 450-2525, Kennewick Police at (509) 585-4208, or call 911. The Kennewick Police Department is located at 211 W 6th Ave, Kennewick, WA, 99336.

## **SEXUAL MISCONDUCT AND SEXUAL HARASSMENT GUIDELINES**

These guidelines apply to the NWPCC Campus and all College-sponsored off-campus activities. PNWCC strives to preserve a respectful, safe, and non-threatening environment for its students, faculty, and staff. The sexual misconduct guidelines clarify resources available to members of the community, define prohibited conduct, provide bystander and prevention guidelines, and formulate the procedures for addressing reports of sexual misconduct incidents. Each campus will take the necessary steps to discipline individuals who violate these guidelines. Violators may be subject to sanctions under the student code of conduct (Student Handbook) and criminal prosecution under Washington law.

## **GENERAL STATEMENT OF PROHIBITION**

Pacific Northwest Christian College prohibits sexual discrimination, sexual misconduct, and other forms of violence, including but not limited to sexual assault, sexual violence, sexual harassment, sexual exploitation, stalking, dating and domestic violence. Members of the community should be able to focus on academic endeavors in an environment free from all forms of violence.

Pacific Northwest Christian College prohibits retaliation against a person who reports sexual harassment or sexual violence, assists someone with a report of sexual harassment or sexual violence, or participates in any manner in an investigation or resolution of a sexual harassment or sexual violence report. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to employment or education.

Pacific Northwest Christian College is committed to cultivating an environment that promotes prompt reporting of sexual violence and prudent and just adjudication of sexual misconduct cases. The College provides protection of rights, requests, and privacy of the complainant making sexual misconduct allegations, as well as the rights of accused of sexual misconduct allegations. Pacific Northwest Christian College will adhere to all federal, state, and local requirements for the investigation, crime reporting, intervention, data gathering, preservation and standards of evidence and privacy provisions related to sexual misconduct and sex discrimination.

Creating a respectful, safe, and non-threatening environment is the responsibility of all members of the community. All students and staff are encouraged to report acts of sexual misconduct, sex discrimination and other forms of violence.

This prohibition extends to acts both on and off campus where there is a college affiliation. Furthermore, acts are prohibited which are committed on the campus because of the actual or perceived race, religion, sexual orientation, gender, gender identity, ethnicity, national origin, or disability of the victim.

Pacific Northwest Christian College will take the necessary steps to provide confidentiality unless the victim waives that right.

## **DEFINITIONS OF SEXUAL MISCONDUCT**

**Sexual Assault** occurs when physical sexual activity is engaged without the consent of the other person or when the other person is unable to consent to the activity. The activity or conduct may include physical force, violence, threat, or intimidation, ignoring the objections of the other person, causing the other person's intoxication or incapacitation through the use of drugs or alcohol, or taking advantage of the other person's incapacitation (including voluntary intoxication).

**Consent** is *informed*. Consent is an affirmative, unambiguous, and conscious decision by each participant to engage in mutually agreed-upon sexual activity.

**Consent** is *voluntary*. It must be given without coercion, force, threats, or intimidation. Consent means positive cooperation in the act or expression of intent to engage in the act pursuant to an exercise of free will.

**Consent** is *revocable*. Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent to sexual activity on one occasion is not consent to engage in sexual activity on another occasion. A current or previous dating or sexual relationship, by itself, is not sufficient to constitute consent.

Even in the context of a relationship, there must be mutual consent to engage in sexual activity. Consent must be ongoing throughout a sexual encounter and can be revoked at any time. Once consent is withdrawn, the sexual activity must stop immediately.

*An incapacitated person cannot give consent.* A person cannot consent if they are unconscious or coming in and out of consciousness. A person cannot consent if they are under the threat of violence, bodily injury, or other forms of coercion. A person with a physical or mental impairment cannot give consent. For purposes of this Policy, the age of consent is consistent with Washington Criminal Law 9A 44.010(7).

**Incapacitation** is defined as the physical and/or mental inability to make informed, rational judgments. States of incapacitation include, but are not limited to, unconsciousness, sleep, and blackouts. Where alcohol or drugs are involved, incapacitation is defined with respect to how the alcohol or other drugs consumed affects a person's decision-making capacity,

awareness of consequences, and ability to make fully informed judgments. Being intoxicated by drugs or alcohol does not diminish one's responsibility to obtain consent. The factors to be considered when determining whether consent was given include whether the accused knew, or whether a reasonable person should have known, that the complainant was incapacitated.

**Sexual Violence** is defined as physical sexual acts engaged without the consent of the other person or when the other person is unable to consent to the activity. Sexual violence includes sexual assault, rape, battery, and sexual coercion; domestic violence; dating violence; and stalking.

**Domestic Violence** is defined as abuse committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship.

**Dating Violence** is defined as abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

Rape is an act of sexual intercourse accomplished against a person's will by means of force, violence, duress, menace, or fear and without consent as described in this policy.

**Sexual Battery** is unsolicited and unwanted touching of an intimate part, (sexual organ, anus, groin, buttocks, and the breast of a female) of another person's body and without consent as described in this policy.

**Forcible Sodomy** is oral or anal sexual intercourse with another person, by force or fear, and against his or her will and without consent as described in this policy.

**Sexual Assault** with an Object is the use of an object or instrument to unlawfully penetrate, however slight, the genital or anal opening of another person, forcibly and against his or her will without consent as described in this policy.

**Stalking** is a course of conduct directed at a specific person that would cause a reasonable person to feel fear, or emotional distress. The conduct must include two or more acts committed directly or by the stalker, or through third party by any action, method, or means, such as following, monitoring, observation, surveillances, or threats. The conduct may also include communicating to or about a person or interfering with a third person's property.

**Sexual Exploitation** is defined as non-consensual or abusive sexual advantage of another for his/ her own benefit, or to benefit anyone other than the one being exploited. Examples include engaging in voyeurism, forwarding pornographic or sexually inappropriate material via e-mail or other channels to non-consenting students/groups. In addition, any activity that goes beyond the boundaries of consent such as recording sexual activity or letting others watch consensual sex.

**Sexual Harassment** is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education and/or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile, or offensive.

## **SEXUAL MISCONDUCT COMPLAINTS**

Pacific Northwest Christian College takes all incidents of sexual misconduct very seriously. There are several options to make a complaint of sexual misconduct. Students and staff may make a formal or informal complaint. A formal or informal complaint can be made to the following:

- **Dean or Registrar: (509) 450-2525**
- **Kennewick Police: (509) 585-4208**
- **Emergency Dispatch: 9-1-1**



Not all sexual misconduct is criminal behavior. Campus Safety staff will contact the local police department to assist students and staff in determining whether the conduct experienced was criminal in nature and warrants a criminal complaint.

## SEXUAL MISCONDUCT PREVENTION

- **Be aware of your surroundings.** Knowing where you are and who is around you may help you to find a way to get out of a bad situation or prevent it.
- **Try to avoid isolated areas.** It is more difficult to get help if no one is around.
- **Walk with purpose.** Even if you don't know where you are going, act like you do.
- **Trust your instincts.** If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- **Try not to load yourself down** with packages or bags as this can make you appear more vulnerable or hinder your ability to escape.
- **Make sure your cell phone is with you and charged.** Program the Campus Safety and police contact numbers in your phone on speed dial.
- **Don't allow yourself to be isolated** with someone you don't trust or someone you don't know.
- **Avoid putting music headphones in both ears** so that you can be more aware of your surroundings, especially if you are walking alone.
- **Call for a safety escort from Campus Safety at (509) 450-2525, if necessary.**
- **Lock your car after entering and exiting it.**
- **Report suspicious behavior to Campus Safety.**

If you need to get out of an uncomfortable or scary situation here are some things that you can try:

1. **Remember that being in this situation is not your fault.** You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
2. **Be true to yourself.** Don't feel obligated to do anything you don't want to do.
3. **Have a code word with your friends or family** so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
4. **Think of a safety plan / escape route.** Where are the doors and exits? Are there people around who might be able to help you? Is there an emergency phone nearby?
5. **If you and/or the other person have been drinking,** you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

## BYSTANDER INTERVENTION

If you know someone who may be at risk for sexual assault or other types of violence

- Take Action!
- Be a friend, be supportive, and listen.
- Stay safe and avoid conflict!
- Encourage your friend to contact someone for assistance: Campus Safety, the Police, the Health Center, the hospital, or a counselor.
- Let your friend know that professional help is available through the Support & Advocacy Resource Center Address: 1458 Fowler St, Richland, WA 99352, Phone: (509) 374-5391.
- If you see Something, Say Something!

## SEXUAL HARASSMENT COMPLAINTS

A complainant can contact the Office of Equity and Diversity or the Dean of Academic Affairs by telephone, in writing, or in person to file a complaint of sexual harassment. After the complainant files the grievance, the College will make efforts to resolve the complainant's concerns; this applies whether or not they have filed a formal complaint.

## REPORTING SEXUAL VIOLENCE

If you are a victim of sexual violence or you know someone who is a victim of sexual violence:

- Contact local Law Enforcement in the event of an immediate threat.
  - Call your local jurisdiction or 911!
  - Call Kennewick Police at (509) 585-4208
  - PNWCC College Campus Safety at (509) 450-2525
  - Report the incident and provide the details of the incident.
- Obtain Medical Attention immediately
- Do not bathe, shower, comb hair, change clothes, move anything in the crime scene, or touch anything the offender may have touched.
- Seek Resources (off-campus, such as counseling, or restraining order)
  - National Sexual Assault 24 hour hotline 800.656.HOPE (4673)
  - Support, Advocacy & Resource Center. Hotline/Línea de Crisis: (509) 374-5391
  - Phone/Línea de Oficina: (509) 374-5391
- Find a System of Support — such as family, friends, a member of the clergy, a counselor, or others

## REPORTING DATING AND DOMESTIC VIOLENCE

If you are a victim of dating, or domestic violence, consider the following:

- Go to a safe place and/or find someone you can trust. If possible, separate yourself from the alleged perpetrator(s)
- Immediately report the incident to the Kennewick Police or Campus Safety
- Do not destroy any of the evidence (e.g., email/Facebook/plans correspondences, voicemail/text messages)
- Obtain medical attention, if necessary – Go to a hospital
- Document the incident for yourself, (i.e., time, date, sequence of events, descriptions, witness information)
- Develop a safety plan – obtain a restraining order, if necessary
- Find resources to assist you, such as a shelter and counseling:
- Domestic Violence Services of Benton & Franklin Counties. 3311 W Clearwater Ave C-140, Kennewick, WA 99336. Phone: (509) 582-9841
- [www.rainn.org/get-information/types-of-sexual-assault/dating-and-domestic-violence](http://www.rainn.org/get-information/types-of-sexual-assault/dating-and-domestic-violence)
- Find a support system — such as family, friends, a member of the clergy, a counselor, or others.

## REPORTING STALKING

If you believe that you may be a victim of intrusive contact and/or stalking, report the incident(s) immediately to Campus Safety or the Police, and:

- End all communication with the person who is stalking you.
- Document the stalking, write a detailed summary of each event.
- Consider obtaining a restraining order.
- Change your routine.
- Let family, friends, and your employer know you are being stalked.
- Don't share personal information in online public places.
- Use filters and blockers to block unwanted email.
- Save all copies of communication from a cyber-stalker.
- PNWCC College Campus Safety: (509) 450-2525
- Kennewick Police: (509) 585-4208

## **REPORTING SEXUAL MISCONDUCT – COMPLAINANT AND ACCUSED RIGHTS**

If you decide to file a complaint for sexual misconduct:

- You have a right to report sexual misconduct including sexual assault, sexual harassment, dating and domestic violence and stalking.
- You have a right to receive a fair and impartial investigation from the initial process to the final result for all complaints of sexual misconduct.
- You have a right to request confidentiality during the process.
- You have a right to be informed by campus officials of options to notify law enforcement authorities including Campus Safety.
- You have a right to be informed that you are not obligated to report the incident to law enforcement officials.
- You have a right to have others present (in support or advisory roles) during a campus disciplinary hearing.
- You have the right to be notified in writing of the outcome of your complaint and any appeal, including any sanctions that directly relate to you.
- You have a right to be notified of available counseling, mental health or student services for victims of sexual misconduct, both on and off campus.
- You have a right to be notified of interim protective measures such as, academic accommodations or information on protective orders, and or safety escorts.

If you are accused of sexual misconduct:

- You have a right to receive a fair and impartial investigation from the initial process to the final result for all complaints of sexual misconduct.
- You have a right to have others present (in support or advisory roles) during a campus disciplinary hearing.
- You have a right to appeal the outcome of the disciplinary proceeding.
- You have the right to be notified in writing of the outcome of your complaint and any appeal, including any sanctions that relate to you.

## **GENERAL HEARING STANDARDS**

Formal complaint hearings for sexual misconduct shall be convened by the Dean of Academic Affairs, who shall be the Hearing Officer and who shall preside over the hearing.

Unless waived by both parties, hearings shall be in closed session. Each party may have one supporting person in attendance, who shall not be a witness.

Both parties shall be allowed to call witnesses and offer evidence in their favor. The Hearing Officer shall act as examiner and cross-examiner.

Each party may make an opening statement, statement of facts, and closing arguments, without rebuttal.

The burden of proof shall be on the complainant.

The standard of proof in sexual misconduct cases shall be “clear and convincing” evidence.

## **DISCLOSURE OF HEARING OUTCOMES**

Upon completion of a hearing on an act of violence, a non-forcible sex offense, sexual harassment, or a stalking charge, the Hearing Officer or a Designee will inform the alleged victim of the hearing outcome.

In accordance with Section 487 (a) (26) of the Higher Education Opportunity Act, which states:

“The institution will, upon written request, disclose to the alleged victim of any crime of violence (as that term is defined in Section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense with respect to such crime or offense. If the alleged victim of such crime or offense is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.”

Pacific Northwest Christian College has also established the following protocol for the written disclosure of such information:

A written request (sent via postal mail or email) from the alleged victim should include his or her name, mailing address, phone number, and the date of the hearing. This request should be sent to the Hearing Officer or Designee.

Correspondence outlining the results of the hearing in question (specifically, the decision of responsibility and the assigned sanctions, if applicable) will be mailed to the alleged victim within three (3) business days of the receipt of the request.

Violators may be subject to sanctions under the student code of conduct, disciplinary action, and /or criminal prosecution under Washington law.

## **DISTRIBUTION OF SEXUAL MISCONDUCT INFORMATION**

Information about Title IX grievances and sexual assault is available in the PNWCC College catalog, the class schedule, and on Populi. A procedure for complaints of unlawful discrimination and sexual harassment is available in the student handbook. In addition, copies of these guidelines and procedures will be available in Human Resources, Counseling Office, Health Center and the Campus Safety department.

## **REPORTING HATE CRIMES AND HATE INCIDENTS**

A hate crime is a criminal offense committed against persons, property or society that is motivated, in whole or in part, by an offender's bias against an individual's or a group's perceived race, religion, ethnic/national origin, gender, age, disability or sexual orientation. Not all expressions of hate or group bias rise to the level of a hate crime as defined in standard federal statutes. Derogatory words or epithets directed against a member of a previously defined group because they are a member of such group, if not accompanied by a threat of harm with the ability to carry it out, are protected speech and not a hate crime. However, these incidents constitute a hate related incident. A hate crime or incident may have occurred if any of the following were present: graffiti, verbal intimidation threats, harassment, trespassing and stalking, property damage, arson, hate mail (including e-mail), murder, physical assault and threats, or an attack with a weapon.

## **PACIFIC NW CHRISTIAN COLLEGE BEHAVIORAL POLICIES**

### **ALCOHOL AND DRUG POLICY**

Pacific Northwest Christian College is committed to maintaining a safe and healthy environment for the campus community. Alcohol and other drugs must not interfere with the educational mission.

Since Scripture admonishes us to refrain from harmful practices, PNWCC students may not use, possess, manufacture, distribute, or disperse tobacco (including chewing tobacco), alcoholic beverages, marijuana in any form, or non-prescribed drugs while associated with the College (1 Corinthians 6:19-20, 10:31, Proverbs 20:1). The College will review applicants on a case-by-case basis who have had difficulties in the past with these areas. In addition, students who exhibit such problems or who are suspected of using illegal drugs or abusing the use of medicinal drugs will be asked to submit to testing, counseling, and/or disciplinary action. PNWCC is in compliance with federal drug-free campus and workplace legislation. It is unlawful to sell, furnish, or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under the age of 21 in a public place or a place open to the public is illegal.

It is also a violation of this policy for anyone to consume or possess alcohol in any public or a private area of campus.

Pacific Northwest Christian College advocates prevention through education and intervention.

If students are in need of assistance with drug or alcohol related problem, they are encouraged to contact the Director of Student Life for assistance in locating the appropriate resources.

### **SEXUAL ASSAULT POLICY**

If you are a victim of a sexual assault, report it immediately to: Campus Safety and the Kennewick Police Department. Kennewick Police will handle the criminal investigation pertaining to the incident and assist in obtaining medical assistance. PNWCC staff will assist in obtaining counseling.

### **SEX OFFENDER WA REGISTRANTS POLICY**

Sex offenders are required to register with the Kennewick Police Department. In 2004, Megan's Law was passed. The law requires law enforcement agencies to advise the public about registered sex offenders from whom they may be at risk. Washington law requires sex offenders to update their information annually within five working days of their birthday.

### **WEAPONS ON CAMPUS POLICY**

Pacific Northwest Christian Colleges prohibits possession, use, or sale of firearms, ammunition, fireworks, explosives, or any dangerous weapons on campus, except for authorized security personnel. Failure to adhere to this policy may result in discipline up to and including permanent expulsion.

## **CRIME PREVENTION PROGRAMS**

### **PERSONAL SAFETY ESCORTS**

We encourage faculty, staff and students who are here in the evening to walk in groups to the parking lot. Students and employees may receive personal safety escorts on campus upon request during normal operating hours.

### **WE TIP HOTLINE**

Students and employees may report crime or suspicious behavior anonymously using the We Tip hotline. These tips are always anonymous. Operators answer telephone calls, 24 hours a day, 365 days a year. Contact We Tip at (1-800-78-CRIME). WeTip promises and ensures absolute

anonymity, not just confidentiality. WeTip provides intelligence and information to local, state, federal and international law enforcement agencies relating to criminal activity obtained from an online and telephone crime reporting hotline.

## **EMERGENCY PREPARATION AND RESPONSE**

### **EMERGENCY ACTION PLANS**

Pacific Northwest Christian College disseminates Emergency Action Plans to the campus community annually prior to each emergency drill. The goal of each action plan is to ensure the safety and welfare of the students, employees, and visitors. Building evacuation plans are posted conspicuously in each classroom, the break room, elevator and other locations on campus.

### **PACIFIC NORTHWEST CHRISTIAN COLLEGE EMERGENCY TRAINING**

The goal of the emergency management training is to present students and employees with general information about emergency procedures, notification procedures and protective action regarding potential hazards on campus. The training is offered annually.

The yearly training topics may include but are not limited to: mass shelter operations; fire suppression safety; non-violent physical crisis intervention techniques, mobile radio and communication etiquette; search and rescue techniques; first aid/CPR/AED; and emergency procedures.

### **EMERGENCY DRILLS AND EXERCISES**

Pacific Northwest Christian College conducts one announced and one unannounced fire drill each year and one announced and one unannounced active shooter drill each year.

### **STUDENTS AND EMERGENCIES**

Students should evacuate buildings in an orderly manner when an alarm sounds or when directed to do so by employees or emergency personnel.

To facilitate response in an emergency, students should always carry a Photo ID; provide emergency contact information to those who would need it; and to comply quickly and calmly with instructions from emergency responders including college officials and police. Communication with the campus community is guided by the PNWCC Incident Communication Plan, which details the multiple methods available. Some of these are described in the section below.

## **TIMELY WARNINGS AND EMERGENCY NOTIFICATION**

### **TIMELY WARNING NOTICE**

The Jeanne Clery Disclosure Act defines certain specific crimes that require a timely warning notice to be issued. Any situation or incident involving a serious or continuing threat to the person and/or property of students and employees will require that a timely warning be sent to the community. Examples include but are not limited to: criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, hate crimes, persons with weapons with intent to use, threat of violent crime, and known assault (physical or sexual).

The timely warning shall be issued as soon as the pertinent information is available.

The timely warning shall include all information that would promote safety. The issuing of these notices will be decided on a case-by-case basis in light of all of the facts surrounding the incident, including factors such as the nature of the crime, or the continuing danger to the campus community and the possible risk of compromising law enforcement efforts.

Generally, the warning will specify the type of reported crime, the time and location at which the reported crime occurred, and basic safety tips. However, in some cases, all facts may not be reported.

These warnings are developed in consultation with a number of campus officials, including Campus Safety and the college's executive-level leadership. Warnings are typically posted on the PNWCC website (<https://pnwcc.edu>), social media sites, such as Facebook, Twitter, the Populi portal, and a variety of other methods, which may include: traditional media outlets; mass-communication systems for telephone, cellular, email, and/or text messages; the campus marquee and other digital message boards; public address system; and mobile radio.

## **EMERGENCY NOTIFICATION**

An emergency notification will be distributed when there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus. Decision making during an emergency will be based on the campus community's safety.

When there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on the campus, the college will issue an emergency notification at the approval of the President or an approved designee. The College will act without delay; and considering the safety of the community, will determine the appropriate nature and content of the notification and initiate its emergency communications protocol. Exceptions may apply if, in the professional judgment of responsible authorities, notification would compromise efforts to assist victims or to respond to the emergency. Emergency notifications will be delivered in a manner determined to have the ability to most-effectively reach those facing the threat. Possible communications methods may include: text messaging, social media sites managed by the college, including Facebook, Twitter, the college website; the Populi portal; traditional media outlets; mass-communication systems for telephone, cellular, and/or email; the campus marquee and other digital message boards; public address system; and mobile radio.

## **CRIME STATISTICS**

### **JEANNE CLERY DISCLOSURE ACT**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, codified at 20 USC 1092 (f) as a part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose certain timely and annual information about campus crime and security policies. All public and private post-secondary educational institutions participating in federal student aid programs are required to comply with it.

Congress enacted the original legislation in 1990, as the Campus Security Act; Howard and Connie Clery pursued the legislation after their daughter Jeanne Clery was murdered at Lehigh University in 1986.

Amendments to the Act in 1998 renamed it in memory of Jeanne Clery. The Clery Act requires colleges and universities to publish an annual report by October 1st of each year. The law requires institutions of higher education to publish 3 years of crime statistics.

**CRIME STATISTICS — PACIFIC NORTHWEST CHRISTIAN COLLEGE**

The following statistics are provided according to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime statistics Act. The Campus Safety Department collected the statistics offered in this section.

These statistics include all reports of offenses received by the Cypress Campus Safety Department, the Cypress Police Department and Cypress College personnel with significant responsibility for students and campus activities.

<b>PNWCC — ON-CAMPUS</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
<b>Criminal Offenses</b>			
Criminal Homicide	0	0	0
Sex Assault	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	1
Arson	0	0	0
<b>Hate Crimes</b>			
Hate Murder	0	0	0
Hate Sexual Assault	0	0	0
Hate Robbery	0	0	0
Hate Aggravated Assault	0	0	0
Hate Burglary	0	0	0
Hate Motor Vehicle Theft	0	0	0
Hate Arson	0	0	0
Hate Larceny/Theft	0	0	0
Hate Simple Assault	0	0	0
Hate Intimidation	0	0	0
Hate Destruction/Damage/Vandalism	0	0	0
<b>VAWA (Violence Against Women’s Act) Offenses</b>			
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
<b>Judicial/Discipline Referrals</b>			
Weapons	0	0	0
Drug Laws	0	0	0
Liquor Laws	0	0	0



## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

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