

# ANNUAL SECURITY and FIRE SAFETY REPORT

In compliance with the  
JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND  
CAMPUS CRIME STATISTICS ACT

## 2023 - 2024



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## MESSAGE FROM THE DIRECTOR

To the campus community,

On behalf of Campus Safety Department, I want to welcome you to our campus. The safety and well-being of our students, faculty, staff, and visitors is our foremost concern. Our department is staffed with professional employees who are dedicated to serving the campus 24 hours a day, 7 days a week, 365 days a year.

We would like to encourage you to review this 2023 Annual Security and Fire Safety Report. This report provides information about the Campus Safety Department and how to report crimes, victim assistance services, policies on sexual harassment, the issuance of timely warnings, emergency notification, crime statistics, and other safety and security information.



The University of Washington Bothell and Cascadia College prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act using data collected directly by the Campus Safety Department, as well as information provided by other college offices (such as Student Affairs, Residential Life, and additional Campus Security Authorities) along with information provided by local law enforcement agencies surrounding the campus. Each of these offices contributes updated policy material and reported crime data.

This report provides statistics for the previous three years concerning reported crimes that occurred on or adjacent to the campus property, as well as in certain off-campus buildings or property owned, leased, or controlled by UW Bothell/Cascadia College. This report also includes institutional policies concerning campus security, sexual assault, alcohol, and other drugs.

The Campus Safety Department distributes a notice of the availability of this Annual Security and Fire Safety Report by October 1 of each year to every member of the campus community. Anyone, including prospective students and employees, may obtain a paper copy of this report in person at the Campus Safety Office (located at 18325 Campus Way NE, Bothell WA, 98011), by contacting the Campus Safety Department at (425) 352-5359, or by visiting <http://www.uwb.edu/safety>.

Cham Kao

A handwritten signature in black ink, appearing to read 'Cham Kao', written over a horizontal line.

*Director, Campus Safety*



## CAMPUS SAFETY DEPARTMENT

### Mission and Goal

The mission of the Campus Safety Department is to promote a safe and secure living, learning and working environment for our students, faculty and staff in a diverse campus community that encompasses two colleges. The emphasis is to keep our students and campus community safe and secure by means of a community-friendly approach that enhances safety through the visibility of our security personnel, preventative patrols, 24/7 accessibility, positive conflict resolution, crime prevention and awareness forums. Campus Safety collaborates with local law enforcement, fire agencies, and medical aid in fulfilling its mission. Most importantly, we want our students to have an exciting, fulfilling and rewarding college experience.

With community service as a foundation, Campus Safety is dedicated to goals which enhance the quality of life on campus. Solutions which foster a sense of security in the campus community are sought. The trust of those served by Campus Safety is nurtured, holding each officer to the highest level of performance through continuous training and supportive leadership.

The Campus Safety Department serves two colleges on a co-located campus, and is comprised of a Director, an Assistant Director, a Sergeant, eleven Officers, two Dispatchers, Emergency Preparedness Manager and Environmental Health & Safety Manager. The Campus Safety Department has the enforcement authority to ask persons for identification and to determine whether individuals have a lawful business on our campus. Security Officers' authority to make an arrest is by means of a citizen's arrest powers\* and are supported by the college in the enforcement of all college regulations and rules, applicable state and federal laws, and city and county ordinances on college property.

While there is no written memorandum of understanding, criminal incidents are referred to the Bothell Police Department, who have jurisdiction on the campus. The Campus Safety Department maintains a highly professional working relationship with the Bothell Police Department. All crime victims and witnesses are strongly encouraged to immediately report the crime to the Campus Safety Department and the appropriate police agency. Prompt reporting will ensure timely warning notices on-campus and timely disclosure of crime statistics.

\* Under Washington law, a private person can conduct a citizen's arrest for a misdemeanor if the misdemeanor: (1) was committed in the citizen's presence and (2) constituted a breach of the peace. *State v. Gonzales*, 24 Wn. App. 437, 439, 604 P.2d 168 (1979); *Guijosa v. Wal-Mart Stores*, 101 Wn. App. 777, 791, 6 P.3d 583 (2000). A person can also conduct a citizen's arrest for felonies. See *State v. Malone*, 106 Wn.2d 607, 724 P.2d 364 at FN1 (1986) citing *State v. Miller*, 103 Wn.2d 792, 698 P.2d 554 (1985) and *State v. Gonzales*, 24 Wn. App. 437, 604 P.2d 168 (1979).



## Patrol Jurisdiction

The Campus Safety officer's primary jurisdiction is all property owned or controlled by the University Washington Bothell. The following are list of buildings owned or controlled by the University, which encompass the Bothell campus.

**BUILDING ADDRESSES:** The zip code in Bothell is 98011 and the zip code in Bellevue is 98005

Common Building Name	Building Name	Address
ARC	Activities & Recreation Center	18220 Campus Way NE
ASPEN	Aspen Hall—Husky Village	18632 Beardslee BLVD
CAMPUS VIEW	Campus View Apartment Complex	10735 Ross Road
CC1	Cascadia College Building 1	18345 Campus Way NE
CC2	Cascadia College Building 2	18345 Campus Way NE
CC3	Global Learning and the Arts	18428 110th AVE NE
CAMPUS SAFETY	Campus Safety & Security	18325 Campus Way NE
CHASE	Chase House	17936 113th AVE NE
CONSERVATORY	Sarah Simonds Green Conservatory	18614 110th AVE NE
CORPYARD	Corporation Yard	18231 110th AVE W

COTTONWOOD	Cottonwood Hall—Husky Village	18626 Beardslee BLVD
CP1	Central Plant Building 1 (Facilities Services)	11125 NE 180th Street
DISC	Discovery Hall	11122 NE 180th Street
DOGWOOD	Dogwood Hall—Husky Village	18620 Beardslee BLVD
ELC	Eastside Leadership Center	2515 140th AVE NE—Park 140, Suite E-100 (Bellevue)
FFT- LB2 102	Food for Thought Café & Student Center	18325 Campus Way NE
FW	Facilities Warehouse	10700 Woodinville Drive
HAWTHORNE	Hawthorne Hall—Husky Village	18616 Beardslee BLVD
HUSKYHALL	Husky Hall	10909 NE 185th
HVCC	Husky Village Community Center	18612 Beardslee BLVD
LB1	Library Building 1	18225 Campus Way NE
LB2	Library Building 2	18325 Campus Way NE
LBA	Library Annex	18215 Campus Way NE
NORTH CREEK	North Creek Event Center	18325 Campus Way NE
NG	North Parking Garage	18500 Campus Way NE
OAK	Oak Hall—Husky Village	10910 NE 185th Street

PINE	Pine Hall—Husky Village	10914 NE 185th Street
SG	South Parking Garage	17945 Campus Way NE
SPORTS	Sports Field	18325 Campus Way NE
SPRUCE	Spruce Hall—Husky Village	18608 Beardslee BLVD
TRULY	Truly House	18140 110th AVE NE
UW1	UW Building 1 (Founders Hall)	18115 Campus Way NE
UW2	UW Building 2 (Commons Hall)	11136 NE 180th Street
UWBB	Beardslee Building	18807 Beardslee BLVD
UWBX (ADMIN)	Bracket Building	19128 112th Street—Suite 102
UWBX	Gateway Building	19116 Beardslee BLVD—Suite 101
WH	Physical Plant Warehouse	17927 113th Ave NE
WG	West Garage	18231 110 <sup>th</sup> Ave NE
WILLOW	Willow Hall—Husky Village	18906 NE 185th Street

### How to Contact Campus Safety

Campus Safety Dispatch are available 24 hours a day, seven days a week. There are several means for students and others to report criminal actions or other emergencies occurring on campus. There are emergency phones located throughout the campus and parking structures. Pushing the button will connect you immediately to a Bothell Police Dispatcher.

To report an incident:

1. If it is a life or death emergency, please call 911 first in order to initiate a Bothell Police or Fire response.

2. Call 425.352.5359 for on-campus Campus Safety emergency response, such as medical aid needed, or an assault. Or press the emergency button on a campus phone for direct-dial access. This same number (425.352.5359) can be used for on campus non-emergencies such as admits, lost and found inquiries, and general questions. You can also email the Campus Safety Department at: [uwb-safety@uw.edu](mailto:uwb-safety@uw.edu).

You can also visit our Campus Safety website, which includes services, responsibilities, and right-to-know information, is located at <http://www.uwb.edu/safety>.

## Services Offered

The department offers a variety of services to best meet the needs of the campus community:

- Safety escorts (Safe Ride Program).
- Lost and found.
- Keycard and access control administration.
- Vehicle jump-starts.
- Traffic control.

During all student and parent orientations (approximately 25 per year), the Campus Safety Department provides information detailing the services offered by the Campus Safety Department. In addition, a campus safety video is also shown to answer common questions and provide crime prevention information. The campus



safety video is located on the Campus Safety website at [www.uwb.edu/safety](http://www.uwb.edu/safety). The website also includes safety tip information and the 60-day crime log to inform the campus community of on-campus incidents. Periodically throughout the year, the Campus Safety Department collaborates with the Bothell Police Department and Emergency Management to conduct “Donuts and Dialogue” and “Coffee with Campus Safety and Bothell Police” sessions to discuss various topics, including crime prevention, personal safety, emergency planning and sexual assault prevention. Campus Safety encourages students and employees to be responsible for their own security and the security of others. Campus Safety provides the same information to staff and faculty members during new employee orientation and upon request by any department.

As part of Cascadia’s overall emergency preparedness efforts, Cascadia has produced four PowerPoints outlining safety information: [earthquake](#), [active shooter](#), [evacuation](#), and [basic](#)

safety and security. These are on the public website and on the student learning platform. Faculty members are encouraged to share this information with students at the beginning of each quarter. The information is in the form of fully accessible slide presentations, which are available in English, Spanish, and Mandarin.

**Procedures for Students and Others to Report Criminal Actions and Emergencies**

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to Campus Safety in a timely manner. Regardless of how and where you decide to report these incidents, it is critical for the safety of the entire campus community that you immediately report all incidents to the Campus Safety Department at (425) 352-5359 or call 911 to ensure an effective investigation and appropriate follow-up actions take place, including issuing a crime alert or emergency notification. This will also ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the campus community when appropriate.



Below is the Campus Safety Incident Report intake process and response to these reports. In addition, all criminal related incidents or emergencies occurring on campus may be referred to the Bothell Police or Fire department:

**Campus Safety Incident Report Intake Process**

INCIDENT REPORT RECIEVED	LOG & ASSIGNMENT	INFORMATION GATHERING	REVIEW AND PUBLISH
Incident reported via phone, in person or via officer reporting a concern	Dispatch logs incident and assigns to an officer to respond & investigate & may escalate to a supervisor as needed	Officer responds, gather information and completes report	Report is reviewed by a supervisor; all incidents are published on 60-day crime log/website with incident type, incident number, date/time, location & disposition



## Emergency Phones & Call Boxes

The UW Bothell / Cascadia College campus has 38 emergency phone towers/call boxes in place throughout the campus. The phones and call boxes are a direct 911 dial to the Bothell Police Department.



## Medical Response

Students, faculty, staff, and guests should report any medical emergency on campus to City of Bothell Fire & Emergency Medical Services immediately by dialing 911 on any campus landline telephone, activating an emergency blue phone tower on the campus grounds or by activating an emergency phone box located in the parking garages. Campus Safety should also be called at 425.352.5359 from a campus phone after the call to 911 is completed. All Campus Safety officers are trained in first aid and CPR

## Reporting to Other Campus Security Authorities

While the University strongly encourages community members to promptly report all crimes and other emergencies directly to Campus Safety or by calling 911 in an emergency, Campus Safety also recognizes that some may prefer to report to other individuals or University offices. The Clery Act recognizes certain University officials and offices as “campus security authorities” (CSAs). The Act defines such an individual as:

- Campus Safety Officers and Dispatchers
- Title IX Coordinators
- 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 defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.
- Any individual or organization specified in a statement of the University’s policies as a place to report criminal offenses.

In response to a call, Campus Safety may dispatch a Campus Safety officer, contact the Bothell Fire or Police department, request the victim make a police or Campus Safety report, or take



other action as appropriate. Bothell Police will be the investigating agency for all misdemeanor and felony matters.

The institution will, upon written request, disclose to the alleged victim of a crime of violence or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by the University of Washington Bothell/Cascadia College against the student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased due to the crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

### **Report Crimes on a Voluntary, Confidential Basis**

If you are the victim of a crime and do not want to pursue action within the University of Washington Bothell/Cascadia College or criminal justice system, you may still want to consider making a confidential report. With your permission, the Director of Campus Safety or a designee can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, we can keep accurate records of the number of incidents involving students, staff and faculty, determine patterns in location, method, or subjects, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics.

### **Pastoral and Professional Counselors**

According to the Clery Act, pastoral and professional counselors who are appropriately credentialed and hired by the University to serve in a counseling role are not considered Campus Security Authorities when they are acting in a counseling role. As a matter of policy, the University encourages pastoral and professional counselors to notify those whom they are counseling of the voluntary, confidential reporting options available to them for inclusion in the annual disclosure of crime statistics.



### **SECURITY AND ACCESS TO BUILDINGS**

The University of Washington Bothell and Cascadia College campus is open to the public and is accessible 24 hours a day through roads leading onto campus, including the intersections of Beardslee Boulevard and 110th and Campus Way and State Route 522. Pedestrian access is available from the Sammamish River Trail and on 180th and 185th streets. All buildings on campus are secured at night and not open to the public at that time. Hours of operation for the buildings on campus vary from building to building, and the hours of certain individual buildings vary by time of year or academic term (such as the library). The residence halls are restricted to residents, their guests and other approved members affiliated with the University of Washington

Bothell community. Each resident has a key to access his/her residence hall. Guests of residents must be accompanied at all times by the resident whom they are visiting. The campus has well defined rules governing access to its facilities and building security.

Campus Safety officers patrol the campus by vehicle, on foot, and on bicycles. Campus Safety officers patrol both the interior and exterior of campus buildings and parking lots/garages and grounds.

The campus maintains facilities and landscaping in a manner that minimizes hazardous conditions. The Campus Safety department regularly patrols the campus and officers report malfunctioning lights and other unsafe physical conditions to Facilities Services for correction. All members of the community can report equipment problems to Facilities Services through their website at: <http://www.uwb.edu/facility>.



The university's Residential Life program is designed to promote a safe and secure environment for residents. Entrances to all residential areas within residence hall buildings are locked on a 24-hour-a-day basis.

A Resident Adviser is on duty every night in each residence hall. A Resident Director, who responds to or consults on safety concerns in all the halls, is also on duty every night.

Members of the residence hall community are encouraged to assist in the protection of their and others' safety. The Residential Life staff also presents information and ongoing programs related to crime prevention, including personal safety seminars and engraving of personal property in partnership with the Campus Safety department. Residents are responsible for following all safety guidelines to protect themselves and their living space.

Residents are responsible for following safety practices to protect themselves and residences. The Campus Safety department patrols all housing units, including the Campus View Apartments. All campus housing is under the jurisdiction of the Bothell Police Department.

### **TIMELY WARNINGS/PREPARATION AND REPORTING OF CRIME STATISTICS**

In the event that a situation arises either on or off campus that, in the judgment of the Campus Safety Director or designee constitutes an ongoing or continuous threat, a campus "timely warning" will be issued. The warning will be issued to students and employees in a timely manner, and it will withhold the names of victims as confidential. The goal of the warning is to aid in the prevention of similar occurrences. Depending on the particular circumstances of the

crime, especially in situations that could pose an immediate threat to the community and individuals, the Campus Safety Department may employ a number of different mechanisms to notify the campus of the threat. The warning will be issued by the Campus Safety Department through the university email system and the use of electronic cellular communication (text alerts) to students, faculty, and staff, and will contain the following information: details of the crime, a description of the suspect, and information that will aid in the prevention of similar incidents to include safety information and protective steps.

The purpose of a Timely Warning is to notify the campus community of the incident in a timely manner and to provide information that may enable community members to protect themselves from similar incidents. Timely Warnings are issued whenever the following criteria are met:

- A crime is committed;
- The perpetrator has not been apprehended; and
- There is a substantial risk to the physical safety of other members of the campus community because of this crime.
- The University determines that the incident represents an ongoing threat to the campus community.

Such crimes include, but are not limited to:

- One of the following Clery crimes that are reported in good faith to any campus security authority or the local police:
  - Criminal Homicide, including: Murder, /Manslaughter by Negligence;
  - Sex Offenses, including Rape, Assault with Sexual Motives (Fondling), Incest, and Statutory Rape;
  - Robbery;
  - Aggravated Assault;
  - Major Incidents of Arson; and
  - All other Clery Crimes as deemed appropriate.



All available information known at the time will be taken into consideration when evaluating the need for a timely warning. Those considerations include, but are not limited to:

- The nature and seriousness of the crime,
- When and where the incident occurred,
- When it was reported,
- The duration of time between the victim and perpetrator,
- The patterns or trends of other incidents,
- The continuing danger to the campus community, and
- The risk of compromising law enforcement efforts or identifying the victim.



Although each case will be evaluated on an individual basis, timely warnings will not be issued when:

- A report is filed more than five (5) calendar days after the date of the alleged incident, unless it is determined that there is a continuing threat to the community;
- A report is filed anonymously or by a third party and there is not enough information to evaluate the situation;
- The pertinent information has not been acquired;
- The suspect has been apprehended;
- The report is made in good faith;
- There is a possible risk of compromising law enforcement efforts; or
- The incident reported does not pose an ongoing threat to the campus.
- With respect to crimes reported to Pastorals or professional counselor.

Anyone with information warranting a timely warning should report the circumstances to the Campus Safety Department by phone 425.352.5359, or in person at the Campus Safety office located at 18325 Campus Way NE in the LB2 building on campus. Information can also be reported to the Bothell Police department at 425.486.1254 or 911.

Campus Safety discloses all incidents reported to the department that fall into any of the required reporting classifications as a statistic in this annual brochure.

The Campus Safety Department culls the statistical data for this report from multiple sources, including the Campus Safety department's internal reporting system. The Campus Safety Department also requests statistical information from all campus security authorities (as defined by Federal law) and from deans, directors, and department heads. The campus security authorities include the professional counselors on campus who are not required to report but may do so voluntarily. Members of the community are encouraged to call the police to report crimes for this annual disclosure of crime statistics.



Local police departments where the campus has facilities or holds classes are also contacted for their crime statistics in the areas where UW Bothell/Cascadia College reside. Crime statistics are

reported in the year they were reported in and not necessarily the year in which the incidents occurred.

This publication contains information about on and off campus resources, and the campus makes this publication available to all campus community members. Offices listed are not crime reporting entities for the campus and all crimes should be reported to Campus Safety to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community when appropriate. Campus Safety submits the annual crime statistics to the Department of Education, which are available to the public on the Department of Education's website. The campus notifies enrolled students and current employees on an annual basis either electronically or via an email. This brochure can be found online at: <http://www.uwb.edu/safety/clery>.

## **EMERGENCY MANAGEMENT**

The University of Washington Bothell regularly updates and revises the UW Bothell/Cascadia College Emergency Operation Plan. This Plan is a campus guide for management and coordination of all phases of emergency operations in the event of major events and crises that affect the campus, including major natural, technological, and human-caused disasters. The plan was developed to minimize the impacts of emergencies and disasters, protect the people, property, and



environment, and restore the primary mission of the university. The plan meets all state and federal requirements. Campus departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of operation. For assistance on campus-wide emergency planning and coordination, please visit the home page of UW Bothell Emergency Management at <http://www.uwb.edu/safety/emergency-preparedness>.

## **EMERGENCY RESPONSE AND COMMUNITY NOTIFICATION OF IMMEDIATE THREAT**

The campus authorities will immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving immediate threat to the health and safety of student and employees occurring on campus. An "immediate threat" is a significant emergency or dangerous situation on campus involving imminent danger to the health and/or safety of students, faculty, staff or guests, such as a natural disaster, act of terrorism or an active shooter. When a serious threat to campus safety occurs, UW Bothell Campus Safety coordinates with other first responders, which might include Bothell Fire, Bothell Police, and Emergency Management to properly mitigate the threat to the campus. Depending on the nature and size of the incident, other local, state and federal agencies might be called upon to assist.

UW Bothell Campus Safety works in close collaboration with agencies and departments, both on and off campus (including but not limited to the Bothell Police Department, Bothell Fire Department, UW SafeCampus and others) to gather and assess information related to events that may pose an immediate threat or hazard to the university community. Campus Safety, as first responders, will investigate all reported incidents and determine if the incident poses an immediate or ongoing threat to the university community. If the incident is confirmed as posing an immediate or ongoing threat through the responding officer's assessment on-scene, she/he will notify the on-duty supervisor who will implement the UW Bothell Alert notification system. In some cases, an immediate threat may be confirmed by another agency, such as the National Weather Service (e.g., in cases of extreme weather), Emergency Preparedness/Fire Life Safety Manager (e.g., in cases of hazardous materials spills).

The on-duty supervisor will notify the Campus Safety Director or his/her designee. The Director may collaborate with Campus Administration to determine the content of Community Notification of Immediate Threats message to be disseminated to the campus community; some of the content is pre-approved and already written. UWB Campus Administration may include the Chancellor, Vice Chancellor, UW Bothell Communication Director, Cascadia Vice President of External Relations, PIO, and the Director of Campus Safety. Notifications can be communicated through a variety of communications media, the centerpiece of which is UW Bothell/Cascadia Alert, a text messaging and email capability that is the fastest way to inform people about an emergency situation. UW Bothell / Cascadia Alert messages are also sent via Twitter and Facebook. Notices to both the UW Bothell's and Cascadia College home page supplement these key elements.



If a threat is limited to a particular area or group of persons, the campus may elect to send notifications only to those it believes may be affected. The Director or his/her designee or any member of the Crisis Communication team may collaborate to make this determination without delay and considering the safety of the community. The Campus Safety Director, Public Information Officer, Emergency Preparedness Manager will initiate the

Notification system, unless issuing such would, in the judgment of first responders, compromise efforts to assist a victim or contain, respond to or otherwise mitigate the emergency.

### **ALERTUS Desktop Notification System**

The ALERTUS notification system provides a comprehensive in-building mass notification system that notifies individuals across all UW Bothell and Cascadia campus buildings using an



emergency notification screen on active computer desktops. The UWB Director of Digital Communications, Cascadia College VP for External Relations & Planning, Director of Campus Safety, Emergency Preparedness Manager, AVC of Facility Services and any on duty Campus Safety Dispatcher, can initiate the ALERTUS notification.

### **Campus Fire Alarm Public Address System**

The Fire Alarm Control Panel located in Campus Safety can be used to make a verbal announcement to the following buildings on campus: UW1, UW2, UW3, CC1, CC2, CC3, The ARC, Library buildings- LB1, LB2, LBA, NCEC, Physical Plant, and Sarah Simmons Conservatory. The PA notification can be initiated by the UWB Director of Digital Communications, Cascadia College VP for External Relations & Planning, Director of Campus Safety, Emergency Preparedness Manager, AVC of Facility Services and any on duty Campus Safety Dispatcher or Officer.

### **“Campus All” Radio Channel**

Many departments on the UW Bothell campus use a radio to communicate among themselves for day to day operations. In the event of an incident, the “Campus All” channel can be used to broadcast a message to all active radios regardless of the frequency the radio is currently on at the time. The “Campus ALL” radio notification can be initiated by the UWB Director of Digital Communications, Cascadia College VP for External Relations & Planning, Director of Campus Safety, Emergency Preparedness Manager, AVC of Facility Services and any on duty Campus Safety Dispatcher or Officer.

### **Follow Up/Updates to Emergency Notification**


Updates to the emergency situation are posted as a banner on the university website, announced through the public address system and/or through official messages disseminated through the local media. The University of Washington Bothell has developed UW Bothell Alert System to disseminate official information during emergencies or crisis situations that may disrupt the normal operation of the UW Bothell or threaten the health or safety of members of the community. UW Bothell Alert is offered on a voluntary, self-subscription basis for current UW faculty, staff and students at UW Bothell: <http://www.uwb.edu/admin/emergency>.

All community members are encouraged to notify Bothell PD or Bothell Fire and Campus Safety of any situation on campus that could constitute a significant emergency or dangerous situation involving an immediate or on-going threat to the community. The Campus Safety department is responsible for responding to and summoning necessary resources to mitigate, investigate and contain situations that pose a potential threat to our community. The law requires that the community be notified of such threats. Testing of these systems are conducted on a quarterly basis.

UWB Campus Safety collaborates with the Bothell Police Department in the dissemination of emergency information to the larger community.

## EMERGENCY EVACUATION

UW Bothell/Cascadia College Emergency Plan (EOP) outlines procedures and provides information to help units plan for campus-wide major incidents, whether human caused or natural, that may affect the campus briefly, or for an extended period of time (several hours to days or longer). UW Bothell Emergency Management (UWBEM) coordinates campus-level emergency planning, mitigation, preparedness, and response and recovery efforts. Additionally, UWBEM acts as the primary liaison between the campus and other outside government (city, county, state) emergency management agencies. UWBEM will centralize all campus-wide emergency/disaster plans, training and exercises.

Emergency Procedures University of Washington Bothell		
<b>FIRE</b> <ul style="list-style-type: none"> <li>• Activate the nearest fire alarm pull station.</li> <li>• Evacuate the building.</li> <li>• Call 9-1-1 from a safe area.</li> <li>• Do not enter building until authorized by emergency personnel.</li> </ul>	<b>POWER OUTAGE</b> <ul style="list-style-type: none"> <li>• Remain calm; and provide assistance to others if necessary.</li> <li>• Turn off and unplug computers and other voltage equipment.</li> <li>• Move cautiously to a lighted area or to an illuminated exit sign.</li> <li>• For information about outages, tune to radio 710 AM, or call 425-352-3333.</li> </ul>	<b>HAZARDOUS MATERIALS RELEASE</b> <ul style="list-style-type: none"> <li>• If anyone is in danger, immediately call 9-1-1.</li> <li>• Move away from the site of the hazard to a safe location.</li> <li>• Alert others to stay clear of the area.</li> <li>• Follow the instructions of emergency personnel.</li> <li>• Notify emergency personnel if you have been exposed or have information about the release.</li> </ul> <p><b>UW Chemical Spill Line:</b> 206.543.0467</p> <p><b>Washington Poison Center:</b> 800.222.1222</p>
<b>EVACUATION INFORMATION</b> <ul style="list-style-type: none"> <li>• Evacuate the building using the nearest exit.</li> <li>• Do not use elevators!</li> <li>• Secure any hazardous materials or equipment before leaving.</li> <li>• Take personal belongings (keys, purses, wallets, etc.)</li> <li>• Follow directions given by evacuation wardens.</li> <li>• Go to Evacuation Assembly Point (EAP) designated on the building's evacuation plan and on the emergency evacuation signs.</li> <li>• Assist persons with disabilities or special needs.</li> <li>• Do not reenter the building until authorized by emergency personnel.</li> </ul> <p><b>EH&amp;S: 425-352-3661</b></p> <p><b>Emergency Preparedness: 425-352-8486</b></p> <p><b>Facilities Services: 425-352-5466</b></p>	<b>HUSKY ALERT</b> <p>Sign up for UW Alert to receive campus emergency messages delivered directly to your cell phone and email.</p> <p><a href="http://www.washington.edu/safety/alert">www.washington.edu/safety/alert</a></p> 	<b>SUSPICIOUS PERSON</b> <ul style="list-style-type: none"> <li>• Do not physically confront the person.</li> <li>• Do not let anyone into a locked building/office.</li> <li>• Do not block the person's access to an exit.</li> <li>• Call 9-1-1. Provide as much information as possible about the person.</li> </ul>
<b>EARTHQUAKE</b> <ul style="list-style-type: none"> <li>• Drop, Cover, Hold on! Take cover under a desk or table.</li> <li>• Stay clear of windows and cabinets/equipment that may fall.</li> <li>• Do not leave the building during an earthquake. After the shaking stops evacuate to the building's Evacuation Assembly Point.</li> </ul>		<b>SUSPICIOUS OBJECT</b> <ul style="list-style-type: none"> <li>• Do not touch or disturb object.</li> <li>• Call Campus Safety 425-352-5359.</li> <li>• Notify your supervisor and/ or the building coordinator.</li> <li>• Be prepared to evacuate.</li> </ul>

### FOR EMERGENCIES CALL 9-1-1.

UW Bothell Campus Safety, call 2-5359 (campus phones) or 425-352-5359

(in person or via UW BOTHELL Alert, campus emergency phone towers or other electronic notification methods) can update evacuees whether it is safe to partially or fully re-occupy a building or whether the plan is to seek safe shelter at other locations. Due to the unpredictable nature of emergency situations, such as active violence or a damaged building beyond safe evacuation, occupants of a building may need to shelter in place for their personal safety. Any emergency situation can be dynamic and prevent you from following exact evacuation routes prescribed for your building; variance may be required for safety. In the examples of active violence (e.g., a shooting happening right now) or an earthquake where a route may be impassable evacuees may have to alter their evacuation route for safety. Evacuees should follow the directions of emergency first responders (police or fire) when they encounter them on scene. Specific instruction may be given to report to a building assembly point or evacuate the campus entirely. Alternately, instruction may be given to the UW Bothell /Cascadia College

UWBEM promotes building emergency evacuation planning and provides model-building evacuation plans and assists academic departments to develop specific emergency plans for their buildings. The model evacuation plan includes procedures for all anticipated building emergencies, and accounts for persons with disabilities. The purpose is to help assure that departments take appropriate action, evacuate, account for personnel, and communicate with emergency services.

If an incident occurs in your building that you believe may affect the safety, health and well-being of its occupants or nearby population (whether earthquake, hazardous materials spill, accidental/malicious explosions, violence, etc.) follow the evacuations procedures for your building. Emergency first responders (including but not limited to Bothell Police, Bothell Fire and/or other local emergency responders) or a University official

Campus and the general public to take shelter where they are (shelter-in-place) or at a designated area or building.

## Emergency Evacuation Assistance Stations

Emergency Assistance Stations (EAS) are devices that allow verbal communication directly with UW Bothell Campus Safety Dispatch. The system also allows the dispatcher to talk with the person that is in the area of the EAS devices. EAS devices are located in UW1, UW2, Discovery Hall, CC1 and CC2. When these stations are activated they provide immediate verbal contact.



## Emergency Evacuation Training

UW Bothell Emergency Management (UWBEM) promotes an annual announced earthquake preparedness drill each academic year. All Faculty, staff and students are encouraged to participate. As part of this drill units are instructed to drop, cover and hold. Units may also evacuate, assemble outside and exercise communication procedures.



UWEM Seattle conducts an annual Emergency Operations Center (EOC) functional drill each academic year as the official campus-level drill for the UW Bothell and Cascadia College. The EOC is staffed by various departments of the campus and practices the steps needed to safely evacuate or shelter the campus population during the functional drill.

Students, faculty, staff and other employees of the University are invited to participate in both annual and regular preparedness training offered by UWBEM.

UWBEM provides training to Housing Resident Advisors (RAs) and Resident Directors on emergency

procedures, fire safety systems and evacuation planning during the annual UW Bothell Fire Academy in September of each year. The RAs, in turn, educate the students on evacuation procedures during their residence hall meetings at the start of each school year. These procedures are reviewed and practiced during each emergency drill. UWBEM and Campus Safety, conducts unannounced evacuation drills for the residence halls each quarter. The first emergency drill is conducted within ten days of the beginning of classes. These drills include Housing staff and are periodically attended by the Bothell Fire Department (BFD). BFD responds to all building alarms and will be on scene to communicate with Campus Safety, students and staff. UWBEM also provides training to academic departments for evacuation wardens and assists departments in conducting evacuation drills across campus. UWBEM will critique the drill and provide feedback. Participation among academic buildings varies. All major buildings are

posted with emergency and evacuation procedures and evacuation route maps that illustrate the outdoor assembly point.

### **Testing of Procedures**

The UW Bothell and Cascadia College conducts emergency response and building emergency evacuation exercises for each building, including tabletop exercises, field exercises and tests of the emergency notifications systems on campus. The Emergency Preparedness Manager maintains all documentations pertaining to these tests which includes the following: the description of the exercise, the date and time, and whether it was announced or unannounced. These tests help to assess and evaluate emergency response plans. Some tests are announced beforehand, and some are unannounced. UW Bothell Emergency Management conducts drills throughout the year and drafts extensive follow-up reports assessing the university's capabilities. UWBEM also maintains guidelines and provides training, consultation and support for building emergencies. The report compiles building evacuation drill results and shares the results with appropriate campus partners.

## **INSTITUTIONAL POLICIES**

### **Weapons Policy**

The possession or use of firearms, explosives, dangerous chemicals or other dangerous weapons or instrumentalities on the University of Washington Bothell/Cascadia College campus, except for authorized campus purposes, is prohibited by WAC 478-124-020(2)(e), 478-120-020(3)(f), WAC 132Z-115-090(18), and WAC 132Z-115-025(16), and for Cascadia College, WAC 132Z-110-040.

### **Cascadia College Alcohol and Illegal Drugs**

Cascadia College maintains a drug-free learning environment and provides support for those who need it.

### **Drug-Free Schools and Campuses Act:**

[http://www.cascadia.edu/academic\\_resources/handbook.aspx](http://www.cascadia.edu/academic_resources/handbook.aspx)

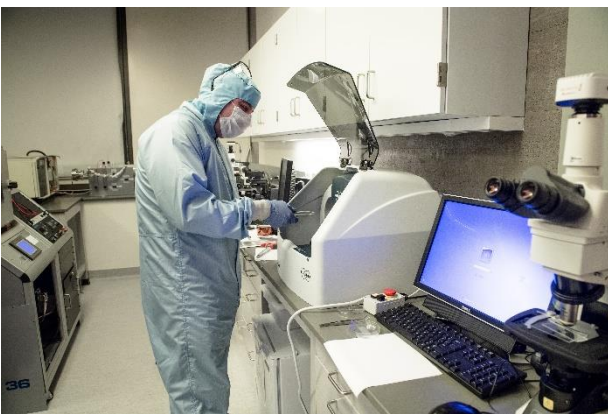
Cascadia College complies with the reporting requirements of the Drug-Free Workplace Act of 1998 and the Drug-Free Schools and Communities Act of Amendments of 1989 and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crimes Statistics Act of 1998.

In compliance with the Drug-Free Schools and Campuses Act (EDGAR 34 CFR, Part 86), Cascadia annually distributes the following information to students and staff:

- Standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on school property or as part of school activities

- Cascadia's Student Code of Conduct Washington Administrative Code WAC 132Z-115-090, (10) prohibits students from "The possession, use, sale, or distribution of any alcoholic beverage or illegal drug on the college campus; or while attending a college-sponsored event on non-college property"
- Administrative Procedure 6.3.110.08 prohibits employees from manufacturing, distributing, dispensing, possessing, or using a controlled substance
- Cascadia maintains a referral list of agencies and individuals providing support services to students struggling with drug and/or alcohol use/abuse. Such referrals can be accessed by contacting the Kodiak Corner front counter at (425) 352-8860.
- A description of the applicable legal sanctions and disciplinary actions
- Cascadia's Student Code of Conduct (WAC 132Z-115-070) states that "Students may be accountable both to civil authorities and to the college for acts that constitute violations of law and of this code. Disciplinary action at the college will normally proceed during the pendency of criminal proceedings and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced." Aside from any criminal proceedings, the college may impose sanctions ranging from a verbal warning to dismissal, as outlined in WAC 132Z-115-120, (4).
- Administrative procedure 6.3.110.08 outlines the sanctions for employees found to have violated provisions of the Drug-Free Schools and Campuses Act. The policy reads, "Violation of this policy will be reason for disciplinary action up to and including dismissal, or for mandatory evaluation treatment for substance abuse."
- A description of any drug or alcohol counseling, treatment, or rehabilitation/re-entry programs
- Administrative procedure 6.3.110.08 states that "Cascadia College recognizes drug use and/or dependency to be a health, safety, and security problem," and offers employees assistance through the State Employee Advisory Services and/or employee medical insurance plans

## ALCOHOL AND ILLEGAL DRUGS



With a view toward ensuring the safety and well-being of faculty, staff, students and the general public, the campus is committed to maintaining an environment that is free of illicit drugs (or controlled substances) and alcohol. Accordingly, the consumption of alcoholic beverages by students and employees on campus property, except in accordance with appropriate State of Washington liquor license procedures, is prohibited. Further, the unlawful possession, use, distribution or manufacture of alcohol or controlled

substances (as defined in Chapter 69.50 RCW) on the university campus or during university-sponsored activities is prohibited (Chapter 478-124 WAC). Violation of these alcohol and drug prohibitions will be the basis for university disciplinary or other appropriate action.



Generally, possession, sale and consumption of alcoholic beverages are not permitted on campus.

The exceptions are:

1. Meetings or other functions when a state banquet permit has been obtained - applications are available in the Office of the Committee on the Use of University Facilities and the permit is issued pursuant to regulations of the university and the Washington State Liquor Control Board, or
2. By those of legal drinking age in residence hall rooms or apartments with the doors closed. Kegs or other common-source containers are never allowed in the residence halls. As prescribed by state law, it is illegal to sell alcohol without a permit, and no one under age 21 is permitted to consume alcohol.

The Alcohol and Drug Abuse Policy of the University of Washington is found in the Administrative Policy Statement 13.7, copies of which are available online and can be found here by clicking on this link: <http://www.washington.edu/admin/rules/policies/APS/13.07.html>. Students and employees who are found to be in violation of this stated prohibition may be subject to arrest and conviction under the applicable criminal laws of local municipalities, the State of Washington or the United States. Conviction can result in sanctions including probation, fines and imprisonment. Students found in violation of this stated prohibition are also subject to discipline in accordance with the requirements and procedures of the Student Conduct Code (CH. 478-120 WAC). Discipline may include probation or dismissal from the university.

Campus Safety with the assistance of Bothell PD enforces all federal, state, local and campus regulations governing drugs and alcohol. Underage drinking is not tolerated and laws governing such will be enforced, including arrest, citation and/or referral to the Office of Community Standards and Student Conduct Codes.

### **Alcohol Intervention and Education Services**

The Health and Wellness Resource Center (HaWRC) is a one stop hub to help students thrive in their time on campus. The HaWRC works to bring evidence-based programs to the UW Bothell and Cascadia campuses through health education programs and events. The HEROs peer health education program provides information and support to students on campus, and the HaWRC office provides referrals to both on campus and community resources to meet the health needs of students. The HaWRC also offers alcohol and substance abuse specific education to incoming students through the orientation program.

### **Health Risks**

**The National Institute on Drug Abuse provides extensive information on commonly abused drugs. It includes the drug street names, commercial names, common forms,**



**common ways taken, DEA schedule and possible health effects. It can be found at [www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts](http://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts).**

\* Schedule I and II drugs have a high potential for abuse. They require greater storage security and have a quota on manufacturing, among other restrictions. Schedule I drugs are available for research only and have no approved medical use; Schedule II drugs are available only by prescription (un-refillable) and require a form for ordering. Schedule III and IV drugs are available by prescription, may have five refills in 6 months, and may be ordered orally. Some Schedule V drugs are available over the counter.

\*\* Taking drugs by injection can increase the risk of infection through needle contamination with staphylococci, HIV, hepatitis and other organisms.

\*\*\* Associated with sexual assaults.

### **Federal Drug Laws**

In addition to significant health risks, the possession, use or distribution of illicit drugs is prohibited by federal law. Strict penalties are provided for drug convictions, including mandatory prison terms for many offenses. The following Drug Enforcement Administration [link](#) is an overview of possible federal penalties.

### **Denial of Federal Benefits (21 USC §862 and 20 USC 1091 (r) (1))**

A state or federal drug conviction while enrolled and receiving Title IV aid may result in the loss of federal benefits, including school loans, grants, contracts and licenses. Federal drug trafficking convictions may result in denial of federal benefits for up to five years for a first conviction, and up to 10 years for a second conviction. Drug traffickers become permanently ineligible for federal benefits upon a third conviction. Federal drug convictions for possession may result in denial of federal benefits for up to one year for a first conviction and up to five years for a second or subsequent conviction.

### **Forfeiture of Personal Property and Real Estate (21 USC §853)**

Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation, including houses, cars and other personal belongings. A warrant of seizure may be issued and property seized at the time an individual is arrested on charges that may result in forfeiture.

### **Federal Drug Trafficking Penalties (21 USC §841)**

Penalties for federal drug trafficking convictions vary according to the quantity of the controlled substance involved in the transaction. The list above is a sample of the range and severity of federal penalties imposed for first convictions. Penalties for subsequent convictions are often twice as severe. If death or serious bodily injury results from the use of a controlled substance that has been illegally distributed, the person convicted on federal charges of distributing the substance can face a prison term up to life imprisonment, and fines ranging up to \$20 million.

Persons convicted on federal charges of drug trafficking within 1,000 feet of a university (21 USC §860) face penalties of prison terms and fines which are twice as high as the regular penalties for the first offense, with a mandatory prison sentence of at least 1 year. Mandatory minimum sentencing does not apply to offenses involving five grams or less of marijuana.

### **Federal Drug Penalties for Simple Possession (21 USC §844)**

Persons convicted on federal charges of unlawfully possessing any controlled substances face penalties of up to 1 year in prison and a minimum fine of \$1,000, or both. Second convictions are punishable by not less than 15 days but not more than 2 years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days but not more than 3 years in prison and a minimum fine of \$5,000. Special sentencing provisions for possession of a mixture or substance which contains cocaine base impose a mandatory prison term of not less than 5 years but not more than 20 years and a minimum fine of \$1,000, or both, if:

1. it is a first conviction and the amount of cocaine base substance possessed exceeds 5 grams; 2. it is a second conviction and the amount of cocaine base substance possessed exceeds 3 grams; or,
3. it is a third or subsequent cocaine base substance conviction and the amount exceeds 1 gram.

Special sentencing provisions for simple possession of Flunitrazepam (Rohypnol, "roofies" or "roaches") impose a prison term of not more than 3 years, a fine as outlined above, or both.

### **Washington State Drug Laws (RCW 69.50)**

The following is a partial list of illicit drugs considered to be controlled substances by the State of Washington: Narcotics (opium and cocaine, and all drugs extracted, derived or synthesized from opium and cocaine, including crack cocaine and heroin); Methamphetamine; Barbiturates; and Hallucinogenic Substances (LSD, peyote, mescaline, psilocybin, PCP).

1. A controlled substance classified in Schedule I or II which is a narcotic drug or flunitrazepam, including its salts, isomers, and salts of isomers, classified in Schedule IV, is guilty of a class B felony and upon conviction may be imprisoned for not more than ten years, or (i) fined not more than twenty-five thousand dollars if the crime involved less than two kilograms of the drug, or both such imprisonment and fine; or (ii) if the crime involved two or more kilograms of the drug, then fined not more than one hundred thousand dollars for the first two kilograms and not more than fifty dollars for each gram in excess of two kilograms, or both such imprisonment and fine;

2. Amphetamine, including its salts, isomers, and salts of isomers, or methamphetamine, including its salts, isomers, and salts of isomers, is guilty of a class B felony and upon conviction may be imprisoned for not more than ten years, or (i) fined not more than twenty-five thousand dollars if the crime involved less than two kilograms of the drug, or both such imprisonment and

fine; or (ii) if the crime involved two or more kilograms of the drug, then fined not more than one hundred thousand dollars for the first two kilograms and not more than fifty dollars for each gram in excess of two kilograms, or both such imprisonment and fine. Three thousand dollars of the fine may not be suspended. As collected, the first three thousand dollars of the fine must be deposited with the law enforcement agency having responsibility for cleanup of laboratories, sites, or substances used in the manufacture of the methamphetamine, including its salts, isomers, and salts of isomers. The fine moneys deposited with that law enforcement agency must be used for such clean-up cost;

3. Any other controlled substance classified in Schedule I, II, or III, is guilty of a class C felony punishable according to chapter 20 RCW;

4. A substance classified in Schedule IV, except flunitrazepam, including its salts, isomers, and salts of isomers, is guilty of a class C felony punishable according to chapter 20 RCW; or

5. A substance classified in Schedule V, is guilty of a class C felony punishable according to chapter 20 RCW.

More severe penalties are provided for persons convicted of providing controlled substances to minors, to repeat offenses and to offenses on or near schools or parks. Special Note Regarding Marijuana: Marijuana remains illegal for minors (persons under 21 years of age) to possess, sell or use and is illegal to possess for a person of any age in amounts over 28.3grams. Marijuana remains illegal under federal law and policies concerning marijuana at the University remain unchanged. It is illegal to produce, distribute or use marijuana on University property or during University-sponsored activities.

## **POLICY STATEMENTS RELATING TO SEXUAL ASSAULT, SEXUAL HARASSMENT DOMESTIC VIOLENCE, RELATIONSHIP VIOLENCE AND STALKING**

The University of Washington is committed to establishing and maintaining a safe working and learning environment that is free from violence. The University has published policies describing its prevention and response processes, which include:

[Student Governance and Policies Chapter 209-Student Conduct Policy for Academic Misconduct and Behavioral Misconduct](#) – effective 8/18/17

[Student Governance and Policies Chapter 210 - Student Conduct Policy for Discriminatory and Sexual Harassment, Intimate Partner Violence, Sexual Misconduct, Stalking and Retaliation](#) – effective 8/18/17; revised 8/14/20

[Chapter 478-121 WAC - Student Conduct Code for the University of Washington](#) – effective 8/18/17; revised 8/14/20

Pursuant to chapter 34.05 RCW and the authority granted by RCW 28B.20.130, the Board of Regents of the University of Washington established rules under the Washington Administrative Code regarding student conduct and student discipline.

Sexual misconduct is prohibited by the code, which includes committing, or aiding, soliciting, or attempting the commission of, the following prohibited conduct: Sexual assault, sexual harassment, sexual exploitation, indecent exposure, stalking, and intimate partner violence, including both dating and domestic violence. The code also prohibits retaliation against those who file a complaint, grievance, or allegation of misconduct under any university policy or rule or under any law; participate in and/or cooperate with an investigation; appear as a witness at a hearing; or oppose an unlawful act, discriminatory practice, or policy.

The University revised the Student Conduct Code to reflect the University's compliance with developing laws, regulations, and guidance, particularly relating to adjudicating sexual misconduct matters.

#### Executive Order No. 31 – Non-discrimination and Affirmative Action

This policy has the goal of promoting an environment that is free of discrimination, harassment, and retaliation. It prohibits sexual harassment, which is unwelcome and unsolicited language or conduct that is of a sexual nature and that is sufficiently severe, persistent, or pervasive that it could reasonably be expected to create an intimidating, hostile, or offensive working or learning environment, or has the purpose or effect of unreasonably interfering with an individual's academic or work performance. This policy was most recently revised effective August 14, 2020, to clarify that it includes sexual violence, such as sexual assault and relationship violence, and to clarify the intersections among this policy, Executive Order No. 51 - Sexual Violence Elimination, and Executive Order No. 70 - Compliance with Education Department Sexual Harassment Regulations.

#### Executive Order No. 51 – Sexual Violence Elimination

This policy prohibits the following behavior by members of the University community including students, employees, and members of the public when the University determines that an individual's behavior affects a University interest:

- Domestic violence;
- Relationship violence;
- Stalking; and
- Sexual assault.

The policy also prohibits retaliation against any individual who seeks resources, makes a referral, reports concerns, cooperates with or participates in any investigation of allegations of violations of this policy, or is perceived to have engaged in any of these actions. The policy was most recently revised effective August 14, 2020.

#### Executive Order No. 54 – Employee-Student Romantic Relationships and Conflicts of Interest

The University's policy regarding employees engaging in romantic relationships with students, actual or perceived conflicts of interest, and exercising authority over a student.

#### Executive Order No. 56 Reporting Suspected Child Abuse or Neglect

This policy prohibits child abuse. Suspected perpetrators of child abuse, including University employees, volunteers, or students, may be removed from the premises and may be subject to arrest and criminal prosecution. Employees, volunteers, or students who engage in child abuse in the workplace, or who use University facilities, property, or resources to engage in child abuse are subject to disciplinary action, including dismissal from employment, engagement, or from educational programs. Additionally, all University employees and volunteers who have reasonable cause to believe that a child has suffered abuse or neglect must immediately report the suspected abuse or neglect to law enforcement or the Department of Social and Health Services. A child is anyone under the age of 18.

#### Executive Order No. 70 Compliance with Education Department Sexual Harassment Regulations

This policy outlines how the University of Washington complies with the 2020 Department of Education's federal regulations, including the grievance procedures for formal complaints against employees as defined by 34 CFR 106.30 and as provided for in 34 CFR 106.45. This policy also addresses how Executive Order No. 70 intersects with other university policies, outlines who constitutes University Officials Required to Report, and sets forth how the University will respond to reports by providing supportive measures for complainants and respondents.

#### Administrative Policy Statement (APS) 46.8 Domestic Violence in the Workplace and Reasonable Accommodations and Leave Related to Domestic Violence, Sexual Assault, or Stalking

This policy was adopted in accordance with Chapter 49.76 RCW and prohibits domestic violence in the workplace. The policies provides that perpetrators of domestic violence may be removed from university premises and subject to arrest and/or criminal prosecution. The policy also provides for leaves of absence related to domestic violence, sexual assault, or stalking consistent with RCW 49.76.030 as well as reasonable safety accommodations in response to actual or threatened violence.

#### Workplace Violence Policy

The University's Workplace Violence policy prohibits behavior, whether direct or through the use of University facilities, property or resources that: is violent; threatens to harm; harasses or intimidates others; interferes with an individual's legal rights of movement or expression; and/or disrupts the workplace, the academic environment, or the University's ability to provide services to the public. These behaviors include relationship violence and stalking.

#### Chapter 132Z-115 WAC – Student Conduct code for Cascadia College and

[http://www.cascadia.edu/academic\\_resources/handbook.aspx](http://www.cascadia.edu/academic_resources/handbook.aspx)

## **Definitions under the Violence Against Women Act**

*The definition (from VAWA) of dating violence.*

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.

- A. 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.
- B. For the purposes of this definition:
  - 1. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  - 2. Dating violence does not include acts covered under the definition of domestic violence.

*The definition (from VAWA) of domestic violence.*

Domestic Violence - A felony or misdemeanor crime of violence committed:

- A. By a current or former spouse or intimate partner of the victim;
- B. By a person with whom the victim shares a child in common;
- C. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- D. 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; or
- E. 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.

*The definition (from VAWA) of sexual assault.*

Sexual Assault – An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent."

- A. Rape: 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 consent of the victim.
- B. Fondling: The touching of the private 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.
- C. Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.



- D. Statutory Rape: Sexual intercourse with a person who is under the statutory age of consent.

*The definition (from VAWA) of stalking.*

Stalking – Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- A. Fear for the person's safety or the safety of others; or
- B. Suffer substantial emotional distress.
  - 1. 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.
  - 2. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
  - 3. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

### **Definitions under Washington State Criminal Code**

The University prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking as defined in the Clery Act. Additionally, these behaviors may be crimes under the Washington State Criminal Code. Following are the relevant definitions under the criminal code:

The Washington State Criminal Code does not contain a separate crime of "domestic violence" or "dating violence." Instead, crimes relating to domestic violence and dating violence are covered by other provisions of the criminal code, such as "Sexual Offenses" or "Assault" crimes. The law is gender neutral and recognizes that domestic violence occurs between members of the same or any sex. <https://www.washington.edu/sexualassault/reporting/police/relationship-violence/>

The state of Washington does not define dating violence, the definition used is provided by the Department of Education.

#### *Sexual Assault and Consent*

Under Washington State criminal law, there is no crime of "sexual assault." Instead, crimes are classified as "Sexual Offenses." Another classification is "Assault," which also governs assault with a sexual motivation. See RCW 70.125.030(7) – "Sexual assault."

The following are the definitions of rape crimes under Washington State criminal law:  
RCW 9A.44.040 – Rape in the first degree

- (1) A person is guilty of rape in the first degree when such person engages in sexual intercourse with another person by forcible compulsion where the perpetrator or an accessory:
  - (a) Uses or threatens to use a deadly weapon or what appears to be a deadly weapon; or
  - (b) Kidnaps the victim; or

- (c) Inflicts serious physical injury, including but not limited to physical injury which renders the victim unconscious; or
- (d) Feloniously enters into the building or vehicle where the victim is situated.

#### RCW 9A.44.050(1)(b) – Rape in the second Degree

- (1) A person is guilty of rape in the second degree when, under circumstances not constituting rape in the first degree, the person engages in sexual intercourse with another person:
- (a) By forcible compulsion;
  - (b) When the victim is incapable of consent by reason of being physically helpless or mentally incapacitated...

#### RCW 9A.44.060 – Rape in the third degree

- (1) A person is guilty of rape in the third degree when, under circumstances not constituting rape in the first or second degrees, such person engages in sexual intercourse with another person:
- (a) Where the victim did not consent as defined in RCW 9A.44.010(7), to sexual intercourse with the perpetrator and such lack of consent was clearly expressed by the victim's words or conduct, or
  - (b) Where there is threat of substantial unlawful harm to property rights of the victim.

RCW 9A.44.010(7) – Consent “Consent” means that at the time of the act of sexual intercourse or sexual contact there are actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact.

*It should be noted that the University's definition of “consent” is the same as the RCW 9A.44.010(7).*

RCW 9A.44.100 – Indecent liberties [Paraphrase] A victim is incapable of giving consent when physically helpless or mentally incapacitated.

#### *Domestic Violence and Dating (Relationship) Violence*

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. 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
- The frequency of interaction between the persons involved in the relationship

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. This does not include acts covered under the definition of domestic violence.

Domestic Violence: A felony or misdemeanor crime of violence committed by:

- A. By a current or former spouse or intimate partner of the victim;
- B. By a person with whom the victim shares a child in common;
- C. By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
- D. 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; or
- E. 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.

The Washington State Criminal Code does not contain a separate crime of "domestic violence" or "dating violence." Instead, crimes relating to domestic violence and dating violence are covered by other provisions of the criminal code, such as "Sexual Offenses" or "Assault" crimes. The law is gender neutral and recognizes that domestic violence occurs between members of the same or any sex.

#### RCW 26.50.010 – Domestic violence

(a) Physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury or assault, between family or household members;

(b) sexual assault of one family or household member by another; or

(c) stalking as defined in RCW 9A.46.110 of one family or household member by another family or household member.

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

"Dating relationship" means a social relationship of a romantic nature. Factors include: (a) The length of time the relationship has existed; (b) the nature of the relationship; and (c) the frequency of interaction between the parties.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- A. Fear for the person's safety or the safety of others; or
- B. Suffer substantial emotional stress.

For the purposes of this definition:

- 1) Course of Conduct means two or more acts, including, but not limited to, acts 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.
- 2) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

The crime of "stalking" is defined in RCW 9A.46.110 under the classification of crimes of "Harassment." There is also a separate crime of "cyberstalking" under RCW 9.61.260 (the Malicious Mischief-Injury to Property crimes).

#### RCW 9A.46.110(1) – Stalking

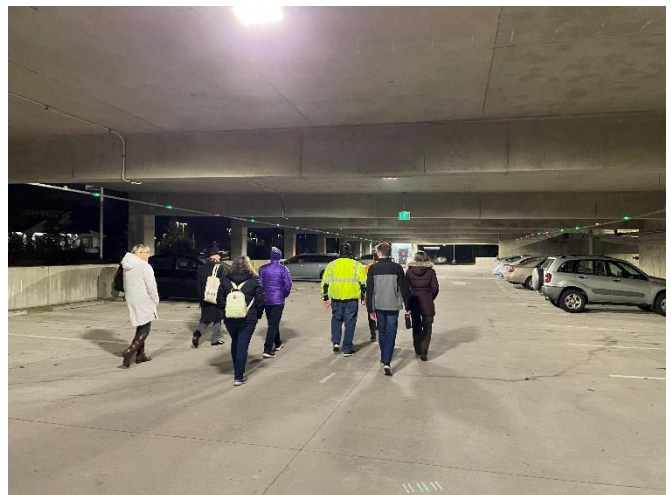
A person commits the crime of stalking if, without lawful authority and under circumstances not amounting to a felony attempt of another crime:

- a. He or she intentionally and repeatedly harasses or repeatedly follows another person; and
- b. The person being harassed or followed is placed in fear that the stalker intends to injure the person, another person, or property of the person or of another person. The feeling of fear must be one that a reasonable person in the same situation would experience under all the circumstances; and
- c. The stalker either:
  - i. Intends to frighten, intimidate, or harass the person; or
  - ii. Knows or reasonably should know that the person is afraid, intimidated, or harassed even if the stalker did not intend to place the person in fear or intimidate or harass the person.

#### RCW 9.61.260(1) – Cyberstalking

A person is guilty of cyberstalking if he or she, with intent to harass, intimidate, torment, or embarrass any other person, and under circumstances not constituting telephone harassment, makes an electronic communication to such other person or a third party:

- a. Using any lewd, lascivious, indecent, or obscene words, images, or language, or suggesting the commission of any lewd or lascivious act;
- b. Anonymously or repeatedly whether or not conversation occurs; or



c. Threatening to inflict injury on the person or property of the person called or any member of his or her family or household...

(5) For purposes of this section, “electronic communication” means the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. “Electronic communication” includes, but is not limited to, electronic mail, internet-based communications, pager service, and electronic text messaging.

### **Educational Programs and Campaigns**

The University is committed to providing prevention and awareness programs to students and employees relating to domestic violence, relationship violence, stalking, sexual assault, and retaliation. These include primary prevention and awareness programs directed at incoming students and new employees and ongoing prevention and awareness campaigns directed at students and employees. These programs and campaigns include information about:

- University policies prohibiting domestic violence, relationship violence, stalking, and sexual assault;
- The Revised Code of Washington definitions of domestic violence, relationship violence, stalking, sexual assault, and consent;
- Bystander intervention techniques;
- Risk reduction options to reduce perpetration and increase individual and community safety, and to empower individuals to act on their own behalves; and
- The rights, processes, and resources provided by the university.

These educational programs are evidence-based, culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to community needs, and informed by research or assessed for value, effectiveness, or outcome. These programs consider environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels.

### **Bystander Intervention**

University of Washington Bothell first year and transfer students are required to attend a workshop titled, “Creating a Violence-Free UWB”. The goals of this workshop are that students will:

- Learn about and practice affirmative consent in all interactions
- Identify healthy ways to engage in all types of relationships: peer, friend, student, intimate
- Engage as active bystanders in potentially harmful situations
- Recognize the impacts of sexual and interpersonal violence
- Support and refer friends who have been impacted by sex and gender-based violence.



Cascadia College Students are invited to participate in an online education course, Get Inclusive. The course is emailed to students during their first quarter at Cascadia and completion is not mandatory, but encouraged. Get Inclusive provides training on being an active bystander, healthy relationships, alcohol & other drugs, as well as hazing & intimidation. The purpose is to gain knowledge and skills so students can do their part to ensure our community is a place of respect, understanding and a safe place to learn.

### **Health and Wellness Resource Center (HaWRC)**

The HaWRC is a one-stop hub connecting UW Bothell and Cascadia students with on-campus and community resources to help students thrive. HaWRC is committed to advancing health equity for the UW Bothell and Cascadia College community, so all students are supported in their holistic wellbeing and to persist through college. The HaWRC provides health education and campus and community referrals for UW Bothell and Cascadia students. Additional information on HaWRC can be found at <https://www.uwb.edu/arc/hawrc>.

### **Health Educators Reaching Out (HEROs)**

Health Educators Reaching Out (HEROs) are peer health educators for the UW Bothell and Cascadia College campus working in the HaWRC. As Certified Peer Educators, the HEROs conduct health promotion and prevention programming that addresses priority wellness topics such as:

- Emotional wellbeing and mental health
- Sexual health
- And more!

Contact the Health and Wellness Resource Center (HaWRC)

Activities & Recreation Center  
ARC 120, Box 358555  
18220 Campus Way NE



Bothell, WA 98011

[hawrc@uw.edu](mailto:hawrc@uw.edu)

425-352-5190

## **Violence Prevention & Advocacy**

The Violence Prevention & Advocacy Program leads the efforts of UW Bothell and Cascadia College to create a community that is free of sex- and gender-based violence and harassment. Our prevention work is focused on addressing root causes of harm and collaborating with our community to create a culture of consent, respect, and healthy relationships. Our survivor advocacy work seeks to create space, community, and support for people directly and indirectly impacted by violence and harassment. To all survivors within our community: we see you, and we believe you.

Whether you're seeking support for yourself, or on behalf of someone else, there are many campus and community resources that are available. You deserve support and care.

Contact the Violence Prevention and Advocacy Office for an appointment or additional information:

425-352-3851

[uwbvae@uw.edu](mailto:uwbvae@uw.edu)

18115 Campus Way NE

Bothell, WA 98011-8246

<https://www.uwb.edu/violence-prevention>

## **Resources for Cascadia College**

Cascadia College Students are invited to participate in an online education course, Get Inclusive. The course is emailed to students during their first quarter at Cascadia and completion is not mandatory but encouraged. Get Inclusive provides training on being an active bystander, healthy relationships, alcohol & other drugs, as well as hazing & intimidation. The purpose is to gain knowledge and skills so students can do their part to ensure our community is a place of respect, understanding and a safe place to learn.

Employees are required to take a similar, employee focused version of the training. The course is provided during new hire orientation.

## **First Year Programs**

First Year Programs offers a new student orientation for all incoming undergraduate freshmen (domestic and international) and transfer students. The 2018-2019 orientation for freshmen included brief content on alcohol, consent, and mental health. All new undergraduate students also receive a student workbook with information about University policies, procedures and other pertinent information.

Throughout their first year at the university, students can participate in First-year Interest Groups (FIGS) covering a wide variety of specialized topics.

#### Inter-collegiate Athletics

The UW Bothell/Cascadia campus currently participates in intramural sports programs and does not have any inter-collegiate athletic relations.

#### Fraternities and Sororities

Although fraternities and sororities are independent organizations located off-campus on property not owned or controlled by the university, there has been a long-standing and positive relationship between the university and the Greek Community. The university enters recognition agreements with fraternities and sororities that seek official recognition by UW. For years, the university's recognition agreements have included an educational programming section requiring each chapter to conduct at least one educational program on sexual assault and relationship violence and one program on controlled substance abuse awareness. The UW Bothell/Cascadia campus currently does not have any recognized fraternities or sororities.

#### Graduate and Professional Students

The Center for Teaching and Learning (CTL) provides information relating to policies and professionalism for all Teaching Assistants and Research Assistants. The EPIC (empowering prevention & inclusive community) program through Safe Campus also trains academic student employees. Additionally, some graduate and professional programs conduct their own new student orientations which include prevention of sexual harassment and sexual violence, which are presented by Human Resources, the Title IX Coordinator, and/or SafeCampus. The University is currently developing a more comprehensive program for all graduate and professional students.

### **Sexual Harassment Prevention**

Husky Prevention & Response is a foundational, online course tailored to an [employee's](#) or [student's](#) role. The course provides content on recognizing sex- and gender-based violence and harassment and includes strategies for intervening or interrupting concerning behaviors. The course also introduces support resources, responding with care, options for reporting or submitting formal complaints, and the UW policies that pertain to our commitments and expectations.

The online courses were developed by a working committee of students, faculty, and staff with representation from all three UW campuses and UW Medicine.

New and returning (an absence of one quarter or more) students who have not completed the Husky Prevention & Response (Title IX) student course will be blocked from registering for their second quarter. The course takes 60 – 90 minutes to complete. The registration block will be lifted within approximately an hour of course completion.

**Access the student course here:**

## **Procedures Victims Should Follow in the Case of Alleged Dating Violence, Domestic Violence, Sexual Assault, or Stalking**

The University maintains a [Sexual Assault Resource](#) website for those impacted by sexual assault, dating/relationship violence, domestic violence, or stalking. This website is intended to provide comprehensive information about the available resources, reporting options, and university response policies and procedures. In addition, the University's [Title IX website](#) provides information about policies, code, education, outreach, reporting, and support resources. The Title IX website also includes a [Know Your Rights & Resources](#) guide, which includes information about resources and university processes. Following are the steps an individual who has experienced sexual misconduct may take.

### *Contact the University's Confidential Advocates*

Someone who has experienced sexual violence is encouraged to contact one of the university's confidential campus-affiliated advocates, who can provide a private place for the individual who has experienced sexual or gender-based violence to seek support, information, and assistance. An advocate can also provide assistance in taking any or all of the following steps.

Disclosures made to a confidential advocate do not constitute a formal complaint to the University for the purposes of initiating an investigation. An individual who has experienced harm has the right to report sexual misconduct to the University, to the police, to both, or not at all. If they choose to report to the police or the university, the advocates can provide information and support in making a formal complaint and/or requesting an investigation.

Advocates also provide information and support related to applying for a court issued protection order, regardless of whether a police report is made or university investigation requested. A protection order can make it illegal for the alleged perpetrator of violence to contact the person who has experienced violence. The advocates can also assist individuals with seeking a mutual no contact/communication directive at the university.

Advocates have limitations to confidentiality upon learning of:

- Abuse and neglect of a child under the age of 18;
- Elder abuse or the abuse of a disabled adult; and/or
- A plan for suicide or harm to others.

Confidential advocates may also be required to disclose information that is otherwise protected from disclosure in response to a valid subpoena or court order.

### *Seek Medical Care and Forensic Exams*

An individual who has experienced harm due to sexual violence is urged to seek medical care if they believe it may be needed. Medical care after a sexual assault can be helpful for treating or

preventing illness and injury and may be helpful in preserving or documenting physical evidence. Not all hospitals provide forensic exams/rape kits. If someone who has experienced an assault or violence is interested in evidence collection, as well as medical care, they should go to a hospital with trained Sexual Assault Nurse Examiner (SANE). SANE nurses are specially trained to work with patients who have been sexually assaulted. Important things to know:

- A person is not required to make a police report to get a SANE exam.
- There is no charge for a SANE exam.
- While obtaining a SANE exam, a friend or family member may accompany the person who has experienced harm/violence.
- Preserving evidence can be helpful in documenting/maintaining evidence if someone later becomes interested in reporting to the police. (It is not necessary to make the decision to report to the police or make a formal complaint to the University immediately.)

It is recommended that someone who has experienced an assault or harm receive medical treatment as soon as possible; some evidence is best collected within 24 hours of an assault, and other evidence is best collected within 120 hours (five days) of the assault. Information relating to local hospitals and SANE nurses is available on the Sexual Assault Resources website.

#### *Seek Support for Safety Planning*

Confidential advocates can also provide support in safety planning. In addition to safety planning, an advocate can assist someone who has experienced harm by implementing (or seeking to have implemented) supportive measures, which are non-disciplinary, non-punitive, individualized services offered as appropriate, as reasonably available, and without fee or charge. Such measures may include arranging for a change in housing, academic and work modifications, and/or providing assistance with transportation planning. The university will maintain the confidentiality of any supportive measures provided to the extent practicable. Supportive measures are available whether or not a formal complaint is made to the University or a report is made to local law enforcement.

#### *Seek Counseling*

For support, the University offers several options for counseling services. Counseling may help recovering from a traumatic experience.

The UW Bothell Counseling Center offers free short-term counseling services

PH: 425.352.3183

Web: <https://www.uwb.edu/studentaffairs/counseling>

Cascadia College also has an on-campus CARE Team. The Cascadia CARE Team assists with the following:

- Consultation and support to faculty, staff and administrators in assisting students who display concerning or disruptive behavior.

- Connecting students with college and community resources.
- Monitoring ongoing behavior of students who have displayed concerning or disruptive behavior

When you contact the CARE Team for assistance, a team member will respond within one business day. You may also stop by the office or phone a CARE Team member to initiate support. Once the CARE Team has been alerted to a situation, members will meet to implement the assessment process.

More information can be found at: <http://www.cascadia.edu/advising/counseling.aspx> under the on campus Care Team section.

### **Cascadia College Disability Services Office**

Kodiak Corner

PH: 425.352.8128

Web: <http://www.cascadia.edu/advising/disability.aspx>

Email: [disabilities@cascadia.edu](mailto:disabilities@cascadia.edu)

### **Cascadia College Title IX**

Title IX Coordinator

Director of Human Resource

PH: 425.352.8432

Email: [eenglund@cascadia.edu](mailto:eenglund@cascadia.edu)



### **Consider Reporting to the University**

The University provides procedures for the investigation and resolution of complaints relating to domestic violence, relationship violence, sexual assault, stalking or retaliation. The University will respond to complaints regardless of whether a complaint is filed with a law enforcement agency.

Effective May 16, 2016, the University created the Title IX Investigation Office, which is responsible for investigating allegations that a University student has violated the sexual misconduct provisions of the Student Conduct Code. Previously, such allegations were investigated by Community Standards and Student Conduct. The following is the contact information:

For UW Bothell Employees

CareLink - The employee assistance program for benefits-eligible faculty and staff can provide counseling support.

PH: 1.866.598.3978 (TTY: 1.877.334.0489)

Web: <https://hr.uw.edu/benefits/uw-carelink/>

For all UW Community Members

Harborview Center for Sexual Assault & Traumatic Stress

PH: 206.744.1600 (TTY: 206.744.1616)

State law protects the confidentiality of counseling relationships; however, counselors also have limitations on confidentiality when on notice of:

- Abuse and neglect of a child under the age of 18;
- Elder abuse or the abuse of a disabled adult; and/or
- A plan for suicide or harm to others.

Information retained in healthcare records that is otherwise protected from disclosure may be subject to disclosure in response to a valid subpoena or court order.

### *Seek Disability Accommodations*

If someone who experienced harm due to sex- or gender-based violence and is also experiencing impacts of a medical condition (including an existing condition), they may wish to consider seeking accommodations through the disability services offices:

Disability Resources for Students - UW Bothell

For matriculated students enrolled at the UW Bothell campus

PH: 425.352.5307

Web: <https://www.uwb.edu/studentaffairs/drs>

Email: [uwbdrs@uw.edu](mailto:uwbdrs@uw.edu)

Disability Services Office

For members of the public, all University of Washington employees, and non-matriculated students PH: 206.543.6450 (TTY: 206.543.6452)

Email: [dso@uw.edu](mailto:dso@uw.edu)

### *Consider Reporting to the University*

The University provides procedures for the investigation and resolution of formal complaints relating to domestic violence, relationship violence, sexual assault, stalking, sexual harassment, or retaliation. The University will respond to formal complaints filed with an appropriate university office regardless of whether a report/complaint is filed with a local law enforcement agency.

Effective May 16, 2016, the University created the Title IX Investigation Office, which is responsible for investigating allegations that a University student has violated the sexual misconduct provisions of the Student Conduct Code. Following is the contact information:

University of Washington Title IX Investigation Office

Phone: 206.616.5334

Email: [tixinv@uw.edu](mailto:tixinv@uw.edu)



Complaints that any University employee has violated Executive Orders No. 31, 51, 54, or 70 can be made to the University Complaint Investigation Resolution Office (UCIRO). This includes complaints involving faculty and other academic personnel, staff, Academic Student Employees (ASEs), and student employees. Following is the contact information:

University Complaint Investigation Resolution Office (UCIRO) -

Phone: 206.616.2028

Email: [uciro@uw.edu](mailto:uciro@uw.edu)

In some cases and after consultation with the Office of the Title IX Coordinator and UCIRO, UW Human Resources may respond to or investigate complaints involving University employees: Campus Human Resources — for complaints involving UW Seattle staff, UW Bothell staff, and UW Tacoma campus staff employees, including student employees.

Phone: 206.543.2354

#### *Consider Reporting to Campus Safety/Law Enforcement*

UW Bothell Campus Safety can complete an incident report and assist with notifying law enforcement if someone who experienced harm chooses for that to happen. UW Bothell Campus Safety works with the City of Bothell Police Department in supporting members of the UW community, and the City of Bothell Police Department has collaborate relationships with the Snohomish County Sheriff and King County Sheriff.

Bothell Police: 425.486.1254

King County Sheriff: 206.396.3311

Snohomish County Sheriff: 425.388.3393

#### *Seek Supportive Measures*

If someone who experienced harm decides to make a formal complaint to the University or to report to the police, the University will evaluate and implement supportive measures designed so that the reporting party can avoid contact with the other person while an investigation is ongoing. The types of supportive measures that University can put in place during an investigation will depend on the individual's unique circumstances and needs as well as the impacts on the other person.

Supportive measures may include, but are not limited to:

- Issuing a mutual no contact directive or mutual no communication directive that prohibits contact or communication between a complainant and respondent, including within student organizations;
- Reassignment of any university housing of a student respondent; and/or
- Adjusting campus work or academic schedules.

#### *Seek Other University and Community Resources*

The University has a variety of other services available including legal assistance, visa and immigration assistance, and student financial aid assistance. Information about available services at the University and in the local community can also be obtained from a confidential advocate or on the Sexual Assault Resource webpage.

## **PROCEDURES THE UNIVERSITY WILL FOLLOW IN THE CASE OF ALLEGED DATING VIOLENCE DOMESTIC VIOLENCE, SEXUAL ASSAULT, OR STALKING**

When students or employees report to the University that they have experienced sexual assault, dating/relationship violence, domestic violence, or stalking, they will be provided with written notification of:

- Information about preserving evidence, which may be necessary to the proof of a crime or in obtaining a protection order;
- From whom they may formally request an investigation of the alleged offense, including options regarding law enforcement and campus authorities and their options to—
  - notify proper law enforcement authorities, including on-campus and local police;
  - receive assistance in notifying law enforcement authorities if they choose; and
  - decline to notify such authorities;
- Their rights and the university's responsibilities regarding protection orders, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court;
- Grievance or investigation procedures for allegations of domestic violence, dating violence, sexual assault, or stalking, all of which will
  - Provide a prompt, fair, and impartial investigation and resolution;
  - be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of those involved and promotes accountability;
  - provide the complainant and respondent with the same opportunities to have others present during a disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice;
  - simultaneously inform the complainant and the respondent, in writing, of the outcome of any disciplinary proceeding; the university's procedures for the complainant and respondent to appeal the results of the disciplinary proceeding, if available; of any change to the results that occurs prior to the time that such results become final; and when the results become final.
- Possible sanctions or remedial measures that the university may impose following a final determination of an disciplinary procedure;
- Information about how the university will protect confidentiality and/or privacy, including how publicly available recordkeeping will be accomplished without the inclusion of identifying information, to the extent permissible by law;
- Information about existing health, mental health, victim advocacy, legal assistance, and other services both on-campus and in the community;
- Options for, and available assistance in, changing academic, living, transportation, and working situations, if requested, and if such accommodations are reasonably available, regardless of whether they choose to report the crime to campus police or local law enforcement.

Anyone who has concerns that they have not appropriately received this information should contact:

Valery Richardson, UW Title IX Coordinator

[titleix@uw.edu](mailto:titleix@uw.edu)

### *Confidentiality and Recordkeeping*

Records retained by University offices may be subject to disclosure under Chapter 42.56 RCW, the Washington State Public Records Act, unless otherwise protected from disclosure by law. Some information, such as healthcare information protected by the Health Insurance Portability and Accountability Act (HIPAA) or other state laws, student records protected by the Family Educational Rights and Privacy Act (FERPA), or information that is otherwise exempt from the Public Records Act, will not be subject to disclosure under that Act. Information retained in University records that is otherwise protected from disclosure may be subject to disclosure pursuant to a valid subpoena or court order.

In accordance with the Clery Act, the University must also disclose statistical information relating to crimes of domestic violence, relationship violence, stalking, sexual assault, in its annual security report and issue timely warnings. This reporting is done without disclosing personally identifying information relating to the victim of such crimes, including information likely to disclose the location of the victim.

## **CASCADIA COLLEGE TITLE IX POLICY**

<http://www.cascadia.edu/discover/governance/policies/titleix.aspx>

### **Cascadia's Discrimination Complaint Procedure**

Cascadia College recognizes its responsibility to investigate, implement interim and corrective measures, resolve complaints, and monitor 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, sex, 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, Cascadia 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 employees, students, applicants, or visitors who believe that they have been the subject of discrimination, harassment, or retaliation should report the incident to the College's Title IX / EEO 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.

Name: Non Discrimination

Title: Title IX / EEO Coordinator

Office: Human Resources, CC2-280

Contact info: 425-352-8432; nondiscrimination@cascadia.edu

### **The Title IX / EEO Coordinator or designee:**

- Will accept all complaints and referrals from college employees, applicants, students, 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 make findings of fact on investigations completed.
- May recommend specific corrective measures to stop, remediate, and prevent the recurrence of inappropriate conduct.

### **Definitions**

Complainant: an employee, applicant, student, or visitor of Cascadia College who alleges that the individual has been subjected to discrimination or harassment based on membership in a protected class.

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

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. 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 or sexual contact.

A person cannot consent if the person 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.

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.

Harassment: a form of discrimination consisting of unwelcome and offensive physical or verbal conduct directed toward an individual based on the individual's membership or perceived membership in a protected class. Harassment occurs when the conduct is sufficiently severe, persistent, 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. 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 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, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal.

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.

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

Retaliation: taking an adverse action against an individual because of the individual's participation in a protected activity, such as reporting concerns formally or informally regarding potential discrimination, harassment, or retaliation; filing a formal or informal complaint regarding discrimination, harassment, or retaliation; or participating in an investigation or a hearing involving allegations of discrimination, harassment, or retaliation.

Sexual Harassment: 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. |

Quid Pro Quo Sexual Harassment: occurs when an individual in a position of real or perceived authority conditions the receipt of a benefit upon granting of sexual favors.

*Examples of conduct that may qualify as sexual harassment include:*

- Persistent comments or questions of a sexual nature.
- 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.
- Sexually explicit statements, questions, jokes, or anecdotes.
- 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.
- Direct or indirect propositions for sexual activity.
- Unwelcome letters, emails, texts, telephone calls, or other communications referring to or depicting sexual activities.

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.



- a) *Nonconsensual sexual intercourse* is 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.
- b) *Nonconsensual sexual contact* is any intentional sexual touching, however slight, 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.
- c) *Domestic violence* includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.
- d) *Dating violence* means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gaged by its length, type, and frequency of interaction.
- e) *Stalking* means intentional and repeated harassment or following of another person, which places that person in reasonable fear that the perpetrator intends to injure, intimidate, or harass that person. Stalking also includes instances where the perpetrator knows or reasonably should know that the person is frightened, intimidated, or harassed, even if the perpetrator lacks such intent.

### **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 and can be found [here](#). Hard copies of the complaint form are available at the Human Resources office in CC2-280. 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**

Cascadia 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 College policies and procedures. Although Cascadia 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 Title IX / EEO Coordinator.

**Confidentiality Requests and Sexual Violence Complaints.** The Title IX / EEO Coordinator will inform and obtain consent from the complainant before commencing an investigation into a sexual violence complaint. If a sexual violence complainant asks that the complainant's 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 the complainant's 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:

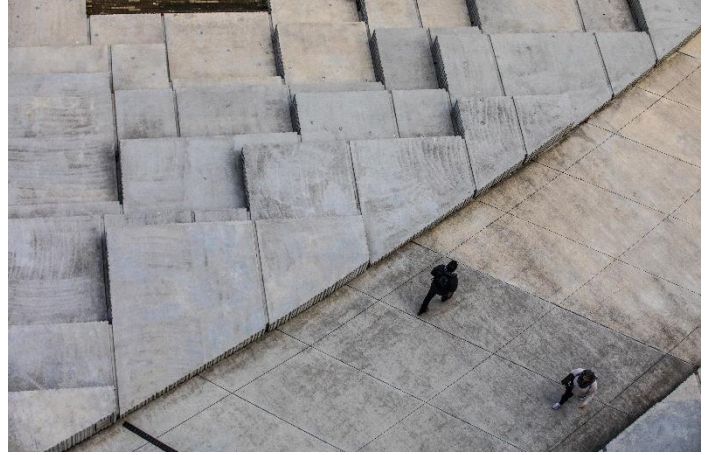
- the seriousness of the alleged sexual violence;
- the age of the complainant;
- whether the sexual violence was perpetrated forcibly or with a weapon;
- whether the respondent has a history of committing acts of sexual or other violence or has been the subject of other sexual violence complaints;
- 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 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 will 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 designee. Complaints against employees will be investigated by the Human Resources Office; complaints against students will be investigated by the Office of Student Support Services. 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, interim suspension of 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 or sooner barring exigent circumstances. At the conclusion of the investigation the investigator shall set forth 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 Title IX / EEO Coordinator will provide each party and the appropriate student services administrator or appointing authority with written notice of 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 discrimination complaints without written permission from both the complainant and the respondent, as applicable. If the parties elect to mediate a dispute, either party shall be free to discontinue mediation at any time.

**Final Decision/Reconsideration:** Either the complainant or the respondent may seek reconsideration of the decision by the Title IX / EEO Coordinator. Requests for reconsideration shall be submitted in writing to the 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 ten (10) business days. The Title IX / EEO Coordinator shall either deny the request or, if the 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.

### **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 persons who believe they have 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 Cascadia College policies and procedures and other applicable law.

### **Non-Retaliation, Intimidation and Coercion**

Retaliation by, for, or against any participant (including a 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 such conduct is subject to discipline. Any persons who believe they have 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:*

Bothell City Police Department: Address: 18410 101st Ave NE, Bothell, WA 98011 | Phone Number 425.486.1254

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:

<b>Washington State Human Rights Commission</b>	<b>US Dept of Education Office for Civil Rights</b>	<b><u>Equal Employment Opportunity Commission</u></b>
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## **SUPPLEMENTAL TITLE IX EMPLOYEE DISCIPLINARY HEARING PROCEDURE**

### **Order of Precedence**

This supplemental employee disciplinary procedure applies to allegations of sexual harassment subject to Title IX jurisdiction pursuant to regulations promulgated by the United States Department of Education. *See* 34 C.F.R. § 106. Disciplinary proceedings against an employee respondent alleged to have engaged in sexual harassment in violation of Title IX shall be governed by the College's administrative hearing practices and procedures, Chapter WAC 132Z-108, and this supplemental hearing procedure. To the extent the supplemental hearing procedure conflicts with WAC 132Z-108, and/or provisions set forth in employment contracts, collective bargaining agreements, employee handbooks, and other College employment policies and procedures, this supplemental hearing procedure will take precedence.

Notwithstanding the foregoing, if the respondent is a tenured or probationary faculty member and the Employee Conduct Officer determines that the allegations in the investigation, if true, would warrant respondent's dismissal from the College, the Employee Conduct Officer will refer the matter to the Tenure Dismissal Committee for a hearing pursuant to RCW 28B.50.863 and applicable procedures set forth in the faculty union Collective Bargaining Agreement (CBA). To the extent the Tenure Dismissal Committee procedures are inconsistent or conflict with this supplemental procedure, the provisions of this supplemental procedure will prevail. At the end of the hearing, the Tenure Dismissal Committee will issue a recommendation consistent with the provisions set forth in Section IX of this supplemental procedure. A complainant shall have the same right to appear and participate in the proceedings as the respondent, including the right to present their position on the recommendation to the appointing authority before final action is taken.

### **Prohibited Conduct Under Title IX**

Pursuant to Title IX of the Education Act Amendments of 1972, 20 U.S.C. §1681, the College may impose disciplinary sanctions against an employee who commits, attempts to commit, or aids, abets, incites, encourages, or assists another person to commit, an act(s) of "sexual harassment."

For purposes of this supplemental procedure, "sexual harassment" encompasses the following conduct:

Quid pro quo harassment. An employee of the College conditioning the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct.

Hostile environment. Unwelcome conduct that a reasonable person would find to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's educational programs or activities, or employment.

Sexual assault. Sexual assault includes the following conduct:

Nonconsensual sexual intercourse. Any actual or attempted sexual intercourse (anal, oral, or vaginal), however slight, with any object or body part, 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. Any actual or attempted sexual touching, however slight, with any body part or 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.

Incest. Sexual intercourse or sexual contact with a person known to be related to them, either legitimately or illegitimately, as an ancestor, descendant, brother, or sister of either wholly or half related. Descendant includes stepchildren and adopted children under the age of eighteen (18).

Statutory rape. Consensual sexual intercourse between someone who is eighteen (18) years of age or older and someone who is under the age of sixteen (16).

- A. Domestic violence: Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed 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, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Washington, 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 State of Washington, RCW 26.50.010.
- B. Dating violence: Physical violence, bodily injury, assault, the infliction of fear of imminent physical harm, sexual assault, or stalking committed by a person (i) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (ii) where the



existence of such a relationship shall be determined based on a consideration of the following factors:

1. The length of the relationship;
2. The type of relationship; and
3. The frequency of interaction between the persons involved in the relationship.

C. Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others, or suffer substantial emotional distress.

### **Title IX Jurisdiction**

A. This supplemental procedure applies only if the alleged misconduct:

1. Occurred in the United States;
2. Occurred during a College educational program or activity;
3. Meets the definition of sexual harassment as that term is defined in this supplemental procedure; and
4. At the time of filing a formal complaint, the complainant was participating or attempting to participate in the educational program or activity.

B. For purposes of this supplemental procedure, an “educational program or activity” is defined as locations, events, or circumstances over which the College exercised substantial control over both the respondent and the context in which the alleged sexual harassment occurred. This definition includes any building owned or controlled by a student organization that is officially recognized by the College.

C. Proceedings under this supplemental procedure must be dismissed if the decision maker determines that one or all of the requirements of Section A (1)-(4) have not been met. Dismissal under this supplemental procedure does not prohibit the College from pursuing disciplinary action against a respondent based on allegations that the respondent engaged in other misconduct prohibited by federal or state law, employment contracts or handbooks, or other College policies.

D. If the Employee Conduct Officer determines the facts in the investigation report are not sufficient to support Title IX jurisdiction and/or pursuit of a Title IX violation, the Conduct Officer will issue a notice of dismissal in whole or part to both parties explaining why some or all of the Title IX claims have been dismissed.

### **Initiation of Discipline**

A. Upon receiving the Title IX investigation report from the Title IX Coordinator, the Employee Conduct Officer will independently review the report to determine whether

there are sufficient grounds to pursue a disciplinary action against the respondent for engaging in prohibited conduct under Title IX.

- B. If the Employee Conduct Officer determines that there are sufficient grounds to proceed under these supplemental procedures, the Conduct Officer will initiate a Title IX disciplinary proceeding by filing a written disciplinary notice with the Employee Conduct Committee and by serving the notice on the respondent and the complainant, and their respective advisors. The notice must:
1. Set forth the basis for Title IX jurisdiction;
  2. Identify the alleged Title IX violation(s);
  3. Set forth the facts underlying the allegation(s);
  4. Identify the range of possible sanctions that may be imposed if the respondent is found responsible for the alleged violation(s);
  5. Explain that each party is entitled to be accompanied by an advisor of their own choosing during the hearing and that:
    - a. Advisors will be responsible for questioning all witnesses on the party's behalf;
    - b. An advisor may be an attorney and/or, if the party is a represented employee, a union representative;
    - c. A represented employee who chooses an advisor who is not a union representative must submit a signed waiver of union representation that includes consent from the union; and
    - d. The College will appoint the party an advisor of the College's choosing at no cost to the party, if the party fails to choose an advisor; and
  6. Explain that if a party fails to appear at the hearing, a decision of responsibility may be made in the party's absence.
- C. Service of the disciplinary notice or any other document required to be served under this supplemental procedure may be done personally or by first class, registered, or certified mail, or by electronic mail to the party's College email address.

### **Employee Conduct Committee**

For purposes of this supplemental Title IX procedure, the Employee Conduct Committee shall consist of three College employees appointed by the College President (or designee). However, in any case involving alleged grounds for dismissal of a tenured or probationary faculty member, the Tenure Dismissal Committee shall have exclusive jurisdiction.

## **Pre-Hearing Procedure**

- A. Upon receiving the disciplinary notice, the Chair of the Employee Conduct Committee will send a hearing notice to all parties in compliance with WAC 10-08-040. In no event will the hearing date be set less than ten (10) days after the Title IX Coordinator provided the final investigation report to the parties.
- B. party is entitled to be accompanied by an advisor of their choice during the disciplinary process at the party's own expense. The advisor may be an attorney and/or, if the party is a represented employee, a union representative.
  - 1. If the advisor is an attorney, the advisor must file a notice of appearance with the Chair of the Employee Conduct Committee with copies to all parties and the Employee Conduct Officer at least five (5) days before the hearing. If a notice of appearance is not filed within this timeframe, the party will be deemed to have waived the right to have an attorney as an advisor.
  - 2. If a party is a represented employee who chooses not to use a union-provided advisor, the party must provide the Chair of the Employee Conduct Committee with a signed waiver of union representation, including written consent from the union.
- C. In preparation for the hearing, the parties will have equal access to all evidence gathered by the investigator during the investigation, regardless of whether the College intends to offer the evidence at the hearing.

## **Rights of Parties**

- A. The provisions of this supplemental procedure shall apply equally to both parties.
- B. The College bears the burden of offering and presenting sufficient testimony and evidence to establish that the respondent is responsible for a Title IX violation by a preponderance of the evidence.
- C. The respondent will be presumed not responsible until such time as the disciplinary process has been finally resolved.
- D. During the hearing, each party shall be represented by an advisor. The parties are entitled to an advisor of their own choosing and the advisor may be an attorney or, if the respondent holds a represented position, a union representative. If a party does not choose an advisor, then the Title IX Coordinator will appoint an advisor of the College's choosing on the party's behalf at no expense to the party.

## **Evidence**

The introduction and consideration of evidence during the hearing is subject to the following procedures and restrictions:

- A. Relevance: The Conduct Committee Chair shall review all questions for relevance and shall explain on the record their reasons for excluding any question based on lack of relevance.
- B. Relevance means that information elicited by the question makes a fact in dispute more or less likely to be true.
- C. Questions or evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant and must be excluded, unless such question or evidence:
  - 1. Is asked or offered to prove someone other than the respondent committed the alleged misconduct; or
  - 2. Concerns specific incidents of prior sexual behavior between the complainant and the respondent, which are asked or offered on the issue of consent.
- D. Cross-examination required: If a party or witness does not submit to cross-examination during the live hearing, the Conduct Committee must not rely on any statement by that party or witness in reaching a determination of responsibility.
- E. No negative inference: The Conduct Committee may not make an inference regarding responsibility solely on a witness's or party's absence from the hearing or refusal to answer questions.
- F. Privileged evidence: The Conduct Committee shall not consider legally privileged information unless the holder has effectively waived the privilege. Privileged information includes, but is not limited to, information protected by the following:
  - 1. Spousal/domestic partner privilege;
  - 2. Attorney-Client and attorney work product privileges;
  - 3. Privileges applicable to members of the clergy and priests;
  - 4. Privileges applicable to medical providers, mental health therapists, and counsellors;
  - 5. Privileges applicable to sexual assault and domestic violence advocates; and
  - 6. Other legal privileges identified in RCW 5.60.060.

## **Initial Order**

- A. The Employee Conduct Committee will be responsible for drafting an Initial Order that:

1. Identifies the allegations of sexual harassment;
  2. Describes the grievance and disciplinary procedures, starting with filing of the formal complaint through the determination of responsibility, including notices to parties, interviews with witnesses and parties, site visits, methods used to gather evidence, and hearings held;
  3. Makes findings of fact supporting the determination of responsibility;
  4. Reaches conclusions as to whether the facts establish whether the respondent is responsible for engaging in sexual harassment in violation of Title IX;
  5. Contains a statement of, and rationale for, the Committee's determination of responsibility for each allegation;
  6. Describes any disciplinary sanction or conditions imposed against the respondent, if any;
  7. Describes to what extent, if any, the complainant is entitled to remedies designed to restore or preserve complainant's equal access to the College's education programs or activities; and
  8. Describes the process for appealing the Initial Order to the College President.
- B. The Conduct Committee Chair will serve the Initial Order on the parties simultaneously.

## **Appeals**

- A. The parties have the right to appeal from the determination of responsibility and/or from a Title IX dismissal, in whole or part, of a formal complaint, as set forth in the Initial Order. A party may appeal by filing a written notice of appeal with the President's Office within twenty days of service of the Initial Order. A party's notice of appeal must explain why the party disagrees with the disciplinary decision and what relief or remedy the party is requesting. Copies of the appeal must be provided to the Employee Conduct Officer and to all parties and their advisors of record.
- B. The President or President's designee will determine whether the grounds for appeal have merit, provide the rationale for this conclusion, and state whether the disciplinary sanctions and conditions imposed in the Initial Order are affirmed, vacated, or amended, and, if amended, set forth the new disciplinary sanctions and conditions.
- C. The President's Office shall serve the Final Decision on the parties simultaneously.
- D. All decisions reached through this process are final. No decisions or recommendations arising from this disciplinary procedure will be subject to grievance pursuant to any collective bargaining agreement.

## PROCEDURES FOR UNIVERSITY OF WASHINGTON INVESTIGATION AND DISCIPLINARY ACTION

The process the University follows to investigate and resolve a complaint depends on the relationship to the University of the person against whom the complaint is made. The University's processes for investigation and resolution of complaints against employees, generally, and faculty, specifically are contained in the following:

- Administrative Policy Statement 46.3, Resolution of Complaints Against University Employees
- Faculty Code and Governance, Chapters 25–28
- Executive Order No. 70, Compliance with Education Department Sexual Harassment Regulations

The University's processes for investigation and resolution of complaints against students are described in the following:

- Chapter 478-121 WAC - Student Conduct Code for the University of Washington
- Student Governance and Policies Chapter 209- Student Conduct Policy for Academic Misconduct and Behavioral Misconduct
- Student Governance and Policies Chapter 210 - Student Conduct Policy for Discriminatory and Sexual Harassment, Intimate Partner Violence, Sexual Misconduct, Stalking and Retaliation

Investigations are designed to address allegations promptly, fairly, and impartially, providing resolution options when--and if--appropriate. The investigation process also equitably protects the rights of participating individuals. Complainants and respondents may be supported by an adviser, who may be an attorney, throughout the process. The following is general information about the investigation process.

The individuals who conduct university investigations, preside over university hearings, and decide appeals receive, at a minimum, annual training on issues related to domestic violence, relationship violence, stalking, sexual assault, and retaliation; they also received training on conducting investigations and/or hearings that foster safety, ensure equitable treatment of the parties, and promote accountability.

If an individual is interested in initiating an investigation, which includes filing a formal complaint, they will meet with an investigator. At this intake meeting, the investigator will provide information about any applicable grievance, investigation, and adjudication processes, including the complainant's rights and options under relevant University policies. The investigator will also gather information about the complaint. After initial review of the complaint, the complainant will be informed of any action the University will take, including opening an investigation.



Regardless of whether an investigation is opened, the University may consider and implement supportive measures as reasonable, available, and/or requested. Such measures may include changing academic, living, transportation, and/or working arrangements as well as taking steps to limit contact between the individuals involved. As necessary, investigation offices will consult with SafeCampus, confidential advocates, and/or the Office of the Title IX Coordinator if investigators learn those individuals participating in an investigation are experiencing concerns related to physical safety.

When an investigation is opened, the individual whose conduct is the basis of the allegations is provided with a written explanation of their rights and options under relevant University policies, information about applicable investigation and grievance processes, and a notice of the allegations made against them. The assigned investigator will gather evidence, conduct interviews of the complainant, respondent, and witnesses. During the investigation, the complainant and the respondent have the opportunity to identify witnesses, provide the investigator with evidence, and suggest additional evidence the investigator may want to obtain. The university strives to complete investigations within reasonable time frames. This time frame may require an extension depending on the complexity of the matter or where the investigation falls in relation to the academic calendar (i.e. not requiring witnesses be interviewed during finals) and/or to coordinate with law enforcement if a complaint was also filed with police.

The University uses a "preponderance of evidence" standard to determine whether a violation of university policy has occurred. This "preponderance of evidence" standard means that in order for a respondent to be held responsible for a violation of University policy, it must be concluded, based on all of the evidence in the record, that it is more likely than not the respondent engaged in an act or acts prohibited by University policy.

For investigations conducted in accordance with Administrative Policy Statement 46.3, the complainant and the respondent (also called the subject in employee investigations) are informed about the outcome of the investigation during a verbal report; they also receive, in writing and simultaneously, a letter informing them of the investigation's conclusion and result. For investigations conducted in accordance with the 2020 Department of Education's federal Title IX regulations, the process will follow that which is outlined in Executive Order No. 70 and includes a hearing.

For investigations conducted in accordance with the Student Conduct Code, parties are concurrently informed in writing of the result of the investigation, the rationale for the result, and how to request an administrative review (often referred to as an appeal). The result includes any initial, interim, or final decisions.

The University follows the Student Conduct Code or the Faculty Code in matters where a University student or faculty member is the subject of a complaint. In accordance with these processes, a hearing may be convened to assess the evidence relating to the complaint; based on the hearing, findings are made and, as appropriate, corrective actions and/or sanctions are imposed. The complainant and respondent are concurrently informed in writing of the result of

the hearing, the rationale for the result, and whether there is an option to seek an appeal. The result includes any initial, interim, or final decisions.

## **STUDENT CONDUCT POLICY FOR DISCRIMINATORY AND SEXUAL HARASSMENT AND SEXUAL ASSAULT HARASSMENT, INTIMATE PARTNER VIOLENCE, SEXUAL MISCONDUCT, STALKING, AND RETALIATION**

### **University of Washington Student Governance and Policies**

Student Governance and Policies Chapter 209- Student Conduct Policy for Academic Misconduct and Behavioral Misconduct

Student Governance and Policies Chapter 210- Student Conduct Policy for Discriminatory and Sexual Harassment, Intimate Partner Violence, Sexual Misconduct, Stalking, and Retaliation

### **University of Washington Student Conduct Code**

Chapter 478-121 WAC - Student Conduct Code for the University of Washington

Investigations are designed to provide a prompt, fair, and impartial complaint investigation and resolution, and to equitably protect the rights of individuals participating in the investigation. Participants may be supported by an advisor that may be an attorney throughout the process. The following is general information about the investigation process.

The individuals who conduct University investigations or participate in University hearings receive, at a minimum, annual training on the issues related to domestic violence, relationship violence, stalking, sexual assault, and retaliation and on conducting investigations and hearings that fosters safety, equitable treatment of the parties, and that promote accountability.

First, a staff member of the investigation office meets with each complainant to gather information about the complaint and to provide information about the complaint process, including the complainant's rights and options under this and other University policies. After initial review of the complaint, the complainant will be informed of the action the University will take.

Before an investigation is opened, protective measures will be considered and implemented as they are reasonably available. Protective measures may include changing academic, living, transportation, and/or working arrangements, and taking steps to limit contact between the individuals involved. As necessary, investigation offices will assist individuals potentially at risk with safety planning, either directly or with the assistance of other University offices, such as the confidential advocates or SafeCampus.

When an investigation is opened, the subject of the investigation will be provided with a written explanation of their rights and options under this and other relevant University policies and information about the investigation process. The assigned investigator will gather evidence, conduct interviews of the complainant, subject, and witnesses. During the investigation, the

complainant and the subject will have the opportunity to identify witnesses and provide the investigator with evidence. The university strives to complete the investigation within 60 days.

The University uses a "preponderance of evidence" standard to determine whether a violation of university policy has occurred. "Preponderance of evidence" means that based on all of the relevant evidence, the facts demonstrate that it is "more likely than not" that the subject of the investigation violated one or more University policies.

The complainant and the subject of the complaint will concurrently be informed in writing of the result of the investigation, the rationale for the result, and whether there is an option to appeal a result. The result includes any initial, interim, or final decisions. The university's goal is to complete investigations within 60 business days. This timeframe may need to be extended depending on the complexity of the matter or to coordinate with law enforcement.

The University follows the Student Conduct Code or the Faculty Code in matters where a university student or faculty member is the subject of a complaint. In accordance with these processes, a hearing may be convened to assess the evidence relating to the complaint, make findings, and determine appropriate actions, if any. The complainant and subject will be concurrently informed in writing of the result of the hearing, the rationale for the result, and whether there is an option to seek an appeal. The result includes any initial, interim, or final decisions.

Information relating to an investigation is kept confidential by the investigation offices and is provided only to those persons who have a legitimate educational or business need to know, including the subject of the complaint, witnesses, the administrative head of the University unit involved, the Title IX Coordinator, and the appropriate human resources staff and/or the Provost's Office, as necessary. Some information relevant to the investigation may be protected from disclosure, such as healthcare information protected by the Health Insurance Portability and Accountability Act (HIPAA) or student records protected by the Family Educational Rights and Privacy Act (FERPA).

### **Available Sanctions**

A University community member who engages in behavior in violation of university is subject to corrective or disciplinary action, including but not limited to, termination of employment, termination from educational programs, or termination of any non-employment relationship. The available sanctions depend on the relationship to the University of the person against whom the complaint is made:

- Sanctions which may be imposed against faculty are set forth in the Faculty Code;
- Sanctions which may be imposed against students are set forth in Chapter 478-120 WAC, Student Conduct Code for the University of Washington (effective August 18, 2017, sanctions which may be imposed against students are set forth in Chapter 478-121 WAC, Student Conduct Code for the University of Washington and the companion policies, Student Governance and Policies Chapters 209 and 210);

- Sanctions which may be imposed against contract classified staff and other represented University employees are set forth in the relevant University of Washington labor contract;
- Sanctions which may be imposed against classified non-union staff are set forth in Title 357 WAC and in Administrative Policy Statement 43.16, Corrective Action Policy for Permanent Classified Non-Union Staff;
- Sanctions which may be imposed against professional staff are set forth in Administrative Policy Statement 42.1, Professional Staff Program, and the University of Washington Professional Staff Program details;
- Sanctions which may be imposed against those in librarian appointments are set forth in the Librarian Personnel Code; and
- Sanctions against other individuals will depend on the nature of their relationship with the University.

Individuals may also be removed from University premises, temporarily or permanently banned from the University premises, and/or subject to arrest and/or criminal prosecution.

### **Sex Offenders**

In accordance to the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974 and Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921), the University of Washington provides a link to the Washington State Sex Offender Registry. All sex offenders are required to register in the State of Washington. Institutions of higher education in Washington are notified if that person is employed, carries a vocation or is a student at that institution. The registry is available at: <http://www.waspc.org/>

In addition, all sex offenders are required to deliver written notice of their status as a sex offender to the University of Washington Vice President for Student Life no later than three (3) business days prior to their enrollment in, employment with, volunteering at or residence at the University of Washington. Such notification may be disseminated by the University of Washington to, and for the safety and well-being of, the campus community, and may be considered by the University of Washington for enrollment and discipline purposes.

### **MISSING PERSON POLICY AND PROTOCOL**

In compliance with the Higher Education Opportunity Act (P.L. 110-315), UW Bothell maintains a missing student policy for UW Bothell students living on-campus, which includes the option to register a confidential contact for investigation of a missing person, how to report a missing person, and notification protocol for persons determined to be missing.

### **Registering a Confidential Contact**

It is also UW Bothell's policy to notify parents or guardians of students less than 18 years old who are not legally emancipated within 24 hours of being determined missing. Parent or Guardian contact information must be provided upon move /into the Residential Life Staff.

## **Emergency Contact Information**

At the beginning of each academic year, all students residing in on-campus housing will be notified of the following:

1. Students will have the opportunity to identify a contact person or persons through their electronic housing operations;
2. The University will notify the designated person or persons within 24 hours of the determination that the student has been determined to be missing by law enforcement;
3. That this contact information will be confidential and will be accessible only to authorized University officials, and it will not be disclosed except to law enforcement personnel involved in a missing persons investigation;
4. For students who are 18 years of age or older, this notification to the designated emergency contact person will be done within but no later than 24 hours after the student is determined to be missing. For students under 18 years of age and not emancipated, the University must notify the student's custodial parent or guardian within 24 hours of the determination that the student is missing and will also notify the student's designated emergency contact person;
5. The University will also notify the appropriate law enforcement agency within 24 hours of the determination that the student is missing whether or not the student identifies an emergency contact person.

The Office of Student Affairs has developed methods for collection of emergency contact information and for storage of information in such a manner that confidentiality can be maintained but assure that the information is readily available to law enforcement investigators when needed.

## **How to Report a Missing Person**

If you believe a person is missing, you can report to any of the following law enforcement or campus security authorities on campus:

- The Bothell Police Department: Dial 911
- The Campus Safety Department: 425.352.5359

If you report a missing person to any UW official, he/she must make a report to the local police authority immediately.

## **Missing Person Protocol**

When UW Bothell staff receives a report of a student living in on-campus housing who is missing more than 24 hours, University protocol includes the following, which must be performed within 24 hours of receiving the report:

- UW Bothell staff notifies Campus Security and Bothell Police.

- An administrator accesses the missing student's confidential contact and releases the information to police or to the confirmed requesting law enforcement agency.
- Either UW Bothell or a law enforcement agency notifies the missing student's emergency contact (typically parent(s) or guardian(s)) if he/she is less than 18 years old and not legally emancipated.

The Police Department will initiate a police investigation for a missing person and will notify the appropriate law enforcement agency of all confirmed missing students as necessary. Additionally, if a student registers multiple emergency contacts, UW Bothell and/or Police will contact all registered persons even if one of the contacts states the student is not missing, unless the person reported missing contacts UW Bothell or the law enforcement agency. Police will document all unsuccessful attempts at locating the missing person as part of their investigation.

## DEFINITION OF REPORTABLE CRIMES

*Criminal Homicide—Manslaughter by Negligence*—The killing of another person through gross negligence.

*Criminal Homicide—Murder and Non-negligent Manslaughter*—The willful (non-negligent) killing of one human being by another.

*Sex offenses*—Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- Rape*—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.
- Fondling*—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.

- Incest*—Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory rape*—Non-forcible sexual intercourse with a person who is under the statutory age of consent.

*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 or violence and/or by putting the victim in fear.

*Aggravated Assault*—An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an



aggravated assault when a gun, knife or other weapon is used, which could and probably would result in serious personal injury if the crime were successfully completed.)

*Burglary*—The unlawful entry of a structure to commit a felony or a theft; for reporting purposes this definition includes unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

*Motor Vehicle Theft*—The theft or attempted theft of a motor vehicle. (This includes all cases where automobiles are taken by persons not having lawful access, even if the vehicles are later abandoned— including joyriding.)

*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 of another, etc.

*Liquor law Violations*—The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

*Drug Abuse Violations*—The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use; includes the unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. These statistics include arrests for violations of state and local laws, specifically those relating to

the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

*Weapons: Carrying, Possessing, etc.*—The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

*Referred for campus disciplinary action (Liquor Laws, Drugs and Weapons Violations)*—The referral of any person to any campus official who initiates a disciplinary action of which a record is kept and which may result in the imposition of a sanction.

*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. 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. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. It does not include acts covered under the definition of domestic violence.

*Domestic Violence*—A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim, a person with whom the victim shares a child in common, a person who is cohabitating with or has cohabitated 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 of 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.

*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 or the safety of others, or to suffer substantial emotional distress. For the purpose 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. "Substantial emotional distress" means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. "Reasonable person" means a reasonable person under similar circumstances and with similar identities to the victim.

*Hate crime*—A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this section, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin and

disability. The crimes of Larceny-Theft, Simple Assault, Intimidation, or Destruction, Damage, Vandalism of Property are also reported under Clery Act requirements if it is determined the victim was intentionally selected because of the perpetrator's bias against the victim.

*Larceny-Theft (Except Motor Vehicle Theft)*—The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another, including attempted larcenies; embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

*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.

*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.

*Destruction/Damage/Vandalism of Property*—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.

## **Shared Campus Crime Statistics**

Per Clery Handbook: "Institutions that share a campus: If your institution shares a campus with another Title IV institution, both institutions must include in their separate Clery Act statistics all of the Clery Act crimes that occur anywhere on the campus. The reasons for this are (1) the Clery

Act requires every Title IV institution to report statistics and (2) crime statistics are maintained on the Department's public website and are retrieved for viewing by entering the name of a specific institution. Your statistics must be available to any interested party who searches the website's database for your institution."

The University of Washington Bothell and Cascadia College are both Title IV institutions and share a common campus. The following crime statistics reflect the Clery act crimes for the University of Washington Bothell and Cascadia College shared campus.

## UNIVERSITY OF WASHINGTON BOTHELL CRIME STATISTICS

OFFENSE	YEAR	ON CAMPUS	STUDENT HOUSING	NON-CAMPUS	PUBLIC PROPERTY	UNFOUNDED CRIMES
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### Criminal Homicide

Murder and Non-negligent Manslaughter	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Negligent Manslaughter	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0

### Sex Offenses

#### New Sex Offenses Reporting Categories *as of October 20, 2014*

Rape	2020	0	0	0	0	0
Fondling		0	0	0	0	0
Incest		0	0	0	0	0
Statutory Rape		0	0	0	0	0
Rape	2021	0	0	0	0	0
Fondling		0	0	0	0	0
Incest		0	0	0	0	0
Statutory Rape		0	0	0	0	0
Rape	2022	0	0	0	0	0
Fondling		0	0	0	0	0
Incest		0	0	0	0	0
Statutory Rape		0	0	0	0	0
Robbery	2020	0	0	0	0	0
	2021	1	0	0	0	0
	2022	1	0	0	0	0
Aggravated Assault	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Burglary	2020	3	1	0	0	0
	2021	6	0	0	0	0
	2022	0	0	0	0	0
Motor Vehicle Theft	2020	0	0	0	0	0
	2021	2	0	0	0	0
	2022	0	0	0	0	0
Arson	2020	1	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Dating Violence	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0
Domestic Violence	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	1	0	0	0	0
Stalking	2020	1	0	0	0	0
	2021	0	0	0	0	0
	2022	1	0	0	0	0
Hate Crimes	2020	0	0	0	0	0
	2021	0	0	0	0	0
	2022	0	0	0	0	0

## Arrests

OTHER OFFENSES	YEAR	ON CAMPUS	STUDENT HOUSING	NON-CAMPUS	PUBLIC PROPERTY
Liquor Law Violation	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Drug Abuse Violence	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Illegal Weapons Possession	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0

## Referred for Disciplinary Action

OTHER OFFENSES	YEAR	ON CAMPUS	STUDENT HOUSING	NON-CAMPUS	PUBLIC PROPERTY
Liquor Law Violation	2020	10	10	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Drug Abuse Violence	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0
Illegal Weapons Possession	2020	0	0	0	0
	2021	0	0	0	0
	2022	0	0	0	0

## CASCADIA COLLEGE CRIME STATISTICS

OFFENSE	YEAR	ON CAMPUS	STUDENT HOUSING	NON-CAMPUS	PUBLIC PROPERTY	UNFOUNDED CRIMES
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### Criminal Homicide

Murder and Non-negligent Manslaughter	2020	0	N/A	N/A	0	0
	2021	0	N/A	N/A	0	0
	2022	0	N/A	N/A	0	0
Negligent Manslaughter	2020	0	N/A	N/A	0	0
	2021	0	N/A	N/A	0	0
	2022	0	N/A	N/A	0	0

### Sex Offenses

#### New Sex Offenses Reporting Categories *as of October 20, 2014*

Rape	2020	0	N/A	N/A	0	0
Fondling		0	N/A	N/A	0	0
Incest		0	N/A	N/A	0	0
Statutory Rape		0	N/A	N/A	0	0
Rape	2021	0	N/A	N/A	0	0
Fondling		0	N/A	N/A	0	0
Incest		0	N/A	N/A	0	0
Statutory Rape		0	N/A	N/A	0	0
Rape	2022	0	N/A	N/A	0	0
Fondling		0	N/A	N/A	0	0
Incest		0	N/A	N/A	0	0
Statutory Rape		0	N/A	N/A	0	0
Robbery	2020	0	N/A	N/A	0	0
	2021	1	N/A	N/A	0	0
	2022	1	N/A	N/A	0	0
Aggravated Assault	2020	0	N/A	N/A	0	0
	2021	0	N/A	N/A	0	0
	2022	0	N/A	N/A	0	0
Burglary	2020	3	N/A	N/A	0	0
	2021	6	N/A	N/A	0	0
	2022	0	N/A	N/A	0	0
Motor Vehicle Theft	2020	0	N/A	N/A	1	0
	2021	2	N/A	N/A	0	0
	2022	0	N/A	N/A	0	0
Arson	2020	1	N/A	N/A	0	0
	2021	0	N/A	N/A	0	0
	2022	0	N/A	N/A	0	0
Dating Violence	2020	0	N/A	N/A	0	0
	2021	0	N/A	N/A	0	0
	2022	0	N/A	N/A	0	0
Domestic Violence	2020	0	N/A	N/A	0	0
	2021	0	N/A	N/A	0	0
	2022	1	N/A	N/A	0	0
Stalking	2020	1	N/A	N/A	0	0
	2021	0	N/A	N/A	0	0
	2022	1	N/A	N/A	0	0
Hate Crimes	2020	0	N/A	N/A	0	0
	2021	0	N/A	N/A	0	0
	2022	0	N/A	N/A	0	0

## Arrest

OTHER OFFENSES	YEAR	ON CAMPUS	STUDENT HOUSING	NON-CAMPUS	PUBLIC PROPERTY
Liquor Law Violation	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0
Drug Abuse Violence	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0
Illegal Weapons Possession	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0

## Referred for Disciplinary Action

OTHER OFFENSES	YEAR	ON CAMPUS	STUDENT HOUSING	NON-CAMPUS	PUBLIC PROPERTY
Liquor Law Violation	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0
Drug Abuse Violence	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0
Illegal Weapons Possession	2020	0	N/A	N/A	0
	2021	0	N/A	N/A	0
	2022	0	N/A	N/A	0

## CAMPUS FIRE STATISTICS

The Higher Education Act of 2008 requires disclosure of fire safety standards and measures for on-campus student housing facilities. This report herein includes fire statistics for the 2018 calendar year, fire safety systems installed in each housing building, number of fire drills supervised each year, policies on ignition sources (smoking, open flame, portable electrical appliances, etc.), procedures for fire evacuation and policies on fire safety education and training for the UW Bothell buildings. For questions regarding the Fire Safety portion of this report, please phone EH&S at (206) 543-0465.

## University of Washington Bothell Fire Safety Report

The Higher Education Act of 2008 requires disclosure of fire safety standards and measures for on-campus student housing facilities. This report herein includes fire statistics for the three most current years, fire safety systems installed in each housing building, number of fire drills supervised each year, policies on ignition sources (smoking, open flame, portable electrical appliances, etc.), procedures for fire evacuation and policies on fire safety education and training



for the UW Bothell campus. This report was developed and published by UW Bothell Emergency Preparedness Manager.

## Fire Definitions

The Higher Education Act of 2008 defines a fire as "any instance of open flame or other burning in a place not intended to contain burning or in an uncontrolled manner." The Department of Education (ED) 2011 "Handbook for Campus Safety and Security Reporting" has clarified fires to not include incidents where "there is no open flame or other burning." This report reflects the Handbook criteria.

## Fire Statistics 2020, 2021, 2022

EH&S Fire Safety investigates reported fires. The three most current calendar years of fire statistics are listed on the following pages. A fire log for the current calendar year may be viewed online here: <https://www.uwb.edu/safety/clery>

Building Name	Total Fires			Date/Time	Location	Cause	Number of Injuries	Number of Deaths	Value of Property
	2020	2021	2022						
Aspen	0	0	0				0	0	\$0
Cottonwood	0	0	0				0	0	\$0
Dogwood	0	0	0				0	0	\$0
Hawthorne	0	0	0				0	0	\$0
Spruce	0	0	0				0	0	\$0
Willow	0	0	0				0	0	\$0

## Fire Safety Systems in Student Housing Facilities and Fire Drills

A fire drill is an exercise performed by trained staff to prepare and evaluate the occupants on their efficiency and effectiveness to carry out emergency evacuation procedures. During a fire drill, occupants are to practice safely evacuating the building, calling for help, gathering at the assigned Evacuation Assembly Point and assisting others if needed. The chart below indicates the fire safety systems and fire drills conducted.

Building Name	Automatic Sprinkler Protection	24 Hour Monitored Fire Alarm System	Fire Extinguishers	Manual Pull Stations	Smoke Detectors in Rooms	Carbon Monoxide Detectors	Number of Fire Drills (2021)
Aspen	No	*	Yes	Yes	Yes	Yes	3
Cottonwood	No	*	Yes	Yes	Yes	Yes	3
Dogwood	No	*	Yes	Yes	Yes	Yes	3
Hawthorne	No	*	Yes	Yes	Yes	Yes	3
Spruce	No	*	Yes	Yes	Yes	Yes	3
Willow	No	*	Yes	Yes	Yes	Yes	3

- \* Husky Village has a fire alarm system, the system is not monitored. Signs are posted to call 911 when the alarm sounds.
- Buildings with 3 drills are due to the building not being occupied all year long.

### **Policies and Rules in Housing Facilities**

Many appliances are prohibited in the housing facilities due to fire safety concerns and confined space. Prohibited appliances include, but are not limited to:

- Halogen lamps
- Space heaters (\*Space heaters are allowed only when issued by Residential Services as a temporary heat source).
- All open-flame or open-coil appliances (e.g., fondue pots, toasters, toaster ovens)
- Air conditioners (Exception: portable, free standing air conditioners may be used after approval from Residential Life)
- Full-size appliances (except were provided by the university), or the use of multiple appliances that exceed the usage limits of the room.

Open-flame devices, such as candles, incense, lanterns, or barbeques are not allowed in the residence halls. If students wish to have ceremonial flames such as menorahs, similar devices or birthday candles, alternative arrangements can be made with their Resident Director. Outdoor grills are allowed for organized events within the residence hall community at the community center. Smoking is not allowed in University of Washington Bothell buildings, however, designated smoking areas can be found on campus.

### **Evacuation Procedures**

When an emergency evacuation is ordered or when audio or visual alarms are activated, all residents and staff are required to evacuate the premises immediately via the nearest stairwell or grade level exit, close doors and activate the fire alarm system (if one is present) as they leave. Once safely outside a building, it is appropriate to contact 911 for additional help. All

residents and staff are to report to a pre-determined evacuation assembly point and await further direction from a staff member or emergency official.

Evacuation maps are posted in every housing unit. They illustrate evacuation routes and fire safety equipment locations.

For more information on evacuation procedures and related topics, see UW Bothell Campus Safety Web site for general information and specific information:

<http://www.uwb.edu/safety/are-you-ready>

### **Fire Education and Training Programs**

The UW Bothell Emergency Preparedness / Fire Life Safety Manager conducts an annual fire academy training class for Resident Directors and Resident Advisors who, in turn, provide training to residents in September and October of each year. The curriculum covers emergency procedures, review of building fire safety systems, evacuation planning and drill and hands-on fire extinguisher training. Fire safety education is provided to all residence hall students during their periodic floor meetings. Additional information can be found on the Emergency Preparedness website. <http://www.uwb.edu/safety/are-you-ready> Evacuation maps, posted in every unit, illustrate evacuation routes and fire safety equipment locations. All resident students are required to participate in fire drill exercises where they are to practice evacuating the building, calling for help, gathering at the assigned Evacuation Assembly Point and assisting others if needed.

Employees are oriented on fire safety policies and procedures as part of new hire orientation and participate in evacuation drills.

### **Reporting a Fire**

All active fire and explosion emergencies must be reported immediately regardless of size and nature by phoning 911 and/or activating the fire alarm system. The level of response will vary based upon the information provided.

To comply with regulation and UW Policy, all incidents, including minor fires that self-extinguish and those that do not require emergency assistance or evacuation, must be reported to Campus Safety within 24 hours. The UW Bothell Emergency Preparedness / Fire Life Safety Manager investigate reported fires to determine their cause, provide consultation, and to document the incident for reporting purposes. Fires are reported to the Emergency Preparedness Manager at (425) 352-3763 to report a fire or explosion. Fires are also reported to UW Bothell Campus Safety at 425.352.5359 if suspicious in nature and potentially a criminal act. All fire incidents in residence halls shall be reported to the Resident Adviser and/or Resident Director who then notify Campus Safety.

## Plans for Future Fire Safety Improvements

The University of Washington continuously evaluates the fire protection systems in UW Bothell facilities. Currently the University is in the process of determining which of our existing buildings require retrofit carbon monoxide alarms and systems. Carbon monoxide (CO) alarms will be provided in existing building where required.

## LOCAL RESOURCES

- Bothell Police Department, 911: 425.486.1254 for non-emergencies
- UW CareLink: 866.598.3978 (UW employees)
- Washington State Domestic Violence Hotline, 1.800. 562.6025 V/TTY
- UWPD Victim Advocate: 206.543.9337
- SafeCampus Violence Prevention & Response Program, Seattle: 206.685.7233; Bothell: 425.352.7233; Tacoma 253.692.7233
- Human Resources, UW Bothell: 425.352.3637
- Human Resources, CC: 425.352.8262
- UW Bothell Student Counseling: 425.352.3183, CC Counseling @ Kodiak Corner: 425.352.8860
- Cascadia Care Team, Gordon Dutrisac, chair: 425.352.8288
- Health & Wellness: 206.685.4357, [livewell@uw.edu](mailto:livewell@uw.edu) (UW students)
- Q Center, 206.897.1430: [qcenter@uw.edu](mailto:qcenter@uw.edu)
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## ADDITIONAL COMMUNITY RESOURCES

- Al-Anon (24 hours): 206.625.0000
- Alcohol and Drug 24-hour Help Line: 206.722.3700 (WA only) 1.800.562.1240
- Alcoholics Anonymous (24 hours): 206.587.2838
- Crisis Clinic 24-hour crisis line: 1.866.427.4747, 206.461.3219 TTY/TDD
- Domestic Violence Hotline (24 hours): 1.800.562.6025
- Harborview Center for Sexual Assault and Traumatic Stress: 206.744.1600
- Harborview Medical Center Emergency Trauma 24-hour: 206.744.3074
- King County Jail Inmate Lookup: <http://ingress.kingcounty.gov/inmatelookup/>
- King County Protection Orders: <http://www.kingcounty.gov/courts/Clerk/ProtectionOrders.aspx>
- King County Sexual Assault Resource Center (24 hours): 1.888.998.6423
- Poison Center: 1.800.222.1222
- Sex Offender List - WA state: <http://ml.waspc.org/>
- Seattle Police Department, Non-Emergency: 206.625.5011

- Washington State Domestic Violence Hotline (24 hours): 1.800.562.6025 (V/TTY)

## CAMPUS MAP

