

ANNUAL
SECURITY
REPORT



**YAKIMA
VALLEY
COLLEGE**

2017

Yakima Valley College
ANNUAL SECURITY REPORT

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INTRODUCTION

Yakima Valley College's Annual Security Report (ASR) is intended, in part, to assure compliance as directed by the United States Department of Education and "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998" (Clery Act). More importantly, the report provides a resource-rich document that allows all interested parties to easily access and research the college's crime prevention and safety policies, procedures, and guidelines that assure the safest possible college experience at YVC.

YVC hosts an interactive version of this report online that can be viewed on the Campus Security website at www.yvcc.edu/security. Printed copies are available in the Campus Security Department on the Yakima Campus. This report is reviewed annually and updated statistics are provided prior to October 1st of each year.

The statistics include the occurrence of the following criminal offenses reported to the campus security authorities or to the local law enforcement agencies that occurred on campus, in or on non-campus buildings or property including streets, sidewalks, and parking lots within the campus or immediately adjacent to and accessible from the campus.

CLERY CRIMES

Primary Crimes

- Criminal Homicide
- Murder and Non-Negligent Manslaughter
- Negligent Manslaughter
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

Violence Against Women Act Offenses

- Sex Offenses Forcible
- Sex Offenses Non-Forcible
- Domestic Violence
- Stalking
- Dating Violence

Arrests and Referrals for Disciplinary Actions

- Arrests for liquor law violations
- Arrests for drug violations
- Arrests for illegal weapons possession

Hate Crimes

- Larceny-Theft
- Simple Assault
- Intimidation
- Destruction, Damage, Vandalism of Property

Hierarchy Rule

When examining incidents to determine if they should be included in the Annual Security Report, a portion of the Clery Act called the Hierarchy Rule comes into effect. Occasionally, a person who is arrested may have committed more than a single offense. The Hierarchy Rule requires in this situation that the college count the offense, which is the most serious in nature, and not count the offense of lesser significance. For example, if a person committed a burglary and a murder in the course of a single act then only the murder would be counted. An exception to this rule exists for hate crimes. If a person commits a hate crime, then both crimes are counted.

Excluded Crimes

In some cases an incident that is reported as a crime may not be included in the Annual Security Report. All of the following five standards must be met for an incident to be included in the annual report.

1. **Reported to the Proper Authorities** – Incidents must be reported to law enforcement, Campus Security, or a person who, according to the Clery Act, is defined as a Campus Security Authority (CSA). A person designated as a CSA does not mean a person employed by the Campus Security Department. A CSA can be any campus employee who a student reasonably believes that he or she can report a crime to and expect that the matter will be addressed directly by contacting law enforcement and YVC Campus Security for a response.
2. **Listed Crimes** – The crime must be one of those listed in the Clery Act as a reportable crime. (See list above)
3. **Reportable Area** – The crime must have occurred in one of the reportable areas. Every reportable crime occurring within the boundaries of campus is the reportable area. The two remaining areas are more difficult to define. Perimeter streets are described in the following way: “Sidewalk – Street – Sidewalk”. This means that a reportable crime occurring on the sidewalk on either side of a perimeter street is reportable, as are incidents occurring in the street. But an incident occurring in a building (a privately owned store) on the distant side of a perimeter street would not be included. Most law enforcement agencies do not distinguish where a crime occurs with this degree of detail. Crimes are usually located by street and house numbers. With regard to non-campus buildings, crimes occurring in those buildings or on the property of that location are reportable. Incidents occurring on the sidewalk or on the streets in front of that building are not Clery Act reportable.
See Appendix: A. Yakima Campus Map
B. Grandview Campus Map
4. **Made in Good Faith** – For an incident to be included there must be a determination that the report is made in good faith. Supporting evidence makes this determination easy, but such evidence is not always available. In such a case the credibility of the person making the report is considered. When the incident is reported to us through a law enforcement agency, we assume that this determination has already been made.
5. **Unfounded** – If law enforcement determines that a particular reported incident could not have occurred or did not occur, i.e., a false report, the crime is not included in the Annual Security Report. Only law enforcement can rule a case “unfounded”.

YAKIMA VALLEY COLLEGE CRIME STATISTICS YAKIMA CAMPUS

CLERY ACT CRIME STATISTICS YAKIMA VALLEY COLLEGE - YAKIMA CAMPUS

OFFENSE	ON CAMPUS			NON-CAMPUS			PUBLIC PROPERTY			STUDENT HOUSING		
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
CRIMINAL OFFENSES												
CRIMINAL HOMICIDE	0	0	0	0	0	0	0	0	0	0	0	0
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	1	0	0	0	0	0
AGGRAVATED ASSAULT	1	0	0	0	0	0	5	0	0	0	0	0
BURGLARY	0	4	0	0	0	0	0	0	0	0	1	0
MOTOR VEHICLE THEFT	4	0	2	0	0	0	7	0	0	0	0	0
ARSON	0	0	0	0	0	0	1	0	0	0	0	0
VIOLENCE AGAINST WOMEN ACT OFFENSES												
SEX OFFENSIVES FORCIBLE	0	0	0	0	0	0	0	0	0	0	0	0
SEX OFFENSIVES NON-FORCIBLE	0	0	1	0	0	0	0	0	0	0	0	0
DOMESTIC VIOLENCE	3	2	0	0	0	0	0	0	2	1	1	0
STALKING	2	1	2	0	0	0	0	0	0	0	0	0
DATING VIOLENCE	0	0	1	0	0	0	0	0	0	0	0	0
ARRESTS AND DISCIPLINARY ACTION												
ARRESTS: LIQUOR LAW VIOLATIONS	1	0	0	0	0	0	0	0	0	0	0	0
ARRESTS: DRUG VIOLATIONS	0	0	1	0	0	0	1	0	0	0	0	0
ARRESTS: ILLEGAL WEAPONS POSSESSION	0	0	0	0	0	0	0	0	1	0	0	0
DISCIPLINARY ACTION: LIQUOR LAW VIOLATION	1	4	2	0	0	0	0	0	0	1	4	2
DISCIPLINARY ACTION: DRUG VIOLATIONS	0	11	10	0	0	0	0	0	0	0	9	8
DISCIPLINARY ACTION: WEAPONS POSSESSION	0	0	0	0	0	0	0	0	0	0	0	0
HATE CRIMES												
LARCENY-THEFT	0	0	0	0	0	0	0	0	0	0	0	0
SIMPLE ASSAULT	0	2	0	0	0	0	0	0	0	0	0	0
INTIMIDATION	0	0	0	0	0	0	0	0	0	0	0	0
DESTRUCTION, DAMAGE, VANDALISM OF PROPERTY	0	0	0	0	0	0	0	0	0	0	0	0

YAKIMA VALLEY COLLEGE CRIME STATISTICS GRANDVIEW CAMPUS

CLERY ACT CRIME STATISTICS YAKIMA VALLEY COLLEGE - GRANDVIEW CAMPUS

OFFENSE	ON CAMPUS			NON-CAMPUS			PUBLIC PROPERTY			STUDENT HOUSING		
	2014	2015	2016	2014	2015	2016	2014	2015	2016	2014	2015	2016
CRIMINAL OFFENSES												
CRIMINAL HOMICIDE	0	0	0	0	0	0	0	0	0	0	0	0
MURDER/NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0	2	0	0	0	0	0
BURGLARY	0	0	0	0	1	0	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0	6	0	0	0	0	0
ARSON	0	0	0	0	0	0	0	0	0	0	0	0
VIOLENCE AGAINST WOMEN ACT OFFENSES												
SEX OFFENSIVES FORCIBLE	0	0	0	0	0	0	0	0	0	0	0	0
SEX OFFENSIVES NON-FORCIBLE	0	0	0	0	0	0	0	0	0	0	0	0
DOMESTIC VIOLENCE	0	0	0	0	0	0	0	0	0	0	0	0
STALKING	0	0	0	0	0	0	0	0	0	0	0	0
DATING VIOLENCE	0	0	0	0	0	0	0	0	0	0	0	0
ARRESTS AND DISCIPLINARY ACTION												
ARRESTS: LIQUOR LAW VIOLATIONS	0	0	0	0	0	0	0	0	0	0	0	0
ARRESTS: DRUG VIOLATIONS	0	0	0	0	0	0	0	0	0	0	0	0
ARRESTS: ILLEGAL WEAPONS POSSESSION	0	0	0	0	0	0	4	0	0	0	0	0
DISCIPLINARY ACTION: LIQUOR LAW VIOLATION	0	0	0	0	0	0	0	0	0	0	0	0
DISCIPLINARY ACTION: DRUG VIOLATIONS	0	0	0	0	0	0	0	0	0	0	0	0
DISCIPLINARY ACTION: WEAPONS POSSESSION	0	0	0	0	0	0	0	0	0	0	0	0
HATE CRIMES												
LARCENY-THEFT	0	0	0	0	0	0	0	0	0	0	0	0
SIMPLE ASSAULT	0	0	0	0	0	0	0	0	0	0	0	0
INTIMIDATION	0	0	0	0	0	0	0	0	0	0	0	0
DESTRUCTION, DAMAGE, VANDALISM OF PROPERTY	0	0	0	0	0	0	0	0	0	0	0	0

CRIME STATISTICS, REPORTING, AND PREVENTION FAQs

Where can I find YVC's crime statistics?

Crime statistic charts for Yakima and Grandview campuses are created annually for federal reporting purposes and made available to staff, students, and the community on the Campus Security website at www.yvcc.edu/crimestats. Hard copies of this report are maintained in the Campus Security Department on the Yakima Campus and are available upon request. Campus Security can be reached at 509.574.4610.

How does YVC gather Clery Act crime statistics?

The YVC Campus Security Department collects reportable crime statistics as outlined in the 1990 Jeanne Clery Act from a variety of sources on and off campus. Resources used in gathering campus crime, arrest and referral statistics include but are not limited to YVC deans, directors, department heads, advisors to students, student organizations, Student Residence Center administrative staff, athletic coaches, daily crime logs and local law enforcement agencies that collect and maintain data related to our main campuses and YVC satellite locations when required. Consistent with federal law, these statistics may also include crimes that have occurred both on and off campus.

How can I report a crime or criminal activity at YVC?

Crimes in progress should always be reported to 911 for local emergency response. Crimes or suspected criminal activity on the YVC Campus, including those that occur during YVC sanctioned events, should be reported to Campus Security or a YVC campus authority listed below. If you see suspicious activity, car prowls or suspicious persons, contact Campus Security at 509.574.4610.

YVC Campus Security Authorities:

- Campus Security
- College Administrators
- Program Directors
- Instructors
- Housing Authorities
- YVC Coaches

How can I make an anonymous report at YVC?

The Campus Safety Department encourages anyone who is a victim or witness to any crime to promptly report the incident as described above. YVC will make every effort to hold these reports in confidence, however there may be situations where the College is legally obligated to disclose the report.

If you are the victim of a crime and do not want to pursue action within the college system or the criminal justice system, you may still want to consider making an anonymous report. Anonymous reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made as described below. Reference [WAC: 132P-33-420 \(3\)](#)

- The Counseling and Advising Center provides limited confidential counseling services. These services include providing information on how to file an official report for investigation.

- Resources about sexual assault and relationship violence is available from the Counseling and Advising Center and from the Human Resources office.
- Counseling and Advising Center professionals are not required to report crimes for inclusion in the Annual Security Report unless there is a threat to the safety of the individual or others. However, YVC encourages the Counseling and Advising Center professionals to inform recipients of their services and how to provide anonymous reports.

How does YVC Campus Security follow-up on reported crime on campus?

When a crime is reported, the responding security officer or campus authority investigates the alleged crime. The investigating officer or campus authority determines if outside law enforcement is required. The campus security & safety supervisor reviews incident reports and disseminates the reports to all administrative authorities affected by the incident. Additional matters that may require follow-up are managed through the campus security & safety supervisor.

Matters requiring an investigation for potential student discipline are handled in a confidential manner in compliance with the Family Education Rights and Privacy Act (FERPA) and Washington Administrative Code 132P-33 and available in YVC's Code of Conduct www.yvcc.edu/codeofconduct. There are circumstances when federal and state requirements do not allow for full confidentiality. Hearings are closed unless the students involved agree to waive this right. The college seeks to provide full confidentiality whenever possible.

Preservation of Evidence (Sexual Assault)

Preserving evidence of a sex offense is time critical. YVC encourages victims to consider this when determining their method of reporting. Evidence may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order.

How does YVC educate the campus community about crime prevention, safety and security?

YVC takes a proactive approach to crime on campus by offering information to students and staff through crime awareness and prevention programs, such as Rape Prevention and Personal Protection, offered throughout the year by the Campus Security Department.

Recent incidents of violence on college campuses have compelled many institutions to designate a group of faculty and staff to monitor student behavior and intervene sooner than previously thought necessary. Some behavior is of concern but perhaps does not yet rise to the level of a disciplinary or safety infraction. YVC's designated group to address such concerns is called YVC Cares. YVC faculty and staff can report concerns directly to the YVC Cares team. Students should report concerns to a YVC faculty or staff member.

Campus Security also posts and distributes detailed Emergency Procedure Flip Books to inform students and staff about what to do in the event of an emergency. YVC's Emergency Preparedness Plan is available online at www.yvcc.edu/emergencyprocedures. Campus Security also provides announcements and alerts at www.yvcc.edu/security.

Other resources are provided by the Student Life Office including regularly scheduled awareness programs regarding the prevention of crimes and local resources for victim assistance. In addition, the Counseling and Advising Center publishes community resources guides available at www.yvcc.edu/resourceguides.

Following is a list of awareness and prevention programs held in 2016:

Ongoing:	<p>Sexual harassment and other behavioral violations available at: www.yvcc.edu/codeofconduct and are one of many topics covered during each quarter’s new student orientation. Starting March 2016, the presentation was enhanced by adding an attractive informational flyer to each student’s packet. The flyer includes mention of the importance of the RAVE alert system.</p> <p>Active Shooter Training provided by YVC Security to college community. <i>See Appendix: I. Active Shooter Training Documentation</i></p>
Campus Clarity	<p>The State Board for Community & Technical Colleges (SBCTC), YVC and most other system colleges contracted with lawroom.org for products developed within their Campus Clarity suite. The suite includes awareness and prevention information via an online platform with modules tailored to student and employee audiences. The suite also includes a campus climate survey.</p> <p>February 25 All enrolled students with valid e-mail addresses were mailed a link to the student module.</p> <p>Spring Human Resources e-mailed the awareness and prevention training module to all employees with e-mail address.</p> <p>May Human Resources e-mailed all employees, requesting completion of the state-approved campus climate survey.</p> <p>In addition, the SBCTC e-mailed all students, requesting completion of the same state-approved survey.</p>
Quarterly SRC Orientation	<p>Upon checking in, each student living in the residence center watches a video that includes the following topics related to sexual harassment:</p> <ul style="list-style-type: none"> • Resources and information • Clery Act • Annual Security Report • Crime statistics • Violence Against Women Act • Title IX • Other resources, trainings and information
February 25	<p>V-Fest held on the Yakima Campus in the HUB student union building. Incentives were offered for students as they completed activities covering 14 different sexual harassment topics and in-person notice of the availability of the Campus Clarity training.</p>

November 29

Yakima Campus' student government hosted a lecture on the awareness of Domestic Sex Trafficking. An estimated 50 or more students, faculty and staff attended the lecture. The first hour focused on awareness: How to discern if someone might be a victim of domestic sex trafficking. The remainder of the event featured a survivor of domestic sex trafficking. She shared her story, emphasizing the importance of awareness and prevention.

Student Residence Center Policies and Procedures

During new resident orientations, students are given instructions referenced in the Student Residence Center Housing Manual www.yvcc.edu/housingmanual regarding residence hall safety and security procedures. Student residents are instructed on the importance of not sharing keys, locking room doors, and not allowing anyone except guests into the hall.

A detailed list of items and activities that are prohibited at the Student Residence Center can be found in the Student Residence Center Housing Manual. Those items and activities include but are not limited to: issues to life safety and security related matters that are available in the student manual.

During new resident orientation, evacuation procedures for campus are referenced and discussed.

What crime prevention services and programs does YVC offer?

YVC Campus Security offers a variety of crime prevention services and programs including personal escort to and from classes when requested, active campus patrol, Active shooter awareness training, personal crime prevention tips targeted towards observed attractive nuisances or noted vulnerabilities, rape aggression defense courses, and employee crime prevention orientation upon request.

YVC Campus Security works in concert with the college's Criminal Justice Program to provide work-study and co-op educational programs that enhance patrols and security presence on campus.

How does YVC provide timely warnings regarding criminal activity?

In order to keep the campus community informed about safety and security issues, it is YVC's policy to notify the campus community of certain crimes in a timely manner to aid in the prevention of similar crimes.

As YVC authorities receive information regarding crimes or criminal activity, Campus Security investigates the information and confers with other campus authorities, including the public information officer (PIO) who then evaluates the need for emergency notification. Emergency notification methods include but are not limited to the college's website www.yvcc.edu/alerts and text/email notification system (RAVE). Other notifications may also include the college voice alert system that operates through the fire alarm. Warnings/notifications may also be posted on the Student Residence Center and Campus Security visual notification monitors. The PIO will assist the security & safety supervisor in distributing timely warnings.

Timely warnings may be issued for other offenses not required by the Jeanne Clery Act if it has been determined the warning will assist in the prevention of similar offenses. Additional information is available in the Campus Security Office and in YVC's Emergency Preparedness Plan www.yvcc.edu/emergencyprocedures.

Student Residence Center Policies and Procedures

During new resident orientations, students are given instructions referenced in the Student Residence Center Housing Manual www.yvcc.edu/housingmanual regarding security awareness and crime prevention. Information regarding RAVE is shared with housing students.

How does YVC provide security and safety information to the campus community?

YVC posts Emergency Procedure Flip Books that outline emergency and evacuation procedures and emergency contact information in all classrooms and office spaces. The campus community produces various publications such as the course catalog, and division newsletters that contain safety and security information. In addition to the alert systems, visual notification monitors are located in the Student Residence Center, Security Office and Student Union Building to provide safety and security related updates as needed. Regular safety and security notices are also posted on the Campus Security website www.yvcc.edu/security.

What are YVC guidelines regarding security and facilities access?

During normal hours of operation, the college is open to students, employees, visitors, and the community. Please see hours of operation at the Campus Security website <http://www.yvcc.edu/security>. After-hours access is arranged by special request through the Facility Operations Department or Campus Security Department.

Student Residence Center Policies and Procedures

The college employs a director of auxiliary services and two live-in program assistants. The program assistants mainly work nights and weekends in the Hopf and Lyon Halls. Student Residence Center staff review residence hall security procedures outlined in the Student Residence Center Housing Manual <http://www.yvcc.edu/housingmanual> with all students living on campus during orientation.

Generally, the main entrance to the Hopf Hall is secured 24 hours a day through a “fob” access system. The upper floor doors in Lyon Hall are also secured 24 hours a day by a door access system.

(Exceptions to the 24 hour locked schedule include construction and maintenance projects, camps, or various times in the summer.)

Only student residents and appropriate staff are issued keys for room doors, and key fobs (cards) for the residence halls. Generally, the recreation room and office are open during business hours and locked to the public during nights and weekends. Main entrances are under closed caption television surveillance, which are recorded but not monitored. Schedules are subject to change depending on staff schedules, holidays, etc.

Residence hall students are advised to shut and lock their doors and facility entry doors whenever possible to prevent the loss of any valuables.

Campus Security has routine patrols and emphasis patrols, as necessary.

How does YVC monitor access to campus facilities?

YVC is an open campus during posted hours of operation. Outside the posted hours of operation, access to YVC facilities is monitored through an electronic security system. The use of YVC facilities outside of posted hours of operation is scheduled through the YVC facilities use coordinator. YVC security officers maintain a continual patrol and surveillance of campus facilities, parking lots and the campus perimeter 24 hours a day, 7 days a week.

Who has law enforcement authority on YVC campuses and satellite locations?

YVC's Campus Security is responsible for the enforcement of college policy, rules, regulations, including monitoring of college parking and routine patrol of the campus. Campus Security assists local, state and federal law enforcement agencies regarding crimes on campus, or by request from those agencies. This includes tracking, monitoring, and providing crime statistics required by the Jeanne Clery Disclosure Act of 1998, which are made available in the Campus Security Office on the

Yakima Campus. Crime statistics are also available at www.yvcc.edu/crimestats.

YVC does not currently have an active memo of understanding (MOU) with outside agencies; however, Campus Security does maintain a cooperative relationship with all public safety agencies and may summon local law enforcement agencies for incidents outside their authority. YVC campuses may employ off-duty police officers to support events or operations when deemed appropriate. Sworn police officers from the following law enforcement agencies have arrest powers at their respective locations:

- **Yakima Campus** – Yakima Police Department; Yakima County Sheriff's Department
- **Grandview Campus** – Grandview Police Department
- **Sunnyside Learning Center** – Sunnyside Police Department
- **Toppenish Learning Center** – Toppenish Police Department
- **Ellensburg Learning Center** – Ellensburg Police Department

What services are available for victims of a crime on campus?

The college employs mental health counselors on both the Yakima and Grandview campuses. Personal short-term counseling services are available at no cost. Following an initial visit, the victim may be referred to local hospitals, victim advocate services, and mental health agencies. Information shared in a personal counseling session is confidential.

SEX CRIME REPORTING AND PREVENTION FAQs

Position Statement

YVC prohibits rape, acquaintance rape, domestic violence, dating violence, sexual assault, and stalking.

What are YVC's sexual harassment policies and procedures?

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

College-wide definitions and procedures are available on the Human Resources website www.yvcc.edu/humanresources.

See Appendix: E. 4.32a Discrimination and Sexual Harassment Procedure
 F. 4.32b Sexual Harassment Policy

Student-specific policies, definitions, and procedures are published in the Washington Administrative Code 132P-33 and available in YVC's Code of Conduct www.yvcc.edu/codeofconduct.

What does YVC do in regards to sexual harassment/assault prevention?

Primary Prevention and Awareness Programs

Primary prevention is a program of activities directed at improving general well-being while also involving specific protection for a selected problem.

YVC's Sexual Assault Prevention and Awareness Program ("awareness training") is a formal process for educating employees about domestic violence, dating violence, stalking, and sexual assault prevention.

In an effort to educate the campus community about sexual assault (including prevention and awareness of sex offenses, procedures to follow if a sex offense occurs, procedures for on campus disciplinary action, possible sanctions, and distribution), resources and campus-sponsored awareness programs are offered on an ongoing basis throughout the year for incoming students and employees.

Sexual Assault Prevention and Awareness Program

Sexual Assault Prevention and Awareness Program reinforces the College's commitment to eliminate incidents of sexual assault through a comprehensive practice that centers on awareness and prevention, training and education, victim advocacy, response, reporting, and accountability. YVC policy promotes sensitive care and confidential reporting for victims of sexual assault and accountability for those who commit these crimes. For the purposes of this policy, confidentiality or confidential reporting is defined as allowing a victim to report a sexual assault to specified individuals (Campus Security Authorities). This reporting option gives the victim access to medical care, counseling, and victim advocacy, without initiating the investigative process.

What are YVC's confidential pathways for crime reporting?

Matters requiring an investigation for potential student discipline are handled in a confidential manner in compliance with the Family Education Rights and Privacy Act (FERPA) and Washington Administrative Code 132P-33, available in YVC's Code of Conduct www.yvcc.edu/codeofconduct.

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

Reference [WAC 132P-33-420 \(3\)](#)

How does YVC manage reported sexual assaults on or near campus?

YVC prohibits sexual discrimination, including sexual assault and sexual harassment, in any form. Such actions constitute a violation of YVC Policies, Washington State laws against discrimination and federal laws including Title IX and/or the Violence Against Women (VAWA Act). Any individual wishing to report sexual harassment and/or sexual assault can contact the Title IX officer who is the Director of Human Resource Services or any Campus Security Authority, which includes Campus Security, College Administrators, Program Directors, Instructors, Housing Authorities, and YVC Coaches. Any individual found to be in violation of this procedure will be subject to disciplinary action up to and including dismissal from the college and/or from employment. Information regarding sexual harassment/assault is available on the Human Resources website: www.yvcc.edu/humanresources.

See Appendix: E. 4.32a Discrimination and Sexual Harassment Procedure
 F. 4.32b Sexual Harassment Policy

In an effort to educate the campus community and promote awareness towards the prevention of rape or other sexual assaults, Campus Security offers a Rape Aggression Defense (RAD) workshop to campus community groups by request. To request or schedule a workshop, contact Campus Security at 509.574.4610.

Should an individual experience or witness an event of sexual assault, call 911 for emergent care and or police response and then contact Campus Security at 509.574.4610 to make a formal internal report and initiate an investigation if needed. Those involved in a crime scene should take extra caution to preserve physical evidence related to the crime.

How does YVC support victims of sexual assault?

The college employs mental health counselors on both the Yakima and Grandview campuses. Personal short-term counseling services are available at no cost. Following an initial visit, the victim may be referred to local hospitals, victim advocate services and mental health agencies. Information shared in a personal counseling session is confidential.

Student Residence Center Policies and Procedures

Resident student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available. Resident student victims have the option to terminate their housing contract and receive a refund of remaining room charges and deposit. The Student Residence Center follows campus protocol from investigation to responding to the victim's needs as mentioned above.

How does YVC manage sex offender registration?

YVC seeks to protect and enhance the safety and welfare of students and staff by providing timely and appropriate notification of the presence or enrollment of a registered sex offender. Campus Security is the designated office to receive official notifications. The dean of student services or designee coordinates the notification process in consultation with the college president.

See Appendix: H. 5.07 Campus Notification of Registered Sex Offenders

EMERGENCY REPORTING, NOTIFICATION AND PROCEDURES FAQs

How does YVC define and confirm an emergency requiring notification?

The following definitions of an emergency are provided as guidelines to assist in determining the appropriate response.

Minor Emergency: Any incident, potential or actual emergency, which will not seriously affect the overall functional capacity of the college.

Major Emergency: Any incident, potential or actual emergency, which effects a large portion of the campus and which will disrupt the overall operations of the college.

Disaster: Any event or occurrence, which has taken place and has seriously impaired or halted the operations of the college. In some cases, mass casualties and severe property damage may be sustained. A coordinated effort of all campus-wide resources is required to effectively help with response to this level of emergency. Outside emergency services will be essential, however if the destruction is of a large scale, fire/medical/police services may be delayed or not available. An Emergency Operations Center (EOC) will be activated, and the Incident Command System (ICS) will be used to govern the response.

How can I report emergencies on or around campus?

Yakima Campus

For emergency incidents that affect personal health or safety on campus, call 911 immediately and then contact Campus Security at 509.574.4610, or come to the Campus Security Office located in Campus Operations Complex (029) east of the Student Residence Center.

Grandview Campus and learning centers must call 911 for any emergency and for suspicious activity on those sites, and then contact an administrator on duty at

- **Grandview Campus:** 509.882.7052
- **Toppenish:** 509.834.4550
- **Sunnyside:** 509.837.9623
- **Ellensburg** 509.925.4011

How does YVC notify the campus community about immediate threat to life or safety?

Emergency incidents, including criminal activity that compromise the safety and security of the campus community identified by students, faculty, staff or visitors should be reported first to 911 and then communicated to Campus Security.

Emergencies that pose an immediate threat to the health or safety of any campus community members or its facilities will be communicated to the affected body of the community by a variety of delivery methods appropriate to the specific threat.

The following methods of communication may be used individually or in concert with others:

- Sirens and Public Address
- RAVE Text/Email Notification System
- YVC Website
- Emergency Phone Trees
- Voice Mail Messaging
- Media Release/Press Conference

How does YVC test and evaluate emergency response and evacuation process?

YVC performs annual confidence testing of all fire suppression, alarm devices and systems. In addition, audible enunciators are tested. On the 12th day of each academic quarter YVC tests our emergency communication pathways, including emergency text messaging, email alerts and RSS feeds to YVC's webpage and electronic display monitors on campus.

FIRE SAFETY FAQs

What fire evacuations, exercises, and trainings does YVC perform?

YVC Emergency Preparedness Team annually reviews the College's Emergency Preparedness Plan in regards to emergency response and evacuation. The College also drills its emergency response team annually on evacuation techniques and procedures that assist responding fire department personnel. All college responders are also certified in CPR, First Aid, and the use of AEDs.

Fire Statistics

For the previous year there were no arson related fires reported on campus.

Student Residence Center Policies and Procedures

The Student Residence Center plans for and exercises a minimum of one fire drill and dorm evacuation each year and debriefs following those drills with YVC emergency responders to evaluate the process.

During 2016 the Student Residence Center experienced a fire alarm and evacuation on 10.26.2016 at approximately 2:15pm.

- All emergency notification devices functioned correctly
- All residents were evacuated
- Campus Security was notified by Student Residence Center staff and responded
- No other deficiencies were noted

Fire Statistics for Student Residence Center

For the previous year there were no arson related fires reported in the Student Residence Center.

What fire safety systems are present on YVC campuses?

Fire extinguishers and fire suppression systems are present in all campus buildings. Smoke and heat detectors with audible horns and strategically located pull stations are present throughout all buildings and are connected to a 24-hour, externally-monitored system.

Fire Safety System for Student Residence Center

The fire safety system in each residential facility includes multiple fire extinguishers on each floor, hard wired smoke detectors in all rooms except a few that have battery powered smoke detectors, annunciator located throughout the building, and pull stations at each hall entrance that are connected to a 24-hour externally-monitored system.

Who to Notify in the Case of Fire?

In the case of fire, first call 911.

As a follow up, notify Campus Security at 509.574.4610. You can also contact:

Facility Operations 509.574.4692

Student Residence Center 509.574.4897, 509.574.4885, or 509.574.4880

How does YVC educate the campus community regarding fire safety and training?

YVC provides emergency evacuation information to students, staff and visitors by posting Emergency Procedure Flip Books in all campus facilities and on the Campus Security website

www.yvcc.edu/security.

Student Residence Center Policies and Procedures

During new resident orientations, students are given some instructions referenced in the Student Residence Center Housing Manual www.yvcc.edu/housingmanual regarding residence hall fire safety procedures. Student residents are instructed on some of the items prohibited in the Student Residence Center and fire alarm and evacuation procedures. Also, SRC staff conduct quarterly fire, life, and safety room inspections.

MISSING PERSONS FAQs

What is YVC's policy regarding missing persons?

Student Residence Center Policies and Procedures

Residence Hall staff advises every student who lives in on-campus student housing, regardless of age, that he or she may register one or more individuals to be a confidential contact strictly for missing persons purposes. The contact person can be anyone. Students are given this option even if they have already identified a general emergency contact. A student may identify the same individual for both purposes, but YVC will not assume that a general emergency contact is also the missing person contact. Students are offered this option upon check-in. Information on how to register a contact or contacts can be found by contacting the Student Residence Center.

If a resident of the YVC Student Residence Center appears to be missing for a period of 24 hours or more or Student Residence Center staff is notified that a resident is missing, the following will occur:

- A Student Residence Center staff person will go to the dorm room to see if the resident is in the room. If upon knocking and identifying themselves the staff person does not get a response, they will enter the room for a well-being check.
- The Student Residence Center staff person will call any telephone number(s) the resident has indicated as their personal number.
- The Student Residence Center staff person will interview other residents in the Student Residence Center to ask if they know where the missing resident is.
- If at this time the resident is not accounted for Student Residence Center staff will notify Campus Security.
- Campus Security officers and Student Residence Center staff will determine if they need to notify the Director of Auxiliary Services at this time (in the event the incident occurs after regular Student Residence Center Office hours).
- Campus Security officers and/or the director of auxiliary services will notify counselors and faculty to determine if they know the resident's location.
- If a predetermined contact has been given to the Student Residence Center, that individual will also be contacted at this time.
- Campus Security officers will call civil authorities if needed.

In the event Campus Security officers or the Director of Auxiliary Services are not available, a Student Residence Center Program Assistant will notify civil authorities if needed to locate the resident and/or report them missing.

DRUG AND ALCOHOL POLICIES FAQs

What are YVC's policies regarding drug and alcohol abuse?

YVC complies with Public Law 100-690, providing information and following policies for the purpose of preventing and addressing alcohol and drug abuse. It is the goal of YVC to adhere to federal regulations and provide a drug-free environment. YVC is dedicated to maintaining a drug-free campus for students and employees. Additional information is available in the college catalog www.yvcc.edu/catalog under the heading Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act of 1989.

See Appendix: C. 4.31a Drug-free Campus Procedure
 D. 4.31b Drug-free Campus Policy

Students, faculty, and staff are specifically prohibited from using, possessing, delivering, administering, or selling any controlled substance or legend drug including but not limited to anabolic steroids as defined in RCW 69.41.010 and RCW 69.41.300 as now law or hereafter amended, except when the use or possession of a drug is specifically prescribed as medication by an authorized medical or dental practitioner.

Investigative and disciplinary procedures pertaining to alleged student behavior are available in Washington Administrative Code 132P-33, available in YVC's Code of www.yvcc.edu/codeofconduct.

Student Residence Center Policies and Procedures

Possessing, delivering, administering, consuming, or selling any alcoholic beverage or controlled substance is prohibited at the Student Residence Center. A detailed description of our housing alcohol and drugs community standards are defined in the Student Residence Center Housing Manual <http://www.yvcc.edu/housingmanual>.

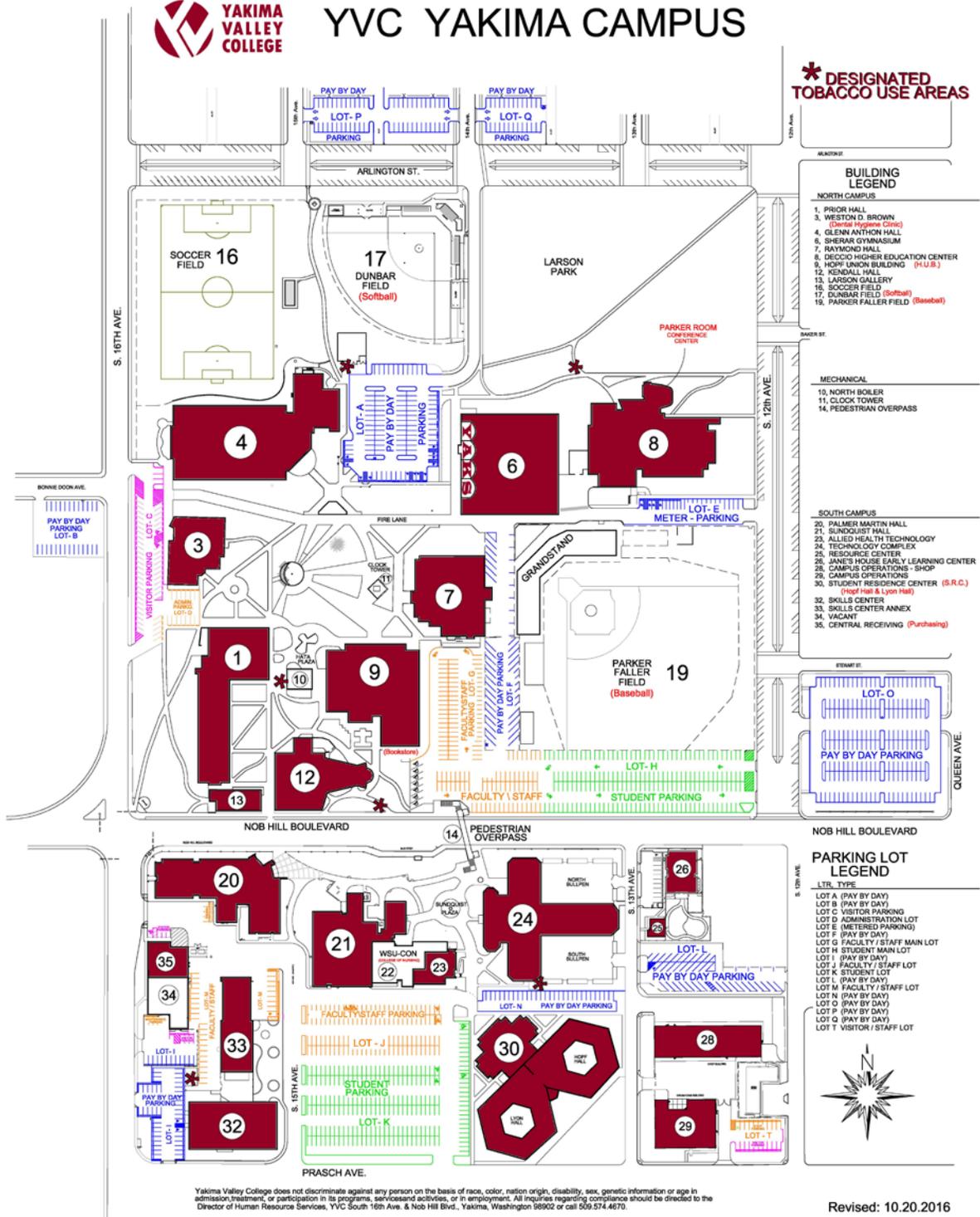
APPENDIX

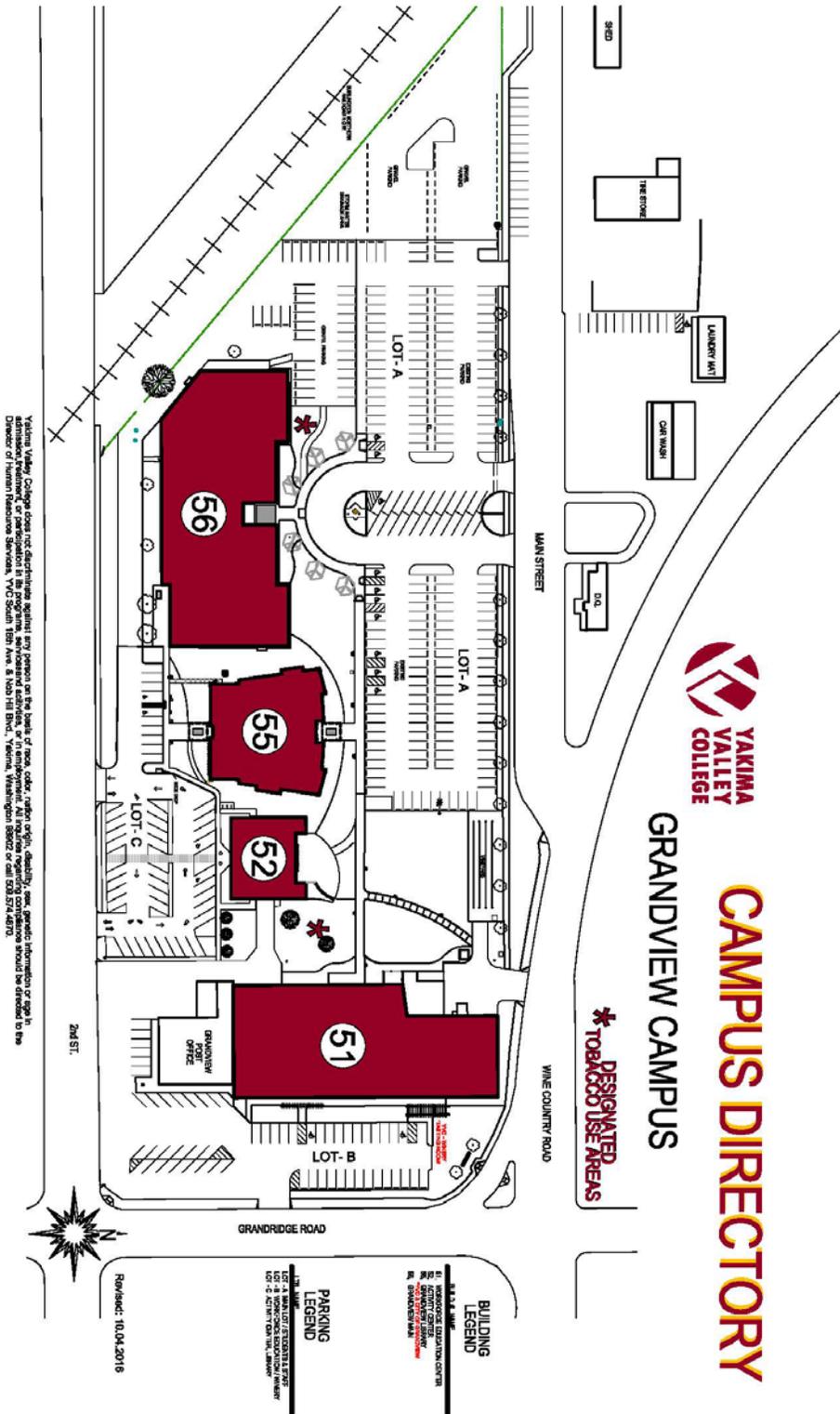
- A. Yakima Campus Map
- B. Grandview Campus Map
- C. 4.31a Drug-free Campus Procedure
- D. 4.31b Drug-free Campus Policy
- E. 4.32a Discrimination and Sexual Harassment Procedure
- F. 4.32b Discrimination and Sexual Harassment Policy
- G. 4.37 Nondiscrimination Statements
- H. 5.07 Campus Notification of Registered Sex Offenders
- I. Active Shooter Training Documentation

CAMPUS DIRECTORY



YVC YAKIMA CAMPUS





4.31 DRUG-FREE CAMPUS

Update Approved by the Administrative Council on March 26, 2013
Supersedes Approval by Administrative Council on June 10, 2008

[Click here to refer to related Board Policy.](#)

It is hereby directed that all students and employees receive annual notification of the following:

- Standards of conduct that clearly prohibit the unlawful manufacture, possession, use, or distribution of illegal drugs, marijuana and/or alcohol by students and employees on YVC property or as any part of YVC activities.
- A brief identification of known legal sanctions under local, state, and federal law for unlawful manufacture, possession, use, or distribution of illegal drugs, marijuana and/or alcohol.
- A brief description of the risks associated with the use of illegal drugs, marijuana and/or the abuse of prescription drugs or alcohol.
- A brief description of the drug and alcohol counseling, treatment, and rehabilitation programs available to YVC students and employees.
- Notification that sanctions will be imposed, consistent with all laws, collective bargaining agreements and the student code of rights and responsibilities up to referral for prosecution.

Revision Log

Date	By	Notes
3/27/13	Mark Rogstad, Director of Human Resources	This change is made as a result of the passage of Washington state I-502 which legalized small amounts of marijuana under state law. This change differentiates the college's obligations under state versus federal law.

Procedure Contact: Director of Human Resource Services

4.31 DRUG-FREE CAMPUS

Approved by the Board of Trustees on 5/11/16, Motion No. 16-05-06

Supersedes Motion No. 13-05-01 and Motion No. 01-04-01

[Click here to refer to related administrative procedures.](#)

The Board of Trustees hereby directs that an ongoing program of education, assistance, and training be conducted to prevent the use of illegal drugs, marijuana and/or the abuse of prescription drugs or alcohol by students and employees of the college.

Yakima Valley College complies with Public Law 100-690, and the Drug Free Schools and Communities Act Amendments of 1989 (Public Law 101 226) by providing information and following policies for the purpose of preventing and addressing alcohol and drug abuse.

Yakima Valley College prohibits the possession or use of alcohol, marijuana and illegal drugs, on campus and in all off-campus locations where classes, seminars, workshops, meetings, and college-related activities are offered.

Revision Log

Date	By	Notes
3/27/13	Mark Rogstad, Director of Human Resources	This change is made as a result of the passage of Washington state I-502 which legalized small amounts of marijuana under state law. This change differentiates the college's obligations under state versus federal law.

Policy Contact: Director of Human Resource Services

4.32 DISCRIMINATION AND SEXUAL HARASSMENT

Update Approved by the Administrative Council on January 22, 2013

Yakima Valley College recognizes its responsibility for investigation, resolution, implementation of corrective measures, and monitoring the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, RCW [49.60.30](#) and their implementing regulations.

Prohibited sex discrimination includes sexual harassment. Discrimination and harassment violate federal and state law and will not be tolerated by Yakima Valley College. Any individual found to be in violation of this procedure will be subject to disciplinary action up to and including dismissal from the college and/or from employment.

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

Kraig Michels
Director of Human Resource Services and Title IX Officer / EO / AA Officer
Human Resource Services Department
South 16th Avenue & Nob Hill Blvd
Yakima, WA 98902
509-574-4670

The Title IX officer or designee:

- Shall publish and distribute information regarding sexual harassment and how a complaint alleging sexual harassment can be filed.
- Will accept all complaints and referrals from College employees, students, and visitors.
- Will assist in the processing of complaints.
- Will keep accurate records of all complaints and referrals for the required time period.
- May conduct investigations.
- Will make findings of fact on investigations completed.
- May recommend specific corrective measures to stop, remediate, and prevent the inappropriate action.

A. DEFINITIONS

1. **Complainant:** Employee(s), student(s) or visitors(s) of Yakima Valley College who alleges that she or he has been subjected to discriminatory practices or sexual misconduct.
2. **Respondent:** Person or persons who are members of the College community who allegedly discriminated against or harassed another person or persons.
3. **Appointing Authority:** A college officer, normally the president for full-time employees and the appropriate vice president for non-permanent employees; who is responsible for the decision to hire, discipline, non-renew and/or terminate.
4. **Complaint:** A description of facts that allege violation of the College's policy against discrimination or sexual misconduct (see Board Policy No. 4.37). The complainant may submit a brief written statement of allegations to the Title IX officer. Complaints shall be signed, dated, include names, description and date of the incident, and the remedy sought. If the complainant does not submit a written statement, the Title IX officer shall prepare a statement of the facts, which will be submitted for approval by the complainant. The College has an official formal complaint form for documenting alleged discrimination or harassment. This form is available online under policies and procedures on the human resources webpage. Hard copies of the form are located in the Human Resources Office and/or Security Office.
5. **Discrimination:** Conduct of any nature that violates the College's policy on non-discrimination by denying equal privileges or treatment to a particular individual because of the individual's race, creed, color, religion, national or ethnic origin, parental status or families with children, marital status, sex (gender), sexual orientation, gender identity or expression, age, genetic information, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, or any other prohibited basis.
6. **Discriminatory Harassment:** A form of discrimination consisting of physical or verbal conduct that (1) denigrates or shows hostility toward an individual because of the their race, creed, color, religion, national or ethnic origin, parental status or families with children, marital status, sex (gender), sexual orientation, gender identity or expression, age, genetic information, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability, or any other prohibited basis; and (2) is sufficiently severe or pervasive so as to substantially interfere with the individual's employment, education or access to college programs, activities and opportunities.

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

- a. Racial epithets, "jokes," offensive or derogatory comments, or other verbal or physical conduct based on an individual's race/color.
 - b. Ethnic slurs, workplace graffiti, or other offensive conduct directed towards an individual's birthplace, ethnicity, culture, or foreign accent.
 - c. Verbal or physical abuse, "jokes" or offensive comments based on an individual's age, gender, disability, or sexual orientation.
 - d. Making, posting, e-mailing, or circulating demeaning or offensive pictures, cartoons or other materials in the workplace that relate to race, ethnic origin, gender or one of the other protected categories listed above.
7. **Investigation:** The Title IX officer may appoint a college employee or other competent individual to investigate the complaint. The Officer shall inform the complainant and respondent of the appointment. The College representative shall conduct an investigation based upon the submitted complaint from the complainant or prepared by the Officer.
8. **Resolution:** A process that attempts a complaint resolution agreeable to a complainant using methods which may include, counseling, supporting, mediation, discipline or otherwise facilitating the resolution of the complaint.
9. **Appeal:** When a decision is rendered each party shall have the right to appeal the decision through the appeal process designated in the collective bargaining agreement, student code of conduct or other applicable process available to the parties.
10. **Discrimination:** Behavior or action that denies or limits a person's ability to benefit from or fully participate in educational programs or activities or employment opportunities because of a person's race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, status as a veteran or any other protected class as provided by law.
11. **Sexual Misconduct:** A range of behaviors including sexual harassment and sexual violence.
12. **Sexual Harassment:** For the purposes of this policy sexual harassment is any form of unlawful gender-based discrimination. Sexual harassment is defined as unwelcome gender-based verbal or physical conduct that is sufficiently severe, persistent or pervasive that it unreasonably interferes with, limits or deprives someone of the ability to participate or benefit from the college's educational program or activities or employment benefits or opportunities. Sexual harassment occurs under any of the following conditions:
- a. When submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, career advancement, academic standing and/or participation in College authorized activities;
 - b. When submission to or rejection of such conduct by an individual is used as a basis for employment decisions or academic decisions affecting any individual; or

- c. When such conduct has the purpose or effect of unreasonably interfering with any individual's work or creating an intimidating, hostile or offensive work or academic environment.

It is either "quid pro quo" when being asked to subject oneself to something unwelcome

in exchange for something else; or "hostile environment" which is when another's conduct is sufficiently severe, persistent or pervasive such that it limits one's ability to work or participate in an educational program, such as unwanted sexually motivated physical, verbal, or otherwise communicated conduct.

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

- a. Physical assault.
- b. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation.
- c. A pattern of behaviors that is unwelcome and severe or pervasive, resulting in unreasonable interference with the work or educational environment or creation of a hostile, intimidating or offensive work or educational environment, and may include but is not limited to the following:
 - i. Comments of a sexual nature.
 - ii. Sexually explicit statements, questions, jokes, or anecdotes.
 - iii. Unnecessary or undesirable touching, patting, hugging, kissing, or brushing against an individual's body.
 - iv. Remarks of a sexual nature about an individual's clothing, body, or speculations about previous sexual experiences.
 - v. Persistent, unwanted attempts to change a professional relationship to an amorous relationship.
 - vi. Subtle propositions for sexual activity or direct propositions of a sexual nature.
 - vii. Uninvited letters, e-mails, telephone calls, or other correspondence referring to or depicting sexual activities.

B. WHO MAY FILE A COMPLAINT?

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

C. CONFIDENTIALITY AND RIGHT TO PRIVACY

Yakima Valley College will seek to protect the privacy of all the parties involved to the full extent possible, consistent with the legal obligation to investigate, take appropriate remedial and/or disciplinary action, and comply with the federal and state law, as well as Yakima Valley College policies

and procedures. Yakima Valley College cannot guarantee complete confidentiality.

D. COMPLAINT PROCEDURE

1. Any student, employee or visitor who believes that he or she has been the subject of discrimination or sexual harassment, should report the incident or incidents to the director of human resource services, the administrator so designated by the college president, hereafter also referred to as the Title IX officer. If the complaint is against that official, the complainant should report the matter to the president's office for referral to an alternate designee. The college encourages the timely reporting of any incident(s) of discrimination or sexual harassment. Any person who believes he or she has been subjected to sexual harassment will be provided a copy of this policy and procedure.
2. All reports of incident(s) will be forwarded to the Title IX officer for coordination and a determination on how to process the complaint.
3. The complainant alleging discrimination or sexual harassment is encouraged to submit a brief written statement of allegations to the Title IX officer. If the complainant does not submit a written statement, the Title IX officer shall prepare a statement of facts which will be provided to the complainant with a request for comment and/or clarification. That statement, along with any subsequent clarifications by the complainant, will be forwarded to the respondent who may choose to submit a written response.
4. Based upon the nature of the complaint, the Title IX officer may attempt to mediate a resolution to the complaint. No mediation may be attempted if the claim includes a physical assault. If the nature of the complaint does not lend itself to mediation, or mediation fails to gain approval of all parties, the Title IX officer shall appoint a designee(s) to investigate the complaint. The Title IX officer shall inform the complainant and respondent(s) of the appointment.
5. The investigator shall conduct a thorough investigation. The investigation shall include, but is not limited to, interviewing the complainant, respondent relevant witness(s); and reviewing relevant documents. The investigation shall be concluded within a reasonable time, normally thirty days, barring exigent circumstances.
6. At the conclusion of the investigation, the investigator shall set forth his or her findings and recommendations in writing. The investigator shall send a copy of the findings and recommendations to the Title IX officer.
7. The Title IX officer shall consider the findings and recommendations of the investigator. The Title IX officer shall determine whether disciplinary action may be appropriate. If the Title IX officer so recommends, he or she will consult with the respondent's appointing authority regarding possible personnel action. These options may include voluntary training/counseling, development of a remediation plan, or formal discipline. The Title IX officer shall advise the complainant and respondent of the college's decision.

8. If the Title IX officer and respondent's appointing authority determine that disciplinary actions should be instituted against an employee, the applicable provisions of employee rights and responsibilities shall be followed. These provisions include but are not limited to, state and federal constitutional and statutory provisions, rules of the Washington office of financial management, collective bargaining agreement(s), and college policies. If the Title IX officer determines that disciplinary action should be instituted against a student, the applicable provisions of the college student code shall be followed. In cases where the respondent has multiple roles (i.e., is both a student and an employee), action shall be taken with respect to their primary role at the institution.

9. If the Title IX officer determines that disciplinary action is not appropriate and the complainant disagrees, the complainant may appeal, in writing, to the president. A copy of any such appeal will be provided to the opposing party, who will be given an opportunity to respond in writing before the president makes a final determination. Nothing herein shall prevent the president from requesting additional information from any of the parties.

E. NOTICE OF PROCEDURE

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

F. LIMITS TO AUTHORITY

Nothing in this procedure shall prevent the College President or designee from taking immediate disciplinary action in accordance with Yakima Valley College policies and procedures; the provisions of applicable collective bargaining agreements; and/or and federal, state, and municipal rules and regulations.

G. NON-RETALIATION, INTIMIDATION AND COERCION

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

H. OTHER COMPLAINT OPTIONS

An employee or student may always file a complaint with:
[Washington State Human Rights Commission](#) at (800) 233-3247 or
TDD (800) 300-7525, or
[U. S. Department of Education Office for Civil Rights](#) at (800) 421-3481 or
TDD (877) 521-2172, or
[U.S. Equal Employment Opportunity Commission](#) at (800) 669-4000 or
TDD (800) 669-6820.

Revision Log

Date	By	Notes
1/22/13	M. Rogstad, Director of Human Resources	Added "Discrimination" to the title and updated procedure to reflect requirements of Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, RCW 49.60.030 and their implementing regulations.

Procedure Contact: Director of Human Resource Services

4.32 SEXUAL HARRASSMENT

Updated by the Board of Trustees on 5/11/16, Motion No. 16-05-07

Supersedes Motion No. 06-02-02

Yakima Valley College recognizes its responsibility for investigation, resolution, implementation of corrective measures, and monitoring the educational environment and workplace to stop, remediate, and prevent discrimination on the basis of race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, honorably discharged veteran or military status, the presence of any sensory, mental, or physical disability, parental status or on the basis of families with children, the use of a trained dog guide or service animal by a person with a disability, genetic information, or any other prohibited basis or status as a veteran of war as required by Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1975, RCW 49.60.30 and their implementing regulations.

This policy also prohibits retaliation as a result of an individual filing a report of discrimination or harassment or participating in an investigation of a claim of discrimination or harassment.

Revision Log

Date	By	Notes

Policy Contact: Director of Human Resource Services

4.37 NONDISCRIMINATION STATEMENTS

Approved by the Board of Trustees on 5/11/16, Motion No. 16-05-10

Supersedes Motion No. 13-09-01, 11-09-05, 09-09-01 and 07-10-02

Board Policy

Yakima Valley College complies with all state and federal laws regarding non-discrimination. The Board of Trustees directs the College administration to periodically review, update and disseminate non-discrimination statements with comply with all state and federal laws.

Annual Notice

Yakima Valley College is an Equal Opportunity Employer and operates under an Affirmative Action Plan in accordance with applicable federal and state laws and regulations.

It is the policy of Yakima Valley College to provide a working and learning environment free from discrimination, harassment and retaliation. This policy prohibits conduct that discriminates against individuals based on their race, color, creed, religion, national origin, sex, sexual orientation and/or gender identity, age, marital status, the presence of any sensory, mental or physical disability, the use of a trained dog guide or service animal by a person with a disability, honorably discharged veteran or military status, genetic information, or any other prohibited basis.

This policy also prohibits retaliation as a result of an individual filing a report of discrimination or harassment or participating in an investigation of a claim of discrimination or harassment.

This policy applies to all programs and facilities, including, but not limited to, admissions, educational programs and employment. Yakima Valley College complies with all Washington State anti-discrimination laws (RCW 49.60) and the following federal laws relating to equal opportunity: Title VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act (ADA) of 1990.

Yakima Valley College is committed to providing access, equal opportunity and reasonable accommodation in its services, program, activities, education, and employment for individuals with disabilities. The College will take steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

Coordination of the compliance efforts of Yakima Valley College with respect to equal opportunity and disability accommodation regulations is under the direction of the Director of Human Resources, Yakima Valley College, 1015 South 16th Avenue, Yakima, Washington, 98902; telephone 509.574.4670.

Continuous Notice

Yakima Valley College does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All inquiries regarding compliance should be directed to the Director of Human Resource Services, YVC, South 16th Ave. & Nob Hill Blvd., Yakima, WA 98902; or call 509.574.4670.

Revision Log

Date	By	Notes
9/10/09	M. Rogstad	Added the phrase "or the right of a mother to breastfeed her child" at the end of the first paragraph.
10/11/07	M. Rogstad	Replaced Board Policy 4.28 Accommodation for Disabled Employees, Administrative Procedure 4.28 Accommodation for Disabled Employees Administrative Procedure 4.33 Equal Employment Opportunity/Affirmative Action.
9/8/11	M. Rogstad	Modified to include a prohibition against discrimination based on genetic information. Also added a prohibition against secondary discrimination based on retaliation.
12/5/13	M. Rogstad	The Board authorized the college to change the Policy to remain in compliance with applicable law.

Policy Contact: Director of Human Resource Services

5.7 CAMPUS NOTIFICATION OF REGISTERED SEX OFFENDERS

Approved by the Administrative Council on September 22, 2015

Purpose: To protect and enhance the safety and welfare of the students and staff of Yakima Valley College by providing timely and appropriate notification of the presence or enrollment of a registered sex offender. This notification shall be in accordance with applicable state law and shall be in such a manner that maintains safety without creating excessive anxiety among students or staff, and without causing undue disruption to the positive college environment enjoyed by students and staff. This procedure is not intended to direct faculty or staff to monitor conduct of a registered sex offender nor to report to any agency.

Authority: Pursuant to RCW 4.24.550, registered sex offenders who are students at any institution of higher education are required to register with the county sheriff within ten days of enrolling or by the first business day after arriving at the institution, whichever is earlier; offenders already enrolled must register immediately (RCW 9A.44.130). Pursuant to RCW 4.24.550 (1), Yakima Valley College is authorized to notify the college community when information is received that a registered sex offender is enrolled and/or is expected to be on or near the college campus, including off-site facilities.

The extent of public disclosure of relevant and necessary information about a registered sex offender shall be directly related to:

- a. The level of risk posed by the offender to the community;
- b. The locations where the offender resides, expects to reside or is regularly found;
- c. The needs of the affected community members for information to enhance their individual and collective safety.

Immunity: Yakima Valley College and its employees are immune from civil liability for damages for any discretionary risk level classification decisions or release of relevant and necessary information, unless it can be shown that the official, employee, or agency acted with gross negligence or in bad faith (RCW 4.24.550 (7)).

Procedures:

1. The Campus Security Office shall be the designated office to receive official notifications concerning registered sex offenders from the Yakima County Sheriff or other police agencies with appropriate jurisdiction. Upon notification from law enforcement that a registered offender has registered locally and resides close to campus and/or has indicated the intent to enroll at the college, the Campus Security Office will immediately notify the Dean of Student Services.
2. The Dean of Student Services will coordinate notification of the college community.

3. Upon learning that a registered sex offender resides close to campus and/or has enrolled or intends to enroll at the college, the Dean of Student Services will take the following steps:
 - a. Make a reasonable attempt to contact the appropriate police agency to obtain such additional information as may be useful to guide appropriate notification actions.
 - b. Consult with the president and/or designee to review available information and assess safety issues for enrolled students and the college childcare center and student residence center.
 - c. Determine appropriate and relevant information about the registered sex offender needed by the college community in order to enhance safety.
 - d. Make a reasonable attempt to meet with the registered sex offender to make him or her aware of the notification procedure and the intended actions of the college. Failure of the registered sex offender to meet with the college shall not preclude the college from providing notification pursuant to this procedure.
4. Notification actions will correspond with the offender classification level in the following manner:
 - a. Level I – Low Risk (to re-offend)
 - i. Campus Security
 - ii. President
 - iii. Vice Presidents
 - iv. Director of Human Resource Services
 - v. Director of Auxiliary Services (campus housing)
 - b. Level II – Medium Risk (to re-offend)
 - i. All Level I notifications
 - ii. Faculty and Staff in whose programs/courses the offender is enrolled
 - iii. Counseling Center
 - iv. Student Employment (Work Study)
 - v. Tutoring Center
 - vi. Math and Writing Centers
 - vii. Childcare Center
 - viii. Running Start
 - ix. Any other college program with a significant population of students under the age of 18
 - x. Any other program or office with whom the student has or is likely to have contact
 - xi. Library
 - c. Level III – High Risk (to re-offend)
 - i. All Level I and Level II notifications
 - ii. Posting all campus bulletin boards with photograph
 - iii. E-mail to all college faculty and staff
 - iv. Notification to all classes in which the offender is enrolled

Student Employment: The college may exercise its right not to employ the person, or to assign limited employment hours, job duties, work sites or other restrictions.

Campus Housing: The college may exercise its right not to deny permission to live in campus housing or in any other housing sponsored by YVC.

Admission: The college may deny admission to an applicant after reviewing circumstances and determining that the applicant’s presence would create a disruptive atmosphere within the college not consistent with the purposes of the institution, in accordance with RCW 28B.50.090(3)(b). Each applicant who is a registered sex offender will be evaluated on the basis of information provided by law enforcement agencies.

The college may:

- a. Deny admission;
- b. Expel an admitted student who failed to disclose relevant information and/or failed to abide by local, state or federal law;
- c. Set restrictions on:
 - Classroom attendance
 - Locations on or near campus where the individual may be allowed.
 - Participation in college-sponsored activities, including but not limited to field trips.
 - Access to the college’s student computing network

Revision Log

Date	By	Notes
10/20/15	Leslie Blackaby	Procedure updated to match current practices, added new language regarding campus housing, and restrictions.

Procedure Contact: Vice President for Instruction and Student Services

Active Shooter Training Documentation

2014	Department	Attendance
7/31/14	Maintenance/Human Resources	15
7/31/14	Custodial/Student Residence Center	21
8/27/14	Student Residence Center/Cent Receiving	6
9/9/14	Business Office	11
10/15/14	Grandview Campus (staff)	16
10/15/14	Grandview Campus (Students)	8
11/25/14	Registration	19
2015	Department	Attendance
4/7/15	Counseling	9
10/14/15	Technology Services	18
2016	Department	Attendance
3/4/16	Grandview Staff	27
3/16/16	Arts & Sciences Staff	8
8/16/16	ASYVC Student Officers	7
9/1/16	Custodial Staff	15