

**Policy Covering the Preparation and Disclosure of the Annual Security Report
and Associated Crime Statistics**

Policy Number: 3000

I. Policy Background/Purpose:

Walla Walla Community College is committed to the safety and security of all members of the college community. As part of that commitment, the Walla Walla Community College Campus Security and Environmental Health and Safety Department publishes the Annual Security Report no later than October 1st of each year. The Annual Security Report includes crime statistics that are required to be reported under the Clery Act. The crime statistics are broken down into specific geographical areas as outlined in the Clery Act.

II. Definitions:

Annual Security Report – Is a Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) required report containing safety and security related policy statements and crime statistics that must be distributed to all College students and employees annually. Additionally, all College students and employees must be notified of the location of the Annual Security Report.

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

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

Noncampus Geography – Clery Act specific term that encompasses two types of buildings and property. Noncampus geography applies to any building or property owned or controlled by officially recognized (or registered) student organizations, and any building or property located off campus but owned or controlled by your institution.

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

III. Authority:

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
(Clery Act)

Title IX

IV. Scope/Responsibilities:

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

V. Policy:

The Walla Walla Community College Campus Security and Environmental Health and Safety Department is the designated department responsible for the collection of all crime data and statistics including those that are contained in the Annual Security Report and that are reported annually to the US Department of Education.

1. Campus Security and Environmental Health and Safety maintains incident reports for all criminal activity that are reported directly to the Campus Security and Environmental Health and Safety Department. Each incident is added to a tracking system that is reviewed each year during the preparation of the Annual Security Report. All incidents that meet the geographical requirements under the Clery Act and that are designated as Clery Act crimes are included in the Annual Security Report.
2. Campus Security and Environmental Health and Safety coordinates with the college's Student Conduct Officer on a daily basis to facilitate the exchange of information related to criminal activity/student conduct violations.
3. Campus Security and Environmental Health and Safety coordinates with the college Title IX Coordinator on a daily basis to facilitate the exchange of information related to criminal activity/Title IX violations.
4. Campus Security and Environmental Health and Safety provides email notifications to all Campus Security Authorities (CSAs) during the first two weeks and during the last week of each quarter with details regarding the reporting responsibilities of a CSA. Campus Security and Environmental Health and Safety also maintains an online CSA reporting form that once submitted, goes directly to the Executive Director of Campus Security and Environmental Health and Safety.
5. Campus Security and Environmental Health and Safety maintains an online form that must be submitted following any overnight travel involving students and that is sponsored by the College. Campus Security and Environmental Health and Safety enters each report into a master-tracking log. In January of each year, Campus Security and

Environmental Health and Safety will evaluate each individual location listed on the previous year's log. Each location that is determined to meet the repeated or frequent use criteria outlined in the Clery Act will be flagged. A certified letter will be mailed to the law enforcement agency with jurisdiction over that address requesting relevant crime statistics as outlined in the Clery Act.

6. Campus Security and Environmental Health and Safety coordinates with each college department to develop and maintain a list of all locations utilized by the college that would meet the definition of a noncampus location under the Clery Act. A certified letter will be mailed to the law enforcement agency with jurisdiction over that address requesting relevant crime statistics as outlined in the Clery Act.
7. Campus Security and Environmental Health and Safety maintains an open line of communication with both the Walla Walla Police Department and the Clarkston, Washington Police Department who have primary law enforcement jurisdiction for their respective campuses. In addition, Campus Security and Environmental Health and Safety sends out a certified letter to each agency every January requesting crime data for all on campus and public property crimes for the previous year.

Campus Security and Environmental Health and Safety compiles crime data from each of the sources listed above in the preparation and submission of the Annual Security Report and for reporting to the US Department of Education. The Annual Security Report is published no later than October 1st of each year.

VI. Referenced Policies/Procedures: N/A

Policy Contact: Vice President of Administrative Services

Approved by: Dr. Derek Brandes, President

Date Originally Approved: 3/13/18

Last Reviewed/Revised on: _____