

# Annual Security Report & Annual Fire Safety Report

## Whitman College

### October 1, 2017

*The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act is a federal law that requires colleges and universities to disclose information about crime on and around their campuses.*

#### **Introduction Statement**

Whitman College is concerned about the safety and welfare of our campus members and guests and commits itself to promoting a safe and secure environment. Because no campus can totally isolate itself from crime, Whitman College has developed a series of policies and procedures designed to ensure that precautions are taken to protect the campus community.

#### **Disclosure of Crime Statistics**

The Vice President of Student Affairs/Dean of Students Office and Campus Security prepare this report in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. This report is prepared in cooperation with local law enforcement, Campus Security, Residence Life, Judicial Affairs, Sexual Violence Prevention & Education Coordinator, Business Office, and other college areas. Each entity provides updated information on their educational efforts and programs to comply with the Clery Act. The annual security report includes statistics for the three most recent calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Whitman College; and on public property within or immediately adjacent to and accessible from the campus. The statistics must be gathered from Campus Security, the Walla Walla Police Department, and other school officials who have "significant responsibility for student and campus activities" such as the Student Conduct Administrator. The report also includes institutional policies concerning campus security such as alcohol, drugs, sexual misconduct and other matters.

The annual security report must be published and distributed to current students and employees by October 1<sup>st</sup> of each year. An email will be sent to current students and employees prior to October 1<sup>st</sup> that announces the report's availability, a list and a brief description of the information contained in the report and the exact address (URL) of the Internet Web site at which the report is posted at <https://www.whitman.edu/security/annual-security-report>. A paper copy of the annual security report will be provided to any students or employees on request. Requests for a paper copy should be directed to Campus Security at 509-527-5777.

A notice containing a statement of the annual security report's availability, a description of its content and the opportunity to request a copy will also be provided to prospective students and prospective employees.

## **Reporting of Criminal Offenses**

Whitman College encourages students, employees and campus visitors to accurately and promptly report crimes to the Walla Walla Police Department and the Whitman College Campus Security Office. Please note that Campus Security is not a police department and filing a report with Security alone is not the same thing as making a report to the Walla Walla Police Department.

Emergency criminal offenses should be reported to the Walla Walla Police Department by dialing 911 and then contacting Campus Security at 509-527-5777 (only the last four digits are needed when dialing from an on-campus telephone). Non-emergency criminal offenses should be reported to Campus Security at 509-527-5777. Campus Security can aid in the reporting of non-emergency criminal offenses to the Walla Walla Police Department as needed or requested. Please report any suspicious activity or person inside buildings or around residence halls, loitering around campus or in parking lots to Campus Security. The campus has six (6) blue light phones at the following campus locations:

1. Phi Delta Theta, 715 Estrella—In Front Yard
2. Maxey Hall—S.E. Corner
3. Music Building—S.E. Corner
4. Prentiss Hall—Near Bridge in front of Prentiss Hall
5. North Hall—In yard in front of North Hall
6. Harper Joy- NW side next to sidewalk

These phones have a red 911 emergency button that dials the Walla Walla Police Department dispatch. If the red button is pushed and no one responds to the police dispatcher, the Walla Walla Police Department contacts Campus Security, who responds to the site. These phones also allow you to dial on-campus numbers, including Campus Security at 5777. Most residence halls also have a telephone located on the exterior of the hall next to the main front door or in the main vestibule. These phones dial both on-campus and off-campus numbers but require you to dial a 7 before dialing an off-campus number. However, in an emergency, you would simply dial 911 to reach the Walla Walla Police Department.

We also strongly encourage all students with mobile phones to place the Whitman Security telephone number (509-527-5777) and the Walla Walla Police Department non-emergency number (509-527-1960) in their lists of contacts.

## **Reporting Options**

You can also report crimes to the following areas. Reports made to these areas are evaluated for the purpose of making timely warnings to the community and inclusion in the annual statistics.

Campus Security	(509) 527-5777	Memorial 137
Vice President for Student Affairs/Dean of Students	(509) 527-5158	Memorial 325
Student Conduct Administrator	(509) 527-5158	Memorial 330
Title IX Administrator	(509) 527-5158	Memorial 330
Associate Dean: Campus Life	(509) 527-5297	Memorial 130

### **Campus Security Authorities**

Campus Security Authorities (CSAs) are campus security officers or other campus officials with significant responsibility for campus and student activities. All CSAs have responsibility under Clery to report information for timely warnings and crime statistics. At Whitman, CSAs fall into one of four categories which include:

1. Campus security officers.
2. Staff or students other than campus security officers, who have responsibility for campus security including individuals who monitor access into a campus facility, act as event security or escort students around campus after dark.
  - Intercultural Center Interns
  - Reid Campus Center Building Managers
  - Resident Assistants
  - Security Escorts
3. Individuals or offices specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
  - Vice President of Student Affairs/Dean of Students Office
  - Residence Life Office
  - Student Conduct Administrator
  - Title IX Administrator
4. An official of an institution who has significant responsibility for student and campus activities. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.
  - ASWC Club/Organization Advisers
  - Athletics Director
  - Coaches, Varsity & Club Sports
  - Debate Coaches
  - Greek Adviser
  - Intercultural Office Staff
  - Outdoor Program Staff
  - Student Activities Office Staff
  - Student Engagement Office Staff

## **Voluntary Confidential Reporting**

Faculty, staff and students at Whitman, as well as community members, may submit a confidential care report using our on-line reporting portal: Advocate. The Advocate public report (<https://whitman.edu>) allows a person to submit a confidential report in five areas

- issues of general care/concern (eating disorders, substance abuse, mental health issues, etc.);
- campus policy violations (inappropriate access, academic dishonesty, etc.);
- campus incident (bias incident, hate crime, theft, etc.)
- academic or campus life concern (issues with a faculty member, concerns about office or department, etc.);
- \*sexual misconduct (inappropriate contact, sexual assault, dating and domestic violence, stalking)

(\*Faculty, staff and some student leaders are responsible employees under Title IX. If they are reporting a sexual misconduct incident, they may not do so anonymously, unless they are reporting their own sexual misconduct incident.)

## **Crime Reports and Timely Warnings**

Security Officers are required to document their activities during their shifts. At the end of their shifts, Security Officers use these activities to write a security log, which is emailed to campus officials for review. Crimes which are either directly reported to Security Officers during their shifts or discovered by Security Officers during their shifts are entered into the Daily Crime Log, which is available at <http://whit.mn/dcl>.

When a crime is reported by a campus security authority to Security Officers or another of the campus reporting options, the Vice President of Student Affairs/Dean of Students or a designee from the Dean of Students Office, the Director of Security will determine if a timely warning should be issued. A timely warning is information about a serious situation or pattern of incidents which occur on the campus, on adjacent public property and on reportable non-campus property, issued to the campus community when in the judgment of the Vice President of Student Affairs/Dean of Students or a designee from the Dean of Students Office or the Director of Security; it constitutes an ongoing or continuing threat. This warning will be issued by the Vice President of Student Affairs/Dean of Students Office through the college email system to students and employees.

Depending on the particular circumstances of the situation, especially those that could pose an ongoing, continuing threat to the community and individuals, the Security Office may also distribute flyers to each residence hall through the Resident Directors, each administrative office, the Academic Division Offices, the Fraternities through the Greek Adviser, the athletic facilities and the Physical Plant. If deemed appropriate, flyers will be posted on the entrances to campus buildings. Anyone with information they think warrants a timely warning should report the circumstances to Security at 509-527-5777 or to any of the offices listed above as reporting options.

The College also requests that the Walla Walla Police Department provide the Director of Security with information regarding crimes on campus or adjacent to the campus for the purpose of issuing timely warnings.

Medical and mental health practitioners and ecclesiastical leaders excluded from reporting can contribute to anonymous, aggregate data collection.

### **Emergency Response and Evacuation Procedures**

Whitman College's Emergency Response and Evacuation Procedures coordinate College and community resources in order to protect life and property following an emergency on the Whitman College campus, provide for the physical and emotional well-being of community members, and return the College to normal functioning as soon as possible.

Knowing it is impossible to predict each and every incident which might constitute a community crisis, the severity and extent of the crisis will determine the level of response. Major disasters require a significant, immediate life-safety response, followed by on-going College-wide coordination. Other incidents would require a coordinated response with a less extensive life-safety component.

#### *Determination of an Emergency*

The Emergency Response Plan is under the executive direction of the College President who will determine whether the plan is to be activated and oversee implementation of the plan. In the absence of the President, the Chief Financial Officer will assume the role, followed in order by the Provost/Dean of Faculty, the Vice President of Student Affairs/Dean of Students, the Vice President for Enrollment and Communications and the Chief Information Officer.

When appropriate, the President or designee will make an official declaration of emergency, including the nature of the emergency, names of individuals in designated roles, and other changes in decision making structure, authority and process.

Emergencies will be categorized into three levels:

Level 1 Emergencies - can be handled through normal operating channels. These might include minor chemical spills, most deaths/suicides, low-level acts of violence, sewer stoppages, power outages, weather-related situations and false alarms.

Level 2 Emergencies - require a coordinated response beyond that of normal operating channels, but do not include significant damage to College facilities. These situations are likely to traumatize a significant number of community members, for example some deaths, violence or civil unrest, and major power outages. Level 2 emergencies may require initiation of the Emergency Management Plan to ensure coordinated communication and decision making.

Level 3 Emergencies - require a coordinated response beyond that of normal operating channels and include significant damage to College facilities. These situations may include

emergencies such as floods, earthquakes, major chemical incidents, major fires and major acts of violence. Level 3 emergencies always require initiation of the Emergency Plan.

#### *Notification and Dissemination of Information*

Any member of the Whitman College community should feel empowered to initiate an emergency response by calling 911. Once an emergency has been declared, the College will work to keep the campus community informed with as little delay as possible. To this end the College has purchased mass notification systems called 'Blackboard Connect' and 'Informacast'. These systems allow us to send messages using phones, text devices and email. In addition the College has installed Voice-over IP phones in classrooms and offices. The phone system includes a feature that allows the phone to act as a public address system and send out a recorded message that is broadcast over each phone. The College will also post information as it is available on the Whitman College web page under the "Headline News" banner. The content of any notifications will be the responsibility of the Public Information Officer or her designee in conjunction with the College President or his designee.

In the event of an emergency or dangerous situation that poses an immediate threat to the safety of the campus community, community members will be given instructions using one of the mass communication systems or by the utilization of a "runner" who has been instructed to deliver emergency information door-to-door. The instructions will most likely be to either evacuate the building and gather in a designated location or to "Shelter in Place," locking/barricading doors and windows if necessary.

Information will be disseminated as quickly as possible without delay taking into consideration the safety of the campus community. The content of the notification may be limited based on the professional judgment of responsible authorities such as law enforcement agencies. If information is limited it will be as an effort not to compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

#### *Testing Emergency Response Systems and Plans*

All mass notification systems will be tested at least once each semester. The test will include the statement "this is a test". Whitman College Technology Services will make available, on request, documentation of the test.

Evacuation drills will be conducted at least four times per year in all campus buildings. Drills in residence halls will be unannounced. Drills in academic or administrative buildings will be announced by providing the date of the drill. This notification is given in an effort to minimize disruption of classes.

The Emergency Response Plan will be reviewed after each emergency and at least once per year. The Whitman College Safety Department will conduct an emergency exercise, in the form of a 'table top,' functional or full-scale exercise annually. A report of the exercise may be requested from the Safety Department.

## Missing Student Notification

Whitman College has established a policy and procedure for missing student notification. One of the following individuals or offices should be contacted if a student living in on-campus housing has been missing for at least 24 hours. Note that the following steps may also be taken, if circumstances warrant, for a student who has been missing for less than 24 hours.

- Resident Assistant, Residence hall in which missing student resides, contact information varies
- Resident Director, Residence hall in which missing student resides, contact information varies
- Security Office, Memorial Hall 137, [509-527-5777](tel:509-527-5777)
- Associate Dean-Campus Life, Memorial Hall 130, [509-527-5297](tel:509-527-5297)
- Vice President of Student Affairs/Dean of Students, Memorial Hall 325, [509-527-5158](tel:509-527-5158)

Every residence hall student has the option to register a contact person to be notified by college officials if that student is determined to be missing. The list of contact persons will remain confidential and accessible only by the Vice President of Student Affairs/Dean of Students, Associate Dean for Campus Life, Director of Security, and law enforcement officers in accordance with a missing person investigation. Local law enforcement will be notified of all students determined to be missing, whether they have registered a contact person or not. The parent or guardian of a student under 18 years of age and not emancipated will be notified should that student be determined to be missing.

When a student is thought to be missing, communication between appropriate campus officials is vital. If the student's resident assistant or resident director is notified, she or he will immediately contact a security officer, the Vice President of Student Affairs/Dean of Students, or the Associate Dean for Campus Life. Once one of these individuals is contacted, the other two will be notified to ensure communication of all pertinent information. Upon notification of a missing student, the residence life staff (RA's and RD's) will be contacted to determine if the student's whereabouts are known. The Vice President of Student Affairs/Dean of Students may also seek to determine the student's whereabouts. If these steps do not locate the student, the Vice President of Student Affairs/Dean of Students may contact the student's confidential contact person (if one is listed) or the student's parent/guardian. If they are non-emancipated and under 18 years of age the parent/guardian will be called. The call will be to inform him or her of the student's status and inquire about his/her whereabouts in the event that the contact person knows the location of the student. If the student is still missing after this notification, the Vice President of Student Affairs/Dean of Students may notify campus staff and faculty of the missing student through the campus email system and inquire if any employees of Whitman know where the student may be. If these steps do not locate the student, the Director of Security, with the authorization from the Vice President of Student Affairs/Dean of Students, will convene a formal investigation to try to locate the student. This investigation may include interviewing residents, peers, and other Whitman community members who may have information regarding the location of the missing student. Upon direction by the Vice President of Student Affairs/Dean of Students, the Director of Security may also notify local law enforcement of the missing student in accordance with the investigation.

If circumstance warrant, these steps may be followed if a student has been missing for less than 24 hours.

### **Security and Access Regarding Campus Facilities**

During business hours, most College facilities are open to students, parents, employees, contractors, guests and invitees. During non-business hours access to College facilities is by an authorized key, a valid ID card or admittance via a Security Officer, upon proper authorization. Some College facilities are locked 24 hours a day, seven days a week and require a valid ID card to gain entrance. Examples include Baker Ferguson Fitness Center and all residence halls. Other College facilities are locked unless a college event is being hosted in the facility. Examples include Cordiner Hall and Bratton Tennis Center. Other College facilities have individual hours, which may vary at different times of the year. Examples include the Baker Center, Penrose Library, Reid Campus Center and Sherwood Center.

Exterior residence hall doors are locked 24 hours a day and accessible only by a valid ID card, key code combination or a key. Over extended college breaks, the exterior doors of residence halls are secured, and equipped with a separate lock from the regular key issued to resident students. Doors with swipe access have swipe access changed, in addition to the key change.

The exterior doors of the student interest houses are locked 24 hours a day and accessible only by a valid key. During summer breaks, interest house exterior door keys are collected from residents and the houses remain locked during this period. Over winter break, students keep their keys but they are told they are considered trespassers if they enter during the breaks without approval. Security checks to make sure the houses are secure during breaks.

Students and employees living in college-owned houses are responsible for determining when to lock and unlock their exterior doors and for securing the facility during extended breaks. The fraternity houses are also responsible for determining when to lock and unlock their exterior doors and for securing the facilities during extended breaks.

Emergencies may necessitate changes or alterations to any posted schedules. Campus Security Officers patrol the campus throughout the day and night, and report any areas or items that are a safety or security concern in their security logs. The Security Officers look for safety/security issues such as lighting, alarms, landscaping, locks and construction during their rounds. The security logs are received by numerous offices including the Dean of Student's Office, the Treasurer's Office and the Physical Plant, who respond to reported safety/security issues.

### **Campus Enforcement Authority**

Whitman College Security Officers have the authority to enforce the policies of Whitman College. This includes having the authority to ask people for identification and to determine whether individuals have lawful business at Whitman College. It also includes asking unauthorized person to leave campus events and/or property. They also have the authority to contact local law enforcement authorities in seeking compliance with local, state and federal laws. Security Officers do not possess arrest power. Criminal incidents are referred to the Walla Walla Police Department who have jurisdiction on the campus.

The Security Officers maintain a working relationship with the Walla Walla Police Department. At this time, the Security Officers have little on-going contact with the Washington State Police, the Sheriff's Department or the State Liquor and Cannabis Board.. If needed or requested, Whitman College Security Officer would work with these agencies. Crime victims and witnesses are strongly encouraged to immediately report crime to the Security Office and the Walla Walla Police Department. Prompt and accurate reporting will assure timely warning notices on-campus.

### **Professional and Pastoral Counseling Reporting**

Professional and pastoral counselors employed by Whitman College have a professional obligation of confidentiality regarding information disclosed during a counseling session. Whitman College does not have a written policy which requires psychological and pastoral counselors to inform their clients of the procedures to report crime to Security Officers and/or local law enforcement. Medical and mental health practitioners and ecclesiastical leaders excluded from reporting can contribute to anonymous, aggregate data collection.

### **Criminal Activity at Off-Campus Locations**

When a Whitman student is involved in an off-campus offense, local law enforcement will respond to the incident. In addition, Whitman College fraternities, which are recognized off-campus student organizations, are also under the jurisdiction of the Walla Walla Police Department. (Whitman sororities occupy a section of Prentiss Residence Hall so they are considered on-campus student organizations). Security Officers may assist in responding to and investigating an incident at a fraternity when requested to do so by local law enforcement. College officials meet regularly with Walla Walla Police Department representatives to discuss issues relating to off-campus incidents. In addition, crime statistics from the Walla Walla Police Department are included in Whitman's annual security report.

### **Security Awareness/Crime Prevention Programs**

During the new student orientation programs in August and January, new students attend a campus safety program hosted by college staff from the Security Office and the Environmental Health and Safety Office, as well as staff from the WWFD and the WWPD. The Residence Life staff also informs students on ways to maintain personal safety and residence hall security. Two additional new student orientation programs focus on sexual violence prevention including one on bystander education/action (Green Dot) that covers issues of stalking, partner violence and sexual assault and ways to safely intervene in unsafe situations as well as a program on consent that reviews the definition of the sexual misconduct policy, the issue of consent and gives examples of how Whitman students ask each other for consent in intimate situations. New faculty and staff attend a session on Title IX and the Campus SaVE Act, which focuses on issues of stalking, partner violence and sexual assault.

Crime prevention programs on personal safety and theft prevention are conducted on campus in various formats throughout the year. Campus Security personnel facilitate programs for students, employees and others associated with the College. Programs for residence hall staff

are provided each semester, providing a variety of educational strategies and tips on how to protect against assault, theft and other crimes.

The campus also has an escort service for students and employees which provides escort to and from campus facilities and up to two blocks off the campus from 7 p.m-1 a.m. seven days a week during the academic year. Security officers can also provide escorts, when student escorts are not in service. *Tip:* To enhance personal safety in the evenings, walk with friends or call Security at 509-527-5777 for a Security escort.

When time is of the essence, information is distributed to the campus community through timely warning memos sent over the college's electronic mail system by the Vice President of Student Affairs/Dean of Students Office.

## **Campus Policies**

### *Alcohol*

Alcohol use continues to be an issue of concern on college campuses all across the country. Its abuse by Whitman students is strongly discouraged because such behavior is counterproductive to the goals and mission of the College. Whether or not students choose to drink alcoholic beverages is their personal decision; however, individuals are held personally accountable for their actions at all times. The primary objectives of the College's policy and procedures on alcoholic beverages are (a) to promote responsible behavior and attitudes among all members of the College community, (b) to educate students concerning the use and effects of alcoholic beverages in order to promote responsible decision-making, and (c) to help individual students experiencing difficulties associated with the use of alcohol.

### *Regulations Concerning Alcohol*

1. There shall be no drinking of alcoholic beverages and no open containers of alcoholic beverages in public places on the College campus or public areas in campus buildings.
2. Exceptions may be made on an event-by-event basis under the following conditions:
  - a. The use of alcoholic beverages will be in full compliance with the Washington State Law.
  - b. The event is sponsored by a college-affiliated organization or an organization that has reserved the facility according to college procedures.
  - c. A college faculty or staff member assumes responsibility for the event and agrees to be present for its duration.
  - d. The department, division, office, or administrator responsible for the facility being requested agrees to the terms of the use of alcoholic beverages and the facility.
3. No ASWC fees or residence hall fees may be used for the purchase of alcoholic beverages.
4. Students and student groups must avoid the direct or indirect sale of alcoholic beverages.

- a. Students will be held directly responsible for the destruction of personal or public property, the violation of the safety or rights of other persons, or the violation of any other campus regulations, which may occur while they are under the influence of alcohol. Excessive consumption and/or purchasing large quantities of alcoholic beverages are considered a violation of the alcohol policy.
5. All students should be familiar with the Washington State Law that governs the use and purchase of alcohol (see below). Further, students who are of legal age should pay careful attention to laws regarding the supplying of alcohol to those under the age of 21.

#### *Washington State Law*

Students should know that the Alcoholic Beverage Laws of the State of Washington and the City of Walla Walla specify the following:

*It is unlawful for any person to sell, give, or otherwise supply liquor to any person under the age of 21 years or permit any person under that age to consume liquor on his or her premises or on any premises under his or her control. It is unlawful for any person under the age of 21 years to possess, consume, or otherwise acquire any liquor except that given to them by their parents or guardian, used in connection with religious services, or administered by their physician or dentist for medicinal purposes. The supply of alcohol to, or the use of alcohol by, any person under the age of 21 years is a gross misdemeanor punishable by a fine of up to \$5,000 or imprisonment. A person under the age of 21 years acting in good faith who seeks medical assistance for him or herself or someone else experiencing alcohol poisoning, shall not be charged or prosecuted if the evidence for the charge was obtained as a result of the person seeking medical assistance.*

#### *Drugs and Other Dangerous Substances*

The possession, use, or distribution of illegal drugs or other controlled substances is a violation of the law. The College has chosen to take a strong stand against the use of controlled substances because of the significant risks that students assume when deciding to use them. Many of these substances are physically or psychologically addicting; the composition of “street” drugs can never be determined by the user and is often dangerous; strictly enforced laws and policies can lead to serious consequences for even the experimenter or occasional user. For example, jail sentences may be imposed, fines may be levied, and one’s status with the College, as well as future employment opportunities, may be jeopardized. The negative personal consequences that can happen to a student far outweigh any brief exhilaration or escape. The College strongly believes that any use of controlled substances is antithetical to the growth and development of students and contrary to the mission of Whitman College.

The College recognizes that substance use and abuse can cause serious problems for students and will intervene when appropriate. Current information and personal assistance is available from the Health Center. Personal counseling and referral to community resources are available in the Counseling Center and the Health Center, 11 Merriam Street, (509) 527-5281.

#### *Regulations Concerning Drugs*

It is a violation of college policy to use, possess, sell, or distribute any illegal drug or controlled substance including marijuana. Any student choosing to violate this policy, or the laws of the

State of Washington, should be prepared to accept the consequences of their decision. The College reserves the right to pursue legal and/or its own judicial action should students violate the law or this policy. Whitman College may apply disciplinary procedures to students who abuse drugs or substances that are not illegal but may cause harm. Some drugs and substances, although not illegal, may also cause harm and are dangerous to use. The College may apply disciplinary procedures to students who abuse these substances.

Marijuana, while legal in small amounts for those 21 and over in the State of Washington (in private spaces), will not be allowed, in any form, on campus.

### **Drug and Alcohol Prevention Programs**

Whitman College continues to develop a program to prevent the illicit use of drugs and the abuse of alcohol for students. Our current program provides services related to drug use and abuse including the dissemination of informational materials, such as the student handbook, educational programs, counseling services, referrals and college disciplinary efforts. Employees have two options for dealing with the illegal use of drugs and/or the abuse of alcohol. The College contracts with Cigna to provide an employee assistance program. As part of this employee assistance program, Cigna offers College employee's anonymous, confidential alcohol abuse and/or drug abuse counseling and resource referrals. Also, employees who are enrolled in the College's medical plan are provided with a chemical dependency treatment benefit (including both alcohol and drugs).

The Associate Dean of Student: Student Programs provides the overall coordination of the drug and alcohol prevention program. However, many services are the responsibility of other areas of the institution. These include:

- Counseling Services
- Vice President of Student Affairs/Dean of Students
- Health Services
- Institutional Research
- Judicial Affairs
- Residence Life and Housing
- Security Office

To review Whitman College's Annual Drug-Free Schools and Communities Act information, please go to

<https://www.whitman.edu/dean-of-students/drug-free-schools-and-community-act>

### **Sexual Offense Response Procedures**

If you feel you have experienced an incident of sexual misconduct, you are urged to take the following actions:

1. Seek emotional support:

- Counseling Center -509-527-5195

- Hailey Powers (SAVA) -- (509) 526-3032 and [sava@ywcaww.org](mailto:sava@ywcaww.org).
- YWCA—509-529-9922 (24 hour/7 days a week)

2. Seek medical attention as soon as possible.

- Health Center—509-527-5185
- Planned Parenthood—509-529-3570
- St. Mary Medical Center—509-525-33203. Report the incident
- Title IX Administrator—509-527-5158
- Campus Security—509-527-5777
- Walla Walla Police (emergency)—911

4. Investigate judicial/legal options

- Vice President of Student Affairs/Dean of Students—509-527-5158
- Title IX Administrator—509-527-5158
- Walla Walla Police (non-emergency)—509-527-1960

Whitman College provides students and employees with support, counseling, medical referrals, assistance with safety planning (including adjustment to class and work schedules and safe housing), and information concerning their rights.

Students can also seek confidential support through:

1. The Counseling Center ((509) 527-5195) or Health Center ((509) 527-5281).
2. The YWCA's on campus Sexual Assault Victims Advocate (Hunter 406, (509) 526-3032, [sava@ywcaww.org](mailto:sava@ywcaww.org)).
3. Additional confidential spaces are accessible off campus at the YWCA (213 First Street, (509) 525-2570, (509) 529-9922 (24-hour hotline number)).

Students can access resources and support through the Dean of Students Office (Memorial 325); employees can access resources and support through the Human Resources Office (Memorial 105). Providence/St. Mary Medical Center offers a forensic exam that will collect evidence of a sexual assault. This exam should be completed within 72 hours of the incident, but preferably as soon as possible. In order to preserve evidence, it is important not to bathe or shower prior to seeking medical attention. It is also critical that any articles that could be used as evidence, such as clothing, sheets, couch cushions, etc, be placed in separate bags and given to the Walla Walla Police Department.

If you report an incident of sexual assault to the College, the Title IX Administrator will meet with you to discuss your options. If you wish to report the incident to the Walla Walla Police Department, someone from the College will assist you in making this report, if requested. You can either be accompanied to the police station to make a statement or it can be arranged for an officer to take your statement at an on-campus location of your choice.

A domestic violence officer from the Walla Walla Police Department is available to talk to you if you are not sure you want to make a report to the police department. This person is available

from 8:00-5:00 Monday-Friday at (509) 524-4400 or (509) 527-4434. If you do choose to make a report to the Walla Walla Police Department, an officer will talk to you and explain your rights as a victim and your right to have an advocate assigned to you. The advocate may be a person of your own choosing or an advocate from the YWCA. The officer will inform you that the local Walla Walla paper, Union-Bulletin, does not publish the names of sexual assault victims as well as the protocol for a police investigation.

Finally, the College will change a victim's academic and/or living situation after an alleged sex offense, if those changes are requested by the victim and are reasonably available.

## **Grievance Policy**

### *Introduction*

Whitman College strives to provide a safe environment in which students can pursue their education free from the detrimental effects of sexual misconduct, which includes sexual harassment and sexual assault. Therefore, the College seeks to educate students, faculty and staff about these issues and to provide a means of recourse for those students who believe they have experienced such behavior. The College reserves the right to respond with whatever measures it deems appropriate to prevent sexual misconduct and preserve the safety and well-being of its students.

### *Purpose*

- To define sexual misconduct involving students, which includes sexual harassment, domestic violence, intimate partner violence, stalking, other forms of non-consensual sexual behavior, and sexual assault
- To identify resources and support for students reporting an incident of sexual misconduct
- To establish procedures for filing complaints of sexual misconduct
- To affirm the College's commitment to preventing sexual misconduct
- To respond appropriately when incidents do occur.

### *Prohibited Behavior Defined*

The College prohibits sex- or gender-based harassment, discrimination or violence. This includes unwelcome verbal or physical conduct of a sexual nature that is sufficiently severe, persistent, or pervasive and objectively offensive such that it unreasonably interferes with, limits, or deprives someone of the ability to participate in or benefit from the College's educational programs or employment opportunities. Sexual harassment is a broad term encompassing any unwelcome behavior of a sexual nature that is committed without consent or by force, intimidation, coercion or manipulation. Sexual harassment can occur between persons of the same or different genders. The unwelcome behavior may be based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation. A single instance of sexual assault may be sufficient to constitute a hostile environment. Further examples include:

- Unwelcome sexual advances or propositions that interfere with one's education or employment opportunities

- Unwelcome statements, jokes, gestures, pictures, intentional nonconsensual touching of an intimate body area, gender-based bullying, stereotyping, or other conduct that demeans, harasses, or intimidates
- Using electronic devices or technology (e.g., cell phone, camera, email, Internet sites, or social networks) to record or transmit nudity or sexual acts without a person's knowledge and/or permission
- Coercion or an attempt to coerce an unwilling person into a sexual relationship
- Repeatedly subjecting a person to unwelcome sexual attention
- Conditioning a benefit on submitting to sexual advances (quid pro quo). Examples include:
  - Seeking sexual favors or relationships in return for the promise of a favorable grade or other academic opportunity
  - Basing an employment-related action (hiring, salary increase, performance appraisal rating, promotion, etc.) on a sexual favor or relationship
  - Punishing a refusal to comply with sexual advances
- Sexual violence, committing violence within a relationship (domestic/ dating/intimate partner violence)
- Repetitive and/or menacing pursuit, following, harassment either in person or with electronic devices (stalking)
- Intentionally observing nudity or sexual acts of another person without the person's knowledge or permission (voyeurism)
- Unwelcome touching of the genitals, buttocks, or breasts that is intentional or other unwelcome touching or groping
- Forcing/coercing someone to touch you or someone else in a sexual manner
- Threatening to sexually harm someone
- Initiating sexual activity with a person who is incapacitated and unable to provide consent due to alcohol and/or drug consumption or other condition
- Inducing incapacitation for the purpose of sexual exploitation
- Ignoring a sexual limit that has been communicated
- Coercing or intimidating or attempting to coerce or intimidate someone into sexual behavior
- Sexual assault, including non-consensual penetration of, or forcing someone to penetrate, an orifice (anal, vaginal, oral) with the penis, finger, tongue, or objects

### *Consent*

The College defines consent as a knowingly, freely, and affirmatively communicated willingness to participate in sexual activity, expressed by clear, unambiguous words or actions. It is the responsibility of the initiator of the sexual activity to ensure that the participants consent to engage in sexual activity. Consent must be present throughout the sexual activity by all parties involved. At any time during sexual activity, a participant may communicate that they no longer consent to continued activity. The initiator of sexual activity may not obtain consent through the use of force, threats, coercion, or intimidation.

Sexual activity with someone who is known to be, or based on the circumstances should reasonably be known to be, mentally or physically incapacitated or unconscious through the use

of alcohol or other drugs constitutes a violation of this policy, because that individual lacks the capacity to consent. The party seeking to initiate sexual activity must know or reasonably should know of the other party's inability to consent or will be determined responsible for failure to effectively obtain consent.

One cannot assume consent because of the existence of a previous dating or sexual relationship. The use of alcohol or drugs does not diminish one's responsibility to obtain consent for sexual activity.

### *Filing a Complaint*

Students who have a complaint or who would like information about filing a complaint should contact the Title IX Administrator (Memorial 330, titleix@whitman.edu, (509) 524-2049). Prompt reporting of a complaint is strongly encouraged, as it allows rapid response to and resolution of prohibited or objectionable behavior. The passage of significant time between an incident and an investigation can result in memory lapses, the departure of key witnesses or other time-sensitive factors that can impair the investigation.

The Title IX Administrator will coordinate the College's response to reports of sex- or gender-based harassment, discrimination or violence. This includes:

- Assisting students or employees who choose to report an incident of sexual misconduct to the Walla Walla Police Department or other law enforcement agencies
- Making information regarding this policy and related services available to students and employees in print and via the website
- Assisting claimants and responding parties in understanding their rights
- Assistance in obtaining an adviser
- Recommending necessary remedial short-term actions to provide appropriate support and safety. This would include facilitating requests for safe housing, negotiating academic accommodations, and providing referrals to on- and off-campus resources
- Recommending interim actions such as interim suspension or other measures to protect the safety of the claimant and/or the campus community
- Investigating reports of alleged sexual misconduct between students, between students and employees, and between employees
- Issuing no-contact and no-trespass directives [Note: such directives may remain in place even if an investigation ends in a finding of not responsible.]
- Overseeing the investigation and adjudication processes and if necessary, the appeal procedures

Persons involved in an incidents of sex- or gender-based harassment, discrimination or violence have the following rights:

1. Individuals have a right to file a complaint with the police or other agencies; the College will provide assistance reporting to law enforcement officials or other appropriate resources if they wish to take legal action off campus.
2. Campus and legal proceedings may occur simultaneously.

3. Persons involved in a grievance process have the right to a prompt investigation and resolution of the complaint.
4. The claimant and responding party have the right to have an adviser who will help them as they go through the investigation and adjudication process and prepare for the hearing if necessary.
5. Individuals have a right to a safe environment – the College will take whatever measures it deems reasonable and feasible to protect the safety of the campus community.
6. Persons involved in a grievance process will be treated with dignity, respect, and fairness.
7. Persons involved in a grievance process have a right to fair and impartial investigation and adjudication procedures, including academic due process.
8. The College will treat all complaints seriously and will impartially investigate allegations of misconduct or policy violation.
9. Employees and students involved in a complaint will have full access to campus services designed to assist in such cases, including, but not limited to the Dean of Students Office, Human Resources, the Victim’s Advocate (for instances of sex- or gender-based harassment, discrimination, or violence), the Provost and Dean of the Faculty Office. Students also have access to the Counseling Center and Health Center.
10. The College respects the privacy of claimants and responding party. Information gathered in an investigation will not be disclosed to others who do not have a legitimate need to know.
11. Individuals may consult an attorney; however, the College’s investigations, hearings, and appeal processes are not intended to parallel courtroom proceedings.
12. The College will not tolerate any form of harassment, retaliation, and/ or intimidation of the claimant or the responding party, or of those supporting either party. Any retaliatory action taken against a claimant or responding party or against their friends, acquaintances, or other persons cooperating in a college investigation is a violation of college policy.

Students or Employees who believe their complaint of harassment or discrimination has not been adequately addressed through the College’s grievance process may submit a grievance to either the Washington State Department of Labor and Industries, the Equal Employment Opportunity Commission, or the Office for Civil Rights.

#### *Role of Adviser*

The claimant and responding party have the right to have an adviser who will support them as they go through the investigation and adjudication process and prepare for the hearing if necessary.

- Claimant and responding party may select an adviser of their own choosing.
  - Advisers provide support and guidance during the process. The Investigative Administrator will recommend faculty or staff members who are trained and qualified to advise the parties involved based on their knowledge of the process. Due to potential conflict of interests, the Whitman College Counseling and Health Center staff are not eligible to serve as advisers.

- Parties may choose to have no adviser, or they may choose an adviser other than one that is recommended by the Investigative Administrator.
- The adviser's role is to provide support and to give advice based on their knowledge of the College process.
- Advisers must not have a conflict of interest with either party or with the investigation itself. The appropriate senior staff member will determine whether a conflict exists.
- An adviser may resign their role as adviser at any point without penalty to either the adviser or the party they advise.
- Advisers may not interrupt or interfere with the investigation or adjudication process.
  - Advisers cannot actively participate, ask questions, or cross-examine during a hearing, but they may communicate with their party during a hearing so long as the consultation does not disrupt the proceedings.
- Parties may elect to have their legal counsel serve as their adviser
- but the legal counsel's role is limited to that of an adviser only. Legal counsel serving as an adviser may not actively represent the party in hearing and appeal proceedings.
- Advisers may not contact any voting members of the Investigative Review Committee or Sanctioning Board, (except the Chair, as described below), the other party, witnesses, or the adviser for the other party regarding the case.
- Advisers may contact the Investigative Administrator for clarification on procedural matters.<sup>8</sup>
- Advisers may contact the Chair of the Investigative Review Committee or Sanctioning Board in order to receive clarification on procedural matters.
- Before committing to advising, potential advisers may request access to all available evidence and reports to which their party has access.
- Once they have agreed to serve as an adviser, they will continue to have access to new evidence and reports at the discretion of the party they are advising.
- An adviser may request a break during any hearing or interviews.
- Advisers will be bound by confidentiality and should not disclose any information about the case or proceedings to anyone who was not involved in the case.
- Advisers should address any concerns about procedural errors to the Investigative Administrator or their direct supervisor.

### *Investigative Procedure*

Whitman College respects the human dignity of all members of our community. The College believes in and provides a fundamentally fair process when responding to a civil rights allegation by engaging in an investigative model that is prompt, equitable, thorough, reliable, and impartial. A fair process for both the claimant and the responding party is created by ensuring that both parties are:

1. Given comprehensive notice of the allegations,
2. Provided an opportunity to present and respond to all evidence and witnesses throughout the investigative process, and
3. Provided notice of the outcome of the investigation and any subsequent sanctions and/or remedies.

For all grievances the Investigative Administrator, in consultation with the investigator or team of investigators, will:

1. Consult with the claimant to determine what interim actions are warranted.
2. Identify potential policy violations, key issues, and the scope of investigation in order to develop the investigation strategy and outline a proposed timeline.

Either party may choose not to participate in the investigation; however, the investigation will proceed as necessary and the finding will be based on all the available evidence. The non-participating party will retain all rights in the process, but no appeals may then be based upon the failure of the non-participating party to provide information to the investigation, which was available at the time of the investigation.

Once the investigators have interviewed the claimant, the responding party, and any witnesses and have evaluated and weighed the available evidence, they will review their investigation with the Investigative Administrator who will determine if the investigation material represents a thorough, reliable, and impartial investigation. The Investigative Administrator will then provide the approval for the investigators to write an investigative report based on the factual evidence gathered and analyze the evidence to determine, by the preponderance of evidence (“more likely than not”) standard, that the responding party is either responsible or not responsible for the alleged policy violation(s). The investigative administration will also include documentation of when evidence and interviews were shared with either the claimant and/or the respondent. If the responding party is found responsible, the investigation report will also include a recommended range of sanctions that will stop the behavior, prevent its recurrence, and remedy the situation for the claimant and the community.

#### *Post-Investigation Procedures*

1. The Investigative Administrator will review the investigative report along with all information from the investigative file including, but not limited to, witness statements, communications, documents, and other evidence to verify that the investigation was thorough, reliable, fair, and impartial.
2. If the Investigative Administrator believes additional investigative measures are needed, they will send the investigative file back to the investigator(s) for further work.
3. If the Investigative Administrator determines that the investigation was conducted in a 1) thorough, reliable, and impartial manner, and 2) consistent with the College’s policies and procedures, they will send the investigative file along to the Investigative Review Committee (IRC).
4. The Investigative Review Committee will review an unredacted version of the investigative report, including the documentation of when evidence and witness statements were shared with the respondent and/or the claimant. They will also receive the recommended range of sanctions and all information from the investigative file including, but not limited to, witness statements, communications, documents, and other evidence to verify that the investigation was 1) thorough, reliable, and impartial manner, and 2) consistent with the College’s policies and procedures.

5. If the respondent has filed counter charges against the claimant, the IRC should review both investigative reports simultaneously. If the Investigative Review Committee believes additional investigative measures are needed, they will send the investigative file back to the investigator(s) for further work.
6. If the Investigative Review Committee upholds the Investigative Administrator's determination that the investigation was 1) conducted in a thorough, reliable, and impartial manner and 2) consistent with the College's policies and procedures, then appointments will be set with both the claimant and responding party to share the findings and recommended range of sanctions.
7. The appropriate senior staff member, the Investigative Administrator, and the investigator(s) will meet with each party separately to share the findings of the investigation.
8. The investigator(s) will walk each party through their investigation in detail including what they learned from each party, from the witnesses, and from the evidence provided, and will outline the process they used to weigh all the materials (statements, evidence, etc), their analysis, and their final finding and recommended range of sanctions.
9. If the responding party is found not responsible, the case is closed; either party may appeal this decision.
10. If the responding party is found responsible, the case is moved along for sanctioning.
11. If the recommended range of sanctions does not include separation from the College (expulsion, suspension, termination, or dismissal), the procedures outlined in the College's Grievance Policy (section 4.8a) will be followed ([www.whitman.edu/Documents/Policies/Grievance-Policy.pdf](http://www.whitman.edu/Documents/Policies/Grievance-Policy.pdf)).
12. If the recommended range of sanctions does include separation from the College (expulsion, suspension, termination, or dismissal), the procedures outlined in the College's Grievance Policy (section 4.8b) will be followed ([www.whitman.edu/Documents/Policies/Grievance-Policy.pdf](http://www.whitman.edu/Documents/Policies/Grievance-Policy.pdf)).
13. Both parties remain eligible to seek resources and support from the College regardless of the outcome of the case as long as they continue as members of the Whitman College community.

### **The Council on Sexual Misconduct**

The Council on Sexual Misconduct is an ad hoc committee of the Council on Student Affairs and is the official body delegated to decide sanctions when a student is found responsible, by a preponderance of evidence and the recommended range of sanctions includes separation from the college. The Vice President of Student Affairs/Dean of Students chairs the Council on Sexual Misconduct but does not vote. The Dean moderates the proceedings and ensures that policy is followed.

The Vice President of Student Affairs/Dean of Students will choose two students and two faculty members from the Council on Student Affairs and two non-entry level staff members at the College. The Council must be gender balanced.

All participants on the Council on Sexual Misconduct must satisfactorily complete the College's annual council training.

If not enough faculty and/or student members of the Council on Student Affairs are able to serve, the Dean will choose replacement faculty and student members who have previously been trained.

### **The Council on Sexual Misconduct Hearing Procedures**

1. Prior to a hearing, both parties may meet separately with the Vice President of Student Affairs/Dean of Students, the Title IX Administrator and the Title IX investigators to review the findings and the recommended range of sanctions.
2. The Vice President of Student Affairs/Dean of Students and/or the Title IX Administrator will set the date of the hearing. The College will make every effort to proceed promptly.
3. The responding party and claimant ( if appropriate) will be given a letter outlining their rights and relevant information regarding the hearing such as time and place, and a list of names of members of the Council on Sexual Misconduct.
4. The responding party and/or the claimant may challenge any voting member of the Council on Sexual Misconduct for cause within twenty four hours after receiving the list of members. The Vice President of Student Affairs/Dean of Students will rule on all such challenges.
5. The College recognizes that the parties may consult with legal counsel concerning their situations. The College does not permit legal counsel to participate in hearing and appeal proceedings.
6. The College will not permit retaliation of any kind against participants in proceedings under the policy including advisers. Sanctions for retaliation can be as severe as for sexual misconduct.
7. At the hearing, the Vice President of Student Affairs/Dean of Students will make introductions and explain the purpose of the hearing and the procedures.
8. The responding party and claimant may make or submit a statement or answer questions from the council.
9. The members of the Council, the Title IX Administrator, the claimant, and the respondent may ask questions. The Vice President of Student Affairs/Dean of Students will only allow questions directly related to the incident; the Dean will determine each question's relevance.
10. The proceedings, other than deliberations, will be recorded.
11. The Council must consider only the evidence from the Title IX report or information presented at the hearing.
12. The standard of evidence shall be "preponderance of evidence."
13. The Council will assign the sanctions, as determined by secret ballot. Four votes of the six members will constitute a consensus.
14. The Council will take into account documentation that the Vice President of Student Affairs/Dean of Students has regarding previous violations of the Grievance Policy and/or violations of other College conduct policies. In reporting the previous violations, the Dean will not reveal the names of previous claimants.
15. The sanctions may include:

- Mandatory participation in special educational programs or other sanctions determined by the Council. Failure to comply will lead to more serious sanctions.
  - Suspended conduct probation. Under suspended conduct probation, any further violation could result in conduct probation or a more severe penalty.
  - Conduct probation. Conduct probation may prohibit student participation in campus activities, such as extra-curricular activities, public performances, public office in student organizations, or participation in commencement or other official ceremonies. If the student does not comply with the terms of conduct probation, other sanctions may apply.
  - Suspension from the College, with reinstatement dependent upon the fulfillment of stipulated conditions
  - Dismissal from the College
  - Sanctions may also include written warnings, restitution or other actions appropriate to the offense.
16. The Vice President of Student Affairs/Dean of Students will notify both parties of the outcome of the hearing no later than two weekdays after the Council's decision. The Vice President of Student Affairs/Dean of Students will notify the responding party and the claimant separately.
17. If the Council on Sexual Misconduct finds the respondent in violation of the policy, the letter to the responding party stating the decision and sanctions will become part of the student's permanent record. After graduation, the student may petition to have the letter removed if conditions set by the Council have been met. The Vice President of Student Affairs/Dean of Students, in consultation with the Title IX Administrator and the Chair of the Faculty, will consider the petition.
18. No College employee who has participated in the proceedings in good faith and who acted reasonably in the best interests of the College shall be liable for any loss or damage incurred. The College has a policy to indemnify College employees and students carrying out their duties as members of a judicial board from any liability or costs incurred because of their job related activities.

### *Appeal Process*

Either the claimant or the responding party may make an appeal request following the final determination (when the College deems the case closed). Appeals are not to be considered as “seeking a second opinion,” rather, they are intended to allow the College to reconsider elements that may have impacted the original decision sufficient to impact the outcome of that decision.

- The appeal, accompanied by a detailed description of the information supporting the specific appeal category, must be submitted in writing to the Chair of the Faculty within five (5) working days after being informed of the outcome.
- The appeal must be based on the following, and only the following criteria:
  1. New evidence unknown or unknowable at the time of the investigation that may substantially alter the outcome, or

2. Substantial procedural error(s) that may alter the outcome, and/or
3. The sanctions imposed fall outside the recommended range of sanctions.

- Appeal requests based solely on a person's disagreement with the outcome of the investigation, a sanction-decision, or the outcome of the hearing does not meet the criteria for an appeal.
- All sanctions imposed will be in effect during the appeal process including, but not limited to suspension, removal from campus, or continued no-contact directives.
- The Chair of the Faculty, to whom the appeal is made, will act on the petition in one of three ways:
  1. May decide to consider the appeal and then rule
  2. May form a panel to review the appeal, or
  3. May reject the appeal request.
- The Chair of the Faculty is the appellate officer for the College in all grievance matters. If the Chair of the Faculty feels they cannot be impartial or if the Chair of the Faculty has an immediate interest in a particular case, they will recuse themselves from the appeal and the most recent, and available, past-Chair will serve as the appellate officer.
- The Chair of the Faculty, in their role as appellate officer, may have access to the investigative report and any other materials related to the case in order to respond appropriately.
- Once an appeal request is considered appropriate for consideration, the other party and the Investigation team will be provided with a copy of that request and may submit information or a rebuttal (or, in the case of the other party - their own appeal) to the appeal request to be considered by the appellate officer.

### **Sex Offender Registration**

The "Campus Sex Crimes Prevention Act" (section 1601 of [Public Law 106-386](#)) is a federal law enacted on October 28, 2000 that provides for the tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or working or volunteering on campus. It was sponsored by U.S. Senator Jon Kyl of Arizona and supported by Security On Campus, Inc.

The Act amends the [Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act](#) to require sex offenders already required to register in a State to provide notice, as required under State law, of each institution of higher education in that State at which the person is employed, carries on a vocation, or is a student. Requires that state procedures ensure that this registration information is promptly made available to law enforcement agencies with jurisdiction where the institutions of higher education are located and that it is entered into appropriate State records or data systems. These changes took effect October 28, 2002. These requirements are tied to state eligibility for certain types of federal grant funding and must be implemented through state law.

It also amends the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to require institutions of higher education to issue a statement, in addition to other disclosures required under that Act, advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained. These changes took effect October 28, 2002.

Lastly the Act amends the Family Educational Rights and Privacy Act of 1974 to clarify that nothing in that Act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders; and requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted. This amendment took effect on October 28, 2000.

Information about registered sex offenders is available from the Washington Association of Sheriffs and Police Chiefs website located at <http://www.waspc.org/> Under the Public Resources link, is the Sex Offender Information which allows you to search for registered sexual offenders by county, by entering a street address, city, and zip code.

### **Daily Crime Log**

A daily crime log has been created for the purpose of recording all alleged criminal incidents that are reported to Whitman Security Officers. The daily crime log includes the nature of the crime, the date/time the crime occurred, the date/time crime was reported, the general location of the crime, and the disposition of the crime. Crimes are logged in the order they are received by Security. The daily crime log is available on the web at <http://whit.mn/dcl>.

### **Crime Statistics**

Every college and university receiving Title IV funds must disclose crime statistics for the campus, public areas immediately adjacent to or running through the campus, and certain non-campus facilities including Greek housing and remote classrooms. The statistics must be gathered from campus security, local law enforcement, and other school officials who have "significant responsibility for student and campus activities" such as a student conduct administrator. Whitman College does not have a written policy which requires psychological and pastoral counselors to inform their clients of the procedures to report crime to Security Officers and/or local law enforcement. However, medical and mental health practitioners and ecclesiastical leaders excluded from reporting can contribute to anonymous, aggregate data collection.

Crimes are reported in the following 8 major categories, with several sub-categories:

1. Criminal Homicide broken down by:
  - a. Murder and Non-Negligent Manslaughter, and
  - b. Manslaughter by Negligence;
2. Sexual Assault broken down by:
  - a. Rape
  - b. Fondling
  - c. Incest
  - d. Statutory rape
3. Robbery;

4. Aggravated Assault;
5. Burglary;
6. Motor Vehicle Theft;
7. Arson; and
8. Hate Crimes.

Colleges and universities are also required to report the following Violence Against Women Act (VAWA) crimes including dating violence, domestic violence and stalking.

Colleges and universities are further required to report three types of incidents if they result in either an arrest or disciplinary referral: 1.) Liquor Law Violations; 2.) Drug Law Violations; and 3.) Illegal Weapons Possession. If both an arrest and referral are made only the arrest is counted.

The statistics are also broken down geographically into on campus, on-campus student residential facilities, non-campus buildings and property, or on public property such as streets and sidewalks. Listed below are the Whitman College crime statistics for the most recent 3-year period including 2016, 2015 and 2014.

### Crime Statistics for 2016, 2015 and 2014

OC=On-campus; OCRH=On-campus residence halls; NCP=Non-campus property; PP=Public property

	2016	2016	2016	2016	2015	2015	2015	2015	2014	2014	2014	2014	2013	2013	2013	2013
	OC	OCRH	NCP	PP												
<b>Criminal Homicide:</b>																
Murder/ Non-Negligent Manslaughter	0	0	0	0	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	0	0	0	0
<b>Sexual Assault:</b>																
Rape	7	7	8	0	6	6	1	0	4	4	1	0	5	5	1	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forced Fondling	3	2	4	0	0	0	2	0	2	2	0	0	1	1	0	0
Statutory	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Rape																
Robbery:	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Burglary:	2	1	0	0	2	0	0	0	1	1	2	0	2	1	0	0
Motor Vehicle Theft:	1	0	0	0	3	1	0	0	0	0	0	0	1	1	0	0
Arson:	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hate Crimes:	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Alcohol Violations:</b>																
Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals	27	24	1	1	38	27	3	4	49	47	2	0	31	28	0	1
<b>Drug Violations:</b>																
Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals	51	44	6	0	39	31	3	0	52	36	0	5	29	22	0	0
<b>Weapon Violations</b>																
Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Referrals	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0
<b>VAWA Offenses:</b>																
Dating Violence	0	0	1	0	1	1	0	0								
Stalking	0	0	3	1	2	0	0	0								
Domestic Violence	0	0	0	0	0	0	0	0								

Finally, the College must disclose any hate crimes reported in the past 3 years. At this time, we have no hate crimes reported during the last three years:

1. 2016—0 hate crimes
2. 2015—0 hate crimes reported
3. 2014—0 hate crimes reported

## 2016 Annual Fire Safety Report

The Higher Education Opportunity Act, enacted on August 14, 2008, requires institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution.

2016, 2015 and 2014 statistics for on-campus student housing facilities:

2016 Fire Reports	Total Fires at this Location	Fire Number	Cause of Fire	Number of Injuries Requiring Medical Treatment at a Treatment Facility	Number of Deaths Related to Fire	Monetary Value of Property Damage
Anderson Hall	0	0	N/A	N/A	N/A	N/A
Asian Studies Interest House	0	0	N/A	N/A	N/A	N/A
College House	0	0	N/A	N/A	N/A	N/A
Community Service House	0	0	N/A	N/A	N/A	N/A
Douglas Hall	0	0	N/A	N/A	N/A	N/A
Environmental Interest House	0	0	N/A	N/A	N/A	N/A
Fine Arts House	0	0	N/A	N/A	N/A	N/A
French House	0	0	N/A	N/A	N/A	N/A
German Interest House	0	0	N/A	N/A	N/A	N/A
Global Awareness Interest House	0	0	N/A	N/A	N/A	N/A
Jewett Hall	0	0	N/A	N/A	N/A	N/A
La Casa Hispana Interest House	0	0	N/A	N/A	N/A	N/A
Lyman House	0	0	N/A	N/A	N/A	N/A
Marcus House	0	0	N/A	N/A	N/A	N/A
Mecca - Multi Ethnic House	0	0	N/A	N/A	N/A	N/A

Phi Delta Theta	0	0	N/A	N/A	N/A	N/A
Prentiss Hall	0	0	N/A	N/A	N/A	N/A
Reid Campus Center	0	0	N/A	N/A	N/A	N/A
Sigma Chi	0	0	N/A	N/A	N/A	N/A
Tamarac House	0	0	N/A	N/A	N/A	N/A
Tekisuijuku Interest House	0	0	N/A	N/A	N/A	N/A
Writing Interest House	0	0	N/A	N/A	N/A	N/A

2015 Fire Reports

	Total Fires at this Location	Fire Number	Cause of Fire	Number of Injuries Requiring Medical Treatment at a Treatment Facility	Number of Deaths Related to Fire	Monetary Value of Property Damage
Anderson Hall	0	0	N/A	N/A	N/A	N/A
Asian Studies Interest House	0	0	N/A	N/A	N/A	N/A
College House	0	0	N/A	N/A	N/A	N/A
Community Service House	0	0	N/A	N/A	N/A	N/A
Douglas Hall	0	0	N/A	N/A	N/A	N/A
Environmental Interest House	0	0	N/A	N/A	N/A	N/A
Fine Arts House	0	0	N/A	N/A	N/A	N/A
French House	0	0	N/A	N/A	N/A	N/A
German Interest House	0	0	N/A	N/A	N/A	N/A
Global Awareness Interest House	0	0	N/A	N/A	N/A	N/A
Jewett Hall	0	0	N/A	N/A	N/A	N/A
La Casa Hispana Interest House	0	0	N/A	N/A	N/A	N/A
Lyman House	0	0	N/A	N/A	N/A	N/A

Marcus House	0	0	N/A	N/A	N/A	N/A
Mecca - Multi Ethnic House	0	0	N/A	N/A	N/A	N/A
Phi Delta Theta	0	0	N/A	N/A	N/A	N/A
Prentiss Hall	1	1	N/A	N/A	N/A	N/A
Reid Campus Center	0	0	N/A	N/A	N/A	N/A
Sigma Chi	0	0	N/A	N/A	N/A	N/A
Tamarac House	0	0	N/A	N/A	N/A	N/A
Tekisuijuku Interest House	0	0	N/A	N/A	N/A	N/A
Writing Interest House	0	0	N/A	N/A	N/A	N/A
<b>2014 Fire Reports</b>	<b>Total Fires at this Location</b>	<b>Fire Number</b>	<b>Cause of Fire</b>	<b>Number of Injuries Requiring Medical Treatment at a Treatment Facility</b>	<b>Number of Deaths Related to Fire</b>	<b>Monetary Value of Property Damage</b>
Anderson Hall	0	0	N/A	N/A	N/A	N/A
Asian Studies Interest House	0	0	N/A	N/A	N/A	N/A
College House	0	0	Result of unintentional action: Open Flames	1	0	\$0.00
Community Service House	0	0	N/A	N/A	N/A	N/A
Douglas Hall	0	0	N/A	N/A	N/A	N/A
Environmental Interest House	0	0	N/A	N/A	N/A	N/A
Fine Arts House	0	0	N/A	N/A	N/A	N/A
French House	0	0	N/A	N/A	N/A	N/A
German Interest House	0	0	N/A	N/A	N/A	N/A
Global Awareness Interest House	0	0	N/A	N/A	N/A	N/A

Jewett Hall	0	0	N/A	N/A	N/A	N/A
La Casa Hispana Interest House	0	0	N/A	N/A	N/A	N/A
Lyman House	0	0	N/A	N/A	N/A	N/A
Marcus House	0	0	N/A	N/A	N/A	N/A
Mecca - Multi Ethnic House	0	0	N/A	N/A	N/A	N/A
Phi Delta Theta	0	0	N/A	N/A	N/A	N/A
Prentiss Hall	0	0	N/A	N/A	N/A	N/A
Reid Campus Center	0	0	N/A	N/A	N/A	N/A
Sigma Chi	0	0	N/A	N/A	N/A	N/A
Tamarac House	0	0	N/A	N/A	N/A	N/A
Tekisuijuku Interest House	0	0	N/A	N/A	N/A	N/A
Writing Interest House	0	0	N/A	N/A	N/A	N/A

**How to Report a Fire**

If a fire does occur, call:

- 911 for emergency fire and medical services
- (509)527-1960 for non-emergency dispatch services
- (509)527-5777 for Whitman Security

\*All fires shall be reported to the Office of Residence Life and the College Security Department.

**Description of on-campus student housing fire safety systems:**

- Each building has at least one fire pull station on every floor.
- Every residence hall has a fire evacuation route posted on each floor.
- All residence halls are equipped with emergency exit doors.
- All residence hall rooms and interest house rooms are equipped with battery operated smoke detectors.
- All residence halls have hard wired smoke detectors, with battery back-up, including the hallways and general living areas.
- All residence halls are equipped with fire suppression systems, except for Tamarac House.
- Each building is equipped with at least one fire extinguisher per floor.
- Every college residence is equipped with fire extinguishers.

**Fire evacuation procedures when the alarm sounds:**

1. Close the door when leaving to prevent fire and smoke from spreading.
2. Proceed quietly to your exit route and out of the nearest exit door.
3. Walk swiftly. DO NOT RUN OR PUSH.
4. After leaving the building, move to the front and away from the building.

5. Do not return to the building FOR ANY REASON until the all clear is given by the College staff.

Number of regular mandatory supervised fire drills:

Each residence hall has one fire evacuation drill conducted and evaluated by the College Security Department, fall semester. In 2016 the Security Department conducted nine supervised fire drills at various residential facilities.

Policies on portable electronic appliances, smoking, open flames, and other prohibited items.

On-campus housing facilities have prohibitions against the following activities:

1. Smoking
2. Using lighted candles, incense or other open flamed devices.
3. Cooking in unapproved areas (bedrooms) including use of toaster ovens, and other appliances with an open heating element. Microwaves are allowed.
4. Possession of space heaters.
5. Misuse of extension cords.
6. Tampering with or blocking any fire protection equipment.
7. Possession or use of fireworks.
8. Use of flammable cleaning fluids.
9. Storage of any flammable liquids in open or unsound containers.
10. Any decorating which involves excessive use of non-fire resistant materials.
11. Remaining in the building when then fire alarm sounds.
12. Removal of smoke detectors.

Additional information is available on the following web sites, Whitman College Handbook:

<https://www.whitman.edu/academics/academic-resource-center/student-handbook>

Residence Life and Housing

<http://www.whitman.edu/residence-life>

Campus Security Department

<https://www.whitman.edu/security>

Fire safety education and training programs for students, faculty, and staff:

The College Security Department and/or Residence Life provide training to housing staff including Resident Assistants, Student Academic Advisors, and Resident Directors. The training includes information on fire protection features of facilities, fire prevention, emergency procedures, and conducting fire safety education for residents.

Plans for future improvements in fire safety:

Whitman College continually evaluates the fire protection system in residential facilities and throughout campus. Upgrades to the system occur through replacements and/or building renovations.

Conclusion

If you have questions about any of the information in the annual security report or the annual fire safety report, please contact Whitman Security at 509-527-5777.