



RENTON  
TECHNICAL  
COLLEGE®



## 2024 Annual Security Report

Submitted by:

Matt Vielbig, Director of Safety & Security

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Dear RTC students, prospective students, faculty, and staff:

Thank you for your interest and commitment to Renton Technical College. The following report contains valuable information relating to our campus and community concerning resources, crime statistics, and more. This report is published annually to comply with provisions set forth by the Jeanne Clery Act signed in 1990.

RTC takes the safety of the campus community seriously and we encourage you to review this report to be better informed about internal and external resources available to you. You will also find three years of crime statistics for the campus and other non-campus properties where RTC learning takes place within this report as well.

At RTC we try to increase our abilities to provide a safe learning and working environment by using mass notification technology, CCTV cameras, access control, campus radio systems, conducting emergency drills, and having a proactive security department, but we also believe your safety begins with you being informed and alert.

RTC strives to reduce the risk of potential crime, but unfortunately, we are not immune to criminal incidents. Safety is a shared responsibility. We expect our students to follow the code of conduct and faculty and staff to follow institutional policies and procedures to contribute to a safe environment.

If you have any questions about this document, please contact the RTC Director of Safety & Security at 425-235-7836 or [mvielbig@rtc.edu](mailto:mvielbig@rtc.edu)

Thank you,

Matt Vielbig

Director of Safety & Security

Renton Technical College.

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**RTC Quick Reference Resources:**

**In an emergency dial 911 to reach the local law enforcement.**

**From a campus phone dial 911 to connect to 911.**

**Non-Emergency**

Renton	425-430-7500
Kent	253-856-5800
King County	206-296-3311
Issaquah	425-837-3200
Tukwila	206-433-1808

**Renton Technical College**

**Security** 425-235-7871

**Behavioral Health Services** 425-235-6635

**Fire Department**

Emergency 911

Non- Emergency

Renton Station 12 425-276-9500

**King County Public Health Center** 206-477-0100

**(On Campus)**

3201 NE 7<sup>th</sup> St. Renton WA 98056

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## **Background Information**

In 1942, Renton Vocational Technical came into existence as a war production training school. Throughout the duration of World War II, the school provided customized pre-employment training and job upgrading retraining. In 1966, the college moved to a central campus comprised of three new buildings. Since 1971, the college has grown to nearly 465,000 square feet and the student body has increased 500 percent.

The growth of the campus has enabled the college to improve and expand training in the growing industries of health, service, and information technology—especially those fields that are affected by new technologies. In 1991, we became part of the state’s community and technical college system, Renton Technical College. The conversion from a vocational-technical institute to a technical college gave us the authorization to grant two-year degrees in addition to certificates of completion. Currently, degrees are awarded in 37 programs and certificates are awarded in over 60 programs.

The College enjoys a student, faculty and staff population of nearly 10,000 individuals, plus a significant number of visitors to RTC's many programs. The College campus is in the Renton Highlands, which has seen growth in suburban development and revitalization by the City of Renton. The main campus lies north of NE 4<sup>th</sup> Street, a main arterial connecting Renton to the Renton highlands.

## **Introduction**

RTC Security is committed to working with all members of the community to make our campus a safe and secure environment. The College has developed a series of policies and procedures to assist in these efforts. Safety is paramount at RTC, and campus administrators make efforts to help ensure the safety of the campus community, however safety is also the responsibility of all individuals. While RTC takes measures to reduce crime on and off campus we are not exempt from experiencing crime. In the event a campus community member or visitor is the victim of a crime, RTC will help to ensure the appropriate resources are available in response when notified.

Please use this report to keep yourself informed about campus policies, resources, and crime statistics.

Included in this report is safety information for Renton Technical College Main campus located at 3000 NE 4<sup>th</sup> St. Renton WA 98056 and non-campus RTC areas of instruction in Renton, Issaquah, Kent, and Tukwila.

Included is information about federal regulations which mandate this report, along with the geography from which the crime data is gathered, an overview of campus safety, emergency procedures, descriptions of campus safety awareness and crime prevention programs (to help with risk reduction), Renton Technical College policies about alcohol and drugs, preventing and responding to personal violence and sexual assault, the process for responding to missing students, and crime data.

## ***The Clery Act and other Federal Regulations about Safety on College Campuses***

Clery regulations overlap with other federal statutes, thus all have some shared areas of focus. These regulations include:

- Student Right to Know -- On November 8, 1990, President George H. W. Bush signed the “Student Right to Know and Campus Security Act of 1990.” This disclosure act is a federal mandate requiring all institutions of higher education that participate in the federal student financial aid program to disclose information about crime on their campuses and in the surrounding communities.
- Jeanne Clery -- Amendments enacted to the Student Right to Know in 1998 renamed Title II. This Act is now known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. It is named after Jeanne Clery, who at 19 years old, was raped and murdered in her Lehigh University residence hall in 1986. Her parents lobbied Congress to enact the law when they discovered students at Lehigh hadn’t been notified about 38 violent crimes that had occurred on campus in the three years prior to Clery’s murder.
- Title IX -- Prior to the Clery Act, Title IX was enacted in 1972 as part of a larger educational package by the federal government. The most pertinent provision of Title IX requires that no person, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. Because the language of the law is very brief and raised more questions than it answered, then President Nixon assigned the Department of Education (ED) to be in charge of resolving questions and giving schools guidance on how to comply. ED occasionally issues directives or letters to schools providing them with guidance. One of these letters was published in 2011 and is known as the “Dear Colleague Letter” (DCL) (see bullet point below) and it specifically stated that the requirements of Title IX cover sexual violence and reminded schools of their responsibilities to take immediate and effective steps to respond.
  - Dear Colleague Letter (DCL): Provides clarification about examples of actions that colleges need to take to comply with Title IX.
- Higher Education Opportunity Act of 2008 (HEOA): Reauthorized the Higher Education Act of 1965, as amended (HEA) and specifies campus requirements for Emergency Response and Evacuation, Fire Logs and Safety, and Missing Students. HEOA is meant to be used in conjunction with the Clery Act.
- Campus Sexual Violence Elimination (SaVE) Act and Violence Against Women Act (VAWA): SaVE and VAWA were enacted in 1994 to raise awareness of domestic violence and assault crimes against women. Some of its provisions mandated that states create separate criminal statutes for domestic violence, provided additional protections to victims like quicker access to restraining orders, ability to break housing contracts without penalty, and provided funding for safe houses. It’s been updated and modified numerous times, most notably to expand the coverage to include basically all humans (men, transgender, transsexual, etc.) VAWA was updated again in 2013 through the Campus SaVE Act with changes that became effective on October 1, 2014.
  - Reporting Requirements: One of the updates is the Campus SaVE provision which modifies the Clery Act by putting new requirements on schools about what to report and how to report it. The implementation of VAWA’s SaVE provision and the new Clery



reporting requirements must comply with Title IX's equal protection clauses. In short, the Campus SaVE Act refers to Section 304 of the reauthorized VAWA. It is a set of amendments to the Clery Act. Thus, what is referred to as the Campus SaVE Act is, in fact, the Clery Act.

- What does the SaVE provision require an institution of higher education (IHE) to do? The SaVE Act requires institutions to provide educational training on sex assault and similar topics to all new students and employees, create written procedures and methods for reporting and handling on-campus sex crimes, and include additional types of crimes in Clery reports.

This Annual Security Report is about Renton Technical College maintaining compliance with all the following: Student Right to Know Act, Clery Act, Title IX, the DCL, HEOA, SaVE and VAWA.

## Compliance with the Clery Act

Compliance with these laws requires an institution-wide effort and support from college leadership. Please note while there is some overlap between the Clery Act and Title IX (through VAWA), most of each law does not concern the other. It is through RTC's concern about their students and employees that they have a sense of personal safety within our campus community. Whereas we offer services and prevention strategies to continuously improve the safety of the campus community, ultimately, everyone is responsible for his/her own personal safety. We expect that the learning of and practicing of preventative measures will serve to substantially reduce the probability of someone becoming a victim. Thus, our objective with the Annual Security Report is to provide effective and accurate written information that will help foster a safe and healthy environment for our students and employees and provide information prospective and current students and employees need to make informed decisions regarding their individual safety. We want to inform our community about the occurrence of crime on our campus, our RTC Security and safety policies, and our most recent initiatives to prevent and respond to crime and emergencies. Compliance with the Clery Act requires RTC to provide timely warnings of crimes that represent an ongoing threat to the safety of students or employees and to make RTC Security policies available to the public. The act also requires RTC to collect, report, and disseminate crime data to everyone on-campus and to the Department of Education (ED) annually. To be in full compliance, RTC must do the following:

- Publish, provide information about, and distribute an Annual Safety Report to current and prospective students and employees by October 1st of each year. The report must provide crime statistics for the past three years, detail campus and community policies about safety and security measures, describe campus crime prevention programs, and list procedures to be followed in the investigation and prosecution of alleged sex offenses.
- Provide students and employees with timely warnings of crimes that represent a threat to their safety. RTC must also keep and make available to the public a detailed crime log of all crimes reported to them in the past 60 days. Crime logs must be kept for seven years and logs older than 60 days must be made available within two business days upon request.
- Keep the past three years of crime statistics detailing crimes that have occurred: on-campus in public areas on or near campus; and in certain non-campus buildings, such as remote

classrooms. RTC must also report liquor and drug law violations and illegal weapons possession if they result in a disciplinary referral or arrest.

- Disclose missing student notification procedures that pertain to students residing in any on-campus student housing facilities (Note RTC does not have on campus housing facilities, but still follows a procedure for reported missing students).
- Submit the collected crime statistics to the United States Department of Education each fall.

Renton Technical College strives to provide a safe learning and working environment for our students and employees. Information about crime prevention, security authority, crime reporting policies, disciplinary procedures, and other items are discussed in the following pages.

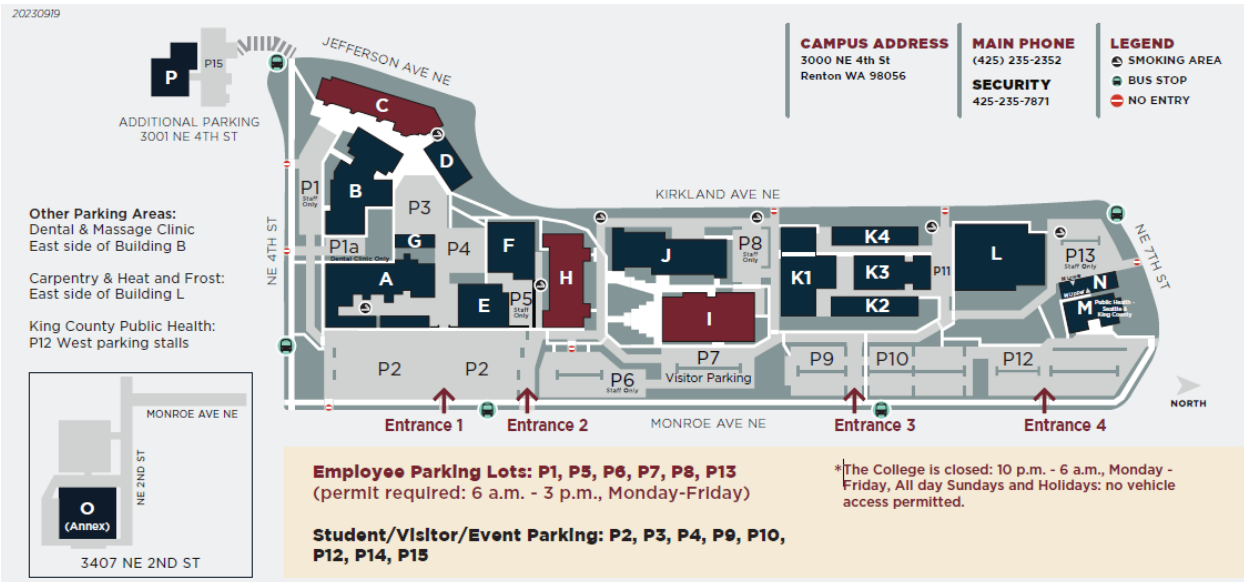
Renton Technical College's Annual Security Report is available on the internet posted on the RTC Security Website: <https://rtc.edu/about-rtc/campus-resources/campus-security/annual-security-report.php>

## Renton Technical College Clery Geography Definitions:

Clery regulations are specific about the types of property or geography from which the crime data is being gathered for the college. To help with this, there are specific descriptions for each of the types of Clery Geography locations for Renton Technical College. The crime data stated in this report is for the previous three years concerning reported crimes which occurred in designated Clery Geography for Renton Technical College. The Clery Geography for RTC includes:

- Main campus: 3000 NE 4<sup>th</sup> St. Renton, WA 98056.
- On-campus location: Building O (Annex) 3407 NE 2<sup>nd</sup> St. Renton, WA 98056
- On-campus Location: Parking Lot-15 3001 NE 4<sup>th</sup> St. Renton, WA 98056
- On-campus Location: King County Public Health 3201 NE 7<sup>th</sup> St. Renton, WA 98056
- Non-campus location: RTC Downtown Center 232 Burnett Ave. South Renton, WA 98057
- Non-campus location: Renton Highlands Library 2801 NE 10<sup>th</sup> St. Renton, WA 98056
- Non-campus Location: Youth Source Tukwila 645 Andover Park W. Tukwila, WA 98188
- Non-campus location: The Circle Issaquah 160 NW Gilman Blvd, Issaquah, WA 98027
- Non-campus location: Centro Rendu 306 Central Ave N, Kent, WA 98032

On-Campus: This is any building or property owned or controlled by Renton Technical College within the same reasonably contiguous geographic area and used by Renton Technical College in direct support of, or in a manner related to the institution's educational purposes, and any building or property owned by the College but controlled by another person, is frequently used by students, and supports institutional purposes.



**Non-Campus Building or Property:** This includes any building or property owned or controlled by a student organization that is officially recognized by the institution; or any building or property owned or controlled by an institution that is used in direct support of or in relation to the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. Note: RTC does not have other buildings that are owned by any student organization.

**Public Property:** This includes all public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus or immediately adjacent to and accessible from the campus.

The main campus for Renton Technical College is located at 3000 NE 4<sup>th</sup> St. Renton WA 98056. There are two walkways connecting with public sidewalks starting on the South border of campus at NE 4<sup>th</sup> St. and continue North through campus and connect into one walkway near Building I. RTC has 5 vehicle entrances to campus, 4 along Monroe Ave. NE and one on NE 7<sup>th</sup> St. on the North end of campus. The North, East, and South ends of campus are open to public traffic, the West side of campus is gated and has several emergency vehicle gates to provide first responder/ utility access when needed.

RTC Clery Public Property for 3000 NE 4<sup>th</sup> St. Renton WA 98056 includes the adjacent sidewalks, traffic lanes, and sidewalks adjacent the traffic lanes on:

- The South side of campus (NE 4th St.) between Monroe Ave. NE. and Jefferson Ave. NE.
- The SW side of campus (Jefferson Ave. NE) between NE 4<sup>th</sup> St. and Kirkland Ave. NE.
- The West side of campus (Kirkland Ave. NE) between Jefferson Ave. NE and NE 7<sup>th</sup> St.
- The North side of campus (NE 7<sup>th</sup> St.) between Kirkland Ave. NE and Monroe Ave. NE.
- The East side of campus (Monroe Ave. NE) between NE 7<sup>th</sup> St. and NE 4<sup>th</sup> St.

Renton Technical College building O (Annex) is located at 3407 NE 2<sup>nd</sup> St. Renton WA 98056 and is considered part of the main campus due to the reasonably contiguous proximity with the main campus located at 3000 NE 4<sup>th</sup> St. Renton WA 98056.

RTC Clery Public Property for 3407 NE 2<sup>nd</sup> St. Renton WA 98056 includes the adjacent sidewalks, traffic lanes, and sidewalks adjacent the traffic lanes on:

- NE 2<sup>nd</sup> St. between Monroe Ave. NE and where NE 2<sup>nd</sup> St turns south toward the King County Emergency Operations Center.

RTC Clery Public Property for Parking Lot P-15 at 3001 NE 4<sup>th</sup> St. Renton WA 98056 includes adjacent sidewalks, traffic lanes, and sidewalks adjacent to the traffic lanes from the East side of The Stor-house self-storage property line, NE 3<sup>rd</sup> St, NE 4<sup>th</sup> St., and Jefferson Ave. NE to the fence line at King County Parks and Recreation.

RTC Non-Campus controlled spaces:

RTC has instruction in several areas off campus where the space is leased for specific class times. RTC does not control the building or property and is only responsible for reporting crimes in controlled spaces during times of instruction. Controlled spaces include areas where a student or faculty member must utilize to access the learning space.

RTC Downtown Center: 232 Burnett Ave. South Renton WA 98057

- RTC leases two classrooms, offices, meeting, and break rooms within this space.

Youth Source Tukwila 645 Andover Park W. Tukwila WA 98188

- High School Completion/College Prep

Renton Highlands Library: 2801 NE 10<sup>th</sup> St. Renton, WA 98056

- ELA Foundations

Puget Sound Training Center 270 SW 43<sup>rd</sup> St. Renton, WA 98057

- ELA Foundations

The Circle Issaquah: 160 Gilman Blvd. Issaquah, WA 98027

- ELA Foundations

El Centro Rendu: 306 Central Ave. Kent, WA 98032

## Safety Considerations for Renton Technical College Main campus and Non-Campus Instructional Spaces

This section includes information about campus safety including access to and security of our main campus and non-campus locations, security considerations, relationships with other Law Enforcement Agencies, reporting criminal offences, notifications about reported crimes, statistical disclosure of reported incidents, reporting crime and methods available, maintenance of campus facilities, access to the campus daily crime log, and timely warning notifications.

### On-campus considerations

Renton Technical College Security provides safety and security services for the main RTC campus located at 3000 NE 4<sup>th</sup> St. Renton WA 98056 and the RTC Annex located at 3407 NE 2<sup>nd</sup> St. Renton WA 98056.

The RTC Security Department is in building N on the main campus, room 105. The RTC Security Department is responsible for preparing the Annual Security Report and maintaining the Daily crime log. The RTC Campus Crime Log is open to public inspection, free of charge, upon request during normal business hours which is 7:30am to 4:30pm Monday through Friday, excluding holidays. The daily crime log is populated with the most recent criminal incidents reported to RTC Security for a 60-day period. For any crime information older than 60 days a written request must be received, and the information will be made available within two business days.

Renton Technical College RTC Security Department field staff are unarmed, non-sworn security officers with a focus on life safety, crime prevention, and physical security of campus property. RTC Security staff do not have arrest authority.

RTC Security staff are certified in CPR and First Aid at the American Red Cross recommended biennium and may engage in various training related to criminal law, customer service, Title IX, communications, report writing, crisis intervention, incident response, and ICS-100.

The RTC Security Office consists of the Security Director who reports to the Vice President of Student Services, three full time security staff including a Field Supervisor scheduled Monday through Friday, and two part-time security staff who work on Saturdays.

The RTC Security Office is open Monday through Friday from 8:00am to 4:30pm excluding holidays and campus closures. RTC security Officers work from 6:00am to 10:00pm Monday through Friday and 6:00am to 12:00am on Saturdays excluding holidays.

The City of Renton Police Department has primary law enforcement jurisdiction over the main RTC Campus and Annex property and is responsible for investigating any incidents reported to RPD. RTC Security may assist with police investigations when requested and ensure FERPA compliance when an investigation may involve RTC Students.

RTC Security provides response assistance for the Renton Fire Department and Medic Units when responding to campus.

RTC and RTC Security take campus safety seriously and are continually seeking ways to improve the safety of our campus and campus community. RTC Security staff constantly patrol the campus and look for hazards and facilities deficiencies. When discovered, RTC security reports the issues to the Director of Facilities and Grounds Services for repair. RTC Security utilizes security technology to help increase

safety across campus including a complex security camera network using video data analytic software, Electronic Access controlled buildings, and smart-phone emergency mass notification systems.

The RTC Security Director is responsible for the campus Health and Safety committee, where health and safety items can be addressed through an official process if needed to make significant changes to safety items on campus.

RTC has made a commitment to utilizing CPTED (Crime Prevention Through Environmental Design) practices in new building and development practices on campus associated with the campus Master Plan.

Areas of campus previously landscaped that may not meet CPTED criteria are assessed for re-design to bring them up to CPTED standards when funding is available.

Safety Hazards or concerns not requiring immediate attention can be submitted using our online accident reporting form at <https://rtc.edu/accident>. For immediate concerns please contact our Security Officer at 425-235-7871.

Renton Technical College is a public institution and the RTC Campus is open to the public, even though part of the property is surrounded by a fence. The Monroe Street entrances are accessible between 6:00AM and 10:00PM Monday – Friday and Saturdays when classes and events are scheduled. Instructional and administrative buildings on campus are open for use from 6:00 a.m. to 9:00 p.m. Monday through Friday. On Saturday only the buildings scheduled for use will be open and all other buildings will be locked, and alarm systems armed. On Sunday the campus is closed, and no one is allowed in any building on campus. Overnight parking is not permitted at Renton Technical College. The Library hours fluctuate throughout the year, so it is best to check the Library schedule to determine the operating hours, which can be found here: <https://rtc.edu/library/index.php>

## Off-campus considerations

Access to off campus locations is determined by the property owner and hours posted by the office. During times when a program is scheduled in an off campus learning space, the space will be open unless affected by a Holiday or emergency closure.

To report an emergency at an off-campus location dial 911, there is also a list of non-emergency contact numbers for police departments within the cities of off-campus instruction at the beginning of this report for reference. We also encourage you to report crimes to our RTC Security department if you have been affected by a crime at one of our off-campus instruction locations.

## General procedures for reporting a crime or emergency.

Community members (students, faculty, staff, and guests) are encouraged to report all crimes and safety-related incidents to RTC Security in a timely manner. This publication focuses on RTC Security because it patrols the RTC Main Campus.

To report a crime or an emergency on the main campus, call 911 first and then call RTC Security at (425) 235-7871. To report a non-emergency security or safety-related matter, call RTC Security at 425) 235-7871.

This publication contains information about on and off-campus resources and is made available to all RTC community members. The information about “resources” is not provided to suggest that those

resources are “crime reporting entities” for RTC. Crimes should be reported to the RTC Security Department to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate. For example, a crime that was reported only to the King County Sexual Assault Resource Center would not be included in the RTC crime statistics. However, a victim could report the incident to RTC Security confidentially to obtain resource information and help RTC determine if the incident should be added to our statistics in the Annual Security Report.

## Confidential reporting procedures

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 a confidential report. With your permission, an RTC Security Officer can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, employees and visitors; determine where there is a pattern of crime regarding a particular location, method, or assailant; and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

## RTC notification process for reported crimes

Students, faculty, staff, community members, and guests are encouraged to report all crimes and public safety-related incidents to Renton Technical College Security in a timely manner, to aid in providing accurate and timely warning notices to the community when appropriate, and to ensure inclusion in the annual crime statistics.

Depending on the circumstances of the crime, especially in situations that could pose an immediate threat to the community, and individuals within the community, the RTC Security Director or their designee shall distribute a “Timely Warning Notification” to staff, faculty, and students.

The “Timely Warning Notifications” are written by the Director of RTC Security or their designees. The Timely warning content will contain sufficient information about the nature of the threat to allow members of the campus to take protective action, and will include the following:

- A succinct statement of the incident
- A possible connection to previous incidents if applicable
- Date, time, and location of the warning
- Description and photo of possible suspects, if available
- Risk reduction and safety tips
- Other relevant and important information

In some cases, RTC may need to keep some facts confidential to avoid compromising an ongoing investigation, and/or to protect the privacy of the individuals involved.

Updates about any case shall be distributed via email to all college email addresses and will be posted on the RTC website, and if necessary, Timely Warning Notifications will be posted in lobby/entrances of affected buildings. Additionally, notifications via text will be sent to members of the campus community and others outside the community who have signed up for push notifications via the Alertus Recipient

Application. Anyone can download the application to receive alerts at: <https://rtc.edu/about-rtc/campus-resources/campus-security/emergency-mass-notification.php>

Anyone with information that warrants a timely warning notification should report the circumstances to RTC Security by phone at 425-235-7871.

## Crime Statistics: The information below provides context for the crime statistics reported as part of compliance with the Clery Act

The crime statistics in this report are published in accordance with the standards and guidelines used by the FBI Uniform Crime Reporting (UCR) handbook and relevant federal law. Renton Technical College Security submits the annual crime statistics published in this report to the Department of Education (ED) using The Campus Safety and Security Data Analysis Cutting Tool website (<http://ope.ed.gov/security/>) during annual limited open submission dates prior to the deadline of October 1st. The statistical information gathered by the Department of Education is available to the public through that website. A written notification about crimes to be reported and requests for information regarding those crimes is made on an annual basis to college officials.

The Clery Act requires institutions to include four general categories of crime statistics:

- **Criminal Offenses (also referred to as Primary Crimes):** Criminal Homicide, including Murder and Non-Negligent Manslaughter, and Manslaughter by Negligence; Sexual Assault (also referred to as sex offenses) including Rape, Fondling, Incest and Statutory Rape; Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; and Arson
- **Hate Crimes:** Any of the above-mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by bias
- **VAWA Offenses:** Any incidents of Domestic Violence, Dating Violence and Stalking (Note that Sexual Assault is also a VAWA Offense but is included in the Criminal Offenses for Clery Act reporting purposes)
- **Arrests and Referrals for Disciplinary Action:** for Weapons—Carrying, Possessing, etc.; Law Violations, Drug Abuse Violations and Liquor Law Violations

## Definitions of Clery Crimes

Definitions are established under the FBI's Uniform Crime Reports (UCR) and National Incident Based Reporting System (NIBRS) and Department of Education. Where there is an absence of definition or legal threshold, the Revised Codes of Washington become the default codes from which the Clery Act requires consideration. For all code of conduct violations, Renton Technical College policies will become the default definition.

- **Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is accompanied using a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.
- **Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, house, public building, motor vehicle or aircraft, personal property, etc.



- **Burglary:** The unlawful entry of a structure, to commit a felony or a theft. For reporting purposes, this definition includes unlawful entry with the intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- **Dating Violence:** Violence committed by a person: who is or has been in a social relationship of a romantic or intimate nature with the victim; and the existence of such a relationship shall be determined based on the reporting party's statement with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- **Destruction/Damage/Vandalism of Property:** is to destroy willfully or maliciously, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control over it. \*
- **Disciplinary Referrals:** Includes those individuals referred to the Dean of Student Success or Vice President of Student Services, for liquor law, drug law, and illegal weapons violation.
- **Domestic Violence:** Felony or misdemeanor crimes of violence committed by: a current or former spouse, or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime or violence occurred or by any other person against an adult or youth victim under the domestic or family violence laws of the jurisdiction in which the crime or violence occurred.
- **Drug Law Violations:** Violations of federal, state, and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include Opium or cocaine and their derivatives; marijuana; synthetic narcotics; and dangerous non-narcotic drugs.
- **Fondling:** The touching of the private parts of another person for the purpose of sexual gratification, without consent of the victim, including instances where the victim is incapable of giving consent because of his/her age, or because of his/her temporary or permanent mental or physical incapacity.
- **Hate Crime:** A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias.
- **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Intimidation:** to unlawfully place another person in reasonable fear of bodily harm using threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to an actual physical attack. \*
- **Larceny-theft:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. \*
- **Liquor Law Violations:** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned (drunkenness and driving under the influence are not included in this definition).
- **Manslaughter by Negligence:** The killing of another person through gross negligence.
- **Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle.

- **Murder and Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.
- **Rape:** The carnal knowledge of a person without consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or temporary or permanent mental or physical incapacity. (Definition changed 01/17/2013 in which forcible was removed). Rape is the penetration, no matter how slight of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.
- **Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force, violence, and/or causing the victim fear.
- **Simple Assault:** an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness. \*
- **Stalking:** Engaging in a course of conduct, directed at a specific person that would cause a reasonable person to fear for the person's safety of others; or suffer substantial emotional distress.
- **Statutory Rape:** Non-forcible sexual intercourse with a person who is under the statutory age of consent. (Age of consent is defined under the WA State's Code as 16 years old).
- **Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

**\*Larceny-theft, simple assault, intimidation, and destruction /damage/vandalism of property are included in Clery Act statistics only if they are hate crimes.**

## Specific information about classifying crime statistics

The statistics in this document are published in accordance with the standards and guidelines used by the FBI's UCR Handbook and relevant federal laws.

Methodology/Classification: The following is a breakdown of how statistics under these countable offenses, are managed with this report:

- Murder/Non-Negligent Manslaughter, Negligent Manslaughter, Forcible and Non-Forcible Sex Offenses, and Aggravated Assault – Documented in the statistics column is the number of victims associated with each incident. (Note—the terms forcible and non-forcible are still included in the crime tables for historical references)
- Robbery, Burglary, Larceny, Vandalism, and Arson – Reflects the offense per distinct operation. For example, if 5 students are robbed by one individual as a group, this would be counted as one count of robbery in the statistics chart
- Motor Vehicle Theft in the statistics column, will reflect each vehicle stolen
- Liquor law, Drug Law, and Illegal Weapons Violations are counted by each person who was arrested, which is indicated in the arrest statistics
- Liquor law, Drug Law, and Illegal Weapons Violations are also captured under the "Referred for Disciplinary Action" section. The statistics indicate the number of people referred to the RTC Conduct Officer for disciplinary action for violations of these codes of conduct. Being "found

responsible” for a violation includes a referral that results in a student being charged by the designated adjudications officer, and a record of the action being kept on file

- The statistics in Hate Crimes are separated by category of prejudice or bias
- The numbers for most of the specific crime categories are part of the overall statistics reported for each year. The only exceptions to this are the addition of simple assault, intimidation, and any other crime that involves bodily injury that is not already included in the required reporting categories. If a hate/bias crime occurs where there is an incident involving intimidation, vandalism, larceny, simple assault or other bodily injury, the law requires that the statistic be reported as a hate/bias crime even though there is no requirement to report the crime classification in any other area of the compliance document

## More information about the Daily incident/ Crime Log

Renton Technical College maintains a daily crime log which includes crimes reported to RTC Security, and it is updated as crime reports are completed. The Daily Crime log is maintained electronically and can be printed upon request.

The daily crime log contains reports for the previous 60 days. That portion of the log beyond 60 days, if not immediately available, will be made accessible within two business days of a request for public inspection. The only exceptions in the posting of incident/crimes reported and/or investigated are:

- If the disclosure is prohibited by law.
- If the disclosure would jeopardize the confidentiality of the victim(s)

Posting of crimes reported and/or investigated may be temporarily withheld in some cases if the release of information would:

- Jeopardize an ongoing investigation
- Jeopardize the safety of an individual
- Cause a suspect to flee or evade detection
- Result in the destruction of evidence

Information temporarily withheld from the incident/crime log for any of the above reasons will be posted when the adverse or harmful effects are no longer likely.

## Campus Security Authorities (CSA's)

“Campus security authority” is a Clery Act-specific term that encompasses four groups of individuals and organizations associated with RTC.

- RTC Security. All individuals who work for the department are campus security authorities.
- Any individual or individuals who have responsibility for RTC Security but who do not constitute the RTC Security department.
- Any individual or organization specified in RTC’s statement of RTC Security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an RTC who has significant responsibility for student and campus activities, including, but not limited to, student discipline and campus judicial proceedings. An official is defined as any person who has the authority and the duty to act or respond to issues on behalf of the institution.

Positions at RTC which are considered to having Campus Security Authority Status:

- Dean of Student Success
- Designated Non-Campus Instructors
- Director of Security
- Faculty Advisors to student groups
- Security Staff
- Title IX Coordinator(s)

RTC CSA's can submit reports easily with our online reporting form found here:

<https://www.rtc.edu/about-rtc/campus-resources/campus-security/campus-security-authority-reporting.php>

## Campus Crime Statistics

NOTE: 2021 is denoted by 21; 2022 is denoted by 22; 2023 is denoted by 23. The column for Unfounded cases was added based on a new VAWA provision (published in the federal register 10/20/2014) that clarified the very limited circumstances in which an institution may remove reports of crimes that have been unfounded and to report these in the institution's Annual Security Report.

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the College community obtained from the following sources: RTC Security, Law Enforcement agencies with jurisdiction over instructional spaces. For statistical purposes, crime statistics are reported to any of these sources and are recorded in the calendar year the crime was reported. A written request for statistical information is made on an annual basis to Campus departments including Human Resources and the office overseeing student conduct. RTC Security submits the annual crime statistics published in this brochure to the Department of Education (ED). The statistical information gathered by the Department of Education is available to the public through the ED website.

This table displays data for Renton Technical College Main campus, non-campus, and public Clery Geography. All incidents from campus statistics and Law Enforcement jurisdictions were reviewed to compile the following table.

Renton (main) Campus	On Campus			Non-Campus Geography			Public			Unfounded Cases
	21	22	23	21	22	23	21	22	23	
<b>Type of Clery Crime</b>										
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0
Rape	0	2	0	0	0	0	0	0	0	2
Fondling	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	1	0	0	0	0	0	0	0
Motor Vehicle Theft	2	1	2	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0
<b>VAWA Offenses</b>										
Domestic Violence	0	1	0	0	0	0	0	0	0	1
Dating Violence	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0
<b>Arrests</b>										
Liquor/Alcohol Law	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0
Weapons Carrying, Possessing etc.	0	0	0	0	0	0	0	0	0	0
<b>Campus Disciplinary Referrals</b>										
Liquor/Alcohol Violations	0	0	0	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0	0	0	0
Weapons Carrying, Possessing etc.	0	0	0	0	0	0	0	0	0	0
<b>Hate Crime Categories</b>										
Larceny-Theft	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism	0	0	0	0	0	0	0	0	0	0

## Sex Offender Registry

The federal Campus Sex Crimes Prevention Act was enacted on October 28, 2000. The law requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires 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.

In the State of Washington (Revised Code of Washington (RCW) 9A.44.130) any adult or juvenile residing whether or not the person has a fixed residence, or who is a student, is employed, or carries on a vocation in this state who has been found to have committed or has been convicted of any sex offense or kidnapping offense, or who has been found not guilty by reason of insanity under chapter 10.77 (RCW) of committing any sex offense or kidnapping offense, shall register with the county sheriff for the county of the person's residence, or if the person is not a resident of Washington, the county of the person's school, or place of employment or vocation, or as otherwise specified in this section. Where a person required to register under this section is in custody of the state Department of Corrections, the state Department of Social and Health Services, a local division of youth services, or a local jail or juvenile detention facility as a result of a sex offense or kidnapping offense, the person shall also register at the time of release from custody with an official designated by the agency that has jurisdiction over the person. In addition, any such adult or juvenile who is admitted to a public or private institution of higher education shall, within ten days of enrolling or by the first business day after arriving at the institution, whichever is earlier, notify the Sheriff of the county of the person's residence of the person's intent to attend the institution. The sheriff shall notify RTC Security and shall provide that department with the person's: name; address; date and place of birth; place of employment; crime for which convicted; date and place of conviction; aliases used; social security number; photograph; and fingerprints.

### **RCW 9A.44.138**

Attendance, employment of registered sex offenders and kidnapping offenders at institutions of higher education - Notice to school districts, principal, department of public safety at institution - Confidentiality.

(1) Upon receiving notice from a registered person pursuant to RCW 9A.44.130

<<http://apps.leg.wa.gov/rcw/default.aspx?cite=9A.44.130>> that the person will be attending a school or institution of higher education or will be employed with an institution of higher education, the sheriff must promptly notify the school district and the school principal or institution's department of public safety and shall provide that school or department with the person's:

- a) Name and any aliases used;
- b) complete residential address;
- c) date and place of birth;
- d) place of employment;
- e) crime for which convicted;
- f) date and place of conviction;
- g) social security number;
- h) photograph; and

i) risk level classification.

(2) A principal or department receiving notice under this subsection must disclose the information received from the sheriff as follows:

- a. If the student is classified as a risk level II or III, the principal shall provide the information received to every teacher of the student and to any other personnel who, in the judgment of the principal, supervises the student or for security purposes should be aware of the student's record;
- b. If the student is classified as a risk level I, the principal or department shall provide the information received only to personnel who, in the judgment of the principal or department, for security purposes should be aware of the student's record.

(3) The sheriff shall notify the applicable school district and school principal or institution's department of public safety whenever a student's risk level classification is changed, or the sheriff is notified of a change in the student's address.

(4) Any information received by school or institution personnel under this subsection is confidential and may not be further disseminated except as provided in RCW 28A.225.330 <<http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.225.330>>, other statutes or case law, and the family and educational and privacy rights act of 1994, 20 U.S.C. Sec. 1232g et seq.

The RTC community may conduct their own sex offender searches at the links below:

- King County Sex Offender Search <http://www.icrimewatch.net/index.php?AgencyID=54473>
- State of Washington Sex Offender Search <http://www.icrimewatch.net/ex.php?AgencyID=54528>

### **RTC Sex Offender Notification Policy can be found at:**

<https://rtc.edu/about-rtc/campus-resources/campus-security/sex-offender-notification-policy-and-procedure.php>

## **Campus Emergencies**

### **Emergency Response**

The RTC Emergency Response Plan includes information designed to provide direction to every individual on campus. The plan contains the College's incident priorities and leadership assignments. The plan also contains processes to ensure emergency actions occur. These actions include campus wide responses to emergency instructions to shelter-in-place, evacuate, lockdown, and return to normal operations. The plan designates that the College administration utilize Incident Command Structure (ICS) for local event coordination, contingency and continuity planning requirements. Each building on campus relies on personnel trained to use 2-way radios and assist during evacuations. These RTC employees, made up of faculty and staff members, ensure that their building's occupants respond to emergency evacuations in keeping with the Emergency Response Plan. Custodial, Facilities, and RTC Security personnel make up the campus wide Emergency Response Team. They respond to buildings or parts of campus during an emergency to coordinate the College's response and support Evacuation Marshalls at the incident location. College departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility.

The College conducts emergency response exercises each year, such as tabletop exercises, field exercises, quarterly drills, and tests of the emergency notification systems on campus. These tests are designed to

assess and evaluate the emergency plans and capabilities of the institution. RTC Security Officers and the Director have received training in Incident Command and Responding to Critical Incidents on campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually the RTC Emergency Response Team members, then followed shortly thereafter by Renton Police and Fire Department. These entities typically respond and work together to manage the incident. Depending on the nature of the incident, RTC Administrative ICS team and other local or federal agencies could also be involved in responding to the incident. General information about the emergency response and evacuation procedures for RTC are publicized each year as part of the institution's Clery Act compliance efforts, and that information is available on the RTC Security website under the icons, Emergency Procedures.

### **Notification**

When the College receives confirmed information from any office or department on the college campus, such as RTC Security, a Dean's Office, Department Head or Evacuation Marshall a situation or circumstances pose a threat or immediate threat to the health and safety of the RTC community, an emergency notification can be made to those areas affected immediately. The College has various systems in place for communicating information quickly. The systems include Alertus mass notification, email, and handheld radios issued in each building. For ongoing emergency situations informational updates can be provided through the RTC website, Twitter, and Facebook. Additionally, recorded messages may also be accessible at the RTC main business phone at (425) 235-2352.

RTC community members are encouraged to notify RTC Security of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and/or employees on campus. RTC Security has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, RTC Security has a responsibility to respond to such incidents to determine if the situation does, in fact, pose a threat to the community. If so, Federal Law requires that the institution notify the campus community or the appropriate segments of the community that may be affected by the situation.

### **Emergency Procedures**

Evacuation drills may be coordinated by RTC Security during each academic school year for all buildings on the College's main campus or conducted individually by faculty and staff to demonstrate how to evacuate their area safely. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. Individual Emergency procedure guides are posted in each classroom and major meeting spaces on campus and are there as a reference to support the evacuation drill desired response. The Emergency Procedure guides are supplemented with evacuation maps for each room indicating the exit routes from the building. Additionally, the guides also contain Evacuation Area maps that correspond to the campus building showing occupants where they should meet and stage upon evacuation. Evacuation drills and materials are designed to prepare building occupants for an organized evacuation in case of a fire or other emergency. At RTC, evacuation drills are used to educate and train occupants on fire safety issues specific to their building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the College an opportunity to test the operation of fire alarm system components.



Students receive information about evacuation and shelter-in-place procedures during the first quarter and during other educational sessions they can participate in throughout the year.

### Specific Emergency Instructions

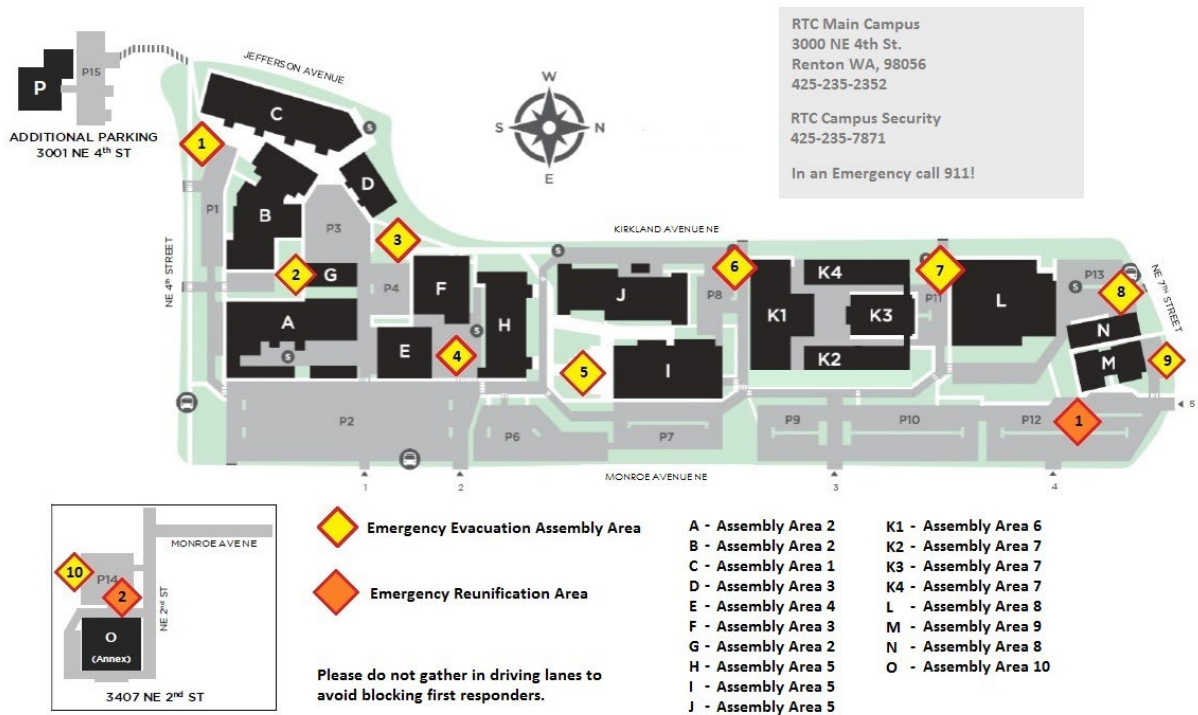
Renton Technical College has a comprehensive Emergency Procedures Guide providing the campus best practices that can be accessed on the RTC Security page of the RTC website.

### Emergency Evacuation map

Areas shown in yellow coincide with the building letter evacuation site.

# RTC RENTON TECHNICAL COLLEGE

## Emergency Evacuation Information



## Security Awareness and Crime Prevention Programs for Students and Employees.

The Director of Safety and Security, upon request, will conduct crime prevention and general security and safety awareness presentations when requested by various community groups, including students and employees of the College. During these presentations, the following information is typically provided: general crime prevention and security awareness, safety education, discussions about topics such as alcohol abuse, domestic violence, self-defense, fire safety, emergency response and evacuation procedures, sexual assault prevention, and theft prevention. Participants are encouraged to be responsible for their own security on campus.

Throughout the year the Director of Security engages in orientation presentations to help inform the campus community about services provided, crime prevention tips, and personal safety tips.

Renton Technical College continues to seek ways to improve the safety of the campus community while preserving an open campus with public access. There are no concrete solutions to end crime on campus, RTC has measures in place to enhance the safety of the community and aid in crime prevention. These measures include:

- Campus Safety Staff: consists of 3 full-time and 2 part-time field staff dedicated to crime prevention, pro-active patrol, and coordinating mutual-aid resources. Field staff are uniformed to be easily identified as security personnel.
- Video Data Analytics to help monitor and report anomalies including a camera system that utilizes sound detection for gunshots, glass breaking, screaming, and car alarms.
- Walking escorts: During security operational hours, requests for walking escorts can be made as an increased safety measure for returning to a vehicle or class.
- Emergency notifications: RTC utilizes ALERTUS mass notification systems to provide mobile, email, desktop, and beacon notifications to disseminate emergency information quickly and accurately.

## Important Campus and Community Services

RTC Student Services (425) 235-2352, ext. 5978

RTC Security Department (425) 235-7871

Valley Medical Center (425) 656-4055

Renton Police Department – Emergency 9-1-1

Renton Police Department – Business (425) 430-7500

King County Sheriff’s Office – Emergency 9-1-1

King County Sheriff’s Office – Business (206) 296-3311

King County Sexual Assault Resource Center (425) 226-5062, or 1-(888) 998-6423 [kcsarc.org](http://kcsarc.org)

Washington State Domestic Violence Hotline: 1-(800) 799-7233

King County Crisis Clinic, Crisis Line 1-(866) 427-4747 [www.crisisclinic.org](http://www.crisisclinic.org)

WA Recovery Help Line 988

## Responsibilities of the College Community

Members of the College community must assume responsibility for their own personal safety and the security of their personal property. The following precautions provide guidance:

- Report all suspicious activity to RTC Security immediately.
- Never take personal safety for granted.
- Try to avoid walking alone at night. Use RTC Security for escort services.
- Carry only small amounts of cash.
- Never leave valuables (wallets, purses, books, phones, computers, etc.) unattended.
- Always carry your keys and do not lend them to anyone.
- Lock up bicycles and motorcycles. Lock car doors and close windows when leaving your car.
- Do not leave valuables in your car, especially if they can be easily noticed.
- Engrave serial numbers or owner's recognized numbers, such as a driver's license number, on items of value.
- Inventory your personal property and insure it appropriately with personal insurance coverage.

## Notification of Missing Students

Renton Technical College does not have on-campus resident life (housing for students). RTC is not required to address missing students. RTC Security will work with the City of Renton Police Department or other local or regional law enforcement agencies upon request when they have reason to believe a student who attends RTC is missing. RTC Security will generate a missing person report and assist with the investigation.

## Employee Disciplinary Sanctions related directly to Alcohol and Illegal Drug Use in the Workplace

Official college action is taken when violation of state law or college policy regarding illicit drugs or alcohol occurs. Employees have rights within the limitations of statutory law and college policy which are deemed necessary to achieve the educational goals of the college. Renton Technical College intends to provide a drug-free workplace. Each employee is expected to report to work in an appropriate mental and physical condition to perform their assigned duties. Therefore, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in and on Renton Technical College owned and/or controlled property, or while conducting college business is prohibited. Violation of this standard will result in disciplinary action being taken in accordance with the Higher Education Personnel Board rules, bargaining unit agreements, tenure laws, or other policies of the institution. Violation will be reason for discipline, including termination of employment, or for participation in evaluation/treatment for a substance use disorder.

# STUDENT CONDUCT CODE AND HEARING PROCEDURES

Chapter 495E-110 WAC

## STUDENT CONDUCT CODE

Authority (WAC 495E-110-010)

The board of trustees, acting pursuant to RCW 28B.50.140(14), delegates to the president of the college the authority to administer disciplinary action. Administration of the disciplinary procedures is the responsibility of the vice-president of student affairs or designee. The student conduct officer shall serve as the principal investigator and administrator for alleged violations of this code.

**Student rights, responsibilities, code of conduct, and hearing procedures can be found at the following website:**

<https://rtc.edu/student-life/student-services/academic-and-career-advising/student-rights-responsibilities/index.php>

## Washington State Drug Laws

RCW 46.61.502 & RCW 46.61.504

- Prohibits operating motor vehicles while under the influence of an intoxicating liquor or any drug. Discusses penalties and Alcohol Information School.

RCW 46.61.517 & RCW 46.20.308: Refusal of person to Take Alcohol Test or drug concentration.

- Refusal of person to Take Alcohol Test or drug concentration in the person's blood or breath is admissible in a court of law.

RCW 66.24.481 Public Place or Club

- No public place may keep liquor or permit its consumption unless authorized by a state banquet permit.

RCW 66.44.100 Opening or Consuming Liquor in Public Place

- Prohibits consuming liquor in a public place.

RCW 66.44.200 Sales to Persons Apparently Under the Influence of Liquor

- Prohibits the sale of any alcohol to a person apparently under the influence of liquor.

RCW 66.44.270 Furnishing Liquor to Minors— Possession, Use

- Prohibits the sale or supply of liquor to a minor and prohibits anyone from permitting a minor to consume liquor on premises under that person's control.
- Prohibits minors from possessing, consuming, or otherwise acquiring any liquor. (At the College, it is also contrary to the alcohol policy to furnish or permit alcohol to be served to persons who are intoxicated.)

#### RCW 66.44.290 Minors Purchasing

- Prohibits anyone under age 21 from purchasing or attempting to purchase alcohol.

#### RCW 66.44.310 Misrepresenting Age

- Prohibits using a false identification card or misrepresenting your age.

#### RCW 66.44.325 & RCW 66.44.328 False Identification

- Prohibits the use and manufacture of false ID cards

#### RCW 66.44.370 Resisting Arrest

- Prohibits anyone from resisting arrest by a law enforcement official.

#### RCW 69.50.401 Prohibited Acts: A – Penalties

- Prohibits the manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance. Any person in violation with respect to: (i) a Schedule I or II narcotic is guilty of a crime and upon conviction may be imprisoned for up to 10 years. If the crime involved less than two kilograms of the drug, fined up to \$25,000; or if the crime involved two or more kilograms of the drug, then fined up to \$100,000 for the first two kilograms and up to \$50 for each additional gram.
- The sentence may include both imprisonment and fine, (ii) any other Schedule I, II, III substance is guilty of a crime and may be imprisoned for up to five years, fined up to \$10,000 or both. Nor may anyone be in possession of a controlled substance unless it was obtained through a valid prescription of a practitioner. Any person found guilty of possession of 40 grams or less of marijuana shall be guilty of a misdemeanor.

#### RCW 69.50.406 Distribution to Persons under Age 18

- Anyone 18 years of age or over who distributes a controlled substance that is a narcotic drug to a person under 18 is punishable by the fine and/or imprisonment of up to twice that authorized by RCW 69.50.401 (a) (1) (i)

#### RCW 69.50.408 Second or Subsequent Offenses

- Second or subsequent offenses are punishable by twice the imprisonment and/or fine that is otherwise authorized.

#### RCW 69.50.410 Prohibited Acts: D - Penalties

- Prohibits the sale for profit any controlled substance or counterfeit substance classified in Schedule I, RCW 69.50.204 except leaves and flowering tops of marijuana.
- Any person convicted of this subsection shall receive a sentence of up to five years in prison for the first offense, or a mandatory sentence of five years in prison for a subsequent offense and no judge may suspend or defer the second sentence.
- Violation of this subsection by selling heroin is punishable by a mandatory sentence of two years in prison and no judge of any court shall suspend or defer the sentence. Any person convicted

on a second or subsequent sale of heroin shall receive a mandatory sentence of 10 years in prison and no judge shall suspend or defer the second sentence.

- In addition to the sentences provided, any person convicted of a violation of this subsection shall be fined in an amount calculated to at least elimination and all proceeds of profits gained by such person as a result of sales of controlled substances, up to the amount of \$500,000 on each count.

#### RCW 69.50.412 Prohibited Acts: E - Penalties

- Prohibits the use of drug paraphernalia to plant, grow, harvest, manufacture, produce, prepare, test, store, or introduce into the human body a controlled substance. Any person who violates this section is guilty of a misdemeanor. Prohibits the delivery, possession with intent to deliver, or manufacture with intent to deliver drug paraphernalia to a person less than 18 years of age who is at least three years of age his junior is guilty of a gross misdemeanor. Any person 18 years of age or over who violates this subsection by delivering drug paraphernalia to a person less than 18 years of age who is at least three years of age his junior is guilty of a gross misdemeanor.

#### RCW 69.50.412 Prohibited Acts: E -- Penalties (as amended by 2013 c 3)

- It is unlawful for any person to use drug paraphernalia to plant, propagate, cultivate, grow, harvest, manufacture, compound, convert, produce, process, prepare, test, analyze, pack, repack, store, contain, conceal, inject, ingest, inhale, or otherwise introduce into the human body a controlled substance other than marijuana. Any person who violates this subsection is guilty of a misdemeanor.

#### RCW 69.50.420 Violations – Juvenile Driving Privileges

- If a juvenile between 13 and 21 is convicted of a violation of this chapter, the court shall notify the Department of Licensing within 24 hours after the entry of the judgment.

#### RCW 69.50.430 Additional Fine for Certain Felony Violations

- Every person convicted of possessing, delivering, manufacturing, or selling a controlled substance shall, for a first offense, be fined \$1,000 in addition to any other fine or penalty imposed. Persons found guilty of a second or subsequent offense shall receive a mandatory \$2,000 fine. Unless the court finds the person to be indigent, this additional fine shall not be suspended or deferred by the court.

#### RCW 69.52.030 Imitation Substances

- Prohibits the sale or misrepresentation of a substance as an illicit drug and any person who violates this shall, upon conviction, be guilty of a class C felony.

#### Federal Drug Laws

Sanctions for possession and trafficking of controlled substances under Title 21 United States Code (USC) Controlled Substances Act:

21 U.S.C. 844 (a)

- Any individual who knowingly possesses a controlled substance that is listed in section 841(b)(1)(A) of this title in violation of section 844 of this title in an amount that, as specified by regulation of the Attorney General, is a personal use amount shall be liable to the United States for a civil penalty in an amount not to exceed \$10,000 for each such violation.

21 U.S.C. 853 (A) (2) and 21 U.S.C. 881 (a) (4) and 21 U.S.C. 881 (a) (7)

- Forfeiture and property used to possess a controlled substance if the offense is punishable by more than one year imprisonment Forfeiture of vehicles, boats, or aircraft used to transport or conceal a controlled substance. Civil fine of up to \$10,000.

21 U.S.C. 853a and 18 U.S.C. 922 (g) and prosecutions under 18 U.S.C. 922 (g)(8)

- Denial of Federal benefits, such as student loans, grants, contracts, and licenses, up to 1 year for first offense, up to 5 years for subsequent offenses. Revocation of Federal licenses and benefits, e.g. pilot licenses, public housing tenancy, etc., are within the authority of some Federal agencies. Ineligible to receive or purchase a firearm.

Washington Legal Sanctions Relating to Manufacturing, Selling, or Delivering a Controlled Substance

Schedule I or II Narcotic (i.e., cocaine, heroin, opium) Quantity: Less than two kilograms.

- First Offense: Imprisonment of not more than 10 years, or fine of not more than \$25,000, or both.
- Second Offense: Up to twice the prison term and fine.

Schedule I or II Narcotic (i.e., cocaine, heroin, opium) Quantity: Two or more kilograms.

- First Offense: Imprisonment of not more than 10 years, or fine of not more than \$10,000 for first two kilograms and not more than \$50 for each additional gram, or both (fine and imprisonment).
- Second Offense: Up to twice the prison term and fine.

Any other controlled substance classified in Schedule I, II, III, IV, or V. Quantity: Any.

- First Offense: Imprisonment of not more than five years, or fine of not more than \$10,000, or both.
- Second Offense: Up to twice the prison term and fine.

Sale for profit of any controlled substance classified in Schedule I. Quantify: Any.

- First Offense: Imprisonment of not more than five years, or fine of up to \$500,000.
- Second Offense: Mandatory sentence of five years.

Sale of heroin Quantity: Any.

- First Offense: Mandatory two-year imprisonment, or fine of up to \$500,000.
- Second Offense: Mandatory sentence of five years.

Use of drug paraphernalia to plant, grow, store, inject, or otherwise insert into the human body a controlled substance Quantity: Any.

- First Offense: Imprisonment not less than 24 hours, or fine of not less than \$250.
- Second Offense: Fine of not less than \$500.

Legal Sanctions Relating to Violations of Washington Alcohol Beverage Control Act Sale or supply of liquor to any person under the age of 21.

- First Offense: Fine of not more than \$500, or imprisonment of not more than two months, or both.
- Second Offense: Imprisonment of not more than six months. Third or Subsequent Offense, imprisonment of not more than one year.

Possession, consumption, or acquisition of liquor by any person under the age of 21 (Minor in Possession/ MIP)

- First Offense: Fine of not more than \$500, or imprisonment of not more than two months, or both.
- Second Offense: Imprisonment of not more than six months. Third or Subsequent Offense, imprisonment of not more than one year.

Purchase or attempted purchase of liquor by any person under the age of 21\*

- First Offense: Fine of not more than \$500, or imprisonment for not more than two months, or both.
- Second Offense: Imprisonment of not more than six months.
- Third or Subsequent Offense: Imprisonment of not more than one year.

\*For those between the ages of 18 and 21: Fine of not less than \$250 and not fewer than 25 hours of community service.

## Employee Assistance Program

The Employee Assistance Program (EAP) helps Washington State government employees, and their family members resolve personal and work-related problems. Employee visits to the Employee Assistance Program are confidential (with exceptions for certain state and federal laws regarding abuse of a minor child, elderly person, disabled person, threats to self or others). Also, according to RCW 41.04.730 if the supervisor or HR directly refers the employee to EAP prior to their initial EAP contact regarding work performance issues, then EAP is required to let the supervisor know:

- Whether or not the referred employee made an appointment
- The date/time the employee arrived and departed
- Whether further appointments were scheduled

The College recognizes that employee participation or non-participation in the EAP is voluntary and cannot be used in any decision affecting an employee's job security, promotional opportunities, corrective or disciplinary action, or other employment rights.



## Counseling, Treatment, Rehabilitation or Re-entry Resources

In addition to the EAP and health insurance plans, employees may find the following resources helpful:

### **Residence XII**

<http://www.residencexii.org/>

Women's alcohol and drug rehabilitation 12029 113th Avenue NE Kirkland, WA 98034

425.823.8844

### **Thunderbird Treatment Center**

<http://www.sihb.org/>

Operated by the Seattle Indian Health Board 9236 Renton Avenue South Seattle, WA 98118

206.324.9360

### **Valley Cities Counseling and Consultation <http://www.valleycities.org/>**

221 Wells Ave. South Renton WA 98057

253.833.7444

### **Alcohol and Drug Helpline**

<http://www.adhl.org/>

206.722.3700

### **Alcoholics Anonymous**

<http://drug-alcoholhelpline.com/>

1.855.435.5596

### **Narcotics Anonymous (Seattle area)**

<http://www.usrecovery.info/index.htm> 206.790.8888

Seattle Area 24-Hour Helpline

## Incidents of Personal Violence including but not limited to Domestic Violence, Dating Violence, Sexual Assault, and Stalking

Renton Technical College does not tolerate and prohibits personal violence/harassment or sexual assault, including rape, acquaintance rape, and domestic violence, dating violence, and stalking, for incidences on and off campus. This includes both sexual behaviors coerced through physical or verbal threats, force or other forms of manipulation and sexual behavior when one person cannot give consent due to incapacitation. Such activities are against the law and are a direct violation of the College's Student

Conduct Code (WAC 495E-110-010) specifically the sections related to harassment/physical harm and/or sexual harassment. When violations are believed to have occurred, disciplinary action can be pursued.

This policy is also coordinated with RTC's Human Resources policy for Nondiscrimination and Harassment Policies and Procedures (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). Also, included are the mandates of Violence Against Women Reauthorization Act ("VAWA") which President Obama signed into law on March 7, 2013, that imposes these new obligations on colleges and universities under its Campus Sexual Violence Act ("SaVE Act") provision, Section 304. The HR policy can be found here: <http://rtc.edu/sites/default/files/4-1-Equal-Opportunity-Title-IX-Nondiscrimination-Policy-Complaint-Procedure.pdf>

## Sexual Assault Prevention and Education programs

Sexual assault awareness and prevention education reinforces RTC's commitment to ending sexual assault. Currently RTC deploys educational and interactive lectures put on by the student programs department on a quarterly basis to multiple cohorts.

## Responding to or Reporting Sexual Violence or Assault

If you or someone you know of has been subjected to personal violence or sexual assault on or off campus, your priority should be to get to a place of safety. You should then obtain the necessary medical treatment. Renton Technical College strongly advocates a complainant of sexual assault report the incident in a timely manner as RTC will be able to provide better assistance, resources, and guidance. An assault should be reported directly to RTC Security. Filing a report will not obligate the complainant to prosecute, nor will it subject the complainant to scrutiny or judgment.

When a sexual assault complainant files a report, the local Police Department may be notified as well. If the suspect is also a student, the complainant of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the Title IX Coordinator, or only the latter. A representative from the RTC Security Office, or the Title IX Coordinator, will guide the complainant through the available options and support the complainant in their decision, and will assist the student in notifying these authorities, if the student requests.

Students and employees who are victims of sexual assault, domestic violence, dating violence, or stalking, are encouraged to seek help from the following resources:

- Director of Safety & Security 425-235-7836, Building N room 103.
- Vice President of Human Resources/ Title IX Coordinator 425-235-7873, Building J room 202A
- Vice President of Student Services 425-235-2463, Building I room 212
- King County Crisis Line (866) 427-4747
- Rape, Abuse & Incest National Network (RAINN) (800) 656-4673
- National Domestic Violence Hotline (800) 799-7233
- Valley Medical Center – (425) 690-1000
- Sexual Assault and Traumatic Stress Center at Harborview 206-744-1600

Any individual who reports sexual harassment, sexual violence, and stalking or intimate partner violence can be assured that all reports will be investigated and resolved in a fair and impartial manner. A Complainant, a Respondent and all individuals involved can expect to be treated with dignity and respect. In every report under this policy, the College will make an immediate assessment of any risk of

harm to the Complainant or to the broader campus community and will take steps necessary to address those risks. These steps will include interim measures to provide for the safety of the individual and the campus community.

**Information about Title IX, including current policies and procedures can be found online using the following link:**

<https://rtc.edu/about-rtc/human-resources/hr-title-IX/index.php>

### **Title IX/EEO Coordinator**

Name: Lesley Hogan

Title: Title IX / EEO Coordinator, Vice President of Human Resources

Office: Human Resources (J202)

Contact info: titleix@rtc.edu, lhogan@rtc.edu, 425-235-7873

The Title IX / EEO Coordinator or designee:

- Will accept all complaints and referrals from college employees, applicants, students, and visitors.
- Will make determinations regarding how to handle requests by complainants for confidentiality.
- Will keep accurate records of all complaints and referrals for the required time period.
- May conduct investigations or delegate and oversee investigations conducted by a designee.
- May impose interim remedial measures to protect parties during investigations of discrimination or harassment.
- Will issue written findings and recommendations upon completion of an investigation.
- May recommend specific corrective measures to stop, remediate, and prevent the recurrence of inappropriate conduct.

## **Other Discrimination Complaint Options**

Discrimination complaints may also be filed with the following federal and state agencies:

Washington State Human Rights Commission (<http://www.hum.wa.gov/index.html>)

711 S Capitol Way, Suite 402

Olympia, WA 98504

800-233-3247

US Dept of Education Office for Civil Rights

(<http://www2.ed.gov/about/offices/list/ocr/index.html>)

915 2nd Avenue, Room 3310

Seattle, WA 98174

206-607-1600

Equal Employment Opportunity Commission (<http://www.eeoc.gov/>)

909 First Avenue

Seattle, WA 98104

800-669-4000

The Director, Civil Rights Center (CRC)

U.S. Department of Labor

200 Constitution Avenue NW

Room N-4123

Washington DC 20210

866-487-2365

Reference:

[RCW 49.60](#)

(End of Annual Security Report)