



# WHITWORTH

AN EDUCATION OF MIND AND HEART

## **Annual Campus Security and Fire Safety Reports – October 2011**

The purpose of this Campus Security Report is to make available to all current students and employees, and, upon request, members of the public and applicants for enrollment or employment, an annual security and fire safety report that includes specific policies and statistics concerning criminal offenses that occurred on campus or on public property adjacent to campus, as well as fires that occurred on campus and were reported to campus security authorities and/or the Spokane County Sheriff's Department or the Spokane Fire Department. The information in this report includes crime statistics for the 2010 calendar year and the previous two calendar years. A copy of the Campus Security and Fire Safety Report is available in the offices of the vice president for student life and the campus security office, as well as online at [www.whitworth.edu/security](http://www.whitworth.edu/security).

## **MAIN CAMPUS & Specific Policy Information**

### **Crime and Emergency Reporting Policy**

Students, faculty and staff are strongly encouraged to report promptly and accurately any and all suspected or actual criminal activity to the offices of student life and campus security as well as to the Spokane County Sheriff's Department (911 for emergencies and 509.456.2233 (CrimeCheck) or [www.spokanesherriff.org](http://www.spokanesherriff.org) for non-emergency crime reporting). The campus phone extension for the student life office is 509.777.3271, and the number for campus security is 509.777.4444. The security supervisor's phone extension is 509.777.3712. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics.

Criminal activity is investigated promptly and thoroughly. The Spokane County Sheriff's Department (SCSO) is the local police agency with jurisdiction over the area in which the main campus is located.

Whenever appropriate, Whitworth investigative actions will be conducted by either or both the office of the vice president for student life and/or the security supervisor. All investigative detail will be kept in strict confidence, except information that must, by law, be published.

### **Emergency Reporting**

In case of a fire, medical or police emergency, or any situation that presents an immediate threat to life or property, 911 should be called **immediately**. After calling 911 and providing complete information, contact campus security at extension 4444 (509.777.4444 from off-campus phones) to request that a security officer respond. Campus security officers work with emergency responders at the scene, providing assistance with directions, building entry, crowd and traffic control, and information. In order to ensure that emergency situations on campus are handled in the best way possible, it is vital that both 911 and campus security are notified in a timely manner. Situations involving unusual or suspicious activity on campus should be reported directly to campus security.

**When calling 911**, be prepared to give the following information:

- ❖ Your **name, phone number, and exact location**. Know the name of the building that you are in or near, as well as the street address or the closest cross streets. The 911 operator and emergency responders may not be familiar with the campus.
  
- ❖ The **nature of your emergency**, including who is involved, what happened, where it occurred or is occurring, when it happened, and how it happened.

- ❖ For a **police emergency**, tell the 911 operator the immediate threat and let him/her know whether suspect(s) is/are still present. If the suspect(s) have left the scene, give a complete description and the direction of his/her/their departure, if possible. Give information regarding any suspect vehicle(s). Tell the operator if any weapons were used, seen or heard.
- ❖ For a **fire**, tell the operator if there is visible smoke or fire, the exact location of the fire, what type of building is on fire (if applicable), and whether there are any known injuries.
- ❖ For a **medical incident**, give the age and condition of the victim, as well as what caused the situation (seizure, slip-and-fall, vehicle accident, etc.).

911 operators need specific information in a specific order. You can do the greatest good by following their lead and being calm, concise and complete when answering their questions. In the case of some in-progress crimes, the 911 operator will stay on the line with you until an officer has arrived.

Tell the 911 operator that you will notify campus security. After hanging up, do so.

**When calling campus security**, be prepared to give the following information:

- ❖ your name, location, and your call-back number
- ❖ the nature of the crime or emergency (i.e., past or in-progress) and the level of the threat
- ❖ the nature of your situation, including the who, what, where, when, and how information mentioned above
- ❖ in emergency situations, whether you have called 911
- ❖ any other information that will assist the security officer in responding to and handling the situation

### **Crime Reporting**

In addition to reporting emergencies to the security department (after notifying 911), report non-emergency and past crimes to the campus security department, as well. At the time the crime is reported, a security officer will assist the victim in making a report with the Spokane Sheriff's Department, if s/he is asked to do so. Whitworth strongly encourages on-campus victims to report crimes to the SCSO.

Filing a report with security is not the same as filing a report with the Spokane Sheriff's Department. In some cases, the victim has the option of requesting that a Spokane Sheriff's deputy respond in person to his/her complaint.

SCSO's normal procedure for non-emergency or delayed crime reports is for the victim or reporting party to call Crime Check, 509.456.2233, where a report is generally taken over the phone.

An online crime reporting service is also available at [www.spokanecounty.org/crimecheck](http://www.spokanecounty.org/crimecheck).

A representative from student life or the security staff is available to meet with a reporting party to explain resources and processes within the university, as well as within the criminal justice system, and to make referrals to appropriate assistance agencies.

Professional staff members of the student life division may be contacted with information about criminal incidents or safety/security concerns.

<i>Title</i>	<i>Phone</i>
Vice president for student life	509.777.3272
Associate dean of students	509.777.4536
Associate dean for residence life	509.777.4655
Assistant dean of students	509.777.4565
Resident director of Baldwin-Jenkins	509.777.3735
Resident director of McMillan, Ballard	509.777.3757
Resident director of Stewart, Village, Boppell	509.777.3744

Resident director of Arend	509.777.3462
Resident director of Warren	509.777.3706
Resident director of East	509.777.3737
Resident director of Duvall	509.777.3759
Resident director of Cornerstone	509.321.8570
Costa Rica Center director	509.777.4837
Whitworth University Downtown Center director	509.777.4518

Reports of crimes are evaluated to determine if a security alert to the community is appropriate, as well as for inclusion in the required yearly crime statistics.

If the reporting party does not wish to pursue university disciplinary action or criminal charges, crimes may be reported confidentially or anonymously to student life professionals as well as to campus security. However, the university reserves the right in compelling situations to take reasonable action in response to any crime report.

All reports submitted on a confidential or anonymous basis are evaluated for purposes of issuing a campus-wide security alert, as well as for inclusion on the public crime log and in the annual crime statistics.

Pastoral and professional mental health counselors employed by the university have a professional obligation to ensure confidentiality regarding information disclosed during a counseling session. The university does not include statistical information about crimes from such sessions. The university encourages counselors, if they deem it appropriate, to advise clients of the options for reporting a criminal incident, including confidential/anonymous reporting and reporting to campus security and police officials.

- A. The Whitworth Security Department works to facilitate the safety and security of students, staff, faculty, visitors and property at Whitworth University. As part of facilities services, campus security is a service-oriented organization that promotes safety, security, awareness and personal responsibility. The security department has an especially close working relationship with student life.

The security department is staffed by professionals who perform all aspects of security operations. The office is located in the facilities services building on the Loop Road at the north end of the main campus. The department is staffed 24 hours a day, 365 days a year.

- B. Campus security officer description: Campus security officers are employed by Whitworth University for the purpose of performing physical security for the protection of persons and property from injury or loss within the property boundary of the main Whitworth University campus. This definition includes all types of injuries and all types of losses; however, it is restricted to the university's main campus boundaries, including the university-owned theme houses adjacent to and near the campus.
- C. Campus security officer authority: Whitworth University campus security officers are charged with responsibility and commensurate authority by the university to carry out administrative policy and procedures. Officers are unarmed and have no power of arrest beyond that of a private citizen. Whitworth University security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the university. Whitworth University security officers have the authority to issue parking and moving citations, which are billed to the financial accounts of students, faculty and staff.

While no formal written agreement exists between Whitworth University and SCSO for the investigation of criminal offenses, campus security officers operate in close collaboration with SCSO. This working relationship is one of respect and cooperation. The Whitworth University security officer's primary responsibility is **prevention**. Criminal activity and requests for police service that are beyond the authority and resources of security officers are referred to SCSO. When this is necessary, a Whitworth University security officer's actions will support and complement those of the sheriff's department.

Campus security has a well-established relationship with the SCSO, and liaison opportunities between the departments occur on many occasions and at various levels.

The Washington State Patrol, an agency with statewide authority, also has jurisdiction for the campus area, but the security department has no formalized working relationship with that agency.

- D. The purposes of Whitworth University Security Department include, but are not limited to, providing proactive patrols (on foot, bicycle, and in marked patrol cars) of the campus to detect and deter crime and facilitate a safe environment for the people and property of our community. Periodic checks are made of all on-campus buildings, and lockup services are provided. Patrols around the residence halls are a priority. In addition to conducting patrols and building checks, security officers also answer calls for service, provide escorts upon request, check alarms, investigate suspicious situations, and assist local emergency first responders and investigators.

Security staff members follow up on calls for service and take action as appropriate, including writing incident reports to document the circumstances of on-campus occurrences and their investigations. Security officers work in conjunction with student life staff, residence hall staff, the university's administration, and local law enforcement and fire departments to enforce and seek compliance with Whitworth policies, rules and expectations, as well as state laws and local ordinances.

#### **Whitworth Security Officers' Duties**

- ❖ Control the flow of persons into and out of Whitworth University property. This includes securing and unlocking facilities.
- ❖ Control the flow of vehicles into and out of Whitworth University's protected areas. This includes traffic regulation and enforcement on university-owned streets and parking lots.
- ❖ Control the flow of property into and out of Whitworth University's protected areas.
- ❖ Monitor/watch for danger to persons and property within Whitworth University's protected boundary area via regular marked patrols and security surveillance cameras.
- ❖ Remove threats to persons and property within Whitworth University boundaries.
- ❖ Investigate and report criminal activity, accidents and injuries.
- ❖ Write incident reports of crimes reported to the security department.
- ❖ Work in liaison with the Spokane County Sheriff's Department and/or state or federal law enforcement agencies.
- ❖ Work in liaison with the Spokane County Fire District 9.
- ❖ Conduct regular fire-safety inspections of the residence halls.
- ❖ Conduct periodic fire drills in the residence halls and in administrative and academic buildings.

#### **Crime Prevention & Keeping the Community Informed**

Crime-prevention education for students is handled by student life.

Students are encouraged to:

- ❖ secure their unattended bicycles with a "U-Lock" to a bike rack;
- ❖ lock dormitory room or theme house doors when not present;
- ❖ leave valuables **only** in attended areas.

Posters are placed in residence halls informing students of the primary actions they can take to increase the safety of their living environment.

- ❖ Periodic security alerts/notices ("timely warnings") are issued campus-wide on an as-needed basis.
- ❖ Crime and security information is regularly provided to the student newspaper.

Criminal incident reports written by campus security officers, reports made to student life professionals and other university officials, and information gathered from SCSO are used to track crime activity on campus. In this way, crime trends can be detected and appropriate responses can be formulated. When conditions warrant, a security alert is sent to the university community via e-mail. If appropriate, the security alert is also posted on campus bulletin boards. These timely reports inform the community about situations that present

an immediate, serious and/or continuing threat to the community. A security alert may be issued for crimes specifically covered by the Federal Campus Security Act (see later section, below).

A lower-priority security notice or advisory may be issued when trends or patterns of crime are seen, particularly if they involve lower-level property crimes or other situations such as crime trends in nearby neighborhoods or crime-prevention tips, which do not rise to the level of a security alert.

The Spokane County Sheriff's Office maintains a website that includes names, photos, history, and identifying information on registered sex offenders living in Spokane County. Visit the website at [www.spokanesherriff.org](http://www.spokanesherriff.org).

#### **Active Shooter Information**

While shootings on college campuses are rare occurrences, their consequences are always catastrophic. We have implemented guidance, based on best practices, for responding to an active shooter event. These include the basic steps that all community members can take to help them survive an active shooter event. Students, staff and faculty with a Whitworth computer system account are encouraged to go to [www.whitworth.edu/Administration/FacilitiesServices/security/Video/SecurityVideo.htm](http://www.whitworth.edu/Administration/FacilitiesServices/security/Video/SecurityVideo.htm) (which is also linked on the Whitworth website) to view a 20-minute, nationally recognized training video produced by the Center for Personal Protection & Safety. *Shots Fired on Campus* outlines the survival steps you can take if you are confronted by an active shooter on campus. We encourage you to invest just a few minutes to learn this valuable information.

This knowledge, combined with enrollment in the RAVE mass cell-phone text-message notification system, for the main campus community and continuing studies' Riverfront Office Park campus, can help you survive an active shooter event. For questions about this guidance, please contact the security supervisor at 509.777.3712.

#### **Security of University Grounds and Facilities**

The main campus of Whitworth University is generally within the area bounded by West Hawthorne Road on the south, Division Street and North Whitworth Drive on the east, North Waikiki Road on the west, and West Falcon and West Elcliff Avenues on the north. Privately owned non-university property is also included in this area. Also, university-owned and -rented property extends in some places beyond the boundary area described. The public streets and alleys within and adjacent to the campus area are controlled by Spokane County. Campus security patrols focus on the campus. SCSO patrols both the campus and surrounding areas.

The 218.4-acre main campus is open, allowing access for neighborhood foot and vehicular traffic. Non-university traffic flows through the campus on city streets (primarily Hawthorne Road). Campus buildings are either checked or secured by campus security after business hours each day.

Residence halls are locked 24 hours a day, with access granted via pre-issued electronic key cards. Access by non-residents is limited to staff members or guests of a resident and to other university-approved visitors. Access to the theme houses is via traditional keys pre-issued to their residents. Duplication of any university key by anyone other than the university locksmith is prohibited. The facilities services department issues keys to community members based on appropriate authorization.

Facilities services coordinates all work/repair orders involving university buildings and grounds. Any community member can request or place a work order or advise of a maintenance concern by calling facilities services at extension 3254 (509.777.3254 from off-campus phones), by calling campus security after hours at extension 4444, or by contacting a residence hall resident director or assistant. Requests involving safety issues or security concerns are given top priority.

Safe Walk/Safe Ride escorts are available at all times of day and night on the main campus by request through campus security.

### **Campus Facility Access Policy**

Campus facility access is regulated by university administrative approval. Facilities are accessible only during regularly scheduled hours. Security personnel check and/or lock each facility every night and unlock each facility for regularly scheduled hours during the day. Requests for special access must be processed through the appropriate administrative authority, and prior approval is required for special facility access. Campus security will require proof of said approval before allowing entry to any locked Whitworth facility. When prior approval has not been granted, campus security will deny access. Campus security officials will evict individuals who lack documented prior approval for the use of any on-campus facility.

### **Whitworth University Emergency Response and Evacuation Policy and Procedures**

Whitworth University recognizes the safety and well-being of the campus community as its highest priority and has put in place the staff, planning and resources necessary to respond effectively to a broad range of emergencies.

#### **Emergency Response**

Whitworth's Emergency Response Plan (ERP) is based on the National Incident Management System (NIMS) used and recommended by local, state and federal emergency-response agencies. The ERP positions Whitworth to respond to any type and scope of emergency (i.e., natural disasters, pandemic flu, building and brush fires, and weather-caused extended utility outages and transportation blockages), and to integrate smoothly with emergency responders from off campus. The ERP has been reviewed and updated within the past year. Taking into account the safety of the community and the type of a given emergency, Whitworth will, without delay, initiate emergency communication with all relevant constituencies.

When an emergency is identified, faculty, staff and students have been trained to call 911 and then to call campus security. Campus security will then assess the emergency. If the situation warrants, the on-duty officer will notify the security supervisor and the facility services director or the manager of environmental health, safety and risk management to initiate the establishment of the Emergency Coordinating Council. Once the ECC is notified and primary university administrative responders are en route, the on-duty officer will act as the incident commander until s/he is formally relieved.

The following is a list of the titles of the persons or organizations responsible for carrying out this process

#### **Emergency Coordinating Council (makes policy decisions on emergency responses to major incidents)**

- President of the university
- Vice president, finance and administration
- Vice president, admissions and financial aid
- Vice president, student life
- Executive vice president/dean of faculty
- Dean of spiritual life
- Vice president, institutional advancement
- Associate vice president, human resources
- Associate vice president, finance and administration
- Assistant vice president, intercultural relations
- Chief of staff, president's office

#### **Operational Incident Command**

- **Incident Commander** Director of facilities services
- **Alternate Incident Commander** Director of capital projects

#### **Safety Officer**

Manager of environmental health, safety, and risk management

#### **Public Information Officer**

Director of communications or public information officer

The Whitworth Crisis Communication Plan outlines procedures to notify the campus community and other constituencies immediately, and to offer progress updates, as appropriate, upon the confirmation of a significant emergency or any event that exceeds the boundaries of normal operations and could pose a threat to the health or safety of students or employees on campus. The procedures are as follows:

- mass e-mail messages to the employee and student e-mail groups
- updates posted on the campus news section of the Whitworth home page at [www.whitworth.edu](http://www.whitworth.edu)
- updates available through the Whitworth switchboard at 509.777.1000
- mass notification via computer screen pop-up messages on all faculty, staff and student computers that meet the technical specifications for the Safe Connect software module that is installed on them
- mass cell-phone text-message notifications via the RAVE emergency notification system. All faculty, staff and students are encouraged to sign up for this free service.

In addition, local television and radio stations may have information available on their broadcasts and websites

A foundational principle of our crisis communications plan is to be proactive and open in communicating with students, parents, employees and others in the community. We believe that providing timely, reliable information will enable those engaged in the crisis to do their work more effectively and will allow all those affected by the crisis to be safer and more aware as a result of their receipt of timely and accurate information.

#### **Emergency Response Testing Procedures**

Fire drills are conducted twice a year in residence halls in order to test each dormitory's evacuation plans. The times of these drills are not publicized.

A tabletop exercise was conducted with the president's cabinet in September 2010 related to emergency response procedures and practices involving a weather emergency for the campus. Additionally, the emergency-response protocol of calling 911, then campus security, and providing assistance until help arrives was distributed to the entire campus during fall semester 2010.

#### **Community Values and Behavioral Expectations**

The following policy is included in the Whitworth University Student Handbook in the section on community values and behavioral expectations:

"There is to be no possession, consumption, or distribution of alcohol, illegal mood-altering substances, or controlled medication without a prescription on campus. This policy reflects our conviction that such possession or consumption within the context of the Whitworth community is inappropriate for moral, educational, and developmental reasons. Civil law informs us of the illegality of the possession and use of most mood-altering substances and of alcohol by persons under the age of 21, and it reminds us that the health risks associated with the use and abuse of these substances are numerous, including exaggerated mood swings from manic episodes to severe depression, loss of memory and reduced cognitive ability, diminished reproductive capability, physical deterioration and, in some cases, death. In addition, the potential of these substances to promote behavior destructive to both property and lives makes them unacceptable in the context of a community committed to healthy development. For all of these reasons, we strongly believe that the presence or use of mood-altering substances on campus is counterproductive to the educational and rational objectives of the Whitworth community."

### **Drug- and Alcohol-Abuse Education**

Students who violate Whitworth's alcohol or drug policy may be referred to the health and counseling center for an assessment. This may lead to additional counseling or to a referral to off-campus counseling or an off-campus alcohol-education or in-treatment program. Educational materials regarding alcohol and drug abuse are made available to all students through the health and counseling center. Educational programs that track the effects of alcohol abuse are presented annually in the residence halls.

### **Violation of the Alcohol Policy**

Violations of Whitworth's alcohol policies will be dealt with by the student life staff, residence life staff and other members of the university community. Individuals, student groups or organizations that violate campus alcohol policy will be held responsible for their actions and will be subject to sanctions dependent upon the severity of the incident and the previous conduct of the student, student groups or organizations.

Students who violate the university's alcohol policies are subject to action stemming from disciplinary guidelines. In general, the consequences for underage students include submitting to an assessment and then debriefing it with a campus counselor; following the counselor's recommendations; learning the state laws for underage possession and consumption; paying a fine and/or completing community service; and having the community contact the student's parent or guardian. Repeat violations will result in increased sanctions, including the possibility of suspension from the university.

### **Drug Policy**

There is to be no possession, consumption or distribution of alcohol, illegal mood-altering substances, or controlled medication without a prescription on campus. Students who violate this policy will be held responsible for their actions and will be subject to sanctions dependent upon the severity of the incident and the previous conduct of the student. Sanctions for violation of this policy include submitting to an assessment and then debriefing it with a campus counselor; following the counselor's recommendations; learning the state laws pertaining to drug possession and distribution; paying a fine and or completing community service; and having the university contact the student's parent or guardian. Violations of local, state or federal laws in relation to drugs are also violations of university policy. An initial violation of this policy can result in suspension from the university.

### **Drug-Free Schools and Campus Regulations**

These regulations are part of the federal Drug-Free Schools and Communities Act. The regulations require that, as a condition for receiving federal funds or federal financial assistance, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees.

The illegal use of drugs at Whitworth University is a violation of our behavioral standards and will result in disciplinary actions including the possibility of suspension or expulsion from the university or termination of employment. Violating this policy (and concurrent law) may also subject the student or employee to criminal prosecution. Legal penalties for drug violation vary, depending on the amount and classification of the controlled substance. Penalties range from a mandatory court appearance to a substantial fine and/or lengthy prison sentence.

Whitworth University's alcohol policy is detailed elsewhere in this document. Violation of the university policy and/or applicable liquor laws may subject students or employees to disciplinary action, including the possibility of suspension, expulsion, or termination of employment. Violations may also be subject to criminal prosecution. Legal penalties for liquor-law violations range from a mandatory court appearance to fines and jail time. The health risks associated with the use and abuse of these substances are numerous, including exaggerated mood swings, loss of memory and reduced cognitive ability, physical deterioration, serious injury and death. In addition, the potential of these substances to promote behavior that is destructive to both property and lives makes them unacceptable in a community committed to healthy development. For all of these reasons, we strongly believe that the presence and use of alcohol, drugs, or other mood-altering substances on campus is counterproductive to the educational and relational objectives of the Whitworth community.

Whitworth encourages students who suspect they have a substance-abuse problem to seek assistance through campus resources such as the student health and counseling center. Whitworth may refer students to outside rehabilitative or counseling services. Employees with substance-abuse problems can access appropriate treatment through the employee assistance programs provided by the university.

### **What to Do in Case of, or to Report, Sexual Assault or Sexual Misconduct**

Whitworth encourages you to report any incident of sexual assault or sexual misconduct. If you are in immediate danger, get to a safe place and call 911. It is important to preserve any physical evidence that could later be used by law enforcement officials. We strongly encourage students to contact the associate dean of students (509.777.4536) or the counselor for victims of violent crime (509.777.4450) to request any assistance they need and to learn what their options are regarding reporting a sexual assault or sexual misconduct. Whitworth will change a reporting party's academic and living situation after an alleged sexual assault or other sexual misconduct if such a change is requested by the reporting party.

### **Reporting Options**

1. Contact the Sexual Assault and Family Trauma (SAFeT) Response Center at Lutheran Social Services. They provide confidential services around the clock free of charge. The number for the 24-Hour Sexual Assault Crisis Line is 509.624.7273. The 24-Hour Crime Victim Crisis Line number is 866.751.7119.
2. Contact Whitworth's counselor for victims of violent crime by calling the health and counseling center at 509.777.4450. Confidential counseling and referral service are available.
3. Meet with a university official to file an anonymous report. If you contact a campus security officer or student life official, your name and/or the name of the accused can be left off the report to maintain privacy. You can receive personal assistance, support and resources without initiating a campus disciplinary action. Contact campus security at 509.777.4444, student life at 509.777.4532, or get in touch with your resident director.
4. Meet with a university official to file an incident report. You can initiate the campus disciplinary process by filing a report with campus security or with student life (509.777.4532), the associate dean of students (509.777.4536), or your resident director.
5. File a criminal report with the Spokane Sheriff's Department. You can report directly to local law enforcement by calling either 911 or Crime Check (509.456.2233). Be sure to ask for the case number assigned to your report.

### **Procedures for Campus Disciplinary Action in Cases of Sexual Assault or Sexual Misconduct**

Disciplinary meetings include a review of the evidence pertaining to the alleged violation of the policy. This meeting results in a determination of guilt or innocence based on the evidence presented. The reporting party and the accused are entitled to the same opportunities to have a support person from the Whitworth community present during a disciplinary proceeding. Both the reporting party and the accused shall be informed of the outcome of any institutional disciplinary proceeding from an alleged sexual assault or sexual misconduct.

The university determines sanctions based on the incident and upon the severity of the behavior. Sanctions for incidents involving sexual assault or sexual misconduct include the possibility of educational requirements, counseling, probation, cancellation of campus housing, suspension and expulsion.

### **Programs on Sexual Assault**

At the beginning of the school year we educate students on the issue of sexual assault through a series of programs conducted in residence halls. Within these programs we promote awareness of the issues that contribute to sexual assault, offer suggestions on ways to avoid sexual assault, and provide guidelines to follow if a sexual assault occurs.

### **Procedures in Cases of Sexual Assault**

If a sexual assault occurs, the victim should seek medical help immediately by calling the Deaconess Medical Center emergency room (509.458.7100). Going to the emergency room does not obligate a person to press charges, but it enables the victim to receive medical attention and allows for the gathering of evidence if the victim decides at any time to press charges. The victim may, independent from pressing criminal charges,

choose to proceed through the campus disciplinary process. S/he would initiate this process by contacting the associate dean of students (509.777.4536) or the vice president for student life (509.777.4535). In addition, free counseling is available to all students through the health and counseling center (509.777.3259). A student may also choose to seek counseling off campus. Lutheran Social Services, (509.747.8224), an agency which specializes in treating the victims of sexual assault, provides services on a sliding scale.

We strongly encourage victims of sexual assault to contact the associate dean of students or the health and counseling center to request assistance and to learn about their options regarding reporting a sexual assault and pressing charges. The institution will assist students, at their request, in pursuing whichever option they select. The institution will change a victim's academic and living situations after an alleged sex offense if those changes are requested by the victim and are reasonable and available.

**Procedures for Campus Disciplinary Action in Cases of an Alleged Sex Offense**

Disciplinary meetings should include a review of the evidence pertaining to the alleged violation of policy. This meeting should result in a determination of guilt or innocence based on the evidence presented and the application of appropriate consequences. The accuser and the accused are entitled to the same opportunities to have a support person present during a disciplinary proceeding. Both the accuser and the accused shall be informed of the outcome of any institutional disciplinary proceeding resulting from an alleged sex offense.

Sanctions the institution may impose following a final determination of an institutional disciplinary proceeding regarding forcible or non-forcible sex offenses include a fine, educational requirements, counseling, restricted campus access, a change in housing assignment, cancellation of the housing contract, and suspension. A more detailed description of the procedures for campus disciplinary proceedings is available in the Whitworth Student Handbook.

**Student Notification Policy and Procedures**

**Policy:** It is the policy of Whitworth University to notify students via their student handbook and various student introduction programs of their personal responsibility to notify a roommate or a resident assistant in their residence hall of a pending overnight or non-routine absence from campus. Students are encouraged and expected to exercise personal responsibility and care in notifying others about their non-routine absence from campus. Students will be notified annually of this expectation.

**Missing Student Procedure:** If a student residing in a residence hall is reported missing from that hall, the resident director or person performing that role will:

- a. notify campus security; and
- b. initiate reasonable efforts to contact the student.
- c. If no contact is established through the above efforts within 24 hours, the resident director will notify the student's listed emergency contact person(s) and campus security.
- d. Campus security will notify law enforcement.

**Main Campus Crime Statistics**

2010 Criminal Offenses	On Campus		On Campus (Total)	Non-Campus	Adjacent Public Property
	Student Housing	Other			
<b>CRIMINAL HOMICIDE</b>	0	0	0	0	0
Murder/Non-Negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
<b>SEX OFFENSES</b>					
Sex Offenses: Forcible Sex Offense	0	0	0	0	0

Sex Offenses: Non-Forcible	0	0	0	0	0
ROBBERY	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0
BURGLARY	14	13	27	0	0
MOTOR VEHICLE THEFT	0	3	3	0	0
ARSON	0	0	0	0	0

**Main Campus Crime Statistics**

2010 ARRESTS AND DISCIPLINARY REFERRALS	On Campus		On Campus (Total)	Non-Campus	Adjacent Public Property
	Student Housing	Other			
<b>ARRESTS</b>					
Liquor-Law Violations	0	0	0	0	0
Drug Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0
<b>DISCIPLINARY REFERRALS</b>					
Liquor-Law Violations	27	0	27	0	0
Drug Law Violations	3	0	3	0	0
Illegal Weapons Possession	0	0	0	0	0

**Main Campus Crime Statistics**

2009 Criminal Offenses	On Campus		On Campus (Total)	Non-Campus	Adjacent Public Property
	Student Housing	Other			
<b>CRIMINAL HOMICIDE</b>					
Murder/Non-Negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
<b>SEX OFFENSES</b>					
Sex Offenses: Forcible Sex Offense	0	1	1	0	0
Sex Offenses: Non-forcible	0	0	0	0	0
ROBBERY	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0
BURGLARY	5	9	14	0	0
MOTOR VEHICLE THEFT	0	2	2	0	0
ARSON	0	1	1	0	0

Main Campus Crime Statistics

2009 ARRESTS AND DISCIPLINARY REFERRALS	On Campus		On Campus (Total)	Non-Campus	Adjacent Public Property
	Student Housing	Other			
<b>ARRESTS</b>					
Liquor-Law Violations	0	0	0	0	0
Drug-Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0
<b>DISCIPLINARY REFERRALS</b>					
Liquor-Law Violations	13	3	16	0	0
Drug-Law Violations	0	0	0	0	0
Illegal Weapons Possession	0	0	0	0	0

Main Campus Crime Statistics

2008 Criminal Offenses	On Campus		On Campus (Total)	Non-Campus	Adjacent Public Property
	Student Housing	Other			
<b>CRIMINAL HOMICIDE</b>					
Murder/Non- Negligent Manslaughter	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0
<b>SEX OFFENSES</b>					
Sex Offenses: Forcible Sex Offense	0	0	0	0	0
Sex Offences: Non- Forcible	0	0	0	0	0
<b>ROBBERY</b>	0	0	0	0	0
<b>AGGRAVATED ASSAULT</b>	0	0	0	0	0
<b>BURGLARY</b>	13	8	21	0	0
<b>MOTOR VEHICLE THEFT</b>	0	4	4	0	0
<b>ARSON</b>	0	0	0	0	0

**Main Campus Crime Statistics**

2008 ARRESTS AND DISCIPLINARY REFERRALS	On Campus		On Campus (Total)	Non-Campus	Adjacent Public Property
	Student Housing	Other			
<b>ARRESTS</b>					
Liquor-Law Violations	0	0	0	0	0
Drug-Law Violations	0	2	2	0	0
Illegal Weapons Possession	0	0	0	0	0
<b>DISCIPLINARY REFERRALS</b>					
Liquor-Law Violations	26	0	26	0	0
Drug-Law Violations	2	0	2	0	0
Illegal Weapons Possession	0	0	0	0	0

**HATE CRIMES <sup>1</sup>**

There were no hate crimes meeting Clery criteria reported in 2010, 2009 or 2008.

<sup>1</sup> Reported crimes that are listed above, or that involve bodily injury, reported to local police agencies or to a campus security authority, that manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability (Clery Act definition).

**WHITWORTH UNIVERSITY DOWNTOWN CENTER (“Whitworth Downtown”)**

Whitworth Downtown opened in June 2010 and is located in the Riverfront Office Park complex at 534 E. Spokane Falls Blvd., Spokane, Wash., in the city’s University District (not contiguous with the main campus, and there are no “non-campus” properties associated with it). It is administered from the main campus, and there are administrative personnel on site when classes are in session. This campus offers an organized course of study, and students may complete all degree requirements there. This campus is designed for commuter students, and there are no on-site student housing facilities.

**Whitworth Downtown Policies**

All Whitworth University policies, including those specifically enumerated above under “Main Campus” are in force and applicable to Whitworth Downtown, except where differentiated below.

**Crime and Emergency Reporting Policy**

The Spokane Police Department (SPD) is the local police agency with jurisdiction over the area in which the Whitworth Downtown facility is located. Call 911 for all emergency reporting and 509.456.2233 (CrimeCheck) for non-emergency crime reporting.

In addition to reporting emergencies to the security department (after notifying 911), report non-emergency and past crimes to the campus security department. At the time the crime is reported, a security officer will advise or assist the victim in making a report with the SPD if s/he is asked to do so; however, Whitworth security officers are not on duty at Whitworth Downtown and will generally not respond in person to reported crimes there. Whitworth strongly encourages on-campus victims to report crimes to the SPD.

Filing a report with campus security is not the same as filing a report with the SPD. In some cases, the victim has the option of requesting that a Spokane Police officer respond in person to his/her complaint.

SPD's normal procedure for non-emergency or delayed crime reports is for the victim or reporting party to call Crime Check, 509.456.2233; a report is generally taken over the phone.

An online crime reporting service is also available at [www.spokanecounty.org/crimecheck](http://www.spokanecounty.org/crimecheck).

A representative from student life or the security staff is available to meet with a reporting party, typically at a later time, to explain resources and processes within the university as well as within the criminal justice system, and to make referrals to appropriate assistance agencies. Continuing studies staff members are available to assist during regularly scheduled class hours.

**Whitworth Downtown Law Enforcement Policy**

No formal written agreement exists between Whitworth University and SPD for the investigation of criminal offenses occurring at Whitworth Downtown, which is within SPD's jurisdiction.

Safe Walk/Safe Ride escorts are not available at Whitworth Downtown.

**Whitworth Downtown Facility Access Policy**

Whitworth Downtown is open to students, faculty, staff, guests, and visitors from the public during regularly scheduled class hours when the facility is staffed by on-site administrative personnel.

Whitworth Downtown is staffed when open for business and locked when not in use; it has a monitored burglar alarm system.

**Whitworth Downtown Crime Statistics**

2010 Criminal Offenses	On Campus		On Campus (Total)	Non-Campus	Adjacent Public Property
	Student Housing	Other			
<b>CRIMINAL HOMICIDE</b>	N/A	0	0	N/A	0
Murder/Non-Negligent Manslaughter	N/A	0	0	N/A	0
Negligent Manslaughter	N/A	0	0	N/A	0
<b>SEX OFFENSES</b>					
Sex Offenses: Forcible Sex Offense	N/A	0	0	N/A	0
Sex Offenses: Non-Forcible	N/A	0	0	N/A	0
<b>ROBBERY</b>	N/A	0	0	N/A	0
<b>AGGRAVATED ASSAULT</b>	N/A	0	0	N/A	0
<b>BURGLARY</b>	N/A	0	0	N/A	0
<b>MOTOR VEHICLE THEFT</b>	N/A	0	0	N/A	0
<b>ARSON</b>	N/A	0	0	N/A	0

## Whitworth Downtown Crime Statistics

2010 ARRESTS AND DISCIPLINARY REFERRALS	On Campus		On Campus (Total)	Non-Campus	Adjacent Public Property
	Student Housing	Other			
<b>ARRESTS</b>					
Liquor-Law Violations	N/A	0	0	N/A	0
Drug-Law Violations	N/A	0	0	N/A	0
Illegal Weapons Possession	N/A	0	0	N/A	0
<b>DISCIPLINARY REFERRALS</b>					
Liquor-Law Violations	N/A	0	0	N/A	0
Drug-Law Violations	N/A	0	0	N/A	0
Illegal Weapons Possession	N/A	0	0	N/A	0

### HATE CRIMES <sup>2</sup>

There were no hate crimes meeting Clery criteria reported in 2010

<sup>2</sup> Reported crimes that are listed above, or those that involve bodily injury, reported to local police agencies or to a campus security authority, that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability (Clery Act definition).

### COSTA RICA CENTER (CRC)

The Costa Rica Center is administered from the main campus; it opened for the fall semester in September 2010. The center is located on 27 acres in the hills above Costa Rica's central valley and is northeast of the city of Heredia. The address of the campus is Whitworth Costa Rica Limitada, SR Tirol 350-N, San Rafael de Heredia, Costa Rica. It is surrounded by farmland and woodland to the north and northeast, a residential subdivision to the west, and a few homes to the east and south.

Administrative oversight of the CRC is provided from the main campus. Lindy Scott (509.777.4837) is the full-time, on-site resident director. CRC offers an organized course of study; however degrees or certificates are not issued at this campus as students may not complete all degree requirements there. Students at CRC are residents, and there is one dormitory on site for their housing; however, it is used for that purpose only a small percentage of the time, as attending students predominantly reside with local host families.

### CRC Policies

All Whitworth University policies, including those specifically enumerated above under "Main Campus" are in force and applicable to the CRC, except where differentiated below, due to its location and local law enforcement policy.

Costa Rica Center-specific policies follow.

### Crime and Emergency Reporting Policy

Students, faculty and staff are expected and advised to report promptly and accurately any and all suspected or actual criminal activity to Lindy Scott, to the on-site contracted security officer(s), to the offices of student life and main campus security as well as to the local municipal police. Telephone and Internet access to

Whitworth's main campus in Spokane are readily available to all visitors and residents on the grounds of the CRC.

The Policia Municipal-Municipalidad San Rafael de Heredia, Costado Sur del Parque Central de San Rafael, Heredia, Costa Rica, is the police agency with jurisdiction over the area in which the Costa Rica facility is located. Their contact information (telephone) is 2267.8014 for the tourist police station two miles away and 2237.2443 for the San Rafael police, five miles away. The e-mail address is [policiamunicipal@munisrh.go.cr](mailto:policiamunicipal@munisrh.go.cr).

Whenever appropriate, Whitworth administrative investigations of reported crimes will be conducted by the Costa Rica Center director, the office of the vice president for student life, and/or the main campus security supervisor. All investigative detail will be kept in strict confidence, except information that must, by law, be published.

### **Emergency Reporting**

In case of a fire, a medical or police emergency, or any situation that presents an immediate threat to life or property, call 2267.8014 or 2237.2443 **immediately**. After calling 2267.8014 or 2237.2443 and providing complete information to the local police, contact the Costa Rica Center director and the on-site contracted security officer(s). Campus-contracted security officers work with emergency responders at the scene, providing assistance with directions, building entry, crowd and traffic control, and information. In order to ensure that emergency situations at the CRC are handled in the best way possible, it is vital that the municipal police (2267.8014 or 2237.2443), the Costa Rica Center director, and campus-contracted security officers are notified in a timely manner. Situations involving unusual or suspicious activity on campus should be reported directly to campus-contracted security officers.

When calling the municipal police to report an emergency at the Costa Rica Center, and/or when calling Costa Rica Center-contracted security officers, the same information is needed as when calling 911 and campus security officers at the main campus. See pages 1-2 above.

### **Crime Reporting**

In addition to reporting emergencies to the on-duty contracted security officers, after notifying the municipal police, report non-emergency and past crimes to the Costa Rica Center director and to the main campus security department. At the time the crime is reported, a contracted security officer at the CRC will assist the victim in making a report with the municipal police, if s/he is asked to do so. Whitworth strongly encourages on-campus victims to report crimes to the municipal police. Filing a report with campus security is not the same as filing a report with the municipal police department.

The Costa Rica Center director is available to meet with a reporting party to explain resources and processes within the university as well as within the local criminal justice system, and to make referrals to appropriate assistance agencies.

### **CRC Law Enforcement Policy**

- A. The CRC-contracted security officers work to facilitate the safety and security of students, staff, faculty, visitors, and property of the Whitworth University Costa Rica Center.
- B. The contracted security officers are armed and able to perform all aspects of security operations on campus. One is on duty during the daytime hours, and two are on duty at night, 24 hours a day, 365 days a year.
- C. CRC security officer description: The campus security officers are contracted by Whitworth University to perform physical security for the protection of persons and property from injury or loss within the property boundary of the Whitworth University Costa Rica Center. This definition includes all types of injuries and all types of losses; however, it is restricted to the university's Costa Rica Center boundaries.
- D. Costa Rica Center-contracted security officer authority: Contracted campus security officers are charged with responsibility and commensurate authority by the university to carry out administrative policy and procedures. Officers have no power of arrest beyond that of a private citizen. Whitworth University

security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the university. Whitworth University security officers have the authority to issue parking and moving citations, which are billed to the financial accounts of students, faculty and staff.

While no formal written agreement exists between Whitworth University and the local municipal police for the investigation of criminal offenses, CRC security officers operate in close collaboration with the municipal police on matters of mutual concern. The contracted security officer's primary responsibility is **prevention**. Criminal activity and requests for police service that are beyond the authority and resources of the contracted security officers are referred to the municipal police. When this is necessary, a contracted security officer's actions will support and complement those of the municipal police.

- E. The duties of Whitworth University's contracted security officers at the CRC include, but are not limited to, providing proactive patrols of the campus to detect and deter crime and facilitate a safe environment for the people and property of our community. Periodic checks are made of all on-campus buildings. Patrol around the residence hall is a priority. In addition to conducting patrols and performing building checks, security officers also answer calls for service, provide escorts upon request, check alarms, investigate suspicious situations, and assist local emergency first responders and investigators.

Contracted security officers follow up on calls for service and take action as appropriate, including writing incident reports to document the circumstances of on-campus occurrences and their investigations. Security officers work in conjunction with the CRC director and local police and fire departments to enforce and seek compliance with Whitworth policies, rules and expectations as well as with laws and local ordinances.

#### **Whitworth Contracted Security Officers' Duties**

- ❖ Control the flow of persons into and out of Whitworth University property. This includes securing and unlocking facilities.
- ❖ Control the flow of vehicles into and out of Whitworth University's protected areas. This includes traffic regulation and enforcement on university-owned streets and parking lots.
- ❖ Control the flow of property into and out of Whitworth University's protected areas.
- ❖ Monitor/watch for danger to persons and property within Whitworth University's protected boundary area via regular marked patrols and security surveillance cameras.
- ❖ Remove threats to persons and property within Whitworth University boundaries.
- ❖ Investigate and report criminal activity, accidents and injuries.
- ❖ Write incident reports of crimes reported to the security department.
- ❖ Work in liaison with the local police and/or other appropriate law enforcement agencies.
- ❖ Work in liaison with the local firefighting authorities.
- ❖ Conduct regular fire-safety inspections of the residence hall.
- ❖ Conduct periodic fire drills in the residence hall, and in administrative and academic buildings.

#### **Security of CRC Grounds and Facilities**

The CRC grounds, described above, are located in a suburban/farming area with considerable open space. The grounds are fenced and monitored continuously by contracted security services employed by Whitworth Costa Rica Limitada. Adjacent areas are served by local police authorities.

The 27-acre center is accessible by foot and by vehicle on public roads with a gated entrance managed by the contracted security firm. Security monitors the two buildings, including the small residence hall. Work/repair orders are managed with local providers through the Costa Rica Center director's office. Keys are not reproduced except to authorized recipients.

The residence hall is locked 24 hours a day. Access by non-residents is limited to staff members or guests of a resident, or other university-approved visitors. The on-site director and CRC-contracted security monitor the arrival and departure of guests and visitors. Duplication of any university key by anyone other than the director is prohibited.

The director coordinates all work/repair orders involving CRC grounds through contract services with identified personnel. Requests involving safety issues or security concerns are given top priority.

**CRC Access Policy**

Facility access is regulated by administrative approval from the Costa Rica Center director. Facilities will be accessible only during regularly scheduled hours. Security personnel check and/or lock each facility every night and unlock each facility for regularly scheduled hours during the day. Requests for special access must be processed through the appropriate administrative authority, and prior approval is required for “special” facility access. Contracted security will require proof of said approval before allowing entry to any locked Whitworth facility. When prior approval has not been granted, CRC-contracted security will deny access. Security officials will evict individuals who lack documented prior approval for the use of any on-campus facility.

**Whitworth University CRC Emergency Response and Evacuation Policy and Procedures**

Whitworth University recognizes the safety and well-being of the campus community as its highest priority and has put into place the staff, planning and resources necessary to respond effectively to a broad range of emergencies.

**Emergency Response**

In alignment with the Main Campus Emergency Response Plan, the CRC director will alert main-campus officials of any CRC-based emergency and will manage responses with campus and local municipal officials. The main campus will mobilize a response team to provide guidance and policy response, including dispatching appropriate personnel to the CRC from the main campus.

The following is a list of the titles of the persons or organizations responsible for carrying out this process.

**Emergency Coordinating Council (makes policy decisions on emergency responses to major incidents)**

- President of the university
- Vice president, finance and administration
- Vice president, admissions and financial aid
- Vice president, student life
- Executive vice president/dean of faculty
- Dean of spiritual life
- Vice president, institutional advancement
- Associate vice president, human resources
- Associate vice president, finance and administration
- Assistant vice president, intercultural relations
- Chief of staff, president’s office

**Operational Incident Command**

- **Incident Commander** Director, Costa Rica Center
- **Alternate Incident Commander** Designated faculty member

**Safety Officer**

Manager of environmental health, safety, and risk management (main campus)

**Public Information Officer**

Director of communications or public information officer (main campus)

**Emergency-Response Testing Procedures**

Since this was a start-up year and limited numbers of students were on the premises, no fire drill was conducted.

### What to Do in Case of, or to Report, Sexual Assault or Sexual Misconduct

Reporting any incident of sexual assault or sexual misconduct is encouraged and expected. If anyone is in immediate danger, get him/her/yourself to a safe place and call local authorities and the CRC director. It is important to preserve any physical evidence that could later be used by law enforcement officials. Students are instructed to contact the associate dean of students (509.777.4536) or the counselor for victims of violent crime (509.777.4450) to request assistance and to learn about their options regarding reporting a sexual assault or sexual misconduct. Main-campus assistance will be provided as quickly as feasible to assist the CRC director.

### Procedures in Cases of Sexual Assault

Victims of sexual assault are instructed to contact the associate dean of students or the health and counseling center to request assistance and to learn about their options regarding reporting a sexual assault and pressing charges. The institution will assist students, at their request, to pursue the option(s) they select. The institution will change a victim's academic and living situations after an alleged sex offense if those changes are requested by the victim and are reasonable and available.

**Missing-Student Procedure:** If a student participating in the Costa Rica-based program is reported missing, the director or the person performing that role will:

- a. notify the main campus leadership team; and
- b. initiate reasonable efforts to contact the student.
- c. If no contact is established through the above efforts within 24 hours, the director will notify the student's listed emergency contact person(s) and the main campus.
- d. The director will contact local law enforcement.

### Costa Rica Center Crime Statistics

2010 Criminal Offenses	On Campus		On Campus (Total)	Non-Campus	Adjacent Public Property
	Student Housing	Other			
<b>CRIMINAL HOMICIDE</b>	0	0	0	0	Unknown <sup>3</sup>
Murder/Non-Negligent Manslaughter	0	0	0	0	Unknown <sup>3</sup>
Negligent Manslaughter	0	0	0	0	Unknown <sup>3</sup>
<b>SEX OFFENSES</b>					
Sex Offenses: Forcible Sex Offense	0	0	0	0	Unknown <sup>3</sup>
Sex Offenses: Non-Forcible	0	0	0	0	Unknown <sup>3</sup>
<b>ROBBERY</b>	0	0	0	0	Unknown <sup>3</sup>
<b>AGGRAVATED ASSAULT</b>	0	0	0	0	Unknown <sup>3</sup>
<b>BURGLARY</b>	0	0	0	0	Unknown <sup>3</sup>
<b>MOTOR VEHICLE THEFT</b>	0	0	0	0	Unknown <sup>3</sup>
<b>ARSON</b>	0	0	0	0	Unknown <sup>3</sup>

<sup>3</sup> No response received from inquiry to the municipal police for this information.

Costa Rica Center Crime Statistics

2010 ARRESTS AND DISCIPLINARY REFERRALS	On Campus		On Campus (Total)	Non-Campus	Adjacent Public Property
	Student Housing	Other			
<b>ARRESTS</b>					
Liquor-Law Violations	N/A	0	0	0	Unknown <sup>3</sup>
Drug Violations	N/A	0	0	0	Unknown <sup>3</sup>
Illegal Weapons Possession	N/A	0	0	0	Unknown <sup>3</sup>
<b>DISCIPLINARY REFERRALS</b>					
Liquor-Law Violations	N/A	0	0	0	0
Drug-Law Violations	N/A	0	0	0	0
Illegal Weapons Possession	N/A	0	0	0	0

<sup>3</sup> No response received from inquiry to the municipal police for this information.

**HATE CRIMES <sup>4</sup>**

There were no hate crimes meeting Clery criteria reported in 2010, 2009 or 2008.

<sup>4</sup> Reported crimes that are listed above, or that involve bodily injury, reported to local police agencies or to a campus security authority, that manifest evidence that the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability (Clery Act definition).

**Federal Campus Security Act Special Definitions**

**Campus**

The term “campus” means any building or property, including residence halls, owned or controlled by an institution of higher education within the same reasonably contiguous geographic area as the institution and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes. “Campus” also means property (such as a food or other retail vendor) that is owned by the institution and that lies within the same reasonably contiguous geographic area of the institution but is controlled by another person, is used by students, and supports institutional purposes.

The term “non-campus” building or property means any building or property owned or controlled by a student organization recognized by the institution, and any building or property (other than a branch campus) owned or controlled by an institution of higher education that is used in direct support of, or in relation to, the institution’s educational purposes, is used by students, and is *not* within the same reasonably contiguous geographic area of the institution.

The term “adjacent public property” refers to all public property that is within the same reasonably contiguous geographic area of the institution, such as sidewalks, streets, other thoroughfares or parking facilities, and is adjacent to a facility owned or controlled by the institution. This designation is given if the facility is used by the institution in direct support of, or in a manner related to, the institution’s educational purposes.

### **Federal Campus Security Act**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act was originally enacted in 1990. It has been amended several times and is commonly known as the Clery Campus Security Act. The two initial goals of this legislation were disclosure of criminal activity on campus and timely warning of criminal activity. The most recent amendments added provisions related to fire-safety awareness in campus residential facilities and provisions for dealing with reports of missing students who reside in campus residential facilities. Whitworth University supports these goals. Our crime-reporting procedure, coordinated through the campus security department and the student life office, ensures that criminal activity on campus is effectively tracked and reported. In addition, fire-safety awareness is a priority for our residential population. Procedures to locate missing students are consistent with our principles and practices related to fostering the well-being of all students.

The Clery Act requires annual reporting of the number of specified criminal offenses that occur on campus (or in other specified areas) reported to the security department and/or local police, as well as information about campus security policies and procedures. The reporting period is Jan.1-Dec. 31 of each year; however, statistics are not required to be reported for campuses that have been in existence for less than one calendar year (Jan. 1-Dec. 31). The statistics for the most recently completed calendar year, as well as for the two previous years, must be released in a report by Oct. 1 of each year. Data for the yearly disclosure of crime statistics is gathered from security reports, from information provided by the student life office, and by inquiries made of the Spokane Sheriff's Department.

The law also requires a number of disclosure statements by the institution related to campus security policies and procedures. Specific provisions of this law mandate that all students, staff and faculty of an institution receive this report. In addition, the crime statistics are reported to the U.S. Department of Education and are published on a website. Information about the DOE's collection and publication of campus security statistics, including definitions of crimes and other terms related to the Clery Act may be found at [www.ope.ed.gov/security](http://www.ope.ed.gov/security).

The crimes covered by the Clery Act are murder, manslaughter, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson. Statistics for the reported incidence of these crimes must be included in the yearly report. Arrest statistics and campus disciplinary referrals for liquor-law violations, drug-law violations and weapons-law violations must also be reported. In addition, statistics must be provided for a number of criminal offenses that manifest evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity or disability.

The Clery Act also requires the institution to maintain a daily crime disclosure log and fire log. This log lists criminal incidents that occur each day on campus and in other specified areas and discloses particular information about the location and nature of the incidents. The campus security department maintains the logs. These logs are available upon request for viewing in the main campus security office during regular weekday hours and at both branch locations.

The Clery Act was most recently amended in 2008 as part of the Higher Education Opportunity Act (HEOA). Additional requirements were mandated relating to hate crime reporting and emergency notification to the community in the event of a significant emergency or dangerous situation. Other portions of the HEOA created new requirements related to missing persons and fire safety on campus. Final regulations for the amendments were published in October 2009; these required the institution to begin publishing policy statements and disclosures in fall 2010.

## Annual Combined Fire-Safety Report for the Main Campus and Costa Rica Center 2010

Fire statistics and fire-safety systems for each on-campus student housing facility:

Location	2010 Fire Statistics			Fire-Safety Systems				
	Cause of Fires			Fire Alarms		Sprinkler System	Smoke Alarm	Fire Extinguishers
	Unintentional	Intentional	Undetermined	On-Campus Monitoring	Outside Monitoring			
Baldwin-Jenkins	0	0	0	Yes	No	No	Yes	Yes
Ballard	0	0	0	Yes	No	No	Yes	Yes
Boppell	0	0	0	Yes	No	Yes <sup>5</sup>	Yes	Yes
Duvall	0	0	0	Yes	No	Yes <sup>5</sup>	Yes	Yes
Stewart	0	0	0	Yes	No	No	Yes	Yes
East	0	0	0	No <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>5</sup>	Yes	Yes
Akili	0	0	0	Yes	No	No	Yes	Yes
Tiki	0	0	0	Yes	No	No	Yes	Yes
Shalom	0	0	0	Yes	No	No	Yes	Yes
Warren	0	0	0	Yes	No	No	Yes	Yes
McMillan	0	0	0	Yes	No	No	Yes	Yes
103 W. Hawthorne	0	0	0	No	No	No	Yes	Yes
106 W. Hawthorne	0	0	0	No	No	No	Yes	Yes
114. W. Hawthorne	0	0	0	No	No	No	Yes	Yes
115 W. Hawthorne	0	0	0	No	No	No	Yes	Yes
118 W. Hawthorne	0	0	0	No	No	No	Yes	Yes
205 W. Hawthorne	0	0	0	No	No	No	Yes	Yes
613 W. Hawthorne	0	0	0	No	No	No	Yes	Yes
615 W. Hawthorne	0	0	0	No	No	No	Yes	Yes
617 W. Hawthorne	0	0	0	No	No	No	Yes	Yes
619 W. Hawthorne	0	0	0	No	No	No	Yes	Yes
623 W. Hawthorne	0	0	0	No	No	No	Yes	Yes
805 W. Hawthorne	0	0	0	No	No	No	Yes	Yes
815 W. Hawthorne	0	0	0	No	No	Yes	Yes	Yes
825 W. Hawthorne (Cornerstone)	0	0	0	No	Yes <sup>5,6</sup>	Yes <sup>5,6</sup>	Yes	Yes
10302 N. Lola	0	0	0	No	No	No	Yes	Yes
10306 N. Lola	0	0	0	No	No	No	Yes	Yes
10303 N. Wellen	0	0	0	No	No	No	Yes	Yes

10305 N. Wellen	0	0	0	No	No	No	Yes	Yes
10306 N. Wellen	0	0	0	No	No	No	Yes	Yes
10217 N. College	0	0	0	No	No	No	Yes	Yes
10226 N. College	0	0	0	No	No	No	Yes	Yes
10313 N. College	0	0	0	No	No	No	Yes	Yes
10315 N. College	0	0	0	No	No	No	Yes	Yes
10119 N. Whitworth	0	0	0	No	No	No	Yes	Yes
10420 N. Whitworth	0	0	0	No	No	No	Yes	Yes
10414 N. Whitworth	0	0	0	No	No	No	Yes	Yes
10416 N. Whitworth	0	0	0	No	No	No	Yes	Yes
10622 N. Waikiki	0	0	0	No	No	No	Yes	Yes
10716 N. Waikiki	0	0	0	No	No	No	Yes	Yes
10119 N. Juliann	0	0	0	No	No	No	Yes	Yes
Costa Rica Dormitory	0	0	0	No	No	No	Yes	No

<sup>5</sup> Changes in the fire code at the time of construction of Boppell and Duvall dormitories required sprinkler systems for those buildings, as well as for the subsequent construction of East Hall and remodeling of Cornerstone.

<sup>6</sup> Changes in the fire code at the time of construction of East Hall dormitory and remodeling of Cornerstone required outside monitoring of those fire alarm systems.

Location	2009 Fire Statistics			Fire-Safety Systems				
	Cause of Fires			Fire Alarms		Sprinkler System	Smoke Alarm	Fire Extinguishers
	Unintentional	Intentional	Undetermined	On-Campus Monitoring	Outside Monitoring			
Baldwin-Jenkins	0	0	0	Yes	No	No	Yes	Yes
Ballard	0	0	0	Yes	No	No	Yes	Yes
Boppell	0	0	0	Yes	No	Yes <sup>5</sup>	Yes	Yes
Duvall	0	0	0	Yes	No	Yes <sup>5</sup>	Yes	Yes
Stewart	0	0	0	Yes	No	No	Yes	Yes
East	0	0	0	No <sup>6</sup>	Yes <sup>6</sup>	Yes <sup>5</sup>	Yes	Yes
Akili	0	0	0	Yes	No	No	Yes	Yes
Tiki	0	0	0	Yes	No	No	Yes	Yes
Shalom	0	0	0	Yes	No	No	Yes	Yes
Warren	0	0	0	Yes	No	No	Yes	Yes
McMillan	0	0	0	Yes	No	No	Yes	Yes
103 W. Hawthorne	0	0	0	No	No	No	Yes	Yes
106 W. Hawthorne	0	0	0	No	No	No	Yes	Yes

114 W. Hawthorne	0	0	0	No	No	No	Yes	Yes
115 W. Hawthorne	0	0	0	No	No	No	Yes	Yes
118 W. Hawthorne	0	0	0	No	No	No	Yes	Yes
205 W. Hawthorne	0	0	0	No	No	No	Yes	Yes
613 W. Hawthorne	0	0	0	No	No	No	Yes	Yes
615 W. Hawthorne	0	0	0	No	No	No	Yes	Yes
617 W. Hawthorne	0	0	0	No	No	No	Yes	Yes
619 W. Hawthorne	0	0	0	No	No	No	Yes	Yes
623 W. Hawthorne	0	0	0	No	No	No	Yes	Yes
805 W. Hawthorne	0	0	0	No	No	No	Yes	Yes
815 W. Hawthorne	0	0	0	No	No	Yes	Yes	Yes
825 W. Hawthorne (Cornerstone)	0	0	0	No	Yes <sup>5,6</sup>	Yes <sup>5,6</sup>	Yes	Yes
10302 N. Lola	0	0	0	No	No	No	Yes	Yes
10306 N. Lola	0	0	0	No	No	No	Yes	Yes
10303 N. Wellen	0	0	0	No	No	No	Yes	Yes
10305 N. Wellen	0	0	0	No	No	No	Yes	Yes
10306 N. Wellen	0	0	0	No	No	No	Yes	Yes
10217 N. College	0	0	0	No	No	No	Yes	Yes
10226 N. College	0	0	0	No	No	No	Yes	Yes
10313 N. College	0	0	0	No	No	No	Yes	Yes
10315 N. College	0	0	0	No	No	No	Yes	Yes
10119 N. Whitworth	0	0	0	No	No	No	Yes	Yes
10420 N. Whitworth	0	0	0	No	No	No	Yes	Yes
10414 N. Whitworth	0	0	0	No	No	No	Yes	Yes
10622 N. Waikiki	0	0	0	No	No	No	Yes	Yes
10716 N. Waikiki	0	0	0	No	No	No	Yes	Yes
10119 N. Juliann	0	0	0	No	No	No	Yes	Yes

As there were no fires to report in any buildings, there are no fire-caused deaths, injuries, or property damage to report. On 9/15/10, there was a relatively minor brush fire in the "Back 40," an undeveloped area north of the main campus, that was quickly contained and that resulted in no property damage or injury.

**Fire Drills Held in 2010:** 24 main-campus student housing/0 other Total: 24

#### **Procedures for Student Housing Evacuation**

Semi-annual fire drills are conducted at the main residence halls. Students are required to evacuate when the alarm is sounded and they must then report to the buildings' assigned assembly areas. The resident directors of the residence halls coordinate the semi-annual fire drills with the assistance of the security department.

All resident directors and resident assistants received hands-on training in the use of fire extinguishers and evacuation procedures for their residence halls in August 2010.

#### **Fires should be reported to:**

- Spokane County Fire District 9 (911) first
- Security department (on duty 24/7/365) (extension 4444)
- Security supervisor (extension 3712)
- Manager of environmental, health, safety, and risk management (extension 4494)
- Facilities services director (extension 4780)
- Dormitory resident director (RD) for fires in dormitories

#### **Policies or rules on portable electrical appliances, smoking, and open flames in student housing facilities:**

##### **What Not to Bring to Whitworth and CRC: Items Not Permitted in Residence Halls:**

- Electric hotplates, woks, and toaster ovens
- Immersion coils
- Electric skillets
- Appliances with open heating elements (e.g. toasters)
- Sparklers or any type of fireworks, including firecrackers and smoke bombs
- Incense
- Halogen lamps
- Candles may be used for decoration but may never be lit.
- Any flammable and/or combustible liquids, including art supplies such as thinners, etc.
- Extension cords exceeding six feet. (The university strongly encourages students to use surge protectors/power strips instead of extension cords.)
- Non-university-issued space heaters

**Decorating and Personalizing Rooms:** Halogen lamps are not allowed because their extreme heat creates a fire hazard.

**Candles and Open Flames:** Candles and open flames are not permitted in residence halls. Violation of this policy will incur a fine, with the amount to be determined by each residence hall. Exceptions must be handled through the resident director.

**Smoking:** Smoking is not permitted inside or within 25 feet of any campus building. This includes residence halls, theme houses and apartments. The purpose of this restriction is to prevent smoke from entering buildings. In some cases, that may require smokers to move more than 25 feet from a building.

A copy of this report can be obtained from the campus security office or the student life office and on the Whitworth website at the following address: [www.whitworth.edu/security](http://www.whitworth.edu/security).