



Bellingham Technical College
2014 ANNUAL SECURITY REPORT

We are pleased you have chosen Bellingham Technical College as a place to work, study and learn.

The College administration wants to assure you that, as part of the BTC community, your safety and security are of primary concern. BTC staff are committed to making our campus a safe, nurturing learning environment. Our goal is to provide safety and security services that enhance and support the educational mission of BTC.

Federal law requires that the College inform the campus community about the crime risks faced on the campus. This report contains the Campus Safety Report, as required by the Federal Crime Awareness and Campus Security Act of 1990 and, as mandated by the Federal Drug Free Schools and Communities Act of 1989, and explains the College's policy on alcohol and illegal drugs. This report also provides information about safety procedures and policies at BTC.

At Bellingham Technical College, your safety and security are our priority.

Bellingham Technical College Administrative Staff
www.btc.ctc.edu/SafetyReports

CAMPUS SAFETY REPORT

The information in this publication is provided in compliance with requirements set forth under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). This information is reviewed and updated on an annual basis and is disseminated to all students and employees at BTC.

On March 7th, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4). Among other provisions, this law amended section 485(f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Clery Act (20 U.S.C. 1092(f)). These statutory changes require institutions to compile statistics for certain crimes that are reported to campus security authorities or local police agencies including incidents of sexual assault, domestic violence, dating violence, and stalking.

CAMPUS SAFETY OVERVIEW

BTC Administrators (Facilities Manager, Vice Presidents of Student Services, Administrative Services and Instruction) are committed to working with members of the college community to resolve all criminal matters in a timely fashion.

BTC Safety and Security authorities and their representatives have the authority to ask persons for identification and to determine whether individuals have lawful business at BTC. They also have the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff.

Safety and Security authorities do not possess arrest power and do not carry firearms. Criminal incidents are referred to the local police who have jurisdiction on the campus. The security authorities at BTC maintain a highly professional working relationship with the City of Bellingham Police Department and the Whatcom County Sheriff. All crime victims and witnesses are strongly encouraged to immediately report any crime to campus security authorities and the police.

ACCESS TO CAMPUS FACILITIES

During business hours, the college will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all college facilities is by Proximity card and/or key, if issued, or by admittance via the Facilities staff.

Some facilities, such as the Campus Store and the Library, may have individual hours that may vary at different times of the year. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

Emergencies may necessitate changes or alterations to any posted schedules. Additionally, during the academic year, the Vice Presidents of Administrative Services, Instruction, and Student Services and the Facilities Manager may meet intermittently to discuss security issues of pressing concern.

EMERGENCY RESPONSE, NOTIFICATION & EVACUATION

Notification to the campus community of emergency or evacuation is provided over the college's annunciation/paging system, by telephone, text message, email, and screen alerts on all staff, faculty, and student network computers. Speakers are located in common areas, classrooms and offices. BTC's Emergency Closure and Storm Watch telephone line (360-752-8766) is recorded with emergency notification information. In the event of an emergency, BTC posts key information to its website and social media accounts (e.g. Facebook, Twitter), regarding the situation and any closure information. To receive emergency notification alerts, log on to www.btc.ctc.edu/alerts and update your contact information.

Emergency reference guides which detail BTC's emergency response and evacuation procedures are posted in common areas on campus, classrooms, on BTC's website, as well as disseminated to students through e-mail. BTC conducts emergency response and evacuation drills on an annual basis.

ALCOHOL & DRUGS ON BTC PROPERTY

The Bellingham Technical College (BTC) campus has been designated "drug free," and only under certain circumstances is the consumption of alcohol permitted. Although possession and use of marijuana is legal in Washington State, BTC is bound by federal laws, which make possession and use of marijuana illegal. Possession, use, and being under the influence of marijuana are prohibited on BTC campus or at any BTC function, and will be grounds for disciplinary action. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the City of Bellingham Police Department and BTC Administrative Services. Violators are subject to college disciplinary action, criminal prosecution, fine, and imprisonment.

WEAPONS ON BTC PROPERTY

Carrying, exhibiting, displaying, or drawing any weapon, as defined in the BTC Campus Conduct Code, is prohibited on or in college-owned or college-operated facilities and premises and/or during college-sponsored events.

Any individual discovered in possession of a weapon as defined in the Campus Code of Conduct on BTC property is subject to being escorted off campus by BTC Security authorities, BTC disciplinary action, and/or arrest in accordance with state and federal laws.

IMPORTANT PHONE NUMBERS

- Emergency.....911
- Whatcom Crisis Services**
(toll free)(877)715-1563
(24-hour sexual assault program, domestic violence program, legal advocacy, support services)
- Volunteers of America Care Crisis Response Services**.....(800)584-3578
(24-hour mental health crisis line)
- Alcohol & Drug 24-hour Help Line** (800)622-2255
- Domestic Violence Hotline**(800)799-7233
- Child Protective Services**(866)363-4276
- Dept. of Social & Health Services**(800)737-0617
- Domestic Violence & Sexual Assault Services**
(toll free)(877) 715-1563
- National Sexual Assault Hotline**
(toll free) (800) 656-HOPE

BTC Phone Numbers

- Affirmative Action/
Human Resources Office..... 360-752-8354
- VP of Student Services360-752-8440
- VP of Administrative Services.....360-752-8313

CRIME STATISTICS OVERVIEW				
OFFENSE	YEAR	ON-CAMPUS PROPERTY	NON-CAMPUS PROPERTY	PUBLIC PROPERTY
MURDER/NON-NEGLIGENT MANSLAUGHTER	2013	0	0	0
	2012	0	0	0
	2011	0	0	0
NEGLIGENT MANSLAUGHTER	2013	0	0	0
	2012	0	0	0
	2011	0	0	0
SEX OFFENSES, FORCIBLE	2013	0	0	0
	2012	0	0	0
	2011	0	0	0
SEX OFFENSES, NON-FORCIBLE	2013	0	0	0
	2012	0	0	0
	2011	0	0	0
ROBBERY	2013	0	0	0
	2012	0	0	0
	2011	0	0	0
AGGRAVATED ASSAULT	2013	0	0	0
	2012	0	0	0
	2011	0	0	0
BURGLARY	2013	0	0	0
	2012	1	0	0
	2011	1	0	0
MOTOR VEHICLE THEFT	2013	0	0	0
	2012	0	0	0
	2011	0	0	0
ARSON	2013	0	0	0
	2012	0	0	0
	2011	0	0	0
LIQUOR LAW ARRESTS	2013	0	0	0
	2012	0	0	0
	2011	0	0	0
LIQUOR LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2013	0	0	0
	2012	0	0	0
	2011	0	0	0
DRUG LAW ARRESTS	2013	0	0	0
	2012	0	0	0
	2011	0	0	0
DRUG LAW VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2013	0	0	0
	2012	0	0	0
	2011	0	0	0
ILLEGAL WEAPONS POSSESSION ARRESTS	2013	0	0	0
	2012	0	0	0
	2011	0	0	0
ILLEGAL WEAPONS POSSESSION VIOLATIONS REFERRED FOR DISCIPLINARY ACTION	2013	0	0	0
	2012	0	0	0
	2011	0	0	0
DOMESTIC VIOLENCE	2013	0	0	0
DATING VIOLENCE	2013	0	0	0
STALKING	2013	1	0	0

There were no reported hate crimes for the years 2011, 2012, 2013



Bellingham Technical College does not discriminate against any person on the basis of race, color, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All inquiries regarding compliance with access, equal opportunity and/or grievance procedures should be directed to the Associate Director of Human Resources, Bellingham Technical College, 3028 Lindbergh Avenue, Bellingham, WA

www.btc.ctc.edu

SEXUAL MISCONDUCT: DISCIPLINE & PREVENTION

Sexual misconduct is in violation of the BTC Campus Code of Conduct, as well as a violation of State and Federal laws. BTC will not tolerate sexual assault, sexual harassment, domestic violence, dating violence, stalking, or other forms of sexual misconduct. In addition to possible civil and criminal charges, any student who is found guilty of sexual misconduct, based on a preponderance of the evidence - following appropriate BTC judicial proceedings - will be subject to disciplinary procedures (see Campus Code of Conduct). Suspension or dismissal from the college is the maximum penalty BTC may impose on students. In the case of an allegation of sexual harassment on the part of a college employee, the disciplinary review may result in counseling, suspension and/or termination of employment.

BTC utilizes procedures that provide prompt, fair, and impartial investigation and resolution in cases involving domestic violence, dating violence, sexual assault, sexual harassment, and stalking. These procedures are carried out by officials who receive specific annual training.

A sex offense is defined as either a forcible or non-forcible sexual act directed against another person, against that person's will, or where the survivor is incapable of giving consent, and may include rape or acquaintance rape. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature such as repeated sexual advances; offensive, disparaging remarks about one's gender or appearance; jokes, stories, comments or slurs about gender-specific traits; subtle pressure for sexual activity; unnecessary brushes or touches; sexual innuendos or obscene gestures; sexually offensive remarks; unwanted gifts; staring; leering; or unwanted attention.

BTC attempts to foster a safe learning and working environment for all members of the campus community. All incoming students and staff must complete the College's Preventing Sexual Misconduct program in compliance with the requirements outlined in the Violence Against Women Reauthorization Act and Title IX. This training describes safe and positive options for bystander intervention; information on prevention and risk reduction; and college policies and procedures in the event a sex offense occurs. BTC strives to make the campus a safe and responsible place by educating the campus community about preventing, reporting, and seeking victim resources in regard to sexual violence, dating violence, domestic violence, and instances of stalking.

RESPONSE TO SEXUAL ASSAULT

If you or someone you know is the victim of sexual assault, report it immediately to the police. It is important to preserve evidence by contacting the police (911) as soon as possible after the crime. BTC Safety personnel should also be notified as soon as practical of any incident of sexual assault or sexual misconduct that occurs on campus. The well-being of the victim is the primary concern of the College and counselors will assist victims in notifying the appropriate law enforcement authorities when a crime occurs. Counselors are located in College Services, Room 106, and can be reached by phone at (360) 752-8450. Victims of sexual assault may request a change in their academic and working schedule on campus after an incident takes place, if such changes are reasonably available.

BTC prohibits retaliation by the college or any official of the college against any individual for exercising his/her rights or responsibilities under any provision of the Clery Act of the Campus SaVE Act.

REGISTERED SEX OFFENDERS

In accordance with the Campus Sex Crimes Prevention Act of 2000 BTC provides a link to the Sex Offender Registry on BTC's website. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement 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 of each institution of higher education in that state at which the person is employed, carries a vocation, or is a student.

Sex offenders are required to notify the Vice President of Student Services of their intent to enroll at BTC. A list of those individuals who have complied with this requirement is kept by the Vice President of Student Services.

When a registered Level I or II sex offender is enrolled at BTC, administrators, counselors, advisors, instructors in courses where the students are enrolled, and affected staff (e.g., in the Library, Tutoring Center) are informed through campus email. When a Level III sex offender is enrolled, the entire campus is informed through postings across campus, including in all classrooms where the student is attending. In addition, on the first day of class, counselors visit each class in which a Level III sex offender is enrolled, to address any concerns.

HOW TO REPORT EMERGENCIES OR CRIMES

The Bellingham Police Department is the College's primary partner in safety and security issues. In the event of a threatening situation, call 911. Be prepared to give your exact location and the location of the threatening situation. Once you have called 911, notify your instructor, supervisor, or any administrator.

Accurate and prompt reporting of all crime, suspected crime, unusual and/or suspicious activity is vital to the safety of the campus community. Students and staff should complete an incident report regarding any serious incident or injury that occurs on campus. The report provides a basis for timely warnings when a crime may present a threat to other members of the campus community and also assist the College in providing a full disclosure in the annual Crime Statistics Report.

If you observe anything that seems suspicious or out of the ordinary but not immediately threatening, notify your instructor, supervisor, or any administrator.

Bellingham Technical College has a long history of being a safe and welcoming campus. We are very aware that a truly safe campus can be achieved only through the cooperation of everyone. By increased awareness and reporting suspicious activity, together we can help reduce crime on campus.

Various campus departments cooperatively address safety issues. The offices of Instruction, Administration, Human Resources, and Student Services work with Facilities and a College-wide Safety Committee to prevent and manage situations that threaten to disrupt the learning environment.

TIMELY WARNING OF CRIMES

BTC provides notification to the campus community in the form of Timely Warnings (crime alerts) and emergency mass notifications (voice, text, e-mail, sirens) when a significant criminal incident occurs on campus or in an area surrounding campus that represents a continuing public safety threat. Decisions to disseminate a communication will be decided on a case-by-case basis in light of all facts surrounding the crime and the continuing danger to the campus community. The purpose of the notification is to aid in the prevention of similar crimes by alerting the community about the incident and providing information on what actions people can take to diminish their chances of being victimized.

CONFIDENTIAL REPORTING

If you are a witness to, or victim of a crime, or if you need to communicate with College officials about incidents or behaviors that affect the safety and security of BTC, and would like your identity kept in confidence, BTC has developed an online reporting tool called Behavior Report Form. Issues such as safety, theft, and substance abuse are serious issues that if not reported, may lead to more serious safety concerns. The Behavior Report Form is a secure way to report these and other safety issues or suspicious behavior anonymously. Once submitted, only appropriate campus personnel will have access to the report and investigations will be handled accordingly. The form is located on BTC's website under the Safety and Emergency Info. page: <https://secure.btc.ctc.edu/BehaviorAwareness/DatabaseForm.asp>. BTC counseling services are also available to assist with student emergency/crisis issues and can offer confidential reporting opportunities. Counselors are located in College Services, Room 106, and can be reached by phone at 360-752-8450.

DAILY INCIDENT LOG

BTC maintains a daily incident log that records all crimes and other incidents that occur on campus. Reported incidents are entered into the log within two business days of receiving a report of an incident. The incident log is available for public inspection by contacting the Administrative Services office in College Services Building at (360) 752-8588 during normal business hours. BTC reserves the right to exclude any crime report information that may compromise an ongoing investigation.

PERSONAL SECURITY & CRIME PREVENTION

Personal Security is a shared responsibility. You are encouraged to think and act in ways that increase your personal safety, the safety of your belongings, and the protection of your vehicle. All members of the campus community are urged to follow standard crime prevention practices such as the following:

Be alert for suspicious persons in and around campus buildings and parking lots.

Do not leave valuables such as purses, wallets, and bags in unattended spaces.

Avoid walking alone at night. Choose a route that avoids dark, vacant areas. Know where emergency telephones are located along your route.

Wear clothing and shoes that allow you to move quickly.

Walk with a purpose. Project an assertive or businesslike image.

Be conscious of your surroundings. Anticipate potentially dangerous situations.

Have your car key ready before getting to the car so that you are not delayed by fumbling for it.

When parking at night on the street or in the parking lot, park in well-lighted areas that are well traveled.

Never leave valuables visible in your car.

Look into the car before you get in to be sure no one is hiding inside. When you get into your car, lock all doors and roll up the windows.

Drive on well-traveled streets and NEVER pick up hitchhikers.

If you are being followed, drive to a police station, fire station, or open business to seek help. If you fear getting out of your car, sound your horn to get attention.

If your car breaks down, raise the hood, then get back in your car and lock the doors. If someone does stop to help, do not get out; instead ask that a call for help be made.

If you sense a potential threat, consider your options, then take action.

- Try to get away from the danger.
- Scream, create a commotion.
- Run toward well-lighted public areas.
- Go into open buildings where other persons are present.
- Call the police immediately. Describe what happened and where, the suspect, and his or her direction and method of travel.

For more information go to: <http://www.ncpc.org/>

CRIME PREVENTION PROGRAMS

BTC is dedicated to promoting and maintaining safety awareness and community outreach programs for students, faculty, and staff. BTC sponsors a variety of crime prevention programs each year, including personal safety presentations by the Bellingham Police Department and other activities to prevent crime and reduce the threat of campus violence. The college also has a Behavior Intervention Team (BIT) that is notified of suspicious activities or persons of concern and determines appropriate action.