2018 Annual Security and Fire Safety Report

September 2019

Bellingham Main Campus
Everett University Center Campus
Anacortes Campus (Shannon Point Marine Science Center)
Bremerton Campus
Port Angeles Campus
Poulsbo Campus (WWU Center at Poulsbo)
North Seattle Community College
Security and Fire Safety Report

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WWU Information on the Web

WWW Home Page .....................................................................................................................................................................................www.wwu.edu
Alcohol/Drug Information................................................pws.wwu.edu/alcohol-and-other-drug-consultation-and-assessment-services-adcas
Budget (Operating) ...........................................................................................................................................................................budgetoffice.wwu.edu/
Campus Safety ..................................................................................................................................................................................wp.wwu.edu/vpess/campussafety.shtml
Consultation & Sexual Assault Support ........................................pws.wwu.edu/consultation-and-sexual-assault-support-casas
Office of Student Life/Dean of Students Office .................................................wp.wwu.edu/students
Emergency Preparedness ............................................................................................................................................................emergency.wwu.edu
Equal Opportunity Office .................................................................www.wwu.edu/eoo/
Environmental Health & Safety ...................................................................................................................................................ehs.wwu.edu
New Student Services/Family Outreach .................................................................www.nssfo.wwu.edu/index.shtml
Prevention and Wellness ..............................................................................................................................................................pws.wwu.edu
Title IX, Sexual Harassment and Sexual Assault ........................................................................................................www.wwu.edu/eoo/titleix.shtml
Together Against Sexual Violence ..............................................................................................................wp.wwu.edu/sexualviolence
University Communications and Marketing .....................................................westerntoday.wwu.edu/
University Police ..................................................................................................................................................................................police.wwu.edu
Vice President for Enrollment & Student Services ........................................www.wwu.edu/vpess/vpoffice.shtml

SAFE Campus Hotline – (360) 650-7233

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General Information

ABOUT THIS PUBLICATION

The Annual Security and Fire Safety Report is published each fall by the Office of the Vice President for Enrollment and Student Services and the Office of University Communications, in collaboration with University Police, University Residences, the Dean of Students Office, Prevention and Wellness Services, the Equal Opportunity Office, and Environmental Health and Safety. As part of Western’s commitment to maintaining a healthy and safe living, learning and working environment, we want to make you aware of our Annual Security & Fire Safety Report. This report is developed in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) and provides reported crime statistics for the previous three calendar years (2015, 2016 and 2017). The report also includes institutional policies concerning campus security, such as those concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. It is available for download at www.wwu.edu/vpess/docs/ASRCleryreport.pdf. To request a paper copy of this report, please contact the Vice President of Enrollment and Student Services Office; (360) 650-3839; vpsa.office@wwu.edu

Each year, an email notice is sent to university students, faculty and staff informing them of the availability of this report. It is also available on the Vice President of Enrollment & Student Services website at www.wwu.edu/vpess/docs/ASRCleryreport.pdf and anyone can obtain a written copy by contacting this office. Information in this publication is current as of August 2019. Subsequent changes in policy or reported statistics will be reflected in the online version of the Annual Security and Fire Safety Report.

YOUR RIGHT TO KNOW: DISCLOSURE OF CONSUMER INFORMATION

Western Washington University is committed to providing full disclosure of all consumer information required by state and federal law to all students, their families and members of the campus community. Additional information may be found at https://www.wwu.edu/your-right-know-disclosure-consumer-information

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Western recognizes its responsibility to provide timely information to the campus community during emergencies. In the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, staff or faculty, the university will use every appropriate communication tool to share information with the campus community as quickly as possible. The Western Alert system, described below, uses various notification tools:

• Email messages
• Cell-phone text messages
• Social media messaging
• Voice messages over the campus fire alarm system (building enunciation)
• The Western Washington University home page (www.wwu.edu)
• The WWU Emergency Communications web site (emergency.wwu.edu)
• Desktop notification

Emergencies may be reported to University Police by dialing 3911 from a campus phone or 360-650-3911 from a non-campus phone or cell phone.

**Emergency Notifications**

Western Washington University is committed to ensuring the campus community receives timely, accurate and useful information in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employee and visitors. Western Washington University will immediately notify the campus community upon confirmation of an emergency or dangerous situation via an emergency notification system, RAVE, that provides Western Alerts. This system is used to send emergency messages within minutes of being initiated. Notifications will be made using RAVE as well as any or all of the following: desktop notification; email messages to WWU accounts; campus building enunciation (where available); social media; WWU homepage; WWU Emergency Communications web site (emergency.wwu.edu); and local media.

When University Police become aware of a potential critical incident or emergency situation, they will confirm whether it is an emergency or dangerous situation that potentially affects the health and/or safety of the campus community. Western’s Department of Public Safety is responsible for such confirmation, and may work in conjunction with Western administrators, local first responders, public health agencies, and/or the National Weather Service as they confirm.

Upon confirmation, Western will, without delay, and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgement of Responsible University Authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

The following officials have been designated the authority to authorize emergency notifications/Western Alerts to provide alert, warning and safety or protection instructions:

• Director of Public Safety/Chief of Police;
• Assistant Director of Public Safety/Assistant Chief of Police;
• Any University Police command staff or officer;
• Director of University Communications & Marketing;
• Assistant Director of University Communications & Marketing;

These positions will be collectively referred to as “Responsible Authorities” for purposes of the Communication Procedures and Protocols. In reference to any of these positions, in the absence of the referenced individual, their designee will have the authority.

The departments and positions listed in the chart below will typically be responsible for developing the content and distributing the notifications as described.

If the emergency is limited to a particular segment or segments of the campus, the Director of Public Safety/Chief of Police will typically determine the segment or segments of the community to receive the immediate notification.
The content of the message will vary depending on the situation. At a minimum, the messages will describe the emergency, provide basic instructions to the community and will direct them to where they can receive additional information. Follow-up information regarding an incident and/or an “all clear” message (once the incident has been resolved) will be sent to impacted members of the campus community using any or all of the previously mentioned forms of notification.

**Enrolling in emergency notification systems for Western Alerts**

All current students are automatic recipients of Western Alerts. Faculty and staff must “opt in” to receive Western Alert text messages (e-mail alerts will be sent to your official university account automatically). To “opt in” to receive Western Alert text messages, students, faculty, and staff should login to their MyWestern account online at mywestern.wwu.edu and click on “Web4U.” To “opt in” to receive Western Alert text messages, students, faculty, and staff should login to their MyWestern account online at mywestern.wwu.edu and click on “Web4U.” Select “Personal Information,” then “Cell Phone – View/Update.” Enter your cell phone number, and finish by pressing the “Update” button. Text messaging will only be used to communicate with you in two circumstances: during an event deemed an imminent threat to the health and safety to campus and during periodic tests of the Western Alert system.

Parents, relatives and community members also can opt-in to receive Western Alerts at www.getrave.com/login/wwu

**TESTING THE WESTERN ALERT EMERGENCY NOTIFICATION SYSTEM**

The university tests the Western Alert emergency notification system on at least a biannual basis, to ensure that it is working properly. These tests will be carefully identified and widely publicized. Please be advised that your cell phone service provider may apply a small standard text message fee when you receive an emergency alert. For more information on Western’s emergency preparedness and response procedures, visit emergency.wwu.edu

**WWU Crime Notices/ Timely Warnings**

In the event a crime is reported to have occurred within Western’s Clery Geography, that in the judgment of the Director of Public Safety/Chief of Police, and in consultation with Responsible Authorities (when time permits), constitutes a serious or continuing threat to the community, a campus-wide WWU Crime Notices will be issued. The University may issue a WWU Crime Notice for the following: arson; aggravated assault; criminal homicide; domestic violence; dating violence; robbery; burglary; sexual assault; hate crimes; and stalking. The University may also issue a WWU Crime Notice for alcohol, drug, and weapon arrests or referrals that may cause a continuing threat to the community. University Police will distribute these warnings through a variety of ways, including but not limited to emails, posters, web postings, and media. The purpose of the WWU Crime Notice is to notify the campus community of the incident and to provide information that may enable the community to take steps to protect themselves from similar incidents. The University will issue WWU Crime Notices on a case-by-case basis after considering the following criteria: (1) one of the above listed crimes are reported; (2) the perpetrator has not been apprehended; and (3) there is a substantial risk to the safety of other members of the campus community because of this crime.

WWU Crime Notices are typically written and distributed by the Director of Public Safety/Chief of Police and/
or Director of University Communications & Marketing or their designees.

A WWU Crime Notices will typically include the following, unless issuing any of this information would risk compromising law enforcement efforts:

- Date and time or timeframe of the incident;
- A brief description of the incident;
- Suspect description(s) when deemed appropriate and if there is sufficient detail (see below);
- Western Washington University Police & Bellingham Police contact information;
- Information that will promote safety and potentially aid in the prevention of similar crimes (crime prevention or safety tips);
- Other information as deemed appropriate by the Director of Public Safety/Chief of Police (or designee in Western’s Department of Public Safety).

The description of subjects in a case will only be included in the alert if there is a sufficient amount of detail to describe the individual. If the only known descriptors are sex and race, that will not be included in the alert.

An institution is not required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor. The University may also issue WWU Crime Alert in other circumstances, which may pose a significant threat to the campus community.

### Reporting Crimes on Campus

The University Police Department encourages anyone who is the victim of or witness to a crime to promptly report the incident to police. To report a crime or emergency from an on-campus phone, dial 3911. To report a crime or emergency from a cell phone or off campus phone, dial 360-650-3911.

When using a cell phone, it is important to remember that 911 does not automatically reach University Police; instead, it goes to a central dispatch location in Bellingham.

All students, faculty, and staff are encouraged to pre-program their cell phone with the University Police emergency number, 360-650-3911. On-campus police dispatchers are available 24 hours a day, 7 days a week.

When calling to report a crime or other emergency, on- or off-campus, be prepared to:

- Clearly identify yourself;
- State where you are calling from; and
- Briefly state the nature of your call.

If possible, stay on the line unless the dispatcher tells you that it’s okay to hang up. If assistance is required from off campus, the dispatcher will summon appropriate police, fire, and/or medical services.

In cases involving sexual assault, dating or domestic violence, stalking, or sexual harassment, initial contact may be made by calling Western’s confidential Consultation and Sexual Assault Support Services’ (CASAS)
at 360-650-3700. CASAS staff works with survivors to access all available resources in an effort to ensure that students continue to be academically successful and have the support necessary to heal from the incident(s). Resources and support are also available to assist students whose partner, friend or family member has experienced an act of violence.

Emergency blue light call boxes are located throughout the campus, in parking lots and commonly travelled areas. The emergency call boxes are blue and white, and have a blue light glowing above them. Each is connected directly to the University Police dispatcher and coded so the location of the phone is automatically identified. A map of emergency call box locations is available online from Campus Accessibility Map, Equal Opportunity Office, Western Washington University at www.wwu.edu/map/?features=accessibility by selecting “emergency phones” under “Features.”

In addition, exterior courtesy phones with an emergency call button are located at the main entrance of each campus residence hall. The emergency call button connects directly to the University Police dispatcher and is coded so the location of the phone is automatically identified.

For additional information on reporting crimes on campus, contact University Police at 360-650-3555 or visit the Department of Public Safety website at www.wwu.edu/ps/police/index.shtml

For information on reporting crimes at Western’s off-campus sites, see page 9 in this document.
<table>
<thead>
<tr>
<th>Separate Campus 2018</th>
<th>Campus Safety and Security Departments (Report a Crime)</th>
</tr>
</thead>
</table>
| • Anacortes – Shannon Point Marine Center  
  • Anacortes - SPMC Boats - On-Campus (when < 1 mile of campus border) | WWU at Shannon Point Marine Center  
  1900 Shannon Point Rd  
  Anacortes, WA 98221  
  (360) 293-2188 | (360) 650-7400 |
| • Bellingham – Core Campus | UPD  
  (360) 650-3911 (Emergency Dispatch)  
  (360) 650-3555 (Non-Emergency – UPD)  
  University.Police@wwu.edu  
  http://police.wwu.edu |
| • Bremerton - WWU @ Olympic College | Campus Security  
  (360) 475-7800  
  SecurityOfficers@olympic.edu  
  https://www.olympic.edu/services/campus-security |
| • Everett – WWU @ Everett Community College | Campus Safety, Security & emergency Management  
  (425) 388-9990  
  oasecurity@everettcc.edu  
  https://www.everettcc.edu/administration/cwt-security/security |
| • Port Angeles – WWU @ Peninsula College | Campus Safety and Emergency Management  
  (360) 417-6559  
  (or 6559 from any campus phone)  
  http://pencol.edu/services/campus-safety |
| • Poulsbo – WWU @ Olympic College | Campus Security  
  (360) 475-7800  
  SecurityOfficers@olympic.edu  
  https://www.olympic.edu/services/campus-security |
| • WWU at North Seattle Community College | WWU at North Seattle Community College  
  9600 College Way N  
  Seattle, WA 98103  
  (206) 934-3600 |
  Campus Safety and Emergency Management  
  (360) 417-6559  
  (or 6559 from any campus phone)  
  https://northseattle.edu/safety-security |
CONFIDENTIAL CRIME REPORTING PROCEDURES

Western encourages community members to report crimes promptly to help ensure a safer campus. If you are the victim of or witness to a crime and you do not want to pursue formal action through the University or police, please consider making a confidential report to University Police. Confidential reports can be made to police by requesting non-disclosure to the public of personally identifying information. Depending on the circumstances of the report, you may be able to maintain confidentiality while taking steps to keep the community safe. Confidential reporting allows the University to keep and share accurate statistics on the number and types of reportable crimes that occur on campus, and to alert the campus community to possible danger. When confidential reports involve possible sexual assault, dating violence, domestic violence or stalking, all details of these reports are made available to the University’s Title IX Coordinator/Equal Opportunity Office. The university completes publicly available recordkeeping requirements, including Clery Act reporting and disclosures, without the inclusion of identifying information about the victim(s).

CAMPUS SECURITY AUTHORITIES

While Western encourages all community members to promptly report crimes to police, some may prefer to report to other individuals or offices. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution. Campus security authorities at Western include the following staff:

**University Residences**

housing.wwu.edu/
All Resident Directors, the Assistant Directors of Residence Life, Manager of Guest/Housing Operations and Director of University Residences

**Athletics**

www.wwuvikings.com/
All head coaches and the Director of Athletics

**Campus Recreation Services**

www.wwu.edu/campusrec/
Director and Associate Director, and Assistant Director of Sports Clubs

ASSOCIATED STUDENTS PROGRAMS

**LEGAL INFORMATION CENTER:** Works to help students understand their legal rights and responsibilities and make informed choices, and encourages students to take an active role in their own legal issues through peer education, programs and events, and various resources. as.wwu.edu/legalinfo 360-650-6111.

**QUEER RESOURCE CENTER:** Provides programs, safe space, and resources to students who identify as Queer and their allies. as.wwu.edu/qrc 360-650-6120.

**WOMXN’S IDENTITY RESOURCE CENTER:** Supports and enables students who hold marginalized gender identities and expressions to fully and actively participate on WWU’s campus. We strive to build a community that promotes: exploration of identities through an intersectional lens; solidarity against violence; and critical thinking around gender, race, culture, and other aspects of identity and social issues. as.wwu.edu/womxn 360-650-6114.
Dean of Students Office
wp.wwu.edu/students/
Dean of Students, Associate and Assistant Deans of Students, Assistant Director and Coordinator of Student Activities, Club Activities Coordinator, and Ethnic Student Center Manager.

Prevention and Wellness Services
www.wwu.edu/pws/
Director, Risk Reduction Specialist, Violence Prevention Specialists, Health Educator, Health Promotion & Communications Specialist, and Men’s Violence Prevention/Mental Health Promotion Specialist

Disability Access Center
disability.wwu.edu
Director and Disability Access Managers

Public Safety
www.wwu.edu/ps/
Police Chief, Assistant Chief, all Sergeants, Corporals and Officers

More Campus Security Authorities: Vice President of Enrollment and Student Services, Assistant Attorney General(s), Vice Provost for Equal Opportunity and Employment Diversity/Title IX Coordinator, Assistant Director of Equal Opportunity/Deputy Title IX Coordinator, Manager of Equal Opportunity Programs, Title IX/Civil Rights Investigator.

Please Note: Professional and pastoral counselors are not required to report crimes disclosed to them when acting in their professional roles; as a result, incidents shared with them may not be included in Western’s published crime statistics unless also reported to University Police or to a campus security authority. Counselors are encouraged to inform students they are counseling of the option to report crimes on a voluntary, confidential basis for inclusion in the annual crime statistics.

Campus Safety

The safety and well-being of all members of the campus community is of great concern to Western. Many departments and employees are dedicated to making the campus a safe place to live and work. A safe environment depends on the cooperation and involvement of all students, staff, and faculty in looking out for themselves and for one another. We encourage all members of the Western community to use this report as a guide for safe practices, both on and off campus.

UNIVERSITY POLICE

The Western Washington University Police Department employs 15 officers, all of whom are commissioned by the state of Washington. They receive the same training and are vested with the same powers of law enforcement as city, county, and state police officers.

The University Police Department has primary responsibility for law enforcement on campus. They work
closely with federal, state, and local law enforcement agencies, and have mutual-aid agreements in place with the Bellingham Police Department, Whatcom County Sheriff’s Office, Washington State Patrol, and the police departments of Central Washington University, Eastern Washington University, The Evergreen State College, Washington State University, and the University of Washington.

University Police officers investigate all crimes reported on campus and enforce all applicable criminal and traffic laws. Persons cited or arrested by University Police have their cases adjudicated in Bellingham Municipal Court, Whatcom County District Court, and/or Whatcom County Superior Court.

University Police officers respond to all on-campus emergencies and provide a variety of public services, including bicycle registration and crime prevention education and assessment (e.g., reviewing building plans to assure campus security). During the academic year, University Police employs an average of 20 Public Safety Assistants (also known as “Green Coats”). These students are trained to assist police by providing services such as dispatching, safety escorts, and vehicle/foot patrols. They also check academic buildings and residence halls for unsecured doors and windows, and report hazardous conditions. Public Safety Assistants are on duty every day.

The University Police Department is located in the Campus Services Building at 2001 Bill McDonald Parkway, and operates 24 hours a day, 7 days a week.

CRIME PREVENTION PROGRAMS

Crime prevention programs are sponsored by various campus offices and organizations throughout the year. University Police, Environmental Health and Safety, Prevention and Wellness Services, the Equal Opportunity Office/Title IX Coordinator, and the Associated Students’ Resource and Outreach Programs share information with students, faculty and staff, through new student and faculty/staff orientation sessions, drop-in programs, public education efforts, and residence hall programs (upon request).

During the year, Prevention and Wellness Services offers programs on preventing domestic violence, dating violence, sexual assault and stalking to various student groups and staff including the Associated Students Resource and Outreach Program Board and Coordinators, Resident Directors and Resident and Community Advisors, numerous academic classes, members of the Student Appeals Board, University Police (particularly on interviewing skills for survivors of violence), undergraduate Western Wellcat interns, pre-doctoral and masters interns at the Counseling Center (clinical training for working with people who have experienced violence), sport club participants, varsity athletic teams, international students, and during pre-departure orientation for students preparing to study abroad (risk reduction strategies).

Prevention and Wellness Services also provided education programs to promote the awareness of domestic violence, dating violence, sexual assault and stalking to student groups. Each training educates attendees on the following topics:

• Definitions of sexual assault, domestic/dating violence and stalking/harassment.
• Definition of consent.
• Bystander intervention techniques.
• How to refer a person to appropriate resources and how to support them.
• Risk reduction strategies to prevent violence.
• Strategies focusing on alcohol and drug use/intoxication.
• Attendees are educated on warning signs of abusive or unhealthy behavior, such as coercion and emotional manipulation.
• Information about reporting options.
• Reporting procedures for each resource.
• What to expect from these resources (criminal proceedings vs. conduct system).
• Rights and responsibilities of survivors and perpetrators.
• Resources available to survivors of violence, even if they choose not to report.
• Attendees are given information about confidential resources, such as CASAS and the Counseling Center.
• Community resources are also discussed.

**Bystander Intervention Training**

Bystander Intervention Training provides a definition of the process and the skills for action. It teaches safe and positive options for acting that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking, in-order to ensure safety and prevent sexual violence.

**The process of Bystander Intervention Training includes empowering individuals through:**

**Awareness and knowledge:**

• Recognizing situations of potential harm
• Understanding institutional structures and cultural conditions that facilitate violence
• Making the choice to act
• How to assess when it is safe to intervene directly. Never put one’s self in harm’s way.

**Skill acquisition:**

• Identifying and overcoming barriers to intervening
• How to intervene in a friendly and assertive manner
• How to approach the situation in a positive manner, staying level-headed, non-judgmental and open-minded
• How to use curiosity and questions effectively
• Identifying a wide variety of safe and effective intervention options for interventions

**Confidence to act when the need arises:**

• Practice taking action to intervene in a variety of circumstances that may occur
• Identify what would help ensure that action is taken and how to make that happen
Specific Safe and Effective Options Include:
Direct options can be implemented individually, or others can be enlisted to assist or act as allies.

Direct options:
- Approach the situation and ask questions, such as “do you need help?”
- Remove one of the individuals from the situation
- Speak up about the offensive remark or the inappropriate action
- Express your concerns - talk to all parties involved about your concerns
- Create distraction
  - Attracting the attention of either individual involved
  - Asking either party for information or help with something
    - “Aren’t you Jane’s friend? Can you help me find her?”
    - “I’m having a ‘wardrobe malfunction and really need you to help me with…”
  - Engaging either party in a conversation:
    - “Don’t I know you? Didn’t I see you in Red Square the other day?”
    - “I just love that shirt. Where did you get it?”

Indirect options:
- Ask a friend/another bystander to step in
- Call 911 or another authority for assistance – this may also include asking the host of an event to step in
- Find other ways to get involved or disrupt an apparent risky situation
- Check your perception of the situation with others you trust – then decide the best course of action

Beyond the above basic information, Prevention and Wellness Services also provided the following trainings:

Training for all Varsity Athlete teams
Presentations have a strong focus on bystander intervention (how to recognize warning signs, how to confront violence-enabling attitudes and beliefs, and how to refer to appropriate resources). Students are also given opportunities to practice intervention skills through scenarios.

Training for Club Sports
Presentations have a strong focus on bystander intervention (how to recognize warning signs, how to confront violence-enabling attitudes and beliefs, and how to refer to appropriate resources). Students are also given opportunities to practice intervention skills through scenarios.

International students
These presentations have a strong focus on reaching out to international students to provide information about resources and how to access those resources.
Study Abroad program
These presentations have a strong focus providing information about safety, support resources and how to access those resources while abroad.

Student leaders
Student leaders, including Resident Advisors and Peer Health Educators get extensive training in “safe space.” They are trained to respond to disclosures of violence by being given the tools to emotionally support survivors of violence and to properly refer them to appropriate resources.
For additional information contact University Police at 360-650-3555, Environmental Health and Safety at 360-650-3064, or Prevention and Wellness Services at 360-650-2993.

WESTERN STUDENT SHUTTLE
The Western Student Shuttle provides late-night transit service to all students with a valid Western I.D. from 11p.m. – 3 a.m. Monday through Saturday and 9 p.m. – 3 a.m. on Sunday. Additional information, including routes and schedules, is available at www.wwu.edu/transportation/westernstudentshuttle.shtml

PERSONAL SAFETY ESCORTS
University Police provides personal safety escorts to or from any location on campus. To request a safety escort, call 360-650-3555.

DAILY CRIME AND FIRE LOG
The Daily Crime and Fire Log for the most current sixty days is available for viewing during regular business hours in the lobby of the University Police department located in the Campus Services building or online at https://police.wwu.edu/daily-crime-and-fire-log. Any portion of the Daily Crime and Fire Log for incidents older than 60 days will be made available for public inspection within two business days of a request.

REGISTERED SEX OFFENDERS
The Campus Sex Crimes Prevention Act of 2000 is a federal law that provides for the tracking of registered sex offenders enrolled at or employed by institutions of higher education. The law also requires institutions to issue a statement advising members of the campus community where they can find information on registered sex offenders who are enrolled at or employed by the university.

In Bellingham, information regarding registered sex offenders may be obtained through the Bellingham Police Department, the Whatcom County Sheriff’s Office, or the Washington Association of Sheriffs and Police Chiefs (online). Information is also available, in person, from the University Police Department. The University policy regarding community notification can be found at www.wwu.edu/policies/policy5000.shtml

Bellingham Police Department ................................................................. 360-778-8800
University Police ................................................................. 360-650-3555
SAFE CAMPUS HOTLINE

To help maintain the safety and security of Western’s community, the university has established a “SAFE Campus” hotline, 360-650-SAFE or 360-650-7233. Individuals who are concerned about a person’s actions or behavior, or believe they may pose a safety risk to members of the campus community, should call the SAFE Campus hotline immediately.

All information will be screened by trained personnel and forwarded to the Threat Assessment Team or appropriate university office for follow up. The SAFE Campus number is available 24 hours a day, 7 days a week.

SECURITY AND ACCESS TO CAMPUS FACILITIES

During business hours, the university (excluding certain housing facilities) is open to all students, employees, contractors, guests, and invitees. During non-business hours, access to campus facilities is by appropriate authorization only. The University Police Department posts a schedule of building hours on their website at www.police.wwu.edu/building-hours

Keys for offices, buildings and campus residence halls are closely controlled by the University Lock Shop and by the heads of campus departments and units. Reproduction of keys is authorized by the Office of Space Administration. Individuals must sign out keys through the Lock Shop, located in the Campus Services Building at 2001 Bill McDonald Parkway. For questions, contact the Lock Shop directly at 360-650-3557.

WEAPONS POLICY

The possession or use of firearms or other weapons on university property or at official university events by anyone other than duly appointed and commissioned law enforcement officers is strictly prohibited. Members of the campus community and visitors who bring firearms or other weapons to campus must immediately place them in the university-provided storage facility, located in the University Police Department at 2001 Bill McDonald Parkway. Failure to do so may result in criminal charges and/or disciplinary action by the University. The storage facility is accessible 24 hours a day, 7 days a week. For additional information, refer to Western’s Policy on Firearms and Dangerous Weapons at police.wwu.edu/selectedpolicies#firearms_and_dangerous_weapons or contact University Police at 360-650-3555.
Campus Crime Statistics

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998 (also known as the Clery Act) requires the annual publication of select campus crime, arrest, and referral statistics for the previous three years. Beginning with the 1999 calendar year, the Clery Act expanded reporting requirements to include crimes and arrests occurring in certain off-campus locations.

The Office of the Vice President for Enrollment and Student Services, the Dean of Students Office and the Office of University Communications coordinate the preparation of the Annual Security and Fire Safety Report. Crime and fire safety statistics are compiled from data provided by the University Police Department, Bellingham Police Department, Bellingham Fire Department, University Residences, the Dean of Students Office, and campus security authorities.

To gather statistics for separate campuses and noncampus buildings, University Police requests information from each facility’s staff as well as from local law enforcement authorities.

Non-Campus

Non-campus is defined as any building or property owned or controlled by a student organization that is officially recognized by the institution and any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution. This category includes the following areas of the Bellingham campus:

- ViQueen Lodge - Sinclair Island, WA
- Art Studio - 2111 Lincoln St, B’ham
- Lakewood Watersports Facility
- Lutherwood - 1185 Roy Rd, B’ham
- Music Studio - 2410 Lake Whatcom Blvd, B’ham
- North Cascades Institute (Sedro-Woolley)
- North Seattle College (WWU program closed in December 2018)
- Scene Shop - 415 Ohio St, B’ham
- Technology Dev Cntr - 1000 F St, B’ham
- SEA Discovery Cntr - 18743 Front St NE, Poulsbo
- SPMC BOATS - Anacortes (> 1 mile from campus)
- Burien - E Highline School District
- Mount Vernon School District
- Tacoma - Tacoma School District
- Skagit Valley Community College - Mt Vernon
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Hate Crime Reporting

2016: One on-campus/residential facilities incident of stalking characterized by racial bias. One on-campus/residential facilities incident of stalking characterized by religious bias. One on-campus/residential facilities incident of intimidation characterized by a bias of sexual orientation.

2017: One on-campus/residential facilities incident of vandalism/intimidation characterized by gender bias and 3 on campus/residential facilities incidents of vandalism characterized by racial bias.

2018: One on-campus/residential facilities incident of vandalism characterized by ethnic bias. Three on-campus incidents of vandalism characterized by religious bias. One on-campus incident of vandalism characterized by ethnic bias. One on-campus incident of intimidation characterized by race

Western’s Separate Campuses

Note on campus crime statistics for all campuses
Beginning in 2018, campuses in Everett, Anacortes, Bremerton, Port Angeles, Poulsbo and North Seattle were identified as separate campuses for the purposes of reporting crime statistics. Crime statistics for these locations were included with numbers for the Bellingham main campus in 2017.

Note on campus crime statistics for Port Angeles campus
2018: One on-campus incident of intimidation characterized by bias of ethnicity and sexual orientation.
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<td>Vandalism</td>
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<tr>
<td>Stalking</td>
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</tbody>
</table>
Safety Policies for Bellingham Campus Residence Halls

Campus residence halls are secured 24 hours a day. All residents have access to their building and their room. In the event a resident loses his/her room key, the lock is changed to minimize the risk of an unauthorized person gaining entry.

The staff of University Residences works closely with campus safety officials and others to make residence halls safer, more secure communities. All students in campus housing ultimately must share in this responsibility.

Staff members are trained to respond to emergency situations and address any safety or security issues arising. Full-time professional resident directors manage each building/complex and live on site. One of the resident directors is on call and available to respond 24-hours a day. Student staff are on call in every occupied building/complex from 9 p.m. to 7 a.m. daily.

University Residences staff collaborate with other campus offices to offer programs and information on a range of safety-related topics including sexual assault prevention, responsible alcohol use, and personal safety awareness. Detailed safety information, including information on residence hall policies and procedures, is provided to all campus residents on the University Residences website housing.wwu.edu.

MISSING STUDENT NOTIFICATION

Federal legislation requires any institution with on-campus student housing establish a missing student protocol. This protocol requires that anyone who believes a Western student is missing must be referred immediately to University Police so that Western can coordinate efforts to locate the student. Any individual with information that a student living on campus may be missing should notify University Police immediately. University Police can be reached 24 hours a day, 7 days a week at 360-650-3911.

A student may be considered “missing” if an absence occurs contrary to the student’s usual pattern of behavior or where unusual circumstances may have caused the absence. Unusual circumstances include, but are not limited to: a report or suspicion the missing student may be a victim of foul play, expressed suicidal thoughts, is in a life-threatening situation, or involved with persons who may endanger the student’s welfare.

Each student living in campus housing has opportunity to identify a designated emergency contact to be notified by the university in the event that student is determined to be missing. This emergency contact is confidential and only accessible to authorized campus officials and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation. If a student is determined to be missing, University Police will attempt to contact the student’s designated emergency contact (for students over 18 years old) or the student’s parent/guardian (for students under 18 years old) within 24 hours, as part of the investigation process. University Police will work closely with local and/or state law enforcement authorities within 24 hours to provide any information they may need to launch a missing person report.
Fire Safety

Western takes fire safety and prevention seriously and works to enhance its programs continuously. Staff from Environmental Health & Safety work with University Residences’ staff to promote a safe living environment. More specifically, training and awareness is provided during new staff orientation (for all new University employees), during annual Resident Advisor fall training, and regular training for custodial staff. More comprehensive information can be found at ehs.wwu.edu/fire-safety.

All residence halls have building fire alarms, room detection equipment, common area detection equipment and central reportage of alarms. All buildings except for Edens North have a sprinkler system.

If you discover a fire in a campus building:

- Immediately pull the nearest fire alarm as you exit the building.
- Once you are safely away from danger, call University Police at 360-650-3911 to report the fire. If you are off-campus, dial 911. Tell the dispatcher the exact location of the fire and any known hazards (e.g., flammable materials) at the location.
- After you’ve left the building, stand by to direct emergency personnel to the location of the fire.
- Immediately notify University Police for a non-emergency fire incident by calling 360 650-3555.

Additional information on fire safety – including what to do in a fire – is available on the Environmental Health and Safety (EHS) website at ehs.wwu.edu/fire-safety.

DESCRIPTION OF STUDENT HOUSING FIRE SYSTEMS

Fire Alarm: All facilities have combination automatic detection / manual initiation devices & notification system covering both student rooms & public areas connected to UPD in accordance with NFPA 72 standards. However, Edens North & Highland Lounge systems are legacy platforms which shall be updated within the next 5 years to Edwards EST-3 platform.

Security Alarm: Although full scale intrusion detection systems are not in place computer lab assets are monitored via sensors connected to UPD.

Fire Sprinkler: Most facilities have fire sprinkler system covering both student rooms & public areas in accordance with NFPA 13 & 25 standards. However, Edens North, Highland Hall & Highland Lounge buildings have no coverage but are upgrades are being planned within the next 5 years.

Fire Extinguisher: All facilities have portable suppression devices located in accordance with NFPA 10 standards.

Mass Notification: Some facilities have general voice enunciation alert capabilities providing UPD & the campus capability of broadcasting emergency messages throughout facilities as needed. However, a 10 year plan has been developed to upgrade capabilities in order to meet Galain report recommendations which shall provide enhanced emergency notification.

Testing: All systems are testing in accordance with applicable National Fire Protection Agency (NFPA) codes previously listed, International Fire Code (IFC) & requires set forth by the Authority Having Jurisdiction.
(AHJ - Bellingham Fire Marshal). Annual testing is done on all systems at varying times throughout the year & monthly inspections are also done on fire extinguishers.

**FIRE SAFETY STATISTICS**

In 2016, 2017 and 2018, no fires were reported in on-campus housing including all of the following halls: Birnam Wood, Buchanan Towers, Buchanan Towers East, Edens Hall, Edens North, Fairhaven Complex, Higginson Hall, Highland Hall, Mathes Hall, Nash, Ridgeway Alpha, Ridgeway Beta, Ridgeway Delta, Ridgeway Gamma, Ridgeway Kappa, Ridgeway Sigma, and Ridgeway Omega.

<table>
<thead>
<tr>
<th>Residence Hall</th>
<th>Building Fire Alarm</th>
<th>Room Detection</th>
<th>Common Area Detection</th>
<th>Central Reportage*</th>
<th>Sprinkler System</th>
</tr>
</thead>
<tbody>
<tr>
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<td>YES</td>
<td>YES</td>
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</tr>
<tr>
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<td>YES</td>
<td>YES</td>
<td>YES</td>
</tr>
<tr>
<td>Buchanan Towers East</td>
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<td>YES</td>
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<tr>
<td>Edens Hall</td>
<td>YES</td>
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<td>YES</td>
<td>YES</td>
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<tr>
<td>Edens North</td>
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<td>YES</td>
<td>YES</td>
<td>NO</td>
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<tr>
<td>Fairhaven Complex</td>
<td>YES</td>
<td>YES</td>
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<td>YES</td>
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<tr>
<td>Higginson Hall</td>
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<tr>
<td>Highland Hall</td>
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<tr>
<td>Mathes Hall</td>
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<tr>
<td>Nash Hall</td>
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<tr>
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<tr>
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<tr>
<td>Ridgeway Delta</td>
<td>YES</td>
<td>YES</td>
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</tbody>
</table>
FIRE DRILLS

Each residence hall had three fire drills in 2017 and 2018, one each in winter, spring and fall quarters.

PROHIBITED ITEMS*

The following items are prohibited in all campus student housing facilities, to prevent fire or the spread of fire:

- **Candles & Incense**: Burning candles, incense, torches, or open-flame devices is prohibited in University Residences. Careful use of candles or incense for birthdays or religious purposes is allowed with advance permission from your resident director.

- **Flammable Materials & Explosives**: Explosives, fireworks, gasoline, or any other flammable materials; and decorations made from cut, resin-bearing trees or vegetation such as fir, pine, cedar, spruce, and eucalyptus are prohibited in University Residences.

- **Hazardous Electronics**: Electric hotplates, burners, toasters, toaster ovens, electric blankets, space heaters and halogen lamps.

In addition, all power strips and extension cords must be UL (Underwriter Laboratory) approved and used only for their designed purposes and power loads. Residents are encouraged to use extension cords and power strips that sense leakage currents (such as Fire Shield®) and disconnect power when a fault is detected. This feature significantly reduces the potential for fire from cord fires, ground faults, surges and overloads.

Smoking is prohibited in all University Residences buildings and within 25 feet of doors, windows, and ventilation intakes. This includes, but is not limited to: all balconies and all public spaces such as lounges, stairwells, hallways, food service areas, and laundry rooms. Smoking is also prohibited at any outside area that may affect the air supply of residential buildings.

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<table>
<thead>
<tr>
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<th>Sprinkler System</th>
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<tr>
<td>Ridgeway Kappa</td>
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<tr>
<td>Ridgeway Sigma</td>
<td>YES</td>
<td>YES</td>
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</table>

* Central reportage provided through FireWorks for Birnam Wood, Buchanan Towers, Edens Hall, Fairhaven Complex, Higginson Hall, Highland Hall, Nash Hall, and Ridgeway Delta, Gamma, Omega, and Sigma. Central reportage provided through McCullough Loop for Edens North, the Highland Hall Main Lounge, Mathes Hall, and Ridgeway Alpha, Beta, and Kappa.
TRAINING

All resident advisors and resident directors receive annual training in fire prevention, evacuation, and response provided by Environmental Health and Safety.

EVACUATION PROCEDURES

All campus buildings fully evacuate upon activation of the fire alarm. When an alarm, a shouted warning, or the sensation of smoke or fire has alerted you:

• **Keep low to the floor to avoid smoke.** When escaping through a smoke-filled corridor, move quickly in a crouched position. If possible, place a wet cloth over your face and head.

• **Feel the door before opening it.** If it’s hot, don’t open it. If smoke or heat is present, close the door and stay in the room. Seal the cracks around the door with whatever is handy (a towel, etc.). If the phone works, call 911 and report that you are trapped. Be sure to give them your room number and location. If the phone does not work, hang a sheet, jacket, etc., out of the window to attract attention.

• **If the hall is free of smoke or heat,** close and lock your door and immediately exit the building by the closest stairwell. DO NOT USE AN ELEVATOR!

• **If the nearest exit is blocked, go to another exit.** If all exits are blocked, go back to your room. Close the door, hang something out of the window to attract attention, and signal for help.

• **Once outside the building, move away from the building** and watch for vehicle traffic. Do not re-enter the building until you have been given approval to reenter by police, fire officials, or university staff.

**Important:** Keep all fire exit and corridor doors closed at all times. These doors are fire rated to keep smoke and heat from entering stairways and adjoining corridors. If at any time you observe these doors propped open, please close them immediately.

Prevention and Awareness Programs

Prevention programming is designed to be comprehensive, intentional, and integrated initiatives, strategies, and campaigns intended to end sexual violence. Programming is culturally relevant, inclusive of diverse communities and identities, sustainable, responsive to changing community needs, research/best practice-based, and assessed for value, effectiveness, and accomplishing desired outcomes. Programming includes consideration of environmental risk and protective factors as they occur on the individual, relationship, institutional, community and societal levels.

Prevention programming implements the values of providing **positive messages,** and **empower individuals to make positive, health enhancing choices in their lives.** All programs also teach essential skills for safe and effective intervention and strongly encourage **Bystander Empowerment through providing the awareness, knowledge, skills, and confidence to act to ensure their own and others’ safety and to engage in the creation of a safe and healthy environment.**
Prevention campaigns include:

- Clear statement that the relevant offenses are prohibited;
- Definitions are reviewed for the key terms: dating violence, domestic violence, sexual assault, stalking, and consent in WA;
- Safe and positive options for bystander intervention
- Warning signs of abuse and information on risk reduction
- Procedures/options available for a survivor if sexual violence occurs, including re:
  - Preservation of evidence,
  - Options for reporting
  - Availability of assistance through the reporting process
  - The right to choose not to report – to anyone including the police
- Rights of survivors and institutional responsibilities (including assistance in implementing no contact orders)
- Potential outcomes of reporting - possible sanctions and available protective measures that may be implemented
- Information about how confidentiality will be protected
- Procedures for institutional disciplinary process and action
- Campus and community services for survivors
- Options for changing academic, living, transportation and working situations regardless of whether a report is made to law enforcement

**SEXUAL VIOLENCE PREVENTION PROGRAMS**

**During 2018-2019 Prevention & Wellness Services staff provided:**

70 programs (an average of 12 per quarter) focused on sexual violence prevention to 2,124 attendees

Of these:

22 presentations were provided for Sport Clubs
7 presentations were provided for Varsity Athlete teams
6 presentations were to academic classes
16 were to groups of individuals who may receive disclosures from survivors
18 presentations were for general students

And an additional 27 programs (an average of 9 per quarter), presentations and trainings were provided to 1,205 attendees.

These programs included as part of their content, some component relating to consent, healthy relationships, substance use and sexual decision-making, bystander intervention skills, and/or contributing causal factors and prevention of sexual violence.

Mandatory Sexual Violence Prevention Programming

Western is committed to preventing sexual violence, and the training you are about to take reflects Western’s culture and values.

WWU’s mandatory sexual assault prevention online training is provided to all matriculated first-year and second-year undergraduates and graduate students, regardless of WWU campus location.

Sexual Violence Prevention Training is required of all students new to WWU: first year undergraduate students, transfer students, and new to WWU graduate students.

During the 2018-2019 academic year, 5,043 students new to Western participated in this training.

Being a Western community member comes with a shared responsibility to take care of each other. By participating in this training, you are taking a crucial step in contributing to a safe, positive campus environment people of all identities.

• This training helps create a shared understanding of the societal issue of sexual violence, an issue particularly critical to college students.

• It highlights healthy relationships, the importance of obtaining consent, and the ways you can help a friend or someone in need.

• It also explains Western’s policies, resources, and reporting options regarding sexual violence and ensures that you are aware of your rights under Title IX.

The path to a truly safe campus depends not only on the strategies and processes we put in place as in institution, but also fostering a culture in which every member of the community takes personal responsibility to contribute to the solution.

As an addition commitment to prevention of sexual violence, beginning with the 2019-2020 academic year, Western is now requiring all undergraduate students in their second year to complete an on-line sexual violence prevention refresher training.
## Prevention & Wellness Services:
### Comprehensive Awareness and Education Campaign Plan to Prevent Sexual Violence

**TRAINING:** Campus-wide Awareness, Education & Prevention

### CAMPUS-WIDE THEME:

- **Training of student staff & Welcome of new students**
- **Healthy Relationships (Reducing Risk & Consent)**
- **It’s On Us (Bystander intervention & personal responsibility to end sexual violence)**
- **Stand up against Sexual Violence**

### IDENTIFIED STUDENT GROUPS:

<table>
<thead>
<tr>
<th>Event Scope</th>
<th>Summer</th>
<th>Fall Quarter</th>
<th>Winter Quarter</th>
<th>Spring Quarter</th>
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</thead>
</table>
| Training for specific student groups | • Orientation Student Advisors  
• Resident Advisors  
• Peer Health Educators  
• Varsity Athletic Teams | • Team leaders in varsity Sports  
• Team leaders in Club Sports  
• Club Sport teams  
• Varsity Athletic Teams  
• AS student employees  
• AS Board  
• International students  
• IPE Peer Advisors  
• Study Abroad students (preventing violence while abroad)  
• International students (staying safe in a new country)  
• ROP student staff  
• Peer Health Educators  
• Selected groups of student leaders  
• New Students/Residence Halls  
• Curriculum Infusion: Women's Studies; FIGS; others as arranged by request from faculty  
• AUAP  
• RAs: Safe Space Training: a safe space to speak, a safe space to be heard  
• Grad TAs  
• Fairhaven | • Team leaders in varsity Sports  
• Team leaders in Club Sports  
• Club Sport teams  
• Varsity Athletic Teams – VP/BI  
• Western Wellcat interns  
• Study Abroad students (preventing violence while abroad)  
• Residence Halls  
• Peer Health Educators  
• Curriculum Infusion: Sex & Gender; Sex & Society; others as arranged by request from faculty  
• AUAP  
• Fairhaven | • Club Sports teams  
• Varsity Athletic Teams - VP/BI  
• Study Abroad students (preventing violence while abroad)  
• Peer Health Educators  
• AUAP students  
• Study Abroad students (preventing violence while abroad)  
• Curriculum Infusion: as arranged by request from faculty  
• Fairhaven |

Training and programs facilitated or provided by Prevention & Wellness Staff, assisted by highly trained Peer Health Educators
# OUTREACH: Ongoing Awareness & Education

**Comprehensive, Ongoing Awareness & Education Campaign for Sexual Violence Prevention:** ALL STUDENTS

<table>
<thead>
<tr>
<th>CAMPUS-WIDE THEME: Training of student staff &amp; Welcome of new students</th>
<th>Healthy Relationships (Reducing Risk &amp; Consent)</th>
<th>It's On Us (Bystander intervention &amp; personal responsibility to end sexual violence)</th>
<th>Stand up against Sexual Violence</th>
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</thead>
<tbody>
<tr>
<td><strong>Event Scope</strong></td>
<td><strong>Summer</strong></td>
<td><strong>Fall Quarter</strong></td>
<td><strong>Winter Quarter</strong></td>
</tr>
<tr>
<td>Outreach Initiatives: Media Campaigns (Ideas)</td>
<td>- Promotion of Sexual Assault Prevention for all students new to WWU  - Safety emphasis  - Promotion of Title IX and other federally required information</td>
<td>- Safety -- Only YES means YES; Get consent; Respect  - Campus norms data  - Bystander Intervention  - Promotion of Title IX and other federally required information</td>
<td>- Safety -- preventing SV  - Bystander Empowerment  - The best connection; Respect; Get consent  - Campus norms data  - Promotion of Title IX and other federally required information</td>
</tr>
<tr>
<td>Outreach Initiatives: Messaging</td>
<td>- Bathroom Poster (CASAS awareness)</td>
<td>- Residence Hall -- informational messaging  - Posters (reporting, alcohol &amp; sexual violence)  - Sexual Violence Prevention  - Bystander Intervention  - Tabling  - Bathroom Poster (CASAS awareness)  - Domestic (partner) Violence Awareness Month - October</td>
<td>- Stalking Awareness Respect in Relationships (positive social norming)  - LGBTQ Relationships  - White Ribbon Week -- ending partner violence  - Tabling  - Bathroom Poster (CASAS awareness)  - Dating Violence Awareness Month -- Feb.</td>
</tr>
</tbody>
</table>

Training and programs facilitated or provided by Prevention & Wellness Staff, assisted by highly trained Peer Health Educators
### Ongoing Awareness & Education Campaign for Sexual Violence Prevention:

**EMPLOYEES – re: work with students**

<table>
<thead>
<tr>
<th>CAMPUS-WIDE THEME:</th>
<th>Training of student staff &amp; Welcome of new students</th>
<th>Healthy Relationships (Reducing Risk &amp; Consent)</th>
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<td><strong>Fall Quarter</strong></td>
<td><strong>Winter Quarter</strong></td>
<td><strong>Spring Quarter</strong></td>
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<td>Outreach Initiatives:</td>
<td>Transitions:</td>
<td>Bystander Intervention</td>
<td>Sexual Decision-making</td>
<td>Bystander Intervention</td>
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<td>Events &amp; Programs</td>
<td>Informational tabling</td>
<td>Consent programming</td>
<td>Get Explicit 101 (workshops)</td>
<td>Consent Education</td>
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<td>Fall Advising and Orientation:</td>
<td>Reporting options</td>
<td>Alcohol (and other substance) use &amp; the connection with sexual violence</td>
<td>1. Empathy Building</td>
<td>Consent Empowerment</td>
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<tr>
<td>Informational Tabling</td>
<td>Critical Conversations presentations to Parents (encouraging conversations with their students)</td>
<td>Safe Space training</td>
<td>2. Awareness/myths</td>
<td>Movie &amp; discussion</td>
</tr>
<tr>
<td>Red Square Info Fair</td>
<td>Discussion Forum: what it means to be a Western student &amp; prevent sexual violence</td>
<td>Bystander intervention</td>
<td>3. Bystander empowerment</td>
<td>Bingo</td>
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<td>Informational Tabling</td>
<td>Movie &amp; discussion</td>
<td>Consent Education</td>
<td>Informational Tabling</td>
<td>Information Tabling</td>
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<td>Promotion of Sexual Assault Prevention for all students new to WWU</td>
<td>Safety – Only YES means YES, Get consent, Respect</td>
<td>Safety – preventing SV</td>
<td>Campus norms data</td>
</tr>
<tr>
<td>Media Campaigns (ideas)</td>
<td>Safety</td>
<td>Campus norms data</td>
<td>Bystander Empowerment</td>
<td>Violence impacts everyone</td>
</tr>
<tr>
<td>Outreach Initiatives:</td>
<td>Promotion of Title IX and other federally required information</td>
<td>Promotion of Title IX and other federally required information</td>
<td>The best connection; Respect; Get consent</td>
<td>Bystander Empowerment</td>
</tr>
<tr>
<td>Messaging</td>
<td>Bathroom Poster (CASAS awareness)</td>
<td>Residence Hall – informational messaging</td>
<td>Stalking Awareness Respect in Relationships (positive social norms)</td>
<td>Promotion of Title IX and other federally required information</td>
</tr>
<tr>
<td>Stalking Awareness Respect in Relationships (positive social norms)</td>
<td>Posters (reporting, alcohol &amp; sexual violence)</td>
<td>LGBTQ Relationships</td>
<td>Tabling</td>
<td>Camps of Title IX and other federally required information</td>
</tr>
<tr>
<td>LGBTQ Relationships</td>
<td>White Ribbon Week – ending partner violence</td>
<td>Sexual Assault Awareness &amp; Prevention Month – Feb.</td>
<td>Tabling</td>
<td>Posters (reporting options &amp; consent)</td>
</tr>
<tr>
<td>Sexual Assault Awareness &amp; Prevention Month – April</td>
<td>Bathroom Poster (CASAS awareness)</td>
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</tbody>
</table>

Training and programs facilitated or provided by Prevention & Wellness Staff, assisted by highly trained Peer Health Educators.
<table>
<thead>
<tr>
<th>Event Scope</th>
<th>Fall Quarter</th>
<th>Winter Quarter</th>
<th>Spring Quarter</th>
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</thead>
</table>
| Training for specific Staff groups | Coaches – Athletic Department
University Police
Counseling Center Interns
Counseling Center staff
Residence Life staff
RDs: Safe Space Training: a safe space to speak, a safe space to be heard
Faculty (resources, hot to refer, & how to support students and have a compassionate response to disclosures) by request | Faculty (resources, hot to refer, & how to support students and have a compassionate response to disclosures) by request | Faculty (resources, how to refer, & how to support students and have a compassionate response to disclosures) by request |
| Trainings for Employees | Safe Space Training: a safe space to speak, a safe space to be heard
Staff & faculty groups by request | Safe Space Training: a safe space to speak, a safe space to be heard
Staff & faculty groups by request | Safe Space Training: a safe space to speak, a safe space to be heard
Staff & faculty groups by request |
| Outreach Programs & Projects | Collaboration with Club Sports staff
Faculty – CASAS email & info slide
Faculty – “don’t cancel class” | Collaboration with Club Sports staff
Collaborations with Faculty
Faculty – CASAS email & info slide
Faculty – “don’t cancel class” | Collaboration with Club Sports staff
Collaborations with Faculty
Faculty – CASAS email & info slide
Faculty – “don’t cancel class” |
### TRAINING & OUTREACH: Ongoing Awareness & Education -- Off-Campus & Community

**Comprehensive, Ongoing Awareness & Education Campaign for Sexual Violence Prevention:**

<table>
<thead>
<tr>
<th>THEME:</th>
<th>Healthy Relationships (Reducing Risk &amp; Consent)</th>
<th>It’s On Us (Bystander intervention &amp; personal responsibility to end sexual violence)</th>
<th>Stand up against Sexual Violence</th>
</tr>
</thead>
</table>

#### Event Scope

**Fall Quarter**
- Coaches – Athletic Department
- University Police
- Counseling Center Interns
- Counseling Center staff
- Residence Life staff
- RDs: Safe Space Training: a safe space to speak, a safe space to be heard
- Faculty (resources, how to refer, & how to support students and have a compassionate response to disclosures) by request

**Winter Quarter**
- Participation in the Whatcom County Commission Against Domestic Violence/Audit Team and Safe Futures Task Force
- Whatcom Community College

**Spring Quarter**
- Participation in the Whatcom County Commission Against Domestic Violence/Audit Team and Safe Futures Task Force

**Outreach**
- Local Bars
- Music house outreach (house parties)
- NxNW
- Gather
- Local High schools
- Whatcom Community College

---

*Training and programs facilitated or provided by Prevention & Wellness Staff, assisted by highly trained Peer Health Educators*
### Comprehensive Awareness and Education Campaign Plan to Prevent Sexual Violence

#### Campus-wide Awareness & Education CAMPAIGN THEMES

<table>
<thead>
<tr>
<th>CAMPUS THEME:</th>
<th>Training of student staff &amp; Welcome of new students</th>
<th>Risk Reduction</th>
<th>Healthy Relationships</th>
<th>Sexual Violence Awareness</th>
</tr>
</thead>
</table>

#### Awareness & Education MEDIA CAMPAIGNS (suggested)

<table>
<thead>
<tr>
<th>Event Scope</th>
<th>Summer</th>
<th>Fall Quarter</th>
<th>Winter Quarter</th>
<th>Spring Quarter</th>
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</thead>
<tbody>
<tr>
<td>Media Campaigns (ideas)</td>
<td>• Promotion of Sexual Assault Prevention for all students new to WWU</td>
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<td>• Safety emphasis</td>
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<td>• Promotion of Title IX and other federally required information</td>
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<td>• Safety - No means no; Get consent; Respect</td>
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<td>• Campus norms data</td>
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<td>• Bystander Intervention</td>
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</table>

#### Awareness & Education TRAINING for Sexual Violence Prevention: IDENTIFIED STUDENT GROUPS

<table>
<thead>
<tr>
<th>Event Scope</th>
<th>Summer</th>
<th>Fall Quarter</th>
<th>Winter Quarter</th>
<th>Spring Quarter</th>
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</thead>
<tbody>
<tr>
<td>Training for specific student groups</td>
<td>• Resident Advisors</td>
<td>• Varsity Athletes – Title IX Training</td>
<td>• Varsity Athletic Teams – Title IX training</td>
<td>• AUAP students</td>
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<td>• Peer Health Educators</td>
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<td></td>
<td>[Some groups may receive training from multiple departments/offices]</td>
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</table>

◆ Indicates training and programs facilitated or provided by staff of the Equal Opportunity Office.
# Comprehensive Ongoing Awareness & Education Campaign for Sexual Violence Prevention:

## ALL STUDENTS – on-going

<table>
<thead>
<tr>
<th>Campus Theme:</th>
<th>Risk Reduction</th>
<th>Healthy Relationships</th>
<th>Sexual Violence Awareness</th>
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<tbody>
<tr>
<td><strong>Event Scope</strong></td>
<td><strong>Fall Quarter</strong></td>
<td><strong>Winter Quarter</strong></td>
<td><strong>Spring Quarter</strong></td>
</tr>
<tr>
<td>Featured CAMPUS-WIDE EVENTS</td>
<td>Suggestions:</td>
<td>Suggestions:</td>
<td>• Participation in the Whatcom County Commission Against Domestic Violence/Audit Team and Safe Futures Task Force</td>
</tr>
<tr>
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<td>• National Speaker</td>
<td>• National Speaker</td>
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<td>• Forum</td>
<td>• Forum</td>
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<td>• Cost Note:</td>
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<td>Events run $4,000-8,000 ea</td>
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<td>National speakers are often more willing to provide a “day of various events”</td>
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<td>All Feature events require promotion across media venues</td>
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<td></td>
<td>Trainings, Events &amp; Programs</td>
<td>• Title IX training</td>
<td>• Sexual Decision-making*</td>
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<td></td>
<td></td>
<td></td>
<td>1.  Empathy Building*</td>
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<td>2.  Awareness/myth*</td>
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<td>3.  Intervention skills*</td>
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<td>• Consent Education*</td>
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<td></td>
<td>• Safe Space training*</td>
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<td></td>
<td>• Bystander Intervention*</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Consent Education*</td>
</tr>
<tr>
<td></td>
<td>Outreach Projects</td>
<td>• Posters, 5x8 cards and wallet cards (Title IX and EOO information)</td>
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</tr>
<tr>
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<td>Domestic (partner) Violence Awareness Month - October</td>
<td>Dating Violence Awareness Month – Feb.</td>
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<td>Sexual Assault Awareness &amp; Prevention Month - April</td>
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<td>Training for specific Staff groups</td>
<td>Coaches – Athletic Department</td>
<td>New Employees – Sexual Harassment Prevention training</td>
</tr>
<tr>
<td></td>
<td>University Police</td>
<td>New Employees – Sexual Assault Prevention for employees</td>
</tr>
<tr>
<td></td>
<td>University Residences staff</td>
<td>On-going Employees – (every 3 years) Sexual Harassment Prevention training</td>
</tr>
</tbody>
</table>

Feature campus-wide events

- Cost Note: Events run $4,000-8,000 ea
- Nationally recognized Speakers run $8,000-15,000 each
- National speakers are often more willing to provide a "day of various events"
- All Feature events require promotion across media venues

Suggestions:
- National Speaker
- Forum
- Featured Campus or Community Speaker

- New Employees – Sexual Harassment Prevention training
- New Employees – Sexual Assault Prevention for employees
- On-going Employees – (every 3 years) Sexual Harassment Prevention training

Trainings for Employees

- New Employees – Sexual Harassment Prevention training
- New Employees – Sexual Assault Prevention for employees
- On-going Employees – (every 3 years) Sexual Harassment Prevention training

Outreach Programs & Projects

- Collaboration with Club Sports staff
- Collaborations with Faculty

See "Featured CAMPUS-WIDE EVENTS" from page 2

- New Employees – Sexual Harassment Prevention training
- New Employees – Sexual Assault Prevention for employees
- On-going Employees – (every 3 years) Sexual Harassment Prevention training

- Collaboration with Club Sports staff
- Collaborations with Faculty

See "Featured CAMPUS-WIDE EVENTS" from page 2

◆ Indicates training and programs facilitated or provided by staff of the Equal Opportunity Office.
Western Washington University’s Drug and Alcohol Abuse Prevention Program

The following information is required to be disseminated to all students and University employees annually by the Department of Education: Drug Free Schools and Communities Act Amendments of 1989, Department of Education General Administrative Regulations (EDGAR) Part 86, and Section 12a.1 (a-e) of Title 1 of the Higher Education Act of 1965, as Amended in 2008.

A. Standards of Conduct

WWU ALCOHOL AND OTHER DRUG POLICY

Alcohol and Other Drugs
The Federal Drug-Free Workplace Act of 1988 and the Federal Drug-Free Schools and Communities Act Amendments of 1989 require that universities: (1) promote the reduction of risk associated with alcohol and other drug use through the adoption and implementation of policies and programs designed to educate the University community about the dangers of alcohol and other drug abuse, and (2) prevent the unlawful possession, use, or distribution of alcohol and other drugs by students and employees on University property or while involved in University business or activities.

WWU’s policies on alcohol and other drugs are outlined below, along with related information on University sanctions for violation of these policies; criminal sanctions for the illegal possession or distribution of alcohol and other drugs; the health risks of alcohol and other drugs; and places to get help concerning the use and/or abuse of alcohol and other drugs.

Policy Concerning Alcohol and Other Drugs*
Western Washington University is committed to providing an environment which is free of alcohol and other drug abuse for students, faculty, and staff. It maintains this commitment in support of academic excellence, work performance, and quality of life, as well as for the future well-being of all members of this community.

Western Washington University provides: (a) information about alcohol and other drugs and the reduction of associated risks; (b) appropriate intervention when alcohol or other drug use creates unwanted or unintended consequences; and (c) support for members of this community in reducing the risk of consequences associated with alcohol and other drug abuse.

Western Washington University will uphold state and federal laws pertaining to alcohol and other drug use. All students, faculty, and staff are required to comply with these laws. Action will be taken on any violation of state or federal law or University regulations concerning alcohol and other drugs which: (a) occurs in or on property controlled or owned by Western Washington University; or (b) involves University business or activities; or (c) relates directly and materially to the fitness of staff or faculty members in their professional capacities.

* Approved by the Western Washington University Board of Trustees April 1999
BEHAVIORAL EXPECTATIONS

ALL WESTERN STUDENTS

Student Conduct Code

WAC (Washington Administrative Code) sections:

WAC 516-21-010 Introduction
Western Washington University students enjoy the same basic rights, privileges, and freedoms granted to all members of society. At the same time, acceptance of admission to the university carries with it an obligation to fulfill certain responsibilities and expectations as a member of the Western Washington University community.

As members of the Western community, students must assume responsibility for their own actions and maintain an environment conducive to academic success. In addition, they are expected to be truthful, respect the rights of others, and abide by all university policies and procedures, as well as all applicable local, state, and federal laws and regulations. All students are responsible for understanding and complying with the responsibilities and expectations set forth in this code both on and off campus.

The student conduct process is intended to be educational in ensuring that students act in a manner consistent with high standards of scholarship and behavior, while maintaining the safety and well-being of all members of the university community.

WAC 516-21-030 Student Conduct Code

Jurisdiction.

(1) The student conduct code applies to all conduct that occurs on university property or in connection with any official university function.

(2) Western Washington University does not act as a policing agent for students when they are off campus. However, the university reserves the right to take action if a student’s conduct is determined to adversely affect a substantial university interest.

Student conduct that occurs off campus may be subject to the student conduct code when it:

(a) Adversely affects the safety or well-being of any member of the university community; or

(b) Involves academic work or any records, documents, or identifications of the university.

In determining whether to exercise jurisdiction over such conduct, a conduct officer shall consider the seriousness of the alleged offense, the risk of harm involved, and whether the alleged complainant(s) are members of the university community. Any question of interpretation or application of jurisdiction shall be referred to the dean of students for final determination.
(3) Students are responsible for their conduct from the time they have confirmed their enrollment at Western through the awarding of their degree. This includes conduct that occurs before classes begin, after classes end, and during periods between actual terms of enrollment. Students who are found to be in violation of the code may be subject to sanctions under the code.

(4) A student with a pending conduct violation may not avoid the conduct process by withdrawing from the university. In these circumstances, a conduct hold will be placed on the student’s official record, preventing them from registering for classes, requesting an official transcript, or receiving a degree from the university. This hold will remain in place until the student has met with the conduct officer to discuss the alleged conduct violation(s).

(5) Sanctions against student organizations are decided by procedures established by the university administrative unit governing that organization’s recognition. Conduct proceedings against individual member(s) of a student organization can be initiated under this code, independent of any departmental action(s) taken against the student organization.

WAC 516-21-130 Alcohol.

Except as permitted by law (e.g., possession or use by a person of legal age) and/or university policy, the possession, use, distribution, or sale of alcohol while on university property or at an official university function is a violation of the code.

WAC 516-21-140 Drugs and paraphernalia.

Except as permitted by law and university policy, the possession, use, cultivation, manufacturing, packaging, distribution, or provision of a controlled or illegal substance or the possession of drug paraphernalia while on university property or at an official university function is a violation of the code. This code violation also includes the intentional misuse or distribution of prescription drugs.

STUDENTS LIVING IN UNIVERSITY RESIDENCES-MANAGED HOUSING

The philosophy that guides the residential student conduct process is designed to be a learning experience that promotes an understanding of students’ responsibilities as members of the University community. The objectives are twofold: to ensure that students act in a manner consistent with high standards of behavior and to maintain the safety and well-being of all members of the University residential community.

WWU students enjoy the same basic rights, privileges, and freedoms granted to all members of society. Living on campus provides unique privileges and obligates students to fulfill certain additional responsibilities and expectations. By choosing to be a member of the residential community, students agree to abide by all residential policies and procedures, which are subject to change without notice. Residential students must assume responsibility for their own actions and maintain an environment conducive to the academic success, safety, and well-being of others. In addition, they are expected to be truthful, respect the rights of others, and abide by all University policies and procedures, as well as all local, state, and federal laws and regulations.

When a student has been found responsible for violating a policy, one or more of a wide variety of disciplinary actions may result. Disciplinary actions are intended to hold students accountable for policy violations, and
to educate and guide students toward making good choices and informed decisions in the future. In some cases, interim sanctions may be imposed. An interim sanction is not an indication of a violation; it is simply a community safeguard until a decision about a possible violation(s) can be made. Interim sanctions remain in place until the conduct process is completed. If an interim sanction is violated, the resident may be removed from the halls and referred to the University Conduct Officer for further action. In addition to being subject to possible sanctions, behavior that violates local, state, or federal law (e.g., theft, assault, rape, illegal drug activity) is referred to University Police.

Community Standards Housing Agreement – Alcohol, possession or use of

1. Persons under the age of 21 may not buy, possess, consume or otherwise acquire any alcoholic beverage. If you are under 21, it is unlawful to possess any amount of alcohol in any container, whether in a bottle, can, cup, or your body.

2. Your body is considered a container; therefore, consuming alcohol (regardless of location) and then returning to your residence hall constitutes possession of alcohol.

3. Any student who remains in the presence of someone violating this alcohol policy may be subject to conduct sanctions.

4. No person may sell, serve, or otherwise furnish alcoholic beverages to any person under 21.

5. WWU students of any age may not be in a room with someone who is violating those alcohol policies.

6. University residences and their guests who are 21 or older may possess and consume alcoholic beverages within their own rooms, suites, apartments, and balconies with railings. However, the following activities are prohibited in University Residences even among persons of legal drinking age:

   • Possession or consumption of alcohol as a guest in a room where one or more of the assigned residents are under age 21.

   • Possession or consumption of alcohol anywhere within substance-free residence halls or living areas.

   • Possession or consumption of alcohol on ground-floor patios.

   • Possession or consumption of alcohol in a public place such as hallway, lounge, lobby, street or sidewalk.

   • Playing or facilitating drinking games of any kind, including drinking games in which water is substituted for alcohol.

   • Possession of a common-source container intended for alcohol, full or empty. Common-source containers include full size kegs, pony kegs, mini kegs, party balls and beer bongs
Community Standards Housing Agreement – Drugs, Possession or Use of

**Marijuana:** Possession or use of marijuana in any amount by any person is prohibited by the University. Although Washington State law allows adults age 21 and older to possess marijuana for personal use, federal law prohibits marijuana possession and use of any kind. The University receives federal funds, therefore University residents must adhere to federal laws pertaining to possession and use of marijuana. Students with medical marijuana are prohibited from possessing or using marijuana on campus and should consult with the Student Health Center for alternative treatment methods.

**Other Drugs:** No person may possess, use, manufacture, cultivate, package, distribute, sell or provide a controlled or illegal drug or substance. No person may misuse prescription or nonprescription drugs; no person may possess or use drug paraphernalia. Drugs are defined as, but not limited to:

- Any chemical substance, compound or combination used to induce an altered state
- Any otherwise lawfully available product, over-the-counter or prescription drug used for any purpose other than its intended use
- Any hallucinogen
- Any intoxicant other than alcohol (alcohol is addressed separately)
- Any nervous system depressant
- Any stimulant

The body is considered a container; therefore, using/consuming drugs or marijuana (regardless of location) and then returning to your residence hall constitutes possession of the drug or marijuana.

Any student who remains in the presence of someone violating this drug policy may be subject to conduct sanctions.

**STAFF AND FACULTY**

**Staff and Faculty Conduct -- Professional Conduct and Code of Ethics**

Professional staff at Western uphold the high standards of ethical behavior expected of Washington state employees as codified in RCW 42.52, Ethics in Public Service Act, and WAC 292-110-010, Use of State Resources. These standards include respecting and defending the rights of others, being responsible for their own actions, and maintaining an environment conducive to academic success, safety, and the well-being of others. Professional staff have the duty and the responsibility to be aware of and abide by existing university, local, state, and federal rules and policies. They are expected to provide leadership, model professional behavior, and ensure well-regulated operations that support safe and healthy work environments in ways that protect the institutional integrity of the university, and the interests and security of all Western employees, students, and visitors. Professional staff also have the responsibility to perform their duties to the best of their ability and to established standards, including those set
forth in their job description, by the supervisor, or as otherwise established in compliance with this Handbook.

**WWU, ENVIRONMENTAL HEALTH AND SAFETY**

**Behavioral expectations – special circumstances:**

**POL-U5410.04 DRUG AND ALCOHOL TESTING FOR US DEPARTMENT OF TRANSPORTATION COMPLIANCE**

Section 5: Illegal substances are identified in Title 49, CFR, Part 40.21.

Appropriate use of drugs taken with written approval or prescription from a physician is not prohibited. The taking of any substance with a warning label indicating that mental functions, motor skills or judgment may be adversely affected should be reported to the supervisor. Use of alcohol or substances containing alcohol, e.g. mouth wash or food, is regulated in this policy.

Section 6: Some conduct is prohibited and subject to disciplinary action. Prohibited conduct includes the following:

- Reporting for work or remaining at work to perform sensitive functions while having an alcohol concentration exceeding DOT standards;
- Using alcohol while performing safety-sensitive functions;
- Operating a vehicle while possessing alcohol;
- Using alcohol within eight hours following an accident or prior to taking a post-accident test – whichever is first;
- Refusing to take a controlled substance or alcohol test as required: random, post-accident, reasonable suspicion, or follow-up;
- Using alcohol within four hours of reporting for work;
- Arriving or remaining at work when using a controlled substance, with the exception of when instructed by a physician with the understanding that the substance will not affect the job performance and with the knowledge of the supervisor;
- Being in possession of alcohol of any type unless part of a manifested shipment;
- Altering or attempting to alter a urine specimen;
- Possessing, using, selling or distributing prohibited substances on campus, in a University vehicle or while on University business.
B. Applicable Legal Sanctions: for the unlawful possession or distribution of illicit drugs and alcohol

ALL WESTERN STUDENTS AND EMPLOYEES MUST ABIDE BY THE LAWS DESCRIBED IN THIS SECTION.

FEDERAL LAW:

Federal drug and alcohol laws and policies are described in great length and detail under the following United States Codes:

21 U.S.C. Chapter 13 – Drug Abuse Prevention and Control, Includes:

Subchapter I: Control and Enforcement

• Part A—Introductory Provisions (§§ 801 – 803)
• Part B—Authority To Control; Standards and Schedules (§§ 811 – 814)
• Part C—Registration of Manufacturers, Distributors, and Dispensers of Controlled Substances (§§ 821 – 832)
• Part D—Offenses and Penalties (§§ 841 – 865)
• Part E—Administrative and Enforcement Provisions (§§ 871 – 890)
• Part F—General Provisions (§§ 901 – 904)

Subchapter II: Import and Export

• § 951. Definitions
• § 952. Importation of controlled substances
• § 953. Exportation of controlled substances
• § 954. Transshipment and in-transit shipment of controlled substances
• § 955. Possession on board vessels, etc., arriving in or departing from United States
• §§ 955a to 955d. Transferred
• § 956. Exemption authority
• § 957. Persons required to register
• § 958. Registration requirements
• § 959. Possession, manufacture, or distribution of controlled substance
• § 960. Prohibited acts A
• § 960a. Foreign terrorist organizations, terrorist persons and groups
• § 961. Prohibited acts B
• § 962. Second or subsequent offenses
• § 963. Attempt and conspiracy
• § 964. Additional penalties
• § 965. Applicability of part E of subchapter I
• § 966. Authority of Secretary of the Treasury
• § 967. Smuggling of controlled substances; investigations; oaths; subpoenas; witnesses; evidence; production of records; territorial limits; fees and mileage of witnesses
• § 968. Service of subpoena; proof of service
• § 969. Contempt proceedings
• § 970. Criminal forfeitures
• § 971. Notification, suspension of shipment, and penalties with respect to importation and exportation of listed chemicals


The purpose of this chapter is to provide authority for the identification of, and application of sanctions on a worldwide basis to, significant foreign narcotics traffickers, their organizations, and the foreign persons who provide support to those significant foreign narcotics traffickers and their organizations, whose activities threaten the national security, foreign policy, and economy of the United States.

DEA Federal Trafficking Penalties

<table>
<thead>
<tr>
<th>Penalties</th>
<th>First Offense: Not more that 20 yrs. If death or serious injury, not less than 20 yrs, or more than Life. Fine $1 million if an individual, $5 million if not an individual.</th>
<th>Second Offense: Not more than 30 yrs. If death or serious injury, not less than life. Fine $2 million if an individual, $10 million if not an individual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other Schedule I &amp; II drugs (and any drug product containing Gamma Hydroxybutyric Acid)</td>
<td>Any amount</td>
<td></td>
</tr>
<tr>
<td>Flunitrazepam (Schedule IV)</td>
<td>1 gm or more</td>
<td></td>
</tr>
<tr>
<td>Other Schedule III drugs</td>
<td>Any amount</td>
<td></td>
</tr>
<tr>
<td>Flunitrazepam (Schedule IV)</td>
<td>30 to 999 mgs</td>
<td></td>
</tr>
</tbody>
</table>
### Penalties

<table>
<thead>
<tr>
<th>Drug</th>
<th>Quantity Description</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Offense</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>All other Schedule IV drugs</td>
<td>Any amount</td>
<td><strong>First Offense:</strong> Not more than 3 years. Fine not more than $250,000 if an individual, $1 million if not an individual.</td>
<td><strong>Second Offense:</strong> Not more than 6 yrs. Fine not more than $500,000 if an individual, $2 million if not an individual.</td>
</tr>
<tr>
<td>Flunitrazepam (Schedule IV)</td>
<td>Less than 30 mgs</td>
<td><strong>First Offense:</strong> Not more than 3 years. Fine not more than $250,000 if an individual, $1 million if not an individual.</td>
<td><strong>Second Offense:</strong> Not more than 6 yrs. Fine not more than $500,000 if an individual, $2 million if not an individual.</td>
</tr>
<tr>
<td>All Schedule V drugs</td>
<td>Any amount</td>
<td><strong>First Offense:</strong> Not more than 1 yr. Fine not more than $100,000 if an individual, $250,000 if not an individual.</td>
<td><strong>Second Offense:</strong> Not more than 2 yrs. Fine not more than $200,000 if an individual, $500,000 if not an individual.</td>
</tr>
</tbody>
</table>

### DEA Federal Trafficking Penalties – Marijuana

<table>
<thead>
<tr>
<th>Drug</th>
<th>Quantity Description</th>
<th>1&lt;sup&gt;st&lt;/sup&gt; Offense</th>
<th>2&lt;sup&gt;nd&lt;/sup&gt; Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana</td>
<td>1,000 kg or more mixture; or 1,000 or more plants</td>
<td>• Not less than 10 years, not more than life</td>
<td><strong>First Offense:</strong> Not less than 10 years, not more than a life</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• If death or serious injury, not less than 20 years, not more than life</td>
<td>• If death or serious injury, mandatory life</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Fine not more than $4 if an individual, $10 million if other than an individual</td>
<td>• Fine not more than $8 million if an individual, $20 million if other than an individual</td>
</tr>
<tr>
<td>Marijuana</td>
<td>100 kg to 999 kg mixture; or 100 to 999 plants</td>
<td>• Not less than 5 years, not more than 40 years</td>
<td><strong>First Offense:</strong> Not less than 10 years, not more than a life</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• If death or serious injury, not less than 20 years, not more than life</td>
<td>• If death or serious injury, mandatory life</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Fine not more than $2 million if an individual, $5 million if other than an individual</td>
<td>• Fine not more than $4 million if an individual, $10 million if other than an individual</td>
</tr>
<tr>
<td>Marijuana</td>
<td>more than 10 kgs hashish; 50 to 99 kg mixture</td>
<td>• Not more than 20 years</td>
<td><strong>First Offense:</strong> Not more than 30 years</td>
</tr>
<tr>
<td></td>
<td>more than 1 kg of hashish oil; 50 to 99 plants</td>
<td>• If death or serious injury, not less than 20 years, not more than life</td>
<td>• If death or serious injury, mandatory life</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Fine $1 million if an individual, $5 million if other than an individual</td>
<td>• Fine $2 million if an individual, $10 million if other than individual</td>
</tr>
<tr>
<td>Marijuana</td>
<td>1 to 49 plants; less than 50 kg mixture</td>
<td>• Not more than 5 years</td>
<td><strong>First Offense:</strong> Not more than 30 years</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Fine not more than $250,000, $1 million if other than individual</td>
<td><strong>First Offense:</strong> Not more than 30 years</td>
</tr>
<tr>
<td>Hashish</td>
<td>10 kg or less</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hashish Oil</td>
<td>1 kg or less</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
STATE LAW:

RCW 69.50.401: **Prohibited acts: A—Penalties.**  

* CHANGE IN 2019 ** (SEE 1792.SL) *

(1) Except as authorized by this chapter, it is unlawful for any person to manufacture, deliver, or possess with intent to manufacture or deliver, a controlled substance.

(2) Any person who violates this section with respect to:

(a) A controlled substance classified in Schedule I or II which is a narcotic drug or flunitrazepam, including its salts, isomers, and salts of isomers, classified in Schedule IV, is guilty of a class B felony and upon conviction may be imprisoned for not more than ten years, or (i) fined not more than twenty-five thousand dollars if the crime involved less than two kilograms of the drug, or both such imprisonment and fine; or (ii) if the crime involved two or more kilograms of the drug, then fined not more than one hundred thousand dollars for the first two kilograms and not more than fifty dollars for each gram in excess of two kilograms, or both such imprisonment and fine;

(b) Amphetamine, including its salts, isomers, and salts of isomers, or methamphetamine, including its salts, isomers, and salts of isomers, is guilty of a class B felony and upon conviction may be imprisoned for not more than ten years, or (i) fined not more than twenty-five thousand dollars if the crime involved less than two kilograms of the drug, or both such imprisonment and fine; or (ii) if the crime involved two or more kilograms of the drug, then fined not more than one hundred thousand dollars for the first two kilograms and not more than fifty dollars for each gram in excess of two kilograms, or both such imprisonment and fine. Three thousand dollars of the fine may not be suspended. As collected, the first three thousand dollars of the fine must be deposited with the law enforcement agency having responsibility for cleanup of laboratories, sites, or substances used in the manufacture of the methamphetamine, including its salts, isomers, and salts of isomers. The fine moneys deposited with that law enforcement agency must be used for such clean-up cost;

(c) Any other controlled substance classified in Schedule I, II, or III, is guilty of a class C felony punishable according to chapter 9A.20 RCW;

(d) A substance classified in Schedule IV, except flunitrazepam, including its salts, isomers, and salts of isomers, is guilty of a class C felony punishable according to chapter 9A.20 RCW; or

(e) A substance classified in Schedule V, is guilty of a class C felony punishable according to chapter 9A.20 RCW.

(3) The production, manufacture, processing, packaging, delivery, distribution, sale, or possession of marijuana in compliance with the terms set forth in RCW 69.50.360, 69.50.363, or 69.50.366 shall not constitute a violation of this section, this chapter, or any other provision of Washington state law.

(4) The fines in this section apply to adult offenders only.
LOCAL LAW:

See State and Federal laws as listed above. Below are specific local laws and ordinances relevant to the community of Whatcom County and/or the City of Bellingham.

City of Bellingham Liquor and Drug Ordinances

Title 8: Parks, Cemeteries and Public Places
8.12.070 Lake Whatcom Water Safety: Intoxication
A. It is unlawful for any person who is under the influence of or affected by intoxicating liquor or narcotic or habit-forming drugs to operate or be in actual physical control of any watercraft.

B. It is unlawful for the owner of any watercraft or any person having such in charge or in control to authorize or knowingly permit the same to be operated by any person who is under the influence of or affected by intoxicating liquor, narcotic or habit-forming drugs. [Prior code § 10.12.070.]

Title 10: Criminal Code
10.08.020 Possession of marijuana or marijuana infused products prohibited – Penalties
A. It is unlawful for any person under the age of 21 years to possess 40 grams or less of marijuana in the city. It is unlawful for anyone to possess between 28.3 grams and 40 grams of marijuana in the city.

B. It is unlawful for any person to possess more than 16 ounces of marijuana-infused product in solid form or more than 72 ounces of marijuana-infused product in liquid form. It is unlawful for any person under the age of 21 years to possess any amount of solid or liquid marijuana-infused product.

C. Possession of marijuana or marijuana-infused product in violation of this section shall be considered a misdemeanor.

D. A person who is convicted of a misdemeanor under this section shall be punished by imprisonment for not less than 24 consecutive hours, and by a fine of not less than $250.00. On a second or subsequent conviction, the fine shall not be less than $500.00. These fines shall be in addition to any other fine or penalty imposed. Unless the court finds that the imposition of the minimum imprisonment will pose a substantial risk to the defendant’s physical or mental well-being or that local jail facilities are in an overcrowded condition, the minimum term of imprisonment shall not be suspended or deferred. If the court finds such risk or overcrowding exists, it shall sentence the defendant to a minimum of 40 hours of community service. If a minimum term of imprisonment is suspended or deferred, the court shall state in writing the reason for granting the suspension or deferral and the facts upon which the suspension or deferral is based. Unless the court finds the person to be indigent, the minimum fine shall not be suspended or deferred. [Ord. 2012-12-063 § 2; Ord. 10371 § 3, 1992; Ord. 8573 § 2(B), 1977].

10.08.030 Unlawful Inhalation
A. It is unlawful to intentionally smell or inhale the fumes from any glue, cement, or other product containing
one or more of the following chemical compounds: acetone, an acetate, benzene, butyl, alcohol, ethyl alcohol, ethylene, dichloride, isopropyl alcohol, methyl alcohol, methyl ethyl ketone, pentachlorophenol, petroleum ether or toluene for the purpose of becoming intoxicated, inebriated, excited, or stupefied; provided this section shall not be construed as applying to the inhalation of any anesthesia for medical or dental purposes.

B. Any person who violates this section shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not more than $100 or by imprisonment for not more than 30 days, or by both. [Ord. 10548 §3, 1994; Ord. 8573 §2(C), 1977.]

10.08.070 Opening, Possessing, Or Consuming Liquor In A Public Place
A. It is unlawful for any person to open any package containing liquor, to possess any open container of liquor, or to consume any liquor in a public place, except in those areas or at those events that have appropriate licensing from the State of Washington and written permission of the authorized public official.

B. Every person who violates any provision of this section shall be guilty of a civil infraction.  [Ord. 1999-09-057; Ord. 10507 §2, 1994; Ord. 10371 §1, 1992]

10.08.080 Opening Or Consuming Marijuana In A Public Place
A. It is unlawful to open a package containing marijuana or a marijuana-infused product, or to consume or use marijuana or a marijuana-infused product in a place which is open to the view of the general public.

B. Every person who violates any provision of this section shall be guilty of a civil infraction. [Ord. 2012-12-063 § 3].

10.08.090 Unlawful Transfer Or Use Of Identification
It shall be unlawful for the owner of a card of identification to transfer the card to any other person for the purpose of aiding such person to procure alcoholic beverages from any licensee or store employee. Any person who shall permit his or her card of identification to be used by another or transfer such card to another for the purpose of aiding such transferee to obtain alcoholic beverages from a licensee or store employee or gain admission to a premises or portion of a premises classified by the board as off-limits to persons under 21 years of age, shall be guilty of a misdemeanor, except that a minimum fine of $250.00 shall be imposed and any sentence requiring community service shall require not fewer than 25 hours of such service. Any person not entitled thereto who unlawfully procures or has issued or transferred to him or her a card of identification, and any person who possesses a card of identification not issued to him or her, and any person who makes any false statement on any certification card required by RCW 66.20.190, as now or hereafter amended, to be signed by him or her, shall be guilty of a misdemeanor, except that a minimum fine of $250.00 shall be imposed and any sentence requiring community service shall require not fewer than 25 hours of such service. [Ord. 10912 § 4, 1997].

Title 12: Harbors and Lakes
12.12.160 Intoxication
A. It is unlawful for any person who is under the influence of or affected by the use of intoxicating liquor or of any drug to operate, propel, or be in actual physical control of a watercraft within the city.
B. No owner of a watercraft or person in charge or control of a watercraft shall authorize or knowingly permit the watercraft to be propelled or operated by any person who is under the influence of or affected by the use of intoxicating liquor or any drug.

C. Whenever it appears reasonably certain to any police officer that any person under the influence or affected by the use of intoxicating liquor or any drug is about to operate a watercraft or vessel in violation of subsection A of this section, the officer may take reasonable measures to prevent any such person from so doing, either by taking from him or the watercraft the keys of such watercraft and securing the same by impounding them, or by some other appropriate means. Such keys or other articles which may be impounded in order to immobilize the watercraft may be returned to the owner or person in question upon proper identification if it appears there is no longer any reasonable cause to believe that the subject watercraft will be operated by a person under the influence of or affected by intoxicating liquor or any drug. [Ord. 8655 § 3(N), 1978.]

WHATCOM COUNTY LIQUOR AND DRUG LAW:

Consumption And Possession Of Intoxicating Liquors By Minors

9.28.010 Unlawful acquisition, consumption and possession
It is unlawful for any person under the age of 21 years to acquire in any manner, consume or have in his possession any intoxicating liquor; provided, that the foregoing shall not apply in the case of liquor given or permitted to be given to such person under the age of 21 years by his parent or guardian for beverage or medicinal purposes, or administered to him by his physician or dentist for medicinal purposes. (Prior code § 5.16.010).

9.28.020 Unlawful supply to minors.
It is unlawful for any person to give, or otherwise supply, intoxicating liquor to any person under the age of 21 years, or permit any person under that age to consume intoxicating liquor on his premises or on any premises under his control, except as provided in Section 9.28.010. (Prior code § 5.16.020).

9.28.030 Violation -- Penalties.
Any person violating any of the provisions of this chapter shall be guilty of a misdemeanor and, upon conviction thereof, shall be subject to a fine of not less than $10.00 nor more than $100.00 or imprisonment in the county jail for not less than five days nor more than 30 days. (Prior code § 5.16.030).

C. Health Risks: associated with the use of illicit drugs and the abuse of alcohol

WWU POL-U7400.01 – POLICY CONCERNING ALCOHOL AND OTHER DRUGS

Abuse of alcohol and other drugs can impair ability and endanger others. Abuse of alcohol and other drugs can impair academic ability, work performance, relationships, and personal health and safety. Additionally, the safety of others may be placed at risk by an individual under the influence of alcohol and other drugs.

Below is a chart of commonly abused substances, their dependence potential, possible effects, and common complications associated with use.
## Health Risks

<table>
<thead>
<tr>
<th>Category</th>
<th>Drug</th>
<th>Risk of Dependence</th>
<th>Possible Short-Term Effects</th>
<th>Common Complications &amp; Symptoms of Withdrawal</th>
<th>Possible Long-Term Effects</th>
<th>Likelihood and Effects of Overdose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol</td>
<td>Beer, wine, liquor</td>
<td>Yes</td>
<td>Muscle relaxation, impaired motor control, memory and judgment; depression; intoxication.</td>
<td>Severe impairment of all physical and mental functions; high risk of choking or injury from falls or accidents, loss of consciousness; coma; death due to anesthesia of brain centers controlling breathing and heart rate.</td>
<td>Long-term effects include: liver failure, fatty liver, other liver damage, hepatitis, cirrhosis, excess stomach acid, gastritis, primary malnutrition, hypoglycemia, cardiovascular diseases, and nerve cell damage. Many diseases are also indirectly caused by long-term use.</td>
<td>Overdose likely with Blood Alcohol Level .30 or higher as CNS depresses and shuts down. Symptoms include: unconsciousness, excessive vomiting, shallow breathing, irregular heart rate, cold clammy skin. Coma and/or death can occur from overdose.</td>
</tr>
<tr>
<td>Cannabis</td>
<td>Marijuana, hashish, hashish oil</td>
<td>Yes</td>
<td>Altered sense of time and visual perception; euphoria; memory interference; reduced coordination and reflex response capacity.</td>
<td>Fatigue; reactions ranging from mild anxiety to panic and paranoia; confusion, disorientation; hallucinations and distortions of sense perceptions. <strong>Withdrawal:</strong> irritability, difficulty sleeping, decreased appetite.</td>
<td>Respiratory complications such as excessive coughing, lung damage, chronic bronchitis, and increased phlegm. Other symptoms include: hyperemesis, and possible mental health complications.</td>
<td>Overdose on THC can occur, though death will not result from overdose. Symptoms include: extreme paranoia, hallucinations, vomiting, and brief psychosis.</td>
</tr>
<tr>
<td>Enactogens</td>
<td>Ecstasy, X, XTC, MDMA, MDEA, MDA</td>
<td>Possible</td>
<td>Heightened feeling of empathy, openness, caring, and good feelings toward others; removal of fear response; increased heart rate, blood pressure, and body temperature; heightened sense of energy and alertness; decreased appetite.</td>
<td>Jitteriness, teeth clenching, dry mouth, muscle cramps, nausea, and dehydration; possible dangerous increase in body temperature; panic attacks; hypertension; kidney failure; long-term damage to serotonin receptors highly possible, resulting in decreased memory and learning abilities and increased anxiety and depression symptoms; rare incidences of paranoia and hallucinations.</td>
<td>Long-term brain damage, memory loss, damage to critical areas of brain, nerve damage, kidney failure, dehydration, psychosis, depression and anxiety.</td>
<td>Overdose can be deadly – caused by hemorrhaging and cardiovascular collapse. Dehydration death also possible.</td>
</tr>
<tr>
<td>Category</td>
<td>Drug</td>
<td>Risk of Dependence</td>
<td>Possible Short-Term Effects</td>
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</tr>
<tr>
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<td>----------------------------------------------------------------</td>
<td>----------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------</td>
<td>----------------------------------</td>
</tr>
<tr>
<td>Hallucinogens</td>
<td>LSD (acid), psilocybin, peyote, mescaline, many other natural and synthetic hallucinogens, Ketamine</td>
<td>Unknown</td>
<td>Altered sense of time, space, and visual perception; disorientation; hallucinations; nausea; dilated pupils; cross-sensory perceptions; dizziness; increased temperature, blood pressure, and heart rate; sweating and chills.</td>
<td>Impaired judgment leading to impulsive actions; paranoia; rapid mood swings; “bad trip”—fear, anxiety, paranoia, panic, and hallucinations; exhaustion after use; depression; fears—often of death or of one’s mind not working right; flashbacks.</td>
<td>Long term effects include: persistent psychosis, hallucinogen persisting perception disorder, speech problems, memory loss, weight loss, anxiety, and depression.</td>
<td>Most hallucinogen overdose is non-fatal. However, PCP overdose can lead to coma or death. Symptoms of OD include: unpleasant psychosis.</td>
</tr>
<tr>
<td>Nicotine</td>
<td>Cigarette, cigar, pipe smoking; chewing tobacco; e-cigarette, vape devices</td>
<td>Yes</td>
<td>Increased heart rate and blood pressure; irritation of eyes, nose, and respiratory tract; shortness of breath; decreased sensitivity to taste; depression.</td>
<td>Increased risk of heart attack; cardiovascular disease; mouth, throat, and lung cancer; and other pulmonary diseases. Withdrawal: irritability, attention problems, sleep problems, increased appetite, depression, intense cravings, fatigue, headaches and nervousness.</td>
<td>Long Term effects include: emphysema, chronic bronchitis, chronic obstructive pulmonary disease, and 16 different types of cancers, gum and mouth diseases, diabetes, pneumonia, cardiovascular diseases and more.</td>
<td>Nicotine poisoning can be potentially deadly, though deaths are rare. Lethal limit is between 500-1000MG of nicotine. Symptoms include nausea, vomiting, burning sensation in mouth, fainting or coma, depression, headache, convulsions, and intense agitation.</td>
</tr>
<tr>
<td>Opioids</td>
<td>Heroin, codeine, morphine, opium, Percodan, Percocet, fentanyl</td>
<td>Yes</td>
<td>Euphoria; drowsiness; nausea; respiratory depression.</td>
<td>Shallow and slow breathing; dizziness; vomiting; sweating; convulsions; coma; possible death. Withdrawal: restlessness, muscle &amp; bone pain, insomnia, diarrhea, vomiting’ cold flashes with goose bumps, leg movements.</td>
<td>Long term effects include: cardiovascular complications, depression, constipation, hormonal problems, weak bones, increased sensitivity to pain, abscesses, soft tissue infections, and hepatitis and sleep complications.</td>
<td>Opioid overdose can be fatal. Symptoms include: unconsciousness, shallow or no breathing, slowed or stopped heart rate, snoring or gurgling noises, pinpoint pupils, cold clammy skin, and blueish tint to skin.</td>
</tr>
<tr>
<td>Category</td>
<td>Drug</td>
<td>Risk of Dependence</td>
<td>Possible Short-Term Effects</td>
<td>Common Complications &amp; Symptoms of Withdrawal</td>
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</tr>
<tr>
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<td>----------------------------------------------------------------------</td>
<td>-------------------</td>
<td>---------------------------------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Sedatives</td>
<td>Barbiturates, tranquilizers, Quaaludes, Valium, other depressant drugs, GHB, Rohypnol</td>
<td>Yes</td>
<td>Drowsiness; slurred speech; disorientation; impaired coordination.</td>
<td>Shallow respiration; weak and rapid pulse; coma; possible death from depression of central nervous system functions. Withdrawal: seizures, shakiness, anxiety, agitation, insomnia, overactive reflexes, increased heart rate, blood pressure, and temperature with sweating.</td>
<td>Effects include: seizures, memory impairment, speech problems, etc.</td>
<td>Overdose can be deadly. Symptoms include: unconsciousness, and shallow or irregular breathing and heart rate.</td>
</tr>
<tr>
<td>Steroids</td>
<td>Anabolic steroids</td>
<td>Yes</td>
<td>Acne; aggressive behavior; anger-management problems; cholesterol imbalance; impotence; psychosis.</td>
<td>Aggressive behavior; rage; psychosis; reduced fertility; stroke; liver damage; increased cancer risk. Withdrawal: mood swings, tiredness, restlessness, loss of appetite, insomnia, lowered sex drive, depression.</td>
<td>Effects include: kidney problems or failure, liver damage, tumors, enlarged heart, high blood pressure, changes in cholesterol, aggression, stroke and heart attack.</td>
<td>Death can occur due to heart attack or stroke.</td>
</tr>
<tr>
<td>Stimulants</td>
<td>Cocaine, crack, speed, amphetamines, diet pills; many other natural and synthetic stimulant products</td>
<td>Yes</td>
<td>Increased alertness; increased pulse and blood pressure; euphoria; pupil dilation; insomnia; loss of appetite; fatigue and some depression after effects wear off.</td>
<td>Agitation; irritability; dizziness; confusion; tactile or visual hallucinations; seizure; convulsion; stroke; possible death; after effects of exhaustion and depression. Withdrawal: depression, tiredness, sleep problems.</td>
<td>Long term effects include: cardiovascular disease, sleep deprivation, heart and blood vessel toxicity, malnutrition, gum disease and tooth decay/loss, respiratory infections and diseases, etc. Some long term effects depend on the specific substance abused.</td>
<td>Overdose can be deadly. Symptoms include: seizures or rigid jerking limbs, unconsciousness, rapid pulse, chest pain, psychological distress, hot skin, severe headaches, severe agitation, and excessive sweating.</td>
</tr>
</tbody>
</table>
For additional information see: https://www.drugabuse.gov/drugs-abuse/commonly-abused-drugs-charts

While the above chart includes numerous substances, not all are common substances of abuse at Western Washington University. According to the 2016 National College Health Assessment, the four most commonly used substances within a 30 day period are: Alcohol, cannabis, cigarettes, and E-cigarettes, with respective percentages being 69.4%, 33.3%, 11.7%, and 6.6% (indicating the percentage of students reporting any use in the previous 30 days).

### D. Drug or Alcohol Counseling, Treatment, Rehabilitation or Re-entry Programs

<table>
<thead>
<tr>
<th>Category</th>
<th>Drug</th>
<th>Risk of Dependence</th>
<th>Possible Short-Term Effects</th>
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</tr>
</thead>
<tbody>
<tr>
<td>“Club” or “Rave” Drugs</td>
<td>GHB, Rohypnol, Ketamine</td>
<td>See other categories for specific drug information</td>
<td>These drugs are often associated with sexual assaults due to their amnesia-inducing and intoxication-like effects. Partial or complete amnesia; intoxication effects similar to alcohol. Ketamine can create hallucinations.</td>
<td>Nausea; vomiting; impaired coordination; confusion; muscle spasms; blurred vision; dizziness; slurred speech; hallucinations; unconsciousness; amnesia; aggressive behavior; rapid mood swings.</td>
<td>Long term effects include: psychosis, memory loss, high blood pressure, respiratory problems, bladder and kidney problems, stomach pain, and seizures.</td>
<td>Overdose can be deadly. Symptoms include: paralysis, seizures, nausea and vomiting, violent outbursts/hallucinations, unconsciousness, and coma.</td>
</tr>
</tbody>
</table>

NOTE: All support services and resources are available to any enrolled Western student from all Western campus locations. The Washington State Employee Assistance program is available to any Western employee from all Western campus locations.

**Medical Amnesty**

In 2017 Western also adopted an amnesty policy by creating a section in the student Conduct Code to address Amnesty for students seeking swift medical assistance for themselves or others in situations involving alcohol or drug overdose.
Student Conduct Code: 516-21-055, Amnesty.

(1) In situations involving intoxication, alcohol poisoning, or drug-related medical issues, students are encouraged to seek swift medical assistance for themselves and others without fear of penalty. Students requesting and receiving medical assistance in these situations will not typically be subject to the student conduct process. This policy refers to isolated incidents and does not excuse students who repeatedly or flagrantly violate the alcohol or drug policy, nor does it preclude action arising from other violations of the code. Western will consider the positive impact of reporting a situation when determining any course of action.

(2) Complainants and witnesses who in good faith report sexual violence will not be subject to alcohol or drug violations of the code occurring at or near the time of the sexual violence unless their own conduct placed another person’s health or safety at risk. Without imposing sanctions, Western may initiate educational remedies regarding alcohol or drug use.

[Statutory Authority: RCW 28B.35.120, chapter 34.05 RCW, and 20 U.S.C. 1681-1688. WSR 17-05-100, § 516-21-055, filed 2/15/17, effective 3/18/17.]

Western’s policy is an institutional application of the 2015 Washington State Medical Assistance Law, also known as the Medical Amnesty Law. Washington State adopted this law in an effort to save lives by increasing timely

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### ALCOHOL OVERDOSES ARE A MEDICAL EMERGENCY

**DO YOU KNOW WHAT TO DO?**

**Know the Signs**

- Disoriented
- Passed out
- Unresponsive
- Vomiting excessively
- Irregular breathing
- Bluish/cold/clammy

**Call 911**

The Medical Amnesty Law protects you and the person who needs help from being cited for underage drinking or being under the influence of illegal drugs, so make the call and save a life!

**Stay & Help**

Place the person in the recovery position by rolling them on their side. Don’t give food or water, as this may cause vomiting or block their airway. Stay with them until help arrives.

Information courtesy of Prevention & Wellness Services AA/EO
medical attention to drug overdose victims. This law provides limited immunity from prosecution for people who seek medical assistance in a drug overdose situation.

**RCW 69.50.315: Medical assistance—Drug-related overdose**

(1) A person acting in good faith who seeks medical assistance for someone experiencing a drug-related overdose shall not be charged or prosecuted for possession of a controlled substance pursuant to RCW 69.50.4013, or penalized under RCW 69.50.4014, if the evidence for the charge of possession of a controlled substance was obtained as a result of the person seeking medical assistance.

(2) A person who experiences a drug-related overdose and is in need of medical assistance shall not be charged or prosecuted for possession of a controlled substance pursuant to RCW 69.50.4013, or penalized under RCW 69.50.4014, if the evidence for the charge of possession of a controlled substance was obtained as a result of the overdose and the need for medical assistance.

(3) The protection in this section from prosecution for possession crimes under RCW 69.50.4013 shall not be grounds for suppression of evidence in other criminal charges.

[ 2015 c 205 § 4; 2010 c 9 § 2.]

**CAMPUS RESOURCES:**

**STUDENTS**

**Alcohol & Drug Consultation & Assessment Services**

Alcohol and Drug Consultation and Assessment Services (ADCAS) is a free, confidential, professional service for Western students who want assistance or information regarding their own or someone else’s use of alcohol, tobacco, or other drugs. ADCAS is located in Old Main 560 and can be reached by phone at 360-650-6865 or 360-650-3642. There is NO charge for any of ADCAS services.

What to expect when referring students:

**Voluntary:** Students referred, not sanctioned, will be contacted (if there is an official form filled out) to schedule a 1:1 session. Students who walk-in or call for a session will have a 1:1 meeting with staff where we discuss student goals, values, behaviors, and determine next steps to reducing risk. Sessions are typically 60 minutes. Students can meet with staff for as many sessions as needed and can return any time as long as they are an enrolled Western student.

Learning outcomes include: Risk reduction techniques specific to individuals’ needs, and knowledge of the relationship between substance use and academic success, physical and mental health impacts, social impacts, etc.
Sobriety Strength Support Group: This is a small group that meets weekly and is open to any WWU student who identifies substances as causing a disturbance in their life. This is not a 12-step meeting, students just process their thoughts with staff or Peer Health Educator group facilitation.

Learning outcomes: Support to remain substance free, connection to peers through shared experience, coping strategies to combat cravings and societal pressure, etc.

ADCAS 1 – Alcohol or Cannabis: Students sanctioned to complete ADCAS 1 will be informed via sanction letter and/or meeting to sign up on the PWS website for an ADCAS 1 class – either alcohol or cannabis per their incident.

Demographics and current behavior patterns will be collected during sign up.

Students will attend an 80 minute educational workshop facilitated by ADCAS Peer Health Educators, either on the topic of alcohol or cannabis safety and risk reduction. At the end of the workshop, ADCAS staff sends verification of completion to the referral source.

Students will be strongly encouraged to complete a 30 day follow up survey regarding current behavior patterns.

Learning objectives for Alcohol 1: ADCAS risk reduction philosophy and approach, standard serving sizes, understanding a safe blood alcohol level, the biphasic effect and tolerance, how to spot and alcohol emergency and what to do, moderation strategies, myth busting, social norms and misperceptions, and other health/academic/social risks from drinking.

Learning objectives for Cannabis 1: ADCAS risk reduction philosophy and approach, a general understanding of what cannabis is, how cannabis effects the brain, social norming and misperceptions, different experiences and outcomes and what factors influence those, risks of dabbing and mixing substances, and other health/academic/social risks from cannabis use.

ADCAS 2 – High Risk Alcohol, Cannabis, or Other Drug: Students who receive a high risk sanction will be immediately contacted by ADCAS to set up initial individual session, where wellness screens will be used to facilitate necessary referrals. The session will be about 60 minutes.

Students will then complete eCHECK-UP for either Alcohol or Cannabis.
Student returns for a final individual session to go over personalized assessment and discuss risk reduction behaviors. Upon requirement completion ADCAS staff sends verification to referral source.

Learning objectives: Substance use effect on current and past wellbeing, what risk factors lead to specific incident, understanding current use patterns and how to mitigate risks for future use, general education about substance, and substance related emergencies.

For Western Students Mandated to ADCAS by Bellingham Municipal Court: Per agreement between WWU and Bellingham Municipal Court, current students who receive a Minor In Possession citation may be required to participate in services provided by ADCAS. Upon requirement completion ADCAS staff sends verification to referral source.

Alcohol Education Presentations

ADCAS staff provide presentations on all multiple alcohol and drug-related topics to include: risk reduction and specifics about college drinking, abuse, dependency, overdose identification and prevention, medical amnesty, bystander intervention, how to support a friend, impact of individual alcohol or drug use on friends, family, roommates, cannabis information including prevalence and risks, and overview, prevalence and risks associated with use of other drugs, etc. Presentation are available through the academic year and can be requested by any faculty, staff or group member.

Other student-focused trainings and other presentations cover a wide range of risk/harm reduction basics including: standard drink size, blood alcohol content, physiological effects of consumption, role impact of substance use on academics, relationships, health and general wellness and well-being, and the intentionality of substance use with sexual decision-making, sexual assault, and other forms of violence. Strategies for low-risk consumption are also included.

OFF CAMPUS RESOURCES -- FOR STUDENTS AND EMPLOYEES

Students and employees can attend numerous 12-step recovery meetings available in the community, including Alcoholics Anonymous, Narcotics Anonymous, Cocaine Anonymous, Al-Anon, and more. Community treatment resources include Alcohol and Drug Information School (ADIS), Outpatient Treatment, Intensive Detoxification, and access to alcohol and drug assessments for a referral to inpatient treatment centers throughout Washington State. Below are a set of resources.

Northwest Washington Area Narcotics Anonymous 24-Hour Hotline: (360) 647-3234 nwwana.org - Narcotics Anonymous is a non-profit fellowship of people who suffer from the disease of addiction. Call or visit website for meeting times.

Whatcom County Alcoholics Anonymous Hotline: (360) 734-1688, (360) 318-5764 (Español) whatcomaa.org - Alcoholics Anonymous is a fellowship of men and women who share their experience,
strength and hope with each other that they may solve their common problem and help others to recover from alcoholism. Call or visit website for meeting times.

Whatcom County Al-Anon Hotline: 360-671-5444 To hear a recording of Whatcom County meetings, call 866-259-8279 (toll-free) whatcomafg.org - The Al-Anon Family Groups are a fellowship of relatives and friends of alcoholics who share their experience, strength, and hope, in order to solve their common problems. We believe alcoholism is a family illness, and that changed attitudes can aid recovery. Call or visit website for meeting times.

Washington Recovery Help Line 24-Hour Hotline: 1-866-789-1511 confidential crisis intervention and referral line for those struggling with issues related to mental health, substance abuse, and problem gambling

Belair Clinic: 360-714-1294 *1130 N. State St., Bellingham - belairclinic.com - Outpatient services for both adults and youth in Whatcom County Services include: • Alcohol and Drug Information School • DUI Assessments and Evaluations • Outpatient Treatment - Level 1 and 2 • Counseling for Couples and Families • Individual Therapy Sessions • Detox Support Services • Referral to Local Suboxone Providers 

Bridges Treatment & Recovery: Bellingham Location: 360-714-8180 *1221 Fraser St. Suite E-1, Bellingham - bridgestreatment.com Services include: • DUI Assessments & Treatment • DOL Assessments & Treatment • Self-Referrer Drug & Alcohol Assessments • Outpatient Drug & Alcohol Treatment • MRT (Moral Reconciliation Therapy) • Youth Programs & Assessments • Deferred Prosecution • Intensive Outpatient Treatment (IOP) Level 2.1 • Individualized Heroin & Meth Treatment Programs • Relapse Prevention Planning • After Care (Generally follow up care for after inpatient treatment) • Alcohol & Drug Information School (ADIS) • Individual Counseling • Family Programs for the drug addict and alcoholic • Employer Mandated Treatment • Inpatient Treatment Referrals

Catholic Community Services NW Recovery Centers: 360-676-2187 *515 Lakeway Dr., Bellingham ccsww.org The CCS NW Recovery Centers provide a full continuum of outpatient chemical dependency treatment services in Snohomish and Whatcom counties. CCS provides treatment to youth, adults, and their families.

Sea Mar Community Health Clinic Chemical Dependency Services: 360-734-5458 *3350 Airport Dr., Bellingham - seamar.org - State-licensed community mental health agency accredited by The Joint Commission which meets all requirements for court-mandated services. Multidisciplinary practices to develop and maintain personalized treatment goals. Clients are encouraged to include their families and members of their social support system in their treatment. Practitioners include mental health therapists, chemical dependency counselors, psychiatric advanced registered nurse practitioners, and psychiatrists specialize. Provides culturally-competent services and evidence-based practices. Serves clients of any age, religion, ethnicity, or sexual orientation and regardless of income, occupation, gender, immigration status, or citizenship status. Many on staff speak more than one language. • Drug and alcohol evaluations (English and Spanish) • DUI assessments • Deferred prosecution • Relapse prevention • Monthly monitoring • Aftercare • Intensive outpatient treatment • Women’s group
Washington Community Detox (Pioneer Human Services): 360-676-2020 ext. 5 *2030 Division St. #B, Bellingham - pione erhumanservices.org/treatment - Whatcom Community Detox provides a monitored setting for the safe withdrawal from alcohol and other drugs. The detoxification is provided in a sub-acute (non-medical) unit where intensive medical monitoring is not required. Individuals can self-refer to the center. Also accepts referrals from law enforcement, hospital emergency departments, mental health agencies, and family or friends of the client.

RESOURCES FOR EMPLOYEES:

The Washington state Employee Assistance Program provides support and resources to faculty and staff who want to change their drinking and/or drug use patterns. After-hours assistance is available by calling 866-704-6364 (toll free). More information about the Washington state Employee Assistance Program is available at https://des.wa.gov/services/hr-finance-lean/employee-assistance-program-eap.

Employees may also seek services from any of the above mentioned community resources.

D. Statement to Impose Disciplinary Sanctions to Students and Employees

WHEN VIOLATIONS OF WESTERN WASHINGTON UNIVERSITY POLICY OR LOCAL, STATE, OR FEDERAL LAW OCCUR

WWU POL-U7400.01 – POLICY CONCERNING ALCOHOL AND OTHER DRUGS

Western Washington University will uphold state and federal laws pertaining to alcohol and other drug use. All students, faculty and staff are required to comply with these laws. Actions will be taken on any violation of State and Federal law or University regulations concerning alcohol and other drugs which (a) occurs in or on property controlled or owned by Western Washington University; or (b) involves University business or activities; or (c) relates directly and materially to the fitness of staff or faculty members in their professional capacities.

Alcohol

As set forth by local, state, and federal law, no person under the age of 21 may acquire, possess, or consume any alcoholic beverage. It is also unlawful for any person to provide alcoholic beverages to anyone under the age of 21, or to sell alcohol without a permit.

The punishment for a person convicted of violating any of the laws described above may include arrest, imprisonment, and/or fines. For full details, visit www.wwu.edu/vpess/alcohol_drug_information.shtml.

Generally, possession and consumption of alcohol beverages is not permitted on any University property, including all campus buildings.
The exceptions — for persons of legal drinking age only — are:

- Events for which a banquet permit has been obtained. Authorization, in accordance with appropriate state laws, can be obtained from the Office of the Assistant Vice President for Enrollment and Student Services, (360) 650-7729;

- Private dwelling places: Western’s Residence Life policy defines private dwelling places as individual residence rooms or apartments with the door closed.

**Controlled Substances**
Numerous local, state, and federal laws relate to the manufacture, distribution, possession, and/or use of controlled substances. Detailed information regarding applicable laws and penalties is included in the following section.

**Special Note Regarding Marijuana**
Despite Washington state legislation legalizing marijuana for individuals 21 and older, it is still a violation of University policy to possess, use, manufacture, cultivate, distribute, provide or sell marijuana on WWU property or at an official WWU function.

**DISCIPLINARY SANCTIONS FOR STUDENTS**

**Sanctioning Guidelines**
Sanctions in Western Washington University’s student conduct process serve many purposes including, but not limited to, educating students about the seriousness of their actions; reinforcing the high standards of scholarship and behavior expected of Western students; promoting student development; and maintaining the safety and well-being of members of the university community. When a student admits responsibility or is found in violation of the code, a conduct officer may impose one or more sanction.

The Office of Student Life developed sanctioning guidelines for some the most common Student Conduct Code violations. These guidelines are not meant to be restrictive but provide a starting framework to determine appropriate sanctions for conduct officers at Western; other sanctions, designed or intended to enhance a student’s development, may be applied. It is important to understand that each conduct case is different, and decisions are based on assessing several factors rather than a strict adherence to guidelines or precedent. Further, sanctioning at Western is progressive and repeat violations of the Student Conduct Code may lead to additional, more serious sanctions.

**Sanctioning Factors**
These factors are considered when determining appropriate sanctions:

- Nature of the violation;

- Intent and motivation of the misconduct;
• Effect(s) of the misconduct;

• Potential effect(s) of the misconduct;

• Student’s previous student conduct record;

• Student’s developmental state;

• Student’s willingness to be held accountable;

• Desired outcome of the Complainant (if applicable);

• Safety and well-being of campus community.

**Learning Outcomes**

Because of the educational nature of the student conduct process, active sanctions are assigned to provide students the following developmental opportunities, based off their assessed developmental needs:

• Identify support services and resources available to assist in their success at Western; discuss how specific services and resources can assist them; develop a plan for connecting to services and resources; and appraise how those services and resources assisted in their success at Western.

• Identify behaviors and decision that potentially or did affect themselves and their community; describe the actual or potential impact of themselves and their community; and illustrate how their understanding will modify their behaviors and/or decisions in the future.

• Identify conflict resolution strategies and concepts to solve interpersonal conflicts; describe the benefits of these strategies and concepts; apply these strategies and concepts; and evaluate the application of the strategies and concepts.

• Identify alternative behaviors and decisions to prevent future incidents of misconduct; explain how these alternative behaviors and decisions would prevent future incidents of misconduct; demonstrate alternative behaviors and decisions in similar situations; and analyze their effectiveness.

• Identify their values and actions; describe any incongruence between them; investigate the reason for the incongruence; determine a plan to align their values and actions; and evaluate their effectiveness.

Additionally, students found in violation of Western’s alcohol and/or drugs and paraphernalia policy typically are assigned to Alcohol & Other Drug Consultation and Assessment Services (ADCAS) through Prevention Wellness Services. ADCAS has risk and harm reduction learning outcomes embedded within their program. All ADCAS programs are provided at no additional charge to WWU students.
Educational Sanctioning Guidelines

Not every sanction will encompass all the learning outcomes listed above. Western will also be using the framework below as a starting point for violations of these sections of the Student Conduct Code:

**Alcohol** violations are typically assigned ADCAS, through Prevention Wellness services. For repeat violations, or violations with high safety concerns, students will typically be assigned ADCAS-High Risk, be placed on conditional status AND (as appropriate) have an Office of Student Life staff member contact a parent/family member.

**Drug use or possession** violations are typically assigned ADCAS, through Prevention Wellness services. For repeat violations, or violations with high safety concerns, students will typically be assigned a Mandated Chemical Dependency Assessment, be placed on conditional status AND (as appropriate) have an Office of Student Life staff member contact a parent/family member.

Description of ADCAS Services:

**ADCAS 1 – Alcohol or Cannabis:** Students sanctioned to complete ADCAS 1 will be informed via sanction letter and/or meeting to sign up on the Prevention and Wellness Services website for an ADCAS 1 class – either alcohol or cannabis per their incident. NO CHARGE will be issued for this service.

Demographics and current behavior patterns will be collected during sign up.

Students will attend an 80 minute educational workshop facilitated by ADCAS Peer Health Educators, either on the topic of alcohol or cannabis safety and risk reduction. General topics for the Alcohol class include: Standard serving size, blood alcohol level, the biphasic effect and tolerance, alcohol emergencies, moderation strategies, myth busting, and other health/academic/community concerns. The general topics discussed in the Cannabis class include: a basic overview of cannabis, experiences and outcomes, cannabis’s effect on the brain, factors that influence the experience, specific risks of mixing substances and dabbing, and other health/academic/community concerns/risks.

Students will be strongly encouraged to complete a 30 day follow up survey regarding current behavior patterns.

**ADCAS 2 – High Risk Alcohol, Cannabis, or Other Drug:** Students who receive a high risk sanction will be immediately contacted by ADCAS to set up initial 1:1 session, where wellness screens gathering information on typical depression and anxiety symptoms will be used to facilitate necessary referrals within or outside Western. Then staff and the student will discuss the specific incident which lead them to the office, specifically risk factors which contributed to the incident. The session will be about 60 minutes.

Students will then complete an on-line assessment, which includes and education component, for either Alcohol or Cannabis within a week or two. This is an evidence based, online personalized assessment tool collecting recent substance use information.
Student returns for a final individual session with staff to review the personalized assessment and discuss risk reduction behaviors.

Drug cultivation (a type of drug crime involving the growing of plants that are classified as controlled substances. This usually refers to the illegal growing of plants like marijuana, opium, and other types of intoxicants or hallucinogenic plants), manufacturing and packing (when they produce an illegal substance by means of a chemical synthesis or a natural extraction. The manufacturing of drugs can also include the packaging or repacking of the substance or the labeling and re-labeling of its container), or distribution (is the sale, transfer, exchange, import, or export of illegal drugs) violations, depending on the severity, are typically assigned one of the following sanctions along with a Mandated Chemical Dependency Assessment:

- Conditional Status – Student status dependent on follow through with sanction requirements
- Deferred Suspension -- a designated period of time during which a student is given the opportunity to demonstrate the ability to abide by the community’s expectations of behavior articulated in the Code of Student Conduct.
- Suspension -- is a forced, temporary leave from the university. There are three types of suspension for students that apply to both graduate and undergraduate students:
  - Academic Suspension is the result of poor academic performance or violation of academic regulations and is imposed by the student’s college or academic department (see university and college academic policies).
  - Disciplinary Suspension is the result of serious personal misconduct and is imposed by the Office of Student Affairs
  - Administrative Suspension is the result of failure to meet university financial obligations or failure to comply with federal, state or local health regulations and is imposed by Enrollment Services.
- Referral to University or Bellingham Police

Below are the general process steps for issuing a drug and alcohol policy sanction:

1. **Complaint/Report:** A Complaint/Report is received by the Office of Student Life/Dean of Students Office and reviewed for possible policy violations.

2. **Student Notification:** The student involved is sent notification via their University email account at least three days prior to a scheduled meeting with a conduct officer.

3. **Conduct Meeting:** The student individually meets with a conduct officer who asks for their perspective on the specific incident, reviews the incident report and discusses any other relevant information. Conduct meetings and decisions take place whether the student is present or not. If a student is unable to attend your
conduct meeting, it is the student’s responsibility to notify the conduct officer to request rescheduling.

4. **Conduct Decision**: After reviewing the available information, the conduct officer determines whether a violation has occurred, the student’s responsibility for the violation, and any appropriate sanction(s).

5. **Decision Letter**: The student is notified of the determination made by the conduct officer in writing via their University email account within seven business days of the conduct meeting.

6. **Sanctions (if applicable)**: A student who is found in violation of University policy may receive sanctions that require action before the student conduct process can be concluded. This may include attending workshops, writing essays, and/or other educational activities.

7. **Appeal (if applicable)**: A procedure allowing students to ask for a review of the conduct decision

8. **Review (if applicable)**: A procedure during the appeal where the Dean of Students will review documentation involving the student and the specific case to determine revoking or continuing with the sanction. This is the final call.

**DISCIPLINARY ACTIONS FOR EMPLOYEES**

**STUDENT EMPLOYEES**

Drug-Free Work Place - The Federal Drug-Free Workplace Act of 1988 and the Federal Drug-Free Schools and Communities Act Amendments of 1989 require that universities promote a drug-free workplace and environment through adoption and implementation of policies and procedures concerning alcohol and other drugs. These policies and procedures are designed to educate the university community about the dangers of substance abuse. **All student employees are required to abide by the state and federal laws governing the possession, manufacture, distribution, dispensing, sale and use of controlled substances while on university property or while involved in university business or activities.**

**Discipline**

Correct inappropriate behavior as soon as possible. Explain why the behavior was inappropriate or incorrect and how to remedy the situation. Try to resolve any problems pertaining to job performance or working relations at the time of the incident.

**Termination Procedures**

It is generally expected that whenever possible, the student employee will give the employer a two week notice prior to terminating their employment. The employer will similarly give the employee a two week notice before termination, unless an earlier date is mutually agreed upon. Reasons for employer termination include, but are not limited to:

- completion or elimination of job
- loss of funding
- avoidable absences
- unsatisfactory work
- inability to carry out work assignments
- lack of cooperation with co-workers or supervisor
- repeated lateness
- harassing a co-worker, sexually or otherwise

It is generally expected that the employer will advise the student in writing of unsatisfactory performance at least once before terminating the student employee. It is expected that at least two weeks before actual termination a warning of impending termination will have been received by the student. Retain a copy of the written warning within the department/office of origin. An employer is under no obligation to re-hire a student who was employed the previous academic year.

WESTERN FACULTY

The United Faculty of Western Washington Collective Bargaining Agreement – Western Faculty are responsible for adhering to Western’s drug and alcohol policies, which reflect Federal, State and Local Law. If found in violation of those policies, the Collective Bargaining Agreement, per Section 19- Disciplinary Action/Discharge, lays out steps necessary for mandating disciplinary sanctions.

SECTION 19 DISCIPLINARY ACTION/DISCHARGE

19.1 No faculty member shall be disciplined or discharged without just cause. Historical guidelines commonly used by arbitrators can be found in Appendix B.

19.2 The University shall employ, where appropriate, progressive discipline, including but not limited to the following steps: verbal warning, written warning, suspension without pay, and discharge. The University shall tailor discipline to respond to the nature and severity of the offense, and will not be required to apply progressive discipline where the University reasonably believes that the severity of the alleged offense calls for the imposition of discipline at an advanced step.

19.3 Disciplinary Procedures

19.3.1 Informal meetings between the University and faculty regarding workplace issues are encouraged.

19.3.2 Faculty shall be given a fair and reasonable opportunity to respond to complaints which could result in discipline. Discipline shall not result from prior incidents or complaints to which the faculty
member has not had a reasonable opportunity to respond.

19.3.3 If, prior to or during a meeting between the University and a faculty member, the faculty member reasonably concludes that discipline could result, the faculty member shall be entitled to representation by the Union. If necessary, the meeting may be suspended for a reasonable time to obtain representation. All disciplinary meetings shall be conducted in private. Settlements reached in cases where the faculty member has chosen to waive the right to Union representation shall be non-precedent setting.

19.3.4 The University may place a faculty member on paid administrative leave pending investigation of an allegation. The Union will be notified of any such action. When placing a faculty member on paid administrative leave, prior to making a determination regarding the faculty member’s access to campus resources, the University shall consider the faculty member’s research and other academic activities as well as the health, safety, and legal interests of all those involved. Faculty members on paid administrative leave are expected to remain available during normal working hours. Paid administrative leave is not discipline and is not subject to the grievance procedure.

19.3.5 Notice of Intent to Discipline. If the University intends to impose discipline that involves a loss of pay or termination of employment, the University shall inform the faculty member and the Union of the proposed discipline in writing. The written notice shall describe the event or conduct with sufficient particularity to permit the faculty member and the Union to understand the reason for the proposed discipline.

19.3.6 Pre-Disciplinary Meeting. The University will schedule a pre-disciplinary meeting to permit the faculty member to respond to a notice of intent to discipline. At the beginning of any pre-disciplinary meeting, the University will describe its proposed discipline and the general reasons for issuing the proposed discipline. The University will inform the Union in advance of all pre-disciplinary meetings.

19.3.7 Disciplinary Decision. No later than fourteen (14) calendar days after the close of the pre-disciplinary meeting, the University shall inform the faculty member and the Union of its disciplinary decision in writing.

19.4 Progressive discipline consisting of verbal warning or written warning will be administered by the dean.

19.4.1 A dean may recommend to the Provost suspension without pay or discharge. The Provost may initiate suspension without pay or discharge in writing, following the procedures in Section 19.3.

19.5. Investigations and Discipline during summer

19.5.1 Both parties recognize that investigations and discipline in summer present a difficulty to faculty who are not being paid and/or are often away from campus during the summer. Both parties also recognize that the University and Union have due diligence and duty of fair representation responsibilities for cases that may arise in summer.

19.5.2 Before the end of spring quarter, the Union President or designee, and the University Provost or
designee will meet to inventory and discuss scheduling to handle any cases that may be pending and lead to investigations and/or discipline in the summer.

19.5.3 If a complaint is received about a bargaining unit member during any period in which the University is not in session or during an academic term in which the member is not working, the college will suspend any investigation until school resumes and/or the member is again under contract. However, if, after consultation with the Union, the University reasonably believes the complaint could result in suspension without pay or discharge, the University may commence its investigation immediately.

19.5.4 Faculty not on contract, who are asked by the University to participate in an investigation in the summer shall be compensated on a pro-rated basis.

**WESTERN STAFF**

All Western staff are responsible for adhering to WWU policy as well as local, state and federal laws. Some staff groups are also governed by specific Union regulations as well. In addition there are some position roles or functions that also carry specific behavioral guidelines regarding substance use.

The **Professional/Exempt** Staff Handbook - Western Professional Staff are responsible for adhering to Western’s drug and alcohol policies, which reflect Federal, State and Local Law.

If found in violation of those policies, the Professional Staff Handbook states, “*When an employee digresses from performance, conduct, and/or ethical standards, supervisors may, as appropriate, provide and/or arrange for the employee to receive coaching, counseling, and/or training. Western will determine the appropriate level of discipline up to and including termination*”.

Western **Classified Staff** are responsible for adhering to Western’s drug and alcohol policies, which reflect Federal, state and Local Law. If found in violation of those policies, the Classified Staff Collective Bargaining lays out steps necessary to impose disciplinary sanctions, as well as:

WAC 357-40-(010-050) **Discipline**: Sections describe the power of the appointing authority to take disciplinary action, required notice to employees for pay changes or position dismissal or demotion or termination, and limits to such impositions.

WAC 357-46-(005-225) **Layoff and separation**: Thorough detailing of disciplinary layoff or separations; who can impose, reasons for, what to include, employee status, appeals, proper notice, etc.

WAC 357-52-(005-265) **Appeals**: Thorough detailing of appealing disciplinary sanctions; board rules and regulations, forms, mediations, prehearings, what needs to be submitted and when, imposing decisions, etc.

Collective Bargaining disciplinary sanctions – Each Union collective bargaining agreement specifies options and procedures for violations of Western policy or local, state or federal law.
DRUG TESTING

POL-U5410.04 DRUG AND ALCOHOL TESTING FOR US DEPARTMENT OF TRANSPORTATION COMPLIANCE

Section 5: Illegal substances are identified in Title 49, CFR, Part 40.21.

Appropriate use of drugs taken with written approval or prescription from a physician is not prohibited. The taking of any substance with a warning label indicating that mental functions, motor skills or judgment may be adversely affected should be reported to the supervisor. Use of alcohol or substances containing alcohol, e.g. mouth wash or food, is regulated in this policy.

Section 6: Some conduct is prohibited and subject to disciplinary action. Prohibited conduct includes the following:

- Reporting for work or remaining at work to perform sensitive functions while having an alcohol concentration exceeding DOT standards;
- Using alcohol while performing safety-sensitive functions;
- Operating a vehicle while possessing alcohol;
- Using alcohol within eight hours following an accident or prior to taking a post-accident test – whichever is first;
- Refusing to take a controlled substance or alcohol test as required: random, post-accident, reasonable suspicion, or follow-up;
- Using alcohol within four hours of reporting for work;
- Arriving or remaining at work when using a controlled substance, with the exception of when instructed by a physician with the understanding that the substance will not affect the job performance and with the knowledge of the supervisor;
- Being in possession of alcohol of any type unless part of a manifested shipment;
- Altering or attempting to alter a urine specimen;
- Possessing, using, selling or distributing prohibited substances on campus, in a University vehicle or while on University business.
Sexual Misconduct, Including Sexual Assault, Dating Violence, Domestic Violence and Stalking

**WWU Mandated Initial Sexual Violence Prevention Education for All Students**

Western Washington University requires all students new to Western to complete Sexual Assault Prevention training, a web-based best practice training program to prevent sexual violence, designed specifically for college students.

By completing Sexual Assault Prevention training it ensures all students have a fundamental awareness of the issues relating to sexual violence. They are also engaged as part of the solution to sexual violence and participating in creating and maintaining a campus community that supports healthy relationships and fosters a safe environment for everyone.

It is hoped that through this training students will be better informed and build stronger skills to identify and intervene in situations where others’ well-being or safety may be in jeopardy. This training also provides important information about every student’s rights under Title IX, a civil rights law prohibiting sex discrimination, including sexual violence.

**Prevention & Wellness Services**

*Comprehensive Awareness and Education Campaign Plan to Prevent Sexual Violence* (*Campus-wide intervention – initial prevention and awareness, and on-going programming and training*)

Prevention & Wellness Services staff provide Sexual Violence Prevention and effective intervention training to a wide range of student groups throughout the year. One area of training focuses on student leaders as part of the solution. This group may include: Orientation Student Advisors, Resident Advisors, Peer Health Educators, and Varsity Athlete Teams, among others. Additional trainings are designed for groups of students identified as potentially at increased risk, such as: International students, students participating in Study Abroad, and new freshmen. Training is also promoted to faculty for potential inclusion in their course content.

Prevention & Wellness Staff also work collaboratively to infuse sexual violence prevention information into many programs, events, and activities that take place on campus through the year.

Additional programing highlights specific sexual violence-related outreach that encompasses awareness days, weeks, and month promotions, along with on-going campaigns promoting healthy relationships, importance of being an empowered and active bystander, and taking a stand against all forms of sexual violence.

Training is also provided for staff and faculty in covering how to have a compassionate response to disclosures, best options for assisting students who disclose sexual violence experiences, creating a safe space for survivors.
in their classrooms or work spaces, increasing awareness of campus resources, and how to effectively connect a student to these resources.

Sexual Violence Prevention staff also, directly or in collaboration with other programs, provide training for many community groups. Audiences for these trainings vary from local community prevention coalitions, local businesses, police, community college and public school classes, large concentration off-campus student housing areas, and hosts of frequent, large music house parties.

*See Prevention & Wellness Services for more detail about sexual violence awareness and prevention programs, events, activities, and services.

**Prevention Education for All Employees**

Safe and positive options for bystander intervention are covered in the online Sexual Assault Prevention training for Faculty and Staff training required of all new employees. Aspects of bystander intervention and supporting survivors covered in the Sexual Assault Prevention training for Faculty and Staff training include:

- Educating yourself about reporting options and confidential resources so you can provide this information to others if they need it. Faculty and staff responsibility for reporting known or suspected sexual harassment and sexual violence to the Title IX Coordinator.

- Promoting positive social norms, for example by discouraging joking about sexual harassment or sexual violence.

- Building awareness to understand warning signs that may lead to sexual violence.

- Learning that there are multiple ways to be a bystander. These include (1) directly intervening by approaching the perpetrator or victim, (2) getting another person to intervene (for example by finding a friend of the person being targeted or by calling an authority over the space or the police), or (3) causing a distraction that interrupts the situation, for example by joining the conversation or spilling a drink.

- When observing unwanted sexual attention, if you overhear use of sexist or derogatory language, or if you know someone in an abusive relationship:
  - Notice that something is not right
  - Identify that a person needs help
  - Make the decision to act and develop a strategy for intervening
  - Intervene safety, either alone or with other people.

Bystander intervention is also covered during in-person Sexual Harassment Prevention Training and online Sexual Harassment Prevention Refresher Training provided to faculty and staff. Aspects of bystander intervention and supporting survivors covered in these trainings include:
• Faculty and staff responsibility for reporting known or suspected sexual harassment and sexual vio-
lence to the Title IX Coordinator, the reasons for this reporting requirement, and action taken by the Title IX Coordinator upon receipt of a report.

• What to do if a survivor reports sexual violence to you, including letting the person know:
  • You care about them
  • You must inform the Title IX Coordinator so that the survivor can be fully notified of available resources and reporting options
  • They can expect that a staff member in the EO Office will reach out to them to provide information about available resources
  • The university will provide support services to survivors whether or not they choose to report to the police or file a discrimination complaint.

• When observing unwanted sexual attention or inappropriate sexualized comments:
  • Identifying that someone is uncomfortable, or that someone may be uncomfortable even if discom-
fort is not visible
  • Assessing one’s safety
  • Deciding to act, either by: (1) directly approaching the perpetrator, the person being targeted, or both individuals separately, about the situation, (2) indirectly interrupting the situation, for example by asking one party if they have tried the snacks, if they’d like to take a walk, if you can borrow their cell phone, or (3) calling for assistance.

All new permanent WWU faculty and staff are required to complete an initial 2-hour in-person Sexual Harass-
ment Prevention Training. Per University Policy 1600.04, new employees should complete this training within their first 6 months of employment. New temporary employees are also strongly encouraged to complete this training.

• From January 1, 2018 through December 31, 2018 the Equal Opportunity Office provided a total of 13 in-person sessions of Sexual Harassment Prevention Training for new faculty and staff, attended by a total of 228 participants.

Following the initial 2-hour in-person Sexual Harassment Prevention Training, all WWU permanent faculty and staff are required to complete refresher training every three years thereafter. The online refresher training is estimated to take approximately 45 minutes to complete. Employees may also choose to re-take the in-person training, in lieu of completing the online refresher training.

• From January 1, 2018 through December 31, 2018 a total of 455 individuals completed the Sexual Harassment Prevention Refresher Training.

All new WWU faculty and staff, including temporary employees, are required to complete Haven for Faculty and Staff, an online training about sexual violence prevention and response. This online training is estimated to take between 45 minutes and one hour to complete. New employees are asked to complete this training within
their first week of employment. The training is available on the Equal Opportunity Office’s website and is also available for students as well as existing employees to complete optionally.

- From January 1, 2018 through December 31, 2018 a total of 438 individuals completed the Haven for Faculty and Staff online training.

**Policies Regarding Sexual Misconduct Including Sexual Assault, Dating Violence, Domestic Violence, and Stalking**

**POL-U1600.04, PREVENTING AND RESPONDING TO SEX DISCRIMINATION, INCLUDING SEXUAL MISCONDUCT**

This policy applies to all students, employees, agents, groups, third parties, individuals, and organizations that use University facilities and persons who participate in University programs and activities to the extent provided by law, regardless of sexual orientation or gender identity. This policy applies to all Western locations (e.g., main campus, satellite locations, Lakewood); locations where Western activities are taking place (e.g., field trips, away sporting events); Western sponsored transportation (e.g., buses to off-campus events); and off-campus non-Western sponsored events where the off-campus behavior creates a negative adverse impact back on campus.

**Authority:**

Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Washington Law Against Discrimination [Chapter 49.60 RCW], and the Violence Against Women Reauthorization Act of 2013 [Campus Sexual Violence Elimination (SaVE) Act Provision].

**Preamble:**

Western prohibits sex discrimination, which includes sexual misconduct. Sexual harassment, gender harassment, and sexual violence are forms of sexual misconduct. Western is committed to preventing, addressing, and responding to sex discrimination. Sex discrimination, on or off campus, can have a serious impact on the quality of the educational and/or work experience. All students and employees have a right to work and educational environments free from sex discrimination. Therefore, Western adopts policies and programs aimed at preventing and responding to sex discrimination and prohibits retaliation against individuals who file or participate in sex discrimination complaints, as outlined in Title IX and Title VII. Western has numerous reporting options and resources for survivors of sexual misconduct, some of which are confidential and some of which have limited confidentiality as discussed below in Paragraph 2.

**Definitions:**

**Sex Discrimination** - Disparate treatment or disparate impact based on an individual’s sex. This includes sexual misconduct in all its forms — sexual harassment, gender based harassment, and sexual violence, as well as other discrimination that treats or impacts people disparately on the basis of sex, gender, or gender identity.
Sexual Misconduct - An umbrella term for the following types of sex discrimination — sexual harassment, gender-based harassment, and sexual violence.

Sexual Harassment - Unwelcome conduct of a sexual nature. This includes unwelcome sexual advances or requests for sexual favors, or other unwelcomed verbal, physical, or cyber conduct of a sexual nature and can involve persons of the same or different sexes or sexual orientations. Sexual harassment also includes sexual violence, sexual assault, rape, domestic violence, stalking, sexual misconduct, and dating violence.

Consistent with the law, this policy prohibits two types of sexual harassment:

Quid Pro Quo: Sexual harassment that has a tangible educational or employment impact. This type of sexual harassment occurs when the terms or conditions of employment, educational benefits, academic grades or opportunities, living environment or participation in a University activity is conditioned upon, either explicitly or implicitly, submission to or rejection of unwelcome sexual advances or requests for sexual favors, or such submission or rejection is a factor in decisions affecting that individual’s employment, education, living environment, or participation in a University program or activity. Generally, perpetrators will be agents or employees with some authority from the University.

Hostile Environment Sexual Harassment: Hostile environment harassment is sufficiently serious (i.e., severe, pervasive, or persistent) and objectively offensive so as to deny or limit a person’s ability to participate in or benefit from the University’s programs, services, opportunities, or activities; or when such conduct has the purpose or effect of unreasonably interfering with an individual’s employment or education. Harassment that creates a hostile environment (“hostile environment harassment”) violates this policy. A hostile environment can be created by anyone involved in a University program or activity (e.g., administrators, faculty members, students, and even campus guests). Mere offensiveness is not enough to create a hostile environment. Although repeated incidents increase the likelihood that harassment has created a hostile environment, a serious incident, such as a sexual assault, even if isolated, can be sufficient.

Gender-Based Harassment - Non-sexual harassment of a person because of the person’s sex and/or gender and/or gender identity, including but not limited to harassment based on the person’s non-conformity with gender and gender identity stereotypes.

Sexual Violence - Physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent (for example, due to the individual’s age or use of drugs or alcohol, or because an intellectual or other disability prevents the individual from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, non-consensual sexual contact, non-consensual sexual intercourse, sexual exploitation, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by employees, students, or third parties. All such acts of sexual violence are forms of prohibited sex discrimination.

• Sexual Assault - Any actual or attempted sexual contact or behavior with another person without that person’s consent. (WA RCW 7.90.150 (6a) a sex offense as defined in RCW 9.94A.030, any violation of RCW 9A.44.096, or any violation of RCW 9.68A.090, or any gross misdemeanor that is, under chapter 9A.28 RCW, a criminal attempt, criminal solicitation, or criminal conspiracy to commit an offense that is classified as a sex offense under RCW 9.94A.030.)
• **Domestic Violence** - (a) Physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury or assault, between family or household members; (b) sexual assault of one family or household member by another; or (c) stalking as defined in RCW 9A.46.110 of one family or household member by another family or household member. (RCW 26.50.010)

• **Dating Violence** - Violence committed by a person:

  1. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
  2. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
     a. the length of the relationship
     b. the type of relationship
     c. the frequency of interaction between the persons involved in the relationship

• **Stalking** - A person commits the crime of stalking if, without lawful authority and under circumstances not amounting to a felony attempt of another crime:

  1. He or she intentionally and repeatedly harasses or repeatedly follows another person; and
  2. The person being harassed or followed is placed in fear that the stalker intends to injure the person, another person, or property of the person or of another person. The feeling of fear must be one that a reasonable person in the same situation would experience under all the circumstances; and
  3. The stalker either:
     a. Intends to frighten, intimidate, or harass the person; or
     b. Knows or reasonably should know that the person is afraid, intimidated, or harassed even if the stalker did not intend to place the person in fear or intimidate or harass the person.

(See RCW 9A.46.110)

**Consent** - Means that at the time of the act of sexual intercourse or sexual contact there are actual words or conduct indicating freely given agreement to have sexual intercourse or sexual contact. (RCW 9A.44.010)

• If coercion, intimidation, threats, or forcible compulsion is used there is no consent.

• If a person is mentally incapacitated or physically helpless or impaired such that a reasonable person would believe the incapacitated person cannot understand the fact, nature or extent of the sexual situation, there is no consent. This includes impairment or incapacitation due to alcohol or drug consumption, or being asleep or unconscious or because of an intellectual or other disability that prevents the person from having the capacity to give consent.

• There is no consent when there is force, expressed or implied, or use of duress or deception.
• Coercion, forcible compulsion, or threat of either invalidates consent.

• Silence or an absence of resistance does not imply consent.

• Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another person.

• Consent can be withdrawn at any time.

• Past consent to sexual activities does not imply ongoing future consent.

Forcible Compulsion – Physical force which overcomes resistance, or a threat, express or implied, that places a person in fear of death or physical injury to herself or himself or another person, or in fear that she or he or another person will be kidnapped (RCW 9A.44.010)

Sexual Intercourse – (a) has its ordinary meaning and occurs upon any penetration, however slight, and (b) also means any penetration of the vagina or anus however slight, by an object, when committed on one person by another, whether such a persons are of the same or different sex, except when such penetration is accomplished for medically recognized treatment or diagnostic purposes, and (c) also means any act of sexual contact between persons involving the sex organs of one person and the mouth or anus of another whether such persons are of the same or different sex. (See RCW 9A.44.010)

Sexual Contact – Any touching of the sexual or other intimate parts of a person done for the purpose of gratifying sexual desire of either party or a third party. (RCW 9A.44.010)

Mental Incapacity – That condition existing at the time of the offense which prevents a person from understanding the nature or consequences of the act of sexual intercourse or sexual contact whether that condition is produced by illness, defect, the influence of a substance or from some other cause. (See RCW9A.44.010)

Physically Helpless – A person who is unconscious or for any other reason is physically unable to communicate unwillingness to an act. (RCW 9A.44.010)

Family or Household Members - Spouses, domestic partners, former spouses, former domestic partners, persons who have a child in common regardless of whether they have been married or have lived together at any time, adult persons related by blood or marriage, adult persons who are presently residing together or who have resided together in the past, persons sixteen years of age or older who are presently residing together or who have resided together in the past and who have or have had a dating relationship, persons sixteen years of age or older with whom a person sixteen years of age or older has or has had a dating relationship, and persons who have a biological or legal parent-child relationship, including stepparents and stepchildren and grandparents and grandchildren. (RCW 26.50.010)

Retaliation - Any adverse action against any individuals because they have opposed discrimination (made a report or filed a complaint), responded to a complaint, served as a witness in an investigation, or participated in any manner in an investigation is strictly prohibited.

1. The University Does Not Discriminate on the Basis of Sex in its Programs and Activities and Will Not Tolerate Sex Discrimination, Including Sexual Misconduct. The University prohibits the crimes of sexual
assault, dating violence, domestic violence, and stalking. Further, Title IX, Title VII, and the Washington Law Against Discrimination require the University to not discriminate on the basis of sex. Sex discrimination, including sexual misconduct, is unacceptable and may be cause for discipline even if it does not rise to the level of a violation of law.

2. The University is Committed to a Comprehensive Educational and Training Program to Promote Awareness of and Prevent Sex Discrimination, Including Sexual Misconduct.

A. The Vice Provost for Equal Opportunity is Western’s Title IX Coordinator. The Vice Provost is responsible for providing mandatory initial and refresher Sexual Harassment Prevention Training (SHPT) for University employees. New employees should complete this training within their first six months of employment.

B. SHPT includes information on Title IX obligations and the nature and consequences of sexual harassment, including sexual misconduct, and discusses reporting options, resources, and procedures for handling complaints.

C. The Vice Presidents and Deans are responsible for ensuring that their employees complete the mandatory SHPT and refresher training.

D. The University provides sexual violence primary prevention and awareness training to new, matriculated students and new employees. The Director, Prevention and Wellness Services is responsible for implementing this training for students and the Vice Provost for Equal Opportunity is responsible for implementing this program for employees.

In alignment with Western’s culture and values, participation in these programs is mandatory.

E. The Equal Opportunity Office (EOO), University Police, Enrollment and Student Services, Human Resources and other campus offices promote awareness of and provide additional communication about and training in the prevention of sex discrimination, including sexual misconduct, in implementing an ongoing prevention and awareness campaign for students and employees.

F. Primary prevention and awareness training for incoming students and new employees, and an ongoing prevention and awareness campaign, include the following:

A statement that the University prohibits sexual assault, dating violence, domestic violence and stalking; the definition of these four offenses; the definition of consent; discussion of safe and positive options for bystander intervention; information on risk reduction; information about engaging men in prevention of sex discrimination, including sexual misconduct, and; information about relevant investigative and disciplinary procedures at the University.

3. The University and Community Offer Support and Resources for Persons Affected by Sex Discrimination, Including Sexual Misconduct

Support services and reporting options are provided for survivors of sex discrimination, including sexual misconduct.

Confidential support resources are available to students through services provided by university psychologists, mental health counselors, survivor advocates, and other health care professionals, and to faculty and staff via
the Employee Assistance Program. Some off-campus reports may also be legally privileged, such as reports to clergy, private legal counsel, or health care professionals.

When sexual misconduct complaints are made to the Vice Provost for Equal Opportunity/Title IX Coordinator, the Title IX Coordinator will work with the Student Conduct Officer who may issue an interim administrative no-contact order to all parties. No-contact orders may also be issued by the Student Conduct Officer as a sanction for Student Conduct Code violations, pursuant to an EOO investigation.

Protective measures or accommodations provided by the University to individuals who report sexual violence will be shared by the University only to the extent reasonably necessary in order to carry out the terms of the protective measure or accommodation.

Regardless of whether it occurred on or off campus, individuals who report to the University that they have experienced sexual violence will be provided with information in writing about the following:

- Procedures to follow regarding: preservation of evidence; to whom and how to report; the option of notifying law enforcement, including University and local police, and to be assisted by the University’s Title IX Coordinator or CASAS in notifying law enforcement if the victim so chooses, or to decline to notify law enforcement, and; the victim’s rights and University’s responsibilities regarding protection and no-contact orders.

- Both the University-based and the community-wide victim advocacy, counseling, health and other resources listed in the Support Services and Reporting Options document linked to above;

- Options available, assistance available in obtaining, and how to request changes to academic, living, transportation, and working situations, or protective measures;

- How the University will protect confidentiality of victims and other necessary parties, including how publicly available recordkeeping will be completed without inclusion of personally identifying information about the victim, and how accommodations and protective measures will be kept confidential to the extent possible without limiting the University’s ability to provide the accommodations or protective measures;

- The applicable University procedures for investigations and disciplinary proceedings, as contained in the Discrimination Complaint Procedure and Student Code of Conduct.

4. The University Provides Comprehensive Response System for Reporting and Addressing Sex Discrimination, Including Sexual Misconduct

A. The response system is available to students, employees and others on campus affected by sex discrimination, including sexual misconduct. Individuals have the right to file a criminal complaint and an institutional discrimination complaint simultaneously. Complaints against anyone to whom this policy applies may be made to the Vice Provost for Equal Opportunity/Title IX Coordinator or the police. As required by Title IX, the University will investigate reports of sexual violence even when no complaint is filed.

B. Institutional discrimination complaints regarding sexual violence are conducted by officials who, as relevant to their roles in these processes, receive annual training on issues related to sexual assault, dating violence,
domestic violence, and stalking, and how to conduct investigation and hearing processes that protect victims’ safety and promote accountability.

C. Victims of sexual violence are encouraged to preserve evidence that may assist in proving the sexual violence occurred or may be helpful in obtaining a protection order from a court with jurisdiction.

D. **Vice Provost for Equal Opportunity/Title IX Coordinator** investigates all discrimination complaints, including complaints of sex discrimination, including sexual misconduct.

Western’s discrimination complaint procedure provides an administrative complaint process (not legal or criminal) for prompt, equitable and impartial investigation and resolution of sex discrimination complaints. (PRO-U1600.02A Discrimination Complaint Procedure)

The University will take steps to prevent recurrence of all forms of sex discrimination, and to correct its discriminatory effects on the complainant and others if appropriate. Interim measures may be taken to assist or protect the complaining individual(s) during the complaint process as necessary with the complainant’s consent (e.g., interim no-contact orders issued to all parties, safety planning, arranging for changes in class schedule and/or living arrangements, counseling, modifying class requirements or testing schedules as needed, without penalty to the complainant).

Individuals who believe they have been discriminated against or are survivors of sexual misconduct are encouraged to contact the Vice Provost for Equal Opportunity & Employment Diversity, who also serves as the Title IX Coordinator, Equal Opportunity Office, Western Washington University, Old Main 345, MS 9021, 516 High Street, Bellingham, WA 98225; 360.650.3307 (voice) or 711 (Washington Relay); eoo@wwu.edu; or the Department of Education’s Office for Civil Rights.

The standard of evidence used by the Title IX Coordinator in investigating allegations of discrimination is a preponderance of evidence (i.e., that it is more likely than not that the allegations are true).

E. **Chief, University Police** responds to and investigates all on-campus incidents of sexual misconduct when an individual seeks to file a criminal report. Off campus incidents are handled by the Bellingham Police or the police department with jurisdiction over the location where the alleged sexual misconduct occurred.

When the survivor of a criminal act chooses to seek a legal remedy, they are encouraged to report all crimes of sexual violence to the appropriate law enforcement agency (typically either University or Bellingham Police). University Police may be contacted by calling (360) 650-3911 in an emergency or (360) 650-3555 to make a report, and are located in the Campus Services Building, 2001 Bill McDonald Parkway. University officials and offices, including the Title IX Coordinator (for anyone affected by sexual misconduct) or CASAS (for students) can assist victims in reporting to law enforcement if the victim so chooses. The standard of evidence used in criminal proceedings is proof beyond a reasonable doubt.

F. When a report is investigated via the Discrimination Complaint Procedure or by University or local police, due process may mandate disclosure of information provided by the complainant or respondent to the Title IX Coordinator/Equal Opportunity Office or law enforcement with the other party and a limited number of witnesses.
G. When sexual violence is reported to the Title IX Coordinator or University Police, the University will keep the report confidential to the greatest extent possible while also providing protective measures and accommodations requested by the survivor and taking necessary action to keep other members of the campus community safe. If a survivor requests that their name not be revealed to the alleged perpetrator or requests that the University not investigate the report, the University will discuss with the survivor the limitations this places on the University’s ability to hold the perpetrator accountable. Personally identifying information regarding complainants/survivors of sexual violence contained in records maintained by the University regarding sexual violence will not be publicly disclosed except to the extent required by law.

5. The University Takes Action Towards Violators of This Policy

Anyone who is found to be in violation of this policy will be subject to a range of sanctions.

As outlined in the Student Code of Conduct, when an investigation is conducted involving a student respondent, the Equal Opportunity Office or their designee will provide a copy of the written report of findings to the student conduct officer. The student conduct officer will consider this report and make a finding as to whether the code was violated and impose sanction(s) as appropriate. Possible sanctions for students are: warning; conditional status; loss of privileges; no-contact orders; requirement to engage in educational activities, assessment, counseling or treatment; requirement to provide restitution; campus housing relocation or termination; suspension or deferred suspension from the University, and; expulsion from the University.

When an investigation is conducted involving a faculty or staff respondent, the Equal Opportunity Office or their designee will provide a copy of the written investigative report to the Vice President of the organizational unit in which the respondent is employed (and to the dean, if applicable). Possible sanctions for employees include written reprimand, leave without pay, a reduction of job responsibility or demotion, and termination of employment.

6. All Members of the University Community Ensure That Commitment to Preventing Sex Discrimination, Including Sexual Misconduct is an Integral Part of Western.

7. Employees Must Report Sexual Misconduct

Employees have a duty to promptly report to the Vice Provost for Equal Opportunity, Title IX Coordinator, known or suspected incidents of sex discrimination, including sexual misconduct (except for those employees statutorily barred from sharing such information). Students and visitors are also encouraged to report this.

8. The University Prohibits Retaliation

The University, based on civil rights law, prohibits retaliation or encouraging others to retaliate against anyone reporting or thought to have reported a violation of this policy. This means that any type of adverse action or behavior is prohibited against those who file a complaint or third-party report, or otherwise participate in an investigative or disciplinary process. Retaliation will be considered independently, whether or not a complaint is substantiated. The University will take strong responsive action if retaliation occurs.

IF YOU ARE AFFECTED BY SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE OR STALKING
Go to a safe place as soon as possible: your home, a friend’s home, a locked car, or a busy public place.

• Get help. Contact a trusted person who can help you clarify what you want to do next.

• Preserve all physical evidence related to the sexual assault or rape. If the crime scene is accessible to you, try not to disturb it. Don’t change or launder any bedding. Save your clothing. Changing clothes is okay, but do not launder what you were wearing at the time of the incident. Don’t bathe, shower or douche until you’ve had a medical examination.

• Consider obtaining a medical examination in all cases of sexual assault. An exam will check for physical injury as well as the possibility of sexually transmitted diseases or pregnancy. It is important for your well-being. If done promptly, the exam can obtain important evidence that can be used in a criminal prosecution.

RESOURCES AND REPORTING OPTIONS

Western has a coordinated effort to prevent and effectively respond to all forms of sexual harassment, gender-based harassment and sexual violence, including sexual assault, dating violence, domestic violence and stalking. In accordance with Title IX of the Education Amendments of 1972, Western provides a number of resources and reporting options for students and employees who are survivors. These options are available to all, regardless of sexual orientation or gender identity. Western encourages students and employees to report sexual violence and to utilize available resources.

For information on helping a friend, family member, or co-worker who has experienced sexual violence, visit wp.wwu.edu/sexualviolence/how-to-help-2/

Western Washington University Counseling and Support Resources

CASAS (Consultation and Sexual Assault Support) - for all students, regardless of campus location
Location: Old Main 585B
Phone: 360-650-3700
pws.wwu.edu/consultation-and-sexual-assault-support-casas

CASAS services are available to all WWU students, regardless of campus location. CASAS is a confidential resource for students who have been affected by sexual violence, and for friends or partners of those affected by sexual violence.

CASAS works with survivors to access all available resources in effort to ensure that students continue to be academically successful, and have the support necessary to heal from their experiences. CASAS also provides support to partners, friends or family members of those who have experienced sexual violence. Anyone who has experienced any form of sexual violence is encouraged to utilize this resource, whether it occurred days or years ago. CASAS provides a variety of support services, guiding students through the details of available reporting options, resources and services that include professional and peer advocacy, support options, academic and financial advocacy services, medical/legal referral assistance, accompanying survivors to the Student Health Service or to meet with the Title IX Coordinator/Equal Opportunity Office or University Police, as well assisting with orders of protection, financial aid services, housing services, counseling services, and emergency leaves.
Western’s CASAS staff may be reached at 360-650-3700. There is also information at that number about accessing assistance after hours. DVSAS (Domestic Violence and Sexual Assault Services) in Bellingham can also provide assistance: www.dvsas.org/ including a 24-hour hotline 360-715-1563 or 877-715-1563 (24 hours a day, 7 days a week).

**Counseling Center** - for students
Location: Old Main 540
Phone: 360-650-3164 (counselor on-call is available 24 hours a day)
counseling.wwu.edu

The Counseling Center provides confidential counseling, including crisis appointments and after-hours emergency services. The Counseling Center also assists students by referring them to other services on campus and to community resources that can offer more specialized or longer-term help with problems and concerns.

**Student Health Center** - for students
Location: Campus Services Building, 2001 Bill McDonald Parkway
Phone: 360-650-3400
www.wwu.edu/chw/student_health/

The Student Health Center provides confidential health care, including treatment for injuries and sexually transmitted infections, and emergency contraceptive services.

**Employee Assistance Program** - for employees
Phone: (877) 313-4455 (appointment scheduling); (866) 704-6364 (after-hours help line)
des.wa.gov/services/hr-finance-lean/employee-assistance-program-eap

The EAP provides confidential help to public employees regarding personal and work related problems. Consultations are available at no cost to covered employees and adult members of their households.

**Human Resources** - for employees
Location: Humanities Building, Floor 2
Phone: 360-650-3774
wp.wwu.edu/hr/2016/03/10/domestic-violence-resources-for-employees/

Human Resources can assist employees who are survivors of domestic violence, sexual assault or stalking and employees who have family members who are survivors. State law allows employees to take leave from work, with or without pay, to address legal or law enforcement needs and obtain medical, mental health and social services assistance related to sexual violence. HR administers this Domestic Violence Leave.

**Western Washington University Reporting Options**

**University Police Department**
(for students, employees, and others affected by sexual violence on campus)
Location: Campus Services Building, 2001 Bill McDonald Parkway
Phone: 360-650-3911 for emergencies, 360-650-3555 for non-emergencies
www.wwu.edu/ps/police/
Survivors of sexual violence may file a criminal report with University Police. University Police can also assist with safety planning and providing campus escorts. See POL-U5615.01 Responding to Campus Violence or Threats of Violence. Students may also work with CASAS, and anyone may work with Domestic Violence & Sexual Assault Services (DVSAS), to make a police report and/or file for legal no-contact orders.

**Western’s Title IX Coordinator/Equal Opportunity Office**
(for students, employees, and others in the campus community affected by sexual misconduct)

Western’s Title IX Coordinator: Dr. Sue Guenter-Schlesinger, 
Vice Provost for Equal Opportunity & Employment Diversity 
Location: Old Main 345  
Phone: (360) 650-3307 (voice); 711 (WA Relay)  
Sue.Guenter-Schlesinger@wwu.edu  
www.wwu.edu/eoo

Survivors of sexual misconduct, including sexual violence, may file a discrimination complaint with the EO Office. This does not obligate the individual to file a police report. The EO Office coordinates closely with the Office of Student Life. The EO Office can help coordinate support for survivors of sexual violence, including counseling and medical services, safety planning, obtaining a no-contact order against the perpetrator, academic support, and residence hall room changes. Survivors have the right to support from Western even if they do not want to file a complaint. The Discrimination Complaint Procedure is online at www.wwu.edu/eoo/complaint-procedure.shtml. The EO Office acts as a neutral, third-party investigator. All findings are made using a preponderance of evidence standard, determining whether it is more likely than not that the alleged conduct occurred. The Equal Opportunity Office and Title IX Coordinator do not take disciplinary action, but inform relevant decision-makers (e.g. Dean of Students, Human Resources, relevant Vice President or Dean) of their findings so that appropriate action may be taken. The Title IX Coordinator can also provide assistance even in situations in which the survivor requests that their identity be kept confidential and/or does not wish to file a discrimination complaint (e.g., change a class or residence hall). Title IX and Western’s Discrimination Complaint Procedure prohibit retaliation against individuals who complain about or participate in an investigation regarding an alleged Title IX violation.

**Off-Campus Resources and Reporting Options, available to anyone**

**DVSAS (Domestic Violence and Sexual Assault Services) of Whatcom County**

Location: 1407 Commercial Street, Bellingham  
Phone: 360-715-1563 or 877-715-1563 (24 hours a day, 7 days a week)  
www.dvsas.org

DVSAS offers free and confidential services, including a 24-hour helpline seven days a week, walk-in services weekdays from 9am to 5pm, support groups, emergency shelter, and legal, medical and social services advocacy. The DVSAS website, www.dvsas.org, lists many community resources for survivors.
**Bellingham Police Department** (for offenses that occurred off campus)

Location: 505 Grand Avenue, Bellingham  
Phone: 911 for emergencies, 360-778-8000 for non-emergencies  
www.cob.org/gov/dept/police

Contact the police to make a criminal report.

**PeaceHealth St. Joseph Medical Center**

Location: 2901 Squalicum Parkway, Bellingham  
Phone: 360-734-5400  
www.peacehealth.org/st-joseph-medical-center

The hospital’s services include providing treatment for injuries and sexually transmitted infections. The hospital provides rape kit assessments with a sexual assault nurse examiner. An advocate for sexual assault survivors is called whenever a patient reports being sexually assaulted and the patient decides whether to have the advocate accompany them through the exam process. CASAS advocates can also accompany a survivor to the hospital or health provider. Seeking medical treatment can preserve evidence.

**Washington State Domestic Violence Hotline**

Phone: 800-562-6025 (24 hours a day, 7 days a week)  
TTY: 800-787-3224 (24 hours a day, 7 days a week)  
www.wscadv.org/get-help-now/

The Washington State Domestic Violence Hotline is a confidential resource and referral line. Trained advocates are available to assist with advocacy, emergency/crisis assistance, emotional support and safety planning. They can also help find domestic violence resources available in your specific area, such as safe shelter for victims and children, counseling and advocacy programs, legal advocacy and referral.

**RAINN (Rape, Abuse, and Incest National Network)**

Phone: 800-656-HOPE  
www.rainn.org

The Rape, Abuse & Incest National Network is the nation’s largest anti-sexual assault organization. RAINN provides the National Sexual Assault Hotline at 1.800.656.HOPE and the National Sexual Assault Online Hotline at www.rainn.org. The organization provides many resources about sexual violence, including resources about how to help a loved one who has experienced sexual violence.

To report an offense to the U.S. Department of Education Office for Civil Rights: Students, staff and faculty may report incidents of sexual assault, dating violence, domestic violence, and stalking, to the U.S. Department of Education’s Office for Civil Rights, 915 Second Avenue – Room 3310, Seattle, WA 98174-1099. Telephone: 206-607-1600 or 206-607-1647 (TDD). E-mail: OCR.Seattle@ed.gov
Whenever an alleged victim reports sexual misconduct to Western Washington University, the University will protect that person’s identity to the extent possible without limiting the University’s ability to provide requested accommodations and protective measures, assure due process, and keep the community safe.

Western Washington University does not release any personally identifiable information about victims in response to requests made under Washington’s Public Records Act without the victim’s consent unless required to do so by law or court order. The University redacts all such information from any materials subject to release.

REDUCING YOUR RISK OF SEXUAL ASSAULT

Sexual assault is a serious concern that affects people of all gender identities. Research shows that sexual assault affects one in five college women, and one in 16 men. Roughly 84 percent of all sexual assaults are committed by someone the survivor knows. Often, they involve alcohol and sometimes other drugs. Although personal safety can never be guaranteed, there are steps you can take to reduce your risk of being the victim of sexual assault.

These include:

• Always use the buddy system or travel in groups, especially when going to parties or other events on- or off-campus.

• Be assertive about communicating what you want from another person. Ask the person you are with to do the same.

• Trust your instincts. If a situation feels uncomfortable or unsafe to you, there is probably a good reason.

• Be aware of the effects of alcohol and other drugs on your body. Use of substances can interrupt the ability to make sound decisions and impair the ability to communicate clearly.

• Do not leave your drink unattended or accept a drink or other drugs from someone you don’t know, especially at a bar or a party.

• Avoid being alone with an unfamiliar person, particularly when alcohol or other drugs are involved. If you are alone, make sure that your friends know where you are, who you are with, and how long you’ll be gone.
Procedures for Reporting Sexual Assault, Dating Violence, Domestic Violence or Stalking

In addition to, or instead of reporting sexual assault, dating violence, domestic violence or stalking to University Police, reports may also be made to the Vice Provost for Equal Opportunity & Employment Diversity/Title IX Coordinator. Survivors of sexual assault, dating violence, domestic violence, or stalking are encouraged to contact the Vice Provost for Equal Opportunity & Employment Diversity/Title IX Coordinator to discuss the investigation process or to file a complaint:

Equal Opportunity Office
Old Main 345
(360) 650.3307 (voice) or 711 (WA Relay)
eoo@wwu.edu

As provided in POL-U1600.04, Preventing and Responding to Sex Discrimination, Including Sexual Misconduct, the Vice Provost for Equal Opportunity & Employment Diversity/Title IX Coordinator or their designee investigates all discrimination complaints, including complaints of sexual assault, dating violence, domestic violence, or stalking. All investigations are conducted pursuant to the formal complaint process outlined in Western’s Discrimination Complaint Procedure, PRO-U1600.02A. This Procedure provides an administrative complaint process (not legal or criminal) for prompt, equitable and impartial investigation and resolution of sexual misconduct complaints. The following narrative summary describes the current practice and steps taken when handling a complaint of sexual violence (sexual assault, dating violence, domestic violence, or stalking). The Discrimination Complaint Procedure is currently under revision, and the most current version of the Procedure can always be found online at www.wwu.edu/eoo/complaint-procedure.shtml.

Right to an advisor  In all proceedings as a practice under the discrimination complaint procedure, complainants and respondents have the right to and will be provided with the same opportunities to have other individuals present. This includes the right to be accompanied to any meeting under the procedure or subsequent disciplinary proceedings by an advisor or support person of the individual’s choice. For students who have experienced sexual misconduct, this includes the right to a support person from CASAS. For unionized employees, this includes the right to have a union representative present. During proceedings with EOO, advisors and support people may communicate with the individual they are present to support; their role is not to directly address the EOO investigator.

Time limit extensions  Time limits set forth in PRO-U1600.02 and outlined below may be extended by the Vice Provost at his or her discretion, or upon written application to the Vice Provost by the complainant, respondent, or the unit Vice President or Dean. The Vice Provost shall inform the parties when extensions of the time limits are made.

Filing the complaint  To initiate a complaint, the complainant submits a formal complaint form, which includes a written statement describing the allegations. This form is available in the Equal Opportunity Office (EOO).
Upon receipt by the EOO, the complaint is be marked with the date received. Upon receipt by the EOO, the complaint form designates the date the complaint is received.

**Interim measures to protect the complainant** The University will take steps to prevent recurrence of all forms of sex discrimination, and to correct its discriminatory effects on the complainant and others if appropriate. Interim measures may be taken to assist or protect the complaining individual(s) during the complaint process as necessary with the complainant’s consent (e.g., interim no-contact orders issued to all parties, safety planning, arranging for changes in class schedule and/or living arrangements, counseling, modifying class requirements or testing schedules as needed, without penalty to the complainant). From 1600.04

**Support Services.** Confidential support resources are available to students through services provided by university psychologists, mental health counselors, survivor advocates, and other health care professionals, and to faculty and staff via the Employee Assistance Program. Some off-campus reports may also be legally privileged, such as reports to clergy, private legal counsel, or health care professionals.

**Determining whether complaint is subject to procedures** Within ten (10) working days of the case filing date, the Vice Provost or their designee determines whether the facts alleged in the complaint fall within the jurisdiction of the EOO. If not, the complainant is notified in writing. No appeal may be taken internally of this determination.

**Steps taken to proceed with complaint** If the Vice Provost determines that the complaint falls within the jurisdiction of the EOO, s/he:

i) Provides a copy of the complaint to the respondent(s), together with a copy of the Discrimination Complaint Procedures, and request a written response to the allegations;

ii) Informs the appropriate Vice President(s) and the complainant(s)’ and respondent(s)’ Dean or unit head of the complaint;

iii) Consults with the complainant, the department chair or unit head, and the respondent(s), all of whom may identify other persons having personal knowledge of the alleged incidents and all of whom will be advised not to disclose information about the allegation outside the complaint process.

**Written response may be filed** Within ten (10) working days after receiving notification of the complaint, the respondent may submit to the Vice Provost a written response to the complainant’s allegations. The respondent is encouraged to provide a written response; however, refusal to answer a charge or to participate in an investigation will not prevent the process from proceeding. Refusal to respond may result in the investigation proceeding solely on the basis of the complainant’s testimony and evidence.

**Investigation and report** Within sixty (60) working days after determining jurisdiction, the Vice Provost or her/his designee:

i) Reviews the respondent(s) response and conducts an investigation. The investigation includes interviewing the complainant and respondent. The investigation may also include interviewing those persons identified by the parties as having personal knowledge of the alleged incidents and others identified in the investigation whose testimony may shed light on the complaint, and collecting and reviewing relevant documents and materials;
ii) Prepares a written investigative report which explains the investigation process, summarizes the information obtained, and makes findings of fact and determines whether there has been a violation of the University’s sexual misconduct policy (POL-U1600.04). The standard of evidence used by the Title IX Coordinator in investigating allegations of discrimination, including sexual misconduct, is a preponderance of evidence (i.e., that it is more likely than not that the allegations are true);

iii) Provides a copy of the investigative report to the complainant(s), respondent(s), the appropriate Vice President, and the appropriate dean.

Requests for confidentiality When a report is investigated via the Discrimination Complaint Procedure or by University or local police, due process may mandate disclosure of information provided by the complainant or respondent to the Title IX Coordinator/Equal Opportunity Office or law enforcement with the other party and a limited number of witnesses.

When sexual violence is reported to the Title IX Coordinator or University Police, the University will keep the report confidential to the greatest extent possible while also providing protective measures and accommodations requested by the survivor and taking necessary action to keep other members of the campus community safe. If a survivor requests that their name not be revealed to the alleged perpetrator or requests that the University not investigate the report, the University will discuss with the survivor the limitations this places on the University’s ability to hold the perpetrator accountable. Personally identifying information regarding complainants/survivors of sexual violence contained in records maintained by the University regarding sexual violence will not be publicly disclosed except to the extent required by law. From POL-U1600.04

Review by Vice President and sanctions Within 10 working days after receiving the investigative report, the appropriate Vice President or designee will determine appropriate actions in response to the findings. The Vice President’s response is documented in writing and provided to all appropriate parties, including the EOO. Should the resolution of a complaint result in disciplinary action(s) for the respondent, the respondent(s) may seek review of the action(s) using the appropriate appeal procedures.

When the respondent is a student, any discipline is imposed by the Student Conduct Officer, to whom this responsibility is delegated by Vice President for Enrollment and Student Services. The student conduct officer considers the final report and makes a finding as to whether the Student Conduct Code was violated and imposes sanction(s) as appropriate. Possible sanctions for students are: warning; conditional status; loss of privileges; no-contact orders; requirement to engage in educational activities, assessment, counseling or treatment; requirement to provide restitution; campus housing relocation or termination; suspension or deferred suspension from the University, and; expulsion from the University. From POL-U1600.04

When an investigation is conducted involving a faculty or staff respondent, the Equal Opportunity Office or their designee provides a copy of the written investigative report to the Vice President of the organizational unit in which the respondent is employed (and to the dean, if applicable), and the Vice President determines any appropriate sanctions. Possible sanctions for employees include written reprimand, leave without pay, a reduction of job responsibility or demotion, and termination of employment. From POL-U1600.04

Retaliation Prohibited Retaliating against participants in Equal Opportunity Office proceedings is serious misconduct, and is subject to sanction. The Discrimination Complaint is available to anyone who wishes to allege that a false complaint was filed or that retaliation has taken place.
Alternate Complaint Processes. A person who believes that s/he has been the subject of discrimination, including sexual violence, prohibited by state or federal law, may choose to file a discrimination complaint by contacting the appropriate state or federal agency, including the U.S. Department of Education, Office for Civil Rights and the Equal Employment Opportunity Commission.

Discrimination Complaint Procedure

The Discrimination Complaint Procedure (PRO-U1600.02A), in its entirety is as follows:

Introduction

The University is committed to resolving complaints of illegal discrimination at the earliest and most informal level, conducting internal investigations in a timely and effective manner, adhering to the principles of due process in all investigations and hearings, and providing prompt corrective action if discrimination is found to have occurred. No individual shall be penalized, or retaliated against in any way by a member of the University community for his or her participation in this complaint procedure.

Purpose and Jurisdiction

This procedure is limited to complaints which allege discrimination on the basis of race, color, creed, religion, national origin, sex (including sexual harassment), sexual orientation, gender identity, gender expression, age, marital status, disability (including failure to provide reasonable accommodation), veteran status, or genetic information. Aggrieved parties will be referred to as complainants. Persons alleged to have engaged in illegal discrimination will be referred to as respondents.

This procedure is internal to the University and applies to incidents that take place at the University or are related to University operations. Individuals who may use this procedure include, but are not limited to:

- Staff (exempt and non-exempt)
- Faculty
- Students
- Individuals applying for enrollment or employment to the University
- Users of University services

Supervisors, unit heads, department chairs and others in leadership are charged with the responsibility of ensuring nondiscrimination in the employment and academic environment. To facilitate investigation, complaints should be brought forward to the Equal Opportunity Office as soon as possible after the alleged act of discrimination.

Individuals also have the right to file complaints of discrimination with the appropriate state or federal agency or a lawsuit in a court with jurisdiction.
Responsibility for Implementation

The Vice Provost for Equal Opportunity and Employment Diversity, Title IX and ADA Coordinator (Vice Provost) has overall responsibility for assuring University compliance with nondiscrimination laws and regulations.

The Equal Opportunity Office (EOO) investigates complaints and provides advice on all aspects of discrimination.

The Senior Vice President for Enrollment and Student Services has responsibility for administration of the student conduct system and for determination of any disciplinary actions against students which might arise from a complaint of student misconduct. Procedures for this action are detailed in the Student Rights and Responsibilities Code, found in the University General Catalog and in the Washington Administrative Code at Chapter 516-23 WAC.

Procedure

Discretion in the sharing of information is essential in matters involving allegations of illegal discrimination. Improper disclosure of information may be the basis for claims of unprofessional conduct, student conduct code violations, or charges of slander and retaliation.

1. Informal Resolution

   a. Discussion with respondent. Complainants are urged to discuss with the respondent or bring to the attention of the respondent any inappropriate behavior in order to make the respondent aware of the manner in which his/her action is received and allow for self-corrective action.

   b. Discussion with leadership encouraged. If attempts to discuss their concerns with the respondent are unsuccessful or ill-advised, complainants are encouraged to discuss their concerns with the appropriate supervisor or department chair who is responsible for taking corrective action. The matter may be concluded by mutual consent at this point. Supervisors and chairs are encouraged to utilize the expertise of the EOO when handling such matters and are advised to maintain documentation sufficient to demonstrate a timely, appropriate and adequate response.

   c. Role of the Equal Opportunity Office. If resolution satisfactory to the complainant does not occur, the complainant may contact the next person in the administrative line or the EOO to seek resolution. The center will assign a staff member to discuss options for handling the situation and make referrals to appropriate resources and support services. If the EOO has jurisdiction over the complaint, the complainant may authorize an attempt at informal resolution.

   At any point in the process, the complainant may inform the EOO that the situation is resolved or that no further University action is desired.

2. Formal Complaints

   a. Filing the formal complaint. A complainant who is not satisfied with the outcome of the informal resolution process may file a written complaint with the Vice Provost for Equal Opportunity and Employment Diversity.
The complainant will submit a formal complaint form (available from the EOO) which will include a written statement describing the alleged discrimination. Upon receipt by the EOO, the complaint shall be marked with the date received. That date shall be referred to as the case filing date.

b. Time Limit Extensions. Time limits set forth in these procedures may be extended by the Vice Provost at his or her discretion, or upon written application to the Vice Provost by the complainant, respondent, or the unit Vice President or Dean. The Vice Provost shall inform the parties when extensions of the time limits are made.

c. Determination of whether complaint is subject to procedures. Within ten (10) working days of the case filing date, the Vice Provost or designee shall determine whether the facts alleged in the complaint fall within the jurisdiction of the EOO. If not, the complainant shall be notified in writing. No appeal may be taken internally of this determination. A complainant or respondent who feels that action is warranted even though the EOO has found otherwise may make a complaint through other internal procedures, such as the appropriate grievance committee, or externally to an agency such as the Equal Employment Opportunity Commission.

d. Steps taken to proceed with complaint. If the Vice Provost determines that the complaint falls within the jurisdiction of the EOO, s/he shall:

i) Provide a copy of the complaint to the respondent(s), together with a copy of these procedures, and request a written response to the allegations;

ii) Inform the appropriate Vice President(s) and the complainant(s)’ and respondent(s)’ Dean or unit head of the complaint;

iii) Consult with the complainant, the department chair or unit head, and the respondent(s), all of whom may identify other persons having personal knowledge of the alleged incidents and all of whom will be advised not to disclose information about the allegation outside the complaint process.

e. Written response may be filed. Within ten (10) working days after receiving notification of the complaint, the respondent may submit to the Vice Provost a written response to the complainant’s allegations. The respondent is encouraged to provide a written response; however, refusal to answer a charge or to participate in an investigation will not prevent the process from proceeding. Refusal to respond may result in the investigation proceeding solely on the basis of the complainant’s testimony and evidence.

f. Investigation and report. Within sixty (60) working days after determining jurisdiction, the Vice Provost or her/his designee shall:

i) Review respondent(s) response and conduct an investigation. Investigation may include interviewing those persons identified by the parties as having personal knowledge of the alleged incidents and others identified in the investigation whose testimony may shed light on the complaint and collecting and reviewing relevant documentation and materials;

ii) Prepare a written investigative report which explains the investigation process summarizes the information obtained, and makes findings as appropriate.

iii) Provide a copy of the investigative report to the complainant(s), respondent(s), the appropriate Vice President, and the appropriate dean.
g. Review by Vice President. Within 10 working days after receiving the investigative report, the appropriate Vice President or designee will determine appropriate actions in response to the findings. The Vice President’s response shall be documented in writing and provided to all appropriate parties, including the EOO. Should the resolution of a complaint result in disciplinary action(s) for the respondent, the respondent(s) may seek review of the action(s) using the appropriate appeal procedures.

i) Sanctions. Sanctions to be considered by the Vice President can vary in type, intensity and duration, depending on the specifics of each case. All sanctions, with the exception of termination or dismissal, may include mandatory training sessions.

Examples of sanctions to be considered are:

a. Letters of reprimand;

b. Community/public service;

c. Monetary compensation to complainant;

d. A reduction of job responsibility or demotion;

e. Denial or postponement of leaves or salary increases;

f. Suspension from employment;

g. Dismissal or suspension from the University.

3. Complaint Initiated by Administration

The President, Provost, Vice Presidents, Deans, Directors, Supervisors or Chairs, if given sufficient cause, may request that the EOO conduct an investigation. The administrator requesting the investigation will then act as the complainant and must specify the persons, with their permission, who are alleged to be the victims of the questionable conduct. The EOO will use the same notification and process guidelines outlined in the internal complaint procedure. In the event that the investigation indicates that illegal discrimination has occurred, appropriate disciplinary action may be taken. The administrator who initiated the complaint will not be involved in reviewing the findings or determining sanctions. Appeal of any such action may be filed under the appropriate grievance procedure or relevant disciplinary process.

4. Investigation or Informal Resolution Initiated by Equal Opportunity Office

If there is reason to believe that discrimination or harassment may have occurred but the person alleging discrimination or harassment and/or administrators do not choose to file a complaint, then the Vice Provost for Equal Opportunity and Employment Diversity may initiate an investigation into the matter or attempt to resolve the matter informally.

5. Filing a False Complaint

Filing a false complaint is considered to be serious misconduct and such offenses will be subject to the full range of sanctions. A finding that discrimination did not occur will not in itself be the basis for a charge of false complaint.

6. Retaliation Prohibited in Equal Opportunity Discrimination Investigations

Retaliating against participants in these proceedings is serious misconduct, and is subject to sanction. The procedure described in this document will be available to anyone who wishes to allege that a false complaint has been filed or that retaliation has taken place.
7. Alternative Complaint Process

a. Internal. The complainant may not elect to use other internal grievance procedures (such as the faculty grievance procedure, student conduct code, or labor agreement grievance procedure) for complaints pertaining to claims of illegal discrimination.

b. External. A person who believes that s/he has been the subject of discrimination prohibited by state or federal law may choose to file a discrimination complaint by contacting one of the following agencies within their established time limits.

**Washington State Human Rights Commission**
711 S. Capitol Way, #402
P.O. Box 42490
Olympia, WA 98504-2490
Phone: (800) 233-3247
TTY: (800) 300-7525

**U.S. Equal Employment Opportunity Commission Seattle Field Office**
909 First Avenue, Suite 400
Seattle, WA 98104-1061
Phone: (800) 669-4000
TTY: (800) 669-6820

**U.S. Equal Employment Opportunity Commission**
131 M Street, NE
Washington, DC 20507
Phone: (202) 663-4900
TTY: (202) 663-4494

**U.S. Department of Education Office for Civil Rights**
915 Second Avenue Room 3310
Seattle, WA 98174-1099
Phone: (206) 607-1600
TDD: (206) 607-1647

**U.S. Department of Education Office for Civil Rights**
Lyndon Baines Johnson Department of Education Bldg
400 Maryland Avenue, SW
Washington, DC 20202-1100
Phone: (800) 421-3481
TDD: (800) 877-8339
Student Conduct Code

Western Washington University students enjoy the same basic rights, privileges, and freedoms granted to all members of society. At the same time, acceptance of admission to the university carries with it an obligation to fulfill certain responsibilities and expectations as a member of the Western Washington University community.

As a condition of enrollment at Western, students must assume responsibility for their own actions and maintain an environment conducive to the academic success, safety, and well-being of others. In addition, they are expected to be truthful, respect the rights of others, and abide by all university policies and procedures, as well as all local, state, and federal laws and regulations. All students are responsible for understanding and complying with the responsibilities and expectations set forth in this code.

The student conduct process at Western is designed to be a learning process that promotes an understanding of students’ responsibilities as members of the university community.

The objectives of the student conduct system, as set forth in this code, are twofold: to ensure that students act in a manner consistent with high standards of behavior, and to maintain the safety and well-being of all members of the university community.

Any member of the university community may file a complaint against a student for a violation of the student conduct code. A complaint should be made in writing to the Office of Student Life (student.life@wwu.edu).

On February 10, 2017, Western’s Board of Trustees voted to approve a new student conduct code after significant work by a committee composed of students, staff and faculty. This code replaced an emergency code that was in place since fall 2016. The full Washington Administrative Code can be found here. A copy of the Code can be requested by contacting the Office of Student Life.

The University will apply a preponderance of evidence standard to determine violations of the Student Conduct Code.

The Student Conduct Code applies to all conduct that occurs on university property or in connection with any official university function. Western Washington University does not act as a policing agent for students when they are off campus. However, the university reserves the right to take action if a student’s conduct is determined to adversely affect a substantial university interest.
Student conduct that occurs off campus may be subject to the student conduct code when it:

(a) Adversely affects the safety or well-being of any member of the university community; or

(b) Involves academic work or any records, documents, or identifications of the university.

In determining whether to exercise jurisdiction over such conduct, a conduct officer shall consider the seriousness of the alleged offense, the risk of harm involved, and whether the alleged complainant(s) are members of the university community. Any question of interpretation or application of jurisdiction shall be referred to the dean of students for final determination.

Students are responsible for their conduct from the time they have confirmed their enrollment at Western through the awarding of their degree. This includes conduct that occurs before classes begin, after classes end, and during periods between actual terms of enrollment. Students who are found to be in violation of the code may be subject to sanctions under the code.

A student with a pending conduct violation may not avoid the conduct process by withdrawing from the university. In these circumstances, a conduct hold will be placed on the student’s official record, preventing them from registering for classes, requesting an official transcript, or receiving a degree from the university. This hold will remain in place until the student has met with the conduct officer to discuss the alleged conduct violation(s).

WAC 516-21-030

Alleged violations of the Code will be resolved through the student conduct process, respecting fairness and due process for all involved parties. Students accused of violating the Code have the following rights: to receive prior written notice to attend meetings with a conduct office or appeals board; to provide evidence on their own behalf; to be accompanied by an advisor; to remain silent or decline to answer any question(s); to review information relied upon by the conduct officer or appeals board in making a determination; to receive written notification of the findings, decision, and basis for each; to request an appeal of a decision by a conduct officer; and to request a review of an appeal.

An individual who has filed a complaint alleging violence or sexual violence, including sexual assault, dating violence, domestic violence, and stalking or any other type of sexual misconduct or gender-based discrimination have the following rights: to receive prior written notice to attend meetings with a conduct office or appeals board; to provide evidence on their own behalf; to be accompanied by an advisor; to remain silent or decline to answer any question(s); to review information relied upon by the conduct officer or appeals board in making a determination; to receive written notification of the findings, decision, and basis for each; to request an appeal of a decision by a conduct officer; and to request a review of an appeal.

Additionally, an individual who has filed a complaint alleging sexual violence, including sexual assault, dating violence, domestic violence, and stalking or any other type of sexual misconduct or gender-based discrimination have the following additional rights: to be notified of the availability of counseling, academic support, and general assistance and support resources, both on campus and in the surrounding community; to have past behavior unrelated to the alleged behavior excluded; to be free from questioning about their sexual history involving anyone other than the respondent; to submit an oral or written impact statement to the conduct officer, and/or appeals board, and/or dean of students for consideration; to request an administrative no contact order against the respondent(s) during the conduct process; to have alternative accommodations to avoid being in the physical presence of the respondent during the conduct process; and to be free of any form of retaliation.
Additional information about student rights in the conduct process can be found in the Student Conduct Code WAC 516-21-250.

**Counseling Services at Western**

The Counseling Center provides professional counseling for a wide variety of student concerns and issues. The Center offers group counseling, short-term individual and couples’ counseling, and psycho-educational workshops and classes designed to help students gain the skills necessary to be successful at Western. The Counseling Center is located in Old Main 540, and is open from 8:30 a.m. - 4:30 p.m. Monday through Friday when classes are in session. Call 360-650-3164 to schedule an appointment; same day appointments are available for students whose concerns are urgent. An on-call counselor is available when the Counseling Center is closed; to access the on-call counselor, call the Counseling Center at 360-650-3164 and select Option 1.

The Washington State Employee Assistance Program offers counseling and support to assist faculty and staff in resolving personal or work-related problems. To schedule an appointment during office hours, call 877-313-4455 (toll free) or learn more at [des.wa.gov/services/hr-finance-lean/employee-assistance-program-eap](des.wa.gov/services/hr-finance-lean/employee-assistance-program-eap)

**ACCESS TO SERVICES FOR PERSONS WITH DISABILITIES**

Western is committed to providing a campus community, workplace, and academic environment that is fully accessible to students, faculty, and staff of all abilities. Under state and federal law, no qualified person will be denied access to, or participation in, a University program or activity on the basis of their disability. For additional information, visit [www.wwu.edu/disability](www.wwu.edu/disability), or contact the following offices.

**FOR STUDENTS:**
- Disability Access Center
  - Location: Wilson Library 170
  - Phone: 360-650-3083
  - Video phone: 360-255-7175
  - Website: disability.wwu.edu

**FOR FACULTY AND STAFF:**
- Human Resources Disability Services (to request a work-related accommodation)
  - Location: HU203
  - Phone: 360-650-3774
  - WA Relay: 711
  - Website: [wp.wwu.edu/hr/2015/09/02/workplace-accommodation/](wp.wwu.edu/hr/2015/09/02/workplace-accommodation/)
- Equal Opportunity Office/ADA Coordinator
  - Location: Old Main 345
  - Phone: 360-650-3307
  - WA Relay: 711
  - Website: [www.wwu.edu/eoo/disability.shtml](www.wwu.edu/eoo/disability.shtml)