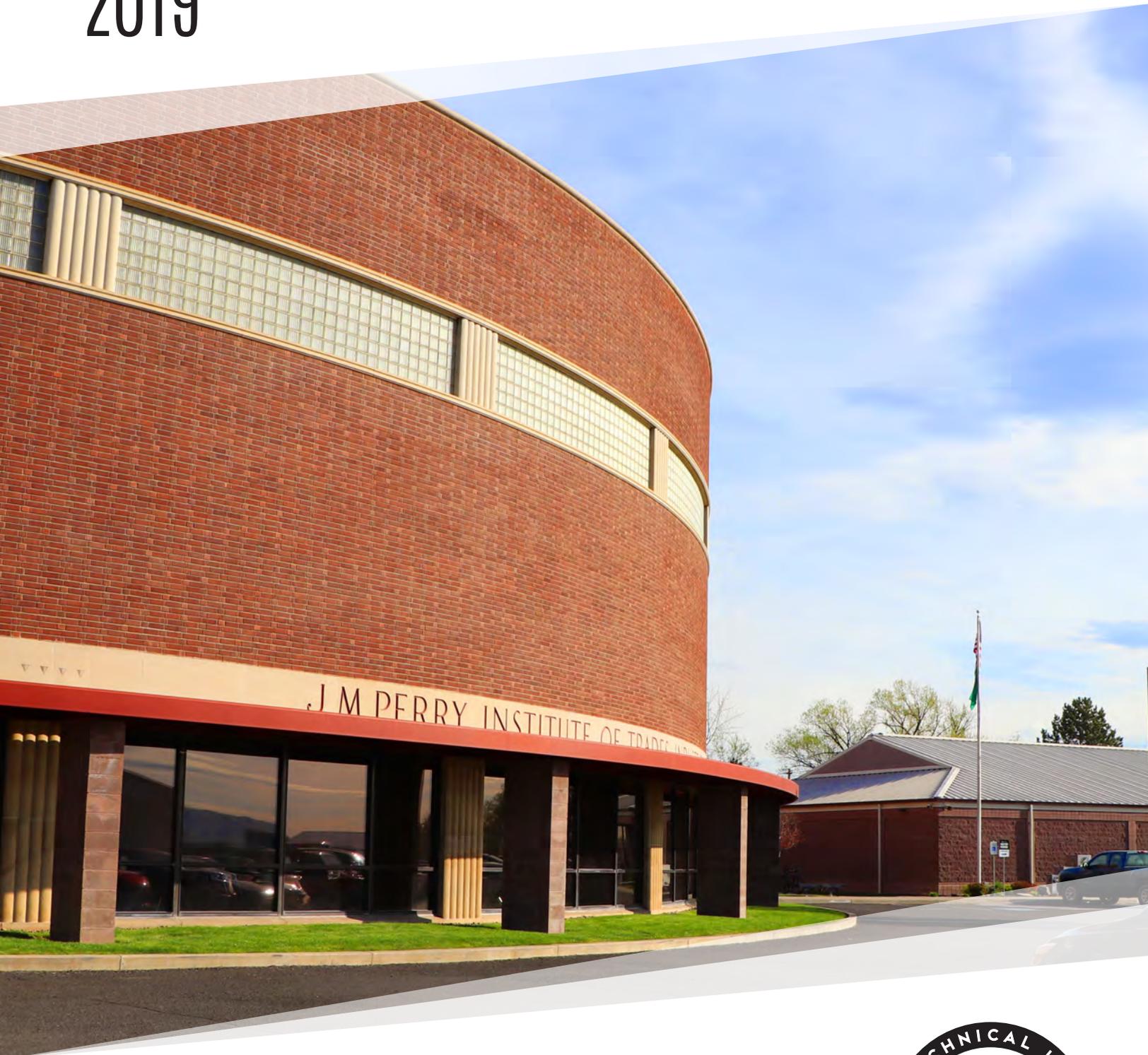


ANNUAL SECURITY REPORT

2019



Jeanne Clery Disclosure of Campus Security
Policies and Campus Crime Statistics

Revised October 1, 2019



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Introduction

Perry Technical Institute (PTI) is committed to providing a safe and secure campus environment. The safety and well-being of students, faculty, staff, and visitors are the foremost concern. PTI prohibits acts of violence, threats of violence, harassment, discrimination, intimidation, dating violence, domestic violence, sexual assault, stalking, and other disruptive behaviors. The best protection against campus crime is a strong security enforcement presence; an aware, informed, and alert campus community; and a commitment to reporting suspicious activities and using common sense when carrying out daily assignments.

PTI works diligently to reduce risk and the potential for crime. Safety and security are a shared responsibility, and it is expected of all current and prospective community members to contribute to the safety and security of our campus.

History of the Clery Act

The Clery Act was advocated by Howard and Connie Clery after their 19-year old daughter Jeanne was raped and murdered in her dorm room at Lehigh University in 1986. Clery's parents lobbied Congress for legislation requiring colleges and universities to publish their crime statistics after learning about 38 violent crimes that had occurred on campus in the three years prior to Clery's murder.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act,) is a federal law requiring colleges and universities to disclose information about campus crime and security policies. All public and private institutions of post-secondary education participating in federal student aid programs are subject to the Clery Act. Campuses that fail to comply with the act can be penalized with large fines and may be suspended from participating in the federal financial aid program.

Annual Security Report

The Facilities & Safety Department is responsible for collecting and reporting crime statistics on a daily and annual basis. These statistics are compiled into a daily crime log and reported annually to the U.S. Department of Education to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as well as state and federal (UCR; Uniform Crime Reports) laws.

The Facilities & Safety Department makes a good faith effort to obtain crime statistics from Campus Security Authorities (CSAs) and the Yakima Police Department.

The Annual Security Report is published on or before October 1st of each year by the Security & Facilities Coordinator. The report contains three years' worth of campus crime statistics and the required security policy statements including sexual assault policies which assure basic victims' rights, the authority of campus security personnel, and where students should go to report crimes.

The Annual Security Report is e-mailed to all current students and employees annually by the Security & Facilities Coordinator via their assigned PTI e-mail address. All prospective students and prospective employees are provided with materials that contain the exact website address to the current Annual Security Report.

The Annual Security Report website address is:

https://www.perrytech.edu/doc/annual_security_report.pdf

Printed copies may be obtained in person or by writing the Security & Facilities Coordinator at 2011 W. Washington Ave., Yakima, WA 98903, or by calling 509.453.0374 x 5767.

Prompt Reporting of a Crime or Emergency

Security is achieved through the cooperation and participation of all members of the institute. All staff, faculty, students, and visitors are expected to promptly and accurately report all crimes and public safety-related incidents to the Facilities & Safety Department or the appropriate local police agency.

Call 911 if the situation poses an immediate threat or if a criminal violation occurred.

Individuals on campus may also report crimes to a designated Campus Security Authority (CSA), which are all PTI employees and contracted security personnel. These designated individuals have significant responsibility for student and campus activities, and as such are provided notice and training by PTI as to the extent of their responsibility and how to report crimes to PTI.

Contact the following authorities to report a PTI related emergency or crime:	
Dial 911	Call to report an emergency or criminal violation
Dial 509.895.5790	Director of Facilities & Safety
Dial 509.480.1242	Campus Security Guard on Patrol
Dial 509.453.0374	Campus Security Authority, Any PTI Employee
Dial 509.895.5898	Campus Security Hotline
Email	security@perrytech.edu

Voluntary Confidential Reporting Options

Online Reporting

The Campus Incident Report form is for PTI students, employees, or visitors wishing to communicate information about an incident of sexual harassment or assault in violation of the Anti-Harassment Policy, the Drug and Alcohol Policy, or the Weapons and Violence Policy to the school on your own behalf or on behalf of another person. Reports can be made anonymously; however, it is encouraged for reporters to identify themselves to allow PTI to better follow-up and respond.

The Campus Incident Report form website address is:

<https://www.perrytech.edu/safety/incident-report.html>

Response to a Reported Crime

Reported incidents will be forwarded to the appropriate personnel to work with individuals reporting a crime to obtain information, identify potential witnesses, and if necessary, to conduct an investigation in an effort to come to a resolution. When appropriate, crime suspects will be adjudicated through the student conduct system, employee conduct system, or criminal justice system. Information reported to PTI is treated as confidential during the investigation phase, except as required by law. When major incidents occur, the Yakima Police Department, Union Gap Police Department, or Sherriff's Department may also respond.

Access to and Security of Campus Facilities

Perry Technical Institute is a private institution, open to the public Monday through Thursday from 6:30am to 5:00pm. Access to the facilities is limited and controlled electronically via a card access system. The campus is monitored internally and externally by video surveillance.

All visitors are required to sign-in and out at the Admissions Office or the Main Office. Employees, students, and visitors are required to wear ID badges at all times while on campus. Employees and students are required to display parking permits in their vehicles while on campus. Security personnel patrol the campus on foot and by vehicle during business hours to monitor activity and ensure compliance. After hours, security personnel patrol the campus and perform door checks to ensure the campus is secure.

In order to protect the safety and welfare of students, employees, and PTI property, all persons on the property under the jurisdiction of PTI behaving in a suspicious or threatening manner will be asked to identify themselves by a PTI official. If any person refuses or fails upon request to present evidence of his/her identification and/or has no legitimate reason to be on campus, the person will be asked to leave and may be trespassed from the campus if their behavior poses a risk.

Persons who behave in a suspicious or threatening manner or are involved in suspicious or threatening activities must be reported to Campus Security immediately.

Maintenance of Facilities and Grounds

The facilities and grounds are maintained in a manner that minimizes hazardous conditions and improves security through environmental design. Proper lighting and building security are major features in reducing crime on campus. The Facilities and Safety Department routinely check all lighting, alarm systems, door locks, access control system, panic & lock down buttons, and video surveillance system to ensure they are functioning properly. Repairs are made as quickly as possible.

All members of the campus community must immediately report safety hazards or concerns to the Facilities & Safety Department.

Campus Security Authority (CSA)

All PTI employees and contracted security personnel are considered to be a Campus Security Authority (CSA). These designated individuals have significant responsibility for student and campus activities, and as such are provided notice and training by PTI as to the extent of their responsibility and how to report crimes to PTI officials.

Campus Security Personnel

PTI contracts campus security personnel through an outside agency. All security guards wear a uniform and patrol the campus in marked security cars. Security guards are Campus Security Authorities (CSAs), not sworn police officers. Campus security guards have the authority to detain individuals who break the law, however, they do not have the authority to arrest individuals. Campus security guards do not share jurisdiction with local police. Campus security guards will contact the Yakima Police Department to intervene and stabilize a situation, should the need arise. The Yakima Police Department will assume full authority once on PTI property, including the investigation of an alleged criminal offense. Therefore, PTI does not have a written MOU in place with local law enforcement.

Monitoring and Recording of Non-Campus Criminal Activity

PTI does not have any non-campus locations, therefore the institute does not have a procedure to monitor and record non-campus criminal activity through local police agencies.

Timely Warnings

A timely warning will be issued to the campus, without delay, if a crime is reported and poses a serious or ongoing threat to the safety of members of the campus community. The President, Director of Facilities & Safety, or Security & Facilities Coordinator are responsible for issuing a timely warning. Timely warnings will be distributed when there appears to be a threat to the safety and security of persons on campus for the following crimes:

Criminal Offenses:

- Murder / Non-negligent Manslaughter
- Manslaughter by Negligence
- Rape
- Fondling
- Incest
- Statutory Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

Arrests or Disciplinary Referrals:

- Liquor Law Violations
- Drug Law Violations
- Illegal Weapons Possession

Violence Against Women Act Crimes:

- Sexual Assault
- Domestic Violence
- Dating Violence
- Stalking

Hate Crimes: Evidence that shows the victim was intentionally selected because of the victim's actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability. If any of the following crimes occur due to bias, it will be counted as a Hate Crime.

- All Clery Criminal Offenses
- Larceny/Theft
- Simple Assault
- Intimidation
- Destruction, Damage, or Vandalism of Property

Decisions concerning whether to issue a timely warning will be made on a case-by-case basis using the following criteria:

- Nature of the crime
- Continuing threat to the campus community
- Possible risk of compromising law enforcement efforts

If the threat is sudden and serious, a timely warning will be issued as soon as possible, and will be continually updated until the threat is contained or neutralized. If a threat is less immediate, the warning will be fully developed and distributed after that point in time.

Crimes that could constitute a continuing threat include, but are not limited to:

- Serial crimes that target certain campus populations such as sex crimes or race-based crimes in which the perpetrator has not been apprehended, and
- Ongoing criminal activity in which there is no apparent connection between perpetrator and victim.

Crimes that would not constitute a continuing threat include, but are not limited to:

- Crimes in which the perpetrator has been apprehended, thereby eliminating the threat, and
- Crimes in which an identified perpetrator targets specific individuals to the exclusion of others, such as domestic violence.

The timely warning content will contain sufficient information about the nature of the threat to allow members of the campus to take protective action:

- A clear statement of the incident
- Possible connection to previous incident(s) if applicable
- Date, time, and location the incident occurred
- Description and image of the suspect, if available
- Risk reduction and safety tips
- Other relevant and important information

The timely warning will be disseminated using any of the following methods, which will ensure the entire campus is likely to receive the warning:

- Public Address System
- In person
- PTI E-mail
- FlashAlert - *Subscribe to FlashAlert via link below, or download FlashAlert Messenger iOS/Android app.* <http://www.flashalert.net/news.html?id=4960>

Emergency Response and Notification

PTI's Emergency Procedures describe the responsibilities and duties of employees and students in the event of an emergency or dangerous situation involving an immediate threat. The Emergency Procedures are designed to assist PTI employees and students to respond appropriately when emergency conditions exist. To ensure emergency plans are appropriate, PTI conducts emergency response exercises quarterly. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

How to Report an Emergency

The campus community is encouraged to call 911 to report any situation on-campus that could constitute a significant emergency or dangerous situation involving an immediate or on-going threat to the campus community. Reports must also be made to the Director of Facilities & Safety or PTI President, this is the best way to expedite an emergency notification to alert the rest of the campus community of the threat.

Response Procedures for an Emergency or Dangerous Situation

When a serious threat or disaster to the campus community occurs, PTI will coordinate with first responders, which may include the Yakima Police Department, Yakima Fire Department, and/or the

Yakima County Sheriff's Department. Depending on the nature and magnitude of the incident, other local, state, and federal agencies may be called upon for assistance.

Confirming a Significant Emergency or Dangerous Situation

First responders and essential PTI personnel are responsible for initiating emergency warnings. Those responsible include, but are not limited to:

Incident Command Team

- Christine Cote, President
- Kaila Lockbeam, Director of Facilities & Safety
- Josh Phillips, Director of Information Technology
- Zach Lawhorn, Database Administrator/Client Support Manager
- Kay Curtsinger, Security & Facilities Coordinator

PTI works in close collaboration with agencies and departments both on and off campus to gather and assess information related to events that may pose an immediate threat or hazard to the campus. The Incident Command Team will investigate all reported incidents to determine if the incident poses an immediate threat to the institution. The Incident Command Team will use the following levels to confirm the significance of an emergency or dangerous situation, and to determine the appropriate segment or segments of the campus community to receive a notification.

Minor: Any incident, potential or actual emergency, which will not seriously affect the overall operations of the school. Only affected departments will receive an emergency notification.

Major: Any incident, potential or actual emergency, which affects a large portion of the campus and which will disrupt the overall operations of the school. All departments will receive an emergency notification.

Disaster: Any incident, potential or actual emergency, which affects the entire campus and which will seriously impair or halt the operation of the school. In some cases, mass casualties and severe property damage may be sustained. A coordinated effort of all campus and emergency resources is required to effectively help with response to this level of emergency. The entire campus will receive an emergency notification.

After the Incident Command Team confirms and determines the significance of an emergency or dangerous situation, without delay and taking into account the safety of the campus community, they will determine the content of the notification and initiate the notification system. A library of notification statements are scripted for anticipated emergencies and may be found in PTI's Facilities & Safety Department.

After the content of the notification has been determined a member of the Incident Command Team will initiate the notification system, unless issuing a notification will, in the professional judgement of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The Incident Command Team member will initiate any of the following emergency notification methods:

- Public Address System
- Phone
- PTI E-mail
- FlashAlert - *Subscribe to FlashAlert via link below, or download FlashAlert Messenger iOS/Android app.* <http://www.flashalert.net/news.html?id=4960>
- PTI Website - <https://www.perrytech.edu/students/status.html>

- Local Media

Emergency Drills, Testing, and Evacuation Procedures

The President, Director of Facilities & Safety, and the Security & Facilities Coordinator are responsible for scheduling fire drills and ongoing exercises to test emergency response, plans, and capabilities. After each drill or exercise, PTI's Emergency Response Team meets to evaluate the effectiveness of the drill and to identify areas of improvement. The Director of Facilities & Safety and Security & Facilities Coordinator are responsible for following through on the agreed upon recommendations for improvement.

All drills engage a process that tests our emergency communication pathways, fire alarms, public address systems, and emergency procedures. After every drill, the test is recorded using the emergency event record form located in every Emergency Procedures folder on campus. The details include a description of the drill, date, time, name of person recording the data, and whether the drill was announced or unannounced. These forms are collected annually and kept on file in the Facilities and Safety Department for seven years.

Current Emergency Procedures folders are located in every classroom and administrative department on the PTI campus, making them available at all times. The Director of Facilities & Safety and Security & Facilities Coordinator are responsible for keeping these procedures up to date, and will send a notice via e-mail to all current employees when changes are made to the procedures. Faculty will train students on changed procedures. The procedures outline detailed processes for various emergency situations that may arise. New employees review the procedures during their orientation with the Security & Facilities Coordinator. New students review the procedures during their first week of class with their instructor and during PTI 101.

Printed copies may be obtained in person or by writing the Security & Facilities Coordinator at 2011 W. Washington Ave., Yakima, WA 98903, or by calling 509.453.0374 x 5767.

PTI contracts with local vendors to perform annual confidence testing of all fire suppression and fire alarm systems. In addition, public address systems are tested by PTI's IT Department on a quarterly basis.

Student Housing Facilities

PTI does not offer student housing therefore, the institute does not have a policy pertaining to this area.

Non-Campus Property

PTI does not have any non-campus property, the institute does not have a policy pertaining to this area.

Pastoral and Professional Counselors

PTI does not have a pastoral or professional counselor therefore, the institute does not have a policy pertaining to this area.

Campus Safety, Crime Prevention, and Security Awareness

PTI takes a proactive approach to preventing crimes on campus. The goal is to eliminate or minimize criminal opportunities and to encourage students and employees to be responsible for their own safety and the safety of others.

During new student and employee onboarding, individuals are empowered to participate as active bystanders and are encouraged to be responsible for their own security and the security of others. Individuals also learn crime prevention tips, reporting options, and situational awareness strategies.

Individuals receive a “Quick Connect” resource card which includes information about campus resources, a direct link to PTI’s current Annual Security Report, and incident reporting options. During PTI 101, students and employees are informed about the history of the Jeanne Clery Act, PTI’s responsibilities under the Jeanne Clery Act, the types of crimes that occur on campus, and prevention resources offered by PTI.

New students review the Student Handbook with their instructor at the beginning of their training; this includes reviewing the Emergency Procedures and the student’s responsibility to actively support and participate in the school’s effort to provide a safe and healthy environment. After reviewing the content, students are given an opportunity to ask questions and sign the acknowledgement form.

New employees meet with the Facilities & Safety Department at the beginning of their employment to review pertinent safety and security information; this includes reviewing the Emergency Procedures and the employee’s responsibility to participate in their security and the security of others. After reviewing the content, employees are given an opportunity to ask questions.

Throughout the year, the Facilities and Safety Department and Academic Support Services Department provides students and employees with information on crime prevention, campus security awareness, bystander intervention, and personal protection.

PTI conducts monthly safety meetings to ensure each department meets safety standards set forth by PTI, OSHA, Department of Labor and Industries, as well as local and state entities. An employee and student representative from each department attends the meeting to report safety concerns or recommendations. The Facilities & Safety Compliance Coordinator follows through on the reports.

Printed copies of the meeting agendas, attendance sheets, and minutes may be obtained in person or by writing the Facilities & Safety Compliance Coordinator at 2011 W. Washington Ave., Yakima, WA 98903, or by calling 509.453.0374 x 5791.

Life Safety Trainings

All students and employees receive a two-year First Aid, CPR, Blood Borne Pathogens, and Automated External Defibrillator certification during their first quarter of being at PTI. Employees maintain current certifications throughout the duration of their employment.

All students and employees receive Workplace Fire Safety Training within the first quarter of being at PTI. This training covers topics like maintaining fire extinguishers, when to use a fire extinguisher, how to use an extinguisher, how to prevent fires, and other safe practices for fire response.

All students and employees receive Tourniquet Application Training within the first quarter of being at PTI. This training covers how to control arterial bleeding, if it is not stopping with direct pressure or pressure dressings and there is a delay in EMS arriving, by using tourniquets.

Drug-Free and Alcohol-Free Campus and Workplace Policy Statement

In accordance with federal law, Perry Technical Institute has adopted this Drug-Free and Alcohol-Free Campus and Workplace policy. Perry Technical Institute recognizes that students and employees have a right to a safe and secure campus and workplace and has implemented a drug and alcohol abuse prevention and assistance program. Furthermore, Perry Technical Institute recognizes that employers who hire students from its programs demand employees who are drug free. PTI has adopted this policy to encourage students to develop a healthy lifestyle and to ensure that graduates are able to meet the demands of employers.

The unlawful manufacture, distribution, dispensing, possession or use of any federally banned substance; prescribed medical drugs unlawfully obtained or are being unlawfully or abusively used; drug-related paraphernalia; or being under-the-influence of controlled substances are prohibited at Perry Technical Institute, in the workplace, on campus, while engaging in school business, and at any activities sponsored by Perry Technical Institute. Returning or arriving to school after consuming drugs or alcohol is prohibited and will result in immediate dismissal.

PTI complies with section 120(a) through (d) of the *HEA* (Otherwise known as the Drug-Free Schools and Communities Act (DFSCA) of 1989). All required policies and program descriptions are published in the Student and Employee Handbooks. Handbooks are distributed to new employees and students on or before their first day at PTI, and emailed to them annually or as updates are required. PTI conducts an annual review of its Drug and Alcohol Abuse Prevention Program to determine effectiveness and the consistency of sanction enforcement, in order to identify and implement any necessary changes.

PTI's complete drug and alcohol policies and procedures can be found in the Student and Employee Handbooks.

The Student Handbook can be accessed online at <http://perrytech.smartcatalogiq.com/en/2019-2020/Student-Handbook>. Printed copies may be obtained in person or by writing the Institutional Effectiveness Coordinator 2011 W. Washington Ave., Yakima, WA 98903, or by calling 509.453.0374 x 5751.

The Employee Handbook can be obtained in person or by writing the Director of Human Resources at 2011 W. Washington Ave., Yakima, WA 98903, or by calling 509.453.0374 x 5755.

Violence Against Women Act (VAWA)

Preventing and Responding to Dating Violence, Domestic Violence, Sexual Assault, and Stalking

Policy Statement

PTI prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking. PTI is committed to providing its community members with an environment conducive to the pursuit of knowledge. PTI carries with it the presumption that students and employees will conduct themselves as responsible members of the campus community, refraining from actions that would endanger the health, welfare, or safety of others. Conduct constituting a sexual offense, such as rape, sexual assault or sexual harassment, will not be tolerated. Students, staff, or faculty committing sexual offenses in any form can be prosecuted under Washington State criminal statutes. In addition, students can be disciplined under the Student Conduct Code and employees can be disciplined under the Employee Conduct Code.

Primary Prevention and Awareness Programs

Students: During their first quarter of training at PTI, students attend a one hour session during PTI 101 on the topic of "Your Campus – Your Safety." The objective is to educate students about three federal laws, Title IX, the Clery Act, and the Violence Against Women Act. The training includes how these laws fit with PTI's Anti-Harassment and Sexual Harassment Policies, and how they impact their experience at PTI. Content includes Washington State legal definitions for dating violence, domestic violence, sexual assault, stalking, and consent; as well as discussion about practical scenarios to raise awareness and equip students with prevention strategies. Content also includes tips to stay safe in social settings and

on-campus. The training reinforces active bystander intervention and introduces key concepts to reduce inaction and encourage response. Upon completion, students should fully comprehend PTI's stance on sexual assault, sexual harassment, gender-based discrimination, and the non-retaliation policy. Students will know about their rights under Title IX, the Clery Act, and the Violence Against Women Act; and know how to report if they have a complaint or become aware of an incident.

During the first quarter of training at PTI, students attend a one hour session during PTI 101 on the topics of substance abuse; which emphasizes the detrimental effects of substance abuse on work performance, safety, and overall employability. This training reinforces safety in social settings.

Employees: During onboarding, the Facilities & Safety Department presents an overview of the history of the Clery Act and the school's obligation to comply. PTI's Annual Security Report is reviewed and a handout is provided including a link to PTI's Annual Security Report on the school's website. Policies and procedures are reviewed as they pertain to VAWA, Campus Security Authority responsibilities, and reporting options.

During the first quarter of employment, employees attend a one hour session during PTI 101 on the topic of "Your Campus – Your Safety." The objective is to educate employees about three federal laws, Title IX, the Clery Act, and the Violence Against Women Act. The training includes how these laws fit with PTI's Anti-Harassment and Sexual Harassment Policies, and how they impact the experience at PTI. Content includes Washington State legal definitions for dating violence, domestic violence, sexual assault, stalking, and consent; as well as practical scenarios to raise awareness and equip employees with prevention strategies. Content also includes tips to stay safe in social settings and on-campus. The training reinforces active bystander intervention and introduces key concepts to reduce inaction and encourage response. Upon completion, employees should fully comprehend PTI's stance on sexual assault, sexual harassment, gender-based discrimination, and the non-retaliation policy. Employees will know about their rights under Title IX, the Clery Act, and the Violence Against Women Act; and their responsibilities as a Campus Security Authority.

The following definitions are reviewed with new students and employees during their first quarter of being at PTI:

Consent:

RCW 9A.44.010 Definitions:

(7) "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.

Dating Violence:

"Dating relationship" has the same meaning as in RCW [26.50.010](#).

Domestic Violence:

RCW 26.50.010 Definitions:

(1) "Domestic violence" means: (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.

Sexual Assault: The term sexual assault means any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks the capacity to consent.

Stalking:

RCW 9A.46.110 Definitions:

(1) A person commits the crime of stalking if, without lawful authority and under circumstances not amounting to a felony attempt of another crime:

(a) He or she intentionally and repeatedly harasses or repeatedly follows another person; and

(b) 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

(c) The stalker either:

(i) Intends to frighten, intimidate, or harass the person; or

(ii) 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.

(2)(a) It is not a defense to the crime of stalking under subsection (1)(c)(i) of this section that the stalker was not given actual notice that the person did not want the stalker to contact or follow the person; and

(b) It is not a defense to the crime of stalking under subsection (1)(c)(ii) of this section that the stalker did not intend to frighten, intimidate, or harass the person.

Stalking Behaviors

- Non-consensual communication including in-person communication, telephone calls, voice messages, text messages, email messages, social networking site postings, instant messages, postings of pictures or information on Web sites, written letters, gifts, or any other communications that are undesired and/or place another person in fear
- Following, pursuing, waiting, or showing up uninvited at a workplace, place of residence, classroom, or other locations frequented by a victim
- Surveillance and other types of observation, whether by physical proximity or electronic means (monitoring phone calls or computer use, GPS systems to track, or hidden cameras)
- Trespassing
- Vandalism
- Non-consensual touching
- Direct physical and/or verbal threats against a victim or a victim's loved ones
- Gathering of information about a victim from family, friends, co-workers, and/or classmates
- Manipulative and controlling behaviors such as threats to harm oneself, or threats to harm someone close to the victim
- Defamation or slander against the victim

Active Bystander Intervention

Bystanders play a critical role in the prevention of sexual and relationship violence. They are individuals who observe violence or witness the conditions that perpetuate violence. They are not directly involved but, have the choice to intervene, speak up, or do something about the situation. PTI promotes a culture of community accountability where bystanders are actively engaged in the prevention of violence without causing further harm. We may not always know what to do even if we want to help. If you or someone else is in immediate danger, dial 911. This could be when a person is yelling at or being physically abusive towards another and it is not safe for you to interrupt.

Below is a list of some ways to be an active bystander:

- Watch out for your friends and fellow students or employees. If you see someone who looks like they could be in trouble or need help, ask if he or she is ok.
- Confront people who seclude, hit on, or try to make out with, or have sex with people who are incapacitated.
- Speak up when someone discusses plans to take advantage of another person.
- Believe someone who discloses sexual assault, abusive behavior, or experience with stalking.
- Refer people to on or off campus resources listed in this document (pg. 17) for support in health, counseling, or with legal assistance.
- Report an incident to someone as it is happening or after the fact. Reporting is a way to follow-through and be an active bystander.

Bystander intervention training is provided to all students and employees. The goal of this training is to reduce risk factors that may increase the likelihood of perpetration, victimization, or bystander inaction.

Risk Reduction Tips

With the goal of empowering victims, no intent to victim blame, and recognizing that only rapists are responsible for rape, the following are some strategies to reduce one's risk of sexual assault or harassment.

- Be aware of your surroundings. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If a situation or location feels unsafe or uncomfortable, it probably isn't the best place to be.
- Try not to load yourself down with packages or bags as this can make you appear more vulnerable.
- Consent can be given or removed at any time. You can always say "no" regardless if this is your initial answer or you change your mind after giving consent.
- Make sure your cell phone is with you and charged and that you have cab money.
- Don't allow yourself to be isolated with someone you don't trust or someone you don't know.
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone.
- When you go to a social gathering, go with a group of friends. Arrive together, check in with each other throughout the evening, and leave together. Knowing where you are and who is around you may help you to find a way out of a bad situation.
- Trust your instincts. If you feel unsafe in any situation, go with your gut. If you see something suspicious, call 911 immediately.
- Don't leave your drink unattended while talking, dancing, using the restroom, or making a phone call. If you've left your drink alone, get a new one.
- Don't accept drinks from people you don't know or trust. If you choose to accept a drink, go with the person to the bar to order it, watch it being poured, and carry it yourself. At parties, don't drink from the punch bowls or other large, common open containers.
- Watch out for your friends, and vice versa. If a friend seems out of it, is way too intoxicated for the amount of alcohol they've had, or is acting out of character, get him or her to a safe place immediately.
- If you suspect you or a friend has been drugged, call 911 immediately. Be explicit with doctors so they can give you the correct tests (you will need a urine test and possibly others).

If you need to get out of an uncomfortable or scary situation here are some things that you can try:

- Remember that being in this situation is not your fault. You did not do anything wrong, it is the person who is making you uncomfortable that is to blame.
- Be true to yourself. Don't feel obligated to do anything you don't want to do. "I don't want to" is always a good enough reason. Do what feels right to you and what you are comfortable with.
- Have a code word with your friends or family so that if you don't feel comfortable you can call them and communicate your discomfort without the person you are with knowing. Your friends or family can then come to get you or make up an excuse for you to leave.
- Lie. If you don't want to hurt the person's feelings it is better to lie and make up a reason to leave than to stay and be uncomfortable, scared, or worse. Some excuses you could use are: Needing to take care of a friend or family member, not feeling well, having somewhere else that you need to be, etc.
- Try to think of an escape route. How would you try to get out of the room? Where are the doors? Windows? Are there people around who might be able to help you? Is there an emergency phone nearby?
- If you and/or the other person have been drinking, you can say that you would rather wait until you both have your full judgment before doing anything you may regret later.

Ongoing Prevention and Awareness Campaigns

The Facilities and Safety Department and various school personnel distributes materials to students and employees on an ongoing basis; the content is focused on raising the awareness and understanding of what constitutes dating violence, domestic violence, sexual assault, stalking, changing social norms, and advancing prosocial behaviors of individuals and communities. Materials include relevant statistics, videos, and resources specific to our campus community.

Various school personnel and outside presenters talk with students and employees on an ongoing basis on topics such as workplace ethics, anti-harassment and discrimination, and campus culture.

On an annual basis, all employees attend mandatory training to receive education about three federal laws, Title IX, the Clery Act, and the Violence Against Women Act, including how these laws fit with PTI's Anti-Harassment and Sexual Harassment policies, and how they impact the experience at PTI. Content includes Washington State legal definitions for dating violence, domestic violence, sexual assault, stalking, and consent; as well as participation in practical scenarios to raise awareness and equip employees with prevention strategies.

Reporting

A guiding principle in the reporting of domestic violence, dating violence, sexual assault, and stalking is to avoid possible re-victimizing of the reporting party by forcing the individual into any plan of action. It is recommended that a person who has experienced dating violence, domestic violence, sexual assault, or stalking consider each of the following:

- Get to a safe place and call 911
- Preserve all physical evidence to assist in proving an alleged criminal offense occurred or to assist in obtaining a protection order.
- File a police report. Victims have the option to notify local law enforcement authorities. The Campus Security Authority (CSA) receiving the report will assist in notifying local law enforcement authorities, if the victim chooses. Victims have the right to decline to notify such authorities.
- Victims can receive a sexual violence exam without reporting to local enforcement authorities.
- Report to a Campus Security Authority (CSA), Title IX Coordinator, or other Responsible Employee under Title IX:

- All PTI employees and security guards are Campus Security Authorities and Responsible Employees.
- Make an anonymous report. An anonymous report to the police notifies them that an act of sexual violence has occurred but gives no names or identification. The decision to report to law enforcement agencies is entirely the victims'.

Steps to Preserve Evidence

- Write down, or have a friend write down, everything you can remember about the incident, including a physical description of the assailant. You should attempt to do this even if you are unsure about reporting the incident.
- Do not wash, douche, use the toilet, change clothing, or disturb the scene of the attack.
- If you have changed your clothes, place your clothing and other items (sheets, blankets) in a brown paper bag (a plastic bag may destroy evidence).
- Go to the local hospital emergency room immediately. Hospital personnel will treat the physical consequences of assault, such as injury, infection, disease and pregnancy. They can collect evidence that will be needed if the crime is reported. Many hospitals have a specialized examiner who can complete an exam for victims of sexual violence. Such an exam can help the victim receive an appropriate medical assessment and treatment, and can preserve evidence for possible future action.
- A SAFE (rape kit) can only be completed within 5 days of the assault. You have the right to refuse the entire exam or any part of it at any time.
- Evidence such as texts, emails, Facebook posts, chats, pictures, videos or other forms of electronic communication can be helpful in a college or criminal investigation. Download, save to a .pdf, take screen shots, or use other methods to preserve electronic evidence.

Confidentiality and Reporting of Offenses under this Policy

All school employees (faculty, staff, and student workers) are expected to report actual or suspected crime, discrimination, or harassment to appropriate officials immediately. In order to make informed choices, it is important to be aware of confidentiality and mandatory reporting requirements when consulting campus resources. The following describes the reporting options at PTI:

a. Confidential Reporting Options

If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with:

- Off-campus (non-employees):
 - Licensed professional counselors
 - Local rape crisis counselors
 - Domestic violence resources
 - Local or state assistance agencies
 - Clergy/chaplains

All of the above-listed individuals will maintain confidentiality except in extreme cases of immediate threat or danger or abuse of a minor.

b. Formal Reporting Options

All PTI employees have a duty to report. Reporting parties may want to consider carefully whether they share personally identifiable details with non-confidential employees, as those details must be shared with the Title IX Coordinator. Employees must promptly share all details of the reports they receive. Generally, climate surveys, classroom writing assignments, or discussions do not provide notice that must be reported to the Coordinator by employees, unless the reporting party clearly indicates that they

wish a report to be made. Remedial actions may result from such disclosures without formal school action.

If a reporting party does not wish for their name to be shared, does not wish for an investigation to take place, or does not want a formal resolution to be pursued, the reporting party may make such a request to the Title IX Coordinator, who will evaluate that request in light of the duty to ensure the safety of the campus and comply with federal law. Note that PTI's ability to remedy and respond to a reported incident may be limited if the reporting party does not want the institution to proceed with the Equity Resolution Process.

In cases indicating pattern, predation, threat, weapons, and/or violence, the school will likely be unable to honor a request for confidentiality. In cases where the reporting party requests confidentiality and the circumstances allow PTI to honor that request, the school will offer interim supports and remedies to the reporting party and the community, but will not otherwise pursue formal action. A reporting party has the right, and can expect, to have allegations taken seriously by PTI when formally reported, and to have those incidents investigated and properly resolved through these procedures.

Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told, including but not limited to: The Director of Facilities & Safety, the Dean of Education, and the President. Information will be shared as necessary with investigators, witnesses, and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve a reporting party's rights and privacy.

Failure of an employee to report an incident or incidents of sex/gender harassment or discrimination of which they become aware is a violation of PTI policy and can be subject to disciplinary action for failure to comply.

Federal Timely Warning Obligations

Parties reporting sexual misconduct should be aware that under the Clery Act, PTI administrators must issue timely warnings for incidents reported to them that pose a substantial threat of bodily harm or danger to members of the campus community. The school will ensure that a victim's name and other identifying information are not disclosed, while still providing enough information for community members to make safety decisions in light of the potential danger.

False Allegations

Deliberately false and/or malicious accusations under this policy, as opposed to allegations which, even if erroneous, are made in good faith, are a serious offense and will be subject to appropriate disciplinary action.

Amnesty for Reporting Party and Witnesses

The PTI community encourages the reporting of misconduct and crimes by reporting parties and witnesses. Sometimes, reporting parties or witnesses are hesitant to report to school officials or participate in resolution processes because they fear that they themselves may be accused of policy violations, such as underage drinking at the time of the incident. It is in the best interests of this community that reporting parties choose to report to school officials, and that witnesses come forward to share what they know. To encourage reporting, PTI offers reporting parties and witnesses amnesty from minor policy violations related to the incident.

Federal Statistical Reporting Obligations

Campus officials - those deemed Campus Security Authorities - have a duty to report sexual assault, domestic violence, dating violence and stalking for federal statistical reporting purposes

(Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the Annual Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously. PTI's Annual Security Report is published each October and includes statistics for the previous three calendar years. The Annual Security Report can be accessed at https://www.perrytech.edu/doc/annual_security_report.pdf

Protection Orders and Accommodations

A victim can file for applicable protection orders through the Yakima County District Courthouse, located at 128 N. 2nd Street, Rm. 225, Yakima, WA 98901. Forms can also be accessed on the following website: <http://www.yakimacounty.us/223/Protection-Orders>. If you wish to pursue a legal protection order, the school is available to assist you through the process.

Victims must notify PTI of granted protection orders to allow the institution to comply. PTI may enforce an internal no-contact order or arrange for a security escort in an effort to protect a victim or witness when necessary, or when requested by the victim and reasonably available, regardless of whether the victim chooses to report the crime to local law enforcement.

Institution Protective Measures

Students may seek protective measures without pursuing law enforcement or institutional investigations by contacting the Dean, Associate Deans of Education, or the Title IX Coordinator. Protective measures will be approved if requested and reasonably available.

Employees may seek protective measures without pursuing law enforcement or institutional investigations by contacting the Director of Human Resources. Protective measures will be approved if requested and reasonably available.

PTI will implement initial remedial, responsive, and/or protective actions upon notice of alleged harassment, retaliation, and/or discrimination. Such actions could include, but are not limited to: no-contact orders, counseling and/or medical services, academic support, providing a campus escort, altering academic or work schedule, assignment accommodations, safety planning, or referral to community support resources.

PTI will take additional prompt remedial and/or disciplinary action with respect to any member of the community, guest or visitor, who has been found to engage in harassing or discriminatory behavior or retaliation.

Written Notification

PTI will provide written notification to victims about existing counseling, health, mental health, victim advocacy, student financial aid, protective services, and other services available; both within the institution and in the community.

PTI will provide written notification to victims about available options and assistance to change academic situations, transportation situations, or work study situations; including how to request these changes and who to contact.

Following a report of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off campus, PTI will provide the student or employee a written explanation of their rights and options.

Privacy Practices

Formal reporting still affords privacy to the reporter, and only a small group of officials who need to know will be told. Information will be shared as necessary with investigators, witnesses, and the responding party. The circle of people with this knowledge will be kept as tight as possible to preserve the rights and privacy of the party bringing a grievance. Public records, including the Clery Act reporting and disclosures, will be completed without the inclusion of personally identifying information about the victim.

PTI will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of the institution to provide accommodations or protective measures.

Available Support Programs

If you are sexually assaulted, resources are available on and off campus to help you. Talking with an advocate or a counselor is crucial to help explain your options, give you information, and provide emotional support. In addition to talking with a Campus Security Authority, other resource options include:

Emotional Care

Comprehensive Healthcare	509.575.4084
Aspen Victim Advocacy Services Hotline	509.452.9675
Lower Valley Crisis and Support Center Hotline	509.837.6689
Neighborhood Health Services	509.454.4143
Rape Crisis and Victim Services Hotline	817.927.2737
YWCA – Domestic Violence Support and Shelter	509.248.7796
Yakima County Sexual Assault Resource Center 24-Hour Line	509.575.4200 or 800.572.8122
Yakima Sexual Assault Unit Hotline	509.452.9675

Medical Care

Virginia Mason Memorial	509.575.8000
Yakima Regional Medical Center	509.575.5000
Planned Parenthood	1.866.904.721

Registered Sex Offenders

Information about registered sex offenders in Yakima County can be obtained by accessing this website: <http://www.icrimewatch.net/index.php?AgencyID=54495>. Information is searchable by area, first and last name, city, or by non-compliant offenders.

Equity Resolution Process for Allegations of Harassment, Sexual Misconduct and Other Forms of Discrimination

Perry Technical Institute will act on any formal or informal allegation or notice of violation of the policy on Equal Opportunity, Harassment and Non-discrimination, that is received by the Title IX Coordinator or a member of the administration, faculty, or other employee.

The procedures described below apply to all allegations of harassment or discrimination on the basis of protected class involving students, staff or faculty members. These procedures may also be used to address collateral misconduct occurring in conjunction with harassing or discriminatory conduct (e.g.: vandalism, physical abuse of another, etc.). All other allegations of misconduct unrelated to incidents covered by this policy will be addressed through the procedures elaborated in the respective student and employee handbooks.

Overview

Upon notice to the Title IX Coordinator, this resolution process involves a prompt preliminary inquiry to determine if there is reasonable cause to believe the non-discrimination policy has been violated. If so, the school will initiate a confidential investigation that is thorough, reliable, impartial, prompt and fair. The investigation and the subsequent resolution process determines whether the nondiscrimination policy has been violated. If so, the school will promptly implement effective remedies designed to end the discrimination, prevent its recurrence and address its effects.

1. Equity Resolution Process (ERP)

Allegations under the policy of non-discrimination are resolved using the ERP. ERP members are trained in all aspects of the resolution process, and can serve in any of the following roles, at the direction of the Title IX Coordinator:

- To provide sensitive intake for and initial advice pertaining to allegations
- To investigate allegations
- To act as process advisors to those involved in the Equity Resolution Process
- To serve on appeal panels for allegations

ERP members also recommend proactive policies. The President, in consultation with the Title IX Coordinator, appoints members to the ERP pool, which reports to the Title IX Coordinator. ERP team members receive annual training organized by the Title IX Coordinator, including a review of Perry Technical Institute policies and procedures as well as applicable federal and state laws and regulations so that they are able to appropriately address allegations, provide accurate information to members of the community, protect safety and promote accountability. This training will include, but is not limited to: how to appropriately remedy, investigate, render findings and determine appropriate sanctions in reference to all forms of harassment and discrimination allegations; Perry Technical Institute's Discrimination and Harassment Policies and Procedures (including Sexual Misconduct); confidentiality and privacy; and applicable laws, regulations and federal regulatory guidance. All ERP members are required to attend this annual training to be eligible to serve.

ERP members' appointment is reviewed annually. Appointments are made with attention to representation of groups protected by the harassment and non-discrimination policy. Individuals who are interested in serving as ERP members are encouraged to contact the Title IX Coordinator.

2. Reporting Misconduct

Any member of the community, guest or visitor who believes the policy on Equal Opportunity, Harassment and Non-discrimination has been violated should contact the Title IX Coordinator.

It is also possible for employees to notify a supervisor, or for students to notify any staff or faculty member. Any member of the community, including visitors, may contact the Director of Facilities and Safety, or a Campus Security Officer. These individuals will in turn notify the Title IX Coordinator. The Perry Technical Institute website also includes a reporting form at <https://www.perrytech.edu/safety/incident-report.html> which may serve to initiate the resolution process.

All employees receiving reports of a potential violation of PTI policy are expected to promptly contact the Title IX Coordinator within one school day of becoming aware of a report or incident. All initial contacts will be treated with privacy. Specific information on any allegations received by any party will be reported to the Title IX Coordinator. Subject to the school's obligation to redress violations, every effort will be made to maintain the privacy of those initiating an allegation. In all cases, PTI will give consideration to the reporting party with respect to how the reported misconduct is pursued. However, PTI reserves the right to protect the community and investigate a resolution even when a reporting party chooses not to initiate or participate in the resolution process.

3. Preliminary Inquiry

Following receipt of notice or a report of misconduct, the Title IX Coordinator engages in a preliminary inquiry to determine if there is reasonable cause to believe the non-discrimination policy has been violated. The preliminary inquiry is typically 1-3 days in duration. This inquiry may also serve to help the Title IX Coordinator to determine if the allegations evidence violence, threat, pattern, predation and/or weapon, in the event that the reporting party has asked for no action to be taken. In any case where violence, threat, pattern, predation, and/or weapon is not evidenced, the Title IX Coordinator may respect a reporting party's request for no action, and will investigate only so far as necessary to determine appropriate remedies. As necessary, the school reserves the right to initiate resolution proceedings without a formal report or participation by the reporting party.

In cases where the reporting party wishes to proceed or PTI determines it must proceed, and the preliminary inquiry shows that reasonable cause exists, the Title IX Coordinator will determine whether the allegation will be resolved through either:

- Conflict Resolution – typically used for less serious offenses and only when both parties agree to conflict resolution.
- Administrative Resolution – resolution by a trained administrator, making use of the school's ERP member investigators and resolution panel.

The process followed considers the preference of the parties, but is ultimately determined at the discretion of the Title IX Coordinator. Conflict resolution may only occur if selected by all parties, otherwise the Administrative Resolution Process applies.

If conflict resolution is desired by the reporting party, and appears appropriate given the nature of the alleged behavior, then the report does not proceed to investigation – unless a pattern of misconduct is

suspected or there is an actual or perceived threat of further harm to the community or any of its members.

Once a formal investigation is commenced, the Title IX Coordinator will provide written notification of the investigation to the responding party at an appropriate time during the investigation.¹⁰ PTI aims to complete all investigations within a sixty (60) calendar day time period, which can be extended as necessary for appropriate cause by the Title IX Coordinator with notice to the parties.

If, during the preliminary inquiry or at any point during the formal investigation, the Title IX Coordinator determines there is no reasonable cause to believe the policy has been violated, the process will end unless the reporting party requests that the Title IX Coordinator makes an extraordinary determination to re-open the investigation. This decision lies in the sole discretion of the Title IX Coordinator.

4. Interim Remedies/Actions

The Title IX Coordinator may provide interim remedies intended to address the short-term effects of harassment, discrimination, and/or retaliation, i.e., to redress harm to the reporting party and the community and to prevent further violations.

These remedies may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Education to the campus community
- Altering work arrangements for employees
- Providing campus escorts
- Providing transportation accommodations
- Implementing contact limitations between the parties
- Offering adjustments to academic deadlines, course schedules, etc.

The school may interim suspend a student, or employee pending the completion of ERP investigation and procedures, particularly when in the judgment of the Title IX Coordinator the safety or well-being of any member(s) of the campus community may be jeopardized by the presence of the responding party. In all cases in which an interim suspension is imposed, the student or employee will be given the option to meet with the Title IX Coordinator, Dean of Education, or Director of Human Resources, prior to such suspension being imposed, or as soon thereafter as reasonably possible, to show cause why the suspension should not be implemented. The Title IX Coordinator has sole discretion to implement or stay an interim suspension and to determine its conditions and duration. Violation of an interim suspension under this policy will be grounds for expulsion or termination.

During an interim suspension or administrative leave, a student or employee may be denied access to PTI campus/facilities/events. As determined by the Title IX Coordinator, this restriction can include classes and/or all other PTI activities or privileges for which the student or employee might otherwise be eligible. At the discretion of the Title IX Coordinator, alternative coursework options may be pursued to ensure as minimal an impact as possible on the responding party.

To the extent possible, the institution will maintain as confidential any interim actions or protective measures, provided confidentiality does not impair the institution's ability to provide the interim actions or protective measures.

5. Investigation

Once the decision is made to commence a formal investigation, the Title IX Coordinator appoints two ERP members to conduct the investigation, usually within two days of determining that an investigation should proceed. In cases involving allegations against employees, PTI may utilize investigators from outside the organization. Investigations are completed expeditiously, though some investigations take weeks or even months, depending on the nature, extent and complexity of the allegations, availability of witnesses, police involvement, etc.

Perry Technical Institute may delay its investigation (several days to weeks, to allow evidence collection) when criminal charges on the basis of the same behaviors are being investigated. The school will promptly resume its investigation and resolution processes once notified by law enforcement that the initial evidence collection process is complete. Perry Technical Institute action will not typically be altered or precluded on the grounds that civil or criminal charges involving the same incident have been filed or that charges have been dismissed or reduced.

All investigations will be thorough, reliable, impartial, prompt and fair. Investigations entail interviews with all relevant parties and witnesses, obtaining available evidence and identifying sources of expert information, as necessary.

A typical investigation proceeds as follows:

1. Initiate or assist with any necessary remedial actions;
2. Determine the identity and contact information of the reporting party;
3. Identify all policies allegedly violated;
4. Immediate preliminary inquiry to determine if there is reasonable cause to believe the responding party has violated policy.
5. Commence a thorough, reliable and impartial investigation
6. Prepare the notice of allegation [charges] on the basis of the preliminary inquiry;
7. Meet with the reporting party to finalize their statement, if necessary;
8. Provide written notification to the parties prior to their interviews that they may have the assistance of an advisor of their choosing present for all meetings attended by the advisee;
9. Provide reporting party and responding party with a written description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures and a statement of the potential sanctions/responsive actions that could result;
10. Allow each party the opportunity to suggest questions they wish the investigators to ask of the other party and witnesses;
11. Provide parties with all relevant evidence to be used in rendering a determination and provide each with a full and fair opportunity to address that evidence prior to a finding being rendered;
12. Complete the investigation promptly, and without unreasonable deviation from the intended timeline;
13. Provide regular updates to the reporting party throughout the investigation, and to the responding party, as appropriate;
14. Recommend to the Title IX Coordinator a finding, based on a preponderance of the evidence (whether it is “more likely than not” that a policy violation occurred);
15. *For students:* Share findings of investigation and recommended sanctions (if applicable) with ERP panel comprised of the President, and Deans of Education to determine final outcome (and sanctions, if applicable);

16. *For employees:* Share findings of investigation and recommended sanctions (if applicable) with ERP panel comprised of the President, and Human Resources Manager(s) to determine final outcome (and sanctions, if applicable);
17. The Title IX Coordinator finalize and present the findings to the parties, without undue delay between notifications.

At any point during the investigation, if it is determined there is no reasonable cause to believe that PTI policy has been violated, the Title IX Coordinator has authority to terminate the investigation and end resolution proceedings.

Witnesses (as distinguished from the parties) are expected to cooperate with and participate in the school's investigation and the Equity Resolution Process. Failure of a witness to cooperate with and/or participate in the investigation or Equity Resolution Process may constitute a violation of policy and may be subject to discipline. Witnesses may provide written statements in lieu of interviews during the investigation and may be interviewed remotely by phone, Skype (or similar technology), if they cannot be interviewed in person or if the investigators determine that timeliness or efficiency dictate a need for remote interviewing. Parties who elect not to participate in the investigation or to withhold information from the investigation do not have the ability to offer evidence later during the appeal if it could have been offered during the investigation. Failure to offer evidence prior to an appeal does not constitute grounds for appeal on the basis of new evidence.

No unauthorized audio or video recording of any kind is permitted during investigation meetings or other Equity Resolution Process proceedings.

Should the reporting party graduate or leave PTI during the investigation or decide that he or she no longer wants the school to conduct the investigation, PTI reserves the right to continue with the investigation. Factors such as threats of violence, use of a weapon or force, or other past behaviors will all be weighed when assessing if the investigation will continue.

6. Advisors

Each party is allowed to have an advisor of their choice present with them for all ERP meetings and proceedings, from intake through to final determination. The parties may select whomever they wish to serve as their advisor as long as the advisor is eligible and available, and otherwise not involved in the resolution process, such as serving as a witness. The advisor may be a friend, mentor, family member, attorney or any other supporter a party chooses to advise them. Witnesses cannot also serve as advisors. The parties may choose advisors from inside or outside the campus community, or proceed without an advisor. Advisors should help their advisees prepare for each meeting, and are expected to advise ethically, with integrity and in good faith. Advisors are expected to refrain from discussing the investigation with anyone except for the party they are advising, and agree to uphold the confidentiality of the investigation.

The parties must advise the investigators of the identity of their advisor at least one day before the date of their first meeting with investigators (or as soon as possible if a more expeditious meeting is necessary or desired). The parties must provide timely notice to investigators if they change advisors at any time.

The school cannot guarantee equal advisory rights, meaning that if one party selects an advisor who is an attorney, but the other party does not, or cannot afford an attorney, the school is not obligated to provide one. However, to promote fairness and transparency, if one party selects an attorney as their advisor the Title IX Coordinator will notify the other party that an attorney will be present in the capacity of advisor.

Expectations of Advisors

- All advisors are subject to the same campus rules, whether they are attorneys or not.
- Advisors may not address campus officials in a meeting or interview unless invited to.
- The advisor may not make a presentation or represent the reporting party or the responding party during any meeting or proceeding and may not speak on behalf of the advisee to the investigators or hearing panelists. The parties are expected to ask and respond to questions on their own behalf, without representation by their advisor.
- Advisors may confer quietly with their advisees or in writing as necessary, as long as they do not disrupt the process. For longer or more involved discussions, the parties and their advisors should ask for breaks or step out of meetings to allow for private conversation.
- Advisors will typically be given an opportunity to meet in advance of any interview or meeting with the administrative officials conducting that interview or meeting. This pre-meeting will allow advisors to clarify any questions they may have, and allows the school an opportunity to clarify the role the advisor is expected to take.
- Advisors are expected to refrain from interference with the investigation and resolution. Any advisor who steps out of his/her role will be warned once and only once. If the advisor continues to disrupt or otherwise fails to respect the limits of the advisor role, the advisor will be asked to leave the meeting. When an advisor is removed from a meeting, that meeting will typically continue without the advisor present. Subsequently, the Title IX Coordinator will determine whether the advisor may be reinstated, may be replaced by a different advisor, or whether the party will forfeit the right to an advisor for the remainder of the process.
- The school expects that the parties will share documentation related to the allegations with their advisors directly if they wish. Advisors are expected to maintain the privacy of the records shared with them. These records may not be shared with third parties, disclosed publicly, or used for purposes not explicitly authorized by the school.
- The school may seek to restrict the role of any advisor who does not respect the sensitive nature of the process or who fails to abide by the school's privacy expectations.
- The school expects an advisor to adjust his/her schedule to allow him/her to attend school meetings when scheduled. The school does not typically change scheduled meetings to accommodate an advisor's inability to attend. The school will, however, make reasonable provisions to allow an advisor who cannot attend in person to attend a meeting by telephone, video and/or virtual meeting technologies as may be convenient and available.

A party may elect to change advisors during the process, and is not committed to using the same advisor throughout.

If an advisor is an attorney, this must be disclosed to the Title IX Coordinator at least 24 hours prior to the scheduled meeting where attorney will be present, and the institution reserves the right to have its own legal counsel present during the process. If any advisor conducts themselves in a manner inconsistent with guidelines, then the individual will no longer be considered an advisor and the conduct administrator or board chair may excuse the individual from the conduct process.

7. Resolution

Proceedings are private. All persons present at any time during the resolution process are expected to maintain the privacy of the proceedings in accord with PTI policy. While the contents of the investigation and outcome are private, the parties have discretion to share their own experiences if they so choose.

a. Conflict Resolution/Mediation

Conflict Resolution is encouraged as an alternative to the formal process to resolve conflicts. The Title IX Coordinator will determine if Conflict Resolution is appropriate, based on the willingness of the parties, the nature of the conduct at issue and the susceptibility of the conduct to Conflict Resolution. In a Conflict Resolution meeting, a trained administrator will facilitate a dialogue with the parties to an effective resolution, if possible. Sanctions are not possible as the result of a Conflict Resolution Process, though the parties may agree to appropriate remedies. The Title IX Coordinator will keep records of any resolution that is reached, and failure to abide by the accord can result in appropriate responsive actions.

Conflict Resolution will not be the resolution mechanism used to address reports of violent behavior of any kind or in other cases of serious violations of policy. It is not necessary to pursue Conflict Resolution first in order to pursue Administrative Resolution, and any party participating in conflict resolution can stop that process at any time and request a shift to Administrative Resolution.

Conflict Resolution will not be the resolution mechanism used to address reports of violent behavior of any kind or in other cases of serious violations of policy. It is not necessary to pursue Conflict Resolution first in order to pursue Administrative Resolution, and any party participating in conflict resolution can stop that process at any time and request a shift to Administrative Resolution.

b. Administrative Resolution

Administrative Resolution can be pursued for any behavior that falls within the policy on Equal Opportunity, Harassment and Non-discrimination, at any time during the process.

In general, resolving Other Civil Rights Offenses (as listed on page 9) involving students may be handled by the Dean or Associate Dean of Education, or by Human Resources if the incident involves employees. If there appears to be an additional element of sex or gender based harassment or discrimination, these cases will be subject to the Equity Resolution Process described in this document. Similarly, allegations of sexual assault, dating or domestic violence, and stalking will be investigated according to the Equity Resolution Process.

In Administrative Resolution, the Title IX Coordinator has the authority to address all collateral misconduct, meaning that they hear all allegations of discrimination, harassment and retaliation, but also may address any additional alleged policy violations that have occurred in concert with the discrimination, harassment or retaliation, even though those collateral allegations may not specifically fall within the policy on Equal Opportunity, Harassment and Non-discrimination. Accordingly, investigations should be conducted with as wide a scope as necessary.

Any evidence that the Title IX Coordinator believes is relevant and credible may be considered, including history and pattern evidence. The Title IX Coordinator may exclude irrelevant or immaterial evidence and may choose to disregard evidence lacking in credibility or that is improperly prejudicial. Unless the Title IX Coordinator determines it is appropriate, the investigation and the finding will not consider: (1) incidents not directly related to the possible violation, unless they show a pattern, (2) the sexual history of the reporting party, (3) or the character of the reporting party. While previous conduct violations by the responding party are not generally admissible as information about the present allegation, the investigators will supply the Title IX Coordinator with information about previous good faith allegations and/or findings to consider as evidence of pattern and/or predatory conduct.

The Title IX Coordinator will base the determination(s) on the preponderance of the evidence, whether it is more likely than not that the responding party violated policy as alleged.

The responding party may choose to admit responsibility for all or part of the alleged policy violations at any point during the investigation or Administrative Resolution process. If the responding party admits responsibility, the Title IX Coordinator will render a determination that the individual is in violation of Perry Technical Institute policy.

If the responding party admits the violation, or is found in violation, the Title IX Coordinator, in consultation with others as appropriate, will determine an appropriate sanction or responsive action, will implement it, and act promptly and effectively to stop the harassment or discrimination, prevent its recurrence and remedy the effects of the discriminatory conduct.

The Title IX Coordinator will simultaneously inform the parties of the final determination within three (3) days of the resolution, without significant time delay between notifications. Notification will be made in writing and may be delivered by one or more of the following methods: in person; mailed to the local or permanent address of the parties as indicated in official Perry Technical Institute records; or emailed to the parties' Perry Technical Institute-issued email account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered. The notification of outcome will specify the finding on each alleged policy violation, any sanctions that may result which the school is permitted to share according to state or federal law, and the rationale supporting the essential findings to the extent the school is permitted to share under state and federal law. The notice will also include information on when the results are considered by Perry Technical Institute to be final, any changes that occur prior to finalization, and the appeals process.

c. Sanctions

Factors considered when determining a sanction/responsive action may include:

- The nature, severity of, and circumstances surrounding the violation
- An individual's disciplinary history
- Previous allegations or allegations involving similar conduct
- Any other information deemed relevant by the panel
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment and/or retaliation
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment and/or retaliation
- The need to remedy the effects of the discrimination, harassment and/or retaliation on the reporting party and the community

i. Student Sanctions

The following are the usual sanctions that may be imposed upon students singly or in combination:

- *Warning*: A formal statement that the behavior was unacceptable and a warning that further infractions of any PTI policy, procedure or directive will result in more severe sanctions/responsive actions.
- *Probation*: A written reprimand for violation of the Code of Student Conduct, providing for more severe disciplinary sanctions in the event that the student is found in violation of any PTI policy, procedure or directive within a specified period of time. Terms of the probation will be specified and may include denial of specified privileges, exclusion from co-curricular activities, non-contact orders and/or other measures deemed appropriate.
- *Suspension*: Termination of student status for a definite period of time not to exceed two years, and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure at Perry Technical Institute. The school reserves the right to note this sanction as a Conduct Suspension on the student's official transcript.

- *Expulsion*: Permanent termination of student status, revocation of rights to be on campus for any reason or attend PTI-sponsored events. This sanction may be noted as a Conduct Expulsion on the student's official transcript.
- *Withholding Diploma*: The school may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has an allegation pending, or as a sanction if the student is found responsible for an alleged violation.
- *Revocation of Degree*: The school reserves the right to revoke a certificate or degree awarded from Perry Technical Institute for fraud, misrepresentation or other violation of school policies, procedures or directives in obtaining the certificate or degree, or for other serious violations committed by a student prior to graduation.
- *Organizational Sanctions*: Deactivation, de-recognition, loss of all privileges (including school registration), for a specified period of time.

ii. Employee Sanctions

Responsive actions for an employee who has engaged in harassment, discrimination and/or retaliation include:

- *Warning – Verbal or Written*
- *Performance Improvement/Management Process*
- *Required Counseling* ○ *Required Training or Education* ○ *Probation*
- *Loss of Annual Pay Increase*
- *Loss of Oversight or Supervisory Responsibility*
- *Demotion*
- *Suspension with pay*
- *Suspension without pay*
- *Termination*

d. Withdrawal or Resignation While Charges Pending

Students: PTI does not permit a student to withdraw if that student has an allegation pending for violation of the policy on Equal Opportunity, Harassment and Nondiscrimination. Should a student decide to leave and/or not participate in the ERP, the process will nonetheless proceed in the student's absence to a reasonable resolution and that student will not be permitted to return to PTI unless all sanctions have been satisfied. The student will not have access to an academic transcript until the allegations have been resolved.

Responding parties who withdraw in the middle of an investigation run the risk of a Title IX transcript notation being placed on their transcript as a result.

Employees: Should an employee resign with unresolved allegations pending, the records of the Title IX Coordinator will reflect that status, and any PTI responses to future inquiries regarding employment references for that individual will indicate the former employee is ineligible for rehire.

e. Appeals

All requests for appeal consideration must be submitted in writing to the Title IX Coordinator within three days of the delivery of the written finding of the Title IX Coordinator. Any party may appeal the findings and/or sanctions only under the grounds described below.

Appeals are limited to the following grounds:

- A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.).

- To consider new evidence, unknown or unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.
- The sanctions imposed fall outside the range of sanctions the school has designated for this offense and the cumulative record of the responding party.

The Title IX Coordinator will review the appeal request(s). The original finding and sanction/responsive actions will stand if the appeal is not timely or is not based on the grounds listed above, and such a decision is final. The party requesting appeal must show that the grounds for an appeal request have been met, and the other party or parties may show the grounds have not been met, or that additional grounds are met. The original finding and sanction are presumed to have been decided reasonably and appropriately.

When any party requests an appeal, the Title IX Coordinator will share the appeal request with the other party(ies), who may file a response within three days and/or bring their own appeal on separate grounds. If new grounds are raised, the original appealing party will be permitted to submit a written response to these new grounds within three days. These response or appeal requests will be shared with each party. The Title IX Coordinator will appoint two new investigators from the ERP team who have not been involved in the previous process to handle the appeal.

Where the appeals panel finds that at least one of the grounds is met by at least one party, additional principles governing the hearing of appeals will include the following:

- Decisions by the appeals panel are to be deferential to the original decision, making changes to the finding only where there is clear error and to the sanction/responsive action only if there is a compelling justification to do so.
- Appeals are not intended to be full re-investigations of the allegation. In most cases, appeals are confined to a review of the written documentation or record of the investigation, and pertinent documentation regarding the grounds for appeal. An appeal is not an opportunity for appeals panelists to substitute their judgment for that of the original investigator(s) or Title IX Coordinator merely because they disagree with its finding and/or sanctions.
- Appeals granted based on new evidence should normally be remanded to the investigator(s) for reconsideration. Other appeals may be remanded at the discretion of the Title IX Coordinator or, in limited circumstances, heard by the appeals panel.
- Sanctions imposed as the result of Administrative Resolution are implemented immediately unless the Title IX Coordinator or designee stays their implementation in extraordinary circumstances, pending the outcome of the appeal.
 - For students: Graduation, internships/externships, etc. do NOT in and of themselves constitute exigent circumstances, and students may not be able to participate in those activities during their appeal.
- The Title IX Coordinator will confer with the appeals panel, incorporate the results of any remanded grounds, and render a written decision on the appeal to all parties within three days of the resolution of the appeal or remand.
- Once an appeal is decided, the outcome is final: further appeals are not permitted, even if a decision or sanction is changed on remand.
- All parties will be informed in writing within three days of the outcome of the appeal, without significant time delay between notifications, and in accordance with the standards for notice of outcome as defined above.
- In rare cases where a procedural [or substantive] error cannot be cured by the original investigator(s) and/or Title IX Coordinator (as in cases of bias), the appeals panel may recommend a new investigation and/or Administrative Resolution process, including a new Title IX Coordinator. The results of a remand cannot be appealed. The results of a new Administrative Resolution process can be appealed, once, on any of the three applicable grounds for appeals.

- In cases where the appeal results in reinstatement to the school or resumption of privileges, all reasonable attempts will be made to restore the responding party to their prior status, recognizing that some opportunities lost may be irreparable in the short term.

f. Long-Term Remedies/Actions

Following the conclusion of the Equity Resolution Process and in addition to any sanctions implemented, the Title IX Coordinator may utilize long-term remedies or actions to stop the harassment or discrimination, remedy its effects and prevent their reoccurrence. These remedies/actions may include, but are not limited to:

- Referral to counseling and health services
- Referral to the Employee Assistance Program
- Education to the campus community
- Permanently altering work arrangements for employees
- Providing campus escorts
- Climate surveys
- Policy modification
- Providing transportation accommodations
- Implementing long-term contact limitations between the parties
- Offering adjustments to academic deadlines, course schedules, etc.

At the discretion of the Title IX Coordinator, long-term remedies may also be provided even when the responding party is found not responsible.

The institution will maintain as confidential any long-term remedies/actions or protective measures, provided confidentiality does not impair the institution's ability to provide the actions or protective measures.

g. Failure to Complete Sanctions/Comply with Interim and Long-term Remedies/Responsive Actions

All responding parties are expected to comply with conduct sanctions, responsive actions and corrective actions within the timeframe specified by the Title IX Coordinator. Failure to abide by these conduct sanctions, responsive actions and corrective actions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions/responsive/corrective actions and/or suspension, expulsion and/or termination from the school and may be noted on a student's official transcript. A suspension will only be lifted when compliance is achieved to the satisfaction of the Title IX Coordinator.

h. Records

In implementing this policy, records of all allegations, investigations, resolutions, and hearings will be indefinitely kept by the Title IX Coordinator.

i. Statement of the Rights of the Parties

Statement of the Reporting Party's rights:

- The right to investigation and appropriate resolution of all credible allegations of sexual misconduct or discrimination made in good faith to Perry Technical Institute officials;
- The right to be informed in advance of any public release of information regarding the incident;
- The right not to have any personally identifiable information released to the public, without consent;
- The right to be treated with respect by Perry Technical Institute officials;

- The right to have Perry Technical Institute policies and procedures followed without material deviation;
- The right not to be pressured to mediate or otherwise informally resolve any reported misconduct involving violence, including sexual violence;
- The right not to be discouraged by Perry Technical Institute officials from reporting sexual misconduct or discrimination to both on-campus and off-campus authorities;
- The right to be informed by Perry Technical Institute officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the reporting party so chooses. This also includes the right not to be pressured to report, as well;
- The right to have reports of sexual misconduct responded to promptly and with sensitivity by campus law enforcement and other campus officials;
- The right to be notified of available counseling, mental health, victim advocacy, health, legal assistance, student financial aid, visa and immigration assistance, or other student services, both on campus and in the community;
- The right to a campus no-contact order (or a trespass order against a non-affiliated third party) when someone has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the reporting party or others;
- The right to notification of and options for, and available assistance in, changing academic situations after an alleged sexual misconduct incident, if so requested by the reporting party and if such changes are reasonably available (no formal report, or investigation, campus or criminal, need occur before this option is available). Accommodations may include:
 - Assistance from school support staff in completing the relocation
 - Transportation accommodations
 - Establishing no-contact directives
 - Exam (paper, assignment) rescheduling
 - In rare instances, transferring class sections
 - Temporary withdrawal
 - Alternative course completion options
- The right to have the school maintain such accommodations for as long as is necessary, and for protective measures to remain confidential, provided confidentiality does not impair the institution's ability to provide the accommodations or protective measures;
- The right to be fully informed of campus policies and procedures as well as the nature and extent of all alleged violations contained within the report;
- The right to ask the investigators to identify and question relevant witnesses, including expert witnesses;
- The right to review all documentary evidence available regarding the report, subject to the privacy limitations imposed by state and federal law, prior to a finding by the ERP members;
- The right to be informed of the names of all witnesses whose information will be used to render a finding, in advance of that finding, except in cases where a witness's identity will not be revealed to the responding party for compelling safety reasons (this does not include the name of the reporting party, which will always be revealed);
- The right not to have irrelevant prior sexual history admitted as evidence;
- The right to regular updates on the status of the investigation and/or resolution;
- The right to have reports addressed by ERP member investigators and the Title IX Coordinator who have received annual sexual misconduct training;
- The right to preservation of privacy, to the extent possible and permitted by law;
- The right to meetings and/or interviews that are closed to the public;

- The right to petition that any Perry Technical Institute representative in the process be recused on the basis of demonstrated bias or conflict-of-interest;
- The right to bring a victim advocate or advisor of the reporting party's choosing to all phases of the investigation and resolution proceeding;
- The right to submit an impact statement in writing to the Title IX Coordinator following determination of responsibility, but prior to sanctioning;
- The right to be promptly informed of the outcome and sanction of the resolution process in writing, without undue delay between the notifications to the parties;
- The right to be informed in writing of when a decision by the school is considered final, any changes to the sanction to occur before the decision is finalized, to be informed of the right to appeal the finding and sanction of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by the school.

Statement of the Responding Party's rights:

- The right to investigation and appropriate resolution of all credible reports of sexual misconduct and/or discrimination made in good faith to Perry Technical Institute administrators;
- The right to be informed in advance, when possible, of any public release of information regarding the report;
- The right to be treated with respect by Perry Technical Institute officials;
- The right to have Perry Technical Institute policies and procedures followed without material deviation;
- The right to be informed of and have access to campus resources for medical, health, counseling, and advisory services;
- The right to timely written notice of all alleged violations, including the nature of the violation, the applicable policies and procedures and possible sanctions;
- The right to review all documentary evidence available regarding the report, subject to the privacy limitations imposed by state and federal law, prior to the finding by the Title IX Coordinator;
- The right not to have irrelevant prior sexual history admitted as evidence in a campus resolution process;
- The right to have reports addressed by investigators and Title IX Coordinator who have received annual training;
- The right to petition that any Perry Technical Institute representative be recused from the resolution process on the basis of demonstrated bias and/or conflict-of-interest;
- The right to meetings and interviews that are closed to the public;
- The right to have an advisor of their choice to accompany and assist throughout the campus resolution process;
- The right to a fundamentally fair resolution, as defined in these procedures;
- The right to provide an impact statement in writing to the Title IX Coordinator following any determination of responsibility, but prior to sanctioning;
- The right to a decision based solely on evidence presented during the resolution process.
- Such evidence shall be credible, relevant, based in fact, and without prejudice;
- The right to be promptly informed of the outcome and sanction of the resolution process in writing, without undue delay between the notifications to the parties;
- The right to be informed in writing of when a decision of the school is considered final, any changes to the sanction to occur before the decision is finalized, to be informed of the right to appeal the finding and sanction of the resolution process, and the procedures for doing so in accordance with the standards for appeal established by the school.

9. Disabilities Accommodation in the Equity Resolution Process

PTI is committed to providing qualified students, employees or others with disabilities with reasonable accommodations and support needed to ensure equal access to the Equity Resolution Process at the Perry Technical Institute. Anyone needing such accommodations or support should contact the Title IX Coordinator, who will review the request and, in consultation with the person requesting the accommodation, determine which accommodations are appropriate and necessary for full participation.

10. Revision

These policies and procedures will be reviewed and updated annually by the Title IX Coordinator. PTI reserves the right to make changes to this document as necessary and once those changes are posted online, they are in effect. The Title IX Coordinator may make minor modifications to procedure that do not materially jeopardize the fairness owed to any party. The Title IX Coordinator may also vary procedures materially with notice (on the institutional website, with appropriate date of effect identified) upon determining that changes to law or regulation require policy or procedural alterations not reflected in this policy and procedure. Procedures in effect at the time of the resolution will apply to resolution of incidents, regardless of when the incident occurred. Policy in effect at the time of the offense will apply even if the policy is changed subsequently but prior to resolution, unless the parties consent to be bound by the current policy. If government regulations change in a way that impacts this document, this document will be construed to comply with government regulations in their most recent form.

This document does not create legally enforceable protections beyond the protection of Washington State and federal laws which frame such codes generally.

The policy and procedure was updated in July, 2018.

Campus Crime Statistics

Classifying and Disclosing Crimes:

PTI discloses campus crime statistics, gathered by the Facilities & Safety department, from Campus Security, Campus Security Authorities, local law enforcement, and other school officials. The statistics are broken down geographically into "on-campus" or "public property" such as public streets and sidewalks. PTI does not own non-campus property or student housing facilities. The report also indicates whether any of the reported incidents, or any other crime involving bodily injury, was a "hate crime."

In some cases an incident that is reported as a crime may not be included in the Annual Security Report. The following standards must be met for an incident to be included.

1. **Reported to the Proper Authorities:** Incidents must be reported to law enforcement, Campus Security, or a Campus Security Authority (CSA). A person designated as a CSA does not mean a person employed by the Campus Security Department. A CSA can be any campus employee who a student reasonably believes that he or she can report a crime to and expect that the matter will be addressed.
2. **Qualifying Crimes:** The crime must be one of those listed under the Clery Act, VAWA, or listed as a reportable hate crime.

Criminal Offenses:

- Murder / Non-negligent Manslaughter
- Manslaughter by Negligence
- Rape
- Fondling
- Incest
- Statutory Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson

Arrests or Disciplinary Referrals:

- Liquor Law Violations
- Drug Law Violations
- Illegal Weapons Possession

Violence Against Women Act (VAWA) Crimes:

- Sexual Assault
- Domestic Violence
- Dating Violence
- Stalking

Hate Crimes: Evidence that shows the victim was intentionally selected because of the victim's actual or perceived race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability. If any of the following crimes occur due to bias, it will be counted as a Hate Crime.

- Larceny/Theft
- Simple Assault
- Intimidation
- Destruction, Damage, or Vandalism of Property

3. **Reportable Area:** The crime must have occurred in one of the reportable areas. Every reportable crime occurring within the boundaries of campus is considered as the reportable area. The two remaining areas are more difficult to define. Perimeter streets are described in the following way: "Sidewalk – Street – Sidewalk." This means that a reportable crime occurring on the sidewalks on either side of a perimeter street is reportable, as are incidents occurring in the street. But an incident occurring in a building (a privately owned store) on the distant side of a perimeter street would not be included. With regard to non-campus buildings, crimes occurring in those buildings or on the property of that location are reportable. Incidents occurring on the sidewalk or on the streets in front of that building are not Clery Act reportable.

On-Campus: Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to the area identified in the aforementioned paragraph of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Non-Campus: Any building or property owned or controlled by a student organization that is officially recognized by the institution; or

Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.

Public Property: Any thoroughfares, streets, sidewalks parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

4. **Made in Good Faith:** For an incident to be included there must be a determination that the report is made in good faith. Supporting evidence makes this determination simple, but such evidence is not always available. In such a case, the creditability of the person making the report is considered. When the incident is reported to us through a law enforcement agency, we assume that this determination has already been made. If law enforcement determines that a particular reported incident could not have occurred or did not occur, i.e., a false report, then the crime is not included in the Annual Security Report. Only law enforcement can rule a crime as "unfounded."

APPENDIX A
CAMPUS CRIME STATISTICS

CRIMINAL OFFENSES:	2016		2017		2018	
	On-Campus	Public Property	On-Campus	Public Property	On-Campus	Public Property
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	0	0	0	0	0	0
RAPE	0	0	0	0	0	0
FONDLING	0	0	0	0	0	0
INCEST	0	0	0	0	0	0
STATUTORY RAPE	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0
AGGRAVATED ASSAULT	1*	0	0	0	0	0
BURGLARY	0	0	0	0	1*	0
MOTOR VEHICLE THEFT	0	0	1	0	0	0
ARSON	0	0	0	0	0	0

ARRESTS AND DISCIPLINARY REFERRALS:	2016		2017		2018	
	On-Campus	Public Property	On-Campus	Public Property	On-Campus	Public Property
ARRESTS:						
LIQUOR LAW VIOLATIONS	0	0	0	0	0	0
DRUG LAW VIOLATIONS	0	0	0	0	0	0
ILLEGAL WEAPONS POSSESSION	0	0	0	0	0	0
DISCIPLINARY REFERRALS:						
LIQUOR LAW VIOLATIONS	0	0	0	0	0	0
DRUG LAW VIOLATIONS	0	0	1	0	0	0
ILLEGAL WEAPONS POSSESSION	0	0	0	0	0	0

VAWA CRIMES:	2016		2017		2018	
	On-Campus	Public Property	On-Campus	Public Property	On-Campus	Public Property
DOMESTIC VIOLENCE	0	0	0	0	0	0
DATING VIOLENCE	0	0	1*	0	0	0
STALKING	0	0	0	0	2	0

Perry Technical Institute does not own non-campus property or student housing facilities. Zero crime reports were considered “unfounded” by authorities, therefore zero reports were withheld from the crime statistics.

(*) Please Note: In 2016, according to Yakima Police records, after Perry Tech business hours, a non-Perry related male was involved in an act of aggravated assault while reportedly on PTI property in an on-campus parking lot. The victim drove himself to the hospital and reported the crime. Yakima Police were not able to verify the exact location of the crime and did not respond to the scene. No one from Perry Technical Institute was involved or connected with this act.

In 2017, according to Yakima Police records, after Perry Tech business hours a non-Perry Tech related male and female were involved in an act of dating violence as classified under the Violence Against Women Act and Washington State law while on PTI property in an on-campus parking lot. No one from Perry Technical Institute was involved or connected with this act.

In 2018, according to Yakima Police records, after Perry Tech business hours a non-Perry Tech related male parked his vehicle in the Tahoma cemetery, cut-down a section of fencing, and walked on-site. The individual unlawfully entered the Maintenance building, which was under construction, and proceeded to take items from the site. No one from Perry Technical Institute was involved or connected with this act.

HATE CRIMES:	2016		2017		2018	
	On-Campus	Public Property	On-Campus	Public Property	On-Campus	Public Property
MURDER / NON-NEGLIGENT MANSLAUGHTER	0	0	0	0	0	0
SEXUAL ASSAULT	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0
AGGRAVATED ASSAULT	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0
ARSON	0	0	0	0	0	0
LARCENY / THEFT	0	0	0	0	0	0
SIMPLE ASSAULT	0	0	0	0	0	0
INTIMIDATION	0	0	0	0	0	0
DESTRUCTION / DAMAGE / VANDALISM OF PROPERTY	0	0	0	0	0	0

Zero crimes have been classified as a hate crime during the 2016– 2018 calendar years. Should a hate crime occur, it will be indicated in the Hate Crimes chart and described in a narrative categorized by the following bias; *race, gender, gender identity, religion, sexual orientation, ethnicity, national origin, or disability.*

Perry Technical Institute does not own non-campus property or student housing facilities. Zero crime reports were considered “unfounded” by authorities, therefore zero reports were withheld from the Hate Crime statistics.

APPENDIX B
PERRY TECH CAMPUS MAP



ON-CAMPUS: All property shown, except for the public sidewalks and streets, are considered on-campus. Please see the following addresses for on-campus property:

- 2011 W. Washington Ave
- 1612 Perry Street
- 1620 Perry Street
- 1712-1718 South 16th Ave
- Yakima School District Bus Garage, 1802 Perry Street
 - The Agricultural Equipment Technician program utilized an equipment bay at the Yakima School District Transportation Center in 2018; therefore, this area is included in our on-campus geography.

PUBLIC PROPERTY: (*Sidewalk – Street – Sidewalk*) Includes W Washington Avenue, S 16th Avenue, and Perry Street.

NON-CAMPUS PROPERTY: PTI does not own any non-campus property.

STUDENT HOUSING FACILITIES: PTI does not own any student housing facilities.

APPENDIX C DEFINITIONS

ACQUAINTANCE RAPE: Assault or attempted assault that is ordinarily committed by a new acquaintance. It involves sexual intercourse without mutual consent. It is also referred to as date rape. The offender need not be the person dating with the victim, it may be his/her acquaintance or a stranger.

AGGRAVATED ASSAULT: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

ARSON: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

BURGLARY: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: Unlawful entry with intent to commit a larceny or a felony; breaking or entering with intent to commit a larceny; housebreaking; safecracking; and all attempts at these offenses.

DATING VIOLENCE: Violence committed by a person:

- a. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- b. Where the existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the following factors:
 - i. The length of the relationship.
 - ii. The type of relationship.
 - iii. The frequency of interactions between the persons involved in the relationship.

DESTRUCTION / DAMAGE / VANDALISM OF PROPERTY: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

DOMESTIC VIOLENCE: Domestic violence includes a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

DRUG LAW VIOLATIONS: The violation of laws prohibiting the production, distribution, and/or use of controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrest for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.

FONDLING: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

HATE CRIMES: A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim.

ILLEGAL WEAPONS POSSESSION: The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons. Include possession of deadly weapons; carrying deadly weapons, concealed or open; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.

INCEST: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

INTIMIDATION: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

LARCENY-THEFT: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

LIQUOR LAW VIOLATIONS: The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, furnishing, transportation, possession, or use of alcoholic beverages or intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the above. Not including driving under the influence and drunkenness.

MANSLAUGHTER BY NEGLIGENCE: The killing of another person through gross negligence.

MOTOR VEHICLE THEFT: The theft or attempted theft of a motor vehicle. (SUV's, automobiles, trucks, buses, motorcycles, motor scooters, golf carts, motorized wheelchairs, ATVs, and snowmobiles).

MURDER / NON-NEGLIGENT MANSLAUGHTER: The willful (non-negligent) killing of one human being by another.

RAPE: Penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

ROBBERY: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

SEXUAL ASSAULT: Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

SEXUAL HARASSMENT: The term sexual harassment may include, without limitation, such behavior as unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct and expressive behavior of a sexual nature.

SIMPLE ASSAULT: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe lacerations, or loss of consciousness.

STALKING: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- a. Fear for the person's safety or the safety of others; or
- b. Suffer substantial emotional distress.

Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

STATUTORY RAPE: Non-forcible sexual intercourse with a person who is under the statutory age of consent.