



Purpose

This protocol is established to ensure a timely and effective response to bias-based incidents at any facility or venue owned, operated, or leased by Clark College. A bias-based incident involves conduct – including words, slurs, graffiti, or actions - explicit, implied or perceived – that violates Clark College’s policy prohibiting discrimination.

Statement of policy

The college affirms a commitment to freedom from discrimination for all members of the college community. This commitment extends to and protects students, faculty, administration, staff, contractors, visitors and those who develop or participate in college programs. It encompasses every aspect of employment and every student and community activity. The college expressly prohibits discrimination on the basis of race, color, national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veteran or military status, or use of a trained guide dog or service animal. Harassment is a form of discrimination.

Protocol

Any person, including Clark College students, faculty, staff, and visitors, who witnesses, becomes aware of, or is subject to bias-based expression should immediately report the incident. Reporting options include:

1. Clark College Security 360-992-2133 Main Campus or 360-992-6133 CTC
2. Office of Diversity, Equity & Inclusion at 360-992-2292 or diversity@clark.edu
3. Online Reporting System can be found [HERE](#). Please note: this is not an anonymous reporting system.

When reporting online, please give as much information as possible. Callers are encouraged to say: “I want to report a bias-based incident.” This will help the College understand the nature of the report and respond appropriately.

Members of the college community who are deaf or hard-of-hearing can call [Disability Support Services](#) video phone at 360-991-0901 and an ASL Interpreter may be available. Interpreters are often in classrooms and you may be prompted to leave a video message. If your call is not answered immediately, please call the above college employees via your preferred relay service. Contact DSS at 360-992-2314 by phone or email at dss@clark.edu

The President will be notified when an incident has been reported via e-mail from the Office of Diversity, Equity & Inclusion.

In consultation with the Bias Response Team (BRT), Clark College Security or The Office of Diversity, Equity & Inclusion will report all bias based incidents to the college community in a timely fashion.

Members of the BRT include:

1. Vice President of Diversity, Equity and Inclusion
2. Director of Safety and Security
3. Vice President of Human Resources and Compliance (or designee)
4. Vice President of Administrative Services (or designee)
5. Vice President of Student Affairs (or designee)
6. Director of Student Care
7. Chief Communications Officer (or designee)
8. Vice President of Instruction (or designee)

BRT membership may be adjusted to reflect changes in position titles and reporting responsibilities in the College.

The BRT may request the attendance of other College personnel as needed, such as the Chief Information Officer, a full-time faculty counselor, or the Director of Facilities Services, and seek counsel from the College's Assistant Attorney General (AAG) as appropriate.

1. Based on the scale and nature of the incident, the BRT may refer the matter to the Behavioral Intervention and Threat Assessment Team (BITA) for response.
2. Upon documentation of the incident, in consultation with the BRT, the Director of Safety and Security or the Vice President of Diversity, Equity and Inclusion, will determine whether there has been a potential violation of College policy, the Code of Student Conduct, Title IX, or other state or federal statute and will take appropriate steps to stop the bias-based activity. Security may request support from local law enforcement as needed.
3. The Bias Response team will reach out to impacted parties as necessary.
4. Vice President of Human Resources and Compliance will conduct an investigation where employee conduct is involved.
5. Upon documentation of the incident, mitigation strategies will be employed as necessary.
6. The Vice President of Administrative Services will notify the AAG and other state officials as deemed appropriate.
7. The Director of Security and Safety or the Vice President of Diversity, Equity and Inclusion will follow up with the student or staff member who reported the incident to describe the actions that have been or will be taken.

An investigation of the incident will be conducted, results of the investigation will be shared with the BRT, and the Executive Cabinet.

Where found warranted, the Vice President of Diversity, Equity, and Inclusion will convene the BRT to assess monthly reports, messaging, and recommendations. Any recommendations will be shared with Executive Cabinet.

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ClarkCollege *The Next Step*