

**Procedure Title:** Campus Security  
**Procedure Number:** 01-2006-0016  
**Board Policy Reference:** IV.A. General Executive Direction  
**NWCCU Standard:**

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**Accountable Administrator:** Chief Human Resources Officer  
**Position responsible for updating:** Chief Human Resources Officer  
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**Purpose/Principle/Definitions:**

The college is committed to working with community agencies to reduce the opportunity for criminal/anti-social activities and to provide a safe and secure environment for staff and students.

The College prohibits sexual assault, domestic violence, dating violence or stalking, as defined in federal and state laws. Individuals violating this policy will be subject to discipline up to and including dismissal or separation from the College, regardless of whether they are facing criminal or civil charges for their actions.

The College is committed to increasing the awareness of, and prevention of sexual violence. The College makes continued efforts to provide students and staff with education programs, as described in the Campus Sexual Violence Elimination Act, to promote the awareness of and strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence and stalking, before they occur.

The college, in conjunction with its divisions, shall be primarily responsible for carrying out the mandates of the Jeanne Cleary Disclosure of Campus Security Policy and Campus Crime Statistics Act.

**Guidelines:**

**Security and Access**

The college seeks to provide an atmosphere of openness for the encouragement of collegiate activity at college-controlled facilities. This must be balanced by controls on access that are designed to promote security in college facilities.

**Reporting of a Crime or Other Emergency**

College personnel shall cooperate fully with local, state, and federal law enforcement agencies as they seek to protect life and property, to prevent anti-social behavior, and to preserve a secure environment in the locations where classes are held and offices are located. It is the responsibility of students and staff to report all crimes, even those considered minor, to local law enforcement and to college staff in Human Resources. All suspicious activity and other emergencies should be reported to any college employee as promptly as possible.

## **College Security Procedures and Practices**

To encourage students and employees to be responsible for their own security and the security of others, as well as to promote crime prevention, AVP Human Resources, in conjunction with the Safety Committee, shall inform students and staff annually about College security programs, procedures, and practices through such means as handbooks and postings.

Human Resources will monitor and record criminal activity at off-campus student organizations recognized by the College, including those student organizations with off-campus housing facilities.

Human Resources shall also prepare and post on the college Web site statistical reports to students and staff, and, upon request, to any applicant for enrollment or employment. Reports will identify the occurrence of crimes on campus, in or on non-campus buildings or property, and on public property that are reported to the local police department. The number of campus arrests during the most recent calendar year and the two preceding calendar years for criminal offenses will also be included, as specified in the Jeanne Clery Act of 1990 and the Campus Sexual Violence Elimination Act of 2013. Information will include procedures for students and others to report criminal actions or other emergencies occurring on campus and the College's response to such reports.

## **Annual Security Report**

The annual security report published by the AVP, Human Resources will include the following information:

1. Statements of current policies regarding the following:
  - a. Procedures and facilities for students and others to report criminal actions or other emergencies occurring on campus and policies concerning the College's response to such reports;
  - b. Security and access to campus facilities, including campus residences and security considerations used in the maintenance of campus facilities;
  - c. Campus safety officer and their working relationship with State and local police agencies and prompt reporting of all crimes to the appropriate agencies;
  - d. The monitoring and recording through local police agencies of criminal activities at off-campus student organizations that are recognized by the College and that are engaged in by students attending the College, including those student organizations with off-campus housing facilities;
  - e. Possession, use and sale of alcoholic beverages and enforcement of State underage drinking laws and possession, use and sale of illegal drugs and enforcement of Federal and State drug laws and a description of any drug or alcohol abuse education program;
  - f. The College's sexual assault programs, which shall be aimed at prevention of sex offenses and the procedures followed once a sex offense has occurred. This policy shall address the following areas:
    - (1) The promotion of awareness regarding rape, acquaintance rape and other sex offenses;
    - (2) The possible sanctions following a disciplinary procedure regarding a sex offense;
    - (3) The procedures students should follow when a sex offense occurs;
    - (4) The procedures for on-campus disciplinary action in cases of alleged sexual assault that afford the accuser and accused the same opportunities to have others present during the proceeding and that inform both of the outcome of the disciplinary outcome;

- (5) The information regarding students' options to contact the proper law enforcement authorities outside of school authorities;
  - (6) The information regarding existing counseling, mental health or student services for victims of sexual assault;
  - (7) The information regarding mental health services and assistance in changing academic and living situations after an alleged assault.
2. A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and encouraging students and employees to be responsible for their own security and the security of others.
3. A description of programs designed to inform students and employees about the prevention of crimes.
4. Statistics concerning the occurrence on campus, in or on non-campus buildings or property and on public property during the most recent calendar years for which data are available of the following criminal offenses reported to campus security authorities or local police agencies:
  - a. Murder;
  - b. Sex offenses, forcible or non-forcible, including domestic violence, dating violence, sexual assault and stalking;
  - c. Robbery;
  - d. Aggravated assault;
  - e. Burglary;
  - f. Motor vehicle theft;
  - g. Manslaughter;
  - h. Arson;
  - i. Arrests or persons referred for campus disciplinary action for liquor law violations, drug-related violations, and weapons possession; and
  - j. Other crimes involving bodily injury to any person in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability of the victim.
5. A statement advising the campus community where law enforcement agency information, by State, on registered sex offenders may be obtained.

### **Prevention and Response to Crime**

To reduce the possibility that any student or employee may be exposed to potential hazards, the following steps have been developed:

1. All keys to classrooms, offices, laboratories, files, cabinets, etc. are issued per procedure #01-21003-0003 (Key/Card Control).
2. It is the responsibility of each staff member to see that windows are closed and latched, doors are locked, and lights are out when not in use. These precautions are particularly important when leaving the work area for the day.
3. To prevent outside doors to buildings being left unlocked late at night or on weekends, all staff are to

carefully observe the following guidelines:

- a. A building unlocked for staff must be immediately relocked after entering. This will prevent the possibility of an unauthorized entry.
  - b. On leaving the building, staff are directed to lock the door and try it afterwards to see that the safety latch is caught.
4. Staff members are encouraged to help students set up a “buddy system” when walking to and from classes. Instructors should include themselves in such planning.
  5. All staff members and students are encouraged to lock vehicle doors, even when leaving vehicles only for a short time.
  6. It is the responsibility of the Safety Committee to routinely inspect College facilities and grounds and to make recommendations on safety hazards that may affect students, staff, and visitors.
  7. It is the responsibility of all staff members and students to report all suspicious activity and crimes occurring in College buildings and classrooms and on College grounds to Human Resources or an administrator as promptly as possible.
  8. Staff and students are encouraged to report non-operational lighting to College staff and non-operational street lights to city offices.
  9. The College is a drug-free educational institution and workplace. Enforcement of the College drug and alcohol policy is part of the College crime prevention strategy. It is a violation of policy for students or staff to possess, consume, be under the influence of, or furnish illicit drugs on College controlled property or at College or student organization functions. A student violation of this prohibition may result in disciplinary probation, suspension, or expulsion.

### **Rights of Students and Employees**

Students and employees reporting incidents of sexual violence will be provided in writing their rights to:

1. Be assisted by campus authorities if reporting a crime to law enforcement;
2. Change of academic, living, transportation or working situations to avoid a hostile environment;
3. Obtain or enforce a no contact directive or restraining order;
4. Have a clear description of the College’s disciplinary process and know the range of possible sanctions;
5. Receive contact information about existing counseling, health, mental health, victim advocacy, legal assistance and other services available on and off campus.

### **Education**

The College shall provide education programs for students and employees to include:

1. Primary prevention and awareness programs for incoming students and new employees;
2. Ongoing prevention and awareness programs for students and faculty;
3. The definition of domestic violence, dating violence, sexual assault and stalking and consent in reference to sexual activity;
4. Safe and positive options for bystander intervention;
5. Information on risk reduction to recognize warning signs of abusive behavior;
6. Possible sanctions or protective measures the College may impose following a final determination of a College disciplinary procedure regarding rape, acquaintance rape, domestic violence, dating violence, sexual assault or stalking;
7. Procedure victims should follow if a sex offense, domestic violence, dating violence, sexual assault or stalking has occurred;
8. Procedures for instructional disciplinary action in cases of alleged domestic violence, dating violence, sexual assault or stalking;
9. Information about how the College will protect the confidentiality of victims;
10. Written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance and other services available for victims both on campus and in the community;
11. Written notification to victims about options for and available assistance in changing academic, living, transportation and work conditions, if so requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement;
12. Ongoing prevention and awareness programs for students and faculty.

A student or employee who reports to the College that they have been a victim of domestic violence, dating violence, sexual assault or stalking whether the offense occurred on or off campus, shall be provided with a written explanation of their rights and options.

A student or employee who reports to the College that they have been a victim of domestic violence, dating violence, sexual assault or stalking whether the offense occurred on or off campus, shall be provided with a written explanation of their rights and options as described in 6 through 11 above.

### **Record Keeping**

The College shall make, keep, and maintain a daily log recording all crimes reported to Human Resources. The log will include:

1. The nature, date, time, and general location of each crime; and
2. The disposition of the complaint, if known.

All entries shall, except where disclosure of such information is prohibited by law or such disclosure would jeopardize the confidentiality of the victim, be open to public inspection within two business days of the initial report being made to Human Resources. If new information about an entry into a log becomes available, the new information shall be recorded in the log not later than two business days after the information becomes available to the department. If there is clear and convincing evidence that the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence, the information may be withheld until that damage is no longer likely to occur from the release of such information.

The College shall on an annual basis submit a copy of the required statistics to the Secretary of Education.

**Legal References:**

ORS 30.866      ORS 107.705      ORS 163.467      ORS 163.525  
ORS 163.732      ORS 341.290      OAR 437-002-0040 to -0043

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. §1092 (f) (2006)

Section 304 of Violence Against Women Authorization Act (VAWA) of 2013  
The Campus Sexual Violence Elimination Act (Campus SaVE) (2013)