

## Campus Safety

### 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, the Campus Safety Department shall inform students and staff annually, through an Annual Campus Safety Report, about College security programs, procedures and practices.

Campus Safety shall, in compliance with the Jeanne Clery Act and other legal requirements, publish statistical reports. The report will disclose three general categories of crime statistics: criminal offenses, hate crimes, arrests and referrals for disciplinary action. The specific crimes are as listed in the Clery Act and are noted below in the Annual Campus Safety Report section. 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 Campus Safety Report

The annual report will be published by the Campus Safety Department not later than October 1 of each year and 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. Campus law enforcement, including the enforcement authority of personnel and their working relationship with state and local law enforcement agencies. The report will also describe methods for reporting of all crimes to the campus police and other appropriate agencies;
  - c. Possession, use and sale of alcoholic beverages and enforcement of state drinking laws and possession, use and sale of illegal drugs and enforcement of federal drug laws and a description of any drug or alcohol abuse education program;
  - d. The College's programs aimed at prevention of sex offenses and the procedures followed once a sex offense has occurred. This policy shall address the following areas:
    - (1) A description of educational programs to promote awareness regarding rape, acquaintance rape and other sex offenses;
    - (2) Procedures students should follow when a sex offense occurs;
    - (3) Procedures for on-campus disciplinary action in cases of alleged sexual assault which affords the accuser and accused the same opportunities to have others present during the proceeding and which informs both, of the outcome of the disciplinary outcome. Possible sanctions following a disciplinary procedure regarding a sex offense;

- (4) Information regarding students options to contact the proper law enforcement authorities outside of school authorities. That College personnel will assist the student in notifying these authorities if the student requests assistance of these personnel;
  - (5) Information regarding existing off-campus counseling, mental health or student services for victims of sexual assault;
  - (6) Information regarding mental health services and assistance in changing academic 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 each campus, in or on noncampus buildings or property used in direct support of the College's educational purpose, and on public property within or immediately adjacent to the College during the most recent calendar years for which data are available of the following criminal offenses reported to Campus Safety authorities or local police agencies:
  - a. Murder;
  - b. Sex offenses, forcible or nonforcible;
  - 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 committed against a person or property which is motivated in whole or part by the offender's bias. "Bias" is a preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, sexual orientation, ethnicity/national origin or disability of the victim.
5. A statement advising campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. This information includes the requirement that sex offenders already required to register in the state to provide notice of each institution of higher education in Oregon at which the person is employed, carries a vocation or is a student.

## **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 by Campus Services. Staff members must sign for keys when they are issued and return them at the end of employment or whenever they are no longer needed. Keys to campus facilities are not to be issued to students without the express permission of the appropriate dean;
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 not only lock the door, but also to try it afterwards to see that the safety latch is caught.
4. Campus Safety will provide an escort for staff members or students who request one when walking to and from classes;
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 make recommendations on safety hazards that may impact 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 the Campus Safety Department or an administrator as promptly as possible;
8. Staff and students are encouraged to report nonoperating lighting to College staff;
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.

## **Record Keeping**

The College shall make, keep and maintain a daily log recording all crimes reported to the Campus Safety Department. 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 the Campus Safety Department. 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.

Approved by President's Council: May 22, 2012  
(Date)