

# ANNUAL CAMPUS SECURITY REPORT

Reporting statistics for calendar year 2021

**Chemeketa Community College**

4000 Lancaster Drive NE • PO Box 14007

Salem, Oregon 97309-7070

[chemeketa.edu](http://chemeketa.edu)

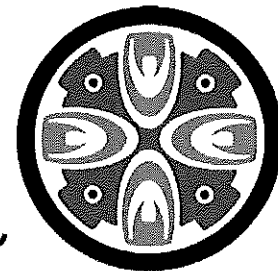
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**Chemeketa**

Community College



# Chemeketa



## Community College

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Chemeketa Community College prohibits unlawful discrimination based on race, color, religion, national origin, sex, marital status, disability, protected veteran status, age, gender, gender identity, sexual orientation, pregnancy, whistleblowing, victim of domestic violence, genetic information, or any other status protected by federal, state, or local law in any area, activity or operation of the College. The College also prohibits retaliation against an individual for engaging in activity protected under this policy, and interfering with rights or privileges granted under federal, state or local laws.

Under College policies, equal opportunity for employment, admission, and participation in the College's programs, services, and activities will be extended to all persons, and the College will promote equal opportunity and treatment through application of its policies and other College efforts designed for that purpose.

Persons having questions or concerns about: **Title IX**, which includes gender-based discrimination, sexual harassment, sexual violence, interpersonal violence, and stalking, contact, Jon Mathis, the Title IX coordinator at 503. 584.7323, 4000 Lancaster Dr. NE, Salem, OR 97305, or <http://go.chemeketa.edu/titleix>. Individuals may also contact the U.S. Department of Education, Office for Civil Rights (OCR), 810 3<sup>rd</sup> Avenue #750, Seattle, WA 98104, 206.607.1600.

**Equal Employment Opportunity or Affirmative Action** should contact the Affirmative Action Officer at 503.399.2537, 4000 Lancaster Dr. NE, Salem OR 97305

To request this publication in an alternative format, please call 503.399.5192.

# ANNUAL CAMPUS SECURITY REPORT

## REPORTING STATISTICS FOR CALENDAR YEAR

### 2021

Prepared September 2022

### Introduction

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the Act), originally enacted by congress in 1990, codified at 20 USC 129(f) as part of the Higher Education Act of 1965, is a federal law that requires colleges and universities to disclose specific information about crime and security policies on an annual basis. The original law, and subsequent amendments, was championed by the parents of Jeanne Clery, who was murdered in her dorm room at Lehigh University in 1986. Amendments to the Act in 1998 renamed it in memory of Jeanne Clery (The Clery Act).

In 2008, the Higher Education Opportunity Act (HEOA) (Public Law 110-315) reauthorized and expanded the Higher Education Act of 1965, as amended. HEOA amended the Clery Act and created additional safety and security related requirements for institutions of Higher Education.

Recently, both Title IX and The Violence Against Women Reauthorization Act of 2013 (hereinafter VAWA) have both added additional requirements to Chemeketa to ensure safety to both students and employees.

The information contained in this report is provided to assist students and their parents, in making decisions that may affect their personal safety when considering enrollment at Chemeketa Community College. The report also provides students/prospective students and current employees/prospective employees with information they may need to avoid becoming victims of crime on campus.

Safety and security at Chemeketa Community College is a community effort among our students, employees and volunteers. Safety and security concerns are recognized as an important part of providing an appropriate learning environment.

Chemeketa Community College, through its Public Safety and Emergency & Risk Management departments, is committed to preserving a safe and secure environment on behalf of every person who learns, works or visits college owned and/or controlled property.

### Campus History & General Information

Chemeketa became a community college in 1970, and is currently comprised of the Salem campus along with the 2009 addition of a full service campus in McMinnville, Oregon. The college also maintains outreach centers located in Woodburn, Dallas and Brooks. In addition, the Center for Business and Industry (CCBI) provides training in its downtown Salem location, and Chemeketa at Eola houses the Northwest Wine Studies Center.

### Chemeketa Locations

Salem Campus.....4000 Lancaster Drive NE, Salem, Oregon  
Center for Business & Industry...626 High Street NE, Salem, Oregon  
Polk Center .....1340 SE Holman Avenue, Dallas, Oregon  
Yamhill Valley Campus .....288 NE Norton Lane, McMinnville, Oregon  
Woodburn Center..... 120 E. Lincoln Street, Woodburn, Oregon  
Northwest Wine Studies Center..... 215 Doaks Ferry Road NW, Salem, Oregon  
Brooks Regional Training Facility. ...4910 Brooklake Road NE, Brooks, Oregon

The Salem campus consists of approximately 185 acres, ten major buildings and approximately 50 smaller buildings. Chemeketa, an open campus with no physical barriers between the campus and Marion County, is the second largest community college in Oregon, serving approximately 17,670 students per year.

***Chemeketa does not have residential housing facilities, either on or off-campus.***

### **Chemeketa's Public Safety Office**

The Public Safety Office is part of the College Support Services Division (CSSD). The Associate Vice President/Chief Information Officer heads CSSD, and reports directly to the President of the college.

### **Public Safety Office**

The purpose of Chemeketa's Public Safety Office is to promote and maintain the safety and security of persons who use the college, and ensure college owned and/or controlled property by the college is secure. The purpose is accomplished by:

- A. Providing fair and impartial enforcement of college policies and traffic code.
- B. Providing assistance to students, employees and the general public.
- C. Prevention and detection of unlawful/unsafe criminal activity.
- D. Cooperation with law enforcement/fire/emergency medical technicians at all levels.
- E. The acting Director of Public Safety actively provides face-to-face personal safety training for both students and new employees, co-chairs the colleges Threat Assessment Team and sponsors Chemeketa's Public Safety Fair.
- F. Public Safety has an Operations Supervisor that is second in command of Public Safety. The Operations Supervisor schedules and supervises the Public Safety Officers so there are nearly always two if not three officers on duty at a time. He also handles the day to day operations of the Public Safety Office.

### **Authority**

Public Safety officers have authority to enforce all rules and regulations

promulgated by the college, and in addition may make physical custody arrests for offenses committed in their presence. Public Safety employees respond to all manner of calls for service originating on property owned by the college.

Under Oregon Revised Statute (ORS) 341.300, the College Board of Education has adopted regulations governing the enforcement of regulation of traffic and parking of vehicles on college property. The above referenced statute gives Public Safety officers the authority of peace officers in enforcing regulations adopted by the Board. The college has entered into an agreement with the local justice court to allow Public Safety officers and local and state police officers to enforce violations and laws contained in the Oregon Vehicle Code on college roadways and parking lots.

Officers are trained in a variety of law enforcement related topics, carry normal defensive weapons, including handcuffs, baton and pepper spray, and have received first-aid and Automated External Defibrillator (AED) training. Chemeketa's Public Safety Officers do not carry firearms.

### **Duties**

The 12 Public Safety Officers provide services to all outreach campuses and uniformed presence on the Salem campus from 5 AM to midnight. From midnight to 5 AM there is a contracted security company, every day of the year. Officers conduct foot, vehicular and bicycle patrols on the Salem campus. In addition, officers are in contact with Public Safety dispatch by radio, and also have radio communications with the local sheriff's office, 911 dispatch centers, fire department and the college's facilities department.

The Yamhill Valley campus has a Public Safety Office and is staffed during normal business hours (7 am-5 pm Monday through Thursday) with a uniformed Chemeketa Public Safety Officer.

Among the services provided by the Yamhill Valley Public Safety Office are:

- A. Personal escorts during the evening or after normal business hours from buildings to parked cars.
- B. Distribution and tracking of college keys.
- C. Activate/deactivate access card and

record access.

- D. Providing security for college facilities.
- E. Enforcement of college policies.
- F. Investigation of criminal incidents.
- G. Response to emergencies, fire and security alarms.
- H. Reports of accidents, injuries or illness.
- I. Investigation of campus traffic accidents.
- J. Report of safety hazards.
- K. Crowd control.
- L. Parking and traffic enforcement.
- M. Jump starts for dead batteries.
- N. Lost and found property.
- O. Delivering emergency messages.
- P. General information and other types of calls for service.

Chemeketa's Center for Business and Industry has a public Safety Officer present from 8 am until 5 pm unless there is an evening event that requires an Officer to stay later.

The Salem Campus Public Safety Office which consists of three full-time dispatchers, one part-time dispatcher and eight student workers, also administers a system of over 99 closed circuit television cameras to act as a deterrent to unlawful or unsafe activity and to identify persons who may be responsible for such activity.

Personnel from the Public Safety Office are available to address potential security or safety concerns in presentations to groups, or to assist in developing procedures to address concerns upon request. Upon request, the Director of Public Safety tailors safety plans for college department's individual needs and locations.

The Public Safety Office has a close working relationship with the Marion County Sheriff's Office. Sheriff's deputies are stationed on the Salem campus in Building 14, the Brooks outreach center and Santiam Center. They provide support for Public Safety Officers upon request. Both Chemeketa and Marion County share relevant information to apprise each office of information related to actual or potential criminal activity on campus, outreach centers or in the surrounding area.

The Public Safety Office is also in contact with local and state police agencies concerning safety of persons and property at the college's other outreach locations. The Public Safety Department has a close working relationship with the Marion County Sheriff's Office. Sheriff's deputies are stationed on the Salem campus in Building 14, the Brooks outreach center and Santiam Center. They provide support for Public Safety Officers upon request. Both Chemeketa and Marion County share relevant information to apprise each office of information related to actual or potential criminal activity on campus, outreach centers or in the surrounding area.

### **Reporting Crimes on College Locations**

Unlawful/unsafe criminal activity or emergencies should immediately be reported to the Public Safety Office, located in Building 2, on the Salem Campus, either in person or by telephone at **(503) 399-5023**.

The Public Safety Office may also be contacted to discuss security concerns. In the event of a situation believed to be life-threatening, such as fire or medical emergencies, the local Emergency Response Center may be reached by dialing 911 from any campus phone. The 911 Center has flagged all college locations so that any 911 call concerning the college would alert the call taker to call the Public Safety Office to ensure our officers also respond. We urge anyone calling 911 with an emergency to also notify the Salem Public Safety Office.

Public Safety has 14 "Assistance Telephones" located through the Salem campus. Simply picking up a Public Safety telephone will place the caller in direct contact with the Public Safety Office. A review of Public Safety telephone installation is conducted on a continual basis to determine the appropriate location and number of telephones.

Telephones are standard equipment in college classrooms which can be used to call for assistance and act as a speaker to broadcast emergency messages in the classroom.

Public Safety employees respond to all calls for service, but *do* prioritize response in accordance with the immediacy of the situation and in consideration of the work load at the time the call is received.

Response will be addressed under the following priority:

1. Matters involving personal safety or violence;
2. Property crimes; and
3. General requests for service.

The Public Safety Office strongly encourages anyone who witnesses a crime or suspicious activity, or has knowledge of criminal activity on college property to report that information either in person or by telephone in a timely manner. Signs are placed in college parking lots reminding people of the Public Safety telephone number and encouraging people to report suspicious activity. Reports by witnesses are kept confidential to the extent lawfully possible.

However, the college does *not* have any policies or procedures that allow victims or witnesses to report crimes on a voluntary confidential basis for inclusion in the Annual Security Report. The college implemented a program called Maxient, which allows people to make all sorts of complaints anonymously. The complaint form can be found at <https://cm.maxient.com/reportingform.php?ChemeketaCC>

Although theft on college property is relatively infrequent, employees, students and visitors are encouraged to take responsibility for their personal property by not leaving items of value unattended, either in college buildings or parked vehicles.

Reports are written to document activities of the Public Safety Office and are subject to Oregon's Public Records Laws. These reports are maintained in a computerized database and copies are provided to the Law Enforcement Agency or Jurisdiction on which campus the incident occurred. Stolen items identified by a serial number are entered in a nationwide law enforcement database to assist in potential recovery of those items.

## CRIME LOGS

Daily Crime Logs are maintained by the Public Safety Office as well as designated Campus Security Authority (CSA) employees. Because of their position of authority at Chemeketa and the likelihood they might become aware of a crime on campus, the following college administrators have been designated as CSA employees:

Manuel Guerra Perez – *Executive Dean, Student Development and Learning Resources*  
503.365.4684

[manuel.guerra@chemeketa.edu](mailto:manuel.guerra@chemeketa.edu)

Mike Evans – *Dean, Student Retention & College Life*

503.399.2391

[mike.evans@chemeketa.edu](mailto:mike.evans@chemeketa.edu)

Sara Hastings – *Dean, High School Partnerships*  
503.365.4705

[sara.hastings@chemeketa.edu](mailto:sara.hastings@chemeketa.edu)

Eric Colon-Cortez – *Interim Dean, Health, Human Performance & Athletics*

503.399.6258

[eric.colon.cortez@chemeketa.edu](mailto:eric.colon.cortez@chemeketa.edu)

Glen Miller – *Dean, Polk Center*

503.399.6520

[glen.miller@chemeketa.edu](mailto:glen.miller@chemeketa.edu)

Danielle Hoffman – *Director, Yamhill Valley Campus*  
503.316.3264

[danielle.hoffman@chemeketa.edu](mailto:danielle.hoffman@chemeketa.edu)

Elias Villegas – *Dean, Woodburn Center*

503.316.3259

[elias.villegas@chemeketa.edu](mailto:elias.villegas@chemeketa.edu)

Jordan Bermingham – *Dean, Emergency Services*  
503.399.5050

[jordan.bermingham@chemeketa.edu](mailto:jordan.bermingham@chemeketa.edu)

R Taylor – *Dean Business Technology, ECE, & CCBI*

503.399.6566

[r.taylor@chemeketa.edu](mailto:r.taylor@chemeketa.edu)

Christopher Potts – *Associate Dean of Counseling*  
503.399.8111

[chris.potts@chemeketa.edu](mailto:chris.potts@chemeketa.edu)

Jon Mathis – *Title IX Coordinator*

503.584.7323

[jon.mathis@chemeketa.edu](mailto:jon.mathis@chemeketa.edu)

This group of administrators receives on-going training regarding their duties as CSA. (Please note: this information was correct as of 9/12/19)

## Crime Statistics

The following tables of crime statistics reflects the criminal offenses required to be reported by the Act. They are tabulated from statistical information compiled by the college Public Safety Office. Information used by the Public Safety Office is collected from reports received by the Public Safety Offices, various campus security authorities and from state and local law enforcement agencies.

### Criminal Offenses

Campus	Salem (Main)			Brooks			CCBI			Eola			Polk			Woodburn			Yamhill/McMinnville		
	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21
<b>Murder/Non-Negligent Manslaughter</b>																					
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Manslaughter by Negligence</b>																					
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Rape</b>																					
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0
<b>Fondling</b>																					
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0
<b>Incest</b>																					
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Statutory Rape</b>																					
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Robbery</b>																					
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>																					
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	3	0	0	0	0
<b>Burglary</b>																					
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Public Property	0	1	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft (Do not include theft from a motor vehicle)</b>																					
On-Campus	6	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arson</b>																					
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

## Arrests

Campus	Salem (Main)			Brooks			CCBI			Eola			Polk			Woodburn			Yamhill/McMinnville		
	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21
Year	<b>Weapons: Carrying, Possessing, Etc....</b>																				
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Year	<b>Drug Abuse Violations</b>																				
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	0
Year	<b>Liquor Law Violations</b>																				
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	0	0

## Disciplinary Actions

Campus	Salem (Main)			Brooks			CCBI			Eola			Polk			Woodburn			Yamhill/McMinnville		
	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21
Year	<b>Weapons: Carrying, Possessing, Etc....</b>																				
On-Campus	4	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Year	<b>Drug Abuse Violations</b>																				
On-Campus	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Year	<b>Liquor Law Violations</b>																				
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

## VAWA Offenses

Campus	Salem (Main)			Brooks			CCBI			Eola			Polk			Woodburn			Yamhill/McMinnville		
	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21
Year	<b>Domestic Violence</b>																				
On-Campus	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	5	0	0	3	0	0	0	0
Year	<b>Dating Violence</b>																				
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Year	<b>Stalking</b>																				
On-Campus	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



# Hate Crimes – Salem Campus

Crime	Race			Religion			Sexual Orientation			Gender			Gender Identity			Disability			Ethnicity			National Origin					
	Year	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21		
<b>Murder/Non-Negligent Manslaughter</b>																											
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Rape</b>																											
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Fondling</b>																											
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Incest</b>																											
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Statutory Rape</b>																											
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Robbery</b>																											
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>																											
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Burglary</b>																											
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft (Do not include theft from a motor vehicle)</b>																											
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arson</b>																											
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Simple Assault</b>																											
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Larceny-Theft</b>																											
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Intimidation</b>																											
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Destruction/damage/vandalism of property																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**Hate Crimes – Brooks Campus**

Crime	Race			Religion			Sexual Orientation			Gender			Gender Identity			Disability			Ethnicity			National Origin		
	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21
<b>Murder/Non-Negligent Manslaughter</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Rape</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Fondling</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Incest</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Statutory Rape</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Robbery</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Aggravated Assault</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Burglary</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Motor Vehicle Theft</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Arson</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Simple Assault</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Larceny-Theft</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

<b>Intimidation</b>																									
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Destruction/damage/vandalism of property</b>																									
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**Hate Crimes – CCBI Center**

Crime	Race			Religion			Sexual Orientation			Gender			Gender Identity			Disability			Ethnicity			National Origin		
	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21
<b>Murder/Non-Negligent Manslaughter</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Rape</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Fondling</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Incest</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Statutory Rape</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Robbery</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Burglary</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arson</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Simple Assault</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

<b>Larceny-Theft</b>																									
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Intimidation</b>																									
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Destruction/damage/vandalism of property</b>																									
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**Hate Crimes – Eola Campus**

Crime	Race			Religion			Sexual Orientation			Gender			Gender Identity			Disability			Ethnicity			National Origin			
	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21	
<b>Murder/Non-Negligent Manslaughter</b>																									
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Rape</b>																									
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Fondling</b>																									
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Incest</b>																									
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Statutory Rape</b>																									
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Robbery</b>																									
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>																									
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Burglary</b>																									
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>																									
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arson</b>																									
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

<b>Simple Assault</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Larceny-Theft</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Intimidation</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Destruction/damage/vandalism of property</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**Hate Crimes – Polk Center**

Crime	Race			Religion			Sexual Orientation			Gender			Gender Identity			Disability			Ethnicity			National Origin		
	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21
<b>Murder/Non-Negligent Manslaughter</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Rape</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Fondling</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Incest</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Statutory Rape</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Robbery</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Burglary</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

<b>Arson</b>																									
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Simple Assault</b>																									
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Larceny-Theft</b>																									
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Intimidation</b>																									
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Destruction/damage/vandalism of property</b>																									
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

### Hate Crimes – Woodburn Campus

Crime	Race			Religion			Sexual Orientation			Gender			Gender Identity			Disability			Ethnicity			National Origin			
	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21	
<b>Murder/Non-Negligent Manslaughter</b>																									
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Rape</b>																									
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Fondling</b>																									
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Incest</b>																									
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Statutory Rape</b>																									
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Robbery</b>																									
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>																									
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Burglary</b>																									
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

<b>Motor Vehicle Theft</b>																									
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arson</b>																									
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Simple Assault</b>																									
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Larceny-Theft</b>																									
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Intimidation</b>																									
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Destruction/damage/vandalism of property</b>																									
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

### Hate Crimes – Yamhill Valley Campus

Crime	Race			Religion			Sexual Orientation			Gender			Gender Identity			Disability			Ethnicity			National Origin			
	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21	
<b>Murder/Non-Negligent Manslaughter</b>																									
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Rape</b>																									
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Fondling</b>																									
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Incest</b>																									
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Statutory Rape</b>																									
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Robbery</b>																									
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Aggravated Assault</b>																									
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

<b>Burglary</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Motor Vehicle Theft</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Arson</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Simple Assault</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Larceny-Theft</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Intimidation</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Destruction/damage/vandalism of property</b>																								
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**Unfounded Crimes**

Campus	Salem (Main)			Brooks			CCBI			Polk			Eola			Woodburn			Yamhill/McMinnville		
	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21	19	20	21
<b>Total</b>	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0



## General Safety

Safety of students, employees and visitors, by college policy, is a major concern of the college. It is important for students, employees and visitors to be aware that college property, like the community in general, may not be completely free of criminal acts. Chemeketa and its administration strongly believe everyone has a role in providing a safe learning and working environment. The college community should use common sense precautions to avoid becoming a victim of crime. Consider the following suggestions:

1. Avoid walking alone during evening hours.
2. If appropriate, contact the Public Safety Office for an escort to a parked vehicle.
3. Park in well-lit areas.
4. Be aware of your surroundings, and don't act like a potential victim.
5. Scan the interior of your parked car before entering.
6. Avoid traveling alone at night.
7. Remember the location of the assistance phone on campus.
8. If you are alone in an elevator with someone who makes you feel uneasy, get off.
9. Trust your instincts. If you think something is not quite right, go to where there are other people.
10. Always watch your drink and do not accept beverages from someone you do not know or trust.
11. Leave social events with friends.
12. Be aware of your surroundings. Do not walk and text.
13. Do not leave personal items unattended, either in parked vehicles or college buildings.
14. Notify Public Safety at (503) 399-5023 of suspicious activities or people. (See Appendix G, policy #2410).

### Access to Campus Facilities

Chemeketa's Salem and Yamhill Valley campuses are open campuses, and do not have on or off-

campus housing facilities. Buildings at the Salem campus are generally open only when classes are scheduled. When the campus is closed, all exterior doors are locked prohibiting unauthorized entry. Buildings are locked and the campus is closed between 10:00 PM and 6:00 AM each day and all day on Sunday and holidays. In the summer the college has been closed a series of Fridays in the

past and has scheduled closure days during the winter break. (See Appendix E, policy 2280)

On the main Salem campus removable hard plastic bollards are placed at strategic locations to prevent non-emergency vehicles from entering college property when the college is closed. Entry to buildings by authorized persons outside of normal business is possible by using an issued key or electronic access card, or by calling the Public Safety Office. Keys and access cards are issued upon approval by the appropriate administrator and issued by the Public Safety Office. (See Appendix E, policy 2280)

Access to buildings at outreach campuses is normally controlled by the dean of each location.

### Public Safety/Emergency Response Telephone Numbers:

#### i. Salem Campus

*Emergency – Public Safety Office*

From campus Public Safety Phones *Life Receiver*

From campus telephone 5023

From off-campus phone (503) 399-5023

*Emergency Police and Fire Department*

From campus telephones 911

From off-campus phones 911

(503) 588-6526

Marion County Sheriff's Office (503) 588-5094

Oregon State Police (503) 378-3720

#### ii. Other Salem Locations

*Emergency Police and Fire Departments* 911

Salem Fire Dept. (503) 588-6245

Salem Police Dept. (503) 588-6123

#### iii. Woodburn Center

*Emergency Police and Fire Departments* 911

Woodburn Fire Dept. (503) 982-2360

Woodburn Police Dept. (503) 982-2345

Marion County Sheriff's Office (503) 588-5094

#### iv. Brooks Regional Training Facilities

*Emergency Police and Fire Departments* 911

Marion County Fire Dept. (503) 588-6526

Marion County Sheriff's Office (503) 588-5094

Oregon State Police (503) 378-3720

#### v. Polk Center

*Emergency Police and Fire Departments* 911

Dallas Fire Dept. (503) 831-3533

Dallas Police Dept. (503) 623-2338

Polk County Sheriff's Office (503) 623-9251

#### vi. Yamhill Valley Campus

*Emergency Police and Fire Departments* 911

Yamhill Valley Fire Dept. (503) 662-4653

McMinnville Fire Dept. (503) 435-5800

McMinnville Police Dept. (503) 434-7307

Yamhill County Sheriff's Office (503) 434-7506

## vii. Chemeketa Center for Business & Industry

*Emergency Police and Fire Department* 911  
Salem Fire Dept. (503) 588-6245  
Salem Police Dept. (503) 588-6123

## viii. Chemeketa Eola

*Emergency Police and Fire Department* 911  
Salem Fire Dept. (503) 588-6245  
Polk County Sheriff's Office (503) 623-9251

## Title IX Coordinators

Chemeketa's Title IX Coordinator is Jon Mathis – (503) 584.7323, 4000 Lancaster Dr. NE Salem, OR 97305, Building 2, Room 217. Heather McDaniels is deputy Title IX Coordinator (employees) – (503) 399-2522, her office is at 4000 Lancaster Dr. NE, Salem, OR 97305, Building 2, Room 214. Christopher Potts is also deputy Title IX Coordinator (students) – (503) 399-8111, his office is at 4000 Lancaster Dr. NE, Salem, OR 97305, Building 2, Room 115.

## Chemeketa Crime Awareness and Prevention Programs

Public Safety provides weekly notification of campus crime information in the *Courier*, the student newspaper, which is printed during the traditional academic year. In addition, articles related to personal safety-related issues are also published in the *Courier*. This same type of information is also included on the employee intranet system, Employee Dashboard.

Other appropriate steps are taken when necessary to issue a timely warning of a crime that is deemed to represent a threat to our college community to aid in the prevention of similar crimes. The college has 10 "Emergency Broadcast Telephones", one at each outreach center/campus and two Emergency Broadcast Telephones on the main Salem Campus. These telephones have a variety of pre-recorded messages as well as the ability to have a spontaneous message as the situation warrants. Employees are trained on the Emergency Broadcast Telephones and live tests are done on a regular basis. The college upgraded its broadcasting system to increase the number of speakers in the building and added speakers to the exterior of buildings to ensure all may hear emergency broadcasts.

The college has a variety of pamphlets related to personal safety issues that may be obtained from the Public Safety or Student Life Offices. The college encourages students and employees to participate in public safety

sponsored crime awareness programs, by accessing various college communications:

- a. Division newsletters
- b. Pamphlet on Personal Safety
- c. Booklet on Sexual Assault, Dating Violence, Domestic Violence and Stalking – Know Your Code
- d. Department presentations addressing specific concerns
- e. Chemeketa Employee Dashboard
- f. My Chemeketa for Students
- g. New Employee Orientation and New Student Orientation
- h. College produced video "Run, Hide, Fight"

The Public Safety Office may provide or coordinate presentations on crime awareness, personal safety and other related topics on request.

During the last year Public Safety trained:

1. The Exempt Association members, includes all college administrators.
2. Student Leaders, at their introductory training
3. Faculty groups.
4. Personal Safety Training to all new employees with college video – *Run, Hide, Fight*.

In the spring of 2019, the college Public Safety Office sponsored the Eighth Annual Public Safety Fair virtually on their Facebook page highlighting the various public safety employers across the state. The event was hosted virtually due to the campus being closed from the Covid-19 pandemic.

College facility upgrades continued to be made in 2019 to improve safety as follows: LED in parking lots, student gathering areas and hallways for greater visibility.

## Emergency Management

### Emergency & Risk Management

The Emergency & Risk Management Office is part of the College Support Services Division (CSSD). The Associate Vice President/Chief Information Officer and Associate President/Chief Financial Officer head CSSD, and reports directly to the President of the college.

Chemeketa has a standing committee for Emergency Preparedness. The committee members are involved in quarterly emergency exercises to prepare them for all types of

emergencies.

Members of the Emergency Preparedness Committee have developed emergency procedures for each college location. These procedures outline basic actions individuals can take if they are presented with an emergency situation such as earthquake, building evacuation, fire, etc. Hard copies of the procedures are posted conspicuously throughout all college buildings as well as in college classrooms. Each office on all campus and outreach centers is visited by members of the Emergency Preparedness Committee to create customized plans to the individual offices and to train office employees.

The college has adopted the Incident Command System for responding to emergencies. During an emergency, the designated incident commander shall determine if situation poses an immediate threat to the health or safety of students, employees or visitors. If the emergency is confirmed, the incident commander will determine the content of the message and initiate the notification system.

Members of the Emergency Preparedness Committee, as part of their training, are given individual notebooks with the information they would need in an emergency situation and backpacks with emergency supplies. Many buildings have emergency generators to provide light to safely evacuate students and employees. The college has a memorandum of understanding with Marion County Emergency Services to set up a command station at Chemeketa

The college has adopted an Emergency Management policy. (See Appendix F, policy/procedure #2350). Under the heading of Emergency Management, the college has formed three teams to manage the various stages of Emergency Management.

- **Behavior Intervention Team (BIT)** – The Chemeketa Community College Behavioral Intervention Team is made of five college employees. The goal is to intervene when a student acts in a way that raises some minor concerns. It is hoped that the early intervention corrects the behavior before the student's behavior escalates to a threat.
- **Threat Assessment Team (TAT)** – The Chemeketa Community College Threat

Assessment Team is an internal, multi-disciplinary team dedicated to the prevention of targeted acts of violence. Through the cooperative sharing of information, resources and the knowledge gained through training with leading experts in the field of threat assessment, the team endeavors to identify, assess, and manage situations where the risk of violence is imminent and/or anticipated. Depending on the level of the perceived threat, the situation may be referred to appropriate community resources. This team is scheduled to meet weekly. TAT team members are encouraged to attend trainings to stay up-to-date on the latest information in the field of Threat Assessment.

- **Emergency Preparedness Team (EPT)** – The Chemeketa Community College Emergency Preparedness Team is an internal, multi-disciplinary team dedicated to identifying, prioritizing and developing strategies, systems and programs for responding to and recovering from emergencies; both natural and human made. The team develops, maintains, and tests an all hazards Emergency Operations Plan (EOP) and related functional annexes. The team sponsors prevention/mitigation activities such as Threat Assessment and Trauma Response Teams. Means of Emergency Communications are developed and tested. This team meets monthly and conducts quarterly tabletop exercises addressing a variety of scenarios with selected groups throughout the college.
- **Trauma Response Team (TRT)** – The Chemeketa Community College Trauma Response Team is an internal, multi-disciplinary team dedicated to providing direct services to students and employees after a critical event occurs. The team coordinates the college's response to critical incidents involving students and employees while paying attention to the safety/security needs of the students and employees. The team will help to stabilize students and employees feelings of safety after a critical event and offering guidance and appropriate support to members of the college community, their families and college caregivers. The team will use critical incidents, when appropriate, as "teachable moments" which may enhance the quality of life for all impacted by critical incidents. This team is scheduled to meet as needed.

Two college employees regularly participate on local threat assessment teams, adults and juveniles. Chemeketa has entered into Memorandums of Understanding with both the Mid-Willamette Valley Threat Assessment Team and the Yamhill County Threat Assessment Team and collaborates on matters of concern.

## **Violence Against Women Reauthorization Act of 2013**

Additional requirements added to the Annual Campus Security Report are as follows:

- Adding dating violence, domestic violence, sexual assault and stalking that occur on Chemeketa's Clery Geography and reported to Campus Security Authorities or to law enforcement agencies and reporting them in the Annual Campus Safety and Security Survey.
- Having Policies and Procedures for victims and witnesses to report crimes on a voluntary, confidential basis for inclusion in to the college's annual crime statistics.
- Adopt the FBI's updated definition of Clery crimes.
- Revise categories of bias crimes for the Clery Act hate crime categories by adding gender identity, separate ethnicity and national origin into different categories.
- College to provide culturally relevant, inclusive prevention awareness programs to incoming students and employees.
- Describe each type of disciplinary proceeding, used with the various recently added violations, with timelines, decision making process, procedure for filing a complaint and how the college will decide which process to use.
- List all possible sanctions and list the range of protective measures.
- Require a prompt, fair and impartial disciplinary process.

Since 2015, Chemeketa hired a full-time person as the Title IX Coordinator who answers directly to the Diversity and Equity Officer who answers directly to the college in the President. The deputy Title IX coordinators collaborate with the Title IX Coordinator when Jon Mathis is unavailable or needs assistance

Currently Chemeketa has made all the appropriate additions of crimes and definitions to its crime statistics. Updated pamphlets were

created and ready for fall kick-off in 2019 defining sexual assault, dating violence, domestic violence and stalking and giving safety and by-stander intervention information. Also, available resources were listed for anyone needing help with this subject were updated. In April of 2019, the college hosted an awareness campaign/ program, with community members staffing resource tables. Entertainment was provided.

College policies are continuously reviewed and updated to remain current with Title IX, The Clery Act and Violence Against Women Act of 2013.

## **College Policies and Procedures**

Chemeketa Community College is committed to providing an environment which fosters excellence in learning for its students and community, and in work performance for all of its employees. College policies and procedures are reviewed on a three year cycle and/or, as needed, to current.

## **Harassment/Discrimination Policy/Procedure**

Chemeketa Community College is committed to maintaining a workplace in which everyone can achieve their full potential without being impeded by unlawful discrimination or harassment. (See *Appendix A, policy/procedure #1750*).

## **Sexual Harassment, Discrimination and Misconduct Policy/Procedure**

This policy was amended to account for all the new regulations around Title IX, The Clery Act and Violence Against Women Act of 2013. (See *Appendix B, policy/procedure #1751*).

## **Alcohol, Marijuana and other Drugs on College Property Policy/Procedure**

The misuse and/or illegal use of alcohol and drugs is contrary to this effort. In keeping with federal and state statutes, the illegal use, possession, distribution, manufacture, or sale of alcohol, marijuana and/or other drugs is not permitted on college-owned and/or college - controlled property. Being under the influence of alcohol, marijuana and/or other drugs is not permitted on college-owned and/or college-controlled property or while representing the college on business and/or at college-sponsored activities. The legal sale, manufacture, and consumption of alcohol on the facilities of the

college and/or at college-sponsored events and activities are regulated by policy #2250, or procedures #2250, #2251 or #2252. (See Appendix C, policy #2250; and Appendix D, procedures #2251 and #2252).

### **Access to College Property Policy/Procedure**

The presence of persons on Chemeketa Community College owned or controlled property may be restricted to provide for the safety of users, the security of college facilities and provide an environment that fosters learning. (See Appendix E, policy/procedure #2280).

### **Emergency Management Policy/Procedure**

Chemeketa Community College shall establish and maintain procedures for emergency management response and evacuation of college property in compliance with the U.S. Higher Education Opportunity Act of 2008<sup>1</sup>. (See Appendix F, policy #2350).

### **College Safety and Security Policy/Procedure**

The safety of students, employees, and visitors, as well as the security of facilities, is a major consideration in the operations of Chemeketa Community College. Every reasonable effort will be made to eliminate or mitigate causes of accidents, fire exposures, and occupational hazards associated with college activities. (See Appendix G, policy/procedure #2410).

### **College Public Safety Authority Policy**

Chemeketa Community College's Public Safety department has the authority to ask persons for identification and to determine whether individuals have lawful business at the college. Public Safety officers have the authority to issue parking tickets (citations) to students, employees and visitors who are in violation of the college's Traffic Code. (See Appendix H, policy #2415).

## **Annual Campus Security Report – Clery Act**

Chemeketa Community College shall publish an Annual Security Report. As part of this requirement, the college shall keep a daily crime log at all locations and request criminal statistics from local law enforcement for the areas consisting of the Clery Geography. (See Appendix I, policy #1740).

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<sup>1</sup> U.S. Higher Education Opportunity Act 20  
U.S.C. § 493 (2008)

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College Board of Education Series—1000

## HARASSMENT/DISCRIMINATION

Chemeketa Community College is committed to maintaining a workplace in which everyone can achieve their full potential without being impeded by unlawful discrimination or harassment. The intent of this policy is to impress upon everyone at every level the seriousness of this commitment and strongly encourage everyone to report any conduct that they perceive to be discriminatory or harassing in nature.<sup>1</sup>

Harassment or discrimination is prohibited when it is based on any of the following protected classes:

- Race<sup>2</sup>
- Color<sup>2</sup>
- Ethnic origin<sup>12</sup>
- National origin<sup>12</sup>
- Religion<sup>2</sup>
- Age<sup>4</sup>
- Disability<sup>3</sup>
- Sex (see Sexual Harassment, Discrimination and Misconduct Policy #1751)<sup>2, 6 and 13</sup>
- Sexual orientation (See Sexual Harassment, Discrimination and Misconduct Policy #1751)<sup>11 and 13</sup>
- Gender identity/expression (See Sexual Harassment, Discrimination and Misconduct Policy #1751)<sup>11 and 13</sup>
- Family relationships<sup>9</sup>
- Marital status<sup>11</sup>
- Pregnancy and related conditions<sup>7</sup>
- Citizenship status<sup>5</sup>
- Protected Veterans status<sup>8</sup>
- Tobacco usage during non-working hours<sup>10</sup>
- Genetic Information<sup>14</sup>
- Victim of domestic violence<sup>15</sup>
- Whistle blower<sup>16</sup>

Any conduct relating to these protected classes is prohibited when

1. Submission to such conduct is made, either implicitly or explicitly, a term or condition of employment or academic performance; or

<sup>1</sup> See also Policies 1751, 1752, and 1753

<sup>2</sup> The Civil Rights Act of 1964—Title VII and ORS 659A.006

<sup>3</sup> The Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Americans with Disabilities Act Amendment of 2008 and ORS 659A.112

<sup>4</sup> Age Discrimination in Employment Act of 1967, Older Workers Benefit Act of 1990 and ORS 659A.030

<sup>5</sup> Immigration Reform and Control Act of 1986

<sup>6</sup> Equal Pay Act of 1963 and ORS 659A.029

<sup>7</sup> Pregnancy Discrimination Act of 1978 and ORS 659A.029

<sup>8</sup> The Veterans Reemployment Act of 1974, the Uniform Service Employment and Reemployment Rights Act of 1994

<sup>9</sup> The Civil Rights Act of 1964 §1981, 1983 and ORS 659A.309

<sup>10</sup> ORS 659A.315

<sup>11</sup> ORS 659A.006

<sup>12</sup> The Civil Rights Act of 1964 §1981, 1983

<sup>13</sup> Title IX of the Education amendment of 1972

<sup>14</sup> ORS 659A/Genetic Information Non-Discrimination Act 2008 (GINA) § 202.

<sup>15</sup> ORS 659A.270

<sup>16</sup> ORS 659A.199

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## **HARASSMENT/DISCRIMINATION** (continued)

2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic performance; or
3. Such conduct is severe or pervasive and has the purpose or effect of the following:
  - Unreasonably interfering with any individual's work or academic performance; or
  - Creating an intimidating, hostile, or offensive work or academic environment.

### **Basis for Determination**

Chemeketa will make the determination of harassment/discrimination based the preponderance of the evidence standard, the totality of the situation, and from the reasonableness of the complainant's (or the person making the complaint) perspective.

### **Examples**

Conduct that could be a violation of this policy includes, but is not limited to

#### Verbal Actions

- Jokes that stereotype a protected class
- Teasing that stereotypes a protected class
- Comments that stereotype a protected class
- Hostile comments about a protected class
- Name-calling or nicknames

#### Physical Actions

- Displaying or distributing offensive pictures
- Physical violence or hostility based on a protected class
- Gesturing based on a protected class
- Encroaching on a person's physical space
- Repeated unwelcome social invitations, phone calls, texting, social media contact, email, or notes

### **Applicability**

This policy applies to all college employees and students, anyone serving in a supervisory capacity on behalf of the college, and vendors and members of the general public.

### **Sanctions**

Any employee engaging in behavior prohibited by this policy is subject to discipline, up to and including termination, subject to any association contract or state or federal law.

Any student engaging in behavior prohibited by this policy is subject to the disciplinary processes as set forth in Chemeketa's Students' Rights and Responsibilities handbook.



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## **HARASSMENT/DISCRIMINATION** (continued)

Any vendor engaging in behavior prohibited by this policy may have their contract cancelled within the terms and conditions of their contract.

Any member of the general public engaging in behavior prohibited by this policy may be trespassed from campus.

### **Retaliation**

Chemeketa prohibits retaliation against an individual or group of individuals involved in any of the following:

- Filing a complaint or report under this policy
- Filing an external complaint
- Participating in a disciplinary process
- Providing information concerning a complaint or participating in an investigation
- Opposing in a reasonable manner an action believed to constitute a violation of this policy

Retaliation can take many forms, including, but not limited to, verbal or physical abuse, threats of violence, and/or intimidation. Actions are considered retaliatory when they have a materially adverse effect on the working, academic, or college-controlled living environment of an individual, or that hinder the individual from effectively carrying out their college responsibilities. Individuals engaging in retaliatory acts are subject to discipline as described in this policy.

June 26, 1991

*Adopted College Board of Education*

November 15, 2000; July 26, 2006;  
October 17, 2007; October 21, 2009;  
April 17, 2013; December 20, 2016;  
December 18, 2019

*Revised College Board of Education*

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**HARASSMENT COMPLAINT**

**Prior to Filing a Complaint:**

If it is appropriate and safe, anyone alleging a violation of this policy should meet with the person who allegedly violated the policy and resolve the issue informally.

**Filing a Complaint:**

Any employee, student, or member of the general public who believes he or she has been negatively impacted by a violation of this policy by any individual to whom this policy applies can file a complaint.

Questions, concerns, or complaints relating to the conduct covered by this policy should be directed to any of the following:

- The **director of Human Resources**
- The **executive dean—Governance**
- The **executive dean—Student Development & Learning Resources**
- The **director of Legal Resources**

Additional information can be found on the Chemeketa Web site.

An individual who needs an accommodation (*e.g.*, sign language interpreter, print materials in an accessible format) should inform the person who is going to take the complaint so appropriate accommodation can be made.

The following information must be provided to file a complaint:

1. The complaining party's name and contact information;
2. The name of the person, or identifying information, who is alleged to have violated the policy;
3. A description of the alleged violation.

Although Chemeketa encourages reports or complaints to be filed as soon as possible, all claims must be brought within statutory time frames.

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**HARASSMENT COMPLAINT** (continued)

The person receiving the complaint will consult with the **director of Human Resources** who will determine the appropriate course of action. In the event the **director of Human Resources** has a conflict, the **executive dean—Governance, executive dean—Student Development & Learning Resources**, or **director of Legal Resources** will assume the duties of the **director of Human Resources**. An informal resolution to the complaint may be pursued.

If a formal investigation is determined appropriate, the **director of Human Resources** will be responsible for the investigation. The investigation will be done as promptly and impartially as possible. The **director of Human Resources**—in consultation with other individuals such as the executive dean, legal counsel, and appropriate administrators—will determine if a violation of the policy has occurred and recommend the appropriate action in accordance with association contracts and applicable law.

The person who made the complaint will be notified as soon as practicable when the investigation is complete and whether the claim was found to be substantiated, unsubstantiated, or inconclusive.

Individuals served by or working under the U.S. Department of Labor grant may file an Equal Opportunity complaint with the recipient's **Equal Opportunity Officer, Director of Human Resources; or the Director, Civil Rights Center (CRC), U. S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, D.C. 20210.**

October 4, 2000  
*Adopted by College Council*  
June 7, 2006; August 13, 2007  
*Revised*

April 25, 2012  
*Revised by College Executive Administration*

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## SEXUAL HARASSMENT, DISCRIMINATION AND MISCONDUCT

### Introduction

Chemeketa Community College is committed to maintaining a safe and healthy educational and work environment in which no member of the community is, on the basis of sex, sexual orientation, or gender identity expression, excluded from participation in, denied the benefits of, or subjected to discrimination in any college program or activity. Gender-based harassment and sexual harassment, including sexual violence, are forms of sex discrimination in that they deny or limit an individual's ability to participate in or benefit from college programs or activities.

This policy is designed to ensure a safe and non-discriminatory educational and work environment and to meet legal requirements, including:

- Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in the college's programs or activities;
- Oregon HB 3415;
- Violence Against Women Reauthorization Act;
- Title VII of the Civil Rights Act of 1964, which prohibits discrimination on the basis of sex in employment.

It does not preclude application or enforcement of other college policies.

### 1. Prohibited Conduct

The conduct listed below is strictly prohibited when the conduct denies or limits an individual's ability to participate in or benefit from college programs, activities, or employment.

#### A. Sexual Assault

Sexual assault is actual or attempted sexual contact with another person without that person's consent. Sexual assault includes, but is not limited to:

- intentional touching of another person's intimate parts without that person's consent;
- other intentional sexual contact with another person without that person's consent;
- coercing, forcing, or attempting to coerce or force a person to touch another person's intimate parts without that person's consent;
- rape, which is penetration, no matter how slight, of 1) the vagina or anus of a person by any body part of another person or by an object, or 2) the mouth of a person by a sex organ of another person, without that person's consent.

#### B. Sex/Gender-Based Discrimination

Sex discrimination is adverse treatment of an individual based on sex or gender, rather than individual merit. Sex discrimination encompasses sexual misconduct but also includes other discriminatory behavior that does not constitute sexual misconduct. Sex discrimination also may include abusive or harassing behavior, whether verbal or physical, that demeans or intimidates another individual because of sex, gender identity,

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**SEXUAL HARASSMENT, DISCRIMINATION AND MISCONDUCT (continued)**

or gender expression. Examples of conduct that can constitute sex discrimination because of sex, gender identity, or gender expression include, but are not limited to, the following:

- singling out or targeting an individual for different or adverse treatment (e.g., more severe discipline, lower salary increase);
- failing or refusing to hire or allow participation by an individual in a college activity;
- terminating or removing an individual from employment or an educational program;
- verbally harassing, abusing, or demeaning a targeted individual with conduct that adversely impacts that individual.

**C. Sexual Exploitation**

Sexual exploitation occurs when person A takes sexual advantage of person B for the benefit of anyone other than person B without person B's consent. Examples of behavior that could rise to the level of sexual exploitation include:

- prostituting another person;
- recording images (e.g., video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness without that person's consent;
- distributing images (e.g., video, photograph) or audio of another person's sexual activity, intimate body parts, or nakedness, if the individual distributing the images or audio knows or should have known that the person depicted in the images or audio did not consent to such disclosure and objects to such disclosure;
- viewing another person's sexual activity, intimate body parts, or nakedness in a place where that person would have a reasonable expectation of privacy, without that person's consent, and for the purpose of arousing or gratifying sexual desire.

**D. Sexual Harassment**

Sexual harassment is defined as unwelcome conduct of a sexual nature.

Sexual harassment can include:

- unwelcome sexual advances;
- requests for sexual favors;
- other verbal, nonverbal, or physical conduct of a sexual nature where such conduct is sufficiently severe or pervasive that it has the effect, intended or unintended, of unreasonably interfering with an individual's work or academic performance or it has created an intimidating, hostile or offensive environment and would have such an effect on a reasonable person.

**E. Sexual Misconduct**

Sexual misconduct occurs when participants in sexual activity have not given consent. Sexual misconduct involving force, duress, or inducement of incapacitation, or where the perpetrator has deliberately taken advantage of another person's state of incapacitation, will be deemed especially egregious. The consumption of alcohol or the use of illegal substances does not constitute a mitigating circumstance when it contributes to a violation regarding sexual misconduct.

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## **SEXUAL HARASSMENT, DISCRIMINATION AND MISCONDUCT (continued)**

### **F. Dating Violence** (also known as intimate partner/spouse violence)

Dating violence is any act of violence, threat, or intimidation that harms or injures a partner/spouse in a current or former intimate relationship (defined below). These acts may be physical, emotional/psychological, sexual, or economic in nature. Dating violence can be a single act or pattern of behavior. These acts are prohibited under this policy.

### **G. Domestic Violence**

Violence that occurs when partners/spouses in a current or former intimate relationship are or have been cohabiting in the same space is also prohibited. Students are deemed to be cohabiting when they share access to the same private living space or bathroom.

### **H. Stalking**

Stalking is a course of conduct or series of acts directed at a partner in a current or former intimate relationship that would cause a reasonable person to feel fear, to experience emotional distress, or to fear for the safety of a third person. Acts that together constitute stalking may be direct actions or may be communicated by a third party and can include, but are not limited to, threats of harm to self or others, pursuing or following, non-consensual (unwanted) communication by any means, unwanted gifts, trespassing, and surveillance or other types of observation.

## **2. Initial Inquiry**

Chemeketa is required to conduct an initial inquiry, or to make contact with the named parties, whenever a designated responsible employee, as defined below, has actual knowledge, or in the exercise of reasonable care should know, that possible sexual harassment, sexual assault, domestic violence, dating violence, or stalking has occurred.

An employee or student may choose not to make a complaint or report in their own case.

## **3. Retaliation**

Chemeketa prohibits retaliation against an individual or group of individuals involved in any of the following

- filing a complaint or report under this policy;
- filing an external complaint;
- participating in a disciplinary process;
- opposing in a reasonable manner an action believed to constitute a violation of this policy

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## **SEXUAL HARASSMENT, DISCRIMINATION AND MISCONDUCT (continued)**

Retaliation can take many forms, including, but not limited to, verbal or physical abuse, threats of violence, and/or intimidation. Actions are considered retaliatory when they have a materially adverse effect on the working, academic, or college-controlled living environment of an individual, or that hinder the individual from effectively carrying out their college responsibilities. Individuals engaging in retaliatory acts are subject to discipline as described in this policy.

### **4. Determination of Violations**

In determining whether alleged conduct violates this policy, the college will consider the totality of the facts and circumstances involved in the incident, including the nature of the alleged conduct and the context in which it occurred. Any of the prohibited conduct can be committed by individuals of any gender, and it can occur between individuals of the same gender or different genders. It can occur between strangers or acquaintances, as well as people involved in intimate or sexual relationships.

### **5. Jurisdiction**

This policy governs college students, regardless of enrollment status, all employees, and third parties (e.g., non-members of the college community, such as vendors and visitors).

Third parties are both protected by and subject to this policy. A third party may make a complaint or report of a violation of this policy. A third party also may be permanently barred from the college or subject to other restrictions for failing to comply with this policy.

Chemeketa will analyze and may have an obligation to respond to any complaint regardless of whether the incident occurred on the campus of the institution or elsewhere that relates to sexual harassment, sexual assault, domestic violence, dating violence, or stalking. All actions by a member of the college community that involve the use of the college's computing and network resources from a remote location, including but not limited to accessing email accounts, will be deemed to have occurred on campus.

### **6. Relationships with Individuals in Authority/Consensual Relationships**

A sexual or romantic relationship involving individuals in a teacher-student relationship or in the context of employment supervision or evaluation is not, in and of itself, sexual misconduct as defined by this policy and will not be investigated or adjudicated under this policy. However, an interaction may be a violation of College Policy 1753, Consensual Relationships and subject to separate disciplinary procedures.

A sexual or romantic relationship involving individuals in a teacher-student relationship (e.g., being directly or indirectly taught, supervised or evaluated) violates the college's policy (Policy 1753, Consensual Relationships), and potentially violates state and federal anti-discrimination laws. A consensual relationship with a student can also create immediate problems of conflict of interest and raise perceptions of favoritism or unequal treatment.

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## **SEXUAL HARASSMENT, DISCRIMINATION AND MISCONDUCT (continued)**

A conflict of interest also exists if there is a consensual romantic or sexual relationship in the context of employment supervision or evaluation. Therefore, a supervisor may not influence, directly or indirectly, salary, promotion, performance appraisals, work assignments, or other working conditions for an employee with whom such a relationship exists. (See Policy 1753 for more information.)

### **7. Disclosure of Information**

The college may share non-identifying information, including data about outcomes and penalties, in aggregate form. At no time will the college release the name or other personally identifiable information of the complainant to the general public without the express consent of the complainant or as otherwise permitted or required by law.

### **8. Sanctions**

The college will remedy all forms of harassment when reported, whether or not the harassment rises to the level of creating a hostile environment. When harassment rises to the level of creating hostile environment, the college may impose sanctions as defined below.

Any employee engaging in behavior prohibited by this policy is subject to discipline that may include termination, subject to any association contract or state or federal law.

Any student engaging in behavior prohibited by this policy is subject to the disciplinary processes as set forth in Chemeketa's Students' Rights and Responsibilities handbook.

People who are both students and employees are subject to discipline as both a student and an employee.

Any vendor engaging in behavior prohibited by this policy may have their contract cancelled, within the terms and conditions of their contract.

Any member of the general public engaging in behavior prohibited by this policy may be trespassed from property owned or controlled by the college.

### **9. Definitions**

For the purposes of this policy, the definitions below will be used.

**Consent.** In reviewing possible violations of this policy, the college considers consent as the voluntary, informed, un-coerced agreement through words and actions freely given, which a reasonable person would interpret as a willingness to participate in mutually agreed-upon sexual acts. Consensual sexual activity happens when each partner willingly and affirmatively chooses to participate.



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## **SEXUAL HARASSMENT, DISCRIMINATION AND MISCONDUCT (continued)**

Indications that consent is not present include, but are not limited to, the following:

- when physical force is used or there is a reasonable belief of the threat of physical force;
- when duress is present;
- when one person overcomes the physical limitations of another person;
- when a person is incapable of making an intentional decision to participate in a sexual act, which could include instances in which the person is in a state of incapacitation.

**Incapacitation.** Incapacitation is the state in which a person's perception or judgment is so impaired that he or she lacks the cognitive capacity to make or act on conscious decisions. The use of drugs or alcohol can cause incapacitation. An individual who is incapacitated is unable to consent to a sexual activity. Engaging in sexual activity with an individual who is incapacitated (and therefore unable to consent), where a person knows or ought reasonably to have understood that the individual is incapacitated, constitutes sexual misconduct.

**Dating (Intimate) Relationship.** A dating relationship is a short- or long-term relationship between persons of any gender that provides romantic and/or physical intimacy or emotional dependence. Dating relationships may include, but are not limited to, marriages, civil unions, dating relationships, "hook-up" relationships, relationships in which partners are characterized as "girlfriends" or "boyfriends," and relationships between persons with a child in common.

### **Responsible Employees**

All Chemeketa employees are considered responsible employees and are required to report incidents of conduct prohibited by this policy to the Title IX coordinator or their designee. All employees are also required to fully cooperate with investigations related to these issues. Exceptions to being considered a responsible employee include individuals designated as campus or community professionals who are bound by state and federal laws to not reveal information without written permission of the individual are not required to report confidential information, or employees designated by the college as confidential advocates. These individuals are prohibited from breaking confidentiality unless there is an imminent threat of harm to the individual or others.

In emergency situations, if there is a suspected crime in progress, or imminent or serious threats to the safety of anyone, employees must immediately dial 911 or contact the Department of Public Safety.

**Student.** A student is anyone who has enrolled in any Chemeketa course, regardless of the number of credits, within the twelve months preceding the alleged violation. An individual's status will be determined based on the context associated with the complaint.

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**SEXUAL HARASSMENT, DISCRIMINATION AND MISCONDUCT (continued)**

**The following terms have been defined in consultation with Chemeketa's Associated Student Council.**

**Anti-oppression:**

- A commitment by the institution to take each report seriously without trying to minimize or hide it and without blaming the victim;
- students are free to openly discuss a concern and their concern will be met
- with sensitivity and compassion;
- response to a report will be met with sensitivity and care for all members of protected classes as defined Chemeketa's Affirmative Action statement.

**Culturally-responsive.** Chemeketa will take into account individual's cultural values and identity, being sensitive to how people view sexuality within their culture and will take personal culture into account when considering resolution processes.

**Gender-responsive:**

The Title IX Coordinator or their designee, will not:

- assume to know preferred pronouns of parties involved in a case;
- assume to know a student's gender identity;
- stereotype women and men's traditional roles or behaviors;
- attribute blame to a particular gender based on an immediate response to an incident, but will instead make sure both parties are heard and reported accurately.

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**SEXUAL HARASSMENT, DISCRIMINATION AND MISCONDUCT (continued)**

**Trauma informed:**

The institution's approach to the reported incident should be conducted in a sensitive matter and should:

- Understand that the sexual misconduct reported and the aftermath of that event could have traumatized parties mentally and physically;
- understand medical and mental health protocols and explain these processes to students so they will understand possible next steps;
- explain the emotional and physical aspects of addressing sexual misconduct;
- understand how trauma affects the brain;
- explain students' rights in the reporting and response process and the limits on confidentiality.

July 26, 2006  
*Adopted College Board of Education*  
September 23, 2009; April 17, 2013;  
June 17, 2015; March 20, 2019;  
July 22, 2020  
*Revised College Board of Education*

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**SEXUAL HARASSMENT, DISCRIMINATION AND MISCONDUCT**

These procedures govern behavior prohibited by Chemeketa’s Sexual Harassment, Discrimination and Misconduct Policy – Policy 1751

**A. Options**

The College encourages all individuals to report any alleged or suspected violation of this policy to the Title IX coordinator, and to report potential criminal conduct to law enforcement. Anyone who seeks to make a complaint or report may do any or all of the following:

- Request interim measures from the Title IX Coordinator (see Section C.3);
- File a complaint or report with the Title IX Coordinator, thereby invoking the College’s internal disciplinary process;
- Contact the Department of Public Safety for assistance in filing a criminal complaint and preserving physical evidence;
- Contact local law enforcement to file a criminal complaint.

**B. Resources**

The College offers assistance to anyone wishing to file a complaint or seeking assistance. Below is a listing of off-campus and on-campus resources that individuals may utilize.

When contacting any of these resources, an individual does not need to know whether they wish to request any particular course of action, nor how to label what happened.

Individuals are encouraged to contact law enforcement and seek medical treatment as soon as possible following an incident that poses a threat to safety or following a potential criminal offense.

**Off Campus Resources**

In case of Emergency call:	911
Canyon Crisis Center:	503.897.2327
Center for Hope & Safety:	503.399.7722 (24 hr. hotline) 866.399.7722 (toll-free 24 hr. hotline) 503.378.1572 (office)
Marion County	503.588.5253
Victim Assistance:	866.780.0960 (toll free)
Law Enforcement:	
Marion County Sheriff:	503.588.5094 503.588.5032 (non-emergency line)
Polk County Sheriff	503.623.9251
Yamhill County Sheriff	503.434.7506
Salem Police:	503.588.6123
Oregon State Police:	503.378.3387 503.378.3720 (headquarters)

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## SEXUAL HARASSMENT, DISCRIMINATION AND MISCONDUCT

Stalking or Restraining Order: (first contact Marion County Sheriff's Office 503.588.5094)  
Marion County Courthouse  
100 High St. NE  
Salem, OR  
503.588.5105

### On Campus Resources

Title IX Coordinator: Vivi Caleffi Pritchard  
Building 2, Room 214F

Deputy Coordinators: Heather McDaniel (Employees)  
Jon Mathis (Students)

### On-Campus – Confidential Resources

These individuals are not required to disclose information reported to them relative to this policy. Information shared with them is kept strictly confidential and nothing will be shared without your permission, except in rare, extreme circumstances, including imminent risk of harm to self or others.

Campus Advocates: Contact Counseling Services  
Building 2, Room 115

### C. Filing a Complaint or Report with the Title IX Coordinator

Individuals are encouraged to report any alleged violation of this policy directly to the Title IX Coordinator. Some of the issues that can arise in that process are covered below.

#### 1. Request for Confidentiality

If a complainant self-identifies but asks that his/her name or other identifiable information not be shared with the respondent or that no formal action be taken, the Title IX Coordinator will consider how to proceed, taking into account the complainant's wishes, the College's commitment to provide a safe environment, and the respondent's right to have notice of the allegations. In such circumstances, the Title IX Coordinator may arrange for limited fact-finding by an investigator to better understand the context of the complaint.

#### 2. Timeliness of Complaint

In order to allow the College to respond promptly and effectively, individuals are encouraged to report any violation as soon as possible. However, complaints and reports may be made at any time without regard to how much time has elapsed since the incident(s) in question.

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## **SEXUAL HARASSMENT, DISCRIMINATION AND MISCONDUCT**

### **3. Interim Measures**

Upon receipt of a complaint or report of a violation of this policy, the College will provide reasonable and appropriate interim measures. The College may provide interim measures regardless of whether the complainant seeks formal disciplinary action.

Interim measures may include:

1. Access to counseling services and assistance in arranging an initial appointment;
2. Rescheduling of exams and assignments;
3. Change in class schedule, including the ability to transfer course sections or withdraw from a course;
4. Change in work schedule or job assignment;
5. Change in housing;
6. Providing medical services;
7. Imposition of an on-campus "no contact order," an administrative remedy designed to curtail contact and communications between two or more individuals; and/or
8. Any other remedy that can be used to achieve the goals of this policy.

Requests for interim measures may be made by or on behalf of the complainant to the Title IX Coordinator. The Title IX Coordinator is responsible for ensuring the implementation of interim measures and coordinating the College's response with the appropriate offices on campus.

All individuals are encouraged to report concerns about the failure of another to abide by any restrictions imposed by an interim measure. The College will take immediate action to enforce a previously implemented measure and disciplinary penalties can be imposed for failing to abide by a College-imposed measure.

### **4. Anonymous Reporting**

When the College receives a complaint where the person making the complaint does not identify herself/himself, it will attempt to investigate the complaint based on the information provided in the complaint and will determine how best to proceed. In such circumstances, the Title IX Coordinator may arrange for limited fact-finding by an investigator to better understand the context of the complaint.

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## **SEXUAL HARASSMENT, DISCRIMINATION AND MISCONDUCT**

### **5. Sexual History**

The sexual history of the complainant and/or the respondent will generally not be used in determining whether a violation of this policy has occurred. However, in certain circumstances, the sexual history between parties may have limited relevance. For example, if consent is at issue, the sexual history between the parties may be relevant to determining whether consent was sought and given during the incident in question, although it must be remembered that even in the context of a relationship, consent to one sexual act does not constitute consent to another sexual act, and consent on one occasion does not constitute consent on a subsequent occasion. In addition, under very limited circumstances, sexual history may be relevant to explain injury, to provide proof of a pattern, or for another specific question raised by an allegation.

### **6. Consolidation of Investigation**

The Title IX Coordinator has the discretion to consolidate multiple complaints or reports into a single investigation if evidence relevant to one incident might be relevant to the others.

### **7. Circumstances Relating to Misconduct Affecting Health or Safety**

In connection with this policy, in circumstances seriously affecting the health or well-being of any person, or where physical safety is seriously threatened, or where the ability of the College to carry out its essential operations is seriously threatened or impaired, the College may summarily suspend, dismiss, or bar any person from the College.

## **E. Criminal Complaint to Law Enforcement**

At the complainant's request, the College will assist the complainant in contacting local law enforcement and will cooperate with law enforcement agencies if a complainant decides to pursue the criminal process.

## **F. Investigation, Disciplinary, and Appeal Procedures for Cases When the Respondent Is a Student**

### **1. Investigation and Adjudication**

When the College receives a complaint or report alleging that a student violated this policy, the Title IX Coordinator will work with the Executive Dean of Students to determine if interim measures (see C.3) are appropriate and will implement them. The respondent will be informed of the allegations and the possible disciplinary actions that could result if an investigation determines that a violation of college policy has occurred. The Title IX Coordinator will be responsible for a fair and independent investigation. As part of this investigation, a report will be prepared which will include findings of fact, findings of responsibility, and rationale. Both parties will be given copies of the report.

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## **SEXUAL HARASSMENT, DISCRIMINATION AND MISCONDUCT**

After reviewing the investigative report, each party will have an opportunity (1) to meet again with the investigator, (2) to respond in writing, and (3) to request the collection of other information. If any additional information is gathered, it will be shared with both parties and each will have the opportunity for further response. The investigator will designate reasonably prompt time frames to ensure a timely completion of the process but also an adequate opportunity for both sides to respond thoroughly to the information gathered in the investigation. During the investigation, either party may be accompanied by a person of their choice.

The Executive Dean of Students will consult with the Title IX Coordinator and determine whether the respondent violated College policy or Student Rights and Responsibilities. This determination will be based on the preponderance of evidence standard. Preponderance of evidence means that it is more likely than not that a respondent violated College policy.

As part of this investigation, an outcome letter will be prepared which will include findings of fact, findings of responsibility, and rationale.

This letter will be provided to both parties. The contents of the letter may be modified subject to the limitations of FERPA and other relevant federal or state privacy laws. Where a policy violation has occurred by the Respondent, the outcome letter will be provided to the Respondent.

### **2. Discipline**

If a student is found responsible for violating College policy, the Executive Dean of Students will determine the discipline. It will be determined based on the seriousness of the violation(s) and the student's previous disciplinary history (if any). Remedial measures will be determined based on the need to afford the parties an educational environment free from discrimination under Title IX. The findings regarding fact and responsibility, as well as the decision regarding the penalty in cases where violations of College policy have occurred, will be conveyed to the parties at the same time in writing. The notification will include the parties' appeal rights.

### **3. Rights of Appeal**

Both parties have equal rights to an impartial appeal. An appeal is not to initiate a review of substantive issues of fact or a new determination of whether a violation of College rules has occurred. The grounds for an appeal are limited to the following considerations:

- a. There is substantial relevant information that was not presented, and reasonably could not have been presented during the investigation;



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## **SEXUAL HARASSMENT, DISCRIMINATION AND MISCONDUCT**

- b. The imposed penalty does not fall within the range of penalties imposed for similar misconduct; or
- c. There was procedural unfairness during the disciplinary process.

The College President makes the decision on appeals and may uphold the original decision, alter the imposed penalty, or return the case for additional proceedings or other action. The President's decision is final.

Appeals must be written and filed with the President's office within seven (7) calendar days from the day the original decision is issued. If either party files an appeal, the President's Office will notify the other party in writing.

### **4. Status While Action is Pending**

Pending action, the respondent may be permitted to be on campus, attend classes, and make use of some or all College facilities, except for circumstances relating to the physical or emotional safety or well-being of a member (or members) of the College community, or the ability of the College to carry out its essential functions. Certain restrictions may be imposed by the Title IX Coordinator on the respondent in order to provide the complainant with an educational environment free from discrimination under Title IX.

## **G. Investigation, Disciplinary, and Appeal Procedures for Cases When the Respondent Is an Employee**

### **1. Investigation and Adjudication**

When the Title IX Coordinator receives a complaint or report alleging that an employee violated this policy, the Title IX Coordinator will work with the immediate supervisor to determine if any interim measures (see C.3) are appropriate. The Title IX Coordinator will retain primary responsibility for processing the complaint, including responsibility for a fair and independent investigation.

As part of this investigation, an outcome letter will be prepared by the investigator which will include findings of fact, findings of responsibility, and rationale. In determining findings of fact, the "preponderance of the evidence" standard will be used. This means that a policy will be found to have been violated if it is more likely than not that the prohibited conduct occurred.

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## **SEXUAL HARASSMENT, DISCRIMINATION AND MISCONDUCT**

This letter will be provided to both parties. The contents of the letter may be modified subject to the limitations of FERPA and other relevant federal or state privacy laws. Where a policy violation has occurred by the Respondent, the outcome letter will be provided to the Respondent's supervisor, Dean/Director, and Director of Human Resources.

### **2. Discipline**

If it is determined that an employee has violated college policy, the immediate supervisor will consult with the Title IX Coordinator and the Director of Human Resources, and determine the appropriate discipline. The discipline will be consistent with the appropriate bargaining unit agreement and the administrative handbook. Discipline will p r e v i o u s disciplinary history (if any).

### **3. Rights of Appeal**

Both parties have equal rights to an impartial appeal. In cases where the respondent is a represented employee, the appeal process will be determined by the appropriate collective bargaining agreement or the administrative handbook.

In a case where the respondent is a non-represented employee, the College President will make the final decision on appeals. An appeal is not to initiate a review of substantive issues of fact or a new determination of whether a violation of College rules has occurred. The grounds for an appeal are limited to the following considerations:

- a. There is substantial relevant information that was not presented, and reasonably could not have been presented during the investigation;
- b. The imposed penalty does not fall within the range of penalties imposed for similar misconduct; or
- c. There was procedural unfairness during the disciplinary process.

For non-represented employees, the College President makes the decision on appeals and may uphold the original decision, alter the imposed penalty, or return the case for additional proceedings or other action. The President's decision is final.

Appeals must be written and filed with the President's office within seven (7) calendar days from the day the original decision is issued. If either party files an appeal, the President's Office will notify the other party in writing.

### **H. Procedures Where One Party is a Member of the College Community and the Other Party is a Non-Member of the College Community**

When a third party, (i.e., a non-member of our College community) is involved as a complainant or a respondent, the College will use disciplinary procedures that are generally consistent with the other disciplinary procedures, appropriately modified based on the

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## SEXUAL HARASSMENT, DISCRIMINATION AND MISCONDUCT

particular circumstances involved and taking into account privacy requirements. In no case will a member of our community (i.e., current student, faculty member or staff member) be afforded lesser rights or lesser opportunities to participate in the disciplinary proceeding than the non-member of the College community.

### I. Range of Penalties under This Policy and Disciplinary Procedures

Members of the College community may be subject to disciplinary penalties for violating this policy.

#### 1. Additional Measures

If a respondent is found responsible for violating this policy, the complainant may request measures not already in place, such as a one-way no contact order. The College will promptly implement the measures as appropriate. The burden of the measures will not be placed on the complainant.

#### 2. Penalties Applicable to Students

For violations of this policy by students, the penalties, in ascending order of severity, are:

- a. **Warning.** A formal reprimand that may be taken into account in judging the seriousness of any future violation.
- b. **Disciplinary Probation.** Disciplinary probation is a more serious reprimand for a definite amount of time. It implies that any future violation, of whatever kind, during that time, may be grounds for suspension, suspension with conditions, or in especially serious cases, expulsion from the College. Disciplinary probation will be taken into account in judging the seriousness of any subsequent infraction even if the probationary period has expired. Disciplinary probation appears on an individual's permanent record at the College (but not on the transcript) and may be disclosed in response to requests for which the student has given permission or as otherwise legally required.
- c. **Suspension.** This involves the removal from the College for at least the period of time specified by the suspension. In cases of suspension, relevant information remains on the student's permanent record and may be disclosed in response to requests for which the student has given permission or as otherwise legally required.
- d. **Suspension with Conditions.** This involves the removal from the College for at least the period of time specified by the suspension, with the suspension to continue until certain conditions have been fulfilled. These conditions may include, but are not limited to, restitution of damages or counseling. A suspension with conditions is recorded on a student's transcript. Relevant information remains on the student's permanent record and may be disclosed in response to requests for which the student has given permission or as otherwise legally required.

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## SEXUAL HARASSMENT, DISCRIMINATION AND MISCONDUCT

- e. **Expulsion.** Expulsion is the permanent removal from membership, without any opportunity for readmission to the community. Relevant information remains on the student's permanent record at the College and may be disclosed in response to requests for which the student has given permission or as otherwise legally required.
- f. **Restriction of Access to College Property, Resources, and Activities (Trespass).** When appropriate, restrictions may be placed on access to property owned by the College.

### 3. Penalties Applicable to Employees

For violations of this policy by employees, disciplinary penalties will be in accordance with the applicable collective bargaining agreement or administrative handbook. It may consist of counseling or training, written reprimand, unpaid suspension, or termination.

### 4. Penalties Applicable to the General Public/Visitors

For violations of this policy by members of the general public or visitors to the campus, penalties will range from a warning to restricted access (trespass).

### J. Other Investigation and Resolution Procedures

If a complaint or report of conduct prohibited by this policy is made against multiple individuals, an office, or the College in general, the Title IX Coordinator will review the matter and take appropriate action, in accordance with this policy. The Title IX Coordinator may conduct an investigation using investigative and disciplinary procedures that are generally consistent with those stated in this policy, appropriately modified based on the particular circumstances involved. The Title IX Coordinator also has the discretion to conduct a review of the college, after which the College may implement appropriate remedial measures.

June 7, 2006

*Adopted by College Council*

August 13, 2007; March 8, 2018

*Revised by College Council*

October 27, 2015

*Revised by College Executive Administration*

## APPENDIX C

Policy #2250 POL

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### ALCOHOL, MARIJUANA, AND OTHER DRUGS ON COLLEGE PROPERTY

Chemeketa Community College is committed to providing an environment which fosters excellence in learning for its students and community, and excellence in work performance for all of its employees. The misuse and/or illegal use of alcohol, marijuana, and other drugs is contrary to this effort. This policy prohibits the possession or use of marijuana products on any college-owned and or college controlled property

In keeping with federal and state statutes, the illegal use, possession, distribution, manufacture, or sale of alcohol, marijuana, and/or other drugs is not permitted on college-owned or college-controlled property. Being under the influence of alcohol, marijuana, and/or other drugs is not permitted on college-owned or college-controlled property, or while representing the college on business or in college sponsored activities. The legal sale, manufacture, and consumption of alcohol on the facilities of the college or at college-sponsored events and activities are regulated by this policy 2250 and procedure 2251.

Procedures will be established for the following populations: students, student employees, college employees, and campus visitors. The established procedures are to include:

- Awareness programs
- Referral resources for students and employees
- Sanctions (institutional and legal)
- Conditions for special use permits for alcohol

Chemeketa will maintain an Alcohol and Drugs Committee consisting of the director of Human Resources, general counsel, dean of Student Retention and College Life, executive dean of Student Development and Learning Resources and director of Marketing, Public Relations and Student Recruitment, or their designees, for the development, monitoring, implementation, and dissemination of college policies, procedures, programs around alcohol, marijuana, and other drugs and compliance with federal<sup>1</sup> and state<sup>2</sup>law.

September 18, 1991

*Adopted Board of Education*

July 26, 2000; March 15, 2006,

May 21, 2008; May 19, 2010;

September 20, 2017

*Revised*

<sup>1</sup> The Drug-Free Work Place Act of 1988 (41 U.S.C. §701 et seq.)

<sup>2</sup> The Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. §7101)

<sup>2</sup> Oregon Revised Statues 471.105 et al and 475.005 et al

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### **ALCOHOL AND OTHER DRUG ABUSE**

In May of every odd numbered year, the Alcohol and Other Drugs Committee will review the college's program on alcohol and other drugs. All recommendations will be forwarded to the Executive Dean.

**Sanctions:**

1. Students who violate the standard of conduct are subject to sanctions as outlined in the Student Rights and Responsibilities document.
2. Student employees who violate the standard of conduct are s u b j e c t to sanctions as outlined in the Student Rights and Responsibilities document or the Drug-Free Workplace Procedures, dependent upon the nature of their employment or the nature of the violation.
3. Staff who violate the standard of conduct are subject to sanctions as outlined in the Drug-Free Workplace Procedures.
4. Campus visitors who violate the standard of conduct will be referred to the Security Department, and are subject to sanctions as outlined by state and federal laws.

**Educational Programs:**

1. Alcohol and drug educational programs will be provided by the college for students. In addition to courses that are offered that include alcohol and other drugs education, co-curricular programs will also be provided.
  - 1.a. The Office for Student Life, in cooperation with the Alcohol & Other Drugs Committee, will plan and conduct an annual program of Alcohol & Other Drugs awareness activities.
  - 1.b. The college will provide student activities and entertainment that are free of alcohol and other drugs.
  - 1.c. The Office for Student Life and the Associated Students of Chemeketa will take an active part in promoting the prevention of alcohol and other drug abuse.

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**ALCOHOL AND OTHER DRUG ABUSE (Continued)**

Educational  
Programs  
(Continued):

- 1.d. Students and the community will receive Alcohol & Other Drugs information required under federal law through the schedule of classes.
2. All student employees will receive Alcohol & Other Drugs information distributed through the Financial Aid Office.
3. Staff development activities will be provided which equip and motivate staff to recognize, intervene, and make referrals when drug or alcohol problems are apparent among fellow staff members or students.
  - 3.a. College departments and standing committees, in cooperation with the Alcohol and Other Drugs Committee, will plan and conduct an annual program of Alcohol and Other Drugs awareness activities for staff.
  - 3.b. All staff will receive a copy of the Drug-Free Workplace Procedures for Staff annually. Copies will also be provided to each employee association and referenced in other documents; i.e., supervisors' handbook, employees' handbooks, etc.
4. Some Alcohol and Other Drugs educational programs provided for students may be open to the community.
5. For special classes relating to growing/harvesting grapes/hops, etc. or the production/marketing of wine/beer, limited consumption of, or tasting of, alcoholic beverages by students/staff may be an integral part of such classes.
  - 5a. Permission for appropriate consumption of alcohol by students/staff which is considered an integral part of these special classes shall be included as a part of the approval for scheduling such special classes.

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**ALCOHOL AND OTHER DRUG ABUSE (Continued)**

Educational  
Programs  
(Continued):

- i. Approval for offering the initial class requires the normal process plus the prior written approval of the Vice president of Academic Services and President. Justification for why/how limited consumption of alcohol is an integral part of such classes must be given. Forms for such approval shall be developed by Academic Services.
  - ii. Approval for subsequent offering of these special classes shall require the prior written consent of the academic dean responsible.
  - iii. If serving permits are required on-campus, then PRO #2251 must be followed.
  - iv. If serving permits are required off-campus, then instructor of record must work with site coordinator at off-campus location to assure legal requirements are honored.
- 5.b. All federal and state statutes must be honored in any service, use, or transportation of such alcoholic beverages related to these classes.
- 5.c. All course outlines/syllabi for these special classes must include notice that tasting of alcoholic beverages is strictly prohibited to students under the legal age limit, and some classes may restrict enrollment, whenever appropriate, to only students of legal age and those students able to taste alcoholic beverages as needed to successfully complete the class. All these special classes shall distribute copies of the College's Drug-Free Workplace Procedures #2252 along with College Procedure #2250.



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**ALCOHOL AND OTHER DRUG ABUSE (Continued)**

Educational  
Programs  
(Continued):

6. Designated drivers must be assigned for any tours or field trips using college vehicles and involving classes where alcoholic beverages may be consumed. These designated drivers are prohibited from any consumption of alcohol before or during these tours.

- 6.a. Appropriate waivers must be signed in advance of any tour, field trip, or class function where alcohol may be consumed. The waivers shall be required if students choose to use their own vehicles, ride in other personal vehicles, or utilize college provided transportation.

Assessment and  
Referral  
Services:

1. Assessment and referral services may be provided for students.

- 1.a. The college may provide an alcohol and other drug assessment or off-campus community resource referral service to students who seek help with alcohol or other drug problems. These trained peer counselors will be available to provide preliminary assistance to other students.

Students who have a substance abuse problem may voluntarily seek assistance and information on a confidential basis by contacting the college Advising and Counseling Department.

Students may also be referred to the Advising and Counseling Department for assistance by their academic advisor, instructor, or other appropriate personnel when there is evidence of a pattern of deteriorating academic performance suspected to be due to substance abuse.

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**ALCOHOL AND OTHER DRUG ABUSE (Continued)**

Assessment and  
Referral  
Services  
(Continued):

The service provided by the Advising and Counseling Department will be primarily diagnostic. Limited counseling will be provided; students will be encouraged to seek additional help through professional or self-help programs.

It will be the responsibility of the student to follow through with the referral for assessment of his or her problem and to cooperate with and follow the recommendations resulting from the assessment.

Referrals for ongoing individual or group counseling will be made to off-campus service providers. Students will participate in the selection of the treatment provider and modality. Every attempt will be made to refer students to providers whose programs best match their treatment needs and financial circumstances. Students will also be encouraged to participate in on-campus self-help groups and/or self-help classes when they terminate formal treatment.

- 1.b. Advising and Counseling Department will work with selected students to strengthen those students' listening, identification, and referral skills.
2. The same services provided to students for assessment and referral will be available to student employees. Supervisors and co-workers may encourage student employees to utilize these services.

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**ALCOHOL AND OTHER DRUG ABUSE (Continued)**

Assessment and  
Referral  
Services  
(Continued):

3. The college may provide assessment and referral services for staff.
  - 3.a. The college may provide an off-campus community resource referral service to staff who seek help with alcohol or other drug problems.
  - 3.b. College staff who perceive a colleague to have an alcohol or other drug problem shall encourage that individual to seek assistance.
  - 3.c. The process for making referrals is outlined in the Drug Free Workplace Procedures document.

Alcohol Special Use  
Permit:

1. The college may allow a "special use permit" for alcoholic beverage use according to the procedures outlined in the Special Use Permit—Alcoholic Beverages document. (Procedure No. 2251.)

September 18, 1991  
*Adopted College Council*  
June 10, 1998; November 8, 2000  
*Revised*

Administrative Series—2000

**SPECIAL USE PERMIT—ALCOHOLIC BEVERAGES**

**Serving of Alcoholic Beverages on College Owned or Controlled Facilities (Except Eola)**

- |                               |   |
|-------------------------------|---|
| <b>Areas for Consumption:</b> | <ol style="list-style-type: none"> <li>1. Alcohol will not be permitted in areas where educational classes are scheduled unless approved by the President.</li> <li>2. All alcohol must be consumed in rental areas only. No alcohol will be consumed in areas of public viewing.</li> <li>3. All alcohol service will cease one hour prior to conclusion of</li> </ol>   |
| <b>Customer:</b>              | <ol style="list-style-type: none"> <li>1. Request alcohol permit from Event Coordinator through Northwest Innovations in conjunction with catering request.</li> <li>2. Shall obtain a one (1) million dollar liability insurance on all events with the exception of Chemeketa Community College or Chemeketa Community College-sponsored events.</li> <li>3. Meets with event coordinator to review plans of catered event that includes alcohol restrictions and guidelines.</li> </ol>  |
| <b>Catering Manager:</b>      | <ol style="list-style-type: none"> <li>1. Seeks permit approval for Temporary Sales License from:               <ol style="list-style-type: none"> <li>a. <b>College President/Chief Executive Officer</b> (if alcohol is served in educational areas)</li> <li>b. <b>Appropriate policing authority</b></li> <li>c. <b>OLCC</b></li> </ol> </li> <li>2. Communicates approval or denial to customer. If permit denied, communicates rationale to customer.</li> <li>3. If approved, forwards permit to catering department.</li> <li>4. Communicates to Public Safety place and times of alcohol consumption.</li> </ol> |
| <b>Catering Department:</b>   | <ol style="list-style-type: none"> <li>1. Day of event, provides licensed servers and posts permit and other required OLCC notices for display at alcohol serving area.</li> </ol>  |

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### **Serving of Alcoholic Beverages at Chemeketa Eola**

Chemeketa Eola has an OLCC winery License which allows for the serving and sale of alcoholic beverages (beer & wine only) by the glass or bottle on premises without the purchase of a special use permit or Temporary Sales License from OLCC.

- Customer:**
1. Contacts the **Chemeketa Eola Event Coordinator** to secure a date and provide information. If catering request is to include alcoholic beverages, **Customer** is given details of Chemeketa Eola Policy and Procedures for having alcohol at a catered event with the restrictions of an OLCC Winery License.
- Event Coordinator:**
1. Coordinates the event with the customer.

September 9, 1991  
*Adopted College Council*  
May 8, 1998; March 8, 2006  
*Revised*

May 24, 2016  
*Revised by College Executive Administration*

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**DRUG-FREE WORKPLACE PROCEDURES**

**A. Standards of Conduct**

Employees at Chemeketa Community College serve as public employee role models for students and community citizens. That role carries an obligation to not only honor all statutes relating to the illegal use of drugs, or abuse of alcohol, but also to model good health habits as public servants.

Federal laws require the college to maintain a drug-free workplace to continue qualifying to receive federal funds. The college is committed to helping employees as needed to address any violation of the drug and alcohol policies or procedures.

*Education and any necessary treatment are goals in addressing issues around drug and alcohol issues. Inappropriate behavior and violation of drug and alcohol policies or procedures may result in some type of punishment. However, disciplinary action is not the purpose of the drug and alcohol policies and procedures. **Education, health, and safety are the primary objectives around these drug and alcohol issues.***

Chemeketa Community College is committed to maintaining employee safety, health, and efficiency by prohibiting in the workplace persons who are impaired, or under the influence, or who illegally manufacture, use, dispense, possess, or distribute alcohol or other drugs. All employees of the college must abide by these procedures and associated policies and procedures relating to alcohol and other drug abuse. (See Policy 2250 and Procedure 2250, 2251.)

Employees have an obligation to notify the college and provide documentation, if they are under any prescribed medication, which could compromise safety issues or adversely affect their performance.

Denial can be a major roadblock to effectively addressing any issues around abuse of drugs or alcohol. Employees are encouraged to cooperate with college officials in honoring these procedures and the related policies and procedures. **Cooperation usually results in more leniency; denial usually results in more disciplinary action.**

**B. Educational Aspects**

1. Stages in a Relationship with Drugs (Below are the four possible stages or types of alcohol or other drug use):
  - a. Experimentation
    - “Trying” a mood altering substance to experience “how it feels.”

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## DRUG-FREE WORKPLACE PROCEDURES

- b. Use
  - Using a mood altering substance for a specific purpose. This could be either **MEDICINALLY OR SOCIALLY**.
  - The individual in this stage maintains control of **WHEN** they use, **HOW OFTEN** they use and **HOW MUCH** of a substance they use.
- c. Misuse/Abuse
  - The individual begins **LOSING CONTROL** of **WHEN** they use, **HOW OFTEN** they use and **HOW MUCH** of a substance they use.
  - Can be either **MEDICINAL** or **SOCIAL**.
  - **DISCOMFORT** will occur when the individual's "drug of choice" is unavailable.
  - Individual will begin experiencing **ADVERSE CONSEQUENCES** as a result of their relationship with a particular substance.
- d. Chemical Dependency/Addiction
  - In addition to the above-mentioned experiences, the individual at this stage will continue **TO USE, MISUSE** and **ABUSE** a substance **DESPITE ADVERSE CONSEQUENCES**.
  - Once an individual reaches this stage, it is not possible to return to "controlled use" as described in the first two stages.

REMEMBER: Addiction is an illness no one chooses to have. It is involuntary and marked by a resistance to give up the drug(s).

- 2. Consider the high cost of drug abuse:
  - Absenteeism  
Employees who use drugs are 2 times (i.e. 200% more likely) more likely to have absences of eight days or more per year.
  - Productivity  
Drug-using workers are one-third less productive (i.e. 33% less productivity).
  - Safety  
Workers who use drugs are 3.6 times more likely to injure themselves or another person in a workplace accident (i.e. 360% more likely to have accidents).
  - Worker's Compensation  
Employees who use drugs are 5 times (i.e. 500%) more likely to file worker's compensation claims.
  - Medical Costs  
The medical costs of drug users are 3 times (i.e. 300% higher) more than for other employees.

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**DRUG-FREE WORKPLACE PROCEDURES**

3. The impact of drug abuse on employee behavior:

Facts	Impact
<p><b>Employee Health</b>            Drug and alcohol abusers tend to neglect their nutritional, sleep, exercise and other health maintenance needs.</p> <p>Drug abusers engage in high-risk activities (share needles, unsafe sex, physically dangerous stunts, use of multiple drugs).</p> <p>Drug abuse has other physical and psychological consequences, some rapid and severe, including sudden death.</p>	<p>Higher health benefit usage.</p> <p>Increase in number of sick days taken.</p> <p>More absenteeism.</p> <p>More tardiness</p> <p>Hyperactivity and/or lethargy.</p> <p>Moodiness.</p>
<p><b>Productivity</b>            Employees who abuse drugs or alcohol on the job are physically and mentally impaired.</p> <p>Drug abuse reduces both employee motivation and the ability to do a good job.</p>	<p>Reduced output.</p> <p>Increased error rate.</p> <p>Lower product or service quality.</p> <p>Reduced customer satisfaction.</p>
<p><b>Decision-making</b>            Employees who abuse drugs don't make good decisions. They don't think clearly and often overestimate their contributions to work tasks.</p>	<p>Reduced innovation.</p> <p>Reduced creativity.</p> <p>Reduced competitiveness. Poor strategic decisions.</p> <p>Difficulty in concentration and learning new tasks.</p> <p>Confusion.</p>



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**DRUG-FREE WORKPLACE PROCEDURES**

Facts	Impact
<p><b>Safety</b> The common physical effects of drug and alcohol abuse on the job are subtle impairments of vision, hearing, attention span, muscle coordination, alertness, and mental acuity.</p>	<p>Arriving for work in impaired condition. More accidents. More workers' compensation claims.</p>
<p><b>Security</b> Drug and alcohol abuse can lead to financial difficulties for the abuser.  Employees using illegal drugs are subject to arrest and imprisonment.  Drug abusing workers often buy and distribute drugs in the workplace.</p>	<p>Theft of inventory or other assets. Criminal activity in the workplace. Legal problems that interfere with work responsibilities.</p>
<p><b>Employee Morale</b> The presence of drug-involved employee leads to strained relations among co-workers who usually are aware of the situation.  College inaction appears to condone illegal activity and results in employee perception of an uncaring attitude by the employer.</p>	<p>Higher turnover rate. Diminished quality of work. Reduced team effort. Poor co-worker relationships.</p>

4. Alcohol and Drug Abuse Programs

The college supports programs for the prevention of alcohol and controlled substance abuse by college employees as well as assistance programs for those with problems related to controlled substance abuse. Supervisors will facilitate employee participation in drug and alcohol awareness training sessions; employees are encouraged to attend.

Evaluation, counseling, and referral services are available, and assistance is provided on a confidential basis. In addition, the college shall continue to provide drug-free awareness programs to inform employees of the dangers of drug abuse;

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## DRUG-FREE WORKPLACE PROCEDURES

existence of and content of this policy for maintaining a drug-free workplace, availability of drug counseling, rehabilitation, and employee assistance programs; and penalties that may be imposed for drug-abuse violations occurring in the workplace.

Part-time hourly, adjunct faculty, and student employees should consult with their supervisors for referral to available treatment programs. Salaried employees (who are eligible) are encouraged to seek assistance for alcohol and controlled substance dependence problems through the college Employee Assistance Program.

### C. Evaluation

1. Any employee who has reasonable suspicion, or determines that another employee has violated Chemeketa's policies or procedures regarding alcohol or drug abuse, may report that to his/her supervisor or to the supervisor of the employee believed to be abusing drugs or alcohol.
2. Reasonable suspicion of employee use of a controlled substance shall be based upon any of the following:
  - Significant changes in physical characteristics, such as, but not limited to: change in balance or coordination, dilated pupils, bloodshot eyes, flushed skin on face, grimacing or being dazed, clinched teeth, slobbering, and odor of alcohol on breath.
  - Significant changes in behavioral characteristics such as, but not limited to: slurred speech, incoherent talking, aggressive posturing, attacking verbal statements or yelling or shouting, blaming others, lack of awareness, rapid unproductive movement, showing anger inappropriately, impatience, and excessive movement.
  - Observed abnormal behavior or impairment in mental or physical performance.
  - Direct observation of use in the workplace.
  - Reliable information concerning use in the workplace.
  - A work-related accident in conjunction with a basis for reasonable suspicion as listed above.
  - A pattern of behavioral or personality changes.
  - The opinion of a medical professional.
3. Work indicators of possible drug or alcohol abuse:
  - Unauthorized absences
    - Patterns of absences
    - Maximum use of sick leave each month
    - Monday and Fridays

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## DRUG-FREE WORKPLACE PROCEDURES

- Following payday
  - Following holidays
  - Using unscheduled vacation time
  - Leaving work early
  - Returning from breaks late
  - Being away from work station
  - Frequent trips to the restroom and/or drinking fountain
  - Confusion and/or difficulty in concentration
  - Difficulty in completing complex assignments
  - Less productive (quality and/or quantity) during the early part of a shift
  - Unusual pattern of “near misses” and/or safety violations
  - Accident prone—Seems to have an abnormal number of “job related” injuries
  - Alternate periods of high and low levels of productivity. Quality and/or quantity of work changes
  - Rule violations
4. Personal health indicators of possible drug or alcohol abuse:
- Change in personal appearance
  - Unattended personal hygiene
  - Unpredictable change in morale and/or moods
  - Unusual signs of nervousness, depression, or other emotional symptoms
5. Social indicators of possible drug or alcohol abuse:
- Over-reaction to real or implied criticism
  - Becoming more or less social for no apparent reason
  - Change in friends
  - Unusual and/or inappropriate visitors during the work shift
  - Wage garnishments by creditors
  - Unusual and excessive use of the telephone (especially when conversation seems guarded)
  - Complaints from co-workers
    - Unpaid loans
    - Using or being “under the influence” on the job
    - Unable to “get along” with them
    - “Not pulling their share of the job”
  - Avoids contact with others
  - Patterns of outbursts of anger (especially toward figures of authority)

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## DRUG-FREE WORKPLACE PROCEDURES

6. Any employee under suspicion of violating policies or procedures on abuse of alcohol or drugs may be required by their supervisor to take a drug test.
  - a. Supervisors shall record the basis for any reasonable suspicion.
  - b. Supervisors shall make a good faith attempt to obtain a second opinion on all reasonable suspicions and have a second witness record that information.
  - c. Supervisors shall follow the testing procedures when a college test is going to be administered and arrange transportation to and from the test site.
  - d. **If employees refuse to be tested, that action will be interpreted by the college the same as an admission to a violation of the drug-free workplace procedures or alcohol and other drug abuse policies or procedures, and subject to whatever action is deemed appropriate by the college.**

### D. Testing

1. Whenever applicable, the County Sheriff's department or other appropriate law enforcement agency may be called to take appropriate action.
2. Whenever the college requires any testing, it will be conducted by an independent laboratory experienced and qualified to conduct such testing (i.e. Lancaster Urgency Care Clinic, Kaiser Permanente, Salem Hospital, etc.) **No random drug testing shall be done.**
3. The sample collected from the employee will be "split" after collection. One portion of the sample will be tested and the other portion will be retained by the laboratory. If the employee disputes the results of the test, he or she may have the laboratory re-test the remaining portion of the split sample, at the employee's own expense.
4. An employee will be considered to have tested positive for alcohol if the employee has a blood alcohol level of .04 percent or higher.
5. If an employee's performance is affected by the appropriate use of prescribed medication, the employee will not be subjected to disciplinary action but may be relieved of duty, at the discretion of the supervisor, until the performance or safety issues are resolved to the college's satisfaction.
6. Confidentiality of testing and test results shall be protected to the extent possible. Only persons with a need to know shall be informed.

### E. Treatment and Sanctions

1. Whenever an employee has been found to be in violation of these procedures, or the alcohol and other drug abuse policies or procedures, a further evaluation by qualified outside drug or alcohol professional may be required.
2. Cooperation with any requested professional evaluation and any subsequent treatment program recommended are in the employee's best interest. Honoring these steps is the best way to protect an employee's position with the college.
3. Successfully completing any drug or alcohol treatment program will not be used against an employee in other non-related matters.

Administrative Series – 2000

## **DRUG-FREE WORKPLACE PROCEDURES**

4. Abuse of controlled substances (note: controlled substances are drugs available only by approved prescription or age requirements, or considered illegal) or alcohol in the workplace is dangerous and must be avoided. Any employee convicted of violating a criminal drug statute in the workplace must notify his/her supervisor and personnel director no later than five (5) days after such conviction.
  - a. The personnel director shall notify the appropriate federal granting or contracting agency within ten (10) days after receiving notice of the criminal drug statute conviction.
  - b. Within thirty (30) days of an employee's criminal drug statute conviction for violation occurring in the workplace, the college shall: take action with regard to the employee determined to be appropriate, which may include transfer, granting of leave with or without pay, or discipline up to and including termination, and/or require satisfactory participation by the employee in a drug abuse assistance or rehabilitation program.

### **F. Applicable Legal Sanctions Under Local, State, and Federal Law for Unlawful Possession, Use, or Distribution of Drugs and Alcohol.**

Local, state, and federal laws are very complex regarding penalties for possession, distribution, and use of controlled substances (drugs). [See ORS Chapter 475—Controlled Substances; Chapter 161—Crimes and Punishment; Chapter 471—Alcoholic Liquors.] However, the absolute minimum will be a \$500 fine for possession of some “less dangerous” drugs. From that minimum, as the severity of the offense increases, the penalties increase up to \$300,000 fine and 20 years in jail.

A minor in possession of alcohol can result in a fine of up to \$300 with more serious offenses, such as providing alcohol to minors, carrying much more severe penalties. The penalty for providing alcohol to minors can range from a \$350 fine to a \$1,000 fine, a year in jail, and community service. The most severe penalties result from accidents or incidents in which the participants are intoxicated. This category also includes those who may have supplied the alcohol to the participants.

Administrative Series – 2000

## DRUG-FREE WORKPLACE PROCEDURES

### G. Useful WEB Sites

<http://www.cascadecenter.com>

(College's EAP provider)

<http://www.open.org/~mhealth/amh/amhcris.htm>  
Center)

(Marion County Adult Crisis

<http://www.drugfreeamerica.org>

<http://www.bridgeway.com>

<http://www.serenitylane.com>

<http://www.creeksidecounseling.com>

Note: Revised by Joint Employee Association and Administrative Representatives (CAA) and by the Drug and Alcohol Standing Committee during the year 2000.

June 1991

*Adopted by College Council*  
November 8, 2000

*Revised*

Administrative Series—2000

**ACCESS TO COLLEGE PROPERTY**

The presence of persons on Chemeketa Community College owned or controlled property may be restricted to provide for the safety of users, the security of college facilities and provide an environment that fosters learning in accordance with the college's mission.

During business hours, the college will be open to students, employees and members of the general public. During non-business hours, designated college employees may access the college buildings by key or by access cards at limited locations. All access cards or keys are issued through Public Safety. Authorization for access cards and keys requires a college administrator's signature and Public Safety approval.

November 14, 2001

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*Adopted College Board of Education*

March 15, 2006; July 26, 2006; April 21, 2010;

September 19, 2012; January 20, 2016

March 21, 2018

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*Revised College Board of Education*

Administrative Series—2000

## ACCESS TO COLLEGE FACILITIES

### Definitions

- I. A. Access to college facilities and programs is predicated upon a person's status as a student, employee, or visitor; the need to obtain access; and the type of activity conducted at the location. Three levels of access are identified:
  1. **Employee Access:** Access to areas that typically contain sensitive equipment or data and access is based on a demonstrated need. Examples are Information Technology workspaces, faculty workrooms, employee lounges, private offices, storage rooms, and some labs because of the nature of equipment or functions involved.
  2. **Executive deans, deans, or directors** responsible for a program or service area have responsibility to control access to those areas.
  3. **Executive deans, deans, or directors** may further restrict employee access to specific employees in areas such as private offices, the cash area of Business Services, computer switch rooms, etc., dependent upon the activity occurring in a space.
  
- A. **General Access:** Areas generally open to both college employees and students. Examples are classrooms, labs, building 7 gym and related facilities, etc., during hours of operation designated by the Executive Team.
  
- B. **Community Access:** Areas not designated as limited to employee or general access, available to the general public without the necessity of enrolling as a student, e.g., the college library, open spaces of the campus (indoors and outdoors), and college food service facilities.
  
- C. **Closed Campus:**
  1. The Salem campus is closed and buildings are locked from 10 pm to 6 am, except Friday and Saturday evenings when campus buildings are secured as soon as scheduled events have concluded. Except for events listed on the Special Use Report, college buildings are closed Sunday, holidays and other days identified by the college as some type of a closure day.
  2. College facilities at McMinnville (Yamhill), Woodburn, Eola Viticulture, Dallas, CCBI, Brooks, and Santiam are closed except for the regular business hours and special events scheduled through the appropriate administrator at those locations.
  3. Camping or sleeping overnight on college-owned or controlled property is not allowed unless approved in advance by the college president/chief executive officer or designee. Loitering on college property when the college buildings are closed is not allowed.



Administrative Series—2000

## **ACCESS TO COLLEGE FACILITIES** (continued)

### II. Employee Access

- A. Employees of Chemeketa Community College have access to all college facilities and programs based on need, except areas designated as restricted.
- B. Only employees who have received authorization from the relevant **executive dean, dean, or director** supervising the restricted area may have access to areas identified as restricted.
- C. Employee presence in a college building when the campus is closed is discouraged and only allowed when necessitated by college need. If present, employees shall notify the **Public Safety office** of their presence. Employees of the college are not allowed to sleep overnight in a college building or on college property.

### III. Student Access

- A. Students have general access, but may be granted restricted access based on an identifiable college need.
- B. Only persons enrolled in a given class or lab may attend that class or lab. Exceptions may be made by the college for special circumstances appropriate to the learning environment.
- C. Requests for exceptions will be directed to the appropriate **executive dean, dean, or director** for approval.
- D. Students are not allowed to be present in a college building when the campus is closed.

### IV. Visitor Access

- A. Visitors have community access to college facilities.
- B. Visitors may not use college facilities without paying the appropriate fee when fees are charged for participation in the class or activity.
- C. Visitors are not allowed to be present in a college building when the campus is closed.
- D. Visitors representing state, local and federal law enforcement agencies searching for information related to a specific person or persons shall be directed to the Public Safety Director or designee in the Public Safety office on the Salem campus. Agencies include, but are not limited to police departments, sheriff's offices, the Federal Bureau of Investigation and Immigration and Customs Enforcement. The Public Safety Director or designee will follow state and federal statutes and college policies/procedures to determine the release of any information. If a law enforcement agency representative

Administrative Series—2000

**ACCESS TO COLLEGE FACILITIES** (continued)

visits a site where Public Safety does not exist, the law enforcement representative shall be directed to the Administrator responsible for the site. The Administrator will work with the Public Safety Director to determine the release of any information. The President's office shall be informed that an inquiry by law enforcement occurred.

**VI. Children's Access**

- A. A child is defined as a person under age 16<sup>1</sup>, not enrolled as a student.
- B. Childcare facilities of the college are exempt from the restrictions imposed on a child's presence on campus by these procedures.
- C. Children under age 16 have community access and may use college facilities, such as the college library, only while under the active supervision of an adult responsible for the child.
- D. A **college administrator** may place additional restrictions on the presence of children in specific locations.

**VI. Public Safety and Employee Responsibility**

- A. If it is believed that a person is in violation of these procedures, the **Public Safety office** should be called.
- B. A **Public Safety** representative will determine if a person is in an area without appropriate access and take necessary action.
- C. In the case of an unsupervised child, employees of **Public Safety** will attempt to determine the identity of a child, if supervised or not, and locate an adult responsible for the child.

November 7, 2001  
*Adopted College Council*  
March 8, 2006; May 10, 2006  
*Revised*  
February 9, 2011; November 14, 2011  
February 17, 2017  
*Revised by College Executive Administration*

<sup>1</sup> ORS 341.505

Administrative Series—2000

## **EMERGENCY MANAGEMENT**

Chemeketa Community College shall establish and maintain procedures for emergency management response and evacuation of college property in compliance with the U.S. Higher Education Opportunity Act of 2008.<sup>1</sup>

Procedures shall be drafted and maintained by the college's Emergency Preparedness Committee and will include the following:

- A description of the process the institution will use to confirm that there is a significant emergency, determine who to notify, determine the content of the notification, and initiate the notification system.
- Procedures to immediately notify the college community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on college-owned or -controlled property.
- A statement that the institution will, without delay, and taking into account the safety of the college community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.
- A list of the titles of the persons or organizations responsible for carrying out this process.
- Procedures for disseminating emergency information to the larger community.

October 19, 2011

*Adopted by College Board of Education*

July 24, 2013; September 21, 2016;

February 26, 2020

*Revised by College Board of Education*

<sup>1</sup>The Handbook for Campus Safety & Security Reporting—2016 Edition.

Administrative Series—2000

**EMERGENCY RESPONSE/EMERGENCY COMMUNICATION/TIMELY WARNING**

Procedures which provide information regarding individual response to emergencies such as earthquake, fire, medical emergencies, building evacuation etc., are posted throughout Chemeketa Community College facilities.

The college will without delay take into account the safety of the campus community when determining the need to communicate, the method of communication and the content of the emergency communication. If in the judgment of responsible authorities emergency notification would compromise response efforts the communication may be delayed.

Salem  
campus:

1. Either by investigation or confirmed notification the **Public Safety office** will be primarily responsible for confirming actual or the threat of an emergency situation. Depending on the nature of the situation the **Public Safety office** has the discretion to activate emergency notification systems such as the public address system or emergency text messaging. Initial emergency messages provide instruction for directed activities such as evacuation, lock down, severe weather, etc.
2. With the passage of time the **public information officer and/or the college administrator in charge** will determine the need for, content of and the means of communication to disseminate information to the appropriate audience. With the passage of time the means of communication may expand to the larger communities and in addition to public address and emergency text may include web page updates, messaging to email accounts, TV, radio notification, press releases, etc. These communications will typically provide more detailed information and instruction.

Yamhill  
Valley  
Campus:

1. The **dean and/or their designee** in conjunction with the Public Safety Officer are primarily responsible for confirming emergency situations. The **dean and/or their designees or Public Safety Officer** may initiate emergency communications using the public address system. Additional communications will be conducted in a similar process to the Salem campus. The Salem campus Public Safety office will be notified as soon as possible of the event.
2. With the passage of time the **public information officer and/or the college administrator in charge** will determine the need for, content of and the means of communication to disseminate information to the appropriate audience. With the passage of time the means of communication may expand to the larger communities and in addition to public address and emergency text may include web page updates, messaging to email accounts, TV, radio notification, press releases, etc. These communications will typically provide more detailed information and instruction.

Administrative Series—2000

**EMERGENCY RESPONSE/EMERGENCY COMMUNICATION/TIMELY WARNING  
(continued)**

Outreach and  
other college  
locations:

1. The **dean and/or their designee** are primarily responsible for confirming emergency situations. This may or may not occur in conjunction with local law enforcement or other emergency response personnel. The **director and/or their designee** may initiate emergency communications using the public address system. Additional communications will be conducted. The Salem campus Public Safety office will be notified as soon as possible of the event.
2. With the passage of time the **public information officer and/or the college administrator in charge** will determine the need for, content of and the means of communication to disseminate information to the appropriate audience. With the passage of time the means of communication may expand to the larger communities and in addition to public address and emergency text may include web page updates, messaging to email accounts, TV, radio notification, press releases, etc. These communications will typically provide more detailed information and instruction.

Evacuation:

1. When notified by an alarm or public address system of the need to evacuate, all occupants must leave through the nearest possible exit. Many areas of our campuses have Building Evacuation Coordinators (BEC's). The **BEC's** will direct the evacuation and/or identify and assist individuals with disabilities. Once outside of a building, the **BEC's** will provide additional information regarding the emergency. The **BEC's** exercise a mock evacuation at least bi-annually. Any planned evacuation drills will be announced that all alarms or other notifications to evacuate shall be treated as a real emergency until notified differently. The **emergency preparedness committee** will maintain documentation relating to each evacuation and exercise and there participants.
2. The college has implemented procedures for assisting individuals with disabilities in preparing for emergency building evacuation. Evacuation guidelines, tips and plan development information can be obtained at <http://www.chemeketa.edu/earncertdegree/advising/disability/policiesprocedures/evacuationprocess/>

Administrative Series—2000

**EMERGENCY RESPONSE/EMERGENCY COMMUNICATION/TIMELY WARNING  
(continued)**

- Timely Warnings:
1. Public Safety is primarily responsible for issuing timely warnings. Timely warnings are to communicate prevention strategies for the college community when an incident has occurred or a pattern of risks identified. Timely warnings may be disseminated by any of the communication means noted above.

August 21, 2014

*Adopted by College Executive Administration*

Revised by College Executive Administration

Administrative Series—2000

**COLLEGE SAFETY AND SECURITY**

The safety of students, employees and visitors, as well as the security of facilities, is a major consideration in the operations of Chemeketa Community College. Every reasonable effort will be made to eliminate or mitigate causes of accidents, fire exposures, occupational hazards, and civil unrest associated with college activities.

To accomplish this, the college will follow reasonable safety practices such as providing necessary safeguards, fostering a safe educational and working environment, providing emergency preparedness and response, and developing safety and security matters to Public Safety, Facilities and Operations, Safety Committee, or other administrative offices as deemed appropriate.

Chemeketa does not have residential housing for its students.

July 17, 1985

*Adopted College Board of Education*

March 15, 2006; June 30, 2010;  
September 19, 2012; January 20, 2016  
March 21, 2018

*Revised College Board of Education*

Administrative Series—2000

**SECURITY AND SAFETY**

**Witness to security or safety hazards:**

1. Calls **Public Safety office**, or other appropriate college entity (i.e. **Facilities or Safety & Risk Management**) to report/request assistance.

**Public Safety:**

1. Investigates request to determine if assistance is required from college or off-campus entities.
2. Takes appropriate action as necessary to mitigate or eliminate hazard or safety issue.
3. Works in conjunction with **Facilities, Safety & Risk Management, or other assisting entities** to ensure timely and appropriate resolution.

**Facilities or Risk Management:**

1. Notifies and works cooperatively with **Public Safety** and/or **off-campus agencies** so incidents are appropriately documented and resolved.

June 25, 1985

*Adopted College Council*

March 8, 2006

*Revised*

February 9, 2011

*Revised by College Executive Administration*



Administrative Series—2000

**COLLEGE PUBLIC SAFETY AUTHORITY**

Chemeketa Community College's Public Safety department has the authority to ask persons for identification and to determine whether individuals have lawful business at the college. Public Safety officers have the authority to issue parking tickets (citations) to students, employees and visitors who are in violation of the college's Traffic Code. In addition, Public Safety officers have limited peace officer authority to enforce the Oregon Traffic Code on all college facilities<sup>1</sup>.

Public Safety officers possess citizen's arrest authority, but not probable cause arrest authority. Criminal incidents are referred to the local police/sheriff department who have jurisdiction at the particular college location. The Public Safety office endeavors to maintain a professional working relationship with the various local law enforcement agencies.

All crime victims and witnesses are strongly encouraged to immediately report the crime to Public Safety and the local law enforcement agency. Prompt reporting will assure timely warning notices on college property and timely disclosure of crime statistics.

September 19, 2012

*Adopted College Board of Education*

January 20, 2016; May 15, 2019

*Revised College Board of Education*

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<sup>1</sup> ORS 341.300

Board of Education Series—1000

**ANNUAL CAMPUS SECURITY REPORT—CLERY ACT**

Chemeketa Community College shall publish an Annual Campus Security Report. This report shall be made available to all future and current college students and employees. The criminal statistics contained within the report shall be sent electronically to the U.S. Department of Education by October 1 of each year.<sup>1</sup>

As part of annual duty to publish the Annual Campus Security Report the college shall keep a daily crime log for all college locations as well the following college departments: Athletics, Student Advising and Dean of Students Office. The statistics will include all Clery crimes and crimes added by additional federal laws.<sup>2</sup> Additionally, requests for the records of crimes on and near all college campuses and outreach centers will be made to all law enforcement agencies, with jurisdiction over college owned and/or controlled property.

In compliance with the Clery Act, the college shall make timely warnings to the college community regarding major crimes or concerns considered to be a threat to students, employees and/or the surrounding college community.<sup>3</sup>

September 16, 2015

*Adopted College Board of Education*

July 25, 2018

*Revised College Board of Education*

<sup>1</sup> The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, 20 U.S.C. §1092, et al

<sup>2</sup> Violence Against Women Reauthorization Act Pub. L. No. 113-4, Stat. 54

<sup>3</sup> Higher Education Opportunity Act, 34 CFR668, 46

College Board of Education Series—1000

**CAMPUS SEXUAL VIOLENCE ELIMINATION ACT (SaVE)**

Chemeketa Community College shall develop ongoing sexual violence prevention and awareness programs for incoming students and new employees in compliance with Campus Sexual Violence Elimination Act (SaVE)<sup>1</sup>.

Additionally, Chemeketa Community College shall make available written procedures used by the college in cases of sexual violence complaints. Any student or employee who reports being a victim of sexual violence shall receive from the college a written explanation of their rights and options, including any available protective measures and college/community resources.

The college has adopted policies and procedures<sup>2</sup> to prevent and respond to incidents of sexual assault, domestic violence, dating violence, and stalking. Such conduct is not tolerated and anyone found to have participated in any of these behaviors will be subject to disciplinary action according to Chemeketa's policy.

Chemeketa also prohibits retaliation against an individual or group of individuals involved in:

- Filing a complaint or report under this policy
- Filing an external complaint
- Participating in a disciplinary process
- Opposing in a reasonable manner an action believed to constitute a violation of this policy

Retaliation can take many forms, including, but not limited to, verbal or physical abuse, threats of violence, and/or intimidation. Actions are considered retaliatory when they have a materially adverse effect on the working, academic, or college-controlled living environment of an individual, or that hinder the individual from effectively carrying out their college responsibilities. Individuals engaging in retaliatory acts are subject to discipline as described in this policy.

December 20, 2016

*Adopted College Board of Education*

September 19, 2018

*Revised College Board of Education*

<sup>1</sup> Violence Against Women Reauthorization Act of 2013

<sup>2</sup> See policies/procedures 1750, 1751 and 1753

College Board of Education Series—1000

## **SEXUAL HARASSMENT, DISCRIMINATION AND MISCONDUCT**

### **D. Investigations and Disciplinary Procedures**

The College is committed to providing a prompt and impartial investigation of alleged violations of this policy. During the investigative process, both parties (complainant and respondent) have equivalent rights, including the opportunity to present evidence, to be accompanied by an adviser of their choice, and to appeal the decisions. The College will concurrently provide both parties with written notification of the outcome of the process and any appeal.

#### **1. Responsibility to Investigate**

In order to protect the safety of the campus community, the College may investigate allegations of violations of this policy even absent the filing of a formal complaint or report, or if a complaint or report has been withdrawn. The College may proceed with an investigation even if a complainant specifically requests that the matter not be pursued. In such a circumstance, the College will take into account the complainant's concerns, the best interests of the campus community, fairness to all individuals involved, and the College's obligations under Title IX.

Proceedings under this policy may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. Neither a decision by law enforcement regarding prosecution nor the outcome of any criminal proceeding will be considered determinative of whether a violation of this policy has occurred.

#### **2. Initial Assessment of Complaints**

The investigative process is initiated when the Title IX Coordinator receives a complaint or report of a violation of this policy. The Title IX Coordinator will conduct an initial assessment. Following the initial assessment, the Title IX Coordinator may take any of the following actions:

- If the Title IX Coordinator determines that the complaint, even if substantiated, would not rise to the level of a policy violation, the Title IX Coordinator may dismiss the complaint.
- If the Title IX Coordinator determines that the complaint is outside the scope of this policy, the Title IX Coordinator may refer the complaint to another office for review.
- If the Title IX Coordinator determines that the complaint or report would, if substantiated, constitute a violation of this policy, the Title IX Coordinator will determine appropriate interim measures and initiate an investigation.

#### **3. Timing of Investigations and Any Related Disciplinary Proceedings**

The College will seek to complete the investigation and any resulting disciplinary process within sixty (60) calendar days after receipt of the complaint or report. The College will seek to complete any appeal within fifteen (15) business days after receipt of the appeal or in a timeframe consistent with the applicable collective bargaining agreement.

College Board of Education Series—1000

## **SEXUAL HARASSMENT, DISCRIMINATION AND MISCONDUCT**

There may be circumstances or contractual rights that require the extension of deadlines for good cause, including extension beyond 60 business days. Deadlines may be extended to ensure the integrity and completeness of the investigation, comply with a request by external law enforcement, accommodate the availability of witnesses, or for other legitimate reasons, including the complexity of the investigation and the severity and extent of the alleged misconduct. The College will notify the parties in writing of any extension of the deadlines and the reason for the extension.

Although cooperation with law enforcement may require the College to temporarily suspend the fact-finding aspect of a Title IX investigation, the College will promptly resume its Title IX investigation as soon as it is notified by the law enforcement agency that the agency has completed the evidence gathering process. The College will not, however, wait for the conclusion of a criminal proceeding to begin its own investigation and, if needed, will take immediate steps to provide interim measures for the complainant.

Timeframes for all phases of the disciplinary process, including the investigation, any related disciplinary proceedings, and any related appeal, apply equally to both complainant and respondent.

### **4. Cooperation with Investigation and Disciplinary Procedures**

Chemeketa Community College expects all members of the College community to cooperate fully with the investigation and disciplinary procedures. The College recognizes that an individual may be reluctant to participate in the process; nevertheless, any student or employee who refuses to cooperate in an investigation may be subject to discipline.

It is understood that there may be circumstances in which a complainant wishes to limit their participation. The complainant retains this right and will not be subject to discipline, although the College may be obligated to conduct an investigation.

If a respondent chooses not to answer any or all questions in an investigation for any reason, the College process will continue, findings will be reached with respect to the alleged conduct, and the College will issue any discipline, as appropriate. The College will not, however, draw any adverse inference from a respondent's silence.

# Work Order Summary -- Job #25454

## Copy Center - BW/Color Printing (PDF format preferred)

### Contact Information

#### Ordered By

**First Name:** Sheila  
**Last Name:** Runkle  
**Phone:** 503-399-5166  
**Cost Center:** 280423  
**Building:** Building 43  
**Room:** Copy Center

#### Deliver To

**First Name:** Sheila  
**Last Name:** Runkle  
**Phone:** 503-399-5166  
**Cost Center:** 280423  
**Building:** Building 43  
**Room:** Copy Center

#### Bill To

**First Name:** Rebecca  
**Last Name:** Hillyer  
**Cost Center:** 139400

**Rush Job Required:** Rush Job - No    **Rush Job Required:** Rush Job - No

### Overview

**Job Description:** Annual Campus Security  
**Date/Time Submitted:** 10/03/2022 2:56 PM  
**Date/Time Required:** 10/03/2022 5:00 PM  
**Attach File:** No  
**Send Proof:** No  
**Notes:** --

**Originals:** 75  
**Copies/Sets:** 10  
**Delivery Method:** Hold For Pick-up  
**Delivery Label:**



### Details

Override Prices/Quantity For This Job?

Item	Quantity	Notes	Print Instructions	Item Price	Override Price	Item Total
Paper Stock - 28# Laser Paper	<input type="text" value="750"/>	Notes:		\$ 0.0800	<input type="text" value="0.0800"/>	\$60.0000
Paper Size - 8.5 x 11	<input type="text" value="750"/>	Notes:		\$ 0.0000	<input type="text" value="0"/>	\$ 0.0000
Copies - Color Copier	<input type="text" value="750"/>			\$ 0.5000	<input type="text" value="0.2500"/>	\$187.5000
<b>Total Job Cost Based On Entered Items</b>						<b>\$ 247.50</b>

### Attached Files

**Attachments:** None