

# CENTRAL OREGON COMMUNITY COLLEGE PRINEVILLE CAMPUS

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**Department of  
Campus Public Safety**

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**Crime Awareness  
Fire Safety  
Campus Security**

**2014**

**Annual Security Report  
Annual Fire Safety Report**



# **ANNUAL SECURITY AND FIRE SAFETY REPORT**

In compliance with the Federal Campus Crime Awareness and Campus Security Act of 1999, Central Oregon Community College is pleased to present this report on crime awareness, campus public safety and student housing fire safety. The report is available by October 1st for the prior calendar year and a copy may be obtained from the Department of Campus Public Safety and other locations on each of the district campuses. The report is also available online at [cocc.edu/public-safety](http://cocc.edu/public-safety). This report provides statistical information that includes reported crimes for the previous three years, as well as information on the role of the Department of Campus Public Safety in ensuring that all campuses of the College district are safe, secure and foster an environment conducive to the pursuit of higher education.

## **PRINEVILLE CAMPUS**

The Prineville Campus of Central Oregon Community College District is located in the city limits of Prineville Oregon. The “open” campus includes other education providers, as well as COCC programming. The campus is comprised of one general education use building. The campus is located at 510 SE Lynn Blvd.

## **DEPARTMENT OF CAMPUS PUBLIC SAFETY**

### ***Administration***

Campus Public Safety is a department within the Office of the Vice President for Administration. The department reports to the Vice President for Administration and is supervised by the Director and Assistant Director of Campus Public Safety. The department includes two managers, public safety officers, administrative/dispatch staff, federal work-study student workers and cadet (student) officers.

### ***Patrol and Response***

The department provides patrol and response services 24 hours per day, 365 days a year on the Bend campus. The Redmond campus is serviced by campus public safety officers assigned to the campus during certain hours, as well as random patrols from Campus Public Safety Officers in the district. The Madras and Prineville campuses are patrolled by Campus Public Safety Officers and their respective local police departments.

### ***Public Safety Officers***

All COCC officers are certified through the Oregon Department of Public Safety and Standards Training (DPSST) as unarmed, private security officers and must successfully complete a stringent background investigation prior to being hired. All officers are certified in standard first aid, cardio

pulmonary resuscitation (CPR) and the use of an Automatic External Defibrillator (AED). The department provides an extensive in-house training program of approximately 380 hours and conducts a minimum of 40 hours per year of refresher training for all officers. Officers also attend the 80-hour, Basic Campus Law Enforcement Officer Academy and specialty training in a variety of disciplines including: verbal judo, defensive tactics, sexual assault first response, crisis intervention, defensive weapons and more.

### ***Officer Authority***

Central Oregon Community College Public Safety Officers are granted authority to enforce all policies and regulations enacted by the governing board of the College. Under authority of Oregon Revised Statute 341.300, officers have authority to enforce all traffic and parking regulations adopted by the governing board. In addition, officers have been granted the authority to ask all persons on or in College property for identification.

While acting in their official capacity, Public Safety Officers are empowered to conduct investigations and may make arrests for crimes and violations that occur in their presence (as authorized by ORS 133.005). Persons placed under citizens' arrest are remanded to the custody of the local law enforcement agency for detention and prosecution.

All Public Safety Officers are designated "persons in charge" concerning trespass authority and are authorized to exclude persons, who are deemed in violation of campus policies or criminal statutes, from the campus and to issue a notice of trespass. The jurisdictional authority is limited to only Central Oregon Community College properties and facilities.

### ***Enforcement of Policy Violations***

Persons who violate campus policies are subject to citation. Parking and traffic violations are routinely enforced by officers with the issuance of citations that may include monetary penalties. Unpaid violations could result in registration or graduation delays, and government garnishments. All citations may be appealed through the College's Citation Appeals Committee. To appeal a citation, violators must obtain and complete an appeal form located in the College's online forms or at the Department of Campus Public Safety. Other policy violations may also be subject to citation or adjudication through student conduct hearings, which can result in academic warnings, suspensions or expulsions.

### ***Reporting of Crimes***

Students and staff are encouraged to report all crimes and occurrences to the Department of Campus Public Safety. In certain instances, the local

police department will be notified. Certain crime statistics, as required by the Federal Campus Crime Awareness and Campus Security Act of 1999, are reported to the United States Department of Education each October and are made available to all students, staff, faculty and visitors through our website and printed materials; such as this report. In compliance with the act, the Department of Campus Public Safety has a daily crime log available for inspection during normal business hours.

The College has identified Campus Security Authorities (CSA) as officials who students may report incidents of crime to, who will then notify the Department of Campus Public Safety. Campus Security Authorities include staff of the Student Life Department, Housing Department and others. Persons reporting sexual misconduct may contact the Department of Campus Public Safety, any of the Campus Security Authorities and the Coordinator of Title IX, located in the Human Resources Department in Newberry Hall.

### ***Anonymous Reporting of Crimes***

Crimes and incidents may be reported without providing identifying information by contacting the department via telephone 541.383.7272, email [publicsafety@cocc.edu](mailto:publicsafety@cocc.edu) or through our online reporting system, which may be accessed at [www.cocc.edu/public-safety](http://www.cocc.edu/public-safety).

### ***Requesting Assistance***

Persons requesting emergency or urgent assistance may contact the Department of Campus Public Safety by phone or by use of a “code blue” tower or emergency assistance phone. There are “code blue” towers (emergency assistance intercoms) located strategically throughout the Bend and Redmond campuses. The towers include a blue light or beacon; when activated the beacon illuminates and COCC officers respond to assist. There is also an emergency assistance phone located to the rear of the Boyle Education Center. The Campus Public Safety Office front desk (Bend Campus) is open, Monday-Friday 8am-5pm. During hours the office is closed, there is a service phone located outside of the office that connects callers directly with campus public safety officers 541.383.7272.

### ***Timely Warnings***

In compliance with the Campus Security Act of 1999 (Clery Act), the department, in conjunction with the Office of College Relations will issue timely warnings to inform the campus community of incidents on campus that may put persons at risk. The department maintains strict procedures to ensure that these warning are issued when appropriate and within the reasonable, expected, period of time. Notifications may be issued through

phone, email and text messages. All members of the campus community may register for these notifications by accessing their Bobcat Web Account and completing the Emergency Notification System (ENS) online registration.

### ***Interaction with Law Enforcement***

The Department of Campus Public Safety enjoys a professional and productive relationship with local law enforcement. Law enforcement services in Bend are provided by the City of Bend Police Department. The City of Redmond Police Department services the Redmond campus. The Madras and Prineville Campuses are serviced by their respective municipal police departments. All departments are full service municipal law enforcement agencies that provide routine patrol in and around the campus areas. The department also cooperates with state and federal law enforcement agencies in the investigation of crimes and response to incidents that fall within their jurisdiction. All incidents requiring law enforcement response or investigation are referred to the appropriate agency by the Department of Campus Public Safety.

### ***Prevention Activities***

The department participates in a variety of College community activities to promote the prevention of crime as well as safety and security principles. New resident students receive training from Public Safety staff in the prevention of crime and promoting a safe educational experience. Public Safety staff also act in an advisory capacity to the College by reviewing new construction and other campus building projects to help ensure they meet expected safety and security requirements. The department has an assigned Crime Prevention Officer who coordinates a variety of prevention activities including; sexual assault awareness and prevention, alcohol awareness, anti-drug use, personal safety and more. Officers are available to conduct safety inspections as well as conduct crime preventive and personal safety presentations. To schedule a presentation, contact the department at 541.383.7272.

### ***Safety and Security Services Offered on Campus***

In addition to crime prevention presentations and events, the Department of Campus Public Safety, along with other campus departments, provides a variety of additional services and measures to enhance safety on campus, these include:

- Safety escort service to and from points within the Bend and Redmond Campuses– Contact the Department of Campus Public Safety.
- Facility surveys of lighting, doors and grounds.
- Training programs for the college community on prevention and response issues including; active violence response, personal safety, theft prevention and more.

## **RESIDENT HALL — SAFETY, SECURITY AND MISSING PERSONS POLICY**

The Department of Campus Public Safety works closely with residence hall staff to help ensure the safety of students who reside at the College. Most student conduct issues within the residence hall are initially managed by residence hall staff but depending on the severity or urgency may be referred to the Department of Campus Public Safety or Student Services.

Maintaining a safe environment for students and ensuring the safety of those that reside in on-campus housing is of the highest priority. To meet this goal, staff from the residence hall routinely check in with residents to determine their general schedules and to take action if a student is unexpectedly absent for an extended period of time. Students may provide to the on-campus housing office; contact information for persons who they have authorized to be contacted in the event they have been reported missing. Parents of students who are under 18 years of age will be contacted if the student is deemed “missing”, regardless of the persons who are listed on their emergency contact form. In compliance with the Higher Education Opportunity Act of 2008, the College has established a policy for responding to resident students who have not returned near the expected time and may be considered “missing”. The full policy is available for review in the Residence Hall, Student Services and the Department of Campus Public Safety.

*A resident student may be considered “missing” if the student’s absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but not be limited to; a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student’s welfare.*

*Missing students may be reported to the Department of Campus Public Safety, Student Life, or any College Housing staff member. Upon awareness of a potentially missing student, Campus Public Safety will be notified and will begin an investigation of the situation.*

*If the student cannot be located after reasonable efforts, the Housing Coordinator, Director of Student Life, or Campus Public Safety staff will then contact the student’s emergency contacts no later than 24 hours after the student has been suspected as missing. If the investigation indicates that a student is missing, Campus Public Safety will file a Missing Persons Report with the local police department.*

*A student who is missing and is believed to be the victim of “foul play”, involved in a life threatening situation, has indicated suicidal threats or it is believed they will do harm to themselves constitutes an immediate response situation. Campus Public Safety will be contacted immediately and will initiate a report, as well as take responsibility for notifying appropriate law enforcement agencies.*

## **SEXUAL ASSAULT PREVENTION AND RESPONSE**

Central Oregon Community College will not tolerate sexual misconduct or violence. It is the responsibility of every member of the COCC community to ensure that these policies are actively supported and strictly enforced. This includes notifying all members of the campus community of their rights and responsibilities under the sexual misconduct/sexual violence policies. To ensure that victims receive the appropriate support and that the College responds to any violations of these policies, any college employee who is made aware of violations is required to report that information to the appropriate contact immediately.

Members of the College community, guests and visitors have the right to be free from sexual misconduct or violence. When an allegation of sexual misconduct or violence is brought to the administration, and a respondent is found to have violated this policy, serious sanctions will be used to ensure that such actions are never repeated.

The following information applies to all interactions between two or more individuals, regardless of sexual orientation or gender identity.

### **1. EXPECTATIONS**

In order for individuals to engage in sexual activity of any type with each other, there must be clear consent.

Effective consent is informed, freely and actively given understandings to participate in mutually agreed upon sexual activity. In the absence of mutually understandable words or actions there can be no consent. Mutually understandable consent is a subjective standard. Consent is mutually understandable when a reasonable person would consider the words or actions of the parties to have manifested a mutually understandable agreement between them to do the same thing, in the same way, at the same time, with each other. It is important to note the following:



- 1.A: Consent to one form of sexual activity cannot imply consent to other forms of sexual activity;
- 1.B: Previous relationships or consent cannot imply consent to future sexual acts;
- 1.C: Consent which is obtained through the use of fraud or force whether that force be physical force, threats, intimidation, or coercion, is in effect, not consent.

Consent may never be given by:

- 1.D: Minors (Statutory Rape) to legal adults;
- 1.E: Mentally disabled persons;
- 1.F: Physically incapacitated persons;
- 1.G: Individuals who as a result of alcohol or other drug consumption (voluntary and involuntary), or who is unconscious, unaware, or otherwise physically helpless.

Incapacitation is defined as being in a state where a person lacks the capacity to appreciate the fact that the situation is sexual, or cannot appreciate (rationally and reasonably) the nature and/or extent of that situation.

## 2. TYPES OF SEXUAL MISCONDUCT OFFENSES

Sexual misconduct may include, but is not limited to sexual harassment, non-consensual sexual intercourse (or attempts to commit same), non-consensual sexual contact (or attempts to commit same), and/or sexual exploitation. These example offenses are defined below.

- 2. A Hostile Environment: Hostile environment is defined as any situation in which there is harassing conduct that is sufficiently severe, pervasive/persistent and patently/objectively offensive that it affects one's education or employment, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint. The determination of whether an environment is "hostile" must be based on all of the circumstances. These circumstances could include, but are not limited to:
  - 2.A.i: The frequency of the conduct;
  - 2.A.ii: The nature and severity of the conduct;
  - 2.A.iii: Whether the conduct was physically threatening;
  - 2.A.iv: Whether the conduct was humiliating;
  - 2.A.v: The effect of the conduct on the alleged victim's mental or emotional state;
  - 2.A.vi: Whether the conduct was directed at more than one person;

- 2.A.vii: Whether the conduct arose in the context of other discriminatory conduct;
- 2.A.viii: Whether the conduct unreasonably interfered with the alleged victim's educational or work performance;
- 2.A.ix: Whether the statement is a mere utterance of an epithet, which engenders offense in an employee or student, or offends by mere discourtesy or rudeness;
- 2.1.x: Whether the speech or conduct deserves the protections of academic freedom.
- 2.B: Quid Pro Quo: Quid pro quo sexual harassment exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and submission to or rejection of such conduct results in adverse educational or employment action.
- 2.C: Retaliatory Harassment: Retaliatory harassment is any adverse employment or educational action taken against a person because of the person's participation in a complaint or investigation of discrimination or sexual misconduct.

In addition to harassment, sexual harassment and violence include the following:

- 2.D: Non-Consensual Sexual Intercourse: Non-Consensual Sexual Intercourse is any sexual intercourse (anal, oral, or vaginal), however slight, with any object, by a man or woman upon a man or a woman, without consent.
- 2.E: Non-Consensual Sexual Contact: Non-Consensual Sexual Contact is any intentional sexual touching, however slight, with any object, by a man or a woman upon a man or a woman, without consent.
- 2.F: Sexual Exploitation: Occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:
  - 2.F.i: Prostituting another person;
  - 2.F.ii: Non-consensual video or audio-taping of sexual activity;
  - 2.F.iii: Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex);
  - 2.F.iv: Engaging in "peeping tommy";
  - 2.F.v: Knowingly transmitting an STI or HIV to another student.

### **3. POSSIBLE SANCTIONS**

- 3.A: Non-Consensual Sexual Contact (student): Any student found responsible for violating the policy on Non-Consensual Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.
- 3.B: Non-Consensual Sexual Intercourse (student): Any student found responsible for violating the policy on Non-Consensual Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.
- 3.C: Sexual Exploitation or Harassment (student): Any student found responsible for violating the policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.
- 3.D: Sexual Misconduct (employees): Any employee found responsible for violating the sexual misconduct policy will be subject to disciplinary action up to and including dismissal.

### **4. CONFIDENTIALITY AND REPORTING**

When reporting information to campus employees, victims should be aware of their options to have information remain confidential and/or acted upon. In some circumstances, employees have the ability to maintain complete confidentiality, unless the victim wants the information shared with appropriate College or other authorities.

#### **4.A Reporting an Incident**

Victims are encouraged to speak to officials of the institution to make formal reports of incidents. For student victims, most reports will be made to either The Director of Student Life or the Department of Campus Public Safety. For employees, reports can be made through the Human Resources office or the Department of Campus Public Safety. Victims have the right and can expect to have incidents of sexual misconduct to be taken seriously by the College when formally reported, and to have those incidents investigated and properly resolved through administrative procedures. College personnel will only share information from a report with the appropriate College official and as needed to formally investigate a report. This means that information could be shared with investigators, witnesses, and the accused. The circle of people will be kept as tight as possible, to preserve victim rights and privacy. The College will review the information to ensure no other health and safety issues exist; if so, the College will honor the victim's request for confidentiality.

If the victim wants to guarantee that the incident be kept confidential, they should speak with on campus counselors, off-campus victim advocate individuals or organization, or Sexual Assault Nurse Educators (available through area hospitals) who will maintain confidentiality. Campus counselors are available in the CAP Center, located in the lower level of the Library. The counselors are available free of charge, and can be seen on an emergency basis. In addition, victims may speak on and off campus with members of the clergy and chaplains, who will also keep reports made to them confidential. Employees have access to counseling through the Employee Assistance Program (EAP) and can make direct contact to the program or have assistance through the Human Resources Department.

4.B: Children Under the Age of 18

Central Oregon Community College is committed to protecting the safety and well-being of children and students under the age of 18 who are on College premises, and/or who participate in College-related programs and activities, both on and off campus. College employees are required by law to report suspected cases of child abuse, including sexual misconduct or violence to law enforcement. Complete information on this law is provided in policy HR-3-6: Mandatory Reporting – Child Protection.

4.C: Special Provisions

4.C.i: Attempted Violations: Individuals who intentionally attempt to violate the sexual misconduct/violence policy, but fail in their attempt, are subject to the same response and potential sanctions as are actual violations.

4.C.ii: COCC as Complainant: As necessary, COCC reserves the right to initiate a complaint, to serve as complainant, and to initiate conduct proceedings without a formal complaint by the victim of misconduct.

4.C.iii: False Reports: COCC will not tolerate intentional false reporting of incidents. It is a violation of the Student Code of Conduct and employee responsibilities to make an intentionally false report of any policy violation; it may also violate state criminal statutes and civil defamation laws.

4.C.iv: Immunity for Victims: The College community encourages the reporting of sexual misconduct/violence (and any violation of Student Rights and Responsibilities) violations. Sometimes, victims are hesitant to report to college officials because they fear that they themselves may be charged with policy violations, such as underage drinking. It is in the best interest of this community that as many victims as possible report concerns to college officials.

To encourage reporting, COCC generally offers victims of sexual misconduct limited immunity for policy violations related to the sexual misconduct incident. While violations may not be completely overlooked, the College will provide educational options rather than sanctions, where appropriate.

- 4.C.v: Good Samaritan: COCC encourages students to offer help and assistance to others in need. Sometimes, students are hesitant to offer assistance to others for fear that they may get themselves in trouble (for example, a student who has been drinking underage might hesitate to help take a sexual misconduct victim to the Department of Campus Public Safety). COCC generally offers limited immunity for students who offer help to others in need. While policy violations may not be overlooked, the college will provide educational options, rather than sanctions, to those who offer their assistance.
- 4.C.vi: Parental Notification: COCC reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status or conduct situation, particularly with alcohol and other drug violations. The College may also notify parents/guardians of non-dependent students who are under age 21 of alcohol and/or drug policy violations, or if there is a health and/or safety risk.
- 4.C.vii: Notification to Other College Employees: COCC also reserves the right to designate which college officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act (FERPA).
- 4.C.viii: Notification of Outcomes: The outcome of a campus hearing is part of the educational record of the accused student, and is protected from release under a federal law. However, COCC observes the legal exceptions as follows:
- Complainants in non-consensual sexual contact/intercourse, sexual exploitation, sexual harassment, stalking, and relationship violence incidents have an absolute right to be informed of the outcome and sanctions of the hearing, in writing, without condition or limitation.
  - Students who bring any sort of sexual misconduct complaint against faculty or staff may be informed of the outcome and sanction within the parameters of Oregon statutes protecting confidentiality of personnel actions.
  - The college may release publicly the name, nature of the violation and the sanction for any student who is found in violation of a university policy that is a “crime of violence,” including: arson, burglary, robbery, criminal homicide, sex

offenses, assault, destruction/damage/vandalism of property and kidnapping/abduction. The College will release this information to the complainant in any of these offenses regardless of the outcome.

- 4.C.ix: Alternative Testimony Options: For sexual misconduct/violence complaints, and other complaints of a sensitive nature, whether the alleged victim is serving as the complainant or as a witness, alternative testimony options will be given, such as placing a privacy screen in the hearing room, or allowing the alleged victim to testify from another room via remote broadcasting. While these options are intended to help make the alleged victim more comfortable, they are not intended to work to the disadvantage of the accused student.
- 4.C.x: Past Sexual History/Character: The past sexual history or sexual character of a party will not be admissible by the other party in hearings unless such information is determined to be highly relevant by the hearings officer. All such information sought to be admitted will be presumed irrelevant, and any request to overcome this presumption by the parties must be included in the complaint/response or a subsequent written request, and must be reviewed in advance of the hearing by the hearings officer. While previous conduct violations by the accused student are not generally admissible as information about the present alleged violation, the hearings officer may consider previous complaint information only if:
- The accused was previously found to be responsible;
  - The previous incident was substantially similar to the present allegation;
  - Information indicates a pattern of behavior and substantial conformity with that pattern by the accused student.

## 5. VICTIM'S RIGHTS

- 5.A: The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to college administrators;
- 5.B: The right to be treated with respect by college officials;
- 5.C: The right of both accuser and accused to have the same opportunity to have others present (in support or advisory roles only) during a campus disciplinary hearing;
- 5.D: The right not to be discouraged by college officials from reporting an assault to both on-campus and off-campus authorities;
- 5.E: The right to be informed of the outcome and sanction of any disciplinary hearing (as allowable under Oregon statutes)

- involving sexual assault, usually within 48 hours of the end of the conduct hearing;
- 5.F The right to be informed by college officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student so chooses. This also includes the right not to report, if this is the victim's desire;
- 5.G: The right to be notified of available counseling, mental health or student services for victims of sexual assault, both on campus and in the community;
- 5.H: The right to notification of and options for, and available assistance in, changing academic, employment and living situations after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available (no formal complaint, or investigation, campus or criminal, need occur before this option is available). Accommodations may include:
- 5.H.i: Change of an on-campus student's housing to a different on-campus location;
- 5.H.ii: Arranging to dissolve a housing contract and pro-rating a refund;
- 5.H.iii: Exam (paper, assignment) rescheduling;
- 5.H.iv: Taking an incomplete in a class;
- 5.H.v: Transferring class sections;
- 5.H.vi: Temporary withdrawal;
- 5.H.vii: Alternative course completion options;
- 5.H.viii: Reassignment of work location.
- 5.I: The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
- 5.J: The right not to have any complaint of sexual assault mediated (as opposed to adjudicated);
- 5.K: The right to make a victim-impact statement at the campus conduct proceeding and to have that statement considered by the Hearing Officer in determining its sanction;
- 5.L: The right to a campus no contact order against another student or staff member who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others;
- 5.M: The right to have complaints of sexual misconduct responded to quickly and with sensitivity by campus law enforcement;
- 5.N: The right to appeal the finding and sanction of the conduct body, in accordance with the standards for appeal established by the institution;

- 5.O: The right to review all documentary evidence available regarding the complaint, subject to the confidentiality limitations imposed by state and federal law, at least 48 hours prior to the hearing;
- 5.P: The right to be informed of the names of all witnesses who will be called to give testimony, within 48 hours of the hearing, except in cases where a witness' identity will not be revealed to the accused student for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed);
- 5.Q: The right to preservation of confidentiality, to the extent possible and allowed by law;
- 5.R: The right to a hearing closed to the public;
- 5.S: The right to petition that any Hearing Officer be removed on the basis of demonstrated bias;
- 5.T: The right to bring a victim advocate or advisor to all phases of the investigation and campus conduct proceeding;
- 5.U: The right to give testimony in a campus hearing by means other than being in the same room with the accused student (closed circuit live audio/video is the recommended method);
- 5.V: The right to present relevant witnesses to the campus conduct body, including expert witnesses;
- 5.X: The right to be fully informed of campus conduct rules and procedures as well as the nature and extent of all alleged violations contained within the complaint;
- 5.Y: The right to have the College compel the presence of student, faculty and staff witnesses, and the right to ask questions, directly or indirectly, of witnesses (including the accused), and the right to challenge documentary evidence;
- 5.Z: The right to be present for all testimony given and evidence presented before the conduct body;
- 5.AA: The right to have complaints heard by conduct officers who have received sexual misconduct adjudication training;
- 5.AB: The right to have college policies and procedures followed without material deviation;
- 5.AC: The right to be informed in advance of any public release of information regarding the complaint;
- 5.AD: The right not to have released to the public any personal information about the complainant, without his or her consent

## **6. ACCUSED'S RIGHTS**

- 6.A: The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to college administrators against the accused student;



- 6.B: The right to be treated with respect by college officials;
- 6.C: The right to be informed of and have access to campus resources for medical, counseling, and advisory services;
- 6.D: The right to be fully informed of the nature, rules and procedures of the campus conduct process and to timely written notice of all alleged violations within the complaint, including the nature of the violation and possible sanctions;
- 6.E: The right to a hearing on the complaint, including timely notice of the hearing date, and adequate time for preparation;
- 6.F: The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing;
- 6.G: The right to make an impact statement at the campus conduct proceeding and to have that statement considered by the Hearing Officer in determining its sanction;
- 6.H: The right to appeal the finding and sanction of the conduct body, in accordance with the standards for appeal established by the institution;
- 6.I: The right to review all documentary evidence available regarding the complaint, subject to the confidentiality limitations imposed by state and federal law, at least 46 hours prior to the hearing;
- 6.J: The right to be informed of the names of all witnesses who will be called to give testimony, within 46 hours of the hearing, except in cases where a witness' identity will not be revealed to the accused student for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed);
- 6.K: The right to a hearing closed to the public;
- 6.L: The right to petition that any member of the conduct body be removed on the basis of bias;
- 6.M: The right to have the College compel the presence of student, faculty and staff witnesses, and the right to ask questions, directly or indirectly, of witnesses, and the right to challenge documentary evidence;
- 6.N: The right to have complaints heard by conduct officers who have received sexual misconduct adjudication training;
- 6.O: The right to have college policies and procedures followed without material deviation;
- 6.P: The right to have an advisor or advocate to accompany and assist in the campus hearing process. This advisor can be anyone, but the advisor may not take part directly in the hearing itself, though they may communicate with the accused student as necessary;
- 6.Q: The right to a fundamentally fair hearing including union representation where appropriate;

- 6.O: The right to a campus conduct outcome based solely on evidence presented during the conduct process. Such evidence shall be credible, relevant, based in fact, and without prejudice;
- 6.P: The right to written notice of the outcome and sanction of the hearing;
- 6.Q: The right to be informed in advance, when possible, of any public release of information regarding the complaint.

### ***Reporting of Incidents***

Under provisions of Title IX of the Education Amendments of 1972, the College has established procedures for the prevention, response and investigation of incidents of sexual harassment, sexual misconduct and sexual assault. All persons may report crimes or incidents to the Department of Campus Public Safety, 541.383.7272 or in-person at room 161, Boyle Education Center, the Office of Student Life, located in the Campus Center Building, to the College's Title IX Coordinator located in Human Resources in Newberry Hall or any campus security authority.

Incidents may be reported anonymously via the College's online reporting system at [www.cocc.edu](http://www.cocc.edu). Victims of crimes are offered, and encouraged, to contact the local police department in addition, to their report to College authorities. College authorizes will report to local law enforcement all mandatory reporting incidents (juvenile victims of abuse or assault) or incidents where determination has been made that notification of local law enforcement is necessary to maintain the public safety.

### ***Protection of Involved Parties***

Campus Public Safety Officers, as well as members of the College's Title IX Investigation Team, have the authority to issue no-contact or trespass orders to protect the parties involved in a sexual misconduct investigation. The no-contact orders may be issued to prohibit any contact, limit contact or prohibit persons from being on campus. No-contact orders may be issued for the duration of the investigation or may be extended until rescinded by the College.

### ***Preservation of Evidence***

Campus Public Safety Officers are trained in the preservation of evidence as well as the collection and storage of evidence. In the event an incident requires local law enforcement response for a criminal investigation, Campus Public Safety Officers are trained to maintain the crime scene and preserve the integrity of evidence for prosecution.

## ***Hearing and Adjudication Process***

There are two levels of hearings, informal and formal.

The informal hearing shall be held for all misconduct cases. The results of these hearings will be considered binding when the decision of the Hearing Officer calls for a disciplinary action that does not include expulsion from the college or eviction from the Residence Hall. If the student claims responsibility for actions or there is overwhelming evidence of student responsibility during the informal hearing process, the result could include indefinite or long-term suspension.

Formal hearings are held where alleged misconduct could result in such disciplinary action as final expulsion, indefinite or long term suspension from the college or eviction from the Residence Hall.

### **1. INFORMAL HEARINGS**

The Director of Student Life or designee shall conduct an informal hearing with the student at which time the College official shall:

- a. Review the charges with the student.
- b. Review the incident report or other documentation upon which the charges are based.
- c. Review the possible disciplinary action that could be taken if found guilty.
- d. Provide the student an opportunity to respond to the charges.
- e. Discuss the charges and the student's response. The student shall be given an opportunity to plead responsible or not responsible to the charges.
- f. Inform the student of his/her decision with respect to the charges within two business days of the conference via a written decision letter. Possible actions that would result from the informal hearing include but are not limited to:
  - Dismiss the charges.
  - Assign sanctions.
  - Order restitution.
  - Order probation.
  - Order a summary suspension.
  - Order a formal hearing.
- g. The written decision of the conference will notify the student that s/he has a right to appeal that decision to the Dean of Students within five (5) business days from the date the hearing decision was received. Please see below for further information on appeals.

## 2. FORMAL HEARINGS

Formal hearings are held in cases where alleged misconduct could result in such disciplinary action as final expulsion, indefinite or long-term suspension from the College. The President or designee will appoint the Hearings Officer. The procedural requirements are as follows:

Notice: The written notice of the formal hearing shall inform the student of:

- The policy or regulation alleged to have been violated in sufficient detail to allow the student to prepare a defense.
- The possible disciplinary action to be taken.
- The right not to be compelled to testify against oneself.
- The right to a hearing as established under these disciplinary procedures.
- The right to examine the evidence, hear all testimony and to ask questions of witnesses appearing and testifying against him/her and to offer witnesses and evidence on his/her behalf. Such evidence must be requested 48 hours before the hearing.
- The right to an advisor of his/her choice, at his/her own expense, acting in an advisory capacity only. The name and address of the advisor shall be provided to the office of Student Life no later than 24 hours prior to a hearing. The advisor is not permitted to speak at the College hearing.
- The right to enter a plea of "responsible" or "not responsible" within three school days after the charge. If the student fails to enter a plea within three school days, a plea of "not responsible" is entered and a hearing date will be set by the Hearings Officer.
- The right to bring witnesses to the hearing. A witness is a person who has personal knowledge of the incident at issue. Character witnesses are considered irrelevant and will not be permitted to testify. A person who serves as a witness may not serve in any other capacity during the hearing. The student must submit a list of witnesses to the Hearing Officer 24 hours in advance of the hearing. The list should include each witness' name and a summary of the witness' expected testimony. It is the student's responsibility to bring his/her witnesses to the hearing at the scheduled date and time.

## 3. HEARING PROCEDURES

The purpose of a hearing is to review all the facts and to consider testimony, both written and oral, in an effort towards determining whether or not College policy has been violated and whether or not the student should be disciplined, and if so, what disciplinary action should be taken.

- a. Closed Hearing. All proceedings are closed, except that an alleged victim(s) may be given permission by a Hearing Officer to attend. Those present in the hearing room will be the Hearing Officer, college staff recorder, the student's advisor, and the student involved in the action. In addition, witnesses will be interviewed individually.
- b. Unbiased Adjudicator. Hearing Officers must remove themselves from hearing a case if they believe that they cannot be unbiased. Respondent will be notified of the Hearing Officer(s) who will consider the Charge at least three business days before the hearing. If respondent or other interested party believes the Hearing Officer cannot be unbiased, s/he must write to the Dean of Students in the Office of Student Life to request a replacement, stating the specific reasons s/he believes the Hearing Officer would be biased. The written request must be made a minimum of two business days before the hearing is scheduled to be held. If the Dean of Students agrees, s/he will reassign the charge to a different Hearing Officer, but the hearing date will remain unchanged if possible.
- c. Hearing Record. The Hearing Officer will make a record of the hearing. If the College deems it appropriate, the hearing will be audio tape recorded. The recording will remain on file in the Office of Student Life.
- d. Maintaining Order. The Hearing Officer is responsible for maintaining order during the hearing. The Hearing Officer may take all steps reasonably necessary to ensure an orderly hearing.
- e. Presenting Evidence/Questioning Witnesses. The student will have an opportunity to present relevant information and witnesses in response to the Charge. The student will have the opportunity to examine all information leading to the charge(s) and to respond to all witness testimony. The Hearing Officer will question witnesses. The student may not question witnesses directly, but may submit questions to the Hearing Officer, who will decide which, if any, of the questions to ask witnesses. Witnesses who have already testified may not talk with witnesses who have not yet testified.
- f. Requesting Evidence. The student or the Hearing Officer may request the presence of relevant witnesses. If an alleged victim or a witness is not present at the hearing, his/her presence can be requested.
- g. Sexual Offenses. A victim of an alleged sexual offense or assault may testify via an intercom or other remote audio or video device, so that s/he may testify without face-to-face contact with the accused student. The identity of all witnesses who testify must be known to the accused student. In no event may testimony via intercom or other remote device be used to keep the alleged victim's identity from the accused student.

- h. Anonymous Evidence/Evidence Received Outside the Hearing. The Hearing Officer will refuse to accept or hear any evidence coming from an anonymous source or evidence which is presented outside of the hearing.
- i. Relevant Evidence. The Hearing Officer will decide whether to admit evidence. Rules of evidence used in courts of law are not used in this judicial process. Generally, a Hearing Officer will agree to hear evidence which is relevant to the subject matter of the hearing and is fair and reliable under the circumstances of the case. Character witnesses generally are not considered relevant.
- j. Adjudicatory Standard. The Hearing Officer/Judicial Council will determine whether the respondent is "responsible" or "not responsible" for the alleged violation. The respondent will be presumed "not responsible" until proven otherwise by a preponderance of the evidence. A preponderance of the evidence is reached when the Hearing Officer/Judicial Council concludes that it is more likely than not that the respondent violated the code as alleged in the charge.
- k. After reviewing available information on the case, the Hearing Officer will afford the student an opportunity to make his/her final comments before a decision is made.
- l. Written Hearing Decision. The Hearing Officer will provide a written decision to the student within two business days following the hearing. The hearing decision will state what evidence the Hearing Officer/Judicial Council considered and how it reached its decision based upon that evidence. If the respondent is found responsible, the hearing decision will state what sanctions will be imposed.
- m. Notice of Appeal. The respondent will be notified upon receiving the hearing decision that s/he has a right to appeal that decision, as described below, to the Judicial Affairs Officer or designee within five business days from the date the hearing decision was sent.

#### **4. APPEALS PROCEDURE**

Individuals wishing to appeal disciplinary decisions made through the informal or formal hearing process may do so to the Dean of Students or designee within five (5) business days from the date the hearing decision was received.

#### **2. APPEAL PROCEDURES**

- a. Basis for Appeal. The hearing decision may be appealed on the following basis only: (1) a procedural error unfairly and materially affected the outcome of the case, (2) evidence has been discovered which was not reasonably available at the time of the hearing, and/or (3) a clear abuse of discretion on the part of the Hearing Officer.

- b. Submitting an Appeal. To appeal, the respondent must submit a written statement to the Dean of Students or designee stating, as precisely as possible, the basis for the appeal and the evidence to support the appeal.
- c. Consideration of Appeal. Upon receipt of the appeal, the Dean of Students or designee may elect to meet with the Respondent to discuss the appeal and, if necessary, hear the new evidence. The alleged victim may be given an opportunity to respond to the appeal.
- d. Written Appeal Decision. The Dean of Students or designee will render a written decision regarding the appeal. If the appeal is granted, the Dean of Students or designee will state on what basis the appeal was granted and describe any new evidence that was received and considered in rendering an appeal decision. The appeal may modify the hearing decision, including sanctions, as warranted. The appeal decision is final.

## 5. POST-HEARING PROCEDURE

If the student fails to comply with the sanctions imposed upon him/her, as may have been modified by appeal, the Hearing Officer retains the power to impose additional sanctions on the student, up to and including dismissal from the College. In addition to the sanctions listed in the next section, the Hearing Officer may place a hold on the student's future registration privileges with the College. Such a hold results in a cancellation of all pre-registered courses. The hold remains in effect until the outstanding judicial matter and/or sanctions have been resolved and the initiating party authorizes its release. This action is not subject to appeal unless the sanction involves suspension from the residence halls or suspension/dismissal from the College. In these instances, an appeal may be filed using the procedure set forth above.

### **Sanctions**

The following forms of discipline may be imposed on a student who is guilty of misconduct:

- a. Warning. Notice that a student's conduct in a specific instance does not meet College standards and that continued misconduct may result in a more serious disciplinary action.
- b. Disciplinary Probation. Notice that the student found in violation of the College standards may continue to be enrolled under stated conditions, violations of which may be cause for more serious disciplinary action.
- c. Restitution. Compensation for loss, damage to or misappropriation of property or injury. This may take the form of appropriate service to repair or otherwise compensate for damages. Restitution may be imposed in combination with any other penalty.

- d. Educational Sanction. These may include, but are not limited to:
- a formal apology, in writing and/or in person
  - a public presentation
  - reading books
  - watching videos
  - a reflective essay or a research paper on a designated topic
  - alcohol and other drug education which may require the completion of:
    - Alcohol and other drug education
    - Consultation with a counselor and completion of any/all referrals made as a result of the consultation
    - Specified number of sessions with a Certified Drug and Alcohol Counselor (CDAC)
    - All alcohol and other drug education classes, as well as sessions with a CDAC, may have fines or fees associated with them which must be paid for by the student.
- e. Community Restitution. Performance of a specified number of community restitution hours. This sanction will be fulfilled either on or off campus, as specified. On campus service will be in a specified department.
- f. Fines. When appropriate, fines payable to the College may be levied for selected policy violations.
- g. Suspension from Residence Halls. Prohibits the student from residing in any College-operated residence hall on either a temporary or a permanent basis. Student may reapply for housing after stated period of suspension. Specific restrictions on access to residence halls during the period of suspension may also be invoked. Suspension usually includes forfeiture of any fee rebate for the remainder of the housing contract.
- h. Suspension by an Instructor. An instructor has the authority to immediately remove a student, who in the judgment of the instructor, is violating the College disruption policy or whose behavior jeopardizes the safety or wellbeing of the class.
- i. Summary Suspension from College. A student may be suspended from presence on campus and participation in any or all programs (including academic programs) and any and all activities sponsored by the College, by the College President or designee, when the alleged acts are so serious that the continued presence of the student in the College community represents a potential danger to the health, welfare, and safety of the College or community or which places the educational mission of the College at risk. The determination of the seriousness of the alleged act shall be in the sole discretion of the College President or designee. Such suspension



shall be in effect until a formal disciplinary hearing with the College President or designee has taken place. Determination of continued suspension or expulsion will be made through the formal hearing process.

- j. **Deferred Suspension.** Placement on deferred suspension status during which there is observation and review of behavior. If the student is found to further violate college regulations during this period then the student is suspended without further hearings. Deferred suspension may be for a period of one term up to and including the remainder of a student's enrollment at the College.
- k. **Suspension from College.** Separation of the student from the College for a definite period of time, after which the student is eligible to return. Such separation prohibits attendance at any classes and participation in any College programs during the suspension period. The terms of the suspension may restrict access to College grounds or buildings, as well as attendance at College-sponsored social events or other functions, as deemed appropriate by the College President or designee. The student may not register and/or enroll until the stated period of suspension is completed, and any requirements for the period of suspension are met.
- l. **Expulsion.** Expulsion for an indefinite period of time includes loss of all College privileges including college employment and the privilege of entering any portion of the campus, participation in any campus programs or any activities sponsored by the College except by written authorization from the Office of the College President or designee.

### ***Registered Sex Offenders***

The Federal Campus Sex Crimes Prevention Act of 2000 (CSCPA), which became law October 28, 2000, but which delayed certain provisions until October 28, 2002, amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act.

CSCPA provides special requirements relating to registration and community notification for sex offenders who are enrolled in or work at institutions of higher education. In addition to the Wetterling Act, CSCPA also amended the Clery Act and the Family Educational Rights and Privacy Act of 1974 to allow the disclosure of this information regarding students.

As provided in the Wetterling Act, any person required to register under a state sex offender registration program must notify the state regarding each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. The person must also alert the state of any change in enrollment or employment status.

Under current state law, computerized or telephonic sex offender information can be obtained through local law enforcement agencies and the Oregon State Police through their sex offender registration information line at (503) 378-3720 extension 4429 or via online at [www.sexoffenders.oregon.gov](http://www.sexoffenders.oregon.gov). This computerized database can access sex offender information by name, address, zip code or county.

In addition, each institution's public safety office will maintain a list of sex offenders who have been required to report their sexual offender status to an institution under federal and/or state law.

### ***Special Services***

The Residence Hall and Counseling Office at COCC offer several special services including:

- Education programs to promote the awareness of rape, acquaintance rape, and other sex offenses.
- Procedures victims should follow if a sex offense occurs, including who should be contacted, the importance of preserving evidence as may be necessary for the proof of criminal sexual assault, and to whom the alleged offense should be reported.
- Notifying students of options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident, if requested by the victim and if these changes are reasonably available.
- Assistance by a college authority to report the offense to law enforcement as requested.
- The College's statement on sexual misconduct and assault, including disciplinary procedures is located at [www.cocc.edu/sexual-misconduct-policy](http://www.cocc.edu/sexual-misconduct-policy)

## **DRUGS AND ALCOHOL**

### ***Drug Policy***

In compliance with the Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) and the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), it shall be the policy of COCC to maintain a drug-free campus for all employees and students. It is the responsibility of the College to notify students and staff of College policy. In accordance with this intent, the following policy is in effect:

### ***Drug-Free Campus***

The unlawful possession, use or distribution of illicit drugs and alcohol is prohibited on the College campus, in all College facilities, or as part of any College-sponsored activity. Violators of this policy will be prosecuted to the full extent of State and Federal law and, in addition, there are specific consequences for employees and for students, which are stated in the College Drug-Free Campus Procedures.

Complete information, including Oregon state laws, where you can find assistance, health risks associated with the use of illicit drugs and the abuse of alcohol, and warning signals is available in a flyer entitled "Making Choices for Life," available at the office of Admissions and Records or the Student Life office.

### ***Alcohol on Campus***

Alcoholic beverages, and the consumption thereof, shall not be allowed on the campuses of Central Oregon Community College except as permission is granted by the President of the institution. The College's drug and alcohol procedures can be found at [www.cocc.edu/general-procedures-manual/student/s-4-0-cocc-drug-and-alcohol-policy](http://www.cocc.edu/general-procedures-manual/student/s-4-0-cocc-drug-and-alcohol-policy).

## **COLLEGE POLICIES**

### ***Weapons on Campus***

No person – including students, employees, vendors, college patrons, or other visitors – may bring, possess, conceal, brandish, use or be in possession of a firearm, destructive device or other dangerous weapons (cit. ORS 161.015(1) (2), or give the appearance of being in possession, on college-owned or controlled property or at activities under the jurisdiction or sponsorship of the College, except as provided by ORS 166.360, 166.370 and federal law. Explosives and fireworks of any kind are not permitted to be carried or used on the College campus.

### ***Smoking on Campus***

The Central Oregon Community College Smoking Policy is in compliance with the Oregon Indoors Clean Air Act. The law, which went into effect in July, 1983, is designed to protect the public health, comfort, and environment by prohibiting smoking in public places, except in designated areas. The law states that, "No person shall smoke or carry any lighted instrument in a public place except in areas designated as smoking areas. Public places do not have to provide smoking areas."

Effective July 1, 1992, smoking is banned in all of the buildings of Central Oregon Community College.

Effective April 17, 2002, smoking or the use of smokeless tobacco is limited to campus parking lots and must be 25' from any building. During high fire danger periods, smoking is banned completely.

### ***Pets on Campus***

Domesticated pets and animals are not allowed on campus or in vehicles while on College property, other than service animals or authorized therapy animals. For additional information visit [www.cocc.edu/disability-services/service-and-assistance-animal-policy](http://www.cocc.edu/disability-services/service-and-assistance-animal-policy).

## **FACILITIES**

### ***Identification***

As authorized through the policies of the College, persons on campuses of Central Oregon Community College are required to provide identification when requested by an officer of the Department of Campus Public Safety. College issued identification cards are available at the information office in the Boyle Educational Center.

### ***Campus Facilities***

Most buildings on campus are accessible during normal business hours (7 a.m. to 7 p.m., Monday through Friday) to members of the campus community and guests. Exterior doors are locked and checked each evening by Public Safety personnel and/or Campus Services employees.

The exterior doors to The Residence Hall, the only residence hall on campus, are open from 9:00 am to 5:00 pm Monday through Friday. Residence Hall visitors must register at the hall's main desk.

COCC maintains a strong commitment to safe lighting on campus. Exterior lighting is an important part of this commitment. Formal surveys of exterior lighting needs are conducted routinely, however, members of the campus

community are encouraged to report any exterior lighting deficiencies to the Campus Services Department 541.383.7775. For safety reasons, shrubbery and trees are trimmed on a regular basis.

## **CLERY REPORTABLE CRIMES**

### **Definition of Reportable Crimes (Abridged)**

#### ***Murder***

The willful (non-negligent) killing of one human being by another.

#### ***Negligent Manslaughter***

The killing of another person through gross negligence.

#### ***Sex Offenses-Forcible***

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

#### ***Sex Offenses-Non-Forcible***

Unlawful, non-forcible sexual intercourse.

#### ***Robbery***

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

#### ***Aggravated Assault***

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

#### ***Burglary***

The unlawful entry of a structure to commit a felony or a theft.

#### ***Motor Vehicle Theft***

The theft or attempted theft of a motor vehicle.

#### ***Arson***

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

### ***Dating Violence***

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

### ***Domestic Violence***

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

### ***Stalking***

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others; or suffer substantial emotional distress.

### ***Illegal Weapons Possession***

The violation of law or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, butting instruments, explosives, incendiary devices or other deadly weapons.

### ***Drug Law Violations***

The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or services utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance.

### ***Liquor Law Violations***

The violation of statute or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence of alcohol.

### ***Reporting of Hate Crimes***

Certain classifications of crime, where there is evidence that the victim was targeted because of the perpetrator's bias are designated a hate crime. A hate crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's bias. Bias is a

preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability, sexual orientation or ethnicity/national origin. All Clery reportable crimes, as well as larceny-theft, simple assault, intimidation and destruction, damage or vandalism of property that are classified as hate crimes, shall be reported.

***Thefts, Alcohol and Weapons Policy Violations***

Burglary reporting guidelines have changed since 2008 resulting in most “burglary” incidents now classified as theft (larceny). Thefts, along with alcohol policy violations (non-crimes) and weapons policy violations (non-crimes) are reported in this document for informational purposes.

Crime	Campus	2011	2012	2013	2014 Total On Campus	2014 On Campus Housing (Included in total)	2014 Off Campus	2014 Public Property
MURDER - Non Negligent Homicide								
	Bend	0	0	0	0	0	0	0
	Redmond	0	0	0	0	0	0	0
	Madras	0	0	0	0	0	0	0
	Prineville	0	0	0	0	0	0	0
Manslaughter								
	Bend	0	0	0	0	0	0	0
	Redmond	0	0	0	0	0	0	0
	Madras	0	0	0	0	0	0	0
	Prineville	0	0	0	0	0	0	0
Sex Offenses Forcible								
	Bend	1	1	0	1	1	0	0
	Redmond	0	0	0	0	0	0	0
	Madras	0	0	0	0	0	0	0
	Prineville	0	0	0	0	0	0	0
Sex Offenses Non-Forcible								
	Bend	0	0	0	0	0	0	0
	Redmond	0	0	0	0	0	0	0
	Madras	0	0	0	0	0	0	0
	Prineville	0	0	0	0	0	0	0
Robbery								
	Bend	0	0	1	0	0	0	0
	Redmond	0	0	0	0	0	0	0
	Madras	0	0	0	0	0	0	0
	Prineville	0	0	0	0	0	0	0
Aggravated Assault								
	Bend	1	0	0	1	1	0	0
	Redmond	0	0	0	0	0	0	0
	Madras	0	0	0	0	0	0	0
	Prineville	0	0	0	0	0	0	0



Crime	Campus	2011	2012	2013	2014 Total On Campus	2014 On Campus Housing (Included in total)	2014 Off Campus	2014 Public Property
Burglary								
	Bend	1	2	2	0	0	0	0
	Redmond	0	0	0	0	0	0	0
	Madras	0	0	0	0	0	0	0
	Prineville	0	0	0	0	0	0	0
Motor Vehicle Theft								
	Bend	0	2	0	1	0	0	0
	Redmond	0	0	0	0	0	0	0
	Madras	0	0	0	0	0	0	0
	Prineville	0	0	0	0	0	0	0
Arson								
	Bend	0	0	0	0	0	0	0
	Redmond	0	0	0	0	0	0	0
	Madras	0	0	0	0	0	0	0
	Prineville	0	0	0	0	0	0	0
Dating Violence								
	Bend	0	0	0	1	1	0	0
	Redmond	0	0	0	0	0	0	0
	Madras	0	0	0	0	0	0	0
	Prineville	0	0	0	0	0	0	0
Domestic Violence								
	Bend	0	0	0	1	1	0	0
	Redmond	0	0	0	0	0	0	0
	Madras	0	0	0	0	0	0	0
	Prineville	0	0	0	0	0	0	0
Stalking								
	Bend	0	0	1	2	0	0	0
	Redmond	0	0	0	0	0	0	0
	Madras	0	0	0	0	0	0	0
	Prineville	0	0	0	0	0	0	0

Crime	Campus	2011	2012	2013	2014 Total On Campus	2014 On Campus Housing (Included in total)	2014 Off Campus	2014 Public Property
Hate Crimes								
	Bend	1	0	0	0	0	0	0
	Redmond	0	0	0	0	0	0	0
	Madras	0	0	0	0	0	0	0
	Prineville	0	0	0	0	0	0	0
Weapons Crime Violations Arrest								
	Bend	0	0	0	0	0	0	0
	Redmond	0	0	0	0	0	0	0
	Madras	0	0	0	0	0	0	0
	Prineville	0	0	0	0	0	0	0
Weapons Crime Violations Referral								
	Bend	0	0	0	0	0	0	0
	Redmond	0	0	0	0	0	0	0
	Madras	0	0	0	0	0	0	0
	Prineville	0	0	0	0	0	0	0
Drug Abuse Arrest								
	Bend	0	0	0	0	0	0	0
	Redmond	0	0	0	0	0	0	1
	Madras	0	0	0	0	0	0	0
	Prineville	0	0	0	0	0	0	0
Drug Abuse Referral								
	Bend	22	27	15	20	17	0	0
	Redmond	0	0	0	0	0	0	0
	Madras	0	0	0	0	0	0	0
	Prineville	0	1	0	0	0	0	0
Liquor Law Violations Arrests								
	Bend	0	3	0	0	0	0	0
	Redmond	0	0	0	0	0	0	0
	Madras	0	0	0	0	0	0	0
	Prineville		0	0	0	0	0	0

Crime	Campus	2011	2012	2013	2014 Total On Campus	2014 On Campus Housing (Included in total)	2014 Off Campus	2014 Public Property
Liquor Law Violations Referral								
	Bend	40	47	13	26	26	0	0
	Redmond	0	0	0	0	0	0	0
	Madras	0	0	0	0	0	0	0
	Prineville	0	0	0	0	0	0	0
Thefts - Non Burglary								
	Bend	59	42	28	19	2	0	0
	Redmond	1	1	4	1	0	0	0
	Madras	1	0	0	0	0	0	0
	Prineville	0	0	0	1	0	0	0
Weapons-Policy Violations								
	Bend	4	2	0	1	0		
	Redmond	2	1	0	0	0		
	Madras	0	0	0	0	0		
	Prineville	0	0	0	0	0		
Alcohol-Policy Violations								
	Bend	7	17	10	3	3		
	Redmond	0	0	0	0	0		
	Madras	0	0	0	0	0		
	Prineville	0	0	0	0	0		

Alcohol, narcotic or weapon violations are reported as "arrest" or "referral". An "arrest" is where a sworn police officer has issued a citation or placed the violator under arrest. "Referral" refers to college only adjudication which may include college sanctions, citation or other action taken by the College this is not reported on a criminal record.

Reporting law enforcement agencies:

- Bend – City of Bend Police and Deschutes County Sheriff’s Office
- Madras – City of Madras Police and Jefferson County Sheriff’s Office
- Prineville – City of Prineville Police and Crook County Sheriff’s Office
- Redmond – City of Redmond Police and Deschutes County Sheriff’s Office

## **REPORTED HATE CRIMES**

The College maintains and demonstrates a zero tolerance policy against crimes or incidents that are based on bias or hate. For federal reporting requirements, those incidents documented or investigated that were based on race, gender, religion, disability, sexual orientation or ethnicity/national origin are listed in this report. During this reporting period there were NO reported incidents that included elements of a bias or hate crime.

### ***Unfounded Crimes***

Crimes that are determined to be baseless or false and were investigated by a sworn/commissioned law enforcement agency may be classified as “Unfounded”. There are NO cases determined to be “Unfounded” in this reporting period.

## **EMERGENCY PROCEDURES & EVACUATIONS**

### ***Emergency Procedures / Evacuation***

The College has developed a comprehensive Emergency Procedures Manual and provided training for certain work groups throughout the College community. The procedures provide direction for a variety of natural and person-caused disasters and emergencies.

Included in our Emergency Procedures Manual are operational procedures for evacuations. The College has identified strategic locations throughout the campus for evacuation assembly areas as well as evacuation operations for those students and staff who are mobility impaired. The map of evacuation assembly areas may be viewed online at [www.cocc.edu](http://www.cocc.edu).

The College has established an emergency notification system that all students and staff may register when they register or begin their employment. The system, when used by campus officials, will send alerts and emergency messages to each person’s email accounts on file as well as to all phones and cell phones.

In the event of an evacuation, students and staff will receive a message from the emergency notification system. In addition, administrative staff for the building(s) in which the incidents are occurring will be notified and

Department of Campus Public Safety Officers, along with local emergency services (when appropriate), will respond to aid in the evacuation. The Federal Campus Crime Awareness and Campus Security Act of 1999 requires institutions of higher education to, without delay, notify students and staff of significant emergencies and to provide appropriate response directions unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or contain, respond to, or otherwise mitigate the emergency.

When an emergency situation occurs the primary initial emergency responders will be officers and staff of the Department of Campus Public Safety in addition to any emergency services responders.

The College has developed an administrator team to determine, in a crisis situation, the information to be released and the format for release. The team includes: The Director of College Relations, Director of Campus Services and the Director of Human Resources.

## **FIRE SAFETY — STUDENT HOUSING**

The College plans to perform at least one test of the emergency evacuation procedures each calendar year. The results of the test are released in an official college report, available from the Department of Campus Public Safety. The report documents the test, deficiencies that were identified and how those deficiencies are being addressed.

In compliance with fire reporting guidelines as a component of the Federal Campus Crime Awareness and Campus Security Act of 1999, the College must annually report all fires that occur in student housing facilities. **In 2014, there was one (1) reported fire in student housing. The fire was a minor vandalism that did not result in injury or facility damage.**

All student housing during this reporting period was located in the Juniper Residence Hall. The College owns the “Residence Hall” which was under construction during this period and will open in the Fall of 2015. Juniper Hall includes dorm space for approximately 100 students with rooms that house two to three students each. The building includes an audible, fire alarm system (that includes alarms in all sleeping and common areas). The building does not have a full kitchen facility.

Fires can be reported by residents directly to the Department of Campus Public Safety, the local emergency services (Deschutes County 9-1-1) or to housing staff; who will then contact emergency services.

The building is compliant with the Uniform Fire Code and includes the required number of fire extinguishers, appropriately placed emergency exit signs and is compliant with emergency egress requirements. The building receives a yearly inspection by the City of Bend Fire Department as well as fire extinguisher inspections, repair and replacement by a certified private provider. The Department of Campus Public Safety and/or Housing staff checks all emergency doors, alarms and extinguishers on a monthly basis to ensure they are in place and functioning.

The College has adopted policies to ensure maximum safety in the residence hall. These include no smoking in or around the building, no use of "hot plates" or other electric or gas heating items other than microwave ovens provided by the College and no open flames of any type in the residence hall.

The College performs required fire drills to ensure that all residents are aware of fire and emergency evacuation procedures. All students are provided training at the beginning of the Fall term (or when they begin their tenancy) on fire safety, evacuation and response to emergencies. The training is performed by staff from the Department of Campus Public Safety as well as Housing, Student Services and other departments. Evacuation information is available in the residence building, the Department of Campus Public Safety and online at [www.cocc.edu](http://www.cocc.edu).

The Department of Campus Public Safety maintains, available for public inspection, a fire log, generated through the department's database system that includes a listing of all fires that occur in the residence hall. The report includes the date, time and type of fire as well as the specific location.



## **REPORTING CRIMES AND INCIDENTS**

To report a crime or request assistance, contact the Department of Campus Public Safety at the numbers listed below. The department is located in office 161 in the Boyle Education Center. The mailing address is:

Department of Campus Public Safety  
2600 NW College Way  
Bend, OR 97703

7 days per week/24 hours/365 days per year: 541.383.7272

Emergencies may be reported directly to municipal emergency services by calling 9 – 1 – 1 or from an on-campus phone dial 9 – 9 – 1 – 1

### **Additional Information**

The Department of Campus Public Safety is available to provide additional information related to the safety of all campuses within Central Oregon Community College. For additional information, or to request a printed copy of this report, contact the department at 541.383.7272 or by U.S. Mail at 2600 NW College Way, Bend OR 97703.

