



**Portland
Community
College**

ANNUAL SECURITY REPORT

2022





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1. ACRONYMS USED IN THIS REPORT

ASR	Annual Security Report
CARE	Coordinate, Assess, Respond and Educate within Office of Student Conduct and Community Support
Clery Act	Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Clery Geography On-campus, on-campus student housing, public property and non-campus
CSA	Campus Security Authority
DCL	Daily Crime Log
DMV	Department of Motor Vehicles
DPS	Department of Public Safety
EMN	Emergency Notification
FBI	Federal Bureau of Investigation
HPSA	High Powered Speakers Arrays
HR	Human Resources
MYPCC ALERTS	PCC alerts regarding campus safety
NIBRS	National Incident Based Reporting System
NIMS	National Incident Management System
O&A	Outreach & Advocacy Project
OCEANS	On-campus Emergency Alerts and Notifications Systems
OEI	Office of Equity & Inclusion
PCC	Portland Community College
PCC SAFE	Portland Community College Sexual Assault Free Environment
PMWTC	Portland Metro Workforce Training Center
PPB	Portland Police Bureau
RAINN	RAINN (Rape, Abuse & Incest National Network) is the nation's largest anti-sexual violence organization.
SCCS	Office of Student Conduct and Community Support
THIRA	Threat Hazard Identification and Risk Assessment

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Title IX Title IX is the most commonly used name for the federal civil rights law in the United States that was enacted as part (Title IX) of the Education Amendments of 1972. It prohibits sex-based discrimination in any school or any other education program that receives funding from the federal government. This is Public Law No. 92-318, 86 Stat. 235 (June 23, 1972), codified at 20 U.S.C. §§ 1681–1688.

TW Timely Warning Notification: Required by the Clery Act if a Clery crime occurs on property owned or controlled by the institution and presents a threat to the community.

UCR The Uniform Crime Reporting (UCR) Program generates reliable statistics for use in law enforcement. It also provides information for students of criminal justice, researchers, the media, and the public. The program has been providing crime statistics since 1930.

USDOE United States Department of Education

VAWA Violence Against Women Act (2013, 2022)

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2. NOTICE OF NONDISCRIMINATION AND NON-HARASSMENT POLICY

Nondiscrimination and Non-harassment Policy Statement

Portland Community College's goal is to provide an atmosphere that encourages individuals to realize their potential. Therefore, it is against the College's policy for any manager, supervisor, faculty, staff, or student to engage in prohibited harassment or discrimination of any member of the College community.

The College prohibits unlawful discrimination based on race, color, religion, national origin, sex, marital status, disability, veteran status, age, sexual orientation, 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 anti-discrimination laws. In addition, the College complies with applicable provisions of the Civil Rights Act of 1964 (as amended), related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (as amended), Uniformed Services Employment and Reemployment Rights Act ("USERRA"), and all local and state civil rights laws.

Under this policy, 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 this policy and other College efforts designed for that purpose.

Under the College's policy, harassing, discriminatory, or retaliatory behaviors will not be tolerated. Therefore, it is the responsibility of every member of the College community to strictly comply with the policy and any procedures directed by the College President to implement the policy. This includes notifying each employee/student of their rights and responsibilities under the College's Nondiscrimination and Non-harassment Policy. Management and staff will be held accountable to take reasonable action to maintain work sections and educational environments free of conduct that causes, or reasonably could be considered to cause intimidation, hostility, discrimination, or retaliation.

Any person who believes they have been discriminated or harassed by a College employee, representative or student is encouraged to address those concerns with the Office of Equity & Inclusion, which offers a grievance procedure to resolve complaints of discrimination in a prompt and equitable manner. Complaints about issues other than alleged discrimination or harassment may be submitted in accordance with the applicable collective bargaining agreement procedure or the procedure in the Management/Confidential Handbook, or, for students, through the student grievance procedure.

At any point in the procedure, an individual with concerns about discrimination and/or harassment may file a complaint with (1) the Office for Civil Rights of the United States Department of Education; (2) the Equal Employment Opportunity Commission ("EEOC"); (3) the Oregon Bureau of Labor and Industries ("BOLI") Civil Rights Division; or (4) the Department of Community Colleges and Workforce Development.

The College President will establish operating policies and procedures that implement this policy consistently across the College.

For more information on PCC's Nondiscrimination and Non-harassment Policy, the process for resolving complaints and access to the policy in languages other than English visit the [Office of Equity and Inclusion](#) website.

Complaints and inquiries regarding discrimination, harassment and retaliation within PCC

The Chief Diversity Officer & Co-Title IX Coordinator oversee implementation and compliance of PCC's Nondiscrimination and Non-harassment policy. The Director of Compliance and Co-Title IX Coordinator has primary responsibility for coordinating PCC's efforts related to investigation, resolution, implementation of corrective measures and monitoring to stop, remediate, and prevent discrimination, harassment, and retaliation prohibited by PCC's Nondiscrimination and Non-harassment policy. Inquiries about or concerns regarding this policy and procedures may be made internally to:

Traci Fordham

Interim Chief Diversity Officer & Title IX Coordinator

Phone: 971-722-5841

Email: traci.fordham@pcc.edu

Theresa Payne, JD

Interim Director of Compliance and Co-Title IX Coordinator

Phone: 971-722-5832

Email: theresa.payne@pcc.edu

Complaints and inquiries regarding discrimination, harassment, and retaliation involving federal laws may be directed to:

FEDERAL CONTACT INFORMATION	FEDERAL CONTACT INFORMATION
Office for Civil Rights (OCR) U.S. Department of Education 400 Maryland Avenue, SW Washington, D.C. 20202-1100 Customer Service Hotline: (800) 421-3481 Fax: (202) 453-6012 TDD: (877) 521-2172 Email: OCR@ed.gov Website: www.ed.gov/ocr	Equal Employment Opportunity Commission (EEOC) Federal Office Building 909 First Avenue, Suite 400 Seattle, WA 98104-1061 Phone: (800) 669-4000 Fax: (206) 220-6911 TTY: (800) 669-6820 ASL Video Phone: (844) 234-5122 Website: www.eeoc.gov

IMPORTANT CONTACT INFORMATION

Complaints and inquiries regarding discrimination, harassment, and retaliation involving Oregon laws may be directed to:

OREGON CONTACT INFORMATION	FEDERAL CONTACT INFORMATION
<p>Office of Community Colleges and Workforce Development 255 Capitol Street NE Salem, OR 97310 Phone: (503) 947-2401 Email: ccwd.info@state.or.us Website: www.oregon.gov/highered</p>	<p>Bureau of Labor and Industries Civil Rights Division 800 NE Oregon St. Suite 1045 Portland, OR 97232 Phone: 971-673-0764 Email: crdemail@boli.state.or.us Website: www.oregon.gov/boli</p>

Americans With Disabilities Coordinator and concerns a program, service or activity is not accessible

For concerns a program, service or activity is not accessible to persons with disabilities you may contact the ADA Coordinator, who is responsible for working with employees and their supervisors regarding ADA compliance and accommodation requests and facilitates and/or refers inquiries from the public regarding accommodation issues. The ADA Coordinator is Karol Ford, who can be contacted by calling 971-722-5869 or by email at adacoordinator@pcc.edu.

Accessible Ed & Disability Resources are faculty and staff who work with students to determine reasonable accommodation and coordinate the provision of services. Contact them at aedr@pcc.edu or 971-722-4341.

Office of Equity and Inclusion provides leadership to facilitate, manage and coordinate College policies and procedures, oversee and ensures the College is in compliance with applicable laws and regulations; and addresses concerns about potential discrimination or harassment. Contact them at 971-722-5840.

For more information on requesting accommodations visit *Procedures for Requesting Accommodation at PCC*.

3. ABOUT PORTLAND COMMUNITY COLLEGE

Portland Community College (PCC) is the largest institution of higher learning in the state of Oregon, serving more than 1,918,394 college-age residents in a five-county, 1,500 square mile area in Northwest Oregon. Portland Community College serves 60,037 students, over which 37% of students are full-time. Minority enrollment is 45% of the student body, with the majority of Hispanic and Asian descent, which is more than the state average of 44%. Four comprehensive campuses, ten centers and dozens of independent locations throughout the community offer courses and provide student services.

The four main PCC campuses are:

Sylvania Campus

12000 SW 49th Ave. Portland, OR 97219 | 971-722-6111

Rock Creek Campus

17705 NW Springville Rd. Portland, OR 97229 | 971-722-6111

Southeast Campus

2305 SE 82nd and Division, Portland, OR 97216 | 971-722-6111

Cascade Campus

705 N. Killingsworth St. Portland, OR 97217 | 971-722-6111

PCC also has Centers which are smaller facilities offering job training, specialized programs, and transfer courses.

- *CLIMB Center*
- *Columbia County Center*
- *Downtown Center*
- *Hillsboro Center*
- *Maritime Welding Training Center*
- *Newberg Center*
- *Portland Metropolitan Workforce Training Center (PMWTC)*
- *Swan Island Trades Center*
- *Vanport Building*
- *Willow Creek Center*
- *Carolyn Moore Writer's House*

PCC has two new locations that are included in Clery Act reporting as of 2021. The Vanport Building was completed in late 2021 and is considered a center. The Carolyn Moore Writer's House was gifted to PCC in 2021 and is considered a non-campus property and is reported in Sylvania statistical chart.

For more information on [PCC locations](#).

4. THE CLERY ACT

History

The Clery Act was named after Jeanne Clery, a 19-year-old Lehigh University student who was raped and murdered in her campus residence hall in 1986. The attack on Jeanne Clery, by a former student, was one of 38 violent crimes recorded at the university in the three years before she enrolled. Clery's parents argued that, had the university's crime record been known, Clery would not have attended. Jeanne's murder triggered a backlash against Lehigh University concerning unreported crime occurring on campuses across the country.

Intent

The Clery family worked with their federal senators to enact a law that would require transparency about crime occurring on campuses. In 1990, the Higher Education Act of 1965 was amended to include the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542). This amendment required all postsecondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information. In 1998, the Act was renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (more commonly known today as the Clery Act) in memory of

Jeanne Clery. Under Clery, colleges and universities are required to annually report campus crime data, support victims of violence, and publicly outline the policies and procedures they have put into place to improve campus safety. Today, the Clery Act is considered a federal consumer protection law that aims to provide transparency around campus crime policy and statistics.

Recent Amendments to the Clery Act

On March 7, 2013, President Obama signed a bill that strengthened and reauthorized the Violence Against Women Act (VAWA). Included in the bill were amendments to the Clery Act that afforded additional rights to victims/survivors of dating violence, domestic violence, sexual assault and stalking and required collection of crime statistics for these crimes. On March 10, 2022, the reauthorization of Violence Against Women Act (VAWA) was passed by Congress as part of the Omnibus Fiscal 2022 spending package. The passage of the bill reauthorized VAWA programs until 2027.

5. REQUIREMENTS OF THE CLERY ACT

The Clery Act requires colleges and universities which accept federal funding to disclose crime and other statistics which occur on four geographic areas owned or controlled by an institution. This concept is referred to as Clery Geography and is as follows:

- On-campus (anywhere)
- On-campus student housing
- Public property within campus and immediately adjacent to the campus
- Non-Campus buildings and property owned or controlled by the organization that are used for educational purposes and frequently used by students but not a part of the core campus, or those owned or controlled by a student organization officially recognized by the institution.

THE CRIMES REPORTABLE BY CALENDAR YEAR AND LOCATION WHERE THEY OCCURRED UNDER THE CLERY ACT ARE:

- 1. MURDER AND NON NEGLIGENT MANSLAUGHTER:** The willful (non-negligent) killing of one human being by another.
- 2. NEGLIGENT MANSLAUGHTER:** The killing of another person through gross negligence.
- 3. 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. Simple assaults are excluded.
- 4. 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.
- 5. BURGLARY:** The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.
- 6. 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.
- 7. MOTOR VEHICLE THEFT:** The theft or attempted theft of a motor vehicle.

Clery Act Reportable Sex Offenses

8. RAPE: The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

9. FONDLING: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age and/or because of his/her temporary or permanent mental incapacity.

10. INCEST: Non forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

11. Statutory Rape: Non forcible sexual intercourse with a person who is under the statutory age of consent.

12. Hate Crimes

A Hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Any of the following offenses motivated by bias are considered Hate crimes: Murder and Non-negligent Manslaughter, Negligent Manslaughter, Rape, Fondling, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson and Stalking.

The following crimes are only included in crime statistics if they are Hate Crimes:

Larceny-theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Simple Assault: An unlawful physical attack by one person on another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Intimidation: To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or conduct, but without displaying a weapon or subjecting the victim to actual attack.

Destruction, damage or vandalism of property: To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of the property.

CLERY HATE CRIMES REQUIRE A BIAS

In order to count a crime as a Hate crime, the Clery Act requires evidence of a bias. There are only eight categories of bias under the Clery Act, which are:

Disability: Pre-formed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Ethnicity: A pre-formed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term "race" in that "race" refers to a grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.

Gender: A pre-formed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.

Gender Identity: A pre-formed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals.

National Origin: A pre-formed negative opinion or attitude toward a group of people based on their actual or perceived country of birth. This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.

Race: A pre-formed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.

Religion: A pre-formed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.

Sexual Orientation: A pre-formed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.

VIOLENCE AGAINST WOMEN ACT (2013) CRIMES

13. Domestic Violence: A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence 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 that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

14. 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. The existence of such a relationship shall be determined based on the reporting party's statement with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

15. Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (1) fear for the person's safety or the safety of others; or (2) suffer substantial emotional distress.

Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. The reasonable person standard means a reasonable person under similar circumstances and with similar identities to the victim.

16. Clery Act Disciplinary Referral Data for Violations of State Laws Regarding Alcohol, Drugs and Weapons

The Clery Act requires institutions collect statistics for violations of state law and or ordinances for drug, alcohol and weapons violations. The disciplinary referral data is collected from internal campus partners.

ALCOHOL LAW VIOLATIONS

The violation of state laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

WEAPONS POSSESSION

The violation of state laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

DRUG ABUSE VIOLATIONS

Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: Opium or Cocaine and their derivatives (Morphine, Heroin, Codeine); Marijuana; synthetic narcotics (Demerol, Methadone); and dangerous non-narcotic drugs (Barbiturates, Benzedrine).

17. Clery Act Arrest Data for Violations of State Laws Regarding Alcohol, Drugs and Weapons

The Clery Act requires institutions collect statistics for arrest data for violations of state law and or ordinances for drug, alcohol and weapons laws. The arrest data is collected from internal public safety partners and law enforcement agencies with jurisdiction over institutional properties.

18. Unfounded Crimes

The Clery Act requires that institutions report in the Annual Security Report any Clery crime that occurred on Clery geography which was unfounded following an investigation by sworn law enforcement.

OTHER CLERY ACT REQUIREMENTS

The Clery Act has many other requirements which include, but are not limited to:

- Developing policies and procedures regarding crime prevention, missing students, drug and alcohol use, reporting and preventing sexual assaults, and issuing emergency notifications.
- Creating awareness and prevention programs for students and employees regarding dating violence, domestic violence, sexual assault and stalking.

- Issuing Timely Warnings for Clery Act crimes that constitute a serious or continuing threat to the safety of students or employees.
- Publishing an Annual Security and Fire Safety Report containing crime and fire statistics and statements of policies/procedures.
- Maintaining a public Daily Crime Log of all reports of crimes made to campus police or department of public safety
- Submitting crime and fire statistics to the U.S. Department of Education.

CLERY ACT FINES

Non-compliance with the Clery Act can result in the issuance of monetary fines by the Department of Education. On April 20, 2022, the U.S. Department of Education increased fines for violating the Jeanne Clery Act to \$62,689.00 per violation pursuant to the Federal Civil Penalties Inflation Adjustment Act Improvements Act of 2015. The new fine amount applies to any violations that occurred after April 20, 2022, the date the final regulations were published in the Federal Register.

6. PREPARATION OF THE ANNUAL SECURITY REPORT 2022

Portland Community College District (hereafter "PCC") publishes its Annual Security Report each year, on or before October 1st, in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Annual Security Report (hereafter "ASR") is prepared, published and disseminated by PCC's Department of Public Safety, with the cooperation of several other internal offices. The information in this Annual Security Report should be reviewed by all members of the PCC campus community in order to become familiar with available programs and services provided by PCC. It is only through the combined efforts of DPS, law enforcement and campus community members can we keep our students, employees and visitors informed and safe.

6. PREPARATION OF THE ANNUAL DISCLOSURES OF CRIME STATISTICS

The Clery Coordinator is responsible for requesting and collecting annual crime statistics from sources within PCC and from local, state and national law enforcement agencies. The internal sources of crime statistics are collected from records of crimes reported to and in the possession of PCC's Department of Public Safety, Safety and Risk Services, the Office of Equity and Inclusion and Title IX, Human Resources, Student Conduct and other Campus Security Authorities.

PCC does not own or control on-campus student housing locations and therefore does not collect or report crime, arrest or disciplinary referral data for this category of Clery geography pursuant to the requirements of the Clery Act.

A variety of PCC campus partners contribute information related to the policy disclosure statements and institutional policies contained in this Annual Security Report, including but not limited to the Department of Public Safety, the Office of Equity and Inclusion and Title IX, Human Resources, Student Conduct, Student Affairs, Emergency Management, Risk Services and COVID-19 Management, Counseling, and others.

The Annual Security Report 2022 was compiled by the Clery Coordinator and reviewed by PCC administrators, leadership in the Department of Public Safety and offices that provide information regarding policy disclosure statements.

DISSEMINATION OF THE ANNUAL SECURITY REPORT

As required by the Clery Act, PCC provides a Notice of the Availability of the Annual Security Report with a direct link to the URL for the document, via email to all current students and employees on or before October 1st annually. The Annual Security Report 2022 is also published on the Department of Public Safety website at: <https://www.pcc.edu/public-safety/crime-statistics-and-reports/>.

Beginning in September 2022, PCC provides prospective students with the Notice of the Availability of the Annual Security Report on admissions websites and prospective employees are advised on PCC employment related websites and on job announcements.

ENTRY OF THE ANNUAL DISCLOSURES ON THE U.S. DEPARTMENT OF EDUCATION SURVEY

The Clery Coordinator is responsible for entering the annual statistical disclosures on the U.S. Department of Education survey website each year on or before October 1st.

HOW TO ACCESS THE ANNUAL SECURITY REPORT

The Annual Security Report, and each year thereafter, is available on the Department of Public Safety website at <https://www.pcc.edu/public-safety/crime-statistics-and-reports/>.

The Annual Security Report is published as a PDF and can be viewed online and or printed using Adobe Acrobat Reader. A free, paper copy of the Annual Security Report can be requested through any of the following means:

1. If you wish to obtain a printed copy, you may request one by email to publsafe@pcc.edu;
2. By calling 971-722-4902 and making a request for a paper copy;
3. Or by visiting any PCC Campus Public Safety Office.

7. THE DEPARTMENT OF PUBLIC SAFETY (DPS)

ABOUT THE DEPARTMENT OF PUBLIC SAFETY

The interim Director of PCC's Department of Public Safety is Joe Gamble who can be reached by email at joe.gamble15@pcc.edu.

Under the direction and leadership of the interim Director of the Department of Public Safety (DPS) provides campus safety and security services to the entire Portland Community College District. The Department is staffed with one Lieutenant, one Emergency Manager, one administrative assistant, four Sergeants, thirty-one full-time Public Safety Officers, one Communications (dispatch) Coordinator, six full-time Communications Officers (dispatchers) and one full time Clery Coordinator. Additional part-time employees supplement and provide support to the department during the academic year.

The hours of operation for the Department of Public Safety are:

- Monday through Friday, seventeen (17) hours a day.
- Saturday sixteen (16) hours a day.
- Sundays twelve (12) hours a day.

The Communication Center (dispatch) hours of operation are

- Monday-Friday: 6am to 10:45pm
- Saturday: 6am to 9:45pm
- Sunday: 7am to 6:45pm

After-hours response for intrusion to PCC buildings, responding to fire alarms as well as monitoring of incoming telephone calls made from blue light phones outside of regular college business hours is provided by First Response Inc., an armed contracted security service provider.

MISSION STATEMENT

The mission of the Portland Community College Department of Public Safety is to promote a safe educational environment in partnership with the community by providing exceptional public safety services through professionalism and dependability.

Promoting a safe educational environment means maintaining a visible presence on campus properties, strengthening relationships with college staff, students and visitors to using incident data to recognize and respond to trends. It includes not only the acts of reporting, investigation and warnings, but also educating the community about their rights and responsibilities.

In partnership with the community means being a full and active partner with the college, surrounding neighborhoods and local public safety agencies, and assisting campus staff, students and visitors in a knowledgeable manner.

Providing exceptional public safety services means treating others the way you want to be treated.

Professionalism is the foundation of our department and it means conscientious, competent and ethical public safety service.

Dependability means that we maintain complete integrity, honesty and accountability and that we serve with dedication and effectiveness.

LAW ENFORCEMENT AUTHORITY

DPS Public Safety officers have been granted powers of arrest by Oregon Revised Statute (ORS) 133.225. Portland Community College has granted DPS Public Safety officers the authority and responsibility to enforce all college regulations and rules and applicable federal, state, city and county laws and ordinances on all properties owned and controlled by PCC.

DPS Public Safety Officers have been granted limited peace officer authority pertaining to traffic and parking enforcement by ORS 341.300. The officers do not carry firearms and their authority is limited to the geographical boundaries of PCC's properties (including land, structures, streets, roadways, parking facilities, and parking lots).

WORKING RELATIONSHIP WITH STATE AND LOCAL LAW ENFORCEMENT AGENCIES

The Department of Public Safety maintains a close working relationship with the Portland Police Bureau, Washington County Sheriff's Office, Oregon State Police and other local, state and federal law enforcement agencies. DPS maintains access to the database for the Oregon Department of Motor Vehicles (DMV), and the Regional Justice Information Network (RegJIN). Crime related reports and statistics are routinely exchanged through and entered into these data networks.

MEMORANDUM OF UNDERSTANDING

DPS does not currently have a written memorandum of understanding with local law enforcement agencies relating to the investigation of criminal incidents. DPS has both the responsibility and authority to conduct initial investigations, to actively participate in criminal investigations for crimes that occur on Portland Community College's owned, leased or controlled properties and to coordinate investigations in partnership with local, state and federal law enforcement agencies.

SECURITY OF AND ACCESS TO CAMPUS

Portland Community College (PCC) is committed to providing a secure campus environment for the college community and provides well-lighted walkways and sidewalks between buildings and throughout our parking lots. Most, but not all campuses and centers are equipped with emergency call boxes, which are referred to as Blue Light phones, and are located at strategic locations in and around parking lots, courtyards, and other high-density activity areas within PCC. The Blue Light phones are answered by Public Safety Dispatchers during normal business hours. After hours the Blue Light phones are answered by First Response Inc., an armed contracted security service provider that will notify local law enforcement agencies when campuses are closed. For more information on Blue Light Phone locations visit <https://www.pcc.edu/public-safety/blue-light-phones/#place:ca-outside>

Academic and administrative buildings are open to the public during normal operating hours and are secured after operating hours and during extended breaks and holidays. Staff and others with appropriate authorization may access facilities and buildings, either by using a physical key or an access control card. Campuses and locations that are equipped with security gates at entrances are secured and locked when the campus is closed. For information about the access protocol for a specific building, contact the Portland Community College Public Safety Department at 971-722-4902. Buildings are equipped with intrusion alarm systems that report intruders to a monitoring service that then calls either local police and/or PCC Public Safety for response. PCC uses a variety of electronic safety and security technologies to ensure a safe and secure environment for students, employees, and visitors.

Security measures such as lighting, landscape design and electronic security are considered and reviewed by the Department of Public Safety when facilities receive maintenance, repairs or renovations are made and especially in all new building construction. Access control, lighting, intrusion detection, CCTV and door hardware design standards have been developed for new and renovated buildings owned by PCC.

PCC uses video cameras (CCTV) to observe and provide security for campus buildings and parking lots. Video is recorded for future use. The CCTV system is not actively monitored, but is used as a forensic tool to document crimes and as a tool to provide responding officers with real time information.

CAMPUS RESIDENCES

At the time of this publication, PCC does not own or control any on-campus or off campus residential housing.

ACCESS TO PCC DURING PANDEMIC AND COVID-19 INFORMATION

PCC encourages you to regularly visit the [COVID-19 Information and Resources website](#) for the latest information and requirements related to COVID-19 health and safety measures. PCC will no longer require that face masks be worn in classrooms, offices, and most other public and private indoor spaces at PCC sites. Consistent with Oregon Health Authority (OHA) regulations, face masks will still be required at PCC sites that are considered health care settings. This includes the Dental Clinic and Counseling Offices. While not required, facemasks are strongly encouraged. We ask that our community respect the choice of colleagues and students who keep their masks on. We also respectfully request that faculty, staff, and students respect the choice of others who do not wish to wear a mask.

DPS monitors campus activity and conducts building and security checks for the college's campuses and centers. DPS numbers to maintain in your mobile phone are Non-emergency — 971-722-4902; Emergency — 971-722 4444.

CAMPUS ACCESS PROCEDURES

Only come to PCC if you are healthy. PCC students, staff, and faculty should conduct a self-check for COVID-19 symptoms before coming to a PCC location. If you have any COVID-19 signs and symptoms, or have tested positive for COVID-19, regardless of your vaccination status, do not report to campus.

If you have been to a PCC campus or center and believe you may have COVID-19, please notify the COVID-19 Reporting Team at 971-722-1919 or by email at covidreporting@pcc.edu.

SOCIAL DISTANCING

While not required, employees, students, and other members of the PCC community are encouraged to stay apart and not congregate to the greatest extent possible.

WASH YOUR HANDS

Wash your hands with soap and water for at least 20 seconds or use a 60% or higher alcohol-based hand sanitizer before arriving at a PCC site, or more frequently if needed. Soap and water will be available in all restrooms, and hand sanitizer stations can be found in high-use areas such as entrances to buildings and classrooms, as feasible.

Respiratory etiquette is also very important. You should cover coughs and sneezes with an elbow, or a tissue, especially when not wearing a mask. Tissues should be disposed of and hands washed or sanitized immediately.

ACCOMMODATIONS FOR COVID-19

If an individual has a medical or disability-related reason for not being able to meet COVID-19 health and safety protocols and administrative procedures they should contact disability.services@pcc.edu and karol.ford@pcc.edu in Human Resources to request an accommodation before visiting a PCC facility. Individuals are highly encouraged to seek accommodations if necessary, before entering a PCC facility.

If an individual, in good faith, states that they are aware of the protocols and administrative procedures and meet the requirements for a disability-related accommodation, they should not have their access or participation in PCC's programs, activities, or services limited (or denied) based on not complying with COVID-19-related protocols and administrative procedures. Individuals who have previously been determined not to have a medical or disability-related reason for not complying with COVID-19-related protocols and administrative procedures must follow all applicable protocols and procedures.

PCC is required to permit remote instruction/telework or make other reasonable accommodations for students and employees who are at higher risk for severe illness from COVID-19. Each situation will be evaluated individually to determine how reasonable accommodation can be made, and whether it has to be in person or whether it could be done remotely.

MONITORING AND RECORDING OF CRIMINAL ACTIVITY

The Department of Public Safety works in conjunction with the local law enforcement to monitor, review and discuss criminal activity which occurs at PCC's on-campus locations. PCC also uses video surveillance cameras for its on-campus buildings and parking lots to capture activity that may be potentially involved in a crime. The surveillance cameras are not actively monitored but footage may be reviewed by DPS officers as part of their investigation of a crime.

MONITORING OF STUDENT ORGANIZATIONS AT OFF-CAMPUS LOCATIONS

DPS does not provide campus safety services to off-campus locations owned, managed, or otherwise controlled by student organizations at this time. Criminal activity occurring at off-campus locations would normally be reported to the local law enforcement agency with jurisdiction for the location.

MONITORING OF SOCIAL MEDIA

DPS does not monitor social media platforms associated with PCC or any students, faculty or staff at the time of this publication.

PROGRAMS ABOUT CAMPUS SECURITY PROCEDURES AND PRACTICES

The Department of Public Safety believes it is better to prevent crimes than to react after the fact. Crime prevention takes many forms for the college and is accomplished through proactive patrols of the campus properties by foot, bicycle or vehicle, the implementation and use of video surveillance systems, and information sharing with local law enforcement agencies. If you would like to speak with a campus public safety representative in regards to crime prevention, please contact your campus DPS office.

The Department of Public Safety offers an hour-long Active Threat Response presentation to groups of five or more people and is available to all staff and students. You may also view an abbreviated version of the presentation on the DPS website. Contact Public Safety at 971-722-4902 to request training.

DPS offers recommendations and information on personal security and the security of others on its website located at <https://www.pcc.edu/public-safety/crime-prevention/>.

THE DAILY CRIME LOG

Portland Community College maintains a Department of Public Safety on its campuses and is therefore required under the Clery Act to publish a Daily Crime Log that reflects reports of crimes and incidents made to DPS. Access the online [Daily Crime Log](#) (DCL).

Reports of crime entered on the Daily Crime Log are made without regard to whether the reports have been investigated, proven, or otherwise determined to have credibility. The entry of this information is intended to provide information to our campus community about reported crimes on or near campus, and to allow community members to make informed decisions about their personal safety. The DCL contains the information entered by DPS dispatchers into its dispatch system following receipt of a call to DPS for service, and includes: the crime classification, DPS case number, date of report, date and time of occurrence, general location and disposition.

DPS encourages anyone with information about entries on the Daily Crime Log or any retaliation related to those reports, to contact DPS as soon as possible. The Department of Public Safety encourages all individuals to promptly report all crimes to DPS or local law enforcement.

The crime statistics contained in PCC's Annual Security Reports are different from the reports reflected in the Daily Crime Log because the Annual Security Report only reflects statistics for Clery Act reportable crimes that occurred on defined Clery geography locations. The Daily Crime Log reflects all incidents, which occurred either on or off campus. The Daily Crime Log is updated by DPS personnel each business day with information concerning reports of crime made to DPS. Reports received on weekends and holidays are recorded in the log on the next business day. Entries made on the log within the last sixty days are updated as new information becomes available. Portions of the Daily Crime Log older than 60 days will be made available to the public within two business days after receipt of a written request. To request a copy of the DCL older than 60 days, please submit your request via email to martha.walters@pcc.edu.

EMERGENCY BLUE LIGHT TELEPHONES

As previously mentioned in the Security of and Access to Campus Facilities section, most but not all campuses and centers are equipped with emergency call boxes, which are referred to as Blue Light phones. The phones are located in strategic locations in and around parking lots, courtyards, and other high-density activity areas within PCC. The Blue Light phones are answered by Public Safety Dispatchers during normal business hours. After hours the Blue Light phones are answered by First Response Inc., an armed contracted security service provider that will notify local law enforcement agencies when campuses are closed. To view maps and or access [Blue Light Phone information](#).

8. REPORTING CRIME, EMERGENCIES AND OTHER INCIDENTS

Promptly reporting a crime to either campus safety or law enforcement is essential to the apprehension and arrest of criminals.

The odds of DPS or other law enforcement making an arrest decreases quickly with the passage of time. If you are a survivor of a crime, or witness to a crime, immediately go to a safe place and then call DPS if the incident occurred on-campus. Call 911 if the incident occurred off-campus. Stay on the line with the dispatcher in either case and tell them everything you can remember about the suspect.

For example, please provide a description of the suspect(s):

- A. clothing,
- B. physical appearance including height, weight
- C. hair and eye color
- D. distinguishing marks such as scars, piercings or tattoos
- E. If a vehicle was involved make note of the color of the vehicle, the make and model and the license plate number
- F. be as specific as possible about the location of the incident by noting the address where the incident occurred and the names of businesses located nearby
- G. note the direction of travel that the suspect took when they left the scene and anything else that may be helpful to DPS or police in their efforts to apprehend the suspect(s).

Reporting crimes to DPS or law enforcement decreases the likelihood that the crime will happen again and assists DPS to timely respond to incidents of crime and keep our campuses safe.

HOW TO REPORT A CRIME TO LAW ENFORCEMENT

In an emergency call **911**

To report an on-campus emergency to DPS call **971-722-4444**

To report an on-campus emergency using a PCC courtesy phone dial **4444**

For non-emergency events call **971-722-4902**

Add the above emergency and non-emergency numbers for DPS to your phone's contacts list.

DPS recommends students and employees promptly report crime, suspicious activity, fire, smoke or medical emergencies by calling extension 4444 from any PCC phone while on campus or by calling 971-722-4444 when using a mobile phone.

Students and employees can also request non-emergency assistance from DPS personnel by calling extension 4902 using a PCC phone while on campus or by calling 971-722-4902 from a mobile phone. Courtesy phones are located in most classrooms and in most common areas in campus buildings.

Blue Light emergency phones are a quick and convenient method by which to report crime or to get in contact with DPS quickly. Blue Light phones are located strategically on most campuses and in parking lots for quick access to contact the department. During the hours when campuses and centers are not staffed with Public Safety officers or dispatchers, Blue Light phones are answered by First Response, a contracted security service provider that refers the caller to the appropriate resource such as local first responders.

DEPARTMENT OF PUBLIC SAFETY'S RESPONSE TO REPORTS OF CRIME

Portland Community College's Public Safety Communications Center operates seven days a week during the hours the campuses are open for business. The centralized Communication Center is located at the Sylvania Campus in the Campus Services Building (CSB) and provides emergency communications for all PCC Campuses.

DPS communications officers (dispatchers) receive the same level of training that Public Safety and Fire agency dispatchers do through Oregon DPSST. Upon receipt of a call for service, dispatchers are trained to assess the response priority for reported incidents, collect necessary information, dispatch on-campus public safety resources as well as request local public safety emergency responders when their assistance is required for an incident or emergency occurring on campus.

Communications officers answer general public safety questions and dispatch public safety officers in response to a variety of public safety related calls.

Public Safety dispatchers have access to several technologies and resources for contacting local law enforcement and other first responders. PCC Public Safety has four radio channels in their talk group that are part of the City of Portland's regional 800 MHz trunked radio system, providing full radio communications interoperability. This allows Public Safety officers and dispatchers the ability to monitor local first responder radio frequencies, and in an emergency the ability to talk directly with outside agency resources. Dispatchers also have the ability to monitor the Portland Police Bureau's Computer Automated Dispatch System (CAD) for incidents occurring near campus. In addition, dispatchers have access to the District-wide On Campus Alert and Notification System that provides the ability to immediately notify any or all PCC Buildings and outdoor areas in the event of an emergency that requires immediate notification, such as an armed threat or active shooter.

If any individual requests assistance from the Department of Public Safety in making a report to local or other law enforcement, DPS will provide whatever support is necessary.

VOLUNTARY AND CONFIDENTIAL REPORTING OF CRIME (NOT TO LAW ENFORCEMENT)

Any individual who wants to report a crime other than to campus safety or law enforcement may do so by speaking with professionals who have legally protected confidentiality. On campus, confidential reports may be made to PCC confidential employees who include the Counseling Center, DREAMers Resource Centers, Multicultural Center, Queer Resource Centers, Veterans Resource Centers, and Women's Resource Centers. Information shared with these resources will remain confidential and will not be shared with PCC, or anyone else without express, written permission of the individual seeking services unless required by law or court order.

HELP FOR STUDENTS EXPERIENCING SEXUAL HARASSMENT OR MISCONDUCT

PCC is committed to offering several ways to get help for students experiencing sexual harassment, or misconduct. While many individuals and offices are ready to help, they fall into two broad categories: confidential and not confidential.

CONFIDENTIAL

Confidential options are services that are not required to report incidents of sexual harassment or misconduct to the Office of Equity and Inclusion. Below are confidential options for assistance:

- *Outreach and Advocacy Project:* The Outreach & Advocacy Project collaborates with staff, faculty, and students across PCC to ensure equitable access to student centered support. This includes direct advocacy support, co-advocacy with multiple departments, referrals, training, and outreach events for the PCC community, and the development of college wide protocols to further support students. The Outreach & Advocacy Project services are privileged and confidential; and available to all students.

- **Women's Resource Centers:** The Women's Resource Centers (WRC) offer connection, resources, and advocacy to support the success of all women and gender minority students. All genders are welcome.
PCC's WRC's offer:
 - Support for accessing and navigating campus and community resources.
 - Free college credit academic success programs, including a program fully in Spanish.
 - Help with reporting discrimination and harassment.
 - Involvement in events, clubs, and projects related to social and gender justice.
 - Access to trained, certified Confidential Advocates who are available to support students affected by relationship and/or sexual violence, harassment, or stalking.
- **Queer Resource Centers:** The Queer Resource Centers (QRC) provide advocacy, education, leadership development, programming, and retention services for students with marginalized genders and sexualities to create an inclusive and intersectional campus climate promoting gender justice, sexual liberation, and equity for all people.
- **Multicultural Centers:** The Multicultural Centers were founded to address institutional racism and the unique needs of students of color at PCC. The Multicultural Centers support the academic achievement, leadership development, and advancement of students of color at PCC. The Multicultural Centers are centrally-located to provide a safe space that nurtures learning and the achievement of personal and educational goals through cultural enrichment, peer tutoring, mentoring, and leadership activities on campus.
- **Counseling:** PCC counselors hold master's or doctoral degrees in counseling, social work, psychology or closely related fields. Most are licensed or certified by state or national boards. Our mission is to assist a diverse population of learners to develop and accomplish personal, educational, and career goals in an atmosphere that encourages the full realization of each individual's potential. PCC offers free, short-term counseling to currently enrolled students (excluding Community Education). Service eligibility begins two weeks prior to a given term. In counseling, we discuss personal concerns students may be facing and work with students to develop new ways of addressing concerns. Many concerns are addressed within eight sessions or less.
- **DREAMers Resource Center:** The DREAMers Center provides a safer space for our Undocumented/DA-Camented community. This space is for students to achieve their academic goals through the resources provided, gain leadership skills and receive financial and legal support.
- **Veteran's Resource Centers:** The Veteran's Resource Centers (VRC) create a safe and friendly space where veterans can talk with other veterans, students and advocates. Additionally, the VRCs help veterans use their benefits to support their college expenses.

NOT CONFIDENTIAL

Even though these services are not confidential, all information you share with them will be kept private, meaning that it will only be shared on a need to know basis, and with notice. These resources can also provide academic support including help working with faculty, registration issues, or other things that students experiencing sexual assault or misconduct may need to be successful at PCC.

- **Office of Equity and Inclusion**
- **Office of Student Conduct and Community Support**

If you are a student who is experiencing sexual harassment or misconduct, the Office of Equity and Inclusion can help, or if you prefer to speak with someone confidentially, please contact the [Outreach and Advocacy Project](#) or [PCC Counseling Services](#).

STANDARDS OF CONDUCT FOR STUDENTS

This Student Code of Conduct applies to all students, recognized student organizations, and groups of students. In addition, students who are enrolled in specific educational programs are expected to follow those related academic and professional standards. To view the [Student Code of Conduct](#) and related information.

HELP FOR EMPLOYEES EXPERIENCING SEXUAL HARASSMENT OR MISCONDUCT

If you are a PCC employee who is experiencing sexual harassment or misconduct, the Office of Equity and Inclusion can help, or if you prefer to speak with someone confidentially, please utilize the Employee Assistance Program or [EAP](#).

Any PCC employee who is a victim of or at risk of domestic violence, sexual assault, or stalking is covered by Oregon State Law. PCC will provide reasonable safety accommodations and/or reasonable leave from employment for any of the following purposes:

To seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's minor child or dependent, including preparing for and participating in protective order proceedings or other civil or criminal legal proceedings related to domestic violence, harassment, sexual assault or stalking.

To seek medical treatment for or to recover from injuries caused by domestic violence or sexual assault to or harassment or stalking of the eligible employee or the employee's minor child or dependent.

To obtain, or to assist a minor child or dependent in obtaining, counseling from a licensed mental health professional related to an experience of domestic violence, harassment, sexual assault or stalking.

To obtain services from a victim services provider for the eligible employee or the employee's minor child or dependent.

To relocate or take steps to secure an existing home to ensure the health and safety of the eligible employee or the employee's minor child or dependent.

For more information about employee protections, please visit the Oregon Bureau of Labor & Industries website [BOLI's Domestic violence protections for workers webpage](#).

If you have experienced sexual harassment and misconduct and would like assistance from PCC please contact the [Office of Equity and Inclusion](#), [file a report](#), or contact your [HR Employee Relations team member](#).

STANDARDS OF PROFESSIONAL BEHAVIOR FOR PCC EMPLOYEES

In accordance with Board Policy, [Values Statement B-104](#), certain fundamental values characterize the institution in which we work and guide us in the accomplishment of this mission. Those values include the dignity and worth of each individual, open and honest communication and teamwork and cooperation. To carry out this policy, employees will work together, and with students, in a professional and respectful environment which reflects these values.

Employees are expected to treat each other, staff, students and others in a professional manner while conducting PCC business. Discourteous or offensive behavior directed toward staff, students or others will not

be tolerated. Examples of such behavior include, but are not limited to:

- Bullying or berating others
- Physical or verbal intimidation, such as shouting or angry outbursts directed toward others
- Derogatory verbal or physical behavior, such as name-calling
- Directing profanity toward others
- Behavior that has the effect of humiliating others
- Mobbing
- Other unprofessional or inappropriate behavior

Discourteous or offensive behavior also includes written or electronic communication, as well as group behavior (e.g. "mobbing") which has a negative impact on the workplace and/or on others.

Workplace bullying is behavior that harms, intimidates, offends, degrades or humiliates an employee, possible in front of other employees, clients or customers. Workplace bullying may cause the loss of trained and talented employees, reduce productivity and morale and create legal risks.

Employees who believe they are being subjected to discourteous or offensive behavior are encouraged, when appropriate to:

- ask the person engaging in the behavior to stop.
- if an employee is uncomfortable doing so, or if the behavior continues, the employee should report the incident to their immediate supervisor.
- if the employee is not comfortable reporting the matter to their immediate supervisor, the employee should contact the supervisor's manager.
- Employees may also contact their Human Resources Representative or Federation Representative.

Reports of unprofessional behavior are to be taken seriously by supervisors and managers and followed up on as promptly as is reasonably possible. A supervisor or manager who receives a report should acknowledge receipt of it within five business days. Upon completion of any follow up, the responsible supervisor or manager should also advise the person who made the report that the matter has been reviewed and addressed.

Violation of these standards may be cause for disciplinary action, up to and including termination. Disciplinary action will be determined on a case-by-case basis depending upon the severity of the behavior and whether it is a repeated or an isolated instance. Employees may also be subject to disciplinary action for making false complaints or allegations of discourteous or offensive behavior.

Discourteous or offensive behavior that involves forms of unlawful discrimination or harassment based on a protected status under state or federal law is covered under PCC's Non-Harassment Policy. Complaints of unlawful discrimination or harassment should be directed to PCC's Affirmative Action Office. The online form for a staff complaint is located on this [page](#).

REPORTING CRIME FOR THE CLERY ACT

If a reporting party decides not to report a crime to the Department of Public Safety or local law enforcement, the crime can still be included in the annual crime statistical disclosures reflected in the Annual Security Report. In order for the crime to be included in the annual statistical disclosures, it must:

1. be a Clery crime;
2. it must have been committed on a PCC owned or controlled property; and
3. it must be reported to a Campus Security Authority (CSA).

If the crime meets all three of the above mentioned criteria it will be recorded in the calendar year in which it was reported to the Campus Security Authority.

REPORTING CRIME TO CAMPUS SECURITY AUTHORITIES

Under the Clery Act, there are four categories of individuals who are considered Campus Security Authorities:

1. Campus police or department of public safety personnel;
2. Individuals with responsibility for security but not within campus police or department of public safety
3. Individuals specifically identified as preferred receivers of reports;
4. Individuals with significant responsibility for student and campus activities, including student housing, discipline and campus judicial proceedings.

The following is a list of individuals and offices where students and employees can report crime (other than to law enforcement) so the offense can be included in the annual statistical disclosures:

1. The Clery Coordinator

Martha Walters, Ed.D. via email: martha.walters@pcc.edu or by calling 971-200-9447.

2. Office of Equity & Inclusion and Title IX

Theresa Payne, Interim Director of Compliance and Co-Title IX Coordinator via email equity.inclusion@pcc.edu or by calling (971) 722-5840.

3. Office of Student Conduct and Community Support

Charisse Loughery, Director of Student Conduct via email: conductandcare@pcc.edu

4. Outreach & Advocacy

Caroline Bartlett via email: caroline.bartlett@pcc.edu or by calling 971-722-5633

5. Human Resources:

Julie Kinney, Interim Director, HR Administrative Services via email jkinney@pcc.edu

6. Emergency Management:

Brooke Loyd via email: brookeloyd@pcc.edu

7. Facilities Management

Brad Ortman, Director Facilities Management Services via email: brad.ortman@pcc.edu

8. Risk Services

Rob Gabris, Manager Risk Services via email: robert.gabris@pcc.edu

9. Any other individual at PCC that is a designated Campus Security Authority.

WHERE TO REPORT A CRIME TO BE INCLUDED IN THE CLERY ACT STATISTICS

Any Campus Security Authority can assist you in filing a crime report to be included in the annual statistical disclosures published in the Annual Security Report. In order to be included, the crime must be a Clery crime and it must have occurred on one of PCC's owned or controlled properties.

To file a report, contact a Campus Security Authority, or the Clery Coordinator, and tell them what you want to report.

The only information required for a Clery crime report is:

1. The crime classification
2. The PCC location where the crime occurred;
3. A brief narrative of the crime to determine what crime occurred, including the date or dates of occurrence; and
4. The date the crime was reported to the CSA.

The Campus Security Authority will enter the report on the designated database for this information, which is called the Clery Incident Report (CIR) on the CIRTrac database. You do not need to provide personally identifiable information to complete a report. If the report meets the requirements of the Clery Act, it will be included in the annual statistical disclosures. Entry of a report in CIRTrac will not initiate an investigation by law enforcement, DPS, or PCC personnel and will not result in a disciplinary action.

REPORTING IMPROPER ACTIVITY AT PCC - ETHICSPPOINT

Employees are encouraged to report any concern about the College's compliance with any law, regulation, or policy or about criminal, unethical or wasteful activities at PCC. Any person, including students, faculty, staff, suppliers, contractors, and members of the public at large, with such concerns may submit a good faith report through the [EthicsPoint website](#) or by calling EthicsPoint at 1-888-219-3658 without fear of retaliation of any kind.

All reports submitted through EthicsPoint will be investigated by PCC. Reports may be made confidentially and anonymously. EthicsPoint is designed to report suspected improper activities including financial, information technology, and safety matters. Incidents such as assaults or sexual harassment should be reported to the Office of Equity and Inclusion or Human Resources.

MANDATORY REPORTING OF CRIME

Mandatory Child Abuse Reporting

Oregon community college employees are mandatory child abuse reporters. This means all PCC employees are required to report suspected cases of child abuse under Oregon law. The duty to report suspected child abuse cases as a mandatory reporter is a 24-hour-a-day, 7 day-a-week responsibility. This legal duty is personal to you as a community college employee and applies whether or not you are on work time.

What are my responsibilities as an employee of PCC?

You must immediately report suspected abuse to the Department of Human Services (DHS) or local law enforcement, providing only names and observable facts that relate to the potential abuse (what you read, saw, or heard). If an employee or student is involved, remember that privacy rights may apply to individuals and that requests from DHS or law enforcement for additional information must be made through appropriate college channels – [Public Safety](#), the [Registrar](#) or [Human Resources](#).

To report suspected abuse, use a dedicated child abuse county hotline (below) or contact the Department of Human Services at 1-855-503-SAFE (7233).

If DHS or local law enforcement contacts you for any information about a student or employee, beyond observable facts related to the reported abuse, instruct them to contact either, [Public Safety](#), the [Registrar](#) or [Human Resources](#). Do not provide any additional information about the student or employee beyond what you have observed; this restriction only specifically applies to PCC employees or students (FERPA).

If you believe child abuse occurred on PCC property or in conjunction with PCC activities, AFTER reporting to local law enforcement or the Department of Human Services, you must also report to PCC [Public Safety](#).

Report Title IX incidents: Title IX mandatory reporting requirements are different. If the observed abuse also implicates Title IX, you must submit a report to the Title IX Coordinator through the college's [Incident Reporting process](#). PCC is charged with investigating all reported gender-based and sexual misconduct concerns, offering support to the people involved and implementing measures to maximize safety.

County	Hotlines (local and toll free)	Hours available	After hours
Multnomah	503-731-3100 local 1-800-509-5439 toll free	24/7	Calls are forwarded to Children's Receiving Center Friday and Saturday nights
Washington	503-681-6917 local 1-800-275-8952 toll free	Mon–Fri 8am–5pm	Calls are forwarded to Multnomah County hotline
Yamhill	503-378-6704 local 1-800-854-3508 toll free	Mon–Fri 8am–5pm	911
Columbia	1-877-302-0077 toll free	Mon–Fri 8am–5pm	911
Clackamas	971-673-7112 local 1-800-628-7876 toll free	Mon–Fri 8am–5pm	Calls are forwarded to Multnomah County hotline

REPORTING STUDENT CONCERNS

The CARE Process

CARE stands for Coordinate, Assess, Respond and Educate. In alignment with PCC's goals, the goal of this work, by the Office of Student Conduct and Community Support, is to improve overall retention and completion rates, reduce opportunity gaps, and shorten the student's time to completion. College is a difficult and stressful time in most students' lives. Everyone goes through hard times and speaking up can help get you

connected with resources both on and off-campus. The CARE process exists to support students as they face a variety of barriers to their success and well-being; this process includes collaborating with the student, faculty, staff and partners across the college. This could include connecting students to the appropriate department, navigating an institutional process, or identifying college and/or community resources for assistance. For questions or to talk through a situation, please contact conductandcare@pcc.edu. For information on the CARE process and to file [a CARE report](#).

REPORTING STUDENT CONDUCT VIOLATIONS

The STUDENT Conduct Process

The Student Code of Conduct is designed to communicate the expectations that PCC has of its students and serves as a guide for students to understand their responsibility in their behavior and respect for others in our community.

This educational conduct process is rooted in student development theory assures students receive due process, while protecting the safety and rights of others. The Student Affairs staff who administer the Student Code of Conduct strive to provide an equitable process for all.

The Student Conduct and Community Support Coordinators collaborate to provide support for PCC students for addressing behaviors in the following areas:

- Academic misconduct such as cheating, plagiarism, etc.
- Classroom management issues such as disruptions or frequent interruptions
- Theft
- Physical altercations
- Property damage

For the full text of the Student Code of Conduct policy and procedures visit this [page](#). To file a [student conduct or CARE report](#). Information concerning classroom management for faculty and staff can be located on the Office of Student Conduct and Community Support [website](#).

9. TIMELY WARNINGS, EMERGENCY NOTIFICATIONS AND COMMUNITY ADVISORIES

TYPES OF ALERTS

The Clery Act requires educational institutions to issue a "timely warning" notification to the campus community when a Clery Act crime occurs on the institution's Clery geography and is deemed to represent a serious or continuing threat to the campus community.

The Clery Act also requires institutions to immediately issue an "emergency notification" to the campus community upon confirmation of a significant emergency involving an immediate threat to the health or safety of students or employees occurring on campus.

Community Advisories are discretionary notifications issued for the purpose of disseminating information to the campus community about crimes, incidents or safety hazards that could potentially impact members of the

campus community.

ISSUING ALERTS

Timely Warnings notifications will be provided to the campus community when a reported Clery Act occurs on PCC property and constitutes an ongoing or continuing serious threat to the college community. The Director of Public Safety, or their designee, will determine, on a case by case basis, considering all facts, whether to issue a timely warning notification, the content of the notification and the method to disseminate it. The notification will not contain the victim's name or any other personally identifying information. The information provided in the notifications will advise community members on the best course of action for the particular crime.

Timely Warning and Emergency Notifications are reviewed and approved by the Director of Public Safety or their designee and can be issued through mass email, PCC Alerts, posting on the Public Safety website, the posting of flyers at local campuses and centers, providing on-campus alerts, voice announcements, or other means as appropriate. DPS will issue updates for alerts to provide relevant additional information and will normally utilize the same methods used in distributing the original notification.

SIGN UP TO RECEIVE ALERTS

PCC Alerts will send text messages to your cell phone when there are important updates that need to be communicated to PCC staff and students. In order to sign up for updates, [click here](#) and log-in to MyPCC. Additionally, you can log-in to MyPCC and as you scroll down the home page, on the left column you will find Sign Up for PCC Alerts.

MISSING PERSON NOTIFICATION

PCC does not have residence halls or on campus housing at the time of this publication and is therefore not required to publish or have a policy on missing persons. DPS will however collaborate with local law enforcement agencies should a student or employee be reported or considered to be a missing person.

REPORTING A CRIME THAT MAY REQUIRE A TIMELY WARNING

In the event that you are the survivor of or witness to a crime that may require a timely warning alert because there is an immediate threat to the safety of the campus community, you should immediately report the crime to the Department of Public Safety by calling 971-722-4444. Do not wait, contact DPS immediately. Please remember:

If you are in immediate danger call **911**

To report an on-campus emergency to DPS call **971-722-4444**

To report an on-campus emergency using a PCC courtesy phone dial **4444**

For non-emergency incidents or help call **971-722-4902**

10. EMERGENCY NOTIFICATIONS, PREPAREDNESS AND EVACUATIONS

The Department of Public Safety will immediately notify the campus community upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty or staff occurring on campus. In accordance with the Higher Education Act of 1965 as amended, Portland Community College has developed a comprehensive multi-channel emergency notification system and procedures to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, staff or visitors occurring on the campus. DPS may place a hold on issuing the notification if, in the professional judgment of responsible authorities, issuing it would compromise efforts to assist victims, or contain, respond to or otherwise mitigate the emergency.

DPS uses a variety of methods, including but not limited to: email notices and text messages through PCC Alerts, phone, cellular phone, website notices and the On-Campus Emergency Alert and Notification System (OCEANS) which is designed to broadcast an alert tone and hazard specific voice message(s) using speaker/strobe devices located inside all campus buildings and or voice messages to the outside areas of campuses using high powered speaker arrays (HPSA). In situations where there is an armed subject(s) or other threat on or near a campus that requires all campus buildings to be locked down, the system will broadcast a unique alert tone indicating those inside buildings should "lock down and secure in place" and provide instructions regarding what is happening, followed by recommendations as to what protective actions they should take.

Updates can also be provided as appropriate, either by prepared message scripts or live voice messages. An "All Clear" message will be broadcast when it is safe to resume normal activity. This system is integrated within the Building Fire System and is used to evacuate buildings when the Fire Alarm is activated. The Fire Alarm broadcasts an industry standard "temporal three" alert tone followed by audible message instructing occupants to exit the building until deemed safe to reenter by Public Safety or the Fire Department.

The system is tested daily for network connectivity between all campuses. Evacuation and "lockdown" drills are conducted in all campus buildings and outside areas at least once annually. See Appendix A for a summary of evacuation drills and exercises conducted this year.

Since PCC is a large multi-campus district it is important to understand that no single approach has the ability to reach 100% of the staff, faculty and student population. To optimize the efficiency and effectiveness of our emergency notification efforts, PCC maintains a multi-modal approach to all hazards emergency alert and notification. Because PCC uses several methods of communication channels to inform staff, students and the community, the appropriate communication channel(s) will be determined by the incident timelines, type of incident, scope of the incident and populations affected.

The following PCC officials have been identified as having authority to authorize and/or issue Emergency Notifications depending upon the situation and availability: District Vice President, Vice President for Administrative Services, Vice President for Academic Affairs, Chief Information Officer, Associate Vice President for Finance, Associate Vice President for College Advancement, Director of Facilities Management Services (FMS), Manager of Public Relations, the Director of Public Safety and Public Safety Officers and Public Safety Communication Officers. DPS is primarily responsible for confirming there is a significant emergency or dangerous situation on campus that could cause an immediate threat to the health and safety of the members of the campus community.

However, there are other departments on campus that could be in a position to confirm certain types of emergencies, such as a pandemic flu outbreak. To view a copy of the [emergency guide](#).

EMERGENCY PREPAREDNESS

Plans & Procedures

In an effort to provide a safe and secure campus environment, PCC has established the following district-wide plans: an [Emergency Operations Plan](#), a Business Continuity Plan, and a [Crisis Prevention and Management Plan](#). In terms of scope, the district-wide Emergency Operation Plan (EOP) is the most extensive plan; it not only accounts for the multiple PCC Campuses, Centers, and distance learning facilities, it also contains several appendices regarding Standard Operating Procedures (SOPs) and Incident Action Plans (IAPs).

Training & Exercises

In an effort to strengthen emergency planning and preparedness capabilities, PCC conducts exercises at least twice a year. These exercises are developed in accordance with the National Preparedness Goal, the National Preparedness System, the National Exercise Program (NEP), and the Homeland Security Exercise and Evaluation Program (HSEEP).

Strategic Implementation of Standards and Regulations

To comply with various standards and regulations, PCC actively engages in the following activities:

- Performing Threat and Hazard Identification and Risk Assessments (THIRA).
- Developing plans that support all threats and hazards.
- Administering and attending comprehensive training and exercises.
- Incorporating the National Incident Management System (NIMS), the Incident Command System (ICS), and the National Response Plan (NRP) into various plans and standard operating procedures (SOPs).
- Building and sustaining core capabilities.

Exercise Design and Core Capabilities

Perhaps best stated by the Oregon Office of Emergency Management, "A well-designed exercise provides a low-risk environment to test capabilities, familiarize personnel with roles and responsibilities, and foster meaningful interaction and communication across organizations."

Exercises conducted at PCC are designed to test and validate various plans and capabilities in a safe and supportive environment. Additionally, PCC exercises adherence to the methodology incorporated in both the NEP and HSEEP by identifying capability gaps and achievable corrective actions.

PARTNERSHIPS

Finally, PCC collaborates with many partners and stakeholders including, but not limited to, the following: the Portland Police Bureau, Portland Fire & Rescue, Portland Bureau of Emergency Management, Multnomah County Health Department, Multnomah County Office of Emergency Management, the Oregon Office of

Emergency Management among others.

EMERGENCY EVACUATION PROCEDURES

Each PCC owned building is required to conduct fire drills in compliance with the Oregon fire code. Thus, the emergency response and evacuation procedures are tested at least twice each year and for some buildings four times a year. PCC uses trained Building Coordinators and Floor Monitors to assist DPS in conducting drills and actual evacuations. The purpose of these drills is to provide all staff, students, and visitors with the opportunity to practice in the event there is ever a real fire or other evacuation emergency. These evacuation drills prepare building occupants for an organized evacuation in case of a fire or other emergencies. Evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants familiarize themselves with procedures, the location of exit routes, and the sound of the fire alarm.

Alarms and other components of the fire safety system are also checked to see that they are working properly.

The fire drills are generally held within the first ten (10) days of the term, both in the daytime and in the evening. Following the drill, PCC employees, Building Coordinators, and Floor Monitors provide feedback that is then captured in an After Action Report (AAR) so that improvements can be implemented and tracked over time.

11. REGISTERED SEX OFFENDER INFORMATION

ADAM WALSH CHILD PROTECTION SAFETY ACT OF 2006

In accordance with the Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act, and the Family Educational Rights and Privacy Act of 1974, PCC provides a link to [Oregon's State Sex Offender Registry](#).

Additional information on contacting Oregon State Police for sex offender information is listed below.

All sex offenders are required to register in the state of Oregon and to provide notice of each institution of higher education in Oregon at which the person is employed, carries out a vocation, or is a student. All sex offenders residing in the state of Oregon are required to deliver written notice of their status as a sex offender to the college or university's campus police or Department of Public Safety no later than three (3) business days prior to their enrollment in, employment with, volunteering at, or residence in said college or university.

How to Obtain Sex Offender Information from the Oregon State Police:

Oregon State Police will provide, upon request, a list (which is updated monthly) of sex offenders enrolled at, or employed at an institution of higher education. This list can be obtained by calling the Sex Offender Unit at 503-378-3725. A list of offenders, both on and off supervision, including those posted to the public website and those who are not, can be obtained by calling the Oregon State Police at 503-378-3725 Extension 44429 or by emailing a request to Sexoffender.Questions@state.or.us.

To look up information on predatory sex offenders by name and location visit <http://sexoffenders.oregon.gov/>. For information on the sex offender registration program: <http://www.oregon.gov/OSP/SOR/Pages/index.aspx>. Further questions may be directed to the Oregon State Police Sex Offender Unit:

Oregon State Police Sex Offender Registration Unit
3565 Trelstad Avenue SE

Salem, OR 97317

Phone - 503- 934-1258

Email - sexoffender.questions@osp.oregon.gov

12. ALCOHOL, DRUGS AND WEAPONS

DRUG-FREE SCHOOLS AND COMMUNITIES ACT

PCC complies with the Drug-Free Schools and Campuses Regulations of 1989 and the Drug- Free Workplace Act of 1988, which state that "as a condition of receiving funds or any other form of financial assistance under any federal program, an institution of higher education must certify that it has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees."

PCC is committed to providing students and employees alike with a drug free environment for both work and study. All members of the PCC community are encouraged to be actively involved in the prevention of alcohol and other drug abuse. Prevention, education, and early intervention programs are available, along with counseling and referrals to appropriate mental health and medical services. The safety, health, and well-being of students are essential to their success at PCC

PCC's Board of Directors have established a college wide policy on Alcohol and Controlled Substances – B 304 which states:

The manufacture, distribution, dispensing, possession or use of alcoholic liquor, intoxicants or controlled substances not medically prescribed, or being under the influence of these to any degree by any employee in or about the college buildings or on the college premises or while performing any duties for the college is prohibited and is cause for suspension and/or dismissal. If the employee is not dismissed, suspension may be imposed in combination with a requirement to complete a drug or alcohol treatment and rehabilitation.

All employees are required to abide by this alcohol and drug-free workplace policy. In addition, they shall notify the Office of Human Resources within five days of their conviction for a violation of substance abuse laws involving the workplace, or if they became aware that another employee has been convicted of such a violation.

Employees may seek referral assistance from the Office of Human Resources in connection with alcohol or drug-related problems. Reasonable efforts shall be made to handle such requests confidentially. Requests for assistance are encouraged and will not themselves be considered as ground for dismissal. Such requests shall not, however, excuse violations prohibited by this policy.

The provisions of this policy regarding dispensing, possession or use of alcoholic liquor may be suspended temporarily for specified and approved social functions as approved by the Campus President where such function will occur.

For resources within PCC and in the surrounding counties, please review Appendix C.

STUDENT CODE OF CONDUCT REGARDING ALCOHOL, DRUGS AND MARIJUANA

Alcohol, Drug, and Tobacco Violations

The conduct expected of students with regard to alcohol, drugs, Marijuana and Tobacco is defined in the Student Code of Conduct Article IV Section 2, which specifies as follows:

1. **Alcohol.** The use, possession, delivery, sale, or being under the influence of any alcoholic beverage is prohibited on College premises and during College-related or sponsored events and activities, except as permitted by law and applicable College policies.
2. **Drugs.** The use, possession, delivery, sale, or being under the influence of any illegal drugs is prohibited at all times. This includes unauthorized use of prescription drugs.
3. **Marijuana.** The possession, consumption, being under the influence of, or furnishing marijuana, cannabis, or any of its derivatives is prohibited on College premises and during College-related or sponsored events and activities.
4. **Tobacco.** See the College's [Tobacco Free Policy](#).

OREGON LAWS CONCERNING WEAPONS ON CAMPUS

The possession of any dangerous weapon or deadly weapon (as defined in ORS 161.015) on college property is prohibited unless possessed by a certified law enforcement or public safety officer, as part of a college activity where such possession has been specifically granted, or in compliance with applicable Oregon State law (ORS 166.370).

The possession of a firearm, whether carried openly or otherwise in violation of ORS 166.370, is disruptive to the college's mission and authority to maintain a safe and uninterrupted educational environment on PCC facilities and properties.

The College through the Department of Public Safety will exercise its authority granted to the College by Oregon Revised Statutes to maintain a safe and uninterrupted educational environment at all times on PCC facilities and properties. Any individual who is disruptive to the educational environment on college property is subject to being escorted off campus by a Public Safety Officer or local law enforcement officer, college disciplinary action and/or arrest in accordance with state and federal laws, including ORS 166.370.

STUDENT CODE OF CONDUCT POLICY REGARDING WEAPONS AND DANGEROUS MATERIALS ON CAMPUS

The conduct expected of students with regard to weapons on campus is defined in the Student Code of Conduct Article IV, Section 18, which specifies as follows:

18. Weapons and Dangerous Materials. Possession of firearms, explosives, other weapons, or dangerous chemicals that it is prohibited on College Premises or use of any item in a manner that harms, threatens, or causes disruption to the educational environment. Exceptions to this policy are permitted when the weapon and/or dangerous materials are used in conjunction with an approved College instructional program, is carried by a duly constituted law enforcement officer, or is otherwise permitted by law.

13. RESOURCES FOR STUDENTS IN CRISIS

Below are PCC resources that are most commonly used when a student is in crisis or is wishing to speak with someone about challenges they may be facing. Our four offices work collaboratively together to provide holistic, student centered support.

In each description below, you will find how to connect a student to that office, what that office can help with

(and cannot help with), and when you need to make a referral.

In general, we urge you to submit a CARE referral within 24 hours of learning information. Even if you make a referral to another area, it is important to still submit a CARE referral.

When we work together, we best support the student holistically, with a trauma-informed lens and student centered support they deserve.

Counseling

Purpose: PCC Counseling & Student Wellness Services provides preventive and interventive programming to support students whose lives and academic journeys are impacted by psychosocial, emotional or mental health concerns. Services include individual counseling (Single-time Solution Sessions or ongoing support), group counseling, classroom outreach and workshops throughout the year. Information about counseling services should be shared with any student who demonstrates or describes distress or may know of others experiencing distress. Students may reach out to Counseling directly to request services including Solution Sessions which may be as soon as the next day.

Please note that sessions are by appointment only and there is no drop in or 'crisis' counseling available, so please avoid sending students over to the counseling centers for immediate service. To protect autonomy and privacy, Counseling does not accept referrals nor conducts outreach services. Please file a CARE referral to request outreach services.

- **Request an appointment:** *Request an Appointment Form*
- **Appointments or Questions:** 971-722-8153
- **Website:** pcc.edu/counseling

Outreach and Advocacy Project

Purpose: This program provides one-on-one confidential advocacy support to students impacted by dating/relationship violence, sexual assault, stalking, and harassment. Support includes safety planning, connection to PCC and community resources, help with reporting options, protection order information, emotional support, and more. Referring a student to an OAP advocate is a good option if a student discloses that they have been harmed and would like to speak with someone confidentially for support. Students can expect to hear from an advocate the same day or within 1 business day.

- **Request an appointment:** *Meet with a Confidential Advocate*
- **Referral Phone:** 503-619-7041 (text ok)
- **Referral Email:** advocacy@pcc.edu
- **Resource Website:** pcc.edu/advocacy

Office of Student Conduct and Community Support

Purpose: The Office of Student Conduct and Community Support (SCCS) provides follow-up support to students who have been referred through PCC's CARE network. The SCCS coordinators on the team work with the reporter around appropriate next steps. Oftentimes, the SCCS coordinators are helping to get students connected to resources both at PCC and in the community as well as navigate PCC processes. If a student may be in distress and you are unsure of your next steps, make a [CARE referral](#). By making a referral to our office, you are helping to provide holistic support to the student

- **Faculty/Staff Referral Email:** conductandcare@pcc.edu
- **Office Phone Number:** 971-722-7511
- [Faculty/Staff Resource Website](#)

Office of Equity and Inclusion

Purpose: The Office of Equity and Inclusion (OEI) administers PCC's [Civil Rights Policies](#) and provides support for individuals that have experienced conduct implicated by these policies. OEI provides neutral investigations into potential violations of PCC's Civil Rights Policies, informal resolutions, and supportive measures. Our goal is to stop, remedy, and prevent harm. When a [Responsible Employee](#) must report all disclosures of possible unlawful discrimination; harassment including sexual assault, sexual misconduct, interpersonal violence, domestic violence, and stalking; or retaliation to OEI. Faculty and staff who are not designated as Responsible Employees are strongly encouraged to make a report. The best way to submit a report is through our [Report an Incident Page](#).

Part of OEI's charge is to provide supportive measures for individuals that have experienced gender-based violence. Supportive measures can include, but are not limited to, providing campus escorts, helping to coordinate no contact directives (with the support of the Office of Student Conduct and Community Support), academic support, class schedule modifications, and withdrawals. Additionally, OEI can help support reasonable accommodations for pregnant and parenting students.

- **Faculty/Staff Referral Email:** equity.inclusion@pcc.edu
- **Referral Phone:** 971-722-5840
- [Sexual Harassment and Misconduct at PCC](#)

14. PORTLAND COMMUNITY COLLEGE'S RESPONSE TO SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING

The PCC Board of Directors approved and adopted the [Portland Community College Gender-Based and Sexual Misconduct Policy](#) in order to comply with Title IX, the Violence Against Women Act and Clery Act requirements. The PCC Title IX policy creates an environment free from all forms of discrimination based on sex, gender, gender expression and actual or perceived gender identity or sexual orientation, gender identity and sex-based discrimination. This policy defines community expectations and establishes a mechanism for determining when those expectations have been violated. The College strives to create an environment that is safe for all.

Portland Community College has a Chief Diversity Officer and Co-Title IX Coordinator and a Director of Compliance and Co-Title IX Coordinator. Together, they ensure that PCC faculty, staff, and students are aware of their legal rights under Title IX as they work to ensure that PCC complies with Title IX. The Director of Compliance and Co- Title IX Coordinator will be informed of all complaints or reports of violations of the policy, and oversees the College's centralized response to ensure compliance with Title IX. The Co-Title IX Coordinator's activities include, but are not limited to:

- Communicating with all members of the College community regarding Title IX and providing information about how individuals may access their rights;
- Reviewing applicable College policies to ensure institutional compliance with Title IX and The Violence Against Women Act ("VAWA");
- Monitoring the College's administration of its own applicable policies, including record keeping, meetings, and other procedural requirements;
- Conducting training regarding Title IX and prohibited conduct defined in this policy;
- Responding to any complaint or report regarding conduct that violates this policy. In this capacity, the Title IX Coordinator oversees the investigation and resolution of such alleged misconduct, directs the provision of any remedial measures, and monitors the administration of any related appeal; and
- The Title IX Coordinator may delegate responsibilities under this policy to designated administrators, who will be appropriately trained.

The Chief Diversity Officer and Co-Title IX Coordinators' contact information is as follows:

Traci Fordham

Interim Chief Diversity Officer & Co-Title IX Coordinator

Phone: 971-722-5841

Email: traci.fordham@pcc.edu

Theresa Payne, JD

Interim Director of Compliance and Co-Title IX Coordinator

Phone: 971-722-5832

Email: theresa.payne@pcc.edu

RECOMMENDATIONS TO PRESERVE EVIDENCE FOLLOWING A SEXUAL ASSAULT

- To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke, brush your teeth, urinate, defecate, or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable.
- Seek immediate medical care for injuries and to screen for pregnancy and sexually transmitted diseases.
- Typically, if police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. They will gather bedding, linens or unlaundered clothing, and any other pertinent items that may be used for evidence. It is best to allow police to secure items in evidence containers, but if you are involved in transmission of items of evidence, such as to the hospital,

secure them in a clean paper bag or clean bed sheet to avoid contamination.

- If you have physical injuries, photograph or have them photographed, with a date stamp on the photo.
- Record the names of any witnesses and their contact information. This information may be helpful as proof of a crime, to obtain an order of protection, or to offer proof of a campus policy violation.
- Try to memorize details (e.g., physical description, names, license plate number, car description, etc.), or even better, write notes to remind you of details, if you have time and the ability to do so.
- If you obtain external orders of protection (e.g., restraining orders, injunctions, protection from abuse), please notify PCC's Department of Public Safety or the campus Title IX Coordinator so that those orders can be observed on campus.
- Obtain a sexual assault forensic examination as soon as possible and no later than five days following the assault to collect evidence and receive necessary medical care. This examination must be conducted by a Sexual Assault Nurse Examiner (SANE).

RESOURCES FOLLOWING A SEXUAL ASSAULT

- **A 24/7 crisis line**, support groups, on-going, follow-up and in person advocacy is available by calling (888) 235-5333 or visit [A Call to Safety](#).
- **The Sexual Assault Resource Center (SARC)** can be reached by calling (503) 640-5311 or 1(888) 640-5311. SARC has trained crisis counselors who can accompany a victim to the hospital 24 hours a day.
- **The Oregon Health and Sciences University Hospital (OHSUH)**, located at 3181 SW Sam Jackson Park Rd, Portland, OR 97239, provides 24-hour emergency services for immediate medical needs and forensic exams for survivors of sexual assault. OHSUH can be reached by calling (503) 494-8311.
- Employees that are eligible for PCC medical insurance and all part-time faculty with active jobs teaching credit classes may access the College's **Employee Assistance Program (EAP)** for free and confidential counseling and other personal services. Employee Assistance Program information can be found on the PCC website: <http://www.pcc.edu/hr/benefits/eap.html>.

EXTERNAL RESOURCES AVAILABLE TO EVERYONE

Off campus counselors, advocates, and healthcare providers will also generally maintain confidentiality and not share information with the College unless the Reporting Party requests the disclosure and signs a consent or waiver form.

- **Statewide/Title IX:** Oregon Sexual Assault Task Force <http://oregonsatf.org/resources/for-campus/>
- **Multnomah County:** Call to Safety: 888-235-5333, or The Gateway Center for Domestic Violence Services (503) 988-6400
- **Clackamas County:** Clackamas Women's Services: 503-654-2288
- **Columbia County:** SAFE of Columbia County: (503) 397-6161
- **Washington County:** Sexual Assault Resource Center 503-640-5311, or Domestic Violence Resource Center 503-469-8620.
- **Yamhill County:** Henderson House of Yamhill County 503-472-1503

RESOURCES AT PCC THAT CAN HELP FOLLOWING A SEXUAL ASSAULT

Any PCC student, faculty, or staff member who has experienced sexual assault is strongly encouraged to seek immediate medical assistance by calling 911 and reporting the incident to the Department of Public Safety at (971) 722-4444.

Even after the immediate crisis has passed, consider seeking support from PCC's:

- **Outreach and Advocacy Project:** The Outreach & Advocacy Project collaborates with staff, faculty, and students across PCC to ensure equitable access to student centered support. This includes direct advocacy support, co-advocacy with multiple departments, referrals, training, and outreach events for the PCC community, and the development of college wide protocols to further support students. The Outreach & Advocacy Project services are privileged and confidential; and available to all students.
- **Women's Resource Centers:** The Women's Resource Centers (WRC) offer connection, resources, and advocacy to support the success of all women and gender minority students. All genders are welcome. PCC's WRC's offer:
 - Support for accessing and navigating campus and community resources.
 - Free college credit academic success programs, including a program fully in Spanish.
 - Help with reporting discrimination and harassment.
 - Involvement in events, clubs, and projects related to social and gender justice.
 - Access to trained, certified Confidential Advocates who are available to support students affected by relationship and/or sexual violence, harassment, or stalking.
- **Queer Resource Centers:** The Queer Resource Centers (QRC) provide advocacy, education, leadership development, programming, and retention services for students with marginalized genders and sexualities to create an inclusive and intersectional campus climate promoting gender justice, sexual liberation, and equity for all people.
- **Multicultural Centers:** The Multicultural Centers were founded to address institutional racism and the unique needs of students of color at PCC. The Multicultural Centers support the academic achievement, leadership development, and advancement of students of color at PCC. The Multicultural Centers are centrally-located to provide a safe space that nurtures learning and the achievement of personal and educational goals through cultural enrichment, peer tutoring, mentoring, and leadership activities on campus.
- **Counseling:** PCC counselors hold master's or doctoral degrees in counseling, social work, psychology or closely related fields. Most are licensed or certified by state or national boards. Our mission is to assist a diverse population of learners to develop and accomplish personal, educational, and career goals in an atmosphere that encourages the full realization of each individual's potential. PCC offers free, short-term counseling to currently enrolled students (excluding Community Education). Service eligibility begins two weeks prior to a given term. In counseling, we discuss personal concerns students may be facing and work with students to develop new ways of addressing concerns. Many concerns are addressed within eight sessions or less.
- **DREAMers Resource Center:** The DREAMers Center provides a safer space for our Undocumented/DA-Camented community. This space is for students to achieve their academic goals through the resources provided, gain leadership skills and receive financial and legal support.

- ***Veteran's Resource Centers:*** The Veteran's Resource Centers (VRC) create a safe and friendly space where veterans can talk with other veterans, students and advocates. Additionally, the VRCs help veterans use their benefits to support their college expenses.

Not Confidential

Even though these services are not confidential, all information you share with them will be kept private, meaning that it will only be shared on a need to know basis, and with notice. These resources can also provide academic support including help working with faculty, registration issues, or other things that students experiencing sexual assault or misconduct may need to be successful at PCC.

- *Office of Equity and Inclusion*
- *Office of Student Conduct and Community Support*

15. PCC'S INTERIM AND SUPPORTIVE MEASURES IN RESPONSE TO REPORTS OF SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE AND STALKING

INTERIM MEASURES

Where appropriate, PCC will implement interim measures on its own initiative or in response to a request from a Reporting Party (the alleged victim) or Respondent (the alleged perpetrator). The provision of appropriate interim measures will depend upon the particular facts of the situation. Factors that will be considered include the Reporting Party's expressed need, the age of the parties involved, the severity or pervasiveness of the allegations, any continuing effects on the Reporting Party, whether the Reporting Party and the alleged perpetrator share classes or other educational program, extracurricular activities, transportation, or work location, as well as whether protective orders or similar judicial measures have been taken to protect the Reporting Party. Interim measures will not place a disproportionate burden on the Reporting Party, nor create a presumption that the Respondent has violated College policy.

SUPPORTIVE MEASURES

Upon receiving notice or a complaint the Director of Compliance and Co-Title IX Coordinator (or designee) promptly will make supportive measures available to the Reporting Party. At the time that supportive measures are offered, PCC will inform the Reporting Party, in writing, that they may file a formal complaint with PCC, either at that time or in the future, if they have not done so already. The Co-Title IX Coordinator (or designee) promptly makes supportive measures available to the Respondent upon notifying Respondent of notice or a complaint. The Co-Title IX Coordinator (or designee) will work with the parties to ensure that their wishes are taken into account with respect to the supportive measures that are planned and implemented throughout any grievance process.

The Director of Compliance and Co-Title IX Coordinator has broad authority to implement Supportive Measures so long as any supportive measure is non-disciplinary, non-punitive individualized service offered as appropriate, as reasonably available, and without fee or charge to the parties to restore or preserve access to PCC's workplace, education program or activity, including measures designed to protect the safety of all parties or the PCC's educational environment, and/or deter harassment, discrimination, and/or retaliation.

Interim and Supportive actions may include, but are not limited to:

- Referral to counseling, medical, and/or other health services
- Referral to the Employee Assistance Program
- Student financial aid counseling
- Education to the community or community subgroup
- Altering work arrangements for employees or student-employees
- Safety planning
- Providing campus escorts
- Providing transportation accommodations
- Implementing contact limitations (no contact directives) between the parties
- Academic support, class schedule modifications, withdrawals, or leaves of absence.

REQUESTING SUPPORTIVE MEASURES

1. Any party or any person identified as a witness in an investigation may seek supportive measures at any time during the resolution process.
2. To request supportive measures a Reporting Party or respondent party should ask their assigned investigator, process advisor, or the Director of Compliance and Title IX Coordinator; a witness should request Interim or supportive measures from the assigned investigator or Director of Compliance and Co-Title IX Coordinator.
3. The Director of Compliance and Co-Title IX Coordinator will give full and thoughtful consideration to a party or witness' requested supportive measures. Because PCC will use the least restrictive means possible when determining appropriate interim and supportive measures, a party or witness' particular requested interim or supportive measure may not be granted.
4. The Director of Compliance and Co-Title IX Coordinator may need to consult other departments or stakeholders at PCC to implement interim or supportive measures. The Director of Compliance and Co- Title IX Coordinator will take reasonable steps to keep the circle of people with knowledge of the matter as tight as possible.
5. No-Contact Directives
 1. At the discretion of the Director of Compliance and Co-Title IX Coordinator, in consultation with the applicable Dean of Students, Student Conduct and Retention Coordinator(s) and/or Director of Employee & Labor Relations, PCC shall have the authority to issue Interim No-Contact Directives to promote safety and access to educational and employment opportunities. Unless and until a resolution on the merits of a grievance, any Interim No-Contact Directive will apply equally to all parties.
 2. For students, violations of Interim No-Contact Directives will be enforced as "Failure to Comply" under the Student Code of Conduct, and/or Retaliation under this policy. For employees, violations of Interim No-Contact Directives will be enforced as "Failure to Comply" with a directive under this policy.
 3. Violating a No-Contact Directive will be grounds for discipline which may include expulsion or dismissal.

6. Requesting a No-Contact Directive

1. To request a No-Contact Directive, a Reporting Party or Respondent should ask their assigned investigator, process advisor, or the Director of Compliance and Co-Title IX Coordinator; a witness should request Interim or supportive measures from the assigned investigator or Director of Compliance and Title IX Coordinator.
2. Upon agreement of the parties an Interim No-Contact Directive can be continued indefinitely as part of a resolution of a grievance.

7. Emergency Removal

1. PCC can act to remove a Respondent entirely or partially from its workplace, education program or activities on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. This risk analysis is performed by the Co-Title IX Coordinator in conjunction with the appropriate PCC resources using PCC's standard risk assessment metrics and procedures.
2. PCC will implement the least restrictive emergency actions possible in light of all reasonably known circumstances and safety concerns. Such emergency removals could include, but are not limited to:
 - temporarily re-assigning an employee
 - temporarily suspending a student
 - restricting a student's or employee's access to or use of facilities or equipment
 - allowing a student to withdraw or take grades of incomplete without financial penalty
 - authorizing an administrative leave (paid or unpaid) for employees subject to applicable employee and labor relations policy and practice
 - suspending a student's participation in extracurricular activities, student employment, student organizational leadership, or intercollegiate/intramural athletics.
3. In all cases in which an emergency removal is imposed, the student or employee will be given notice of the Emergency Removal and the option to request to meet with the Co-Title IX Coordinator prior to such Emergency Removal being imposed, or as soon thereafter as reasonably possible, to show cause why the Emergency Removal should not be implemented or should be modified. This meeting is not a hearing on the merits of the allegation(s), but rather is an administrative process intended to determine solely whether the emergency removal is appropriate. A Reporting Party and their Advisor may be permitted to participate in this meeting if the Co-Title IX Coordinator determines it is equitable to do so. There is no appeal process for emergency removal decisions. A Respondent may be accompanied by an Advisor of their choice when meeting with the Co-Title IX Coordinator for the show cause meeting. The Respondent will be given access to a written summary of the basis for the emergency removal prior to the meeting to allow for adequate preparation.
4. The Co-Title IX Coordinator has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal under this policy will be grounds for discipline, which may include expulsion or termination.
5. During an Emergency Removal, a student or employee may be denied access to any or all of the following; PCC classes, facilities, PCC events (internally or open to the public), and activities.
6. At the discretion of the Co-Title IX Coordinator, alternative coursework options may be pursued to ensure as minimal an academic impact as possible on the parties.

REQUESTING AN EMERGENCY REMOVAL

1. PCC can only act to remove a Respondent entirely or partially on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. Generally, immediate threats to the physical health or safety of any student or other individual are identified early on, and those facts are typically in the notice or complaint received by the Office of Equity and Inclusion.
2. Any person with information regarding immediate threats to the health and safety of any student or other individual should contact the Director of Compliance and Co-Title IX Coordinator or Department of Public Safety immediately.

16. RESPONSE TO REPORTS OF SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE AND STALKING

RESPONSE TO REPORT

PCC will process every report of sexual harassment unless and until a mandatory or discretionary dismissal occurs. PCC will act on any formal or informal notice or complaint of violation that is received by the Co-Title IX Coordinator or any other Responsible Employee regarding allegations of sexual harassment (which includes sexual assault, dating violence, domestic violence, and stalking).

Mandatory and Discretionary Dismissals of Complaints

- Upon any dismissal, PCC will promptly send written notice of the dismissal and the rationale for doing so simultaneously to the parties.
- This dismissal decision is appealable by any party under the procedures for appeal under CRR 2.5 Appeals. The decision not to dismiss is also appealable by any party claiming that a dismissal is required or appropriate. A Reporting Party who decides to withdraw a complaint may later request to reinstate it or refile it.
- Mandatory Dismissal of Complaints: PCC must dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing, it is determined that:
 - The conduct alleged in the formal complaint would not constitute sexual harassment as defined in CRR 1.2 – Title IX Policy, even if proved; and/or
 - The conduct did not occur in an educational program or activity controlled by PCC (including buildings or property controlled by recognized student organizations); and/or
 - PCC does not have control over the Respondent; and/or
 - The conduct did not occur against a person in the United States; and/or
- At the time of filing a formal complaint, a Reporting Party is not participating in or attempting to participate in PCC’s education program or activity.

Discretionary Dismissal of Complaints:

PCC may dismiss a formal complaint or any allegations therein if, at any time during the investigation or hearing:

- A Reporting Party notifies the Co-Title IX Coordinator in writing that the Reporting Party would like to withdraw the formal complaint or any allegations therein; or
- The Respondent is no longer enrolled in or employed by PCC; or
- Specific circumstances prevent PCC from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.
- Continuing Complaints after Mandatory or Discretionary Dismissal under this procedure:
- Should the Director of Compliance and Co-Title IX Coordinator determine that the allegations (even if found by a preponderance of the evidence) are subject to a mandatory or discretionary dismissal, the Director of Compliance and Co-Title IX Coordinator may either initiate a resolution under a different section of the Civil Rights and Responsibilities Policy, or refer the Reporting Party to the appropriate PCC office should the complaint fall outside the purview of any Civil Rights and Responsibilities Policy.

All employees covered by collective bargaining or other employment agreements or handbooks are subject to the terms of their agreements/employees' rights to the extent those do not conflict with federal, or state compliance obligations.

Privacy Protections

PCC will make every effort to preserve the privacy of reports and investigations. PCC will not share the identity of any individual who has made a report or complaint of harassment, discrimination, or retaliation; any Reporting Party, any individual who has been reported to be the perpetrator of sex discrimination, any Respondent, or any witness, except as permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g; FERPA regulations, 34 CFR part 99; or as required by law; or to carry out the purposes of 34 CFR Part 106, including the conducting of any investigation, hearing, or grievance proceeding arising under these policies and procedures.

PCC reserves the right to designate which college officials have a legitimate educational interest in being informed about incidents that fall within this policy, pursuant to the Family Educational Rights and Privacy Act (FERPA).

Only a small group of officials who need to know will typically be told about the complaint outside of the Office of Equity and Inclusion, including but not limited to: Human Resources, Student Affairs, Department of Public Safety, PCC CARE team, or Academic Affairs.

Information will be shared as necessary with Investigators, hearing and Decision-makers, witnesses, and the parties. The circle of people with this knowledge will be kept as tight as possible to preserve the parties' rights and privacy.

Initial Assessment

1. Upon receipt of any notice, complaint, or report of alleged violations of CRR 1.2 – Title IX Policy, PCC initiates an initial assessment to determine next steps, Reporting Party's desires, any threats to the health and safety of the PCC community, and any other information required to address the misconduct.

2. The Initial Assessment may include (but is not limited to):

- The Co-Title IX Coordinator reaches out to the Reporting Party to offer supportive measures.
- The Co-Title IX Coordinator will notify the Reporting Party of employee and student resources offered by PCC including: referrals to EAP, or counseling; connections with campus-based and community resources including confidential victim advocacy services.
- The Co-Title IX Coordinator seeks to determine if the Reporting Party wishes to make a formal complaint, and will assist them to do so, if desired.
- If they do not wish to do so, the Co-Title IX Coordinator determines whether to initiate a complaint because a risk assessment indicates a compelling threat to health and/ or safety.
- If a formal complaint is received, the Co-Title IX Coordinator assesses its sufficiency and works with the Reporting Party to make sure it is correctly completed.
- The Co-Title IX Coordinator works with the Reporting Party to ensure they are aware of the right to have an Advisor.
- The Title IX Coordinator works with the Reporting Party to determine whether the Reporting Party prefers a supportive and remedial response, an informal resolution option, or a formal investigation and grievance process.

3. When an Initial Assessment results in a mandatory or discretionary dismissal, the Director of Compliance and Co-Title IX Coordinator may either initiate a resolution under a different section of the Civil Rights and Responsibilities Policy, or refer the Reporting Party to the appropriate PCC office should the complaint fall outside the purview of any Civil Rights and Responsibilities Policy.

4. When an Initial Assessment does not result in dismissal of the complaint under CRR 1.2 – Title IX Policy, the Director of Compliance and Co-Title IX Coordinator will generally:

- Offer supportive or emergency measures; and/or
- Initiate an informal resolution; and/or
- Initiate a Formal Grievance Process including an investigation and a hearing.

Informal Resolution

Informal Resolutions typically include three different approaches:

- the parties agree to resolve the matter through an alternate resolution mechanism including mediation, restorative practices, etc.;
- the Respondent can accept responsibility for violating policy, and desires to accept a sanction and end the resolution process; or
- the Co-Title IX Coordinator can resolve the matter informally by providing supportive measures to remedy the situation.

Informal resolution may not be used to resolve allegations that an employee sexually harassed a student.

To initiate Informal Resolution, a Reporting Party needs to submit a formal complaint, (A document filed/signed by a Reporting Party or signed by the Co-Title IX Coordinator alleging that a Respondent engaged in conduct that violates this Policy and requesting that PCC investigate the allegation). If a Respondent wishes to initiate Informal Resolution, they should contact the Co-Title IX Coordinator.

It is not necessary to pursue Informal Resolution first in order to pursue a Formal Grievance Process, and any party participating in Informal Resolution can stop the process at any time and begin or resume the Formal Grievance Process.

Prior to implementing Informal Resolution, PCC will provide the parties with written notice of the reported misconduct and any sanctions or measures that may result from participating in such a process, including information regarding any records that will be maintained or shared by PCC.

PCC will obtain voluntary, written confirmation that all parties wish to resolve the matter through Informal Resolution before proceeding and will not pressure the parties to participate in Informal Resolution.

Formal Grievance Process

1. The Formal Grievance Process applies to all students and employees equally.
2. The Formal Grievance Process at PCC generally has five steps:
 - Step 1: Notice of Investigation and Allegations
 - Step 2: Investigation
 - Step 3: Live Hearing
 - Step 4: Findings and Sanctions
 - Step 5: Appeal
3. Timing of the Formal Grievance Process: PCC will make a good faith effort to complete the Formal Grievance Process within 90 days from issuing the Notice of Investigation and Allegations. The Co-Title IX Coordinator can extend this timeframe as necessary for appropriate cause. The Director of Compliance and Co-Title IX Coordinator will provide notice and rationale for any extensions or delays to the parties as appropriate, as well as an estimate of how much additional time will be needed to complete the process.
4. Ensuring Impartiality: Any individual materially involved in the administration of the resolution process (including the Co-Title IX Coordinator, Investigator(s), and Decision-maker(s)) may neither have nor demonstrate a conflict of interest or bias for or against a party generally, or for or against a specific Reporting Party or Respondent. The Co-Title IX Coordinator will vet the assigned Investigator(s) to ensure impartiality by ensuring there are no actual or apparent conflicts of interest or disqualifying biases. The parties may, at any time during the resolution process, raise a concern regarding bias or conflict of interest, and the Title IX Coordinator will determine whether the concern is reasonable and supportable. If so, another Investigator will be assigned and the impact of the bias or conflict, if any, will be remedied. If the source of the conflict of interest or bias is the Title IX Coordinator, concerns should be raised with PCC's Chief Diversity Officer. The Formal Grievance Process involves an objective evaluation of all relevant evidence obtained, including evidence which supports that the Respondent engaged in a policy violation and evidence which supports that the Respondent did not engage in a policy violation. The Decision maker will evaluate all relevant evidence and statements from parties and witnesses (subject to any limitations in these Procedures for Resolving Title IX Policy Violations) to determine the facts (by a preponderance of the evidence) necessary to reach a determination on responsibility. Any determination may not be based solely on an individual's status or participation as a Reporting Party, Respondent, or witness.
5. PCC operates with the presumption that the Respondent is not responsible for the reported misconduct unless and until the Respondent is determined to be responsible for a policy violation by the applicable standard of proof.

6. Delays in the Investigation Process and Interactions with Law Enforcement: PCC may undertake a delay in its investigation if circumstances require. Such circumstances include, but are not limited to:

- a request from law enforcement to temporarily delay the investigation,
- the need for language assistance,
- the absence of parties and/or witnesses, and/or accommodations for disabilities or health conditions. PCC will communicate in writing the anticipated duration of the delay and reason to the parties and provide the parties with status updates if necessary. OEI will not disclose personal information such as disability, health status, or other sensitive information. OEI will describe these instances as personnel reasons or student need. PCC will promptly resume its investigation and resolution process as soon as feasible. During such a delay, PCC will implement supportive measures as deemed appropriate.

7. PCC's actions are not typically altered or precluded on the grounds that civil or criminal charges involving the underlying incident(s) have been filed or that criminal charges have been dismissed or reduced.

8. Impact on Academic Standing: if the Respondent is a graduating student, a hold may be placed on graduation and/or official transcripts until the matter is fully resolved (including any appeal). A student facing charges under this Policy is not in good standing to graduate.

9. If a Student Respondent Withdraws While Charges are Pending:

- PCC may place a hold on a student's ability to graduate and/or to receive an official transcript/diploma.
- Should a student decide to not participate in the resolution process, the process proceeds absent their participation to a reasonable resolution, subject to the provisions outlined in this document.
- Should a student Respondent withdraw from PCC, the Title IX Coordinator shall consider a discretionary dismissal under this procedure.
- The student who withdraws or leaves while the process is pending may not return to any PCC campus or center. A hold will be placed on their ability to be readmitted. They may also be trespassed from PCC property and/or events.
- If the student Respondent only withdraws or takes a leave for a specified period of time (e.g., one semester or term), the resolution process may continue remotely and that student is not permitted to return to PCC unless and until all sanctions have been satisfied.
- PCC will continue to address and remedy any systemic issues, variables that may have contributed to the alleged violation(s), and any ongoing effects of the alleged harassment, discrimination, and/or retaliation.

10. If an Employee Respondent Resigns While Charges Pending:

- Should an employee Respondent resign from PCC, the Co-Title IX Coordinator shall consider a discretionary dismissal under this procedure.
- An employee who resigns with unresolved allegations pending may not be eligible for rehire at PCC. If an employee resigns with unresolved allegations pending, they must contact the Director of Compliance and Co-Title IX Coordinator, or Employee and Labor Relations should they subsequently seek employment at PCC.
- All PCC responses to future inquiries regarding employment references for that individual will include that the former employee resigned during a pending disciplinary matter.

11. if a student or employee separates their relationship with PCC, PCC will continue to address and remedy any systemic issues or variables that may have contributed to the alleged violation(s), and any ongoing effects of the alleged harassment, discrimination, and/or retaliation.

FORMAL GRIEVANCE PROCESS – STEP 1: NOTICE OF INVESTIGATION AND ALLEGATIONS

The Director of Compliance and Title IX Coordinator will provide a written Notice of Investigation and Allegations (the "NOIA") to the Respondent upon commencement of the Formal Grievance Process. This facilitates the Respondent's ability to prepare for the interview, gather evidence, and identify potential witnesses. The NOIA is also copied to the Reporting Party, who is to be given advance notice of when the NOIA will be delivered to the Respondent. The NOIA will, at minimum, include:

- A meaningful summary of all of allegations,
- The identity of the involved parties (if known),
- The precise misconduct being alleged,
- The date and location of the alleged incident(s) (if known),
- The specific policies implicated,
- A description of the applicable procedures,
- A statement of the potential sanctions/responsive actions that could result,
- A statement that PCC presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination,
- A statement that determinations of responsibility are made at the conclusion of the process and that the parties will be given an opportunity to inspect and review all directly related and/or relevant evidence,
- A statement about PCC's policy on retaliation,
- Information about the privacy of the process,
- Information on that each party must have an Advisor, information on their assigned Advisor, a mechanism to seek a different Advisor from PCC, and a mechanism to alert PCC that they prefer to use an Advisor of their choosing,
- A statement informing the parties that PCC's Policy prohibits knowingly making false statements, including knowingly submitting false information during the resolution process,
- Detail on how the party may request disability accommodations during the interview and grievance process,
- A link to PCC's VAWA Brochure,
- The name(s) of the Investigator(s), Decision-maker(s), appellate officers, along with a process to identify, in advance of the interview process, to the Title IX Coordinator any conflict of interest that the Investigator(s), Decision-maker(s), or appellate officers may have, and
- An instruction to preserve any evidence that is directly related to the allegations.

Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various charges.

The NOIA will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address(es) of the parties as indicated in official PCC records, or emailed to the parties' PCC-issued email or designated accounts. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

PCC may, at its option, consolidate the complaints and investigations in cases that arise out of the same facts and circumstances and involve more than one Reporting Party, more than one Respondent, or counter complaints between parties.

FORMAL GRIEVANCE PROCESS – STEP 2: INVESTIGATION

1. PCC endeavors to provide investigations that are trauma-informed, thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; obtain available, relevant evidence; and identify sources of expert information, as necessary. All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record.
2. Upon issuance of the NOIA, the Investigator(s) typically take(s) the following steps (not necessarily in this order):
 - Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for all witnesses and the parties
 - Meet with the parties
 - Provide each interviewed party and witness an opportunity to review and verify the Investigator's summary notes of the relevant evidence/testimony from their respective interviews and meetings
 - Make good faith efforts to notify the parties of any meeting or interview involving the other party, in advance when possible
 - When participation of a party is expected, provide that party with written notice of the date, time, and location of the meeting, as well as the expected participants and purpose
 - Interview all available, relevant witnesses and conduct follow-up interviews
 - Allow each party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of the other party and witnesses, and document in the report which questions were asked, with a rationale for any changes or omissions
 - Complete the investigation promptly and without unreasonable deviation from the intended timeline
 - Provide regular status updates to the parties throughout the investigation
 - Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) with a list of witnesses whose information will be used to render a finding
 - Write a comprehensive investigation report fully summarizing the investigation interviews, and addressing all relevant evidence. Appendices including relevant physical or documentary evidence will be included
 - Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) a secured electronic draft of the investigation report as well as an opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the reported misconduct, including evidence upon which PCC does not intend to rely in reaching a determination

- Parties will have, at minimum ten (10) days to review and comment on the report so that each party may meaningfully respond to the evidence
- The parties may elect to waive the full ten days
- The Investigator(s) will incorporate relevant elements of the parties' written responses into the final investigation report, include any additional relevant evidence, make any necessary revisions, and finalize the report which will be shared with all parties and their Advisors through secure electronic transmission or hard copy at least ten (10) days prior to any live hearing
- The parties are also provided with a file of any directly related evidence that was not included in the report

Employee Witnesses: Witnesses (as distinguished from the parties) who are employees of PCC are expected to fully cooperate with (and participate in) PCC's investigation and resolution process. Failure of an employee to cooperate with and/or participate in the investigation or resolution process constitutes a violation of policy and may warrant discipline. Witness employees may have a third party support person present when meeting with an Investigator.

Referral for Hearing: Provided that the complaint is not resolved through an Informal Resolution.

Once the final investigation report is shared with the parties, the Co-Title IX Coordinator will refer the matter for a live hearing. The hearing cannot be less than ten (10) days from when the final investigation report is transmitted to the parties and the Decision-maker, unless all parties and the Decision-maker agree to an expedited timeline. The Title IX Coordinator will select an appropriate Decision-maker depending on whether the Respondent is an employee or a student. Allegations involving student-employees will be directed to the appropriate Decision-maker depending on the context of the alleged misconduct and who the Respondent is.

FORMAL GRIEVANCE PROCESS – STEP 3: LIVE HEARING

1. The Director of Compliance and Co-Title IX Coordinator will designate a Decision-maker who will also Chair the hearing. The Decision-maker will not have had any previous involvement with the investigation. The Decision-maker may not be an individual who has served in any other role in that matter.
2. The Co-Title IX Coordinator may not serve as a Decision-maker or Chair but may serve as an administrative facilitator of the hearing if their previous role(s) in the matter do not create a conflict of interest.
3. Notice of Hearing: No less than ten (10) days prior to the hearing, the Decision-maker will send notice of the hearing to the parties. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered. The Notice of Hearing will contain:
 - A description of the alleged violation(s), a list of all policies allegedly violated, a description of the applicable procedures, and a statement of the potential sanctions/responsive actions that could result.
 - The time, date, and location of the hearing and a reminder that attendance is mandatory, superseding all other student or employee activities.
 - Information on any technology that will be used to facilitate the hearing.
 - A list of all those who will attend the hearing, along with an invitation to object to any Decision-maker on the basis of demonstrated bias. This must be raised with the Co-Title IX Coordinator at least two (2) business days prior to the hearing.

- Information on how the hearing will be recorded and on access to the recording for the parties after the hearing.
- A statement that if any party or witness does not appear at the scheduled hearing, the hearing may be held in their absence, and the party's or witness's testimony and any statements given prior to the hearing will not be considered by the Decision-maker.
- Notification that each party must have an Advisor present; there are no exceptions. • Notification that only the Advisor may ask questions and provide assistance at the hearing
- A copy of all the materials provided to the Decision-maker(s) about the matter, unless they have been provided already.
- An invitation to each party to submit to the Chair an impact statement pre-hearing that the Decision-maker will review during any sanction determination.
- An invitation to contact the Co-Title IX Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, at least seven (7) days prior to the hearing.

Evidence and Witnesses Presented at the Hearing:

The Investigator(s) must have first interviewed any witness scheduled to participate in the hearing, unless all parties and the Chair agree to the witness's participation in the hearing. All evidence the parties intend to offer must first have been submitted to the Investigator(s) unless the parties and Chair agree. If the evidence is newly available, not available during the investigation, and could impact the outcome of the hearing, the Chair will delay the hearing and instruct that the investigation be reopened to consider that evidence. The Title IX Coordinator will give the Decision-maker(s) a list of the names of all parties, witnesses, and Advisors at least five (5) days in advance of the hearing. Any Decision-maker who cannot make an objective determination must recuse themselves from the proceedings when notified of the identity of the parties, witnesses, and Advisors in advance of the hearing. If a Decision-maker is unsure of whether a bias or conflict of interest exists, they must raise the concern to the Title IX Coordinator as soon as possible. During the ten (10) day period prior to the hearing, the parties have the opportunity for continued review and comment on the final investigation report and available evidence. That review and comment can be shared with the Chair at the pre-hearing meeting or at the hearing and will be exchanged between each party by the Chair.

Evidence Admissible for a Responsibility Determination:

Any evidence that the Decision-maker(s) determine(s) is relevant and credible may be considered, subject to the following exceptions:

- incidents not directly related to the possible violation, unless they evidence a pattern;
- the character of the parties; or
- questions and evidence about the Reporting Party's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Reporting Party's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Reporting Party, or if the questions and evidence concern specific incidents of the Reporting Party's prior sexual behavior with respect to

the Respondent and are offered to prove consent.

- Evidence Admissible for Sanctioning:
- The following evidence is admissible and relevant only to determining sanctions after a finding of responsibility:
- Respondent's previous disciplinary history of any kind may be considered to determine an appropriate sanction or remedy.
- The parties may each submit a written impact statement prior to the hearing for the consideration of the Decision-maker(s) at the sanction stage of the process if a determination of responsibility is reached.

FORMAL GRIEVANCE PROCESS – STEP 4: FINDINGS AND SANCTIONS

1. **Standard of Proof for Findings:** All findings in the proceedings will be by a preponderance of the evidence, which means that the Decision-maker will determine whether the sum of all the evidence shows that it is more likely than not that the Respondent violated College policy. This standard will be used in any Title IX fact-finding and related proceedings, including any hearings. It will be used for cases involving student and employee Reporting Parties and/or student and employee Respondents. Decision-makers will independently reach a determination about responsibility, based on the evidence, without deference to the investigative report.
2. **Sanctions:** If the Respondent is found responsible, PCC will determine appropriate sanctions. Sanctions will be determined by majority rule of the Decision-maker in conjunction with two other PCC administrators. These administrators will be present for the hearing, and have an opportunity to submit questions for the parties, though they will not vote regarding responsibility.

The Decision-maker and PCC Administrators will issue appropriate sanctions considering factors such as (but not limited to):

- Employee longevity;
- Work history;
- Nature and severity of violation;
- The Respondent's disciplinary history;
- Fair, sufficient investigation supported by evidence;
- Notice and equal treatment;
- Previous allegations or allegations involving similar conduct;
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation;
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation;
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Reporting Party and the community;
- The impact on the parties; and
- Any other information deemed relevant by the Decision-maker or PCC administrators.

- For student Sanctions, the Decision-maker and PCC Administrators will consider factors such as (but not limited to):
 - The Respondent's disciplinary history;
 - Previous allegations or allegations involving similar conduct;
 - The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation;
 - The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation;
 - The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Reporting Party and the community;
 - The impact on the parties; and
 - Any other information deemed relevant by the Decision-maker or PCC administrators.

The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the expiration of the window to appeal without an appeal being requested. The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken or sanctions imposed by authorities and entities other than PCC.

Possible Student Sanctions:

The following are examples of sanctions that may be imposed upon students or organizations singly or in combination:

- Educational Sanctions: The Responding Party may be required to complete tasks such as assignments, interviews, reflection papers, educational meetings, or other educational activities.
- Warning: A formal statement that the conduct was unacceptable and a warning that further violation of any PCC policy, procedure, or directive will result in more severe sanctions/ responsive actions.
- Probation: A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no contact orders, and/or other measures deemed appropriate.
- Suspension: Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met. A student returning from suspension will be required to meet with a Student Conduct and Retention Coordinator prior to returning to PCC. The Student Conduct and Retention Coordinator may place the student on probation or require additional education measures be put in place.
- Expulsion: Permanent termination of student status and revocation of rights to be on campus for any reason or to attend PCC-sponsored events.
- Withholding Diploma: PCC may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has an allegation pending or as a sanction if the student is found responsible for an alleged violation.
- Revocation of Degree: PCC reserves the right to revoke a degree previously awarded from PCC for fraud,

misrepresentation, and/or other violation of PCC policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.

- Organizational Sanctions: Deactivation, loss of recognition, loss of some or all privileges (including PCC registration) for a specified period of time.
- Other Actions: In addition to or in place of the above sanctions, PCC may assign any other sanctions as deemed appropriate.

Possible Employee Sanctions:

The following are the examples of sanctions that may be imposed upon employees:

- Warning – Verbal or Written
- Performance Improvement Plan
- Mandatory EAP Referral
- Required Training
- Disciplinary Probation
- Suspension without pay
- Dismissal
- Other Actions: In addition to or in place of the above sanctions, PCC may assign any other sanctions as deemed appropriate.

Notice of Outcome:

The Decision-maker and Director of Compliance and Co-Title IX Coordinator will draft and issue a Notice of Outcome to the parties. This notice will be made simultaneously, in writing, and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official PCC records, or emailed to the parties' PCC-issued email or otherwise approved account. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered.

The Notice of Outcome will identify the specific policy sections found to be violated, and will contain:

- a description of the procedural steps taken by PCC since the receipt of the Formal Complaint;
- the finding on each alleged policy violation, which will include supporting findings of fact and conclusions regarding the application of the relevant policy to the facts at issue;
- a statement of, and rationale for, the result of each allegation to the extent PCC is permitted to share such information under state or federal law;
 - any sanctions issued which PCC is permitted to share according to state or
 - And federal law;
 - any remedies provided to the Reporting Party designed to ensure access to PCC's educational or employment program or activity, to the extent PCC is permitted to share such information under state or federal law (this detail is not typically shared with the Respondent unless the remedy directly relates to the Respondent). The Notice of Outcome will also include information on when PCC considers the results to be final, any changes that occur prior to finalization, and the relevant procedures and bases for any available appeal options.

FORMAL GRIEVANCE PROCESS – STEP 5: APPEALS

All employees covered by collective bargaining or other employment agreements or handbooks are subject to the terms of their agreements/employees' rights to the extent those do not conflict with federal or state compliance obligations.

Any party may file a request for appeal ("Request for Appeal") in writing to the Co-Title IX Coordinator within 5 days of the delivery of the Notice of Outcome. Parties are notified of their appellate officer in the Notice of Outcome. No Appellate Officer will have previously been involved in the investigation or grievance process of the complaint.

Appeals – Generally

1. Grounds for Appeal:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- The Title IX Coordinator, Investigator(s), or Decision-maker(s) had a conflict of interest or bias for or against Reporting Parties or Respondents generally or the specific Reporting Party or Respondent that affected the outcome of the matter.

2. If any of the grounds for appeal in the Request for Appeal are not met, that request will be denied by the Appellate Officer, and the parties and their Advisors will be notified in writing of the denial and the rationale.

3. Appeals – Sanctions and Remedies

1. Any sanctions imposed as a result of the decision making are stayed during the appeal process. Supportive measures may be reinstated, subject to the same supportive measure procedures contained in the applicable Procedure.
2. If any of the sanctions are to be implemented immediately, and not subject to appeal, then emergency removal procedures contained in the applicable Procedure, and a request for consideration of the justification for doing so must be permitted within two days of implementation.
3. PCC may still place holds on official transcripts, diplomas, graduations, and course registration pending the outcome of an appeal when the original sanctions included separation.

4. Appeals – Findings

1. A Notice of Appeal Outcome will be sent to all parties simultaneously including the decision on each approved ground and rationale for each decision. The Notice of Appeal Outcome will specify:
 - the finding on each ground for appeal,
 - any specific instructions for remand or reconsideration,
 - any sanctions that may result which PCC is permitted to share according to state or federal law, and
 - the rationale supporting the essential findings to the extent PCC is permitted to share under state or federal law.

2. Notification will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address of the parties as indicated in official institutional records, or emailed to the parties' PCC email or otherwise approved account. Once mailed, emailed and/or received in-person, notice will be presumptively delivered.

Appeals – Finality

All appeals are final and may not be appealed internally to PCC again, except as provided under the applicable Collective Bargaining Agreement, college policy, or as required by law.

Inquiries and complaints can also be made externally to:

Federal Resources:

Office for Civil Rights (OCR) U.S. Department of Education

400 Maryland Avenue, SW
Washington, D.C. 20202-1100
Customer Service Hotline:
800-421-3481
Fax: 202-453-6012
TDD: 877-521-2172
Email: OCR@ed.gov
Website: www.ed.gov/ocr
[Complaint form](#)

Oregon Resources:

Office of Community Colleges and Workforce Development

255 Capitol Street NE
Salem, OR 97310
Phone: 503-947-2401
Email: ccwd.info@state.or.us
Website: www.oregon.gov/highered

Equal Employment Opportunity Commission (EEOC)

Federal Office Building
909 First Avenue
Suite 400
Seattle, WA 98104-1061
Phone: 800-669-4000
Fax: 206-220-6911
TTY: 800-669-6820
ASL Video Phone: 844-234-5122
Website: www.eeoc.gov

Bureau of Labor and Industries (BOLI) Civil Rights Division

800 NE Oregon St.
Suite 1045
Portland 97232
Phone: 971-673-0764
Email: crdemail@boli.state.or.us
Website: www.oregon.gov/boli

STANDARD OF PROOF - PREPONDERANCE OF THE EVIDENCE STANDARD

The standard of proof established by PCC for cases involving sexual assault, sexual misconduct, domestic violence, dating violence and stalking is the "preponderance of evidence." The definition of the preponderance of evidence standard is:

"The standard of proof in most civil cases in which the party bearing the burden of proof must present evidence which is more credible and convincing than that presented by the other party or which shows that the fact to be proven is more probable than not."

LINKS TO PROCEDURES FOR DISCIPLINARY ACTIONS

Disciplinary actions procedures, steps and timelines are identified in the below identified documents, each of which can be accessed online.

For employees:

- [Classified Agreement, Article 21:](#)
- [Faculty and Academic Professional Agreement, Article 22:](#)
- [Management and Confidential Handbook](#), Section 10, Performance Management:
- [Progressive Discipline](#)

Regarding students:

- To view the full text of PCC's Student Code of Conduct Policy visit [Student Code of Conduct Policy and Procedures | Student Conduct and CARE at PCC](#)
- For relevant definitions and the procedures for addressing possible sexual misconduct are included in the [College's Gender-based and Sexual Misconduct Policy](#).
- [Office of Equity and Inclusion](#)

17. PRIMARY AND ONGOING AWARENESS AND PREVENTION EDUCATIONAL PROGRAMS

Prevention and Education

Portland Community College offers a range of campaigns, strategies, and initiatives to promote awareness, education, risk reduction, and prevention in an effort to reduce the frequency of sex or gender-based discrimination, harassment, and violence amongst members of the campus community.

It is the policy of the Portland Community College to offer programming to identify and prevent domestic violence, dating violence, sexual assault (including stranger and known offender assaults), and stalking each year.

Educational programs are offered to raise awareness for all incoming students and employees.

Programs and other campaigns offered throughout the year to all students and employees include strong messages regarding not just awareness, but also primary prevention (including normative messaging, environmental management, and bystander intervention), and discuss institutional policies on sex or gender based discrimination, harassment, and violence as well as Oregon definitions of domestic violence, dating violence, sexual assault, stalking, and consent in reference to sexual activity.

Programs also offer information on risk reduction that strives to empower individuals who experience these incidents, how to recognize warning signs, and how to avoid potential attacks, and do so without biased approaches. Programs are informed by evidence-based research and/or are assessed for their effectiveness.

Bystander engagement is encouraged through safe and positive intervention techniques and by empowering third-party intervention and prevention such as calling for help, using intervention-based apps, identifying allies, and/or creating distractions.

Bystander empowerment training highlights the need for those who intervene to ensure their own safety in the intervention techniques they choose and motivates them to intervene as stakeholders in the safety of the community when others might choose to be bystanders.

CAMPUS AND COMMUNITY RESOURCES

Portland Community College shall provide written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for Complainants, both within Portland Community College and outside in the community.

Public awareness events such as "Take Back the Night," the Clothesline Project, and other forums, including a week-long participation during Domestic Violence Awareness week, are examples of prevention and education efforts. In addition, the Office of Equity and Inclusion has conducted several trainings regarding Title IX responsibilities for PCC Staff and Faculty.

18. THE OFFICE OF INTERNATIONAL STUDENT (OISS)

The OISS puts F-1 international students at the center of all they do and connect with prospective students to inform them about the many opportunities at PCC. OISS assists with the admissions process and provides guidance to current international students in maintaining their F-1 visa status while studying, during Optional Practical Training, and in the transfer process. In addition, OISS brings international and domestic students together through robust student life activities and events as well as the many student leadership positions offered. The OISS support extends to PCC faculty and staff as well.

For more information visit the [OISS](#) webpage.

Phone: 1-971-722-7150

Email: oiiss-help@pcc.edu



19. CRIME STATISTICS

CASCADE CAMPUS

CRIMINAL OFFENSES	ON CAMPUS			PUBLIC PROPERTY		
	2019	2020	2021	2019	2020	2021
Murder/Non-negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	2	0	0
Aggravated Assault	0	0	0	3	0	0
Burglary	4	0	1	0	0	0
Motor Vehicle Theft	1	1	2	3	0	0
Arson	0	0	0	0	0	0

VAWA OFFENSES	ON CAMPUS			PUBLIC PROPERTY		
	2019	2020	2021	2019	2020	2021
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	1	0	0	0	0
Stalking	3	0	0	0	0	0

ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION	ON CAMPUS			PUBLIC PROPERTY		
	2019	2020	2021	2019	2020	2021
Weapon Law Arrests	0	0	0	0	0	0
Drug Law Arrests	1	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0
Weapon Law Referrals for Disciplinary Action	0	0	0	0	0	0
Drug Law Referrals for Disciplinary Action	0	0	0	0	0	0
Liquor Law Referrals for Disciplinary Action	0	0	0	0	0	0

Hate crimes: 2019-2021: None

Unfounded crimes 2019-2021: None

ROCK CREEK CAMPUS

CRIMINAL OFFENSES	ON CAMPUS			PUBLIC PROPERTY		
	2019	2020	2021	2019	2020	2021
Murder/Non-negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	1	1	0	0	0	0
Arson	1	0	0	0	0	0

VAWA OFFENSES	ON CAMPUS			PUBLIC PROPERTY		
	2019	2020	2021	2019	2020	2021
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION	ON CAMPUS			PUBLIC PROPERTY		
	2019	2020	2021	2019	2020	2021
Weapon Law Arrests	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0
Weapon Law Referrals for Disciplinary Action	0	0	1	0	0	0
Drug Law Referrals for Disciplinary Action	0	0	0	0	0	0
Liquor Law Referrals for Disciplinary Action	0	0	0	0	0	0

Hate crimes: 2019-2021: None

Unfounded crimes 2019-2021: None

SOUTHEAST CAMPUS

CRIMINAL OFFENSES	ON CAMPUS			PUBLIC PROPERTY		
	2019	2020	2021	2019	2020	2021
Murder/Non-negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	1	0	0	0	0	0
Aggravated Assault	0	0	0	2	0	0
Burglary	0	1	2	0	0	0
Motor Vehicle Theft	7	0	1	0	0	0
Arson	0	0	0	0	0	0

VAWA OFFENSES	ON CAMPUS			PUBLIC PROPERTY		
	2019	2020	2021	2019	2020	2021
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	1	0	0	0	0	0

ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION	ON CAMPUS			PUBLIC PROPERTY		
	2019	2020	2021	2019	2020	2021
Weapon Law Arrests	0	0	0	6	0	0
Drug Law Arrests	0	1	0	1	0	0
Liquor Law Arrests	0	0	0	0	0	0
Weapon Law Referrals for Disciplinary Action	0	0	0	0	0	0
Drug Law Referrals for Disciplinary Action	0	0	0	0	0	0
Liquor Law Referrals for Disciplinary Action	0	0	0	0	0	0

Hate crimes: 2019-2021: None

Unfounded crimes 2019-2021: None

SYLVANIA CAMPUS

CRIMINAL OFFENSES	ON CAMPUS			PUBLIC PROPERTY		
	2019	2020	2021	2019	2020	2021
Murder/Non-negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	1	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	2	1	0	0	0	0
Motor Vehicle Theft	1	1	1	1	0	0
Arson	0	0	0	0	0	0

VAWA OFFENSES	ON CAMPUS			PUBLIC PROPERTY		
	2019	2020	2021	2019	2020	2021
Domestic Violence	0	0	0	0	0	0
Dating Violence	2	0	0	0	0	0
Stalking	3	0	1	0	0	0

ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION	ON CAMPUS			PUBLIC PROPERTY		
	2019	2020	2021	2019	2020	2021
Weapon Law Arrests	0	0	0	0	0	0
Drug Law Arrests	0	2	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0
Weapon Law Referrals for Disciplinary Action	0	0	0	0	0	0
Drug Law Referrals for Disciplinary Action	3	0	0	0	0	0
Liquor Law Referrals for Disciplinary Action	1	0	0	0	0	0

Hate crimes: None reported for 2019-2020. One hate crime of intimidation with a bias of race occurred in 2021 at the Vanport Building site. Unfounded crimes: None reported for 2019-2020. One report of rape, with no location reported was unfounded in 2021 (#21-67).

The following locations are reported in the Sylvania non-campus category:

Carolyn Moore Writer's House located at 12680 SW Walnut Street Tigard, OR 97224;

The Downtown Center located at 722 SW 2nd Avenue Portland, OR 97204; and

The Maritime Welding Training Center located at 5555 N. Channel Avenue Portland, OR 97216.

CLIMB CENTER

CRIMINAL OFFENSES	ON CAMPUS			PUBLIC PROPERTY		
	2019	2020	2021	2019	2020	2021
Murder/Non-negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	1	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0

VAWA OFFENSES	ON CAMPUS			PUBLIC PROPERTY		
	2019	2020	2021	2019	2020	2021
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	1	0	0	0	0	0

ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION	ON CAMPUS			PUBLIC PROPERTY		
	2019	2020	2021	2019	2020	2021
Weapon Law Arrests	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0
Weapon Law Referrals for Disciplinary Action	0	0	0	0	0	0
Drug Law Referrals for Disciplinary Action	0	0	0	0	0	0
Liquor Law Referrals for Disciplinary Action	0	0	0	0	0	0

Hate crimes: 2019-2021: None

Unfounded crimes 2019-2021: None

PORTLAND METROPOLITAN WORKFORCE TRAINING CENTER (PMWTC)

CRIMINAL OFFENSES	ON CAMPUS			PUBLIC PROPERTY		
	2019	2020	2021	2019	2020	2021
Murder/Non-negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	1	0	0
Arson	0	0	0	0	0	0

VAWA OFFENSES	ON CAMPUS			PUBLIC PROPERTY		
	2019	2020	2021	2019	2020	2021
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	1	0	0	0	0	0

ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION	ON CAMPUS			PUBLIC PROPERTY		
	2019	2020	2021	2019	2020	2021
Weapon Law Arrests	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0
Weapon Law Referrals for Disciplinary Action	0	0	0	0	0	0
Drug Law Referrals for Disciplinary Action	0	0	0	0	0	0
Liquor Law Referrals for Disciplinary Action	0	0	0	0	0	0

Hate crimes: 2019-2021: None

Unfounded crimes 2019-2021: None

**OREGON MANUFACTURING INNOVATION TRAINING PROGRAM—
COLUMBIA COUNTY CENTER**

CRIMINAL OFFENSES	ON CAMPUS			PUBLIC PROPERTY		
	2019	2020	2021	2019	2020	2021
Murder/Non-negligent Manslaughter	-	-	0	-	-	0
Negligent Manslaughter	-	-	0	-	-	0
Rape	-	-	0	-	-	0
Fondling	-	-	0	-	-	0
Incest	-	-	0	-	-	0
Statutory Rape	-	-	0	-	-	0
Robbery	-	-	0	-	-	0
Aggravated Assault	-	-	0	-	-	0
Burglary	-	-	0	-	-	0
Motor Vehicle Theft	-	-	0	-	-	0
Arson	-	-	0	-	-	0

VAWA OFFENSES	ON CAMPUS			PUBLIC PROPERTY		
	2019	2020	2021	2019	2020	2021
Domestic Violence	-	-	0	-	-	0
Dating Violence	-	-	0	-	-	0
Stalking	-	-	0	-	-	0

ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION	ON CAMPUS			PUBLIC PROPERTY		
	2019	2020	2021	2019	2020	2021
Weapon Law Arrests	-	-	0	-	-	0
Drug Law Arrests	-	-	0	-	-	0
Liquor Law Arrests	-	-	0	-	-	0
Weapon Law Referrals for Disciplinary Action	-	-	0	-	-	0
Drug Law Referrals for Disciplinary Action	-	-	0	-	-	0
Liquor Law Referrals for Disciplinary Action	-	-	0	-	-	0

Hate crimes: 2019-2021: None

Unfounded crimes 2019-2021: None

HILLSBORO CENTER

CRIMINAL OFFENSES	ON CAMPUS			PUBLIC PROPERTY		
	2019	2020	2021	2019	2020	2021
Murder/Non-negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0

VAWA OFFENSES	ON CAMPUS			PUBLIC PROPERTY		
	2019	2020	2021	2019	2020	2021
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION	ON CAMPUS			PUBLIC PROPERTY		
	2019	2020	2021	2019	2020	2021
Weapon Law Arrests	0	0	0	0	0	0
Drug Law Arrests	0	0	0	1	0	0
Liquor Law Arrests	0	0	0	0	0	0
Weapon Law Referrals for Disciplinary Action	0	0	0	0	0	0
Drug Law Referrals for Disciplinary Action	0	0	0	0	0	0
Liquor Law Referrals for Disciplinary Action	0	0	0	0	0	0

Hate crimes: 2019-2021: None

Unfounded crimes 2019-2021: None

NEWBERG CENTER

CRIMINAL OFFENSES	ON CAMPUS			PUBLIC PROPERTY		
	2018	2019	2020	2018	2019	2020
Murder/Non-negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0

VAWA OFFENSES	ON CAMPUS			PUBLIC PROPERTY		
	2018	2019	2020	2018	2019	2020
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION	ON CAMPUS			PUBLIC PROPERTY		
	2018	2019	2020	2018	2019	2020
Weapon Law Arrests	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0
Weapon Law Referrals for Disciplinary Action	0	0	0	0	0	0
Drug Law Referrals for Disciplinary Action	0	0	0	0	0	0
Liquor Law Referrals for Disciplinary Action	0	0	0	0	0	0

Hate crimes: 2018-2020: None

Unfounded crimes 2018-2020: None

SWAN ISLAND CENTER

CRIMINAL OFFENSES	ON CAMPUS			PUBLIC PROPERTY		
	2018	2019	2020	2018	2019	2020
Murder/Non-negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	0	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0
Burglary	0	1	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0
Arson	0	0	0	0	0	0

VAWA OFFENSES	ON CAMPUS			PUBLIC PROPERTY		
	2018	2019	2020	2018	2019	2020
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION	ON CAMPUS			PUBLIC PROPERTY		
	2018	2019	2020	2018	2019	2020
Weapon Law Arrests	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0
Weapon Law Referrals for Disciplinary Action	0	0	0	0	0	0
Drug Law Referrals for Disciplinary Action	0	0	0	0	0	0
Liquor Law Referrals for Disciplinary Action	0	0	0	0	0	0

Hate crimes: 2018-2020: None

Unfounded crimes 2018-2020: None

WILLOW CREEK CENTER

CRIMINAL OFFENSES	ON CAMPUS			PUBLIC PROPERTY		
	2018	2019	2020	2018	2019	2020
Murder/Non-negligent Manslaughter	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0
Rape	0	0	0	0	0	0
Fondling	0	0	0	1	0	0
Incest	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0
Robbery	0	0	0	2	0	0
Aggravated Assault	0	1	0	0	0	0
Burglary	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	1	0	0
Arson	0	0	1	0	0	0

VAWA OFFENSES	ON CAMPUS			PUBLIC PROPERTY		
	2018	2019	2020	2018	2019	2020
Domestic Violence	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0
Stalking	0	0	0	0	0	0

ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION	ON CAMPUS			PUBLIC PROPERTY		
	2018	2019	2020	2018	2019	2020
Weapon Law Arrests	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	3	0
Liquor Law Arrests	0	0	0	0	1	0
Weapon Law Referrals for Disciplinary Action	0	0	0	0	0	0
Drug Law Referrals for Disciplinary Action	0	0	0	0	0	0
Liquor Law Referrals for Disciplinary Action	0	0	0	0	0	0

Hate crimes: 2018-2020: None

Unfounded crimes 2018-2020: None

20. FUTURE CAPITAL CONSTRUCTION PROJECTS

AFFORDABLE COMMUNITY HOUSING

According to a March 2021 Real College Survey from the Hope Center for College, Community, and Justice, 56% of PCC students who responded to the survey experienced housing insecurity in the previous year, with 19% (about 7,500 students) potentially experiencing homelessness and 5% who self-identified as homeless (about 2,500 students). Based on Pell Grant data, around 4,000 students who live within a five-minute travel time of a campus face housing insecurity, and about 2,000 students are experiencing homelessness. Housing need among students varies across campuses. It is estimated that 20% of students who attend Southeast Campus and live near it are facing housing insecurity compared to 13% for Cascade Campus and 7% each for Rock Creek and Sylvania campuses.

The scale of the affordable housing crisis is too great for the college alone to address while continuing to fulfill its academic mission. For example, to provide enough units to house PCC's approximately 2,000 homeless students would require a land area equivalent to the entire acreage of the Cascade Campus. Strategic housing partnerships are vital for the college, not only to meet student housing needs, but also to provide other wrap-around services that deliver on the college mission. To achieve housing with affordable rents, the college intends to offer a long-term land lease to affordable housing providers at little to no cost. In this arrangement, PCC would continue to own the land and the housing provider would own, operate and maintain the housing building on a determined area of a campus.

As the building owner and operator, the housing partner would take full responsibility for building and site maintenance, security, and general management. The lease could be continually renewed or could be transferred to another housing operator in the future. The affordable units would be open to the community but heavily marketed to PCC students. This is because PCC students, with an average age of 28 to 32 and often with families and jobs, are not always able to enroll in classes on a continual schedule. Therefore, housing will be open to the community who meet required income levels, and students who qualify will not lose housing if they are not enrolled in college. This approach also supports future students who may need housing stability before enrolling and provides residents with convenient opportunities to pursue needed education or training at PCC.

Because affordable housing at PCC will be open to the community rather than dormitory housing, careful consideration of campus conditions and college needs determines site suitability and capacity for housing at each campus. Suitable sites should be well-connected to the rest of the campus with pedestrian paths and also require some separation from main vehicular access routes and campus activity to avoid potential impacts to residents and students from traffic, noise, lighting, and other factors. Ideal siting of housing will provide sufficient separation from educational uses for ease of management and quality of life for occupants. More broadly, relative site suitability for affordable housing can be measured by access to transit, jobs, and services and amenities like grocery stores or healthcare. Cascade Campus scores well in all these areas, while Southeast Campus has good access to transit and services but is more distant from major employment areas. Cascade and Southeast campuses have the highest potential housing need among housing-insecure students and the

highest suitability. However, these campuses also have the least available land.

Rock Creek and Sylvania campuses have relatively lower localized housing needs among PCC students. Rock Creek Campus has some transit access but is distant from jobs and services, while Sylvania Campus has good transit access and some nearby employment but few amenities and services.

STRATEGIC HOUSING PARTNERSHIPS

Currently, the college has initial agreements for affordable housing at all of its campuses and the Portland Metropolitan Workforce Training Center. Housing partners include Washington County Housing Authority at Rock Creek Campus, Community Partners for Affordable Housing at Sylvania Campus, Human Solutions at Southeast Campus, HMS Development at Cascade Campus, and Home Forward at PMWTC. Through these partnerships, the college is dedicating about eight acres to bring on more than 500 units of affordable housing with a range of unit types from studios to four bedrooms. Depending on the partnership, wraparound services will also be offered to residents within the building. Affordable housing built using federal or state assistance is often required to remain as affordable housing for up to 60 years. Additionally, the design requirements of a typical affordable housing building are not compatible with readaptation for college uses such as classrooms or offices. Therefore, housing built on PCC's campuses cannot be converted to other uses and will remain as housing for the life of the building.

PCC will continue to carefully evaluate potential affordable housing partnerships using a combination of site suitability, academic program needs, developable land, and community needs for affordability, prioritizing the most vulnerable students in this effort as in all areas of service delivery. Also, the college continues to connect students with regional housing providers such as Native American Youth and Family Center, Asian Pacific American Network of Oregon, Hacienda, Portland Community Reinvestment Initiative, Central City Concern, and other agencies who together are currently building more than 10,000 new affordable units open to the community, with more to be built as funding allows. Many of these developments will be close to PCC campuses. Through these partnerships, the college strives to ensure that its students have the stable housing they need, whether on PCC campuses or elsewhere in the region.

For more information visit PCC's [Planning and Capital Construction](#) website.

APPENDIX A

DEFINITION: CONSENT

What is consent?

Consent is an agreement between participants to engage in sexual activity. Consent should be clearly and freely communicated. A verbal and affirmative expression of consent can help both you and your partner to understand and respect each other's boundaries.

Consent cannot be given by individuals who are underage, intoxicated or incapacitated by drugs or alcohol, or asleep or unconscious. If someone agrees to an activity under pressure of intimidation or threat, that isn't considered consent because it was not given freely. Unequal power dynamics, such as engaging in sexual activity with an employee or student, also mean that consent cannot be freely given.

How does consent work?

When you're engaging in sexual activity, consent is about communication. And it should happen every time for every type of activity. Consenting to one activity, one time, does not mean someone gives consent for other activities or for the same activity on other occasions. For example, agreeing to kiss someone doesn't give that person permission to remove your clothes. Having sex with someone in the past doesn't give that person permission to have sex with you again in the future. It's important to discuss boundaries and expectations with your partner prior to engaging in any sexual behavior.

You can change your mind at any time.

You can withdraw consent at any point if you feel uncomfortable. One way to do this is to clearly communicate to your partner that you are no longer comfortable with this activity and wish to stop. Withdrawing consent can sometimes be challenging or difficult to do verbally, so non-verbal cues can also be used to convey this. The best way to ensure that all parties are comfortable with any sexual activity is to talk about it, check in periodically, and make sure everyone involved consents before escalating or changing activities.

What is enthusiastic consent?

Enthusiastic consent is a newer model for understanding consent that focuses on a positive expression of consent. Simply put, enthusiastic consent means looking for the presence of a "yes" rather than the absence of a "no." Enthusiastic consent can be expressed verbally or through nonverbal cues, such as positive body language like smiling, maintaining eye contact, and nodding. These cues alone do not necessarily represent consent, but they are additional details that may reflect consent. It is necessary, however, to still seek verbal confirmation. The important part of consent, enthusiastic or otherwise, is checking in with your partner regularly to make sure that they are still on the same page.

Enthusiastic consent can look like this:

- Asking permission before you change the type or degree of sexual activity with phrases like "Is this OK?"
- Confirming that there is reciprocal interest before initiating any physical touch.

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- Letting your partner know that you can stop at any time.
- Periodically checking in with your partner, such as asking “Is this still okay?”
- Providing positive feedback when you’re comfortable with an activity.
- Explicitly agreeing to certain activities, either by saying “yes” or another affirmative statement, like “I’m open to trying.”
- Using physical cues to let the other person know you’re comfortable taking things to the next level (see note below).

Note: Physiological responses like an erection, lubrication, arousal, or orgasm are involuntary, meaning your body might react one way even when you are not consenting to the activity. Sometimes perpetrators will use the fact that these physiological responses occur to maintain secrecy or minimize a survivor’s experience by using phrases such as, “You know you liked it.” In no way does a physiological response mean that you consented to what happened. If you have been sexually abused or assaulted, it is not your fault.

Consent does NOT look like this:

- Refusing to acknowledge “no.”
- A partner who is disengaged, nonresponsive, or visibly upset.
- Assuming that wearing certain clothes, flirting, or kissing is an invitation for anything more.
- Someone being under the legal age of consent, as defined by the state.
- Someone being incapacitated because of drugs or alcohol
- Pressuring someone into sexual activity by using fear or intimidation.
- Assuming you have permission to engage in a sexual act because you’ve done it in the past.

If you’ve experienced sexual assault, you’re not alone. To speak with someone who is trained to help, call the National Sexual Assault Hotline at 800.656.HOPE (4673) or chat online at online.rainn.org.

APPENDIX B

DEFINITION: BYSTANDER INTERVENTION

Everyone has a role to play in preventing sexual assault and there are many different ways you can step up to make a difference, notably through bystander intervention. An active bystander is someone who interrupts a potentially harmful situation, especially when it comes to sexual violence. They may not be directly involved but they do have the choice and opportunity to speak up and intervene.

We can all be bystanders at any point. Every day events and potentially unsafe situations unfold around us at an alarming rate. In these situations, you can play an important role in addressing interpersonal violence on and off campus. There may be many situations that happen that require you to intervene and act accordingly. Taking action and interfering safely is an essential skill. Stepping in can make all the difference, but it should never put your own safety at risk.

Below are ways you can be an effective, active bystander without posing risk to yourself.

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CREATE A DISTRACTION

Distracting is a subtle and innovative way of intervening. The purpose of distraction is to interrupt the incident, safely, by communicating with the individual at risk and giving them an opportunity to safely exit the potentially dangerous situation. Try creating a distraction as early as possible.

This technique can be used to de-escalate the situation and re-direct the attention of the aggressor or the individual at risk to something else. For example, creating a conversation with the individual at risk is helpful. At this moment, make sure not to leave them alone. This technique can be used to dilute the tension before it escalates to further danger.

Other ideas include:

- Cut off the conversation with a diversion like, "Let's get pizza, I'm starving," or "This party is lame. Let's try somewhere else."
- Bring out fresh food or drinks and offer them to everyone at the party, including the people you are concerned about.
- Start an activity that draws other people in, like a game, a debate, or a dance party.
- Ask Directly

Asking directly to the individual at risk can help you determine if an action needs to be taken immediately to ensure a safe environment. You can address the individual at risk directly. You can ask the following, "Do you need help?" or "Would you like me to stay with you?" or "Would you like to get out of here and go somewhere safe?"

Make sure to ask the question when the perpetrator is not listening or nearby in order to de-escalate the situation from turning into a crisis. Asking them if they need any support or assistance at the moment can help you determine if an authority needs to be contacted. If the answer is yes, proceed to contact a safe emergency personnel.

RALLY OTHERS

It can be intimidating to approach a situation alone. If you need to, enlist another person to support you:

- Ask someone to come with you to approach the person at risk. When it comes to expressing concern, sometimes there is power in numbers.
- Ask someone to intervene in your place. For example, you could ask someone who knows the person at risk to escort them to the bathroom.
- Enlist the friend of the person you're concerned about. "Your friend looks like they've had a lot to drink. Can you check on them?"

Sometimes the safest way to intervene is to enlist an authority figure like a resident assistant, bartender, bouncer, or security guard. This option will allow you to have others on your side and can offer additional safety from the perpetrator.

If the situation has escalated and involves imminent danger and actual harm, the best intervention technique that can be used is to call 9-1-1. When calling, be prepared to identify yourself, your location, and the nature of the situation. Be sure to stay present when help arrives and near the individual that was harmed. Remain calm, friendly, and supportive.

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EXTEND SUPPORT

After experiencing such a situation, the individual at risk may feel panicked and be unsure about what to do next. Extending a helping hand and empathetic ear can make a huge difference. Offer them appropriate resources and options for how you can support them. You can ask: "Do you want me to walk with you to your destination?" or "Is there anything I can do to support you?" or "Would you like resources for support and guidance following this incident?"

If they want resources, you can extend contact numbers of your campus' health, student support, and advocacy centers. You can also share the National Sexual Assault Hotline (800.656-HOPE (4673) or rainn.org); it's free, confidential, and available 24/7. Extending support is an important part of bystander intervention because it allows the individual at risk to heal and connect with a supportive community for recovery and restoration.

YOUR ACTIONS MATTER

Whether or not you were able to change the outcome, by stepping in you are helping to change the way people think about their role in preventing sexual assault. If you suspect that someone you know has been sexually assaulted, there are steps you can take to support that person and show you care. You can learn more at www.rainn.org/TALK.

To speak with someone who is trained to help, call the National Sexual Assault Hotline at 800.656.HOPE (4673) or chat online at online.rainn.org.

APPENDIX C

Portland Community College (PCC) is required by the federal Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) to provide students and employees with information about the policies and resources of the College regarding alcohol and drugs.

The information provided here is intended to help you understand the health risks associated with drug and alcohol use, and encourage you to make informed decisions.

PCC RESOURCES

For Students

Although PCC Counselors do not provide drug and alcohol treatment services directly, they are ready and able to provide support for students experiencing drug and/or alcohol abuse or dependence. In particular, they can work with students as they consider their readiness to address their issues and assist in the process of finding the right level of treatment or support to facilitate positive change.

Counseling Services are also available to PCC students at no charge. For more information please visit <https://www.pcc.edu/counseling/> or call 971-722-8153

If you are experiencing alcohol or drug addiction, you may qualify for accommodations while you attend PCC. For more information, please contact *Disability Services* at 971-722-4341 or visit their webpage at <https://www.pcc.edu/disability-services/>

Employees

Contracted PCC employees may access the *Employee Assistance Program* (EAP) <https://www.pcc.edu/hr/benefits/eap/>

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PCC's Employee Assistance Program (EAP) is administered by Uprise Health (formerly Reliant Behavioral Health). The EAP provides services to help people privately resolve problems that may interfere with work, family, and other important areas of life. The EAP provides FREE and confidential services to eligible employees, their spouses or domestic partners, dependents, and household members, related or not. In regard to confidential counseling, this includes up to six face-to-face counseling sessions for each new issue, including relationship, family, stress, anxiety, and other common challenges.

Substance Abuse Help Lines:

SAMHSA's National Helpline, 1-800-662-HELP (4357), via text message: 435748 (HELP4U), or TTY: 1-800-487-4889

Drug and Alcohol Abuse Hotline 800-621-1646

Narcotics Anonymous Help Line 877-233-4287

1 (800) 923-HELP

Spanish: 1 (877) 515-7848

1 (877) 553-TEEN

Tobacco Quit Line

1 (800) QUIT-NOW

1 (877) 2NO-FUME (Spanish)

Gambling Quit Line

1 (877) MY-LIMIT

Other Resources

Self-Assessment

Quiz - Should I get help?

Gaming Addiction Self Quiz

Substance Abuse Support Groups

SMART Recovery

Al-Anon/Alateen

Multnomah County Addictions Services

Alcoholics Anonymous

Oregon Partnership (Drug and Alcohol Addiction Treatment)

Process Addiction Resources:

Definition: process addictions include gambling disorder, internet gaming disorder, internet addiction, food addiction, hypersexuality, shopping addiction, exercise addiction, and tanning addiction.

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Oregon Problem Gambling Resource

Internet Gaming Addiction Treatment Guidance

Sex Addicts Anonymous (SAA)

Sexaholics Anonymous Portland Metro

Portland Sex and Love Addicts Anonymous

Counseling

Promoting Access to Hope "PATH"

Multnomah County Addictions Services Provider List

Cascadia Behavioral Health

Central City Concern

CODA

Lifeworks NW

Oregon Trail Recovery

Culturally Specific Care

NARA

Bienestar de la Familia

The Miracle Club

OHSU Intercultural Psychiatric Care

Residential Treatment (RT) Resources:

Definition: RT provides 24-hour supervision and structured care within a safe, non-hospital environment. In contrast to outpatient treatment, people remain in the facility and do not return home or to work during treatment. Residential treatment programs typically include counseling and other behavioral health services, and many also support co-occurring mental health disorders, depending on the level of care and a person's needs.

NARA

CODA

Cedar Hills Substance Abuse Program

Multnomah County Addictions Services Provider List

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Medical

Hooper Detox

Cedar Hills Substance Abuse Program

Oregon Health Plan (Application Center) 800-699-9075

Oregon SAFENET 1-800-SAFENET, (800-723-3638)

Websites

Drug and Alcohol Abuse Hotline <https://www.samhsa.gov/find-help/national-helpline>

APPENDIX D

DEFINITIONS OF CRIMES: SEXUAL ASSAULT, DOMESTIC VIOLENCE, INTIMATE PARTNER VIOLENCE AND STALKING

Rape and sexual assault

ORS 163.375 Rape in the first degree. [Known as Rape 1]

(1) A person who has sexual intercourse with another person commits the crime of rape in the first degree if:

- (a) The victim is subjected to forcible compulsion by the person;
- (b) The victim is under 12 years of age;
- (c) The victim is under 16 years of age and is the person's sibling, of the whole or half blood, the person's child or the person's spouse's child; or
- (d) The victim is incapable of consent by reason of mental defect, mental incapacitation or physical helplessness.

(2) Rape in the first degree is a Class A felony. Penalties include a fine of up to \$375,000, up to 20 years in prison, or both. (Ore. Rev. Stat. §§ 161.605, 161.625, 163.375 (2017).)

ORS 163.365 Rape in the second degree. [Known as Rape 2]

(1) A person who has sexual intercourse with another person commits the crime of rape in the second degree if the other person is under 14 years of age.

(2) Rape in the second degree is a Class B felony. Penalties include a fine of up to \$250,000, up to ten years in prison, or both. (Ore. Rev. Stat. §§ 161.605, 161.625, 163.345, 163.365 (2018).)

ORS 163.355 Rape in the third degree. [Known as Rape 3]

(1) A person commits the crime of rape in the third degree if the person has sexual intercourse with another person under 16 years of age.

(2) Rape in the third degree is a Class C felony. Penalties include a fine of up to \$125,000, up to five years in prison, or both. (Ore. Rev. Stat. §§ 161.605, 161.625, 163.345, 163.355 (2018).)

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First degree unlawful sexual penetration includes sexual penetration (with a body part or object other than the penis or mouth) that occurs between a minor younger than 12 and a defendant of any age. This offense is a Class A felony, which can incur a fine of up to \$375,000, up to 20 years in prison, or both. (Ore. Rev. Stat. §§ 161.605, 161.625, 163.411 (2018).)

Second degree unlawful sexual penetration includes sexual penetration between a minor who is 12 or 13, and a defendant who is at least three years older than the victim. This offense is a Class B felony. Penalties include a fine of up to \$250,000, up to ten years in prison, or both. (Ore. Rev. Stat. §§ 161.605, 161.625, 163.345, 163.408 (2018).)

First degree sexual abuse includes sexual contact (sexual touching, other than penetration, meant to arouse or gratify sexual desire) between a minor younger than 14 and a defendant who is at least three years older. This offense is a Class B felony. Penalties include a fine of up to \$250,000, up to ten years in prison, or both. (Ore. Rev. Stat. §§ 161.605, 161.625, 163.345, 163.427 (2018).)

Second degree sexual abuse includes sexual penetration, oral sex, or anal sex between a minor who is 14, 15, 16, or 17 and a defendant over the age of 21 who is or was the victim's coach. Punishments can include imprisonment and post-prison supervision, depending on such factors as the defendant's criminal history. (Ore. Rev. Stat. §§ 163.425, 163.426 (2018).)

Third degree sexual abuse includes sexual contact between a minor who is 14, 15, 16, or 17, and a defendant who is at least three years older. This offense is a class A *misdemeanor*. Penalties include a fine of up to \$6,250, up to one year in jail, or both. (Ore. Rev. Stat. §§ 161.615, 161.635, 163.345, 163.415 (2018).)

ORS 107.705(1) Domestic Violence

Domestic abuse is when a family or household member:

- attempts to hurt you physically;
- actually hurts you physically (intentionally, recklessly or knowingly);
- intimidates or makes you afraid of serious physical injury (intentionally, recklessly or knowingly); or
- makes you have sex against your will by force or threat of force.

All forms of *assault and battery* are illegal. However, there are special *domestic violence laws* that criminalize acts of assault and battery between family and household members. Under Oregon's Family Abuse Protection Act, domestic abuse is defined as the occurrence of one or more of the following acts between family or household members:

- Attempting to cause or intentionally, knowingly, or recklessly causing bodily injury.
- Intentionally, knowingly, or recklessly placing another in fear of imminent bodily injury, or
- Causing another to engage in involuntary sexual relations by force or threat of force.

Under Oregon's domestic violence laws, "family or household members" can only mean one of the following groups of people:

- Spouses
- Former spouses
- Adults related by blood, marriage, or adoption

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- People who are living together, or who have previously lived together
- People who have been involved in a sexually intimate relationship within the last two years, or
- The unmarried parents of a child.

Intimate Partner Violence

Intimate partner violence is physical, sexual, or psychological harm by a current or former intimate partner or spouse. The partners do not have to be living together and can be the same or opposite sex.

- **Physical Violence:** Using force to hurt someone
- **Sexual Violence:** Use of physical force to compel a person to engage in a sexual act against their will, or when they are unable to give consent
- **Threats of Violence or Sexual Violence:** Use of words, gestures, weapons, etc. to communicate intent to cause harm
- **Psychological/Emotional Violence:** Attacking one's psychological/emotional

For more information visit [Intimate Partner Violence |Violence Prevention|Injury Center|CDC](#)

Teen Dating Violence

- **Teen dating violence** (TDV), also called, "dating violence", is an **adverse childhood experience** that affects millions of young people in the United States. Dating violence can take place in person, online, or through technology. It is a type of **intimate partner violence** that can include the following types of behavior:
- **Physical violence** is when a person hurts or tries to hurt a partner by hitting, kicking, or using another type of physical force.
- **Sexual violence** is forcing or attempting to force a partner to take part in a sex act and or sexual touching when the partner does not or cannot consent. It also includes non-physical sexual behaviors like posting or sharing sexual pictures of a partner without their consent or sexting someone without their consent.
- **Psychological aggression** is the use of verbal and non-verbal communication with the intent to harm a partner mentally or emotionally and/or exert control over a partner.
- **Stalking** is a pattern of repeated, unwanted attention and contact by a partner that causes fear or concern for one's own safety or the safety of someone close to the victim.
- **Teen dating violence** has profound impact on lifelong health, opportunity, and well-being. Unhealthy relationships can start early and last a lifetime. The good news is violence is preventable and we can all help young people grow up violence-free.

For more information visit [Preventing Teen Dating Violence |Violence Prevention|Injury Center|CDC](#)

ORS 163.732 Stalking

(1) A person commits the crime of stalking if:

- (a) The person knowingly alarms or coerces another person or a member of that person's immediate family or household by engaging in repeated and unwanted contact with the other person;

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- (b) It is objectively reasonable for a person in the victim's situation to have been alarmed or coerced by the contact; and
- (c) The repeated and unwanted contact causes the victim reasonable apprehension regarding the personal safety of the victim or a member of the victim's immediate family or household.

(2)(a) Stalking is a Class A misdemeanor.

- (b) Notwithstanding paragraph (a) of this subsection, stalking is a Class C felony if the person has a prior conviction for:
 - (A) Stalking; or
 - (B) Violating a court's stalking protective order.
- (c) When stalking is a Class C felony pursuant to paragraph (b) of this subsection, stalking shall be classified as a person felony and as crime category 8 of the sentencing guidelines grid of the Oregon Criminal Justice Commission. [1993 c.626 §2; 1995 c.353 §2]

For more information visit [Stalking - Oregon Department of Justice \(state.or.us\)](#)

For more information visit [Stalking Resource Center – The National Center for Victims of Crime.](#)

APPENDIX D

STAYING SAFE ON CAMPUS/RISK REDUCTION

College campuses can give you a sense of security—a feeling that everyone knows each other and watches out for one another. There are perpetrators who take advantage of this feeling of safety and security to commit acts of sexual violence.

We can all take steps to increase safety on college campuses. As [bystanders](#), students can learn ways of [stepping in](#) to prevent crimes like sexual assault from occurring. When it comes to personal safety, there are steps you can take as well, and some of those tips are outlined below. No tips can absolutely guarantee safety—sexual violence can happen to anyone, and it's not the only crime that can occur on a college campus. It's important to remember that if you are sexually assaulted on campus it is not your fault—help and support are available.

INCREASING ON-CAMPUS SAFETY

The following tips may reduce your risk for many different types of crimes, including sexual violence.

- **Know your resources.** Who should you contact if you or a friend needs help? Where should you go? Locate resources such as the campus health center, campus police station, and a local sexual assault service provider. Notice where emergency phones are located on campus, and program the campus security number into your cell phone for easy access.
- **Stay alert.** When you're moving around on campus or in the surrounding neighborhood, be aware of your surroundings. Consider inviting a friend to join you or asking campus security for an escort. If you're

alone, only use headphones in one ear to stay aware of your surroundings.

- **Be careful about posting your location.** Many social media sites, like Facebook and Foursquare, use geolocation to publicly share your location. Consider disabling this function and reviewing other [social media settings](#).
- **Make others earn your trust.** A college environment can foster a false sense of security. They may feel like fast friends, but give people time to earn your trust before relying on them.
- **Think about Plan B.** Spend some time thinking about back-up plans for potentially sticky situations. If your phone dies, do you have a few numbers memorized to get help? Do you have emergency cash in case you can't use a credit card? Do you have the address to your dorm or college memorized? If you drive, is there a spare key hidden, gas in your car, and a set of jumper cables?
- **Be secure.** Lock your door and windows when you're asleep and when you leave the room. If people constantly prop open the main door to the dorm or apartment, tell security or a trusted authority figure.

SAFETY IN SOCIAL SETTINGS

It's possible to relax and have a good time while still making safety a priority. Consider these tips for staying safe and looking out for your friends in social settings.

- **Make a plan.** If you're going to a party, go with people you trust. Agree to watch out for each other and plan to leave together. If your plans change, make sure to touch base with the other people in your group. Don't leave someone stranded in an unfamiliar or unsafe situation.
- **Protect your drink.** Don't leave your drink unattended, and watch out for your friends' drinks if you can. If you go to the bathroom or step outside, take the drink with you or toss it out. Drink from unopened containers or drinks you watched being made and poured. It's not always possible to know if something has been added to someone's drink. In [drug-facilitated sexual assault](#), a perpetrator could use a substance that has no color, taste, or odor.
- **Know your limits.** Keep track of how many drinks you've had, and be aware of your friends' behavior. If one of you feels extremely tired or more drunk than you should, you may have been drugged. Leave the party or situation and find help immediately.
- **It's okay to lie.** If you want to exit a situation immediately and are concerned about frightening or upsetting someone, it's okay to lie. You are never obligated to remain in a situation that makes you feel uncomfortable, [pressured](#), or threatened. You can also lie to help a friend leave a situation that you think may be dangerous. Some excuses you could use are needing to take care of another friend or family member, an urgent phone call, not feeling well, and having to be somewhere else by a certain time.
- **Be a good friend.** Trust your instincts. If you notice something that doesn't feel right, it probably isn't. Learn more about how to [keep your friends safe](#) in social settings.

FEELING SAFE AFTER AN ASSAULT

If you have experienced sexual assault, there are steps you can take to feel safer.

- **Make use of on-campus resources.** Colleges often provide a host of services to students for free, including security escorts, health centers, psychological services, and sexual assault services.
- **Request a schedule or housing change.** If you have classes with the perpetrator or live in the same building, you can request a change from your college administration. Federal laws, such as the [Campus SaVE Act](#), require colleges to honor these requests.
- **Access off-campus support services.** If you are concerned about anonymity, you can seek out resources located off campus in the community, like a [local sexual assault service provider](#) or domestic violence shelter.
- **Seek a civil protection order (CPO).** A CPO, sometimes also referred to as a temporary restraining order (TPO), is a legal document that bars an individual from certain types of contact with the person who is awarded the order. An individual who violates the terms of the restraining order can face criminal charges. Each state has its own rules and regulations for Sexual Assault CPOs that you can learn more about through the [American Bar Association](#).
- **Create a safety plan.** If you are concerned for your ongoing safety, it can be worthwhile to create a safety plan. [Safety planning](#) is about finding ways to be safe in the present while planning for your future safety as well.

ADDITIONAL RESOURCES FOR STUDENTS

- Learn ways to [get involved on your campus](#) and share important information about sexual violence.
- [Rate](#) your college's sexual assault prevention program.
- The laws about consent vary by state and situation. It can make the topic confusing, but you don't have to be a legal expert to understand [how consent plays out in real life](#).
- Learn about ways to protect your friends and take [steps to prevent sexual assault](#).
- If you are planning a trip—or semester—abroad, be sure to think about [safety as part of your travel preparations](#).
- Did you experience sexual violence while studying abroad? [Watch this video](#) to learn more about help when you return home.

To speak with someone who is trained to help, call the National Sexual Assault Hotline at 800.656.HOPE (4673) or chat online at online.rainn.org.

