

Campus Security  
Annual Report  
2013

**Wilsonville**

Oregon Institute of Technology  
Campus Safety Department

Emergency: 911  
Office: 541-885-1111

*Partners for a Safe Campus*

# Annual Security Report

## **Preparation and Disclosure of Annual Crime Statistics**

Oregon Tech Campus Safety, with assistance from Risk Management, generates this report annually to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics. The report is also prepared with cooperation from the Clackamas County Sheriff's Office for on/off-campus and adjacent-to-campus reported crimes. The statistics provided are a culmination of crime reporting by the Clackamas County Sheriff's Office as they are the only law enforcement agency within the city of Wilsonville, Oregon. Campus crime, arrest and referral statistics include those reported to the Campus Safety department, and the Dean of Students, along with other designated campus officials.

Each year, an e-mail notification is made to all enrolled faculty, staff members and students that provides the web site link to access this ASR report. Paper copies of the report may also be obtained by calling 503.821.1291. All prospective employees may obtain a copy of this report from Human Resources in the Snell Hall Administrative building (in Klamath Falls), room 109, or by calling 541.885.1074.

## **Campus Background**

Oregon Institute of Technology serves students and employers in the Portland metropolitan area by offering university degree programs at the Oregon Tech Wilsonville Campus. Oregon Tech's high-demand Bachelor's and Master's degrees are accessible to traditional full-time students, community college transfer students, working professionals, and busy adults by offering day, evening, weekend, hybrid, and online courses.

Oregon Tech Wilsonville opened its doors to students for fall term in 2012 which began in earnest on September 24, 2012. Oregon Tech consolidated four Portland metro area sites to one site at Wilsonville, Oregon. This allowed Oregon Tech to double the number of students it serves in the Portland metro area.

The Oregon Tech Wilsonville Campus is designed to provide an industry-focused, urban university experience at the heart of the "Silicon Forest." Our mission is to serve students and employees by educating a highly trained and globally competitive workforce in engineering, technology, management, and health sciences.

The Oregon Tech degree programs offered at the Wilsonville Campus are included under the institutional accreditation by the Northwest Commission on Colleges and Universities, the same agency that accredits all Oregon University System (OUS) institutions. Additionally, ABET accredits our engineering (ABET-EAC) and engineering technology (ABET-TAC) programs. Engineering and engineering technology programs offered at Oregon Tech Wilsonville list their respective ABET accreditation status on their website and catalog page.

Oregon Tech Wilsonville offers twelve Bachelor of Science degree programs, one Bachelor of Applied Science, one Associate of Applied Science, and two Master of Science programs.

## **Campus Crime Awareness and Campus Security Act**

This annual report summary is provided in compliance with the federal Campus Crime Awareness and Campus Security Act of 1990 (Title II, Public Law 101-542, Nov. 1990) and the Higher Education Opportunity Act of 2008. Information is reviewed and updated on an annual basis. A complete listing by category can be obtained on the Oregon Tech Campus Safety web page. If you have information for inclusion, or questions, comments or remarks, contact Campus Safety or the Vice President for Student Affairs.

## **Campus Safety is a Shared Responsibility**

Campus safety at Oregon Tech involves students, faculty and staff. It is Oregon Tech's desire to create and promote an open environment that encourages learning and freedom among all who attend or visit the university. Your safety is an important part of your educational and occupational experience.

If you see or suspect a crime in progress within the campus boundaries or adjacent properties, report it immediately to the Clackamas County 911 Emergency Services by calling **911**. Everyone needs to be an active member of our campus community to report crimes and point out safety concerns to the appropriate departments or agencies. It is our collective responsibility to help keep our campus crime-free. Whether a victim or bystander, everyone can play an important role in keeping our community safe.

## **Campus Environment**

Oregon Institute of Technology, a member of the Oregon University System, serves students from all over the world. It is the only accredited public technological university in the Northwest. The Wilsonville campus is located in Wilsonville, Oregon, a suburb of the city of Portland. Oregon Tech maintains an "open campus" with no physical barriers between the university and the community.

## **Campus Safety Programs and Trainings:**

Annually, the Campus Safety department teams up with other departments or members of the community to provide trainings to faculty, staff and students. The Dean of Students along with Student Health personnel provides information about personal safety and responsibility along with information about reporting crimes.

## **General Safety**

No university campus or community is totally risk-free. Each person must contribute to fostering a safe learning environment by using common precautions and practicing crime prevention. These measures help reduce vulnerability as well as opportunities for criminal activity on campus.

There is no easy way to stop campus crime. However, to reduce risks, Oregon Tech has initiated the steps described in this report. Oregon Tech's Campus Safety program, directed by the Vice President for Student Affairs through the Campus Safety Director, is a proactive approach incorporating visibility, education, prevention and immediate response to campus incidents.

## **Service**

Campus Safety provides coordination with local law enforcement and crime prevention services. Crimes can also be reported to the Office Manager, Director of Operations, Associate Vice President-Strategic Partnerships, and the Vice President for Student Affairs.

## **Campus Safety and Clackamas County Sheriff's Office**

Oregon Tech and the Clackamas County Sheriff's Office (CCSO) have a history of coordination and cooperation in responding to crime on campus and areas adjacent to campus.

Any major crime incidents on campus will be handled by the Clackamas County Sheriff's Office. As a general operating procedure, CCSO will conduct all investigations and make arrests as the responsible law enforcement jurisdiction.

## **Crime Prevention and Education**

Campus Safety, staff, faculty and students work together on personal safety and preparedness to assist others in time of need. This strategy works! Each individual is responsible for taking basic precautions such as walking in pairs at night, locking office and car doors, and securing personal valuables when unattended. Campus Safety is always available to meet with individuals, groups and clubs to discuss safety, crime prevention methods and related issues.

Campus Safety actively supports crime prevention through a number of activities. Campus Safety Department employees provide educational talks, workshops and information exchanges throughout the academic year.

*Campus Safety provides the following crime prevention services:*

- Incident and crime reports
- Crime information and data to local police agencies
- Timely notices of criminal activity

When campus crimes occur, Campus Safety will notify the campus community to educate and inform members as a crime deterrent. If you have information or questions, contact Campus Safety at 541.885.1111.

## **Excluded Crimes**

In some cases an incident that is reported as a crime may not be included in the annual report. Each of the following five standards must be met for an incident to be included in the annual report:

- 1. Reported to the Proper Authorities** – The incident must be reported to law enforcement or a person who, according to the Clery Act, is defined as a Campus Security Authority. A person designated as a Campus security authority does not only mean a person employed by the University security department, but is applied to any person who works for the University in a paid or volunteer status and has significant responsibilities for student activities. For example: professors, student advisors, resident advisors, coaches for university athletics and persons who perform security functions at campus recreational facilities are considered campus security authorities.

If you are someone whom a student reasonably believes that he or she can report a crime to and expect that the matter will be addressed directly through your intervention or that you will contact law enforcement for a response, then you are campus security authority.

2. **Listed Crimes** – The crime must be one of those listed in the Clery Act as a reportable crime.
3. **Reportable Area** – The crime must have occurred in one of the reportable areas. Every reportable crime occurring within the boundaries of campus is in a reportable area. The two remaining areas are a little more difficult to define. Perimeter streets are described in the following way: “Sidewalk – Street – Sidewalk”. This means that a reportable crime occurring on the sidewalk on either side of a perimeter street is reportable as are incidents occurring in the street. But an incident occurring in a building (a privately owned store) on the distant side of a perimeter street would not be included. Unfortunately, most law enforcement agencies do not distinguish where a crime occurs with this degree of detail. Crimes are usually located by street and house numbers.
4. **Made In Good Faith** – For an incident to be included there must be a determination that the report is made in good faith. Supporting evidence makes this determination easy, but such evidence is not always available. In such a case the credibility of the person making the report is considered. When the incident is reported to us through a law enforcement agency, we assume that this determination has already been made.
5. **Not Unfounded** – If in the case of a particular incident, law enforcement determines that the incident could not have occurred or did not occur, i.e., a false report, the crime would not be included in the annual report.

### **Reporting a Crime**

In the event of a crime or emergency, contact 911. This number will reach the Clackamas County 911 Dispatch Center.

Crimes can also be reported to the following persons or offices:

- Director of Operations @ 503.821.1291
- Vice President for Student Affairs @ 541.885.1013
- Executive Assistant to the Associate Provost @ 503.821.1291
- Campus Safety Office @ 541.885.1111

### **Building Access and Safety**

The campus is open Monday through Friday, 7:00 a.m. to 10:00 p.m. and Saturdays from 7:00 a.m. to 6:00 p.m. Access to the building is limited during evenings and weekends. The building is locked after evening activities are completed.

Unauthorized entry to, or use of, the college facilities, including the building and grounds, is prohibited. Building access for special use, or use during non-business hours, requires prior approval. If you are working alone or will be in the building after normal work hours or on weekends, notify Wilsonville staff of your entry time and location. This is for your safety.

### **Security of Campus Grounds**

The university is committed to campus safety and security. Currently, Oregon Tech Wilsonville has contracted security services on campus. Parking lots, pedestrian walkways, high-traffic areas, buildings, exterior lighting and grounds are checked during patrols. Doors are secured each evening. Shrubs, trees and vegetation are trimmed regularly by maintenance staff. Members of the campus community are encouraged to report all hazards, exterior lighting deficiencies or grounds problems to maintenance at 503.821.1262.

### **Keys**

Members of the campus community are issued prox card key to help access their place of business on campus. If a prox card key is lost, misplaced or stolen, it should be reported to the Wilsonville Office Manager immediately. Campus prox keys may not be duplicated, transferred or loaned to others. Report all lost keys immediately.

### **Fire Safety**

If you discover or suspect that there is a fire, pull the nearest fire alarm and exit the building. Make an attempt to warn others as you leave. Contact 911 to summon the Fire Department. Do not re-enter the building until fire personnel give permission. The silencing of a fire alarm does not mean it is safe to return to a building.

### **Standards of Conduct**

Disciplinary sanctions as serious as suspension or expulsion from the university may be imposed against any students found guilty of committing, attempting to commit or intentionally assisting in any of the offenses listed in the *Student Code of Conduct*. These offenses include but are not limited to selling or distributing illicit drugs, actions that result in serious injury or death of another person(s), rape, acquaintance rape, or other forcible or non-forcible sex offenses.

### **Alcohol and Drug Policy**

Oregon Tech participates in the “Drug Free Schools and Community Act” (Public Law 101-226, Sec. 22) and is committed to providing an environment that maximizes the potential for a drug- and alcohol-free lifestyle. Possession, consumption or furnishing alcoholic beverages on campus is prohibited, except on special sanctioned occasions.

The use, possession, sale, giving or exchanging of controlled substances or illegal drugs is prohibited on campus by state law and university policy. Persons violating these prohibitions are subject to discipline and corrective intervention by the university, including suspension, expulsion and filing of criminal charges. Health risks associated with misuse and abuse of mind-

altering drugs, controlled substances and alcohol include, but are not limited to: diminished immunity; physical and psychological dependence; brain, pancreas, kidney and lung damage; high blood pressure; heart attack; strokes; ulcers; birth defects; and death.

The Student Health Center provides assessment and referral service to students and serves as an alcohol and drug abuse information and educational resource.

### **Firearms, Munitions and Explosives**

Except as expressly authorized by law or university regulations, possession, use or threatening use of firearms, fireworks, other weapons, ammunition, explosives, chemicals or any objects that may be used as a weapon are strictly prohibited on university property or at university sponsored or supervised activities. Concealed weapons are prohibited, even with an authorized permit, following from university internal policies. Professional law enforcement officers acting in the scope of their professional position are the only persons permitted to possess firearms on campus.

### **Clery Crime Definitions**

**Homicide and non-negligent manslaughter:** The willful killing of one human being by another.

**Negligent manslaughter:** The killing of another person by gross negligence.

**Forcible sex offenses:** Forcible is defined as any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. There are four types of forcible sex offenses:

- Forcible Rape
- Forcible Sodomy
- Sexual Assault with an Object
- Forcible Fondling

**Non-forcible sex offenses:** Non-forcible is defined as incidents of unlawful, non-forcible sexual intercourse. Only two types of offenses are included in this definition:

- Incest
- Statutory Rape

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

**Aggravated assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury.

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

**Motor vehicle theft:** The theft or attempted theft of a motor vehicle.

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

### **Hate Crime Definitions**

**Hate crimes:** Any of the aforementioned offenses, and any other crime involving bodily injury reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. *Bias-A preformed negative opinion or attitude toward a group of persons based on their actual or perceived race, gender, gender identity, religion, disability, sexual orientation, ethnicity or national origin.*

Categories of bias are:

- Race
- Gender
- Religion
- Sexual Orientation / Gender Identity
- Ethnicity / National Origin
- Disability

In addition to the standard list of Clery reportable crimes, the following crimes are classified as hate crimes when there is evidence that the offense was committed with bias against a protected class, as described above.

- Larceny-theft
- Simple assault
- Intimidation
- Destruction/damage/vandalism of property

### **Liquor, Drug and Weapon Law Offenses**

**Liquor, drug and weapon law offenses:** Any violation of liquor, drug or weapon laws.

**Driving under the Influence of Intoxicants** is not reportable because it is a driving crime and not a liquor crime unless the driver is also a minor or the means of intoxication is an illegal drug.

## **Sexual Offenses on Campus**

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013 (VAWA) (Pub. Law 113-4), which, among other provisions, amended section 485(f) of the Higher Education Act of 1965, as amended (HEA), otherwise known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). The Clery Act requires institutions of higher education to comply with certain campus safety and security-related requirements as a condition of participating in the Federal student financial aid programs authorized by Title IV of the HEA. Notably, VAWA amended the Clery Act to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault, and stalking and to include certain policies, procedures, and programs pertaining to these incidents in their annual security reports (ASRs). The statute requires institutions to include this new information in the ASR beginning with the ASR that must be provided to students, employees, and prospective students and employees by October 1, 2014.

## **Programs and Available Training for Sexual Offenses Awareness and Prevention**

By the fall term of 2014, Oregon Tech will institute mandatory training programs for all employees and students. These programs will promote the prevention and awareness of the following sexual offenses:

- Rape and acquaintance rape
- Domestic Violence
- Dating Violence
- Sexual Assault
- Stalking

The educational training programs will also include the recognition of signs of abusive behavior along with safe and positive options for bystander intervention an individual may take to prevent harm if/when intervening in risky situations observed by the said bystander. Ongoing prevention and awareness campaigns for students and all employees will follow after the fall programs are completed.

## **Definitions of Sexual Crimes/Offenses**

**Dating Violence:** The term “dating violence” means violence committed by a person—

- (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - (i) The length of the relationship.
  - (ii) The type of relationship.
  - (iii) The frequency of interaction between the persons involved in the relationship.

**Domestic violence:** The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse 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, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, 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.

**Stalking:** The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to— (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

The Oregon Revised Statutes (O.R.S.) **163.732** defines **Stalking** as:

(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;
- (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.

**Sexual Assault:** Sexual assault is any non-consensual sexual contact. It includes any intentional sexual touching, however slight, that is without consent and/or by force. Anyone can be the target of sexual assault, regardless of age, gender, race, ethnicity, sexual orientation, sexual history or social class. Acquaintances (people who know each other in some way) are involved in 85 percent of campus sexual assaults in the United States. Sexual assault is also a form of sexual harassment.

**Sexual Harassment:** Sexual harassment is unwelcomed conduct of a sexual nature. Oregon Tech is committed to providing a respectful environment for all its members. Sexual harassment of students, faculty or staff by other members of the university community is prohibited and will not be tolerated.

Sexual harassment is a violation of Federal Law (Titles VII and IX) and the Oregon University Administrative Rule 580-015-0015 along with Oregon Administrative Rule 578-12-0010(1)(2) prohibiting any form of discrimination. Sexual harassment is a prohibited act normally resulting in disciplinary proceedings against the perpetrator. Unwanted sexual activity by persons abusing positions of economic, supervisory or academic power is undesirable and oppressive. Sexual harassment is also sex discrimination which is against the law and administrative rules.

If you believe you are being or have been sexually harassed, please contact the Human Resources Director. The Title IX Coordinator Ron McCutcheon (541-885-1108 or 541-331-1855 after business hours) for Oregon Tech and will deal with all harassment matters directly and confidentially. The Title IX Coordinator is also the Oregon Tech Director of Human Resources/Affirmative Action Officer/Chief Diversity Officer/Civil Rights Officer. Complaints are handled in accordance with Oregon Tech Policy 21-25; retaliation also is prohibited.

**Consent:** One of the most important areas for someone to be aware of is the area of consent. It is the responsibility of the parties to both give and receive consent in a clear, concise and mutually understood manner. Consent once given can be revoked at any time. Just because consent was given in the past each new contact should clearly establish consent between everyone involved.

The Oregon Revised Statutes defines the inability to consent as:

**Oregon Revised Statute (O.R.S) 163.315/Incapacity to consent; effect of lack of resistance.**

(1) A person is considered incapable of consenting to a sexual act if the person is:

- (a) Under 18 years of age;
- (b) Mentally defective;
- (c) Mentally incapacitated; or
- (d) Physically helpless.

(2) A lack of verbal or physical resistance does not, by itself, constitute consent but may be considered by the trier of fact along with all other relevant evidence. [1971 c.743 §105; 1999 c.949 §2; 2001 c.104 §52]

**Evaluate and Communicate Your Intentions**

Domestic Violence, Dating Violence, Stalking and Sexual Assault are issues that impact both women and men. Because the largest percentage of all university related rapes, dating violence and stalking are committed by acquaintances, it is important that you decide what you want to happen in intimate situations.

Both women and men should consider the following:

- Pay close attention to what is happening around you. Clearly communicate your desires, limits and intentions to your date, partner, or friend.
- Intercourse becomes rape when a person is under the influence of any intoxicating or controlled substance and is thereby prevented from resisting or consenting to the sexual contact. Be aware that alcohol and other drugs can impair your judgment; make you slow or unable to escape from a dangerous situation.
- Previous sexual contact, regardless of frequency, does not constitute consent for sexual activity in the present or future. A current or previous dating relationship does not constitute the basis for implied consent.
- Do not assume that sexual intercourse is permissible if a person is dressed in a certain way or is incapacitated and does not give consent.
- Being turned down for sexual activity is not necessarily a personal rejection. It should be accepted as expressed because "NO" means "NO."
- Assaultive behavior is never acceptable.

**If You Are Sexually Assaulted**

Remember that you are not to blame—no one deserves to be sexually assaulted.

You should contact one of the following offices: Campus Public Safety, Vice President for Student Affairs, Student Health, or the Clackamas County Sheriff's Office.

- For the Vice President for Student Affairs office, call 541.885.1011.
- For Clackamas County Sheriff's Office assistance, call 911 (on or off campus).
- For Campus Safety assistance, call 541.885.1111.
- Talk to someone you trust about the incident—a good friend, a family member, and/or a member of the university community. Talking to someone can help you clarify your options.
- Do not wash, shower, douche, change, destroy or clean the clothes you wore during the assault. These provide vital evidence should you later decide to prosecute.

- Contacting the sheriff's office does not mean you must press charges. Ask about filing an "informational" (informal) report, which covers the expenses for a rape exam and provides a record of the incident if you later decide to file charges.

Whether or not criminal charges are filed, a campus administrative investigation will be conducted and handled through the Dean of Students/Vice President of Student Affairs office **if the incident is officially reported to this office**. Campus sanctions can be imposed regardless of the criminal investigation.

### Rape Evidence Collection Examination

A rape exam provides essential treatment for exposure to sexually transmitted diseases and pregnancy. It also collects evidence to be used against your assailant should if pressing charges is the victim's course of action. The exam must be completed within 84 hours of the sexual assault. The examination will be conducted at a medical facility by a certified Sexual Assault Nurse Examiner (S.A.N.E.).

### General Medical Attention

You can receive medical attention from the following areas:

- **Multnomah County Walk-In Clinic** – 2415 SE 43rd Ave, Portland, OR. Open 7 am to 10:30 pm, seven days a week. <https://web.multco.us/mhas/mental-health-crisis-intervention>
- **Geneva Health Center & Urgent Care** – In Wilsonville. Provides both primary care and urgent care walk-in appointments. Phone: 503-685-9165. <http://genevahealthcenters.com/wilsonville>

### For Immediate Counseling

- Stop by the Wilsonville main office and ask to see Leanne Reed. She is available at 503.821.1356
- The **Clackamas County Crisis Line** is also available for advocacy and consultation. The 24-hour hotline is 503.655.8585 (ask to speak to a crisis counselor).
- The **Multnomah County Crisis Line** is 503.988-4888
- The **Washington County Crisis Line** is 503.291.9111
- Campus Safety at 541.885.1111 has emergency contact capability for counselors who can assist after business hours.

### Additional Reporting Information and Options

- Oregon Tech Vice President for Student Affairs Office at 541.885.1011. This office can help you explore potential university judicial disciplinary actions that could follow an incident of sexual assault or relationship violence in compliance with the Oregon Tech Student Code of Conduct, which governs internal disciplinary sanctions and procedures.
- Oregon Tech takes sexual and relationship violence very seriously. Another reporting option for crimes of sexual and dating violence can be anonymously reported by completing an Anonymous Report Form for sexual or relationship violence. It is available on line through the Office of Student Affairs at <http://www.oit.edu/docs/default-source/Student-Affairs-/anonymous-report.pdf?sfvrsn=0> Once the form is filled out, it can be placed in an envelope and mailed or delivered to either the Office of Student Affairs or the Integrated Student Health Center. The form includes addresses for both locations. If the survivor wishes for the crime to be recorded in university statistics, a section on the report form will need to be completed. All details are on the anonymous reporting form. **Filling out the available form does not constitute a police report or a student conduct report. Please read the entire Sexual Assault portion of this annual report for more information on reporting a sexual crime to authorities.**
- Oregon Tech Campus Safety at 541.885.1111. They will help you in any manner possible, including contacting a counselor, helping you get a medical exam, reporting an assault to the Clackamas County Sheriff's Office.
- Clackamas County Sheriff's Office at 503.682.1012 or call 911 in an emergency. They hold jurisdiction for any criminal action occurring in the city of Klamath Falls. Officers will respond and assist in getting an incident documented and can follow up on any needed action.

If you are sexually harassed, assaulted, or a victim of sexual violence, you should contact the Title IX Coordinator Ron McCutcheon at 541.885.1800 or 541.331.1855 after business hours. (<http://www.oit.edu/faculty-staff/human-resources/contact-us>)

Student Health Counseling Center at 541.885.1800 can assist with any medical or counseling resources you may seek (<http://www.oit.edu/campus-life/student-health>).

## Explore Reporting Options

If the police or Campus Safety are contacted, you can choose to make either an "informational (informal) report" or a formal report. A formal report initiates a criminal investigation. An informational report is not activated until you file a formal complaint and ask police to do so. All informal as well as formal reports are forwarded to the Dean of Students for review and appropriate action.

- You can explore reporting options with Campus Safety 541.885.1111. Ask to speak with an officer. You do not have to fill out a report or press charges against the offender. A campus administrative investigation will be conducted based upon the information received.
- You can report a sexual assault up to six years after it occurred without any DNA evidence or up to 12 years if there is DNA evidence. Call 541.885.1111 and ask to speak with an officer regarding a "personal matter." You do not have to give your name. The officer will talk to you then or call you back.
- You have the right to have someone present with you (an Advocate) during a medical examination, police report, or meeting with Public Safety.
- When reports are made relative to domestic violence, dating violence, sexual assault and stalking, the Dean of Students/Vice President of Student Affairs will work with Campus Safety to investigate the incident, assign charges, invoke interim sanctions (including, but not limited to, removal from residence hall, reassigning classes, removal from campus and interim suspension) when necessary, conduct a hearing and determine an outcome based on the **preponderance of evidence (*Superiority in weight of an evidence that is more convincing [even if minimally] than the evidence presented by the other party. In a civil case, the jury is instructed to determine which party on the whole has preponderance of evidence, and to return a verdict in its favor.*)** Following a report of domestic violence, dating violence, sexual assault or stalking, a survivor is provided a letter from the Dean of Students that identifies campus and community resources, and explains the student conduct process should a survivor wish to participate in the process. The contact name and number for the Dean of Students will be provided within the letter. The Dean of Students will assist the survivor throughout the process.

## Sanctions Process

Following an on-campus disciplinary procedure, university sanctions for domestic or dating violence, rape, acquaintance rape or other sex offenses include actions from probation up to and including expulsion from school. The disciplinary procedures in all alleged sexual assaults include the following:

- The accuser and the accused are entitled to the same opportunities to have others present during a university disciplinary proceeding.
- Both the accuser and the accused shall be informed of the outcome of any university disciplinary proceeding alleging a sexual assault, sexual harassment, domestic violence, dating violence, or any sexual offense.
- Student victims have the option to request assistance in changing academic and living situations after an alleged sexual assault incident if these changes are reasonably available.

## Student Sanctions:

Possible sanctions or protective measures imposed can include, but are not limited to, any one or a combination of the following:

- written warning
- disciplinary probation
- removal from the residence halls
- change in class schedule
- reflection paper
- research paper
- counseling
- deferred suspension
- suspension
- expulsion

## Institutional Disciplinary Process

Procedures for adjudicating student conduct cases are outlined in the Student Code of Conduct. Hearings are conducted by professional staff and hearing boards who receive annual training on standards of conduct, adjudication procedures and on issues related to domestic violence, dating violence, sexual assault, and stalking. Hearings are conducted in a manner that is fair, prompt, and impartial, and protects the safety of the survivor. All hearings are closed to the public. What is stated in a hearing is confidential. The survivor has the option to attend the entire hearing with the exception of the committee's deliberation process, and may attend the hearing accompanied by a support person or advocate. The charged student is afforded the same rights in terms of attending the entire hearing and being accompanied by an advisor of the charged

student's choosing. Hearing results are provided to both the charged student and the survivor in writing. Both the charged student and the survivor have the right to appeal the results of the hearing.

**Faculty Employees:**

Academic employees found to have engaged in sexual harassment may be subject to an oral or written warning or reprimand in accordance with OAR 578-12-0010. Sanctions more severe than an oral or written warning or reprimand, such as removal from an assigned post and reassignment, suspension or termination shall be imposed in accordance with Oregon Tech policies OIT-21-321 and OIT-21-325.

**Classified Employees:**

Classified employees found to have engaged in sexual harassment may be subject to disciplinary action in accordance with current collective bargaining agreements. If a proven incident of sexual harassment occurs, sanctions in accord with the progressive discipline concept shall be instituted, including written reprimand, suspension, reductions of pay, demotion, and finally, termination of service.

**Campus Sex Crimes Prevention Act**

The federal *Campus Sex Crimes Prevention Act of 2000* (CSCPA), which became law Oct. 28, 2000, but which delayed certain provisions until Oct. 28, 2002, amends the *Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act*. CSCPA provides special requirements relating to registration and community notification for sex offenders who are enrolled in or work at institutions of higher education. In addition to the Wetterling Act, CSCPA also amended the Clery Act, an annual crime reporting law, and the Family Educational Rights and Privacy Act of 1974 (FERPA), to allow the disclosure of this information regarding students.

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

Under current state law, computerized sex offender information can be obtained through local law enforcement agencies and the Oregon State Police through their sex offender registration information line at 503.378.3720, ext. 4429. This computerized database can access sex offender information by name, address, zip code or county. The website for the Oregon State Police sex offenders' registration list inquiries can also be found at: <http://sexoffenders.oregon.gov/>

Additionally, the Director of Operations will maintain a list of sex offenders who have been required to report their sexual offender status to the institution under federal and/or state law.

**Health Professional Reporting of Crimes and Annual Crime Statistics**

The Student Health Center is comprised of staff that provides professional counseling and psychological services to their given clientele. For the purposes of supporting the client victim of a crime, staff will encourage and assist their client with how to report a crime to the Campus Safety department or local police agencies. This reporting will be done on a voluntary or confidential basis, should the health professional feel it is in the best interest of the client. There is also an option for the health professional to anonymously capture crime statistics disclosed confidentially during a given session.

**Timely Warnings**

The issuance of timely warnings on campus satisfies the Clery Act for the purposes of reporting an ongoing threat to the campus community. If there is a crime with an element of a continued threat to the safety of campus faculty, staff students or visitors, a timely warning to the campus community will be communicated. The timely warning will be comprised of the initial crime, suspect description (if known), and generic victim information where appropriate along with the time and location the crime took place. The timely warning will also include information regarding the continued or ongoing threat to the campus community's safety and precautions to take until or unless the threat is removed or no longer considered an on-campus threat.

The timely warning will originate from the Campus Safety department. The timely warning can also originate from office of the Vice President of Finance and Administration or the office of the Vice President of Student Affairs in cooperation with the Campus Safety department. The timely warning will be released through Oregon Tech student and employee e-mail addresses along with campus-wide notifications through Human Resources and Publications offices on campus. Timely warnings can also be found on Oregon Tech's daily information page on Oregon Tech's web site known as Tech News Daily. Updates to the Timely Warning will also be found on all of the same locations mentioned under this heading when new or updated information is confirmed and released.

## **Emergency Notification**

In October 2009, the Department of Education finalized the rules to the Higher Education Opportunity Act amendment that Congress passed in 2008. The changes affected many parts of the original act, but significant changes were put in place that impact emergency management and reporting. Institutions of higher learning must have mass notification plans and provide detailed reports to the Department of Education about campus security and fire safety. There are strict guidelines in place regarding what information must be included in these reports and how the institution should provide access to the reports to current and prospective students and employees.

## **OIT-Alert**

The Oregon Institute of Technology Risk Management, Information Technology Services and Campus Safety departments working in conjunction with selected administrative personnel have implemented the OIT-Alert system to alert the on-campus and off-campus community to an emergency situation.

It is our hope that this information will insure and assist in having the best experience possible with the university as a student, faculty member, staff member or visitor. It is our mission to assist the campus community in providing a safe and secure environment in pursuing educational or work experiences.

The OIT-Alert notification system enables the university to contact the OIT community in the event of an emergency by sending messages to preferred electronic devices. These devices include:

- Cell Phone
- E-mail
- Phone (land line)

OIT –Alert *is not* used to send non-emergency, routine or spam messages.

## **How OIT-Alert Works**

We are committed to providing a safe learning environment for its students, faculty, staff and administrators. With this commitment comes a responsibility to notify the campus community of emergency situations if they arise on Oregon Tech campuses. OIT-Alert fulfills this commitment with emergency information available to the campus community and by providing emergency information and notification to a large scale of persons on campus and the larger outlying community. OIT-Alert will provide emergency information without delay to the campus community and beyond once an emergency situation or threat is confirmed and the appropriate officials on campus are notified for purposes of emergency response.

In the event that Oregon Tech receives a confirmed significant emergency or dangerous situation involving an immediate threat at or near an Oregon Tech campus, an Oregon Tech official that is recognized as an emergency information provider will confirm the given emergency through other emergency channels on or off campus. These “other channels” may include but not be limited to Oregon Tech’s Chief Information Officer, Risk Management Director, Campus Safety Director, Vice President, and Public Information Representative or from legitimate off-campus emergency response and/or law enforcement agencies. Once the emergency is confirmed and the scope of the emergency is determined (campus-wide, section of campus one building etc.), the emergency information officer will enter the alert on Oregon Tech’s alert network server of choice, Blackboard Connect. Blackboard Connect will automatically send the alert message to various relay points of delivery to be dispersed to those persons that have signed up and/or updated their emergency information on the OIT-Alert system. The alert is then delivered to landlines, cellular phones and through e-mail accounts.

In the event that an on-going emergency at or near the Oregon Tech campus has follow-up information to be disseminated, the same process will be used to update the emergency alert information through OIT-Alert. Reasons for an updated OIT-Alert message would include but not be limited to further detailed information on the emergency, changes in location of the emergency, the emergency has been deemed contained, concluded or no longer a threat.

In the event of an emergency, primary phone numbers and Oregon Tech e-mail accounts will be used for contact. Add a cell phone, a secondary e-mail address or an alternate phone to update personal profiles. Information for parents, spouses or friends to contact in case of a campus emergency can also be added to a personal profile.

## **How OIT-Alert will be used**

Situations for which OIT-Alert will be used but not limited to:

- Campus Closings
- Building emergencies
- Potential life-threatening situations on campus
- Extreme weather conditions
- Activation of Emergency Response teams

Types of messages to be sent by OIT-Alert:

Depending on the device of choice, a sample message will appear similar to this: *"OIT-Alert - Fire in Owens Hall. If you are in Owens Hall, evacuate immediately. If you are not in Owens Hall, avoid the area.*

Visit [www.oit.edu](http://www.oit.edu) and check e-mails for details."

Confirmation that the emergency notification message is from OIT-Alert

In order to know that a message has been sent from OIT-Alert by the message sender, look for the following addresses with the given preferred electronic device:

- **Text message SMS ID#:** 23177
- **Phone:** 541-885-0648 (885-0-OIT) message only for referring to Web
- **E-mail:** [oit-alert@oit.edu](mailto:oit-alert@oit.edu)

OIT-Alert was established and initially tested on November 17, 2009. More tests of this emergency notification system are coordinated to occur at least two times through each subsequent academic year.

Persons with updated profiles will be notified of the testing via their electronic device of choice described in the text. The audible or electronic message will clearly state that a test message has been transmitted.

For more detailed and updated OIT-Alert information, please visit <http://www.oit.edu/oit-alert>.

# Campus Safety Activity Report

Criminal Offense	2013	2012~
Negligent manslaughter	0	0
Forcible sex offenses (including rape)	0	0
Non-forcible sex offenses	0	0
Domestic violence	-	-
Dating violence	-	-
Stalking	-	-
Sexual Assault	-	-
Aggravated assault	0	0
Assault	0	0
Arson	0	0
Robbery	0	0
Burglary	2>	0
Motor vehicle theft	0	0
Criminal mischief*	0	0
Criminal trespass*	0	0
Disorderly conduct*	0	1
Theft*	4+	0
<b>Hate Crimes #</b>		
Murder/non-negligent manslaughter	0	0
Negligent manslaughter	0	0
Forcible sex offenses (including rape)	0	0
Non-forcible sex offences (including statutory rape/incest)	0	0
Aggravated assault	0	0
Simple assault	0	0
Arson	0	0
Theft	0	0
Intimidation	0	0
Destruction, damage or vandalism of property	0	0
<b>Disciplinary Actions or Arrests</b>		
Liquor law violations	0	0
Drug violations	1^	0
Weapons possession	0	0

\* Denotes statistics not required by law.

> Denotes 2 burglaries reported on property adjacent to campus as reported by Clackamas County Sheriff's Office.

+Denotes 2 out of the 4 thefts on property adjacent to campus as reported by Clackamas County Sheriff's Office.

^ Denotes arrest by Clackamas County Sheriff's Office adjacent to campus.

~ The Wilsonville campus was opened for fall term of 2012. Hence, the actual reporting period for the Annual Security Report was September 24 - December 31, 2012.

**Note:** The annual statistics for the Wilsonville campus for purposes of Clery reporting were not added to the federal database for the 2012 calendar year. This is because the Wilsonville campus had not completed a full year of operation for this time period. For more information, refer to the Department of Education's Handbook for Campus Safety and Security Reporting page 158.

# **Hate Crimes:** A criminal offense committed against a person or property which is motivated, in whole or in part, by the offender's **bias**.

**Bias:** A preformed negative opinion or attitude toward a group of persons based on their race, gender, religion, disability sexual orientation or ethnicity/national origin. **There were no hate crimes reported for the 2013 calendar year.**