

2018

Umpqua Community College Annual Security Report



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UCC 2018 ANNUAL SECURITY REPORT

Introduction

This security report, prepared by the UCC Security Department, is available annually by October 1 for the prior calendar year. Copies can be obtained from the Office of Facilities and Security, located in the Warehouse Building, can be accessed online at <http://umpqua.edu/security>, and can be mailed upon request by calling the Facilities/Security Department at (541) 440-4671. Current faculty, staff, and students are notified by email each fall of the release and methods to access the new report. Information can also be obtained from the U.S. Department of Education at <https://ope.ed.gov/campussafety/#/>.

This report is filed as required by the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. The purpose of the report is to provide faculty, staff, students, and the public with campus safety information, including crime statistics and procedures to follow in reporting a crime. UCC Board Policy requires that the college collect and disclose annually to its employees and students all information relating to campus security procedures and practices and crime awareness and prevention as required by federal law.

UCC data are provided through reports made to the UCC Security Department, Campus Security Authorities, and Local Law Enforcement. The Security Department maintains a daily activity log that contains reports of alleged criminal incidents. Information is recorded as date, time, general location, type of crime, and the disposition of the complaint. Entries or updates are generally made within two business days after the event occurs; incidents/situations deemed to pose a threat to the campus community are logged as soon as possible. The log is available to the public for inspection, though the Director of Facilities or the Chief of Security. The Chief of Security may determine that an incident be classified as confidential in order not to jeopardize a criminal investigation or the identity of a victim.

UCC has no on-campus student housing facilities and is therefore not required to disclose missing student notification procedures, provide fire safety information relative to student housing facilities, maintain a fire log, or publish/submit fire statistics for such facilities.

SECTION 1: GENERAL SECURITY INFORMATION

In 2018, 13,744 students enrolled at UCC – 3943 credit students and 9,801 community education students.

MAIN CAMPUS GEOGRAPHY

The main campus is located at 1140 Umpqua College Road. College Road is the only publicly owned area that borders the main campus. There are no sidewalks on either side of the road. UCC has no campus student housing.

OFF-CAMPUS GEOGRAPHY

UCC maintains additional off-campus sites at the following locations:

- H. Woolley Adult Basic Education Center, 1634 W. Harvard Ave., Roseburg, OR 97471
- Commercial Truck Driving Center, 6482 Dole Road, Myrtle Creek, OR 97457
- UCC Small Business Development Center, 522 SE Washington Ave., Roseburg, OR 97470
- UCC South County Center, 558 and 560 Chadwick Lane, Myrtle Creek, OR 97457
- UCC Apprenticeship Training Center, 2250 NW Aviation Dr. Suite 2, Roseburg, Or 97470

UCC has no off-campus student housing. There are no officially recognized student organizations with off-campus locations.

ACCESS TO CAMPUS FACILITIES

Access to the College main campus and non-campus sites is open to the public. The main campus is generally open from 6 a.m. until 12 a.m. on business days. On weekends, specific areas/buildings on campus are open for classes and special events. Access to some buildings is controlled by electronic door locks, which are locked and unlocked remotely in accordance with the class/event schedule. Staff are provided swipe cards and/or keys for their respective departments to access buildings/rooms that are not scheduled to be unlocked. All classrooms and buildings that are not equipped with electronic locks can be locked manually. Students are not provided key swipe cards or keys. There are no electronic locks at off-campus sites.

Safety and security inspections are completed on a daily basis to make sure all campus lighting is adequate and to ensure locks, security and fire alarm systems are functioning properly. The AED's, and fire extinguishers are checked monthly. Fire and intrusion alarms are monitored by a contracted monitoring company.

CAMPUS SECURITY DEPARTMENT

The department reports to the Director of Facilities. The department consists of the Director of Facilities and Security, the Chief of Security, three full-time officers, and three part-time officers. Coverage is provided seven days a week, 24 hours a day. All security officers are certified through the Oregon Department of Public Safety and Standards Training (DPSST) as unarmed, private security officers. The Security Department's primary responsibility is for the physical security of campus buildings and facilities. Campus Security Officers have citizen arrest authority if a crime occurs in their presence. Security Officers have no other arrest authority. Campus security officers are granted authority to enforce policies and regulations enacted by the College Board of Trustees. Officers have authority to enforce all traffic and parking regulations adopted by the Board. There is no permanent, full-time sworn law enforcement presence on campus.

Law enforcement coverage is provided on a part-time basis by a Deputy Sheriff contracted through the Douglas County Sheriff's Office (DCSO). Additional patrol coverage of the Main Campus,

Commercial Truck Driving Center, and UCC South County Center is provided by DCSO as these facilities fall under DCSO'S territorial jurisdiction. Law enforcement patrol coverage and response is provided by Roseburg Police Department (RPD) for H. Woolley Center, UCC Small Business Development Center, and the UCC Apprenticeship Training Center. There are no memorandums of understanding (MOU) between the College and local law enforcement agencies. The College maintains a professional working relationship with local law enforcement agencies and emergency services agencies and organizations.

CAMPUS SAFETY COMMITTEE

The College demonstrates its commitment to a healthy and safe learning and working environment, in part, through the work of the Safety Committee. The Committee meets monthly to discuss potential health and safety issues, recommend improvements to policies and procedures, conduct quarterly safety inspections and increase safety awareness on campus. Additionally, the Safety Committee assists in monitoring, improving, and maintaining job site safety and occupational health as mandated by OSHA regulations.

C.A.R.E.S. TEAM

The UCC C.A.R.E.S. Team is an internal, multidisciplinary team dedicated to supporting student success. C.A.R.E.S. stands for: Concern, Assess, Refer, Educate and Support. The team provides faculty and staff with resources to identify students of concern who exhibit a continuum of behaviors; report a student in distress; and understand the appropriate level/type of interventions that will be made available. The team looks for patterns of "red flag" behavior and coordinates reports from multiple reporters. Concerns with students exhibiting crisis or severe behaviors are referred to the Threat Assessment Team.

THREAT ASSESSMENT TEAM (TAT)

The Umpqua Community College Threat Assessment Team is an internal, multidisciplinary team dedicated to the prevention of targeted acts of violence. Through the cooperative sharing of information, resources and the knowledge gained through training with leading experts in the field of threat assessment/management, the team endeavors to identify, assess, advise and/or manage situations where there is a perceived risk of violence. Depending on threat management strategies, the team may consult with or refer to appropriate community resources or agencies. Membership includes representatives of Public Safety, Student Services, Counseling, Accessibility Services, High School Partnerships, Legal Resources, Human Resources, and Administrative Services.

SECTION 2: EMERGENCY AND CRIME REPORTING AT UCC

UCC Board policy requires that criminal actions and other emergencies, both on campus and at off-campus sites be reported to Campus Security. Criminal actions will be forwarded by Campus Security to the

Douglas County Sheriff's Office or appropriate local police agency in whose jurisdiction the incident occurred. Human Resources will be contacted for criminal incidents involving employees. The Chief of Security or Human Resources will provide information regarding students, staff, or crimes committee on campus.

CONTACT INFORMATION

Students, staff, and visitors are urged to report all criminal incidents, emergencies, and suspicious activities to the Security Department in an accurate and prompt manner. All crimes are to be reported to the UCC Security Department by phone (541-440-7777), email (www.umpqua.edu/contact-security-custodial/), or in person in the UCC Security Office, located in the Warehouse Building. Crimes in progress as well as fire, medical and police emergencies should first be reported by calling 911 to alert emergency responders, with follow-up notification to the Security Department at 7777 (on-campus phones) or 541- 440-7777 (off-campus/cell phone calls). Confidential reporting is provided by phoning the Security Department duty phone (541) 440-7777 and advising the duty officer that the reported information is confidential. As of Fall 2017, a campus blue light emergency phone/camera system has been in place.

CAMPUS SECURITY AUTHORITIES

All individuals who work for the Security Department are campus security authorities. In addition, college officials who have significant responsibility for student and campus activities are campus security authorities (CSA). Crimes may be reported to the following UCC campus security authorities:

Dean of Student Services	7860
Director of Student Life	7749
Athletic Director	7729
All Athletic Coaches	
Title IX Coordinator/Human Resources Director	7690
UCC Patrol Deputy from the Douglas County Sheriff's Office	7777
Director of Community and Workforce Training Center	4651
Dean of Enrollment Management	7865
Director of UCC Small Business Center	4673
Director of JOBS	541-464-2277

The persons listed above are responsible to notify the Chief of Security who serves as the compiler of campus crime reports for the purpose of preparing this report. CSAs will assist and allow victims and witnesses to report a crime on a voluntary, confidential basis. Reports are filed for statistical purposes, but formal investigations of incidents are done only if desired by the complainants. CSA reports are also used to help determine if there is a serious or continuing threat to the safety of the campus community that would require an alert.

Under the Clery Act, licensed professional counselors are not considered campus security authorities, even though they may have significant responsibility for student and campus activities. If a person being counseled speaks of a commission of a crime, the counselor may inform the person that crimes can be reported to the Chief of Security on a voluntary, confidential basis for inclusion in the college's crime statistics only.

SECTION 3: EMERGENCY NOTIFICATION, TIMELY WARNINGS, AND RESPONSE

EMERGENCY NOTIFICATION SYSTEM (ENS)

The College initiates its Emergency Notification System (ENS) to notify the campus community upon confirmation of a significant emergency or dangerous situation that involves an immediate threat to the health or safety of students or employees. Examples of significant emergencies or dangerous situations are outbreak of serious illness, approaching extreme weather conditions, earthquake, gas leak, terrorist incident, armed intruder, bomb threat, civil unrest or rioting, explosion, nearby chemical spill, or fire.

Notification to the campus community will be authorized by the Director of Facilities and Security in consultation with the College President. In their absence, the following have authority to access and initiate the ENS, in consultation with a ranking college officer:

- Chief of Security
- All Security Department Personnel
- Dean of Students
- Academic Deans
- Director of Communications and Marketing
- Chief Financial Officer
- Provost
- President's Executive Assistant

For any situation that involves a confirmed immediate threat to the health or safety of students or employees, any member of the ENSA is authorized to activate the ENS. For less serious incidents that pose no immediate threat, the President, Provost, or their designee may authorize activation of the ENS and will dictate the contents of the message and to whom the message will be sent.

Standard notification procedures will be issued without delay but may be altered if emergency response authorities determine it would compromise efforts to assist a victim or compromise efforts to contain, respond to, or otherwise mitigate the emergency.

The ENS consists of text messages, email, social media, and voicemail notifications simultaneously sent to students and employees. Contact data is taken directly from contact information provided

by employees and students in the Banner system. It is imperative that employees and students update their contact information on a regular basis, should there be changes in contact information.

A separate component of the ENS consists of notifications through a rolling scroll message which may be sent to all or to select computer screens on campus. In addition, a voice intercom system connected to all campus telephones was recently installed and put in place at the beginning of the Fall 2018 term. Finally, an outdoor loud speaker system is utilized to further provide emergency notification.

Electronic notifications are tested monthly by Security Personnel, who send test messages to a selected group. Records of tests are retained in the system. All Emergency Notification Systems are tested on a scheduled basis.

TIMELY WARNINGS

Reports of Clery crime(s) received by campus security authorities or local police agencies that occur within the College geography, and are considered to represent a serious or continuing threat to students and employees, constitute the issuance of a Timely Warning. The purpose of the Timely Warning is to enable people to protect themselves and their property. The warning will be issued as soon as pertinent information is available. Warnings may also be issued for crimes that occur outside the College geography that may pose a threat to the College community. The decision on whether a warning will be issued will be determined on a case-by-case basis. The College President, the Provost, or their designees will make the determination as to whether a warning will be issued; which segment(s) of the campus community will receive the warning; the content of the warning; and the method of warning.

PROCEDURES FOR DISSEMINATION OF INFORMATION TO INDIVIDUALS OUTSIDE THE CAMPUS COMMUNITY

Individuals outside the campus community may request to be added to the Emergency Response Notification database by completing a contact information request form. The form is available at the UCC Security Department and at the Facilities Department Office, located in the UCC warehouse.

Information released to the media and social media is coordinated by the UCC Director of Communications and Marketing. The UCC Security Department coordinates dissemination of pertinent information to local law enforcement and emergency response agencies through the Douglas County Communications Center.

The UCC Emergency Operations Plan (EOP) is posted on a College shared drive. Hard copy binders containing the plan have been issued to members of the Emergency Response Team and to select College staff. EOP binders have also been placed in the Emergency Operations Center. In addition to providing guidance relative to the National Incident Management System (NIMS) and Incident

Command System, the EOP contains information on area specific hazards and emergencies and how to respond to them. This information is also posted on the UCC website (www.umpqua.edu/security).

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

In the event of a significant emergency or dangerous situation the following procedures will be implemented:

- A lockout is initiated when there is a threat or hazard in the area, but not on campus. An example may be when local law enforcement is engaged in a situation near the campus. All perimeter doors will be locked and no one will be allowed in or out of the building.
- A lockdown is initiated when there is an immediate threat or hazard on campus. All personnel and students must get inside, lock the door, switch off the lights, and remain out of sight. If it is safe to run from danger, personnel are encouraged to do so. As a last resort, the situation may necessitate countering the threat. The College recommends and provides Standard Response Protocol training regarding the threat of a hostile intruder.
- Evacuation is made to a rally point or other recommended location.
- Shelter in place is called when personal protection is necessary.

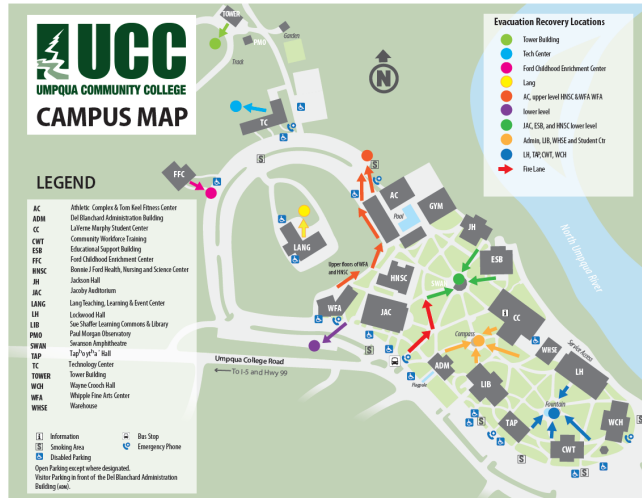
Leaving a building is mandatory when an ENS notification is received, a fire alarm is activated, or when a College official instructs people to do so. Evacuation is necessary in the event of an earthquake or fire. Procedures for all cases are as follows:

- Take direction and advice from Building Marshals where available, or other College officials, if you or others need help.
- DO NOT use elevators.
- If possible, assist persons with disabilities or special needs in leaving the building.
- If possible, assist people who may have been injured.
- Move away from the affected building, walls, and power lines once outside.
- Assemble at the rally point for your specific area/building. Rally points are clearly listed on the evacuation charts in each building.

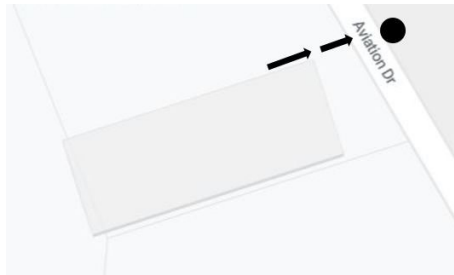
Currently, evacuation tests for simulated fire related incidents are held at least twice a year. All tests are announced. Information regarding dates and start/stop times are documented and maintained by the UCC Security Department.

EVACUATION RALLY POINTS - MAPS

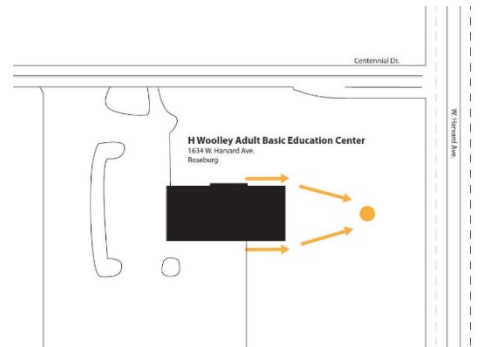
Main Campus



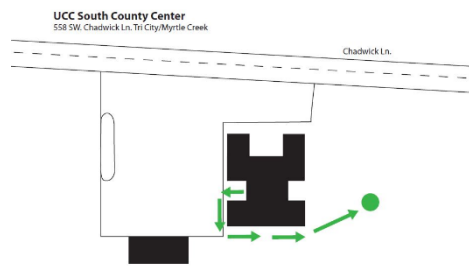
Apprenticeship Center



Woolley Center



South County Center



Truck Driving Center



SECTION 4: CAMPUS SAFETY AND SECURITY PROGRAMS AND POLICIES

Personal safety and crime prevention information is posted on the UCC website (www.umpqua.edu/security). Security and safety training is provided to staff on an annual basis during in-service training. Safety and security training for staff is also available year round on the “Safe College” online website, which is sponsored by the UCC Human Resource Department. Security personnel are available to meet with individuals and groups to discuss safety, crime prevention methods, and related issues.

Information on campus security procedures and practices is available on the UCC website (www.umpqua.edu/security). Informational placards addressing emergency procedures and response are posted in every campus classroom. Additional placards are available upon request.

SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS

Crime prevention and security awareness information is available on the UCC website (www.umpqua.edu/security). General safety and campus security training is provided by Security personnel to UCC staff on an annual basis during in-service week. The Security Department partners with the Association of Students at Umpqua Community College (ASUCC) on an annual basis to provide information to promote sexual assault prevention and bystander assistance. Student services provides educational and awareness events on an annual basis regarding domestic violence and sexual assault. These events are open to all UCC staff and students. Personnel from the Security Department are available to meet with members of the campus community to provide information and training on crime prevention, security procedures, and campus safety.

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

UCC is committed to the health and well-being of its faculty, staff, and students. Campus Life programs are designed to provide students with a range of opportunities to enhance their quality of life. October is National Substance Abuse Prevention Month, a time in which educational programs are offered to employees and students. During the month of April, programs are presented in support of Alcohol Awareness Month. Programs are delivered through various venues to include campus life activities, lectures, educational materials, and films/documentaries.

Through SafeColleges, a national service offering online safety and compliance programs, became available to employees in September 2016 and to students in April 2017. Among other subjects, employees and students may view modules related to drug and alcohol awareness and abuse.

If someone needs assistance because of alcohol and/or drug use, UCC provides access and information for faculty, staff, and students. These programs provide education, consultation, assessment, counseling, and referral support in a professional environment that respects individual confidentiality and promotes health education. UCC faculty and staff may utilize the Employee Assistance Program

(EAP) through Reliant Behavioral Health at 866-750-1327; www.MyRBH.com. UCC students, faculty, and staff may access information through the Campus Mental Health, Recovery and Wellness Office on campus or at (541) 440-7900; - <https://www.umpqua.edu/wellness-center>.

A new Drug and Alcohol Abuse Prevention Program at Umpqua Community College, was implemented during the Fall 2017 term, this program will provide employees and students with educational opportunities and resources to enhance their awareness of alcohol and drugs and ways they can avoid abuse of these substances. The program will be delivered as a collaboration between the Division of Student Services and the Office of Human Resources and will be incorporated into employee in-service, employee orientation, student orientation, student first year experience course and activities, and other educational experiences.

UCC abides by all state and local laws, regulations and ordinances regarding the possession, consumption, sale or distribution of alcoholic beverages. All UCC faculty, staff and students are prohibited by College policy from unlawfully using, possessing, manufacturing, dispensing or distributing alcohol, controlled substances or illegal drugs on College-owned property or at College-sponsored activities. Alcohol is not permitted on campus or its off-site locations, unless sanctioned by the President for special events. The legal drinking age in Oregon is 21 years of age; any student or employee under the age of 21 who purchases or knowingly possesses an alcoholic beverage is in violation of state law and College policy. Similarly, any person who furnishes an alcoholic beverage to a person under 21 years of age is also in violation. All students, faculty, and employees of the College are expected to know about and abide by the requirements of the UCC alcohol and drug policies.

POLICIES

Umpqua Community College has multiple policies, procedures, and operational guidelines designed to assure the safety and security of campus employees, students, and guests. Below are policy statement outlines. See Appendix for a copy of each Board Policy and Student Code of Conduct.

- **Board Policy 308. Smoking and Use of Tobacco.** No Person may use any tobacco products, to include: cigarettes, cigars, pipes, chewing tobacco and electronic cigarettes, on UCC property except in designated areas. The designated areas are located next to the parking lots on the perimeter of the campus. Possession of tobacco products and inhalant delivery systems by persons under the age of 21 is prohibited on all Umpqua Community College property.
- **Board Policy 346. Use of Alcohol, Intoxicants, Controlled Substances.** No person may use, possess, manufacture, sale or distribute any alcohol, intoxicants, or drugs containing controlled substances (including marijuana), and/or other illegal drugs while on college-owned or college-controlled property, including vehicles; while performing any work-related function on behalf of the College; or while representing the college on business or in college-sponsored activities. No person may use any intoxicant or controlled substance (unless prescribed by physician), nor appear under the influence of such at any Umpqua Community College facility. Alcohol may not be consumed by any person at any Umpqua Community College facility except at an event that has been approved to serve alcohol by the College President. Describes prohibition against unlawful manufacture, distribution, dispensing,

- possession or use of an intoxicating or controlled substance; disciplinary action for policy violations; A violation of this policy may result in disciplinary action up to and including expulsion from classes, termination of employment and disqualification from use of campus facilities. Any employee violating this policy may be required to submit to an evaluation by a qualified substance abuse professional and to satisfactorily complete any treatment program recommended by a qualified substance abuse professional as a condition of continued employment.
- **Board Policy 314.01 Sexual Harassment.** Provides a definition of sexual harassment, guidance for the creation of a positive campus environment, procedure for reporting, and possible consequences. Umpqua Community College has sexual harassment policy and procedures on the Human Resources website regarding how to file a complaint of discrimination/harassment. <http://www.umpqua.edu/title-ix>. In addition, the HR website outlines procedures regarding sexual assault, sexual violence, dating violence, domestic violence and stalking.
 - **Board Policy 612. Reporting Criminal Actions.** Requires reporting of crimes; provides process for reporting; and notifying campus of annual crime report, crime awareness, and crime prevention.
 - **Board Policy 613. Campus Security.** Identifies responsibility of security personnel as well as employees and students for security matters; describes how employees and students provide contact information for emergencies and the Emergency Notification System.
 - **Board Policy 721. Student Code of Conduct.** Includes information and procedures for identifying, making claims, and resolving matters related to sexual harassment.
 - **Emergency Management Procedures.** UCC has a comprehensive, written emergency management plan that includes definitions, emergency organization and responsible personnel, emergency notification process, procedures for multiple types of emergencies, and response plans including evacuations.

SECTION 5: SEXUAL ASSAULT/VIOLENCE, DATING VIOLENCE, DOMESTIC VIOLENCE & STALKING

OVERVIEW

Umpqua Community College (UCC) is commuter campus with no residence halls. UCC is committed to fostering an educational environment free from discrimination, including sexual misconduct (including sexual violence and sexual harassment) intimate partner violence (including domestic violence and dating violence) and stalking. UCC does not tolerate any form of sexual misconduct, whether physical, mental, or emotional in nature. Unlawful sex discrimination can interfere with a student's ability to participate in or benefit from college academic and non-academic programs, an employee's ability to function in the workplace, or a campus visitor's ability to utilize college programs and services. The college recognizes its responsibility to increase awareness of sexual misconduct, intimate partner violence, and stalking, prevent its occurrence, support victim/survivor, promptly and equitably investigate reports of misconduct, and deal fairly and firmly with those who are found in violation of the policy.

Umpqua Community College has sexual harassment policy and procedures on the Human Resources website regarding how to file a complaint of discrimination/harassment: <http://www.umpqua.edu/title-ix>. In addition, the HR website outlines procedures regarding sexual assault, sexual violence, dating violence, domestic violence and stalking.

UCC DEFINITIONS

UCC's Policy Prohibiting Sexual Misconduct, Intimate Partner Violence, and Stalking sets forth the following definitions to assist students, faculty and staff in identifying prohibited behavior. Sexual Misconduct, which includes both sexual harassment and sexual violence.

Sexual Harassment is the unwelcome imposition of sexual attention often in the context of a relationship of unequal power. The policy applies to men and women equally and encompasses both heterosexual and same sex harassment. Sexual harassment is any conduct, physical or verbal, that is sexual in nature and which has the effect of unreasonably interfering with an individual's or a group's educational or work performance, or which creates an intimidating, hostile, or abusive educational or work environment. It can include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature made by someone from or in the workplace or educational setting.

Sexual Violence is any sexual act that is perpetrated against someone's will. Sexual violence encompasses a range of offenses, including but not limited to a completed or attempted nonconsensual sex act (i.e., rape), abusive sexual contact (i.e., unwanted touching), and non-contact sexual abuse (e.g., threatened sexual violence, exhibitionism, verbal sexual harassment). All types involve victim/survivor who do not consent, or who are unable to consent or refuse to allow the act.

Intimate partner violence, sometimes referred to as domestic battery or dating violence - describes physical, sexual, or psychological harm by a current or former partner or spouse. This type of violence can occur between individuals of heterosexual or same-sex couples and does not require sexual intimacy. Intimate partner violence can vary in frequency and severity. It occurs on a continuum, ranging from verbal abuse that may or may not impact the victim/survivor to chronic, severe battering. There are four main types of intimate partner violence including but not limited to:

- **Physical Violence** is the intentional use of physical force with the potential for causing death, disability, or injury. Physical violence includes, but is not limited to, scratching; pushing; shoving; throwing; grabbing; biting; choking; shaking; slapping; punching; burning; use of a weapon; and use of restraints or one's body, size, or strength against another person.
- **Sexual Violence** as defined above.
- **Threats of Physical or Sexual Violence** is the use of words, gestures, or weapons to communicate the intent to cause death, disability, or injury.

- **Psychological/Emotional Violence** involves trauma to the victim/survivor caused by acts, threats of acts, or coercive tactics. Psychological/emotional abuse can include, but is not limited to, humiliating the victim/survivor, controlling what the victim/survivor can and cannot do, withholding information from the victim/survivor, deliberately doing something to make the victim/survivor feel diminished or embarrassed, isolating the victim/survivor from friends and family, and denying the victim/survivor access to money or other basic resources. It is also considered psychological/emotional violence when there has been prior physical or sexual violence or prior threat of physical or sexual violence.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for the person’s safety or the safety of others; or (B) suffer substantial emotional distress. For purposes of determining if stalking has occurred, the Title IX Coordinator will utilize the following definitions:

- **Course of Conduct.** The term “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.
- **Reasonable Person.** The term “reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim/survivor.
- **Substantial Emotional Distress.** The term “substantial emotional distress” means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Consent is a knowing, voluntary, and clear mutual agreement to engage in sexual activity. Consent must be freely and actively given, and communicated by clearly and mutually understandable words or actions to participate in each form of sexual activity. Consent may be withdrawn at any time. Consent to some sexual contact cannot be presumed to be consent for other sexual activity including previous consent or the existence of a current or previous relationship. Silence or the absence of resistance is not the same as consent.

- **Lack of Consent** means the person has not given consent because:
 - The person is incapable of giving consent because of mental, developmental, or physical disability.
 - Force is used or threatened
 - The person is incapable of giving consent as a result judgment-inhibiting intoxication without regard to the intoxicant.
 - The person is not sufficiently conscious to provide consent.
 - The person is not old enough to give consent. In Oregon, any person who has reason to believe that a child is a victim/survivor of child abuse or neglect has a duty to make a report to Department of Human Services or to the police. This is also known as *Mandatory Reporting*.

Explanation of Differences in Policy Definitions and Annual Reporting Statistics

UCC is required to report statistical information about reports of sexual assault, dating violence, domestic violence, and stalking as defined in the Violence against Women Act Amendments of 2013 and its implementing regulations. A full review of the definitions used for UCC's reporting of the annual crime statistics for sexual assault, dating violence, domestic violence and stalking are in Section 6 of this report.

REPORTING AND RESPONSE TO VICTIMS OF SEXUAL ASSAULT/SEXUAL VIOLENCE, DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING

UCC has designed a reporting and response process to assist victim/survivor of sexual assault/sexual misconduct, dating violence, domestic violence and stalking. Individuals involved in the reporting and response process engage in training to assure students and employees that they are receiving information and assistance in a timely and appropriate manner.

- **Steps a Victim/Survivor May Take Immediately:**

- **Get to a safe place** as soon as possible. Your safety is most important.
- **Seek Medical Attention.** After an incident of sexual assault, dating violence, domestic violence, or stalking the victim/survivor should consider seeking medical attention as soon as possible, even if there are no obvious signs of physical injury. You may wish to consult with medical personnel quickly regarding: prevention of sexual transmitted infections, pregnancy; evidence collection, and toxicology testing if there are signs that drugs or alcohol may have facilitated the assault. Individuals of any gender can be victim/survivor of sexual assault, dating violence, domestic violence and stalking. We encourage victim/survivor to go to the emergency room at Mercy Medical Center, and for those age 14 and under, Douglas C.A.R.E.S.

Mercy Medical Center has trained Sexual Assault Nurse Examiners (SANE) nurses who conduct forensic examinations and collect the evidence for the sexual assault kits. In Oregon, evidence may be collected even if you chose not to make a report to law enforcement. SANE services are provided free of charge to all victim/survivor, regardless of your decision to involve law enforcement

Mercy Medical Center

Sexual Assault Nurse Examiners (SANE) Program
2700 NW Stewart Parkway, Roseburg, OR 97471

<http://mercyrose.org/>

541-673-0611

Douglas C.A.R.E.S. – Pediatric care for those ages 14 years and under

545 W. Umpqua Street, Suite 1, Roseburg, OR 97471

<http://www.douglascare.org/>

541-957-5646 -- Contact: Emergency Room Manager

The SANE Program is staffed by registered nurses who have advanced education and instruction in medical-forensic examination and in psychological and emotional trauma. SANE's philosophy of nursing empowers patients to determine their plan of care, including:

- Emotional support
- Physical examination and wellness check
- Collection of medical-forensic evidence
- Assistance with reporting the crime to police, when requested (mandatory reporting for children)
- Assistance with concerns about sexually transmitted infections and pregnancy
- Assistance with safety planning
- Development of a medical follow-up plan

The Care Advocate from Batter Person Advocacy (BPA) may also be on-hand for support and advocacy during the SANE exam.

Things to know about the SANE Exam:

- During the exam you can expect to be examined for internal and external injuries, foreign hair samples, and semen/other body fluids.
- If possible bring an extra set of clothes (if you decide to have evidence collected, the police may want the clothes worn during the assault for evidence) and a friend or another supportive person.
- If you think you may want to file a police report in the future, do not shower, drink, eat, douche, or change your clothes prior to the exam. These activities can destroy important physical evidence that is useful should you decide to make a police report. If you've already showered or changed, it's still okay to go to SANE for an exam. Also, document everything you remember happening with as much detail as possible. (This can also help should you decide to take legal action). If you have changed your clothes, please bring the clothes you were wearing to the hospital. (Note that the SANE may ask to keep both sets of clothing.)
- You can choose to have forensic evidence collected without filing a police report immediately.

In the event an adult victim/survivor chooses not to report the sexual assault incident to law enforcement; evidence obtained from the examination will be securely stored for the period of one year using only a confidential number. In circumstances of sexual assault, if victim/survivor do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victim/survivors of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to College investigators or police.

○ **Preserve Evidence**

Best practices are to preserve evidence include seeking medical attention shortly after the event.

- Do not shower, drink, eat, douche, or change your cloths prior to the exam. Do not bathe, wash your hands, brush your teeth, drink, eat, or even use the restroom – all these things can destroy evidence that may be helpful in a criminal investigation; however if you have done any of these things since the attack, evidence can still be collected.
- Avoid changing your clothes. It is recommended that you bring an extra set of clothes with you to the hospital.
- Do not clean or remove anything from the location where the attack occurred.
- You may consider preserving other relevant information such as communications from the perpetrator in the case of stalking such as social media posts, emails, text or other materials.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim/survivor chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with UCC Security Department or other law enforcement to preserve evidence in the event that the victim/survivor decides to report the incident to law enforcement or the College at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order. If you wish to press charges or seek a protective order, it is important to preserve and record evidence including recording a description of the perpetrator (including type of clothing, race, age, height, weight, hair color, eye color, distinguishing marks, etc.), details of events, where events occurred, and the direction of travel of any vehicle involved. Best practices to preserve evidence with respect to sexual offenses include seeking medical attention shortly after the event.

- **Report the Alleged Offense to Law Enforcement.** If the victim/survivor of sexual assault/sexual misconduct, dating violence, domestic violence or stalking wishes to have the assistance of law enforcement, the victim/survivor should contact the UCC Security Department immediately by calling 541-440-7777. If the individual is off-campus, immediately call 911 or contact the appropriate law enforcement agency:

Law Enforcement Contact	Phone Number
Douglas County Sheriff	Main Office Number: 541-440-4450
Oregon Department of State Police	Roseburg: 541-440-3334
Roseburg Police for Off-Campus Sites	541-492-6760

- **Talk with an Advocate or a Counselor.** Talk with an advocate, the life coach, or contact someone the trust to be with them for support. They may ask UCC Security Department to contact the Care Advocate. The UCC Care Advocate is available for confidential consultation in regard to sexual assault/ sexual misconduct, dating violence, domestic violence, and stalking. Both can provide

assistance with navigating policies and understanding processes pertaining to academics and the filing of student conduct complaints. Please contact:

Title IX Deputy Coordinator

April Hamlin, Dean of Student Services
Office: 541-440-7860
Email: April.Hamlin@umpqua.edu

Care Advocate

Veronica Joyce, Battered Person Advocacy
Office: 541-440-7866
Email: Veronica.Joyce@umpqua.edu

Campus and Community Resources for Victims of Sexual Assault, Dating Violence, Domestic Violence, or Stalking

- **On Campus Resources**

- Security Department – 541-440-7777
- Care Advocate – 541-440-7866
- Campus Mental Health, Recovery and Wellness – 541-440-7900
- Title IX Deputy Coordinator – 541-440-7860
- Dean of Student Services – 541-440-7860

- **Off Campus Resources**

- Douglas County Sheriff - 541-440-4450
- Oregon Department of State Police - Roseburg: 541-440-3334
- Mercy Medical Center – 541-673-0611
- Reliant Behavioral Health – 866-750-1327 (www.MyRBH.com) *(Until 8/31/2017 for faculty /staff/ students)*
- Community Health Alliance (CHA) – 541-440-3532 or 800-866-9780
- Battered Persons Advocacy (BPA) – 541-673-7867 or 800-464-6543
- National Sexual Assault Helpline - 800-656-HOPE
- National Resources Center on Domestic Violence Hotline - 800-799-SAFE
- Veteran’s crisis Line – 800-279-8255

REPORTING SEXUAL ASSAULT/SEXUAL VIOLENCE, DATING VIOLENCE, DOMESTIC VIOLENCE, OR STALKING TO THE EQUAL OPPORTUNITY AND TITLE IX OFFICE

Although the College strongly encourages all members of its community to report violations of UCC’s policy to the Security Department, (including Douglas County Sheriff and/or local police), it is the

victim/survivor's choice whether or not to make such a report. Furthermore, victim/survivors have the right to decline to notify law enforcement. UCC's Campus Security will assist any victim/survivor with notifying law enforcement if the victim/survivor so desires. Victims/survivors of sexual assault / sexual violence, dating violence, domestic violence, or stalking, have the option of reporting the incident to UCC's Director of Human Resources and Title IX Coordinator.

The Title IX Coordinator has the authority to investigate allegations of sex discrimination and misconduct, including sexual assault / sexual violence, dating violence, domestic violence, and stalking as prohibited by federal and state law. The Title IX Coordinator may appoint the Deputy Title IX Coordinator as the investigator, as necessary, to fulfill the obligations of the Title IX Coordinator as required by this policy. The Title IX Coordinator and / or Deputy Title IX Coordinator is also responsible for providing annual training to members of the UCC community regarding the application and implementation of policies and procedures related to Title IX and the Campus SaVE Act.

Reports of all domestic violence, dating violence, sexual assault and stalking made to UCC's Security Department will automatically be referred to the Title IX Coordinator for investigation regardless of if the complainant chooses to pursue criminal charges. In addition, individuals around the campus who are designated as "Responsible Employees" will make a report to the Title IX Coordinator when they receive a report of sexual assault/sexual violence, dating violence, domestic violence or stalking. The College encourages all members of the school community to report any incidents of sexual misconduct; however, there are several confidential resources available to students [faculty and staff] who are not yet ready to report an incident. These individuals can help a victim/survivor obtain needed resources, explain reporting options, and assist in navigating the reporting process. The resources are required by law to keep all communications confidential without an individual's express consent to release information.

When the Title IX Coordinator receives a report, he/she will meet with the individual identified as the victim/survivor and will make a determination about how to proceed. More information on the procedures utilized by the Title IX Coordinator is listed below.

- To contact the Title IX Deputy Coordinator by telephone, please call **541-440-7860**.
- To contact the Title IX Deputy Coordinator by email, please use April.Hamlin@umpqua.edu
- To contact the Care Advocate by telephone, please call **541-440-7866**
- To contact the Care Advocate by email, please use Veronica.Joyce@umpqua.edu

Please note that reports to the Title IX Coordinator will be kept private but they are not confidential. For confidential communications, please contact the Victim Advocate as noted above.

Assistance for Victims: Rights & Options

Regardless of whether a victim/survivor elects to pursue a criminal complaint, report the matter to the Title IX Coordinator or whether the offense is alleged to have occurred on or off campus, the College will assist victim/survivors of sexual assault/sexual violence, domestic violence, dating violence, and stalking and will provide each victim/survivor with a written explanation of their rights and options. Such written information will include:

- Recommended procedures victims/survivors should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred.
- Information about how the institution will protect the confidentiality of victims/survivors and other necessary parties;
- Written notification about victim/survivor services within the institution and in the community.
- A statement regarding the institution's provisions about options and assistance for, available assistance in, and how to request interim and protective measures.
- Explanation of the procedures for institutional disciplinary action against those found responsible for violations of UCC policy.

Umpqua Community College complies with Oregon law in recognizing Protective Order, No Contact Orders, Restraining Orders, or other similar lawful orders. If a campus community member or visitor has a valid court order, please inform the Security Department. Bring a copy of the valid order to the Security Department and one to the Office of the Title IX Coordinator so that we can keep it on file.

If you need to file a Petition for Restraining Order, you may do so at the Douglas County Court House / Clerk's Office or with the assistance of Battered Persons Advocacy (BPA). To learn more about protection orders or to get assistance with filing a request for Petition for Restraining Order, please contact any of the following:

- **Douglas County Court House / Clerk's Office:** 1063 SE Douglas Ave., #221, Roseburg, OR 97470
 - **Battered Persons Advocacy (BPA):** 541-673-7867 / 800-464-6543, 1202 SE Douglas, Roseburg, OR 97470.
- **Sexual Assault Victims' Rights**
In order to protect your rights, you must keep the District Attorney's office, or Juvenile Department updated with your contact information.
 - **General Rights**
 - Your right to justice includes the right to a meaningful role in the criminal or juvenile justice process, to be treated with dignity and respect, to fair and impartial treatment, and to reasonable protection from the offender.
 - Many victims/survivors rights are **automatic** although you may need to "tell" someone you want to receive them.

- Other rights you must specifically **request** to receive the right. One way to do this is to contact your District Attorney to **request** these rights.
 - You, your attorney, or, upon your **request**, the District Attorney, may assert your rights in court.
 - You have the right to have a support person with you.
 - If your case involved physical harm or death, you may be able to get financial help for counseling, medical or death related costs: **Crime Victims' Compensation Program – 800-503-7983**
 - You can attend open court proceedings.
 - You can **get** a copy of a transcript or recording of open court proceedings if one is already made. You may be charged for the transcript or recording.
 - Most **"personal identifiers"** can usually be protected from an alleged offender. These include your phone number, address, social security number, date of birth, and bank account and credit card account numbers.
 - You can **get** confidential HIV testing, referrals for health care and counseling if the convicted person in your case tests positive for HIV.
 - You or the district attorney can **ask** the court to limit distribution of information and recordings in cases involving sexual or invasion of personal privacy offenses.
- **Rights that must be requested**
 - To be notified of certain open court proceedings
 - To get criminal history information about the defendant, convicted criminal, alleged youth offender or youth offender.
 - That the person charged or convicted in your case get testing for HIV or other communicable diseases if the crime involved the transmission of bodily fluids.
- **Following an Arrest**
 - Automatic Rights
 - The judge will consider your safety at a pre-trial release hearing
 - You can refuse to speak to an attorney or private investigator for the defendant or alleged youth offender.
 - You will be notified about early disposition programs that may apply to your case.
 - The prosecutor will consider any of your recommendations about defendant diversion.
 - Rights that must be *requested*
 - To be notified in advance about the release hearing.
 - To be consulted about the plea negotiations or final plea offer in a violent felony case.
- **If your case goes to Trial and Sentencing**
 - Automatic Rights
 - If a pre-sentence investigation report is ordered in your case, you can include a statement in it.
 - The right to express your views at sentencing, in person or in writing.

- Rape shield laws may apply in your case.
 - Rights that must be *requested*
 - For the court to exclude media television, photography, or recording equipment during sex offense proceedings. The court may deny this request.
- **After Sentencing**
 - Automatic Rights
 - Prompt restitution for your crime-related costs.
 - To be heard at a hearing on a motion to set aside a conviction.
 - Rights that must be *requested*
 - To be notified of the release of a juvenile offender from an OYA Youth Correctional Facility. You must first provide your contact information to OYA.
 - To receive 30 day notice about parole hearings in adult cases. First you must register with the parole board.
 - To be notified when the convicted person is released from prison.
 - To be notified of hearings where probation may be revoked.
 - To receive information about the offender from the Psychiatric Security Review Board (PSRB) if under their jurisdiction. First you must register with the PSRB.
- If your case is *appealed* you may have other rights. For more information contact: Oregon Department of Justice / Crime Victims' Services Division, 800-503-7983
- You have a right to not be contacted by the sex offender convicted in your case. For the information about registered sex offenders' call: Oregon State Police – Sex Offender Information, 503-934-1258
- **Other Legal Information**
 - You can ask for a restraining order if you are a victim/survivor of family, elder, or disabled person abuse or are threatened as such abuse, or if you are a victim/survivor of sexual abuse.
 - You can go to the police or to court and ask for a stalking protective order if you have been a victim/survivor of stalking.
 - If you are a victim/survivor of sexual assault, a hospital must give you accurate information and access to emergency contraception.
 - If you are a victim/survivor of domestic violence, you may be able to get financial help from the Department of Human Services through their Oregon Temporary Assistance to Domestic Violence Survivors (TA/DVS) fund.
 - If you are a victim/survivor of domestic violence, sexual assault, or stalking, you may be able to:
 - Take leave from work to attend court proceedings
 - Take leave from work for medical or counseling appointments
 - Get unemployment benefits
 - End a rental agreement early
 - Have your locks changed
 - Get special arrangements for public housing
 - Set up a payment plan with the phone company

- Your immigration status should not affect your rights as a crime victim/survivor.
- Immigrant victims/survivors may have additional legal options.
 - If your constitutional rights are not honored, you can assert a claim of violation of crime victims/survivors rights. There are time limits for this right. For more information visit: www.doj.state.or.us/victims

- **Resources**

Victim Services Contact Information

Call to Safety

Statewide Referral to Local Crisis Programs

888-235-5333

Catholic Charities Immigration Legal Services

503-542-2855

Crime Victims' Compensation Program

800-503-7983

Oregon Board of Parole & Post-Prison Supervision

503-945-0907

Oregon Crime Victim Law Center

503-208-8160

Oregon Department of Justice

Crime Victims' Services Division

1162 Court Street NE, Salem, OR 97301

503-378-5348 (Salem and surrounding areas)

800-503-7983 (statewide toll free)

www.doj.state.or.us/victims

Oregon Psychiatric Security Review Board

503-229-5596

Oregon Sexual Assault Task Force

503-990-6541

www.oregonsatf.org

Oregon State Bar

800-452-8260

www.osbar.org/public

Oregon State Police - Sex Offender Registry
503-934-1258

Oregon Youth Authority
503-373-7205

Statewide Legal Aid Information
www.oregonlawhelp.org

VINE: Victim Information Notification Everyday
877-674-8463
www.VINELINK.com

UCC’S PROCEDURE FOR INVESTIGATION AND RESOLUTION OF SEXUAL ASSAULT / SEXUAL VIOLENCE, DOMESTIC VIOLENCE, DATING VIOLENCE, OR STALKING

The Title IX Coordinator will conduct a prompt, adequate, reliable and impartial investigation of complaints, except in cases where a complainant has requested that the investigation not proceed and the Title IX Coordinator has agreed. During the investigation phase, both the complainant and respondent will have the opportunity to give a statement, present witnesses and provide evidence.

The Title IX Coordinator and, in the case of complaints involving student respondents, the Title IX Coordinator will use the following guiding principles to investigate and resolve each report of a violation as follows:

- The investigation and resolution of reports will be conducted in a manner that will protect the rights of all involved, including providing primary participants with timely and equal information and the opportunity to be heard during the investigation.
- The investigation and resolution of reports will be conducted objectively and impartially. In the event of a conflict of interest, those involved in the investigation or resolution of the complaint will not serve in a decision-making or investigative capacity.
- The investigation and resolution of reports will be conducted promptly.
- The investigation and resolution of reports will be conducted with discretion. The dissemination of information will only be done on a need-to-know basis, thus maintaining privacy for the primary participants.
- The investigation and resolution of reports will be conducted by individuals who have been trained in the investigation and resolution of sexual misconduct, intimate-partner violence, and stalking.

- **Complaints Involving Student Respondents – Investigation and Determination of Policy Violation**

- 1. Initial Review**

- a. The Title IX Coordinator will meet with the complainant – in person if possible – promptly upon receiving a report that the policy may have been violated. During the initial meeting, the complainant may be accompanied by an advisor of his or her choice (friend, instructor, parent, or attorney). The UCC Care Advocate will be notified about all initial meetings and will attend upon request by the complainant.
- b. During the initial meeting, the Title IX Coordinator will assess the situation, gather preliminary information, and provide information to the complainant about available options, services and resources.
- c. The Title IX Coordinator will, during this time, discuss possible interim measures with the complainant. Interim measures are intended to provide additional safety for the complainant and the campus community. Interim measures are intended to provide additional safety of the complainant and the campus community. Interim measures may be imposed regardless of whether the Title IX Coordinator pursues an investigation. In some cases the College will implement interim measures without request from the complainant. Interim measures may consist of counseling, academic assistance, no contact orders, or other measures deemed appropriate. Determinations about appropriate interim measures will be made on a case-by-case basis by the Title IX Coordinator.
- d. The Title IX Coordinator will also discuss available options with the complainant, including the process for investigation by the Title IX Coordinator, making a police report, and pursuing a civil protection order through the court system. The Title IX Coordinator will also provide information on privacy and limits on privacy of the investigative materials and conversations.
- e. The Title IX Coordinator may determine that a report would not be a violation of the Sexual Harassment policy. If so, the Title IX Coordinator will refer the matter to the Dean of Student Services, or any other appropriate UCC department.
- f. During the initial meeting, or at any time during the course of the investigation, the complainant may request that an investigation not be pursued. If the complainant makes such a request, the Title IX Coordinator will review the severity of the report, the possible safety risks to the campus community, prior reports involving the same respondent, and the specific request by the complainant.
- g. The Title IX Coordinator will make the final determination about whether or not to proceed with the investigation. If determination not to proceed with an investigation is made, the Title IX Coordinator will document the reasons for the determination. The initial report will be maintained and will be included as part of the Annual Campus Security Report statistics.
- h. In the event that a complainant will not meet with the Title IX Coordinator, the Title IX Coordinator will use the evaluation criteria listed in 'e.' to make a determination about whether or not an investigation will go forward. In situations where the respondent has other serious conduct violations pending and the complainant hasn't come forward, the Title IX Coordinator may defer to the Dean of Student Services without an investigation.

2. Investigation

After the initial report, the Title IX Coordinator will initiate an investigation, except in cases where the complainant has requested that an investigation not proceed and the Title IX Coordinator has agreed, The Title IX Coordinator will notify the complaint(s) and the respondent(s) of the substance of the complaint. The Title IX Coordinator will conduct a prompt, complete, and impartial investigation of the complaint, which shall including the opportunity for the parties to provide the names and contact information of witness and provide other information. Investigative protocols will include the following:

- a. The Title IX Coordinator will conduct interview with both the complainant and respondent and any witnesses that may provide relevant information about the complaint. During the interview, the complainant and respondent may be accompanied by a support person of their choice (Friend, instructor, parent, or attorney). In the case of the complainant, the Victim Advocate may attend to offer support if the complainant chooses. In the case of the respondent, the Dean of Students may attend to offer support if the student chooses. The role of any person accompanying the student is to support the student through the investigatory process. The support person will not be allowed to participate in the interview by answering or asking questions, making comments, or discussing the subject of the complaint.
- b. The title IX investigator has the responsibility to gather additional evidence as may be necessary and available to further the investigation.
- c. During an investigation, both the complainant(s) and respondent(s) will have equal rights to:
 - Protection under applicable laws
 - Information about college policy and procedures related to the investigation
 - Updates regarding the status of the investigation
 - Ability to name witnesses and evidence relevant to complaint
 - Ability to meet with the Title IX Coordinator prior to completion of the investigation to review preliminary report of investigation.
- d. The Title IX Coordinator will provide the complainant and the respondent the opportunity to review the preliminary report of investigation. The Complainant and respondent will have five calendar days in which to respond to the preliminary report.
- e. The Title IX Coordinator will then prepare a final report of investigation that summarized the information gathered and identifies the areas of agreement and disagreement between the parties and any supporting information or accounts. The Coordinator will not the modification to the report that were requested by the parties during the review period.

3. Determination and Disciplinary Outcome

- a. The Title IX Coordinator will notify both the complainant and respondent of the three panel members that have been assigned to make the determination on whether or not it is more likely than not that the policy has been violated. Both the complainant and the respondent will have one opportunity to remove one of the assigned panel members. In the event that one or two panel members are identified by the complainant and/or respondent, the Title IX

Coordinator will replace the panel member(s) and notify the complainant and respondent of the final panel assignment.

- b. A hearing will be scheduled by the Title IX Coordinator, to consist of the three panel members, the complainant, the respondent, and any support persons for the parties, and any witnesses that have been named by either party. Both the complainant and the respondent are given the opportunity to address the panel members. The panel is given the opportunity to address any additional questions they may have of either parties or witnesses. The panel is given the final report 24 hours in advance of the hearing. The panel will be empowered to review the investigative finding and request additional likely than not that the respondent violated the student code of conduct.
- c. The Title IX panel may confer with legal counsel on matters of policy if necessary.
- d. The determination of the Title IX Review Panel shall be reached on the basis of a simple majority.
- e. The investigation and determination should result in written finding and recommendations within 60 working days of the date of complaint was received by the Title IX Coordinator. With notice to all complainant(s) and respondent(s), the investigation period may be extended by the Title IX Coordinator if the investigator believes it necessary for a reasonable resolution of the complaint.
- f. Notification of the determination and disciplinary outcomes (if any) will be provided by the Title IX Coordinator.
- g. Examples of sanctions/outcomes for student respondents may include but are not limited to:
 - Conduct warning
 - Conduct probation
 - Mandated assessments
 - Educational sanctions
 - No contact order issued by the College restricting communication and contact between parties
 - Reassignment of academic courses to avoid contact with the complainant
 - Probation
 - Suspension or expulsion from the College in accordance with the Student Code of Conduct

4. Complaints Involving Faculty, Staff and Other Respondents

The determination about whether it is more likely than not that a faculty, staff, or visitor committed a violation of this policy will be made by the Title IX Coordinator after a review of all the evidence presented.

Complainants and Respondents will have the opportunity to have a support person present during the investigation and appeal process. Complainants and respondents shall be given the same opportunities for notice and support during the investigation and appeal.

Then standard of review and determination of a violation of this policy shall be a preponderance of the evidence or whether the respondent more likely than not violated the policy. Both the

complainant and the respondent will be notified in writing of the determination from the Title IX Coordinator. The Title IX Coordinator will recommend sanctions to the President or Provost/Executive Vice President to whom the respondent reports. Sanctions may include reprimand, suspension, educational requirements, or termination. Both the complainant and the respondent will be advised simultaneously in writing of the determination of the Title IX Coordinator and of sanctions, if any imposed.

5. Appeal Rights

In cases involving student respondents, both the complainant and the respondent will have the opportunity to appeal the decisions of the Panel to the Provost/Executive Vice President or designee within then (10) calendar days if notification of the decision.

Than complainant and the respondent will be notified simultaneously in writing, of the procedures for the complainant and respondent to appeal the decision of the panel. When an appeal is filed, the complainant and the respondent will be notified simultaneously in writing of any changes to the decision.

6. Prohibition on Retaliation

Retaliation against an individual for reporting a violation of this policy, supporting a complainant or respondent, or participating in an investigation is a serious violation of this policy and will be treated as another possible instance of harassment or discrimination.

7. Time Frame for Investigation and Resolution

The College's disciplinary process includes a prompt, fair, and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with the institutions policy and that is transparent to the complainant and the respondent. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within 60 days of the report. However, each proceeding allows for extensions of timeframes for good cause with written notice to the complainant and the respondent of the delay and the reasons for the delay. College officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability.

8. Disclosure to Victims of a Crime of Violence

Umpqua Community College will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offence, the results of any disciplinary proceeding conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of a crime or offense, Umpqua Community College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

9. UCC's Efforts to Prevent and Education about the Issues of Sexual Misconduct, Domestic Violence, Dating Violence, and Stalking

Umpqua Community College takes the safety of our students seriously, and we strive to create an environment and culture that is safe for all community members and is respectful of all individuals.

Sexual misconduct and intimate partner violence prevention and response are crucial to creating a safe, supportive and healthy environment for student, faculty and staff. The programming provided at UCC includes such topics as sexual assault, sexual violence, domestic violence, dating violence and stalking. The College engages in comprehensive, intentional and integrated programming, initiatives, strategies and campaigns intended to end sexual assault, sexual violence, sexual harassment, dating violence, domestic violence, stalking that are culturally relevant, inclusive to diverse communities and identities, sustainable, responsive to community needs, and informed by research, or assessed for value, effectiveness, or outcome, and considered environmental risk and protection factors as they occur on the individual institutional, community and societal levels.

Our educational programming consists of primary prevention and awareness programs for all incoming students and new employees. New student orientation is ongoing as we prepare for the next term.

Our educational initiatives are as follows:

10. Make clear the UCC policy prohibiting domestic violence, dating violence, sexual assault and stalking
11. Making available the definitions of domestic violence, dating violence, sexual assault and stalking according to Oregon law.
12. Define consent and identify what behavior and actions constitute consent in reference to sexual activity.
13. Provide descriptions and examples of safe and positive options for bystander intervention that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault or stalking. Bystander intervention includes recognition of situations that may involve potential harm, knowledge of institutional structures and cultural conditions that may facilitate violence, identification of barriers to intervening and safe, effective intervention strategies, and action to intervene.
14. Provide information on risk reduction, including options designed to decrease perpetration and bystander in-action and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that may facilitate violence.
15. Provide information regarding:
 - Procedures victims should follow if a crime of domestic violence, dating violence, sexual assault and stalking occurs.
 - Confidentiality and privacy as it relates to investigation and assistance.
 - Existing counseling, health, mental health, victim advocacy, legal; assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and community.
 - Interim modifications to academic, living, transportation, and working situations or protective measures and the process for requesting such modifications or measures.
 - Procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking.

SECTION 6: ANNUAL DISCLOSURE OF CRIME STATISTICS

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and its implementing regulations require colleges to disclose information about crime on and around their campuses. This section includes information on UCC crime statistics during the 2018 calendar year and includes comparison data for a three year period.

CRIME REPORTING DEFINITIONS

In accordance with the CLERY Act, UCC maintains documentation and reports crime statistics for the following four categories of reported crimes: Criminal offenses, hate crimes, Violence against Women Act (VAWA) offenses, and arrests/referrals for disciplinary action.

The crimes listed in this report are defined by the Federal Bureau of Investigation's Uniform Crime Reporting (UCR) Handbook. The definitions of forcible and non-forcible sex offenses are excerpted from the National Incident Based Reporting System Edition of the UCR Handbook. Definitions are as follows:

- **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.
- **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.
- **Burglary.** The unlawful entry of a structure to commit a crime.
- **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 and with consideration of the following factors:
 - The length of the relationship
 - The type of the relationship; and
 - The frequency of interaction between the persons involved in the relationship
 - For the purposes of this definition:
 - Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse
 - Dating violence does not include acts covered under the definition of domestic violence
- **Domestic Violence.** A felony or misdemeanor crime of violence committed by:
 - A current or former spouse or intimate partner of the victim
 - A person with whom the victim shares a child in common

- A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
- 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
- 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
- **Homicide.**
 - **Murder and Non-negligent Manslaughter.** The willful (non-negligent) killing of one human being by another
 - **Criminally Negligent Homicide.** A person commits the crime of Criminally Negligent Homicide when, with criminal negligence the person causes the death of another person.
- **Motor Vehicle Theft.** The theft or attempted theft of a motor vehicle.
- **Robbery.** The taking or attempting to take anything of value from the care, custody, or control of a person or person by force or threat of force or violence.
- **Sexual Assault.** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent
 - **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. This offense includes the rape of both males and females
 - **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 (seventeen) or because of his/her temporary or permanent mental incapacity
 - **Incest.** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
 - **Statutory Rape.** Sexual intercourse with a person who is under the statutory age of consent. In Oregon, the age of consent is eighteen
- **Stalking:** is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
 - Fear for the person's safety or the safety of others; or
 - Suffer substantial emotional distress
 For the purpose of this definition:
 - **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
 - **Reasonable.** A reasonable person under similar circumstances and with similar identities to the victim

- **Substantial emotional distress.** Significant mental suffering or anguish that may, but does not necessarily require medical or other professional treatment or counseling
- **Weapon Law Violations.** The violation of 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, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).
- **Liquor Law Violations.** The violation of 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).
- **Hate Crimes.** Also known as a bias crime, is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Although there are many possible categories of bias, under the Clery Act, only the following eight categories are reported: race, gender, religion, national origin, disability, sexual orientation, gender identity or ethnicity of the victim. For Clery purposes hate crimes include the criminal offenses crimes of murder, non-negligent manslaughter, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, arson in addition to the offenses of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property, and of other crimes involving bodily injury to any person in which the victim is intentionally selected because of the actual or perceived.
- **Unfounded Crimes.** A crime is considered unfounded for *Clery Act* purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless.

CRIME STATISTICS

Main Campus

Crime	2016	2017	2018	2018 Public Property
Murder – Non Negligent Homicide	0	0	0	0
Manslaughter	0	0	0	0
Sex Offenses – Forcible	0	0	0	0
Sex Offenses – Non-Forcible	0	0	1	0
Robbery	0	0	0	0
Aggravated Assault	0	0	0	0
Burglary	0	5	0	0
Arson	0	1	1	0
Dating Violence	0	0	0	0
Domestic Violence	0	0	0	0
Stalking	0	2	0	0
Hate Crimes ²	0	0	0	0
Weapons Crime Violations Arrest	0	0	0	0
Weapons Crime Violations Referral	0	0	0	0
Drug Abuse Arrest	0	0	0	0
Liquor Law Violations Arrests	0	0	0	0
Liquor Law Violations Referral	0	0	0	0
Drug Abuse Referral	0	0	0	0

²When a hate crime is reported, it is labeled with the following bias categories: *R – race, G – gender, S – sexual orientation, RE – religion, D – disability, E – ethnicity, N – national origin, GI – gender identity*. In addition, the following crimes when necessary are reported as hate crimes: larceny-theft, simple assault, intimidation, destruction, damage, vandalism of property, or any other crime involving bodily injury.

For 2018, the Sex Offenses-Non-Forcible line was changed from 0 to 1. The incident involved a female student who was fondled by a male faculty member.

For 2018, the Arson line was changed from 0 to 1 because an unknown person set fire to a bag of marijuana in the women’s ADA restroom.

Non-Campus: H. Woolley Center

Crime	2016	2017	2018
Murder – Non Negligent Homicide	0	0	0
Manslaughter	0	0	0
Sex Offenses Forcible	0	0	0
Sex Offenses Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Arson	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0
Hate Crimes	0	0	0
Weapons Crime Violations Arrest	0	0	0
Weapons Crime Violations Referral	0	0	0
Drug Abuse Arrest	0	0	0
Drug Abuse Referral	0	0	0
Liquor Law Violations Arrest	0	0	0
Liquor Law Violations Referral	0	0	0
Domestic Violence	0	1	1

For 2018, the Domestic Violence line was changed from 0 to 1 because a man hit a female several times and then left campus. The Roseburg Police Department responded.

Non-Campus: Commercial Truck Driving Center

Crime	2016	2017	2018
Murder – Non Negligent Homicide	0	0	0
Manslaughter	0	0	0
Sex Offenses Forcible	0	0	0
Sex Offenses Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Arson	0	0	0
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
Hate Crimes	0	0	0
Weapons Crime Violations Arrest	0	0	0
Weapons Crime Violations Referral	0	0	0
Drug Abuse Arrest	0	0	0
Drug Abuse Referral	0	0	0
Liquor Law Violations Arrest	0	0	0
Liquor Law Violations Referral	0	0	0

Non-Campus: Small Business Development Center

Crime	2016	2017	2018
Murder – Non Negligent Homicide	0	0	0
Manslaughter	0	0	0
Sex Offenses Forcible	0	0	0
Sex Offenses Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Arson	0	0	0
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
Hate Crimes	0	0	0
Weapons Crime Violations Arrest	0	0	0
Weapons Crime Violations Referral	0	0	0
Drug Abuse Arrest	0	0	0
Drug Abuse Referral	0	0	0
Liquor Law Violations Arrests	0	0	0
Liquor Law Violations Referrals	0	0	0

Non-Campus: South County Center

Crime	2016	2017	2018
Murder – Non Negligent Homicide	0	0	0
Manslaughter	0	0	0
Sex Offenses Forcible	0	0	0
Sex Offenses Non-forcible	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Arson	0	0	0
Dating Violence	0	0	0
Domestic Violence	0	0	0
Stalking	0	0	0
Hate Crimes	0	0	0
Weapons Crime Violations Arrest	0	0	0
Weapons Crime Violations Referral	0	0	0
Drug Abuse Arrest	0	0	0
Drug Abuse Referral	0	0	0
Liquor Law Violations Arrest	0	0	0
Liquor Law Violations Referral	0	0	0

Non-Campus: Apprenticeship Training Center

Crime	2018		
Murder – Non Negligent Homicide	0		
Manslaughter	0		
Sex Offenses Forcible	0		
Sex Offenses Non-forcible	0		
Robbery	0		
Aggravated Assault	0		
Burglary	0		
Arson	0		
Dating Violence	0		
Domestic Violence	0		
Stalking	0		
Hate Crimes	0		
Weapons Crime Violations Arrest	0		
Weapons Crime Violations Referral	0		
Drug Abuse Arrest	0		
Drug Abuse Referral	0		
Liquor Law Violations Arrest	0		
Liquor Law Violations Referral	0		

2018 was the first year of the UCC Apprentice Training Center.

SECTION 7: APPENDIX

TITLE: USE OF TOBACCO

BOARD POLICY # 308

UCC promotes a safe, healthy learning and working environment. In acknowledgement of the Surgeon General's findings that tobacco use in any form, active and passive, is a significant health hazard, and in recognition of the classification of environmental tobacco smoke as a Class-A carcinogen, UCC strives to minimize health risks with this policy.

The distribution, advertising, promotion, sponsorship, sale, or use of tobacco, including any smoking device or inhalant delivery systems, is prohibited in any College-owned or College-controlled property and during College events.

This policy applies to all UCC employees, volunteers, clients, students, visitors, vendors, and contractors.

As required by Oregon state law, possession or use of tobacco products and smoking device or inhalant delivery systems by persons under the age of 21 is prohibited on all UCC grounds and property.

Any exceptions to the policy are listed in the associated procedure

RESPONSIBILITY:

The Director of Facilities and Security is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

TITLE: USE OF ALCOHOL, INTOXICANTS, AND CONTROLLED SUBSTANCES

BOARD POLICY # 346

In keeping with federal, state, and local laws, regulations, statutes, and ordinances, Umpqua Community College prohibits the use, possession, manufacture, sale, or distribution of alcohol, intoxicants, drugs containing controlled substances (including marijuana), and/or other illegal drugs while on college-owned or college-controlled property, including vehicles; while performing any work-related function on behalf of the College; or while representing the college on business or in college-sponsored activities.

Additionally, College employees, students, and visitors are prohibited from being under the influence of alcohol, intoxicants, drugs containing controlled substances (including marijuana), and/or other illegal drugs while on college-owned or college-controlled property, including vehicles; while performing any work-related function on behalf of the College; or while representing the college on business or in college-sponsored activities.

Policy exceptions

1. UCC complies with all rules of the Oregon Liquor Control Commission.
 - a. Alcohol may not be consumed by any person at any UCC facility except at an event that has been approved to serve alcohol by the College President or the President's designee.
 - b. Alcohol will only be served by approved businesses carrying the proper insurance, holding a valid liquor license, and having licensed servers.
 - c. Alcohol may be given as gifts or auctioned, but the gifted alcohol may not be opened on any Umpqua Community College facility or property.
 - d. When representing the college at college-affiliated, charitable, and community events where alcohol is served, employees and students of legal drinking age in Oregon may consume alcohol in moderation. Employees and students at such events may not consume alcohol in excess nor get behind the wheel of a vehicle if under the influence of alcohol.
2. Pursuant to restrictions detailed in ORS 471.580, a student, including 18-, 19-, and 20-year-olds, enrolled in a food or beverage career class offered by UCC, may consume a limited amount of alcohol in a controlled, supervised educational setting.
3. This policy is not intended to prohibit the lawful use or possession of prescription medication (other than marijuana) that is used consistently with a valid prescription by the person to whom it is prescribed.

A violation of this policy will subject the violator to disciplinary action, up to and including termination, and referral to local law enforcement.

RESPONSIBILITY:

The Chief of Security, in consultation with the Director of Human Resources, is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

TITLE: REPORTING OF CRIMINAL ACTIONS AND OTHER EMERGENCIES

BOARD POLICY # 612

The safety of students, employees, and visitors is a high priority to Umpqua Community College (UCC). Therefore, in conformity with the Crime Awareness and Campus Security Act, UCC urges its employees, students, and visitors to report all criminal actions and other emergencies occurring on campus or at related off-campus sites to an appropriate authority, as stated in Administrative Procedure #612. This means that all emergencies, including crimes in progress, should be reported immediately to 9-1-1, with a follow-up contact to the Campus Security Department, and all other criminal actions should be reported promptly to the Campus Security Department, a Campus Security Authority (CSA), or local law enforcement.

UCC employees and other persons designated as CSAs are identified in Administrative Procedure #612. CSAs are required to notify the Campus Security Department of any reports or other knowledge of criminal actions involving UCC facilities, employees, students, or visitors to UCC. Information regarding criminal actions will be forwarded to the appropriate law enforcement agency in whose jurisdiction the incident occurred.

Reports may be made confidentially and/or anonymously as stated on the Campus Security Department's website (www.umpqua.edu/security) and in Administrative Procedure #612.

RESPONSIBILITY

The Chief of Security is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

TITLE: COLLEGE SECURITY

BOARD POLICY # 613

Umpqua Community College's Security Officers have the authority to:

- Enforce College policies, including the Student Code of Conduct
- Issue citation to students, employees, and visitors who are in violation of the College's traffic and parking Codes
- Ask persons for identification and to determine whether individuals have lawful business at the College

The College Security Department is not a law enforcement agency. Criminal incidents are referred to the local police/sheriff department who have jurisdiction at the particular College location. The College has no memoranda of understanding between the institution and local/state law enforcement agencies.

The Security Department endeavors to maintain a professional working relationship with local law enforcement agencies. All crime victims and witnesses are strongly encouraged to immediately report crimes to the Security Department and local law enforcement agencies. Prompt reporting will assure timely warning notices on College property and timely disclosure of crime statistics. (See BP and AP 612.)

RESPONSIBILITY:

The Chief of Security is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

TITLE: STUDENT CODE OF CONDUCT

BOARD POLICY # 721

Students at Umpqua Community College are expected to conduct themselves in a manner compatible with an educational environment and in accordance with standards of the college that are designed to perpetuate its educational purposes.

The college, because of its responsibility to provide a safe and supportive learning environment, has certain obligations that need to be reflected as rules in the governance of student conduct and discipline.

Through this Student Code, Umpqua Community College describes 1) the responsibilities, rights and freedoms afforded to students and 2) conduct that would interfere with the educational mission of the institution.

The provisions of the Student Code of Conduct are not to be regarded as a contract between the students and the College. The College reserves the right to amend any provision herein at any time in accordance with established College policies. Communication of any changes will be made to the College community in an appropriate and timely fashion.

This Student Code of Conduct will apply to conduct which occurs on College premises and to conduct which occurs elsewhere during the course of a College-sponsored activity. Off-campus behavior that adversely affects the College and/or the pursuit of its objectives may also be subject to the Umpqua Community College Student Code of Conduct.

Responsibility

The Vice President for Student Development (VPSD) is responsible for the administration of the Student Code of Conduct. In the absence of the VPSD, the President may appoint a designee to administer the Student Code of Conduct.

TITLE: EMERGENCY MANAGEMENT

BOARD POLICY # 605

Emergency Management procedures are maintained by the College's Emergency Response Team and include the following:

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

Responsibility:

The Director of Facilities and Security is responsible for implementing and updating this policy. Specific guidance for policy implementation may be found in the associated Administrative Procedure(s).

TITLE: SEXUAL HARASSMENT

BOARD POLICY # 314.01

Umpqua Community College is committed to providing all employees and students with the opportunity to work and learn in an environment free from discrimination, including harassment. It is a violation of college policy for any employee or student to engage in harassment of any other college employee or student.

Sexual harassment includes any sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when, either explicitly or implicitly:

- a. It is made a condition of employment or a basis for employment decisions regarding students or staff; or
- b. It is made a condition for a student's enrollment, evaluation, or satisfactory progress in a class or program; or
- c. Such behavior unreasonably interferes with a student or staff member's academic or work performance by creating an intimidating, hostile, or offensive learning or work environment.

UCC employees and students who feel they have been subjected to sexual harassment are encouraged to first pursue an informal resolution to their complaint. Employees should bring their concerns to the attention of their supervisors, the appropriate Vice President, or the college Affirmative Action Officer. Students are encouraged to discuss their concerns with a college counselor or the Vice President for Student Services. Every effort will be made to maintain confidentiality for both the complainant and the accused at the informal level.

If the situation is irresolvable by informal means, employees and students should promptly seek assistance from the college Affirmative Action Officer and follow the formal discrimination grievance procedures. Impartial replacements will be selected by the President in the event that a member of the Personnel/Affirmative Action Committee is the alleged harasser.

UCC supervisors are responsible for promoting an environment that is free from sexual harassment. UCC will thoroughly investigate all reported incidents of sexual harassment. Employees or students found to be in violation of this policy will be subject to immediate discipline, including possible termination or suspension from the college.

UCC will not tolerate retaliation of any kind against employees or students based upon their allegations regarding sexual harassment. Retaliatory behavior will be considered a breach of this policy and will be dealt with accordingly.

Employees and students should be aware that formal allegations of sexual harassment carry potentially serious consequences to the person charged. Such allegations should be made if warranted, but should be made with accuracy and truthfulness.

SECTION 8: ADDITIONAL RESOURCES

NATIONAL

Clery Center for Security on Campus: <http://clerycenter.org/summary-jeanne-clery-act>

Crime Victim Compensation: www.nacvcb.org

Dating Violence: <https://www.womenshealth.gov>

Domestic Violence Resource Center: www.dvrc-or.org

National Human Trafficking Hotline: 888-373-7888

Drug Enforcement Administration (DEA): www.dea.gov

Dating Violence: National Center for Victims of Crime:

<https://www.victimsofcrime.org>

<http://www.cdc.gov/violenceprevention/intimatepartnerviolence>

<https://www.womenshealth.gov/violence-against...of-violence/dating-violence.html>

DEA Diversion, Drug, and Chemical Information:

http://www.DEAdiversion.usdoj.gov/drug_chem_info/index.html.

Jane Doe No More: www.janedoenomore.org

National Center for Victims of Crime: www.victimsofcrime.org

National Domestic Violence Hotline: www.thehotline.org

1-800-799-SAFE (1-800-799-7233) or 1-800-787-3224 (TDD)

National Sexual Violence Resource Center:

<http://www.nsvrc.org/saam/preventing-sexual-violence-campus>

National Teen Dating Abuse Helpline: www.loveisrespect.org:

1-856-331-9474

Office for Victims of Crime: www.ovc.gov

Protecting Students from Sexual Assault

<https://www.justice.gov/ovw/protecting-students-sexual-assault>

Rape, Abuse, & Incest National Network (RAINN):

www.rainn.org, 24/7 Helpline: 800-656-HOPE (4673)

Rape Foundation: www.therapefoundation.org

Sexual Assault Support for the DoD Community: www.safehelpline.org

Sexual Assault and the LGBTQ Community:

<http://www.hrc.org/resources/sexual-assault-and-the-lgbt-community>

LOCAL

Battered Persons Advocacy

Office: 541-957-0288 24 hour crisis line: 800-464-6543/541-673-7867

Douglas County Sheriff's Office: www.dcsso.com

541-440-4450

Roseburg Police Department: info@cityofroseburg.org

541-492-6760

Oregon State Police: osp.scc@state.or.us

541-776-6111



