

# 2018 ANNUAL SECURITY AND FIRE SAFETY REPORT



CENTRAL OREGON COMMUNITY COLLEGE | MADRAS CAMPUS

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# INTRODUCTION

Central Oregon Community College (COCC) Campus Public Safety is dedicated to providing professional services through protection, education and enforcement for all students, staff, faculty and visitors.

COCC Campus Public Safety is responsible for the Safety and Security of the Bend, Redmond, Madras and Prineville Campuses as well as Chandler Lab (Bend), Brightside Veterinary Center (Redmond) and COCC programs at Deer Ridge Correctional Facility in Madras.

This report complies with the requirements of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1999. While we have sought to make this report a valuable resource of safety information, we invite you to contact any of the departments or programs listed in this report for more information about our policies or resources.

Reports for our satellite campuses are available separately. Please contact Campus Public Safety at **541.383.7272** to obtain a copy.

Campus Public Safety prepares the Annual Fire & Security Report from data obtained through dispatch and records management systems, incident reports and those supplied through local law enforcement.

# EMERGENCY NUMBERS

AGENCY	PHONE
COCC CAMPUS PUBLIC SAFETY	541.383.7272
EMERGENCY	911
BEND POLICE NON-EMERGENCY	541.693.6911
DESCHUTES COUNTY SHERIFF NON-EMERGENCY	541.693.6911
REDMOND POLICE NON-EMERGENCY	541.693.6911
MADRAS POLICE NON-EMERGENCY	541.475.2201
PRINEVILLE POLICE NON-EMERGENCY	541.447.4168
DESCHUTES COUNTY MENTAL HEALTH	541.322.7500
COCC OFFICE OF STUDENT LIFE	541.383.7590
COCC COUNSELING SERVICES	541.383.7200
SAVING GRACE (SEXUAL/DOMESTIC ASSAULT)	541.389.7021
ST. CHARLES MEDICAL CENTER (BEND)	541.382.4321
BEND MEMORIAL CLINIC	541.382.2811
FAMILY CHOICE URGENT CARE	541.213.2133
MOUNTAIN MEDICAL IMMEDIATE CARE	541.388.7799

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## CAMPUS PUBLIC SAFETY (CPS)

### ADMINISTRATION

Campus Public Safety (CPS) falls under the purview of the Office of the Vice President for Administration.

The department is staffed with a Director, Supervising Officer, Senior Officer, Public Safety Officers, Student Officers (Cadets), Administrative/Dispatch Personnel, and Federal Work-Study Employees.

### HOURS OF OPERATION

The department provides patrol and response services 24 hours a day/7 days a week on the Bend campus. There is also a patrol officer(s) assigned to our Redmond, Prineville and Madras campuses.

### PUBLIC SAFETY OFFICERS

All COCC officers are certified through the Oregon Department of Public Safety and Standards Training (DPSST) as unarmed, private security officers. Prior to employment, all officers must successfully pass a stringent background check, a driving history assessment and a criminal history check by DPSST.

Each officer completes an extensive 400-hour in-house training program, an 80-hour Basic Campus Law Enforcement Academy, and a minimum of 40 hours a year continuing education and refresher trainings.

Many officers have received certified training in Crisis Intervention to assist with students, staff and faculty experiencing a mental health crisis. Additional trainings include (but not limited to) verbal judo, defensive tactics, sexual assault response and other trainings deemed appropriate by administration. All CPS officers are first aid and CPR certified and trained in the use of Automatic External Defibrillators (AEDs).

### OFFICER AUTHORITY

CPS officers have authority to enforce all policies and regulations enacted by the governing board of the College. Under Oregon Revised Statute (ORS 341.300), officers have authority to enforce all traffic and parking regulations adopted by the governing board. CPS officers have the authority to ask all persons in/on college property for identification.

When there exists potential harm to persons or property on campus, CPS may choose to initiate a “private person arrest” (citizen’s arrest), in full compliance with the specific requirements found in ORS Chapter 133 and any other applicable law. In the event of any disturbance, CPS will, to the extent practicable, first seek to solve it without effecting an arrest.

All CPS officers have authorization to issue notices of trespass from specific buildings and/or COCC campuses, as they are designated “persons in charge” for this authority.

**NOTE: Jurisdictional authority is limited to COCC properties, facilities, college owned roadways and parking lots.**

### ENFORCEMENT OF POLICY VIOLATIONS

Persons who violate campus policies are subject to citation; this applies to policy violations and traffic violations (including parking). Violations of policies and traffic laws result in citations and monetary fines. Unpaid citations risk registration holds, graduation delays, transcript holds and potential government garnishment. Faculty and staff are held to these same possible sanctions.

Other policy violations may also be subject to citation or adjudication through student conduct



hearings, which may result in academic warnings, suspensions or expulsions.

### OFFICER RESPONSE FOR ASSISTANCE

Campus Public Safety Officers will respond to and investigate all requests, incidents and reported crimes on campus. Officers are authorized to respond and investigate incidents through the authority granted by the COCC Board of Directors, and as mutually agreed upon with local law enforcement.

## REPORTING & NOTIFICATION OF CRIMES AND OTHER INCIDENTS

### NOTIFICATION TO CAMPUS PUBLIC SAFETY

Community members, students, employees and visitors should report all crimes and criminal behavior in a timely manner. Prompt reporting aids in providing timely warning notices to the community when appropriate, aids in the prevention of similar crimes and assists in the investigation of crimes and the apprehension of perpetrators.

### REPORTING AN EMERGENCY

For any immediate, life-threatening situation call **911**, then the CPS office at **541.383.7272** from any outside phone or extension **7272** from an internal phone.

If the CPS office door is closed or it is after hours and the Boyle Education Center is still open, there is a phone located near the door, outside of room

161 that will connect the reporting party with the officer or dispatcher on duty.

### ANONYMOUS REPORTING OF CRIMES

Crimes and incidents occurring on COCC campuses may be reported without providing identifying information.

- Phone: **541.383.7272**
- Email: [publicsafety@cocc.edu](mailto:publicsafety@cocc.edu)
- Online: [Maxient Report](#)

## Internal/External Reporting Partners May Include

**Title IX Coordinator** – Coats Campus Center  
213, 2600 NW College Way | Bend 97703  
**541.383.7244**

**Director of Student Life** – Coats Campus Center  
2600 NW College Way | Bend 97703  
**541.383.7592**

**Assistant Director of Housing & Residence Life** – Residence Hall  
2200 NW Mt. Washington Dr. | Bend 97703  
**541.383.7588** or **541.383.7545**

#### Local Police Departments

Emergencies **911**

**Bend** Police Department **541.693.6911**

**Redmond** Police Department **541.693.6911**

**Madras** Police Department **541.475.2201**

**Prineville** Police Department **541.447.4168**

**Deschutes County Sheriff** **541.693.6911**

#### Campus Security Authority (CSA)

See the [appendix](#) for the complete list

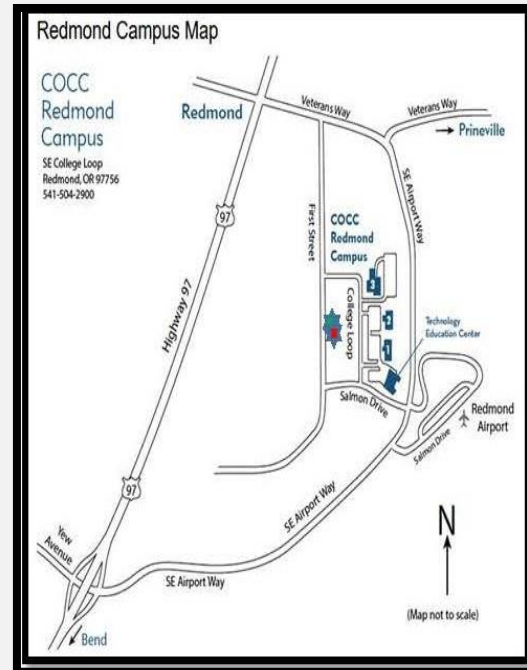
Victims of crimes are encouraged to file a report with local law enforcement in addition to their report to the Campus Public Safety Department; CPS staff are able to assist in this process if desired.

**NOTE:** All Clery countable crimes (according to the FBI's Uniform Crime Reporting definitions) will be counted in the final Clery Annual Security Report. While the content of reports or the reporting parties may remain anonymous, the incidents must be disclosed according to federal law.

### CODE BLUE TOWERS/EMERGENCY PHONES

Code Blue Towers (emergency assistance intercoms) and Emergency Phones are available to contact Public Safety for any emergency. Once activated a CPS duty officer's phone will ring and initiate an immediate response to the individual's location. The call-taker will remain on the line with the reporting party until an officer has arrived at their location as long as it is safe to do so.

The Code Blue Towers are a valuable tool for enhancing the safety of those on our campus. Upon activation, a blue light/beacon will be visible. In addition, each Tower is equipped with an intercom (direct communication link) to the COCC Campus Public Safety Duty Phone.



### TOWER LOCATIONS

- E1 lot across from Campus Center
- D1 Barber Library
- D4 North of Barber Library
- Front of Health Careers Center
- Quad
- Science Center
- Jungers Culinary
- Residence Hall
- *Due to the size, Madras and Prineville Campuses do not currently have Code Blue Towers*

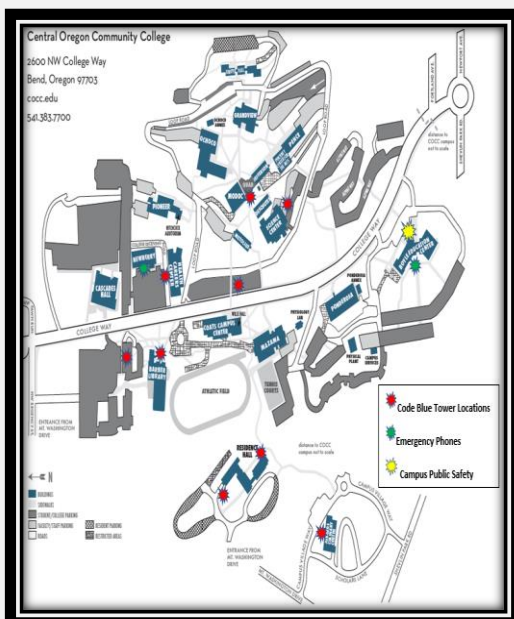


### PHONE LOCATIONS

- Behind Boyle Education Center
- Front of Newberry Hall

### REPORTING AN URGENT CONCERN

The quickest notification method is by phone. Incoming calls are triaged and handled according to their priority level; every effort is made to





respond in a timely manner. Campus Public Safety officers are on duty 24-hours a day, 7 days a week.

During normal business hours of 8:00 A.M to 5:00 P.M. the dispatcher on duty will take the call and advise the officer(s) on duty. After hours between 5:00 P.M. and 8:00 A.M., the phone will ring directly to the on-duty officer(s).

**NOTE:** If at any time after the initial report is made the incident becomes less urgent, more urgent or is resolved, the reporting party should contact Campus Public Safety or local law enforcement (911) to inform them of the change in status.

Reports are submitted through our online system via [Maxient Report](#). Once a report is filed, it is sent to the CPS internal email system and assigned to an officer for follow-up. Reporting parties should indicate if they would like to have follow-up regarding their report, the urgency and provide as much information as possible to assist in investigating the reported incident.

**NOTE:** It is **unadvisable to report emergencies or crimes in progress via Maxient**. This reporting method is for less urgent issues that still require Public Safety follow-up.



Any person can access this reporting system 24 hours a day, 7 days a week.

<https://www.cocc.edu/public-safety/online-reporting/>

Contact Campus Public Safety **541.383.7272** if you have additional questions or need further assistance filing a report.

## IDENTIFYING COCC'S GEOGRAPHICAL LOCATIONS

Clery Act regulations require all institutions of higher learning to identify geographic locations that may affect the safety of the College community. These locations include:

1. On campus (including branch campuses)
2. Public property within or immediately adjacent to the campus
3. In or on non-campus buildings or property that COCC owns or controls

### ON-CAMPUS

**ON-CAMPUS:** defined as any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls.

Any building or property that is within or reasonably contiguous to the area identified in paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

**BRANCH CAMPUS:** defined as a location of an institution that is geographically apart and independent of the main campus of the institution. A location of an institution is considered independent of the main campus if the location is permanent in nature, offers courses in educational programs leading to a degree or other recognized educational credential, has its own faculty and administrative or supervisory organization, and has its own budgetary and hiring authority.



## CLERY ACT REQUIREMENTS

Any crime, no matter how small, is important to Campus Public Safety. Reporting incidents as they occur assists COCC Public Safety and the College in tracking crimes, where they occur, and helps us meet the requirements for the Annual Security Report.

## CRIMINAL OFFENSES

- CRIMINAL HOMICIDE
  - Murder and Non-Negligent Manslaughter
  - Manslaughter by Negligence
- SEXUAL ASSAULT  
(ORS 163.305-163.479)
  - Rape
  - Fondling
  - Incest
  - Statutory Rape
- AGGRAVATED ASSAULT
- ROBBERY
- BURGLARY
- MOTOR VEHICLE THEFT
- ARSON

## DEFINITIONS

### CRIMINAL HOMICIDE

**MURDER AND NON-NEGLIGENT MANSLAUGHTER:** defined as the willful (non-negligent) killing of one human being by another.

**MANSLAUGHTER BY NEGLIGENCE:** defined as the killing of another person through gross negligence.

### SEXUAL ASSAULT (SEX OFFENSES)

Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.

**RAPE:** defined as 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 males and females.

**FONDLING:** defined as 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 or because of his/her temporary or permanent mental incapacity.

**INCEST:** defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**STATUTORY RAPE:** defined as sexual intercourse with a person who is under the statutory age of consent.

- **ORS 163.315** states a person is incapable of consenting to a sexual act if the person is under 18 years old.

Further information on safely and confidentially filing a sexual assault report can be found on page 44.

### 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.

- Assault by disease when the offender is aware that he or she is infected with a deadly disease and deliberately attempts to inflict the disease by biting, spitting, etc.
- Use of any date rape drug is an assault.

## ROBBERY

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

### ESSENTIAL ELEMENTS INCLUDE:

- Committed in the presence of a victim (usually the owner or person having custody of the property).
- The perpetrator directly confronts the victim.
- Victim is threatened with force or put in fear that force will be used.
  - Weapon (gun, knife, club, etc.) or any other item that, although not usually thought of as a weapon, becomes one during a crime.
  - Also includes crimes involving pretend weapons or those in which the victim does not see the weapon, but the robber claims to have one.
- Involves Theft or Larceny

## BURGLARY

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

### ESSENTIAL ELEMENTS (MUST INCLUDE ALL 3):

1. Evidence of unlawful entry (trespass). This means that the person did not have the right to be in the structure at the time the incident occurred.
2. Unlawful entry must occur within a structure, defined as having four walls, a roof and a door.
3. Structure unlawfully entered to commit a felony or theft.

## OREGON CRIME STATISTICS

Uniform Crime Reports (UCR) for Oregon are updated annually, these reports can be viewed online:

[www.oregon.gov/cjc/SAC/Documents/2015FBIUCROregon.pdf](http://www.oregon.gov/cjc/SAC/Documents/2015FBIUCROregon.pdf)

## MOTOR VEHICLE THEFT

The theft or attempted theft of a motor vehicle. Theft of any self-propelled vehicle that runs on land surface and not on rails, such as cars, trucks, ATV's, golf carts, motorized wheelchairs, etc.

- **Theft from a motor vehicle is considered larceny – therefore not considered a Clery countable offense.** We do track these statistics on our daily crime log. Please report any instances of theft from vehicles to Campus Public Safety **541.382.7272**.

## ARSON

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



# HATE CRIMES

A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim.

## HATE CRIMES

- ANY CRIMINAL OFFENSE LISTED ABOVE
- LARCENY-THEFT
- SIMPLE ASSAULT
- INTIMIDATION
- DESTRUCTION, DAMAGE, VANDALISM MOTIVATED BY BIAS

- **RACE:** group of persons who possess common physical characteristics (e.g., skin color) which distinguish them as a distinct division (e.g., Asians, Blacks, Whites).
- **RELIGION:** a group of persons who share the same religious beliefs regarding the origin and purpose of the universe or existence of a supreme being.
- **GENDER:** a person or group of persons based on their actual or perceived gender.
- **GENDER IDENTITY:** based on their actual perceived gender identity (i.e., bias against transgender).
- **ETHNICITY:** members who identify with each other, through common heritage, similar language, common culture and/or common ancestry.
- **NATIONAL ORIGIN:** a group of people based on their actual or perceived country of birth.
- **DISABILITY:** group of persons based on their physical or mental impairments,

whether disability is temporary or permanent.

### LARCENY-THEFT

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

### SIMPLE ASSAULT

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

### INTIMIDATION

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

### DESTRUCTION, DAMAGE, OR VANDALISM OF PROPERTY

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

**NOTE:** COCC does not retaliate against any individual for reporting any crime on campus.



# SAFE ZONES

Safe Zones are confidential and safe environments for lesbian, gay, bisexual, transgender, and queer (LGBTQ) individuals.

The purpose of this program is to reduce homophobia, transphobia, and heterosexism on our campus and, thereby, make our campus a safer environment for all of us regardless of our sexual orientation or gender identification. As a community, we strive to foster a work and learning environment that respects and welcomes all differences.



## Safe Zone Resources

<https://www.cocc.edu/multicultural/safe-zone-resources/>

## Safe Zone Volunteers

<https://www.cocc.edu/multicultural/safe-zone-volunteers/>

## Gender Inclusive Bathrooms on Campus

<https://www.cocc.edu/multicultural/gender-inclusive-bathrooms/>

## FOR MORE INFORMATION

Alicia Moore | 541.383.7244  
[amoore@cocc.edu](mailto:amoore@cocc.edu)

## RESOURCES TO HELP COMBAT HATE



### Oregon Coalition Against Hate Crime

CAHC started in Portland, Oregon as a statewide partnership between community groups and local, state and federal government agencies.

CAHC also tracks hate crimes and hate incidents as well as hate group activity in the State of Oregon.

**Website:** <https://oregoncahc.org/about/>

## HUMAN DIGNITY COALITION

Human Dignity Coalition believes all people deserve to be treated with dignity and respect. Help create a Central Oregon community where LGBTQ people are valued and treated equally.

**Website:** <https://humandignityco.wordpress.com/>



PFLAG promotes the health and well-being of lesbian, gay, bisexual and transgender persons, their families and friends through SUPPORT, to cope with an adverse society, EDUCATION, to enlighten an ill-informed public, and ADVOCACY, to end discrimination and to secure equal civil rights. PFLAG provides opportunities for dialogue about sexual orientation and gender identity, and acts to create a society that is healthy and respectful of human diversity.

**Website:** <http://pflagcentraloregon.webs.com/>

# VIOLENCE AGAINST WOMEN ACT

This act was developed and passed because of extensive grassroots efforts in the late 1980s and early 1990s.

One of the greatest successes that came from this act is the coordination of community response to domestic violence, sex dating violence, sexual assault and stalking.

## VIOLENCE AGAINST WOMEN ACT (VAWA)

- DATING VIOLENCE
- DOMESTIC VIOLENCE
- STALKING (ORS 163.732)

### DATING VIOLENCE

**DATING VIOLENCE:** defined as 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 length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

- **INCLUDES:** but not limited to, sexual or physical abuse or the threat of such abuse.
- **DOES NOT INCLUDE:** acts covered under the definition of domestic violence.

### DOMESTIC VIOLENCE

**DOMESTIC VIOLENCE:** defined as a felony or misdemeanor crime of violence committed:

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

### STALKING

**STALKING:** 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

## VICTIM ASSISTANCE

DESCHUTES COUNTY VICTIM ASSISTANCE

1164 NW BOND ST | BEND OR 97701

541.388.6525

# WEAPONS, DRUGS & ALCOHOL

## DRUG FREE CAMPUS

In compliance with the Drug-Free Workplace Act of 1988 ([Public Law 100-690, Title V, Subtitle D](#)) and the Drug-Free Schools and Communities Act Amendment of 1989 ([Public Law 101-226](#)), it shall be the policy of COCC to maintain a drug-free campus for all employees and students. In accordance with [ORS 475.300 – 475.346](#), COCC’s Drug Free Campus Policy includes prohibiting the use of medical marijuana on campus property or for any campus-sponsored class, activity or event regardless of location. It is the responsibility of the College to notify students and staff of college policy.

The following policy is in effect: The unlawful possession, use, or distribution of illicit drugs and alcohol is **prohibited** on the College campuses, in all College facilities, or as part of any College-sponsored activity, regardless of where that activity is located. Violators of this policy will be prosecuted fully to the extent of State and Federal law and, in addition, there are specific consequences for employees and for students, which are also stated in the College Drug-Free Campus Procedures. See Hearing and [Adjudication](#) Process.

## DRUG ABUSE VIOLATIONS

**DRUG ABUSE VIOLATIONS:** defined as the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs.

- INCLUDES (but not limited to): opium or cocaine and their derivatives (morphine, heroin, codeine, hydrocodone, oxycodone, fentanyl), marijuana, Demerol, methadone, barbiturates, benzodiazepines, Benzedrine
- Possession of marijuana under the age of 21 is illegal [ORS 475B.010 to 475B.395](#).

## ALCOHOLIC BEVERAGES ON CAMPUS

Alcoholic beverages, and the consumption thereof, shall not be allowed on the campuses of COCC except as permission is granted by the President through the completion of and Presidential signature on Request for Approval to Serve Alcohol on COCC Campus Form.

The intent of the policy is to give COCC the ability to provide complete and tasteful meal services for special social and cultural gatherings. The intent is not meant to allow other agencies, clubs or individuals to use the policy as a blanket approval mechanism for serving alcoholic beverages on campus.

All such activities shall be in keeping with all Oregon Statutes. Interested parties wanting to serve alcohol on campus should contact the COCC Risk Management Office at **541.383.7208**.

# WEAPONS, DRUGS & ALCOHOL

- SEE COLLEGE POLICY ON WEAPONS
- SEE COLLEGE POLICY ON ALCOHOL
- SEE COLLEGE POLICY ON DRUGS





## LIQUOR LAW VIOLATIONS

**LIQUOR LAW VIOLATIONS:** defined as the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence and drunkenness.

- INCLUDES (but not limited to): furnishing liquor to a minor, underage possession
- Possession of alcoholic beverages under the age of 21 is illegal [ORS 471.430](#)
- Providing alcohol to a person under the age of 21 is illegal [ORS 471.410](#)

## WEAPONS VIOLATIONS

No person-including students, employees, vendors, college patrons, or other visitors – may bring, possess, conceal, brandish, use or be in possession of a firearm, destructive device or other dangerous weapon as defined by [ORS 161.015 \(1\) \(2\)](#), or give the appearance of being in possession, on college-owned or controlled property or at activities under the jurisdiction or sponsorship of the College except as provided by [ORS 166.360](#), [ORS 166.370](#) and federal law.

- Places where firearms cannot be carried as defined in [ORS 166.360](#)
- Weapons in Public Building defined in [ORS 166.370](#)

While Oregon is an open carry state, it is important to note that Central Oregon Community College does not allow open carry.

## ILLEGAL WEAPONS POSSESSION

**ILLEGAL WEAPONS POSSESSION:** defined as the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

- Dangerous weapons defined by [ORS 161.015 \(1\) \(2\)](#)

## CONCEALED WEAPONS ON CAMPUS

COCC strongly discourages the possession of firearms on campus and enforces this fully in accordance with the law; however, the College recognizes provisions under the ORS that create limited exemptions to these prohibitions. Persons who are allowed to carry firearms under the provisions of the ORS must understand the responsibility and liability associated with carrying, possession and/or use of a firearm on campus.

- The responsibility to properly and lawfully carry and conceal a firearm rests squarely with the individual. Failure to do so may result in disciplinary action from the College.
- Improper use, carry, storage, concealment or behavior related to firearms may be grounds for CPS to notify the relevant county Sheriff or local law enforcement of such actions. This can negatively affect your concealed carry licensure.
- See [Campus Public Safety FAQs](#) for more information.

Students, staff and faculty do not have a duty to engage a violent, aggressive or suspicious person even if they legally have a concealed weapons permit.



**NOTE:** If an individual's concealed firearm is seen by anyone in public while on COCC property, this is considered a policy violation and will be handled accordingly. If an individual uses a legally carried firearm to defend themselves the liability for the use of that weapon rests with the individual, **NOT THE COLLEGE.**

# ANNUAL STATISTICS

## BEND: CRIMINAL OFFENSE STATISTICS

CRIMINAL OFFENSE	ON-CAMPUS						NON-CAMPUS	PUBLIC <sup>1</sup> PROPERTY	UNFOUNDED <sup>2</sup>						
	ON-CAMPUS TOTAL <sup>3</sup>			ON-CAMPUS STUDENT HOUSING (INCLUDED IN TOTAL)											
	16	17	18	16	17	18				16	17	18	16	17	18
Murder/Non-Negligent Manslaughter	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	1	0	0	1	0	1	0	0	0	0	0	0	0	0
Fondling	3	4	5	2	4	5	1	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	2	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	1	2	2	1	1	2	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0

<sup>1</sup> Public Property [statistics obtained through local law enforcement agencies]

<sup>2</sup> Institutions began reporting unfounded crimes in 2014.

<sup>3</sup> Chandler Lab statistics are included in the Bend counts.

**BEND: VIOLENCE AGAINST WOMEN ACT STATISTICS**

VAWA	ON-CAMPUS						NON-CAMPUS			PUBLIC <sup>6</sup> PROPERTY			UNFOUNDED <sup>7</sup>		
	ON-CAMPUS TOTAL <sup>8</sup>			ON-CAMPUS STUDENT HOUSING (INCLUDED IN TOTAL)			16	17	18	16	17	18	16	17	18
	16	17	18	16	17	18									
Domestic Violence	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	8	2	0	1	0	0	1	0	0	0	0	0	0	0	0

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<sup>6</sup> Public Property [statistics obtained through local law enforcement agencies]

<sup>7</sup> Institutions began reporting unfounded crimes in 2014.

<sup>8</sup> Chandler Lab statistics are included in the Bend counts.

**BEND: ARRESTS & REFERRALS**

ARRESTS & REFERRALS	ON-CAMPUS						NON-CAMPUS			PUBLIC PROPERTY <sup>10</sup>			UNFOUNDED <sup>11</sup>		
	ON-CAMPUS TOTAL <sup>12</sup>			ON-CAMPUS STUDENT HOUSING (INCLUDED IN TOTAL)											
	16	17	18	16	17	18	16	17	18	16	17	18	16	17	18
Weapons Arrests <sup>13</sup>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Arrests	1	0	1	1	0	1	0	0	0	8	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0
Weapons Referral <sup>14</sup>	5	0	2	1	0	1	0	0	0	0	0	0	0	0	0
Drug Abuse Referral	59	55	73	43 <sup>15</sup>	54	71	0	0	0	0	0	0	0	0	0
Liquor Law Referral	81	188	112	74	186	111	0	0	0	0	0	0	0	0	0

[This section intentionally left blank]

<sup>10</sup> Public Property [statistics obtained through local law enforcement agencies]

<sup>11</sup> Institutions began reporting unfounded crimes in 2014.

<sup>12</sup> Chandler Lab statistics are included in the Bend counts.

<sup>13</sup> Arrests [done by sworn police officers and a citation or individual placed under arrest]

<sup>14</sup> Referral [apply to college adjudication only which may include: college sanctions, citations or other action]

<sup>15</sup> Drug abuse referrals increased due to ORS 475b.280, which legalized the recreational use of marijuana.

**BEND: HATE CRIME STATISTICS**

HATE CRIMES	ON-CAMPUS						NON-CAMPUS			PUBLIC PROPERTY <sup>18</sup>			UNFOUNDED <sup>19</sup>		
	ON-CAMPUS TOTAL <sup>20</sup>			ON-CAMPUS STUDENT HOUSING (INCLUDED IN TOTAL)											
	16	17	18	16	17	18	16	17	18	16	17	18	16	17	18
Larceny – Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	2 <sup>21</sup>	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction, Vandalism, Damage of Property	1	2	1 <sup>23</sup>	0	2	1 <sup>24</sup>	0	0	0	0	0	0	0	0	0

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<sup>18</sup> Public Property [statistics obtained through local law enforcement agencies]

<sup>19</sup> Institutions began reporting unfounded crimes in 2014.

<sup>20</sup> Chandler Lab statistics are included in the Bend counts.

<sup>21</sup> For 2016, there were **3 Hate Crimes** reported: 1 for intimidation motivated by race, 1 for intimidation motivated by disability, 1 for vandalism motivated by race.

<sup>23</sup> For 2018, there was **1 Hate Crime** reported: 1 for vandalism motivated by gender.

<sup>24</sup> For 2018, there was **1 Hate Crime** reported: 1 for vandalism motivated by gender.

REDMOND: CRIMINAL OFFENSE STATISTICS

CRIMINAL OFFENSES	ON-CAMPUS						NON-CAMPUS	PUBLIC PROPERTY <sup>25</sup>			UNFOUNDED <sup>26</sup>					
	ON-CAMPUS TOTAL <sup>27</sup>			ON-CAMPUS STUDENT HOUSING (INCLUDED IN TOTAL)				16	17	18	16	17	18	16	17	18
	16	17	18	16	17	18		16	17	18	16	17	18	16	17	18
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Fondling	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0	
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Burglary	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	
Motor Vehicle Theft	1	0	0	0	0	0	0	0	0	5 <sup>28</sup>	0	0	0	0	0	
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	

<sup>25</sup> Public Property [statistics obtained through local law enforcement agencies]

<sup>26</sup> Institutions began reporting unfounded crimes in 2014.

<sup>27</sup> Redmond VetTech is included in the Redmond On-Campus counts

<sup>28</sup> Redmond COCC campus property touches Roberts Field Airport; the count includes statistics from there.

**REDMOND: VIOLENCE AGAINST WOMEN ACT**

VAWA	ON-CAMPUS						NON-CAMPUS			PUBLIC PROPERTY <sup>30</sup>			UNFOUNDED <sup>31</sup>		
	ON-CAMPUS TOTAL <sup>32</sup>			ON-CAMPUS STUDENT HOUSING (INCLUDED IN TOTAL)											
	16	17	18	16	17	18	16	17	18	16	17	18	16	17	18
Domestic Violence	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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<sup>30</sup> Public Property [statistics obtained through local law enforcement agencies]

<sup>31</sup> Institutions began reporting unfounded crimes in 2014.

<sup>32</sup> Redmond VetTech is included in the Redmond On-Campus counts

## REDMOND: ARRESTS & REFERRALS

ARRESTS & REFERRALS	ON-CAMPUS						NON-CAMPUS			PUBLIC PROPERTY <sup>33</sup>			UNFOUNDED <sup>34</sup>		
	ON-CAMPUS TOTAL <sup>35</sup>			ON-CAMPUS STUDENT HOUSING (INCLUDED IN TOTAL)											
	16	17	18	16	17	18	16	17	18	16	17	18	16	17	18
Weapons Arrests <sup>36</sup>	0	0	0	0	0	0	0	0	0	5	0	0	0	0	0
Drug Abuse Arrests	0	0	0	0	0	0	0	0	0	6	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Referral <sup>37</sup>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Referral	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

## REDMOND: HATE CRIMES

There were no reported hate crimes at the Redmond Campus in 2016, 2017 or 2018.

## PRINEVILLE: CRIMINAL OFFENSE STATISTICS

<sup>33</sup> Public Property [statistics obtained through local law enforcement agencies]

<sup>34</sup> Institutions began reporting unfounded crimes in 2014.

<sup>35</sup> Redmond VetTech is included in the Redmond On-Campus counts

<sup>36</sup> Arrests [done by sworn police officers and a citation or individual placed under arrest]

<sup>37</sup> Referrals [apply to college adjudication only which may include: college sanctions, citations or other action]



CRIMINAL OFFENSES	ON-CAMPUS						NON-CAMPUS	PUBLIC PROPERTY <sup>38</sup>	UNFOUNDED <sup>39</sup>						
	ON-CAMPUS TOTAL			ON-CAMPUS STUDENT HOUSING (INCLUDED IN TOTAL)											
	16	17	18	16	17	18				16	17	18	16	17	18
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

**PRINEVILLE: VIOLENCE AGAINST WOMEN ACT**

VAWA	ON-CAMPUS	NON-CAMPUS	UNFOUNDED <sup>41</sup>
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<sup>38</sup> Public Property [statistics obtained through local law enforcement agencies]

<sup>39</sup> Institutions began reporting unfounded crimes in 2014.

<sup>41</sup> Institutions began reporting unfounded crimes in 2014.

	ON-CAMPUS TOTAL			ON-CAMPUS STUDENT HOUSING (INCLUDED IN TOTAL)						PUBLIC PROPERTY <sup>40</sup>					
	16	17	18	16	17	18	16	17	18	16	17	18	16	17	18
<b>Domestic Violence</b>	0	0	0	0	0	0	0	0	0	2	0	0	0	0	0
<b>Dating Violence</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Stalking</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

### PRINEVILLE: HATE CRIMES

There were no reported hate crimes at the Prineville Campus in 2016, 2017 or 2018.

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### PRINEVILLE: ARRESTS & REFERRALS

	ON-CAMPUS	NON-CAMPUS	UNFOUNDED <sup>43</sup>

<sup>40</sup> Public Property [statistics obtained through local law enforcement agencies]

<sup>43</sup> Institutions began reporting unfounded crimes in 2014.

ARRESTS & REFERRALS	ON-CAMPUS TOTAL			ON-CAMPUS STUDENT HOUSING (INCLUDED IN TOTAL)			PUBLIC PROPERTY <sup>42</sup>								
	16	17	18	16	17	18	16	17	18	16	17	18	16	17	17
Weapons Arrests <sup>44</sup>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Referral <sup>45</sup>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

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## MADRAS: CRIMINAL OFFENSE STATISTICS

	ON-CAMPUS	NON-CAMPUS	UNFOUNDED <sup>47</sup>
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<sup>42</sup> Public Property [statistics obtained through local law enforcement agencies]

<sup>44</sup> Arrests [done by sworn police officers and a citation or individual placed under arrest]

<sup>45</sup> Referrals [apply to college adjudication only which may include: college sanctions, citations or other action]

<sup>47</sup> Institutions began reporting unfounded crimes in 2014.

CRIMINAL OFFENSES	ON-CAMPUS TOTAL			ON-CAMPUS STUDENT HOUSING (INCLUDED IN TOTAL)						PUBLIC PROPERTY <sup>46</sup>					
	16	17	18	16	17	18	16	17	18	16	17	18	16	17	18
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter by Negligence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	1	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

### MADRAS: VIOLENCE AGAINST WOMEN ACT

VAWA	ON-CAMPUS	NON-CAMPUS	UNFOUNDED <sup>49</sup>
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<sup>46</sup> Public Property [statistics obtained through local law enforcement agencies]

<sup>49</sup> Institutions began reporting unfounded crimes in 2014.

	ON-CAMPUS TOTAL			ON-CAMPUS STUDENT HOUSING (INCLUDED IN TOTAL)						PUBLIC PROPERTY <sup>48</sup>					
	16	17	18	16	17	18	16	17	18	16	17	18	16	17	18
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

## MADRAS: HATE CRIME

There were no reported hate crimes at the Madras Campus in 2016, 2017 or 2018.

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## MADRAS: ARRESTS & REFERRALS

	ON-CAMPUS	NON-CAMPUS	UNFOUNDED <sup>51</sup>

<sup>48</sup> Public Property [statistics obtained through local law enforcement agencies]

<sup>51</sup> Institutions began reporting unfounded crimes in 2014.

ARRESTS & REFERRALS	ON-CAMPUS TOTAL			ON-CAMPUS STUDENT HOUSING (INCLUDED IN TOTAL)						PUBLIC PROPERTY <sup>50</sup>					
	16	17	18	16	17	18	16	17	18	16	17	18	16	17	18
Weapons Arrests <sup>52</sup>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Weapons Referral <sup>53</sup>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Abuse Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Referral	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

[This section intentionally left blank]

<sup>50</sup> Public Property [statistics obtained through local law enforcement agencies]

<sup>52</sup> Arrests [done by sworn police officers and a citation or individual placed under arrest]

<sup>53</sup> Referrals [apply to college adjudication only which may include: college sanctions, citations or other action]

## PREPARING ANNUAL REPORT

COCC prepares this report annually in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. Crime statistics reported to designated campus officials include, but are not limited to, the following departments and agencies:

<i>Agency</i>	<i>Phone</i>
Bend Police	541.693.6911
Redmond Police	541.693.6911
Madras Police	541.475.2201
Prineville Police	541.447.4168
COCC Campus Public Safety (CPS)	541.383.7272
COCC CPS Director	541.383.7373
COCC Dir of Student Life	541.383.7592
COCC Title IX Officer	541.383.7244
COCC Asst Dir of Housing	541.383.7588
Any Campus Security Authority (CSA)	See Appendix

Each year COCC requests crime statistics from the above departments and local law enforcement departments. The COCC Annual Fire and Security Report represents a combined effort from these departments. Every effort is made to ensure the accuracy and completeness of the statistics provided. Upon completion, the report is reviewed for accuracy, completeness and readability.

The past three (3) years of safety and fire reports are available at the Campus Public Safety office (Boyle 161 – Bend), on COCC’s website <https://www.cocc.edu/public-safety/> or, a PDF copy can be emailed to you through a request to [publicsafety@cocc.edu](mailto:publicsafety@cocc.edu) – Attn: Clery Report.

For any questions regarding any of the information provided in this report contact

## EXEMPTION FROM REPORTING

**Pastoral Counselor:** a person, who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

**Professional Counselor:** a person whose official responsibilities include providing mental health counseling to members of the institution’s community and who is functioning within the scope of the counselor’s license or certification.

Campus Public Safety at **541.383.7272** or email [publicsafety@cocc.edu](mailto:publicsafety@cocc.edu).

## CAMPUS SECURITY AUTHORITIES

COCC has identified Campus Security Authorities (CSA) as officials to whom students may report incidents of crime to and these individuals will notify Campus Public Safety.

- INCLUDES (but not limited to):
  - Student Life Department Staff
  - Housing Department Staff
  - Campus Public Safety Office
  - Title IX Coordinator
  - Complete list in [appendix](#)
  - 
  - CSA’s are not required to:
    - Determine if a crime took place
    - Apprehend the alleged perpetrator
    - Convince a victim to contact law enforcement if the victim chooses not to

## DAILY CRIME LOG

### PURPOSE OF THE CRIME LOG

The purpose of the daily crime log is to record all criminal incidents and alleged criminal incidents that are reported to the campus police or security department.

Students, staff and employees should be aware of crime on campus in order to take the necessary precautions to avoid becoming a victim.

### REVIEWING THE DAILY CRIME LOG

COCC's Daily Crime Log can be viewed in printed format at the Campus Public Safety Office – Boyle 161, 2600 NW College Way, Bend OR 97703.

- **BUSINESS HOURS:**

Monday – Friday 8:00 A.M. to 5:00 P.M.

PDF copies can be requested via email to [publicsafety@cocc.edu](mailto:publicsafety@cocc.edu) – Attn: Daily Crime Log.

**NOTE:** Every effort is made to update the Crime Log as crimes occur, however, depending on case load and priority calls, logs may be updated once every 48 hours.

**NOTE:** Printed format of the Crime Log only shows the last 60 days, requests for logs beyond that timeframe will have a 48-hour turnaround time.

Campus Public Safety staff can provide an individual a copy of the printed report as requested (unless they are on a priority call). If officer(s) or staff are unavailable at the time of request, they have up to 48-hours to provide a copy.

## CRIME AWARENESS

### SAFETY ESCORTS

Campus Public Safety officers are available to provide on foot safety escorts on the Bend Campus 24 hours a day/7days a week.

Redmond, Madras and Prineville officers can provide on foot safety escorts if an officer is on duty in those locations at the time of the request.

To request a safety escort call **541.388.7272**. If possible, please request the escort at least 10-15 minutes prior to the time the escort is needed. This will help insure that an officer is available.

### TIPS TO AVOID BECOMING A VICTIM

#### PROTECT YOURSELF

Survivors of crimes are not responsible for acts committed against them. While not all crimes can be prevented, persons on campus should be vigilant and take the following precautions:

- Walk in groups as often as possible. If you are working/studying later into the evening, request a safety escort by calling **541.383.7272**.
- Refrain from getting on elevators with people who behave in a strange way.
- Always report suspicious people, cars and situations to CPS.

#### PROTECT YOUR PROPERTY

- Never leave valuables unattended
- Engrave personal property with a unique identifier
- Keep a written record of all personal valuables, including descriptions and serial numbers in a safe location





## PROTECT YOUR OFFICE

- Never leave valuables unattended; lock them in a drawer, closet or carry them with you
- Do not leave your keys unattended

## PROTECT YOUR KEYS AND FOBS

- Never leave your keys or fobs unattended
- If keys or fob are lost or stolen, notify:
  - CPS: **541.383.7272**
  - Student Life: **541.383.7592**

## PARKING LOT SAFETY

- Always lock your vehicle
- When returning to your vehicle, have the keys out and ready
- Check the interior of your vehicle before getting inside
- Notify CPS of any suspicious people/vehicles loitering in COCC parking lots
- Request a safety escort after hours and you are alone
- Never leave valuables in your vehicle
  - If you do need to bring them, place them in the trunk

## IF YOU ARE ATTACKED

- Be rude, loud, scream, yell, kick, fight, run, act crazy, yell fire, scratch.
- If you use pepper spray, run away as soon as assailant is distracted.
- If someone wants your property hand it to them rather than fighting over it.
- Try to take down as many features of the assailant as possible. The more unique the better it is for identification.
- If a vehicle is involved, attempt to get the license plate number and descriptive information about the vehicles features.

## CRIME PREVENTION OPPORTUNITIES ON CAMPUS

Campus Public Safety officers and administration participate in a variety of college sponsored activities to promote the prevention of crime as well as safety and security principles.

Students new to Wickiup Hall receive training from CPS staff in the prevention of crime and promoting a safe educational experience. In addition, CPS officers make regular appearances at the residence hall to talk with students and staff.

The Campus Public Safety department has a designated Crime Prevention Officer who is responsible for the coordination of crime prevention activities that include:

- Sexual assault awareness and prevention
- Alcohol awareness
- Anti-drug use
- Personal safety

CPS officers are also available to conduct safety inspections and presentations focusing on crime prevention and personal safety.

## RUN/HIDE/FIGHT

Active violence response training is provided throughout the year and by request. Participants will learn how to protect themselves if there is a violent act on campus.

## SCHEDULING A TRAINING OR PRESENTATION

Training is offered at no cost to students, staff and faculty. To schedule a presentation contact:

- CPS office **541.383.7272** or
- Email: [publicsafety@cocc.edu](mailto:publicsafety@cocc.edu)  
Attn: Training Request

# EMERGENCY RESPONSE & EVACUATION PROCEDURES

## EMERGENCY NOTIFICATION SYSTEM (ENS)

COCC's Emergency Notification System is used to immediately notify the campus community if a significant or dangerous situation involving immediate threat to health or safety is occurring on or near the campus.

The College currently has an OPT-OUT system for notification. Students and staff can update their ENS contact information through COCC Alert.

In compliance with the Campus Security Act of 1999 (aka: Clery Act), Campus Public Safety in conjunction with the Office of College Relations, will issue Timely Warning Notices to inform the campus community of incidents on campus that may put community members at risk or will aid in the prevention of similar crimes. Likewise, the College may issue emergency notifications for other incidents on or near campus for the safety of the campus community.

Timely Warning Notices and emergency notifications are issued by the [College Relations Department](#). This department maintains strict procedures to ensure that warnings are issued when appropriate and with appropriate immediacy. Notifications may be issued through:

- Phone
- Email
- Text messages
- Website postings
- Social Media
- Media releases

When Timely Warning Notices are issued the College will, within the scope of the law, protect the names of victims of crime. The notifications shall include:

- The date/time of the incident
- The location of the incident
- Nature of the incident
- Any recommended actions for those receiving the message

Examples of emergencies that would result in an emergency notification include (but not limited to):

- Crime against a person
- Murder
- Robbery
- Aggravated assault
- Sexual assault
- Active violence on campus
- Hostage/barricade situation
- Riot
- Bomb threat
- Fire, explosion
- Suspicious deaths
- Biological threats
- Flooding
- Dangerous weather conditions
- Hazardous material spills

The College's procedures for directing timely warnings and emergency messages are found on the COCC website ([www.cocc.edu](http://www.cocc.edu)) in the Institutional Continuity Plan and in the [Emergency Procedures Manual](#).

The Director of College Relations (or designee) has the authority to issue Timely Warning Notices and emergency notifications immediately and without the review or consultation of the crisis communication team to comply with the Campus Security Act of 1999.

The Director of College Relations shall assess the available information to determine the content and the appropriate segment of the campus community to distribute the Timely Warning Notice or Emergency Notification. Appropriate and timely follow-up information will be released as it becomes available. Documentation of Timely Warning Notices and Emergency Notifications are maintained in the College Relations Department.

The college, when appropriate for the welfare and safety of the larger community, will include local government emergency service providers and local media outlets with information contained in the Timely Warning Notices and/or Emergency Notifications.

There are times when crimes are reported long after they occurred or do not pose a serious or continuing threat to the campus community (e.g., a physical altercation between two roommates on campus). This would be on the crime log, and counted for Clery purposes, however, they would not be sent out as a timely warning as there would not be a threat to the College community.

**NOTE:** Crimes reported long after they have occurred will still be included in the Daily Crime Log within 48-hours of notification.

If it is determined that an emergency notification is to be distributed to the general population, the notification will be sent out as previously indicated and will also be sent to local news media organizations.

## INTERACTION WITH LAW ENFORCEMENT

The Department of Campus Public Safety enjoys a professional and productive relationship with local law enforcement.

All local law enforcement departments are full service law enforcement agencies that provide routine patrol in and around campus properties. CPS cooperates with County, State and Federal Law Enforcement agencies in the investigation of crimes and response to incidents within their jurisdictions. CPS refers all incidents requiring law enforcement response or investigation to the appropriate agency.

To enhance cooperative efforts and response to incidents on the Bend campus, Campus Public Safety collaborates with the City of Bend Police Department through a memorandum of understanding (MOU). This is a working document that is reviewed periodically to ensure the MOU benefits all involved signatories.



## EVACUATION PROCEDURES

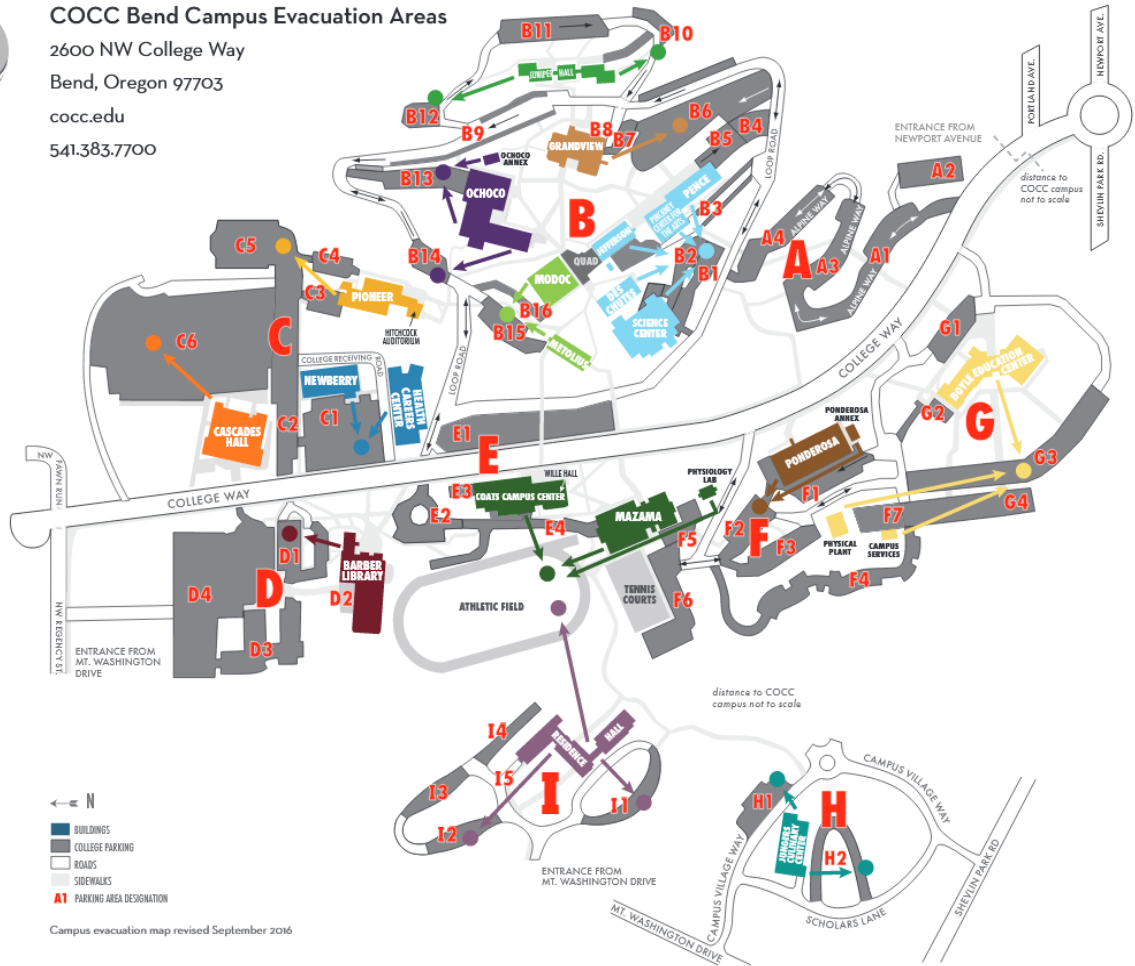
COCC has developed a comprehensive Emergency Procedures Manual and provides training for certain work groups throughout the College community. The procedures provide direction for a variety of natural and person-caused disasters and emergencies.

The College has established an emergency notification system that all students and staff are automatically registered for when they become students or begin employment through their Bobcat Web Account. The system, when activated by campus officials, will send alerts and emergency messages to each person's email accounts as well as to all phone numbers listed.



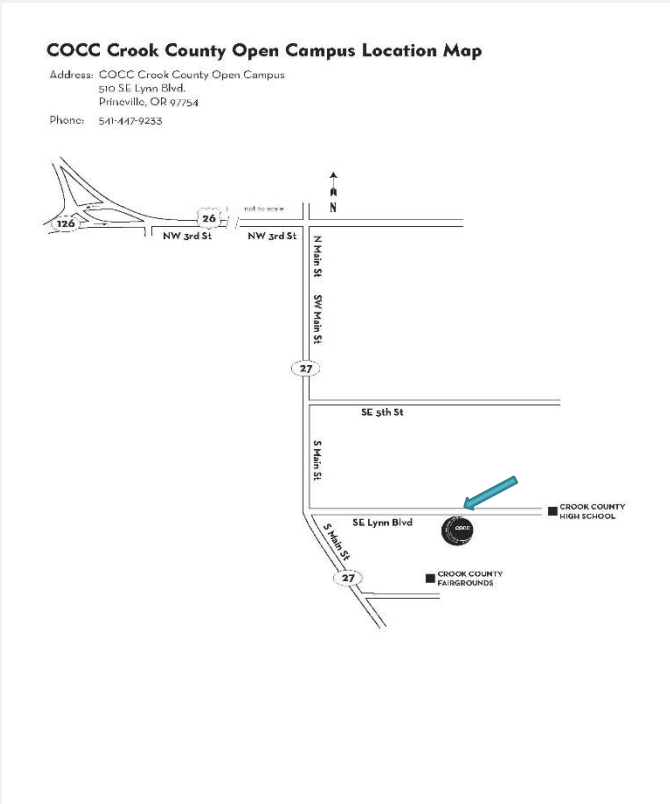
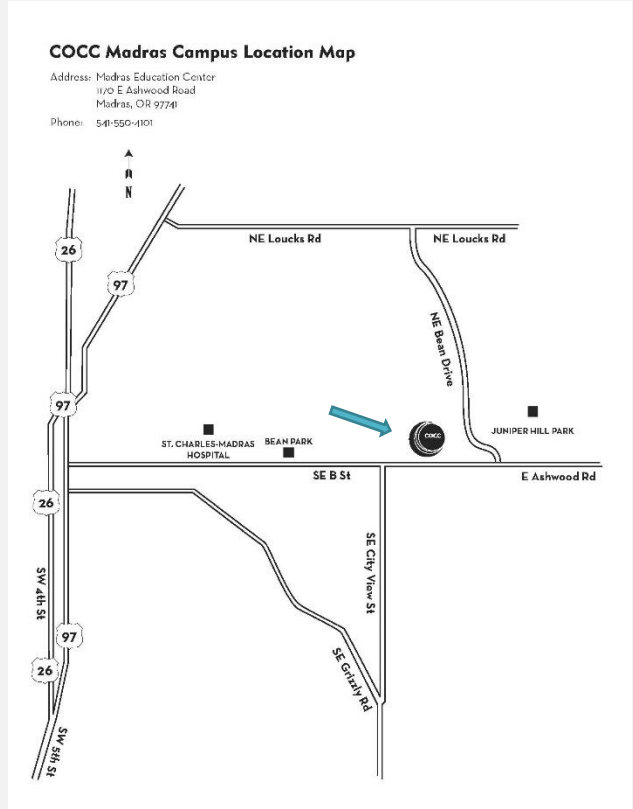
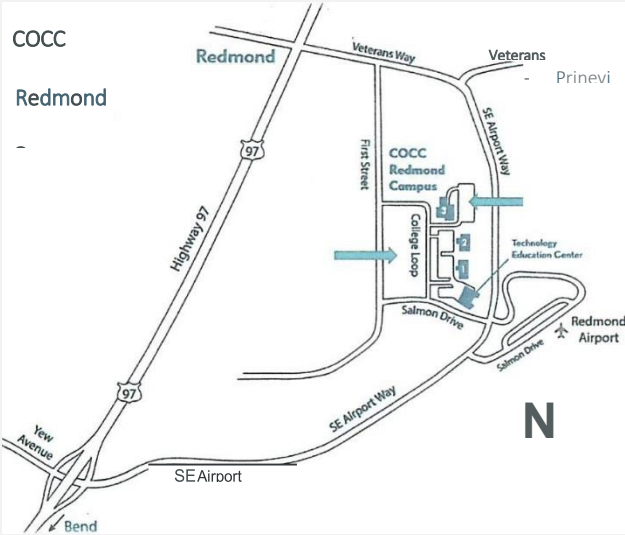
## COCC Bend Campus Evacuation Areas

2600 NW College Way  
 Bend, Oregon 97703  
 cocc.edu  
 541.383.7700



# DESIGNATED EVACUATION ASSEMBLY AREAS

- LIBRARY | Parking lot D1 | N of building
- MAZAMA | Athletic Field | NW of building
- PONDEROSA | Parking lot L | NW of building
- BOYLE | Parking Lot G3 | W of building
- GRANDVIEW | Parking Lot 6B | S of building
- OCHOCO | Parking lot B13 | N of building
- PIONEER | Parking Lot C5 | N of building
- NEWBERRY | Parking Lot C1 | W of building
- MODOC | Parking Lot B15 | NW of building
- JEFFERSON | Parking Lot B2 | SW of building
- DESCHUTES | Parking Lot B2 | SW of building
- METOLIOUS | Parking Lot B15 | NE of building
- REDMOND 1 | Parking lot W of building
- REDMOND 3 | Parking lot E of building
- CHANDLER | W of main parking lot
- SCIENCE | Parking lot B2 | SE of building
- CASCADES | Parking lot C6 | NE of building
- CAMPUS CTR | Athletic field | W of building
- HEALTH | Parking lot C1 | N of building
- CULINARY | Parking lots
- MADRAS | Parking lot / S of building
- PRINEVILLE | Parking lot / N of building



## IN CASE OF EMERGENCY

### FIRE

- Manually activate fire alarm
- Call **911**
- Notify people while evacuating
- Feel doors before opening – DO NOT open if it is hot
- Only attempt to extinguish a fire if trained and it is safe to do so



### BOMB THREATS

- Do not hang up - remain calm and courteous
- Attempt to gather as much information as possible about the bomb
- Do not use cell phone, two-way radio or any wireless communication device as it can trigger a bomb
- Call CPS **541.383.7272**



### MEDICAL EMERGENCIES

- Call **911**
- Keep patient calm and still
- Render first aid/CPR if trained
- Send someone to watch for ambulance
- If a person refuses treatment, they will need to refuse directly to emergency responders



### AED LOCATIONS (on all campuses)

- Boyle Education Center (main lobby)
- Physiology Lab (next to office)
- Grandview (1<sup>st</sup> floor)
- Pioneer (2<sup>nd</sup> floor)
- Cascades Hall (1<sup>st</sup> floor)
- Newberry/Bookstore (Bookstore breakroom)
- Residence Hall (main lobby)
- Health Careers (1<sup>st</sup> floor)
- Mazama (upper floor)
- Science (1<sup>st</sup> floor)
- Library (1<sup>st</sup> floor)
- Campus Center (upper floor)
- Culinary (main floor)
- Residence Hall (main floor)
- Ponderosa (lower level)
- Pence (upper floor)
- Redmond Building 3 (main floor)
- Redmond Tech (main floor)
- Madras (main lobby)
- Prineville (main lobby)

### SUSPICIOUS PACKAGES

- Do not touch or move
- Call Campus Public Safety
- Evacuate the area
- Do not cover or insulate the package



### SUSPICIOUS PERSONS

- Do not confront them – stay as calm as possible
- Take note of as many details to help with identification
- Describe specific behaviors when reporting these individuals
- Call Campus Public Safety **541.383.7272**



### POWER OUTAGES

- During a power outage emergency generators will turn on in certain areas
- Remain calm
- Do not use elevators
- Refer to the evacuation plan
- Assist those with disabilities if safe to do so



### SEVERE WEATHER

#### Snow Related

- Walk only on paths that have been cleared
- Avoid areas with lots of trees

#### High Winds

- Remain in the building until winds have subsided
- Avoid windows
- Avoid areas with lots of trees
- Stay clear of downed power line



**ANY EMERGENCY CALL 911**

## CAMPUS LOCKDOWN

- Immediately move to closest, most secure location
- Get out of view
- Remain silent (including your phone)
- Lock doors and pull shades
- Turn off interior lighting
- Do not open the door until a police officer has cleared to do so
- Only Bend Police Department or Campus Public Safety can cancel a lockdown
- Click here for more information on [Active Assailant Situations](#)



## EVACUATION

- Walk - do not run
- Do not use elevators
- Seek out people with special needs and provide assistance if possible
- Unless an active assailant situation gather outside in the designated building evacuation area
- If unable to return to your building, wait for instructions from CPS or other individuals in charge



## THREATS OF VIOLENCE

- If physical threat of violence is immediate, leave the situation if possible
- Call **911**
- Call CPS **541.383.7272**
- Threats of bizarre behavior indicate possible danger, personal safety is a TOP priority
- If unable to leave safely:
  - Maintain eye contact
  - Stay as calm as possible
  - Stall for time
  - Keep talking – but follow the directions of the person with a weapon

## WHAT TO DO IF YOU SEE A WEAPON

- If the person(s) appear to be an active threat:
  - Call **911**
  - Move away from violence (as far and fast as safely possible using cover)
  - Move to a secure location (distance, cover, concealment)
  - If necessary take aggressive action to prevent death or injury
- If the person(s) do not appear to be an active threat:
  - Contact Campus Public Safety **541.383.7272**

## EVACUATION DRILLS

Campus Public Safety has created a four-part plan addressing execution of evacuation drills. The completion of the drills help the College determine areas of success and areas of improvement.

## ADDITIONAL INFORMATION ON EVACUATIONS

Included in the [Emergency Procedures Manual](#) are operational procedures for evacuations. The College has identified strategic locations throughout the campus as evacuation assembly areas and evacuation assembly areas for staff and students who are mobility impaired.

*At least one drill will be completed annually in conjunction with other drills and the safety and security report updated with the results.*

## SHELTERING IN PLACE

Used for a variety of emergencies where staying in one location is safer than evacuation. This may

last several hours in some cases. The Director of College Relations, his or her designee or the communications team, issues the directive to shelter in place. If a directive is issued follow these steps:

- Close windows and doors
- Seal gaps in windows, doors, etc. so contaminants cannot enter
- Turn off ventilation systems
- Do not evacuate unless you reasonably suspect that your shelter has been compromised beyond the hazards outside
- Avoid eating or drinking any food or water that may be contaminated
- Maintain physical and psychological health by resting, eating and drinking
- Plan for the next steps
- Turn on a radio or TV if available and listen for further instructions
- If there is enough time to gather food and drinks, do so – could be sheltered in place for unknown amount of time
- Avoid overusing electronics that may be needed at a later time during the emergency

## WEATHER RELATED CLOSURE COMMUNICATION

It is the philosophy of COCC that classes will be held except in the case of extreme adverse conditions.

At times road conditions on campus are acceptable, yet travel from some parts of the district may be inadvisable. Students and staff are expected to make whatever decisions are necessary for their own safety.

If campus is closed the College Relations Office, his or her designee or the communications team, will notify the community through COCC Alert, email, COCC's website, voicemail and local media outlets.

College officials will attempt to make a decision on whether or not to hold morning classes by 6:00 a.m. however, conditions can change at any time and may prompt an update. With all decisions, the COCC switchboard message will be updated, a message will be put on the COCC website and all media outlets will be notified.

COCC Switchboard **541-383-7700**

### MEDIA SOURCES FOR ANNOUNCEMENTS OF CLOSURES

#### TELEVISION STATIONS

- KTVZ – Channel 21
- COTV – Channel 11
- KOHD – Channel 6
- KBNZ – Channel 9

#### AM RADIO STATIONS

- KRCO 690 AM
- KICE 940 AM
- KBND 1110 AM
- KBNW 1340 AM

#### FM RADIO STATIONS

- KXIX 94.1
- KLTW 95.1
- KWLZ 96.5
- KTWS 98.3
- KMTK 99.7
- KMGX 100.7
- KWPK 104.1
- KSJJ 102.9
- KQAK 105.7
- WILD 107.7

For Snow Closure Policy see:

[COCC Complete Snow Closure Policy \(online\)](#)



# SECURITY ACCESS & POLICIES

## IDENTIFICATION

All COCC staff/faculty working on any campus are required to carry a college ID card and must be able to produce it upon request.

COCC policies require any person on COCC campuses to provide identification when requested by Campus Public Safety Officers.

Free photo identification cards are available at the College information desk located in the Boyle Education Center lobby and at the Redmond Campus, Building 3.

- Questions: **541.383.7596**
- Extended hours the first week of every term
- First ID card is FREE
  - Replacements less than 2 years are \$5.00
  - Replacements over 2 years are free

For hours and closures affecting the ability to obtain ID cards – check the COCC website for hours <https://www.cocc.edu/about/cocc-hours.aspx>

**NOTE:** As an added security measure, students must present their payment receipt or copy of their class schedule to obtain their state ID card.



## CAMPUS FACILITIES & BUILDING ACCESS

Most buildings on campus are open and accessible during normal business hours. These hours are scheduled and adjusted as needed through Campus Public Safety.

After hour access to COCC facilities and buildings are restricted to faculty, staff, students and visitors with approved access arranged prior to the visit. Those needing access must contact Campus Public Safety **541.383.7272** for approval and officer unlock.

Emergencies may necessitate changes or alterations to posted schedules.

## WICKIUP HALL ACCESS

Access to Wickiup Hall is restricted to residents, resident guests and individuals approved by the appropriate campus personnel. After hours, access to Wickiup Hall is restricted to a FOB access only. Residents may not give their room key or building entrance key to any guest at any time. All visitors are required to register at the residence hall main desk regardless of the buildings hours.

Guests are **permitted** to stay with students at Wickiup Hall with permission by residence hall staff. They must be accompanied by the student host at all times. Stays are limited to two (2) consecutive nights and only on Friday and Saturday nights. The full policy can be found under the Policies and Expectations Guide.

Tampering with, propping or otherwise disabling locked exterior or interior doors, opening doors for non-residents or allowing non-resident students to “tailgate” into the building is **prohibited**.

Keys issued to residents may not be duplicated. Lost keys should be reported immediately to residence life staff. Lost keys will be replaced with new keys and the student will be charged for new keys issued.

## SECURITY MAINTENANCE

COCC is committed to safe lighting on campus. Campus Public Safety, Campus Services, the COCC Safety Committee and others as needed, routinely conduct formal surveys of campus lighting needs.

Safety systems, including alarm systems (intrusion and fire), emergency equipment (e.g., AED's), fire suppression equipment (e.g., sprinklers and extinguishers) and other safety related activities are routinely audited and inspected per OSHA mandates and fire regulations.

Campus Public Safety staff have trained and are certified in Crime Prevention Through Environmental Design (CPTED). These individuals provide recommendations and guidance on campus for construction projects and infrastructure changes.

Members of the campus community are encouraged to report any exterior lighting issues to Campus Services by calling: **541.383.7755**.



## TRAVEL HEALTH AND SAFETY

The College encourages students, staff and faculty to get out and experience the world – AND encourages everyone to do this in the safest way possible.

If you are planning a trip, please keep in mind that you may be traveling to an area that is at risk for infectious disease or security threats.



- Be properly informed and prepared for your travels
- When you return, do not put colleagues, co-workers and students at risk. You can do this by:
  - Avoiding areas known to be at risk
  - Taking proper precautions while at your destination
  - Launder and clean clothing and equipment and make sure family members who traveled with you clean thoroughly as well
  - Monitor and report any unusual symptoms to a health care provider

**NOTE:** College employees may be eligible for emergency support while overseas.

These websites offer additional information on safe travels – including alerts and warnings. Visit them before your next travel adventure.

Department of State:

<https://travel.state.gov/content/passports/en/alertswarnings.html>

Center for Disease Control: <https://www.cdc.gov/>

# RESOURCES

## ALCOHOL & DRUG AWARENESS

Alcohol is all around and it is important to be informed before consuming. There are many resources, both on and off campus, that can help an individual stop drinking, educate the effects of alcohol, and learn about responsible drinking.

### SHARED FUTURE COALITION

COCC is a member of the Shared Future Coalition in Deschutes County.

The Shared Future Coalition contributes to the well-being of Deschutes County and reducing substance abuse by empowering youth and young adults to make safe, healthy, and legal choices through community education, collaboration and policy.

- Shared Future Coalition  
1130 NW Harriman Street, Suite A  
Bend OR 97701  
**541.388.6619**  
[www.sharedfuturecoalition.org](http://www.sharedfuturecoalition.org)

### OCTOBERFEST/NATIONAL COLLEGIATE ALCOHOL AWARENESS WEEK

COCC Oktoberfest is an alcohol awareness event for students. The event, hosted at Wickiup Hall, features live music, “mocktails” and games based on alcohol awareness. Students who attend are able to download a free app to track how many drinks they have had and the effect on blood alcohol content.



Great “mocktail” recipes may be found online here:

[https://www.buzzfeed.com/mackenziekrivant/they-wont-get-you-drunk-but-they-will-make-you-happy?utm\\_term=.uedO6vXZp#.jizKb2oQ9](https://www.buzzfeed.com/mackenziekrivant/they-wont-get-you-drunk-but-they-will-make-you-happy?utm_term=.uedO6vXZp#.jizKb2oQ9)

## SMOKING

Smoking or the use of smokeless tobacco is limited to campus parking lots only, unless otherwise posted. Use in parking lots adjacent to buildings must be 25 feet away from any portion of the building.

**DURING HIGH FIRE DANGER PERIODS, SMOKING WILL BE BANNED COMPLETELY**



### TIPS TO HELP QUIT SMOKING

- Share your plan with friends and family – support is key!
- On Facebook: [Central Oregon Quits](#)
- Bend Memorial Clinic Resources
- Oregon Tobacco Quit Line
  - **1-800-QUIT-NOW** (English)
  - **1-877-2-NO-FUME** (Spanish)
  - [Online Registration](#)
- [Become an EX](#)
- American Lung Association
  - [Freedom From Smoking Program](#)
- Web MD
  - [Smoking Cessation Health Center](#)
- American Cancer Society
  - [Guide to Quitting Smoking](#)

### FOR STUDENTS

- [Great American Smoke Out Event](#)
- [Readiness Quiz](#)
- [COCC Counselor appointments](#)
- [Quit for Life App – iPhone & Android](#)

### FOR STAFF

- Employee Assistance
  - **1-866-750-1327**
- [Great American Smokeout Event](#)

[Quit for Life App – iPhone & Android](#)

## CAREERS, ADVISING, PERSONAL COUNSELING (CAP) CENTER

The goal of personal counseling at COCC is to assist in resolving personal issues that may be preventing students from achieving their potential at COCC. This service is FREE!

Concerns that are commonly addressed in counseling sessions include:

- Depression
- Anxiety
- Relationship difficulties
- Eating problems
- Abuse issues
- Sexuality/sexual identity questions
- Concerns about drug & alcohol use
- Trauma resolution
- Interpersonal conflicts
- Stress
- Time management

Appointments may be scheduled by visiting the CAP Center (located in Cascades Hall) during regular business hours or by calling **541.383.7200**.

For more information on Personal Counseling Services and appointments, students can email [capcenter@cocc.edu](mailto:capcenter@cocc.edu).

## LOCAL RESOURCES FOR DRUG & ALCOHOL SUPPORT

- [LOCAL ALCOHOLICS ANONYMOUS](#)
- [BEST CARE TREATMENT SERVICES](#)
- [SERENITY LANE OUTPATIENT](#)
- [DESCHUTES COUNTY](#)
- [PFEIFER & ASSOCIATES](#)
- [NEW PRIORITIES](#)
- [BEND TREATMENT CENTER](#)
- [COCC PERSONAL COUNSELING](#)

## VIOLENCE AGAINST WOMEN ACT (VAWA) – OREGON STATUTES

If a report of sexual violence is received by Central Oregon Community College, prompt steps are taken to end the sexual violence, prevent its recurrence and provide survivors with options on managing the effects.

Clery criteria of VAWA offenses are found on page 10.



## DATING VIOLENCE

Under Oregon state law, there is no specific definition for dating violence. Oregon law defines Teen Dating Violence and requires public school district boards to adopt policies addressing it. See [ORS 339.366](#).

Clery defines it as violence committed by a person:

- Who is, or has been, in a social relationship of a romantic and/or intimate nature with the victim
- The existence of such relationship shall be based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of the interaction between the persons involved in the relationship
- Includes, but not limited to, sexual or physical abuse or the threat of such abuse
- Does not include acts covered under domestic violence

## DOMESTIC VIOLENCE

Oregon Revised Statute [135.230](#) defines domestic violence as:

- Abuse between family or household members
  - Spouses
  - Former spouses
  - Adult persons related by blood or marriage
  - Persons cohabitating with each other
  - Persons who have cohabitated with each other or who have been involved in a sexually intimate relationship
  - Unmarried parents of a minor child
- Abuse means
  - Attempting to cause or intentionally, knowingly or recklessly causing physical injury
  - Intentionally, knowingly or recklessly placing another in fear of imminent serious physical injury
  - Committing sexual abuse in any degree is defined by [ORS 163.415](#), [ORS 163.425](#) and [ORS 163.427](#)
- [ORS 147.450](#) includes Teen Dating Violence and Domestic Violence

## TEEN DATING VIOLENCE

Teen dating violence is defined as a pattern of behavior in which a person uses or threatens to use physical, mental or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are **13 to 19 years** of age.

Online Facts on Teen Dating Violence:  
<https://www.teendvmonth.org/>

## SEXUAL ASSAULT

Oregon Revised Statute [163.305](#) defines sexual assault as:

- Any unwanted sexual contact as defined in [ORS 163.305 – ORS 147.450](#)
- Deviate sexual intercourse is sexual conduct between persons consisting of contact between the sex organs of one person and the mouth or anus of another
- Forcible compulsion means to compel by:
  - Physical force
  - A threat, express or implied, that places a person in fear of immediate or future death or physical injury to self or another person, or in fear that the person or another person will immediately or in the future be kidnapped
- Mentally defective means that a person suffers from a mental disease or defect that renders the person incapable of appraising the nature of the conduct of the person
- Mentally incapacitated means that a person is rendered incapable of appraising or controlling the conduct of the person at the time of the alleged offense
- Physically helpless means that a person is unconscious or for any reason is physically unable to communicate unwillingness to an act
- Sexual contact means any touching of the sexual or other intimate parts of a person or causing such person to touch the sexual or other intimate parts of the actor for the purpose of arousing or gratifying the sexual desire of either party
- Sexual intercourse has its ordinary meaning and occurs upon any penetration, however slight; emission is not required

## STALKING

Oregon Revised Statute 163.732 defines stalking as:

- A person commits the crime of stalking if:
  - The person knowingly alarms or coerces another person or a member of that person's immediate family or household by engaging in repeated and unwanted contact with the other person
  - It is objectively reasonable for a person in the victim's situation to have been alarmed or coerced by the contact
  - The repeated and unwanted contact causes the victim reasonable apprehension regarding the personal safety of the victim or a member of the victim's immediate family or household
- Stalking is a Class A misdemeanor
  - Stalking is a Class C felony if the person has a prior conviction for
    - ✓ Stalking
    - ✓ Violating a court's stalking protective order

## SEXUAL ASSAULT PREVENTION & RESPONSE

Central Oregon Community College does not tolerate sexual misconduct including but not limited to:

- alleged dating violence
- domestic violence
- sexual assault
- stalking

It is the responsibility of every member within the College community to ensure that these policies are actively supported and strictly enforced. This includes notifying all members of the campus community of their rights and responsibilities under the sexual misconduct/sexual violence policies.

Members of the College community, guests and visitors have the right to be free from sexual misconduct or violence. When an allegation of sexual misconduct or violence is brought to the administration, and a respondent is found to have violated this policy, serious sanctions will be used.

To ensure that victims receive the appropriate support and the College responds to any violations of these policies, all college employees are required to report any sexual misconduct to the appropriate department/contact immediately.

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

## CONSENT

In order to engage in sexual activity of any type, there must be clear consent. Effective consent is defined as informed, freely and actively given understanding to participate in mutually agreed upon sexual activity.



Mutually understandable consent is identified as whether a reasonable person would consider the words or actions of the parties to have manifested a mutually understandable agreement between them to do the same thing, in the same way, at the same time with each other.

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



Consent may **never** be given by:

- Minors (statutory rape) – in Oregon that is any party under the age of 18
- Mentally disabled persons
- Physically incapacitated persons
- Individuals who as a result of alcohol or other drug consumption (voluntary or involuntary), or who is unconscious, unaware or otherwise physically helpless

**Consent may be withdrawn by any party at any time.** Recognizing the dynamic nature of sexual activity, individuals choosing to engage in sexual activity must evaluate consent in an ongoing manner and communicate clearly throughout all states of sexual activity. Withdrawal of consent can be expressed verbally or can be based on an outward demonstration that conveys that an individual is hesitant, confused, uncertain, or no longer a mutual participant. Once consent is withdrawn, the sexual activity must cease immediately and all parties must obtain mutually expressed or clearly stated consent before continuing further sexual activity.

Alcohol and drug influence can impair a party's ability to make educated decisions regarding sexual consent. Both parties should be aware of the others level of intoxication. If there is any question as to a party's ability to give consent, they should not have sexual contact until both parties are sober. Intoxication is never an excuse and does not diminish one's responsibility to obtain consent.



## SEXUAL MISCONDUCT OFFENSES

Sexual misconduct may include any of the following (but not limited to):

- Sexual harassment
- Non-consensual sexual intercourse or attempts to commit the same
- Non-consensual sexual contact or attempts to commit the same
- Dating violence
- Domestic violence
- Sexual assault
- Stalking
- Sexual exploitation

## HOSTILE ENVIRONMENT

- A hostile environment is defined as any situation in which there is harassing conduct that is sufficiently severe, pervasive/persistent and patently/objectively offensive that it affects one's education or employment, from both a subjective (the alleged victim's) and an objective (reasonable person's) viewpoint. The determination of whether an environment is "hostile" must be based on all of the circumstances. These circumstances could include, but are not limited to:
  - The frequency of the conduct
  - The nature and severity of the conduct
  - Whether the conduct was physically threatening
  - Whether the conduct was humiliating
  - The effect of the conduct on the alleged victim's mental or emotional state
  - Whether the conduct was directed at more than one person
  - Whether the conduct arose in the context of other discriminatory conduct
  - Whether the conduct unreasonably interfered with the alleged victim's educational or work performance
  - Whether the statement is a mere utterance of an epithet, which engenders

offense in an employee or student or offends by mere discourtesy or rudeness

- Whether the speech or conduct deserves the protections of academic freedom

### **QUID PRO QUO SEXUAL HARASSMENT**

Quid Pro Quo Sexual Harassment exists when there are unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and submission to or rejection of such conduct results in adverse educational or employment action.

### **NON-CONSENSUAL SEXUAL INTERCOURSE**

Non-Consensual Sexual Intercourse is defined as any sexual intercourse (anal, oral or vaginal) however slight, with any object, by a man or woman upon a man or woman without consent.

### **NON-CONSENSUAL SEXUAL CONTACT**

Non-Consensual Sexual Contact is defined as any intentional sexual touching, however slight, with any object by a man or a woman upon a man or a woman, without consent.

### **SEXUAL EXPLOITATION**

Sexual Exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples include, but are not limited to:

- Prostituting another person
- Non-consensual video or audio-taping of sexual activity
- Going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex)
- Engaging in “peeping tommy”
- Knowingly transmitting a sexually transmitted infection (STI) or HIV to another student

## **SEXUAL ASSAULT SANCTIONS**

### **NON-CONSENSUAL SEXUAL CONTACT (STUDENT)**

Any student found responsible for violating the policy on Non-Consensual Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

### **NON-CONSENSUAL SEXUAL INTERCOURSE (STUDENT)**

Any student found responsible for violating the policy on Non-Consensual Sexual Intercourse will likely face a recommended sanction of suspension or expulsion.

### **SEXUAL EXPLOITATION OR HARASSMENT (STUDENT)**

Any student found responsible for violating the policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from warning to expulsion, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

### **SEXUAL MISCONDUCT (EMPLOYEES)**

Any employee found responsible for violating the sexual misconduct policy will be subject to disciplinary action up to and including dismissal.





## CONFIDENTIALITY AND REPORTING

When reporting information to campus employees, victims should be aware of their options to have information remain confidential and/or acted upon.



### REPORTING AN INCIDENT

Victims are encouraged to speak to officials of the institution to make formal reports of incidents. For student victims, most reports will be made to either the [Director of Student Life](#) or [Campus Public Safety office](#). Employee reports can be made through the Human Resources Department.

All incidents of sexual misconduct are taken seriously by the College when formally reported. Incidents are investigated and properly resolved through administrative procedures. College personnel will only share information from a report with the appropriate College official and as needed to formally investigate a report. This means that information could be shared with investigators, witnesses and the accused. Information sharing is limited to preserve victim rights and privacy.

A victim may request that all information remain confidential and not have the situation investigated. The College will review the information to ensure no other health and safety issues exists; if so, the College will honor the victim's request for confidentiality.

If a victim wants to guarantee that the incident be kept confidential, they should speak with on-campus counselors, off-campus victim advocates, and/or sexual assault nurse educators (available through local hospitals) who will maintain confidentiality. Campus counselors are available for students in the CAP Center. Counselors are available free of charge and can be seen on an emergency basis.

Victims may speak on and off campus with members of the clergy and chaplains who will also keep reports made to them confidential.

Employees have access to counseling through the Employee Assistance Program (EAP) and can make direct contact to the program or have assistance through the Human Resources Department.

### CHILDREN UNDER THE AGE OF 18

COCC is committed to protecting the safety and well-being of children and students **under the age of 18** who are on college premises and/or participating in college related programs or activities that take place on and off campus. College employees are required by law to report suspected cases of child abuse (or the abuse of any protected class, such as mentally disabled, elderly, etc.). Abuse of these populations include, but is not limited to, including sexual misconduct or violence.

- Local DHS Child Welfare Offices
  - Deschutes Co. **541.693.2854**
  - Crook Co. **541.548.9499**
  - Jefferson Co. **541.548.9499**
  - Toll-Free **1.855.503.SAFE (7233)**

### SPECIAL PROVISIONS

Attempted violations of sexual misconduct/violence policy, by persons who fail in their attempt, are subject to the same response and potential sanctions as are actual violations.

### COCC AS COMPLAINANT

COCC reserves the right to initiate a complaint, to serve as a complainant, and to initiate conduct proceedings without a formal complaint by the victim of misconduct.

### FALSE REPORTS

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

## IMMUNITY FOR VICTIMS

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

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

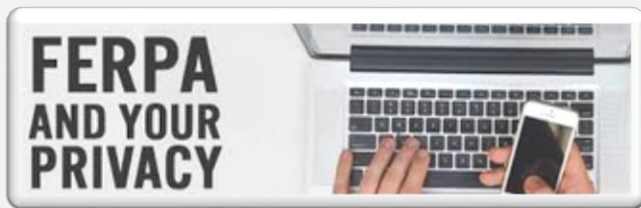
## PARENTAL NOTIFICATION

COCC reserves the right to notify parents/guardians of dependent students regarding any health or safety risk, change in student status or conduct situation, particularly with alcohol and other drug violations.

The College may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or drug policy violations, or if there is a health and/or safety risk.

## NOTIFICATION TO OTHER COLLEGE EMPLOYEES

COCC also reserves the right to designate which college officials have a need to know about individual conduct complaints pursuant to the Family Educational Rights and Privacy Act (FERPA).



Learn more about FERPA

<https://studentprivacy.ed.gov/content/recorded-webinars>

## NOTIFICATION OF OUTCOMES

The outcome of a campus hearing is part of the educational record of the accused student, and is protected from release under federal law. However, COCC observes the legal exceptions as follows:

- Complainants in a non-consensual sexual contact/intercourse, sexual exploitation, sexual harassment, stalking, and relationship violence incidents have an absolute right to be informed of the outcome and sanctions of the hearing, in writing, without condition or limitation
- Students who bring any sort of sexual misconduct complaint against faculty or staff may be informed of the outcome and sanction within the parameters of Oregon statutes protecting confidentiality of personnel actions
- The College may publically release the name, nature of the violation and the sanction for any student who is found in violation of a College policy that is a “crime of violence” including arson, burglary, robbery, criminal homicide, sex offenses, assault, destruction/vandalism of property and kidnapping/abduction. The College will release this information to the complainant in any of these offenses regardless of the outcome.

## ALTERNATIVE TESTIMONY OPTIONS

In sexual misconduct/violence complaints and other complaints of a sensitive nature, whether the alleged victim is serving as the complainant or as a witness, alternative testimony options will be given, such as placing a privacy screen in the hearing room, or allowing the alleged victim to testify from another room via remote broadcasting.

These options are intended to help make the alleged victim or witness more comfortable without disenfranchising the accused student.

## PAST SEXUAL HISTORY/CHARACTER

Past sexual history will not be admissible by the other party in hearings unless such information is determined to be highly relevant by the hearings officer. All information sought to be admitted must be presumed irrelevant, and any request to overcome this presumption by the parties must be included in the complaint/response or a subsequent written request, and must be reviewed in advance of the hearing by the hearings officer. While previous conduct violations, for example, committed by the accused student are not generally admissible as information about the present alleged violation, the hearings officer may consider previous complaint information only if:

- The accused was previously found to be responsible
- The previous incident was substantially similar to the present allegation
- Information indicates a pattern of behavior and substantial conformity with that pattern by the accused student

## ADDITIONAL RESOURCES

RAINN (Rape, Abuse & Incest Natl Network) | 1.800.656.HOPE

NSVRC (National Sexual Violence Resource Center) <http://www.nsvrc.org/>

Men Can Stop Rape | <http://www.mencanstoprape.org/>

The Network/La Red | 1.617.742.4911 | <http://tnlr.org/en/about-us/>

Safe Horizon | <https://www.safehorizon.org/>

## RECOMMENDED PROCEDURES FOR VICTIMS TO FOLLOW

After an incident involving sexual assault, dating violence or domestic violence the victim is strongly encouraged to seek medical attention at any of the following emergency rooms in the tri-county area:

- St. Charles – **Bend** | 2500 NE Neff Road, Bend OR 97702 | **541.382.4321** | Open 24 Hours
- St. Charles – **Redmond** | 1253 N Canal Blvd., Redmond OR 97756 | **541.548.8131** | Open 24 Hours
- St. Charles – **Prineville** | 384 SE Combs Flat Rd, Prineville OR 97754 | **541.447.6254** | Open 24 Hours
- St. Charles – **Madras** | 470 NE A St, Madras OR 97761 | **541.475.3882** | Open 24 Hours

It is recommended that evidence be collected within **72 hours**, if you are a victim of sexual assault, to offer the best preservation possibility. It is important not to bathe, douche, smoke, change clothing or clean the area where assaulted.

It is also important to preserve evidence by saving text messages, social media posts and a journal of what occurred with dates and times.

If victims choose to not go through the forensic evidence collection (rape kit), Emergency Room (ER) staff are still able to assist with precautions for pregnancy and sexually transmitted diseases. St. Charles ER offers Sexual Assault Nurse Examiners (SANE), a qualification for forensic nurses who have received special training to conduct sexual assault evidentiary exams for rape victims. These specialized nurses are on call 24-hours a day and will arrive at the ER within one hour of a victim's arrival.

Per the Violence Against Women and Department of Justice Reauthorization Act of 2005 COCC does not “require a victim of sexual assault to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam, reimbursement for charges incurred on account of such an exam, or both.”



# VICTIM & ACCUSED RIGHTS

## THE RIGHTS OF THE VICTIM

- The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to college administrators
- The right to be treated with respect by college officials
- The right of both accuser and accused have the same opportunity to have others present (in support or advisory roles only) during a campus disciplinary hearing
- The right to be informed of the outcome and sanction of any disciplinary hearing (as allowed under Oregon statutes) involving sexual assault, usually within **48 hours** of the end of the conduct hearing

- The right to be informed by college officials of options to notify proper law enforcement authorities, including on-campus and local police, and the option to be assisted by campus authorities in notifying such authorities, if the student chooses. This also includes the right not to report, if the victim so desires
- The right to be notified of available counseling, mental health or student services for victims of sexual assault, both on campus and in the community
- The right to notification of and options for, and available assistance in, changing academic, employment and living situations after an alleged sexual assault incident, if so requested by the victim and if such changes are reasonably available (no formal complaint, or investigation, campus or criminal, need occur before this option is available). Accommodations may include:
  - Change of an on-campus student’s housing to a different on-campus location
  - Arranging to dissolve a housing contract and pro-rating a refund
  - Exam (paper, assignment) rescheduling
  - Taking an incomplete in a class
  - Transferring class sections
  - Temporary withdrawal
  - Alternative course completion options
  - Reassignment of work location
- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing
- The right not to have any complaint of sexual assault mediated (as opposed to adjudicated)

- The right to make a victim-impact statement at the campus conduct proceeding and to have that statement considered by the hearing officer in determining its sanction
- The right to a campus no contact order against another student or staff member who has engaged in or threatens to engage in stalking, threatening, harassing or other improper behavior that presents a danger to the welfare of the complaining student or others
- The right to have complaints of sexual misconduct responded to quickly and with sensitivity by campus law enforcement
- The right to appeal the finding and sanction of the conduct body, in accordance with the standards for appeal established by the institution
- The right to review all documentary evidence available regarding the complaint, subject to the confidentiality limitations imposed by state and federal law, at least 48 hours prior to the hearing
- The right to be informed of the names of all witnesses who will be called to give testimony, within 48 hours of the hearing, except in cases where a witness identity will not be revealed to the accused student for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed)
- The right to preservation of confidentiality, to the extent possible and allowed by law
- The right to a hearing closed to the public
- The right to petition that any hearing officer be removed on the basis of demonstrated bias
- The right to bring a victim advocate or advisor to all phases of the investigation and campus conduct proceeding
- The right to give testimony in a campus hearing by means other than being in the same room with the accused student (close circuit live audio/video is the recommended method)
- The right to present relevant witnesses to the campus conduct body, including expert witnesses
- The right to be fully informed of campus conduct rules and procedures as well as the nature and extent of all alleged violations contained within the complaint
- The right to have the College compel the presence of student, faculty and staff witnesses, and the right to ask questions, directly or indirectly of witnesses (including the accused) and the right to challenge documentary evidence
- The right to be present for all testimony given and evidence presented before the conduct body
- The right to have complaints heard by conduct officers who have received sexual misconduct adjudication training
- The right to have college policies and procedures followed without material deviation
- The right to be informed in advance of any public release of information regarding the complaint
- The right not to have released to the public any personal information about the complainant, without his/her consent

## THE RIGHTS OF THE ACCUSED

- The right to investigation and appropriate resolution of all credible complaints of sexual misconduct made in good faith to college administrators against the accused student.
- The right to be treated with respect by college officials.
- The right to be informed of and have access to campus resources for medical, counseling and advisory services.
- The right to be fully informed of the nature, rules and procedures of the campus conduct process and to timely written notice of all alleged violations within the complaint, including the nature of the violation and possible sanctions.
- The right to a hearing on the complaint, including timely notice of the hearing date and adequate time for preparation.
- The right not to have irrelevant prior sexual history admitted as evidence in a campus hearing.
- The right to make an impact statement at the campus conduct proceeding and to have that statement considered by the hearing officer in determining its sanction.
- The right to appeal the finding and sanction of the conduct body, in accordance with the standards for appeal established by the institution.
- The right to review all documentary evidence available regarding the complaint, subject to the confidentiality limitations imposed by state and federal law, at least **46 hours** prior to the hearing.
- The right to be informed of the names of all witnesses who will be called to give testimony, within **46 hours** of the hearing in cases where a witness' identity will not be revealed to the accused student for compelling safety reasons (this does not include the name of the alleged victim/complainant, which will always be revealed).
- The right to a hearing closed to the public.
- The right to petition that any member of the conduct body be removed on the basis of bias.
- The right to have the College compel the presence of student, faculty and staff witnesses and the right to ask questions, directly or indirectly of witnesses and the right to challenge documentary evidence.
- The right to have complaints heard by conduct officers who have received sexual misconduct adjudication training.
- The right to have college policies and procedures followed without material deviation.
- The right to have an advisor or advocate to accompany and assist in the campus hearing process. This advisor can be anyone, but the advisor may not take part directly in the hearing itself, though they may communicate with the accused student as necessary.
- The right to a fundamentally fair hearing including union representation where appropriate.
- The right to a campus conduct outcome based solely on evidence presented during the conduct process. Such evidence shall be credible, relevant, based in fact, and without prejudice.
- The right to written notice of the outcome and sanction of the hearing.
- The right to be informed in advance, when possible, of any public release of information regarding the complaint.

## INVESTIGATION PROCESS & TIMELINES

These processes and timelines apply to discrimination, discriminatory or sexual harassment and sexual misconduct/sexual violence investigations.

Note: Certain circumstances may require that the time be extended. In such situations, the College will make a reasonable effort to notify all affected parties.

- The Title IX/EEO Officer (or designee) will meet with the concerned individual within **five (5) business days** of receiving the complaint to review the concerns and determine the proper avenue for addressing the complaint
- If it is determined that a Title IX/EEO investigation is not warranted, the Title IX/EEO Officer will provide guidance and resources as to other avenues to address the concern if appropriate
- If it is determined that a formal investigation is warranted, the Title IX/EEO Officer will designate an investigating officer. The investigating officer will complete an investigation within **fifteen (15) business days** after the Title IX/EEO Officer meets with the concerned individual. As part of the investigation, the investigating officer may notify the appropriate college staff of the investigation. The investigation may include interviewing all parties to the complaint and interviews with witnesses as identified. All parties have the right to have a support person present at such



interviews. The investigating officer will collect all supporting documentation.

Upon completion of the investigation, the investigating officer will prepare a final investigation file including interview summaries and supporting documentation. The investigation file will be completed within **ten (10) business days** of the completion of the investigation and submitted to the Title IX/EEO Officer.

The Title IX/EEO Officer will review the file and prepare a written summary of the investigation to be shared with the complainant and accused within **five (5) business days** after receipt of investigation file.

- For investigations involving students the written summary and recommendations for further actions will be given to the Office of Student Life for adjudication
- For investigations involving employees the written summary and recommendations for further actions will be given to the appropriate supervisor and Director of Human Resources for adjudication

If neither party objects to the determination, the complaint will be considered resolved. If either the complainant or the accused disagrees with the determination and wishes to appeal the decision he or she may pursue the complaint further by requesting an appeal in writing to the Title IX/EEO Officer within **five (5) business days** of receipt of the final investigative written summary.

## ON-CAMPUS EDUCATION

The College provides information on sexual misconduct and harassment (Title IX). The College provides prevention training for students, staff and faculty. All new employees are required to complete an online training in prevention of sexual misconduct and harassment. Campus Public Safety and other college departments provide RAD (rape aggression defense) training as well as other personal safety training.

Additional trainings offered on an annual basis include information on:

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

## PROTECTION OF INVOLVED PARTIES

Campus Public Safety Officers as well as the Title IX Investigation Team, have the authority to issue no-contact or trespass orders to protect the parties involved in a sexual misconduct investigation.

- The no-contact orders may be issued to prohibit any contact, limit contact or prohibit persons from being on campus.
- No-contact orders may be issued for the duration of the investigation or may be extended until rescinded by the College
- Trespass orders may be issued in significant and serious instances of misconduct or criminal/policy violations

Failure to comply with the above listed order may result in external law enforcement involvement and formal arrest.



## BYSTANDER INTERVENTION

The bystander effect is a phenomenon in which the more people who witness an emergency event, the less likely anyone is to intervene. Bystanders tend to monitor the reactions of other people in an emergency to see if others believe it necessary to intervene.

### INTERVENTION

There are safe and positive options 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 recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options and taking action to intervene.

- Look out for friends and fellow students
- Strive to create a safe campus community for everyone

### RISK REDUCTION

Options exist to decrease perpetration and bystander inaction and to increase empowerment for victims that promote safety and help individuals and communities address conditions that facilitate violence.

- Be aware of ill intentions. This could include: someone encouraging excessive drinking or someone saying they are going to “hook up” with the most intoxicated person at a party.
- Trust your gut. If something does not feel right – it probably is not.
- Never leave your drink un-attended. If you set it down for any reason, dump it out and get a new one.
- Know your limits and your friends limits for drinking and other drug use



- Always use the buddy system
  - Make a plan with friends before you go out – how long you will be out, where you will go, if your friend meets someone, a code word to use if situations change, a safe ride home
  - Never leave a friend alone that has been drinking
  - If your friend is very drunk, take them to a safe place – leave the party, bar, house, etc.
- Avoid drinking games
- Limit drinks to one or less per hour
- Have a pre-planned designated driver




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## LOCAL CAB COMPANIES

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Cascade East Transit | 541.385.8680

Coiled Cab | 541.810.0188

Cascade Towncar | 541.385.9382

Bend Greencab | 541.705.2002

Taxi of Bend | 541.390.6781

Bend Cab | 541.389.8090

Checker Cab | 541.390.1176

Ride Bend | [www.osucascades.edu/ride-bend](http://www.osucascades.edu/ride-bend)

UBER | [www.uber.com](http://www.uber.com)

LYFT | <https://www.lyft.com/>



## HEARING & ADJUDICATION PROCESS

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

### INFORMAL HEARING

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

### INFORMAL HEARING PROCESS

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

- Review the charges with the student.
- Review the incident report or other documentation upon which the charges are based.
- Review the possible disciplinary action that could be taken if found guilty.
- Provide the student an opportunity to respond to the charges.
- Discuss the charges and the student's response. The student shall be given an opportunity to plead responsible or not responsible to the charges.
- Inform the student of his/her decision with respect to the charges within **two (2) business days** of the conference via a written decision letter. Possible actions that would result from the informal hearing including, but are not limited to,;
  - Dismiss the charges
  - Assign sanctions
  - Order restitution

- Order probation
- Order a summary suspension
- Order a formal hearing
- The written decision of the conference will notify the student that he/she has a right to appeal that decision to the Dean of Students within **five (5) business days** from the date the hearing decision was received.

## FORMAL HEARINGS

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

## FORMAL HEARING PROCESS

- Written notice of the formal hearing shall inform the student of:
  - The policy or regulation alleged to have been violated in sufficient detail to allow the student to prepare a defense.
  - The possible disciplinary action to be taken.
  - The right not to be compelled to testify against oneself.
  - The right to a hearing as established under these disciplinary procedures.
  - The right to examine the evidence, hear all testimony and to ask questions of witnesses appearing and testifying against him/her and to offer witnesses and evidence on his/her behalf. Evidence must be requested **48 hours before** the hearing.
  - The right to an advisor of his/her choice, at his/her own expense, acting in an advisory capacity only. The name and address of the advisor must be provided to the Office of Student Life no later than **24 hours prior** to a hearing. The

advisor is **prohibited** to speak at the College hearing.

- The right to enter a plea of “responsible” or “not responsible” within **three (3) school days** after the charge.
- If the student fails to enter a plea within **three (3) school days**, a plea of “not responsible” is entered and a hearing date will be set by the Hearings officer.
- The right to bring witnesses to the hearing. A witness is a person who has personal knowledge of the incident at issue. Character witnesses are considered irrelevant and will not be permitted to testify.
- A person who serves as a witness may not serve in any other capacity during the hearing. The student must submit a list of witnesses to the hearing officer **24 hours in advance** of the hearing.
- The list should include each witness’ name and a summary of the witness’ expected testimony. It is the student’s responsibility to bring his/her witnesses to the hearing at the scheduled date and time.

## HEARING PROCEDURES

**CLOSED HEARING:** all proceedings are closed, except that an alleged victim(s) may be given permission by a Hearing Officer to attend. Those present in the hearing room:

- Hearing officer
- College staff recorder
- Student’s advisor
- Student involved in the action
- Witnesses will be interviewed individually

**UNBIASED ADJUDICATOR:** Hearing officers must remove themselves from hearing a case if they believe that they cannot be unbiased.

Respondent will be notified of the hearing officer(s) who will consider the charge at least **three (3) business days** before the hearing.

If the respondent or other interested party believes that the hearing officer cannot be unbiased, he/she must write to the Dean of Students in the Office of Student Life to request a replacement stating the specific reason(s) he/she believes the hearing officer would be biased. The written request must be made a minimum of **two (2) business days** before the hearing is scheduled to be held. If the Dean of Students agrees, he/she will reassign the charge to a different hearing officer, but the hearing date will remain unchanged if possible.

**HEARING RECORD:** the hearing officer will make a record of the hearing. If the College deems it appropriate, the hearing will be audio recorded. A copy of the recording will remain on file in the Office of Student Life.

**MAINTAINING ORDER:** the hearing officer is responsible for maintaining order during the hearing. The hearing officer may take all steps reasonably necessary to ensure an orderly hearing.



**PRESENTING EVIDENCE/QUESTIONING WITNESSES:** the student will have an opportunity to present relevant information and witnesses in response to the charge. The student will have the opportunity to examine all information leading to the charge(s) and to respond to all witness testimony.

The hearing officer will question witnesses. The student may not question witnesses directly, but may submit questions to the hearing officer who will decide which, if any, of the questions to ask witnesses. If an alleged victim or a witness is not

present at the hearing, his/her presence can be requested. Witnesses who have already testified may not talk with witnesses who have not yet testified.

**REQUESTING EVIDENCE:** the student or the hearing officer may request the presence of relevant witnesses. If an alleged victim or a witness is not present at the hearing, his/her presence can be requested.

**SEXUAL OFFENSES:** a victim of an alleged sexual offense or assault may testify via an intercom or other remote audio or video device, so that he/she may testify without face-to-face contact with the accused student. The accused student must know the identity of all witnesses who testify. In no event may testimony via intercom or other remote device be used to keep the alleged victims identity from the accused student.

**ANONYMOUS EVIDENCE/EVIDENCE RECEIVED OUTSIDE THE HEARING:** the hearing officer will refuse to accept or hear any evidence coming from an anonymous source or evidence which is presented outside of the hearing.

**RELEVANT EVIDENCE:** the hearing officer will decide whether to admit evidence. Rules of evidence used in courts of law are not used in this judicial process. Generally, a hearing officer will agree to hear evidence which is relevant to the subject matter of the hearing and is fair and reliable under the circumstances of the case. Character witnesses generally are not considered relevant.

**ADJUDICATORY STANDARD:** the hearing officer or judicial council will determine whether the respondent is “responsible” or “not responsible” for the alleged violation. The respondent will be presumed “not responsible” until proven otherwise by a preponderance of the evidence.

A preponderance of the evidence is reached when the hearing official(s) judicial council concludes that it is more likely than not that the respondent violated the code as alleged in the charge.

After reviewing the available information on the case, the hearing officer will afford the student an opportunity to make his/her final comments before a decision is made.

**WRITTEN HEARING DECISION:** the hearing officer will provide a written decision to the student within two **(2) business days** following the hearing. The hearing decision will state what evidence the hearing officer/judicial council considered and how it reached its decision based upon that evidence. If the respondent is found responsible, the hearing decision will state what sanctions will be imposed.

**NOTICE OF APPEAL:** the respondent will be notified upon receiving the hearing decision that he/she has a right to appeal that decision, to the Judicial Affairs Officer or designee within **five (5) business days** from the date the hearing decision was sent.

## APPEALS

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



**BASIS FOR APPEAL:** the hearing decision may be appealed on the following basis only:

- A procedural error unfairly and materially affected the outcome of the case
- Evidence has been discovered which was not reasonably available at the time of the hearing and/or a clear abuse of discretion on the part of the hearing officer

**SUBMITTING AN APPEAL:** to appeal, the respondent must submit a written statement to the Dean of Students or designee stating as

precisely as possible the basis for the appeal and the evidence to support the appeal.

**CONSIDERATION OF APPEAL:** upon receipt of the appeal, the Dean of Students or designee may elect to meet with the respondent to discuss the appeal and if necessary, hear the new evidence. The alleged victim may be given an opportunity to respond to the appeal.

**WRITTEN APPEAL DECISION:** the Dean of Students or designee will render a written decision regarding the appeal. If the appeal is granted, the Dean of Students or designee will state on what basis the appeal was granted and describe any new evidence that was received and considered in rendering an appeal decision. The appeal may modify the hearing decision, including sanctions as warranted.

**NOTE:** The appeal decision is final.

## POST-HEARING

If the student fails to comply with the sanctions imposed upon him/her as may have been modified by appeal, the hearing officer retains the power to impose additional sanctions on the student, up to and including dismissal from the College.

In addition to the sanctions listed (in the next section), the hearing officer may place a hold on the student's future registration privileges with the College. Such a hold results in a cancellation of all pre-registered courses. The hold remains in

effect until the outstanding judicial matter and/or sanctions have been resolved and the initiating party authorizes its release. The action is not subject to appeal unless the sanction involves suspension from the residence halls or suspension/dismissal from the College.

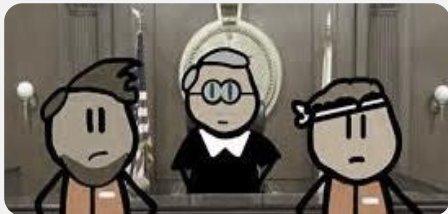
## SANCTIONS

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

**WARNING:** notice that a student's conduct in a specific instance does not meet college standards and that continued misconduct may result in a more serious disciplinary action.

**DISCIPLINARY PROBATION:** notice that the student found in violation of the College standards may continue to be enrolled under stated conditions, violations of which may be cause for more serious disciplinary action.

**RESTITUTION:** compensation for loss, damage to or misappropriation of property or injury. This may take the form of appropriate service to repair or otherwise compensate for damages. Restitution may be imposed in combination with any other penalty.



**EDUCATIONAL SANCTION:** may include, but not limited to:

- A formal apology, in writing and/or in person
- A public presentation
- Reading books
- Watching videos
- A reflective essay or a research paper on a designated topic

- Alcohol and other drug education – may include:
  - Alcohol and other drug education
  - Consultation with a counselor and completion of any/all referrals made as a result of the consultation
  - Specified number of sessions with a Certified Drug and Alcohol Counselor (CDAC)
  - Alcohol and other drug education classes, as well as sessions with a CDAC, may have fines or fees associated with them, which must be paid for by the student.

**COMMUNITY RESTITUTION:** performance of a specified number of community restitution hours. This sanction fulfilled either on or off campus, as specified. On-campus service will be in a specified department.

**FINES:** when appropriate, fines payable to the College may be levied for selected policy violations.

**SUSPENSION FROM RESIDENCE HALLS:** prohibits the student from residing in any college operated residence hall on either a temporary or a permanent basis. Student may reapply for housing after stated period of suspension. Specific restrictions on access to residence halls during the period of suspension may also be invoked. Suspension usually includes forfeiture of any fee rebate for the remainder of the housing contract.

**SUSPENSION BY AN INSTRUCTOR:** an instructor has the authority to immediately remove a student, who in the judgment of the instructor is violating the College disruption policy or whose behavior jeopardizes the safety or wellbeing of the class.

**SUMMARY SUSPENSION FROM COLLEGE:** a student may be suspended from presence on campus and participation in any or all programs (including

academic programs) and any and all activities sponsored by the College, when the alleged acts are so serious that the continued presence of the student in the College community represents a potential danger to the health, welfare and safety of the College or community or, which places the educational mission of the College at risk. The determination of the seriousness of the alleged act shall be in the sole discretion of the College president or designee. Such suspension shall be in effect until a formal disciplinary hearing with the College president or designee has taken place. Determination of continued suspension or expulsion is made through the formal hearing process.



**DEFERRED SUSPENSION:** placement on deferred suspension status during which there is observation and review of behavior. If the student is found to further violate college regulations during this period then the student is suspended without further hearings. Deferred suspension may be for a period of one (1) term up to and including the remainder of a student's enrollment at the College.

**SUSPENSION FROM THE COLLEGE:** separation of the student from the college for a definite period of time, after which the student is eligible to return. Such separation prohibits attendance at any classes and participation in any college programs during the suspension period. The terms of the suspension may restrict access to college grounds or buildings as well as attendance at college-sponsored social events or other functions as deemed appropriate by the College president

or designee. The student may not register and/or enroll until the stated period of suspension is completed, and any requirements for the period of suspension are met.

**EXPULSION:** for an indefinite period includes loss of all college privileges including college employment and the privilege of entering any portion of the College's campuses, participation in any College programs or any activities sponsored by the College except by written authorization from the office of the College president or their designee.

#### PRESERVATION OF EVIDENCE

Campus Public Safety Officers receive training in the preservation of evidence as well as the collection and storage of evidence.

In the event an incident involves local law enforcement response for a criminal investigation, CPS Officers receive training to maintain the crime scene and preserve the integrity of evidence for prosecution.

If suspicious items are encountered on campus, report it immediately to Campus Public Safety **541.383.7272** to determine the appropriate steps to follow.

# SEX OFFENDER REGISTRATION

## SEX OFFENDER REGISTRATION

In order to ensure that the information [about registered sex offenders] is readily accessible to the campus community, the Campus Sex Crimes Prevention Act requires colleges and universities to provide the campus community with clear guidance as to where this information can be reviewed. It also clarifies that Federal laws governing the privacy of educational records do not prevent campus security agencies or other administrators from disclosing such information.

The [Federal Campus Sex Crimes Prevention Act of 2000 \(CSCPA\)](#), became law on October 28, 2000, however was delayed certain provisions until October 28, 2002.

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

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

In Oregon, convicted sex offenders must register with the state. You can view this information by accessing the State of Oregon's website <http://sexoffenders.oregon.gov/SorPublic/>

- Level 3 Offender | [ORS 181.800](#)
- Predatory Sex Offender | [ORS 181.838](#)
- Sexually Violent Dangerous Offender | [ORS 144.635](#)

Oregon State Police Sex Offender Registration Unit **503.378.3725** is available for additional information or questions on Oregon Sex Offender Registration requirements.

Deschutes County notification to the community of convicted sex offenders is available at <https://www.deschutes.org/justice/page/community-notification-offenders>

Crook County notification to the community of convicted sex offenders is available at <http://sheriff.co.crook.or.us/Divisions/ParoleProbation/tabid/2373/Default.aspx>

Jefferson County notification to the community of convicted sex offenders is available at <http://www.jeffco.net/sheriff/page/predator-sex-offenders>

Under section 121 of the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C 16921), Campus Public Safety office maintains a list of sex offenders who have been required to report their sexual offender status to COCC under federal and/or state laws.

Records meeting these requirements for COCC are available in printed format, between the hours of 8:00 am and 5:00 pm, at:

- Campus Public Safety | Boyle 161 | 2600 NW College Way, Bend OR 97703

# MISSING STUDENT NOTIFICATION

## WICKIUP RESIDENCE HALL

The Wickiup residence hall provides safe, comfortable and affordable co-ed housing to more than 300 students.

- 2200 NW Mt. Washington Drive | Bend OR 97703 | **541.383.7545**
- For more information contact Deena Cook | **541.383.7525**



## MISSING STUDENT POLICY

Residence Hall staff and Campus Public Safety work closely together to ensure the safety of students who reside on campus. Depending on the severity of the situation, Residence Hall staff may handle the misconduct in-house, may contact Campus Public Safety, Student Services or local law enforcement.

Maintaining a safe environment for students and housing is essential. Students are encouraged to provide the on-campus housing department confidential, contact information for persons whom they have authorized to be contacted in the event they are reported missing.

This information will be accessible only to authorized campus officials and law enforcement and will not be disclosed outside of a missing person's investigation. This applies to residents over the age of 18.

Parents or guardians of students who are under 18 years of age will be contacted if the student is deemed "missing", regardless of the authorized persons listed on their emergency contact form.

In compliance with the [Higher Education Opportunity Act of 2008](#), the College has established a policy for responding to resident students who have not returned near the expected time and may be considered "missing". The full policy is available for review in the Residence Hall, Student Services office and Campus Public Safety office.

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

Missing students need to be immediately reported to Campus Public Safety, Student Life and/or any college housing staff member. Upon awareness of a potential missing student, Campus Public Safety will be notified and will begin an investigation of the situation.

If the student cannot be located after reasonable efforts, Campus Public Safety, Housing Staff or Director of Student Life will then contact the student's emergency contacts no later than 24 hours after the student has been missing. Campus Public Safety will file a missing person's report with the local police department.



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

## PERSONS TO WHOM MISSING PERSONS MAY BE REPORTED

DESCHUTES COUNTY | 911

CITY OF BEND POLICE | 541.693.6911

COCC CAMPUS PUBLIC SAFETY | 541.383.7272

COCC CPS DIRECTOR | 541.383.7733

COCC DIRECTOR OF HOUSING | 541.383.7588

COCC ASST. DIRECTOR OF HOUSING |  
541.383.7588

COCC DIRECTOR OF STUDENT LIFE |  
541.383.7592

ANY CAMPUS SECURITY AUTHORITY

# APPENDIX

## BEND CAMPUS

Central Oregon Community College was founded in 1949 and is the longest standing community college in Oregon. The Bend Campus is located on approximately 202 acres on the northwest side of Bend. The College is on the west side of Awbrey Butte within Bend City limits. The campus is comprised of 26 buildings, an athletic field and tennis courts. The College serves 18,045 students, 9,460 enrolled in credit classes and 8,585 enrolled in continuing education classes. Faculty is comprised of 132 full-time (of which 39 percent hold a Ph.D. or terminal degrees), 211 part-time and 47 adjunct. Additional information on COCC can be found at

<https://www.cocc.edu/about/cocc-quick-facts/>



## AVAILABILITY OF SECURITY & FIRE SAFETY REPORTS

Each year, an email notification is made to all students, staff and faculty that provides the website address to access this report. Printed copies can be found throughout campus buildings and in the Campus Public Safety Office (Boyle 161). A printed PDF format of the report can be found on the Campus Public Safety website at <https://www.cocc.edu/public-safety/> or by email to [publicsafety@cocc.edu](mailto:publicsafety@cocc.edu) – Attn: Clery Report.

**CAMPUS PUBLIC SAFETY | 2600 NW COLLEGE WAY, BEND OR 97703 | [PUBLICSAFETY@COCC.EDU](mailto:PUBLICSAFETY@COCC.EDU)**

## SAFETY TIPS & CRIME PREVENTION

- If you see something suspicious, please let us know!
  - Emergencies | **911**
  - Non-emergencies on campus | **541.383.7272**
  - Non-emergencies off campus | **541.693.6911**
- Lock your doors and windows
- Use the buddy system if possible
- Use public walkways and remain in well-lit areas
- Avoid carrying large amounts of cash on your person
- Minimize distractions when walking and remain aware of your surroundings.
- Safety escorts are available through
  - Campus Public Safety | **541.383.7272** | 24 hours a day - 7 days a week
- Attend crime prevention trainings on campus when offered

## IMPORTANT INFORMATION REGARDING THIS REPORT

- “Public Property” and “Non-Campus Property” statistics include information provided from local, county and state law enforcement agencies in the tri-county area. Every effort has been made to comply with the criteria set forth in the handbook for campus safety and security reporting and the Clery Act; however, the information provided from other agencies is not independently verified by COCC and may include reports of crimes that occurred in private residences or businesses or in other non-campus locations.
- Municipal and county law enforcement agencies provide statistics according to F.B.I. Uniform Crime Reporting (U.C.R.) requirements.
- These statistics reflect the most current information provided to COCC from all required parties. To the extent any of the crime statistics differ from previous reports, the figures represented in this year’s report are compiled from the most current information.
- Reported crimes may involve individuals not associated with Central Oregon Community College.
- “Unfounded” crimes are reported crimes investigated by sworn or commissioned law enforcement authorities and found to be false or baseless. When a crime statistic has been disclosed and is “unfounded” in a subsequent year, the crime statistics will be revised and a notation will be made to explain the revision.
- Central Oregon Community College used conditions and rules set forth by the Handbook for Campus Safety and Security Reporting to assess its statistics.

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## COMMUNITY RESOURCES

### DRUG & ALCOHOL ABUSE PREVENTION INFORMATION

<i>Resources</i>	<i>Phone</i>	<i>Website</i>
<i>Alcohol Abuse Treatment Center</i>	1.800.333.2294	N/A
<i>Alcoholics Anonymous</i>		<a href="http://www.aa.org">www.aa.org</a>
<i>Central Oregon Intergroup</i>	24HR Hotline 541.548.0440	<a href="http://www.coigaa.org">www.coigaa.org</a>
<i>Shared Future Coalition</i>		<a href="http://www.sharedfuturecoalition.org">www.sharedfuturecoalition.org</a>
<i>Al-Anon Family Groups</i>	541.728.3707	<a href="http://www.afginfo.org">www.afginfo.org</a>
<i>American Council on Alcoholism</i>	1.800.527.5344	<a href="http://www.aca-usa.com">http://www.aca-usa.com</a>
<i>Bend Treatment Center</i>	541.617.4544	<a href="http://bendrecovery.com/">http://bendrecovery.com/</a>
<i>Crisis Line</i>	911 (ask for a counselor)	N/A
<i>Crook County Mental Health</i>	541.447.5165	N/A
<i>Crook County Alcohol &amp; Drug</i>	541.323.5330	<a href="http://treatment-facilities.healthgrove.com/l/14496/Lutheran-Community-Services-NW">http://treatment-facilities.healthgrove.com/l/14496/Lutheran-Community-Services-NW</a>
<i>Deschutes County Mental Health – Alcohol &amp; Drug</i>	541.322.7500	<a href="https://www.deschutes.org/health/page/behavioral-health">https://www.deschutes.org/health/page/behavioral-health</a>
<i>National Help Line</i>	1.800.662.HELP	<a href="http://www.samhsa.gov">www.samhsa.gov</a>
<i>Lines for Life</i>	1.800.621.1646	<a href="http://www.linesforlife.org">www.linesforlife.org</a>
<i>Poison Control</i>	1.800.222.1222	<a href="http://www.poison.org/">http://www.poison.org/</a>
<i>Serenity Lane</i>	541.383.0844	<a href="https://www.serenitylane.org/outpatient_bend.html">https://www.serenitylane.org/outpatient_bend.html</a>
<i>Suicide/Crisis</i>	911 (Ask for counselor) 541.322.7500 (24HR)	<a href="http://www.suicidepreventionlifeline.org/">http://www.suicidepreventionlifeline.org/</a> <a href="https://www.deschutes.org/health/page/suicide-prevention">https://www.deschutes.org/health/page/suicide-prevention</a>

## SEXUAL ASSAULT/DOMESTIC ABUSE

<i>Resources</i>	<i>Phone</i>	<i>Website</i>
<i>Saving Grace</i>	541.389.7021 (24HR)	<a href="https://www.saving-grace.org/get-help/programs/resources/sexual-assault-resources/">https://www.saving-grace.org/get-help/programs/resources/sexual-assault-resources/</a>
<i>Rape Abuse &amp; Incest National Network (RAINN)</i>	800.656.4673	<a href="https://hotline.rainn.org/online/terms-of-service.jsp">https://hotline.rainn.org/online/terms-of-service.jsp</a>
<i>Male Survivor</i>		<a href="http://www.malesurvivor.org/index.php">http://www.malesurvivor.org/index.php</a>
<i>Oregon Coalition Against Domestic &amp; Sexual Violence</i>	1.503.230.1951	<a href="https://www.ocadsv.org/find-help">https://www.ocadsv.org/find-help</a>
<i>St. Charles Bend</i>	541.382.4321	
<i>Deschutes County Victims Assistance</i>	541.388.6525	
<i>Legal Aid Services of Bend</i>	541.385.6950	

Saving Grace offers online booklets “Surviving Sexual Assault” and “Safety Plan Document”, which are available here:

- <https://www.saving-grace.org/Surviving%20Sexual%20Assault%20Packet%206-08.pdf>
- <https://www.saving-grace.org/Saving-Grace-Safety-Plan~6-08.pdf>



## CREATING COMMUNITY

The Community of Learners at Central Oregon Community College is made up of students, faculty, staff and administrators. Together we are dedicated to personal, professional and academic excellence. The success of our students is our highest priority, one that is best achieved by each of us working together as members of this community to foster a climate of mutual respect and caring. Choosing to join our Community of Learners affords us both individual rights as well as responsibilities. As such, we embrace the following principles:

### 1 [PRACTICE PERSONAL & ACADEMIC INTEGRITY]

This principle requires honesty and fairness in and out of the classroom. It seeks to eliminate cheating, plagiarism, lying, deceiving and making excuses for dishonesty in academic and professional relationships.

### 2 [RESPECT THE DIGNITY OF ALL PERSONS]

This principle encourages understanding. Understanding involves empathy and respect, rejecting behaviors that compromise or demean the dignity of individuals or groups, including discrimination, intimidation and hazing, taunting, baiting, ridiculing, threatening, insulting and/or harassing other individuals.

### 3 [RESPECT THE RIGHTS & PROPERTY OF OTHERS]

This principle is inconsistent with all forms of theft, vandalism, misappropriation and malicious damage to or desecration and destruction of property. Respect for others' personal rights supports an individual's right to express themselves appropriately and to enjoy privacy.

### 4 [PROMOTE EMPATHY AND LEARN FROM DIFFERENCES IN PEOPLE, IDEAS AND OPINIONS]

This principle supports equal rights and opportunities for all members of the community regardless of age, sex, race, religion, disability, ethnic heritage, sexual orientation, marital status, social status, socioeconomic status, veteran status, political status or other affiliations.

### 5 [PROMOTE A HEALTHY AND SAFE LEARNING ENVIRONMENT]

A commitment to this principle is a pledge to be compassionate and considerate, to avoid behaviors that are insensitive, inhospitable or inciting, or that unjustly or arbitrarily inhibit another's ability to feel safe and welcomed in his or her pursuit of personal, professional and academic excellence.

### 6 [LIVING THESE PRINCIPLES]

Community of Learner members embrace these Principles and act accordingly. We also take responsibility to confront, challenge and respond to and/or report uncivil, hurtful, stigmatizing behaviors whenever and wherever they are encountered.

## LGBTQ RESOURCES

<i>Resources</i>	<i>Phone</i>	<i>Website</i>
<i>LGBTQ Programs</i>		<a href="https://www.cocc.edu/multicultural/lgbtq-programs/">https://www.cocc.edu/multicultural/lgbtq-programs/</a>
<i>Human Dignity Coalition</i>	541.385.3320	<a href="https://humandignityco.wordpress.com/">https://humandignityco.wordpress.com/</a>
<i>Central Oregon PFLAG</i>	541.728.3843	<a href="http://www.pflagcentralor.4t.com/">http://www.pflagcentralor.4t.com/</a>
<i>Basic Rights Oregon</i>	503.222.6151	<a href="http://www.basicrights.org/">http://www.basicrights.org/</a>
<i>PQ (Proud Queer)</i>	503.228.3139	<a href="http://www.pqmonthly.com/">http://www.pqmonthly.com/</a>

## MULTICULTURAL RESOURCES

<i>Resources</i>	<i>Phone</i>	<i>Website</i>
<i>Multicultural Programs</i>		<a href="https://www.cocc.edu/multicultural/multicultural-programs/">https://www.cocc.edu/multicultural/multicultural-programs/</a>
<i>Latino Community Association of Bend</i>	541.382.4366	<a href="http://latinocommunityassociation.org/">http://latinocommunityassociation.org/</a>
<i>High Desert Education Service District</i>	541.693.5672	<a href="http://www.hdesd.org/services/omep-2/">http://www.hdesd.org/services/omep-2/</a>
<i>Warm Springs</i>		<a href="http://warmsprings.com/">http://warmsprings.com/</a>
<i>COCC African American Heritage Club</i>	541.383.7592	<a href="https://www.facebook.com/COCC-African-American-Heritage-Club-175473395827491/">https://www.facebook.com/COCC-African-American-Heritage-Club-175473395827491/</a>

## VETERANS SERVICES

<i>Resources</i>	<i>Phone</i>	<i>Website</i>
<i>Central Oregon Veterans Outreach</i>	541.383.2793	<a href="http://www.covo-us.org/">www.covo-us.org/</a>
<i>Veterans Services Prineville</i>	541.548.2380	

## ALCOHOL CONSUMPTION HEALTH RISKS

RISK	POSSIBLE HEALTH EFFECT
Alcoholism/Alcohol Abuse	<ul style="list-style-type: none"> <li>▪ Alcohol withdrawal syndrome</li> <li>▪ Certain types of cancer</li> <li>▪ Cirrhosis of the liver</li> <li>▪ Intestinal disorders</li> <li>▪ Heart disease</li> <li>▪ Korsakoff's psychosis</li> <li>▪ Learning and memory problems</li> <li>▪ Nerve damage</li> <li>▪ Pancreatitis</li> <li>▪ Permanent damage to brain and liver</li> </ul>
Chronic Heavy Drinking or Binge Drinking	<ul style="list-style-type: none"> <li>▪ Alcohol poisoning</li> <li>▪ Anemia</li> <li>▪ Depression</li> <li>▪ High blood pressure</li> <li>▪ Sleep disorders</li> <li>▪ STD's and unwanted pregnancy from unsafe sex</li> </ul>
Intoxication	<ul style="list-style-type: none"> <li>▪ Disturbed balance</li> <li>▪ Slurred speech</li> <li>▪ Blurred vision</li> <li>▪ Dulled sensation of pain</li> <li>▪ Dehydration</li> <li>▪ Disrupted judgement</li> <li>▪ Hangovers</li> <li>▪ Impaired judgement</li> <li>▪ Impaired brain function</li> <li>▪ Increased risk of sexual assault</li> <li>▪ Increased risk of domestic violence</li> <li>▪ Increased lethargy</li> <li>▪ Sleep difficulties</li> </ul>

The National Institute on Alcohol Abuse and Alcoholism maintains information online regarding college drinking through their fact sheet:

- <https://pubs.niaaa.nih.gov/publications/collegefactsheet/Collegefactsheet.pdf>
- [https://pubs.niaaa.nih.gov/publications/CollegeFactSheet/back\\_to\\_collegeFact.htm](https://pubs.niaaa.nih.gov/publications/CollegeFactSheet/back_to_collegeFact.htm)





## COMMONLY ABUSED DRUGS

RISK	POSSIBLE HEALTH EFFECT
Marijuana	<ul style="list-style-type: none"> <li>▪ Anxiety</li> <li>▪ Bloodshot eyes</li> <li>▪ Difficulty thinking, speaking</li> <li>▪ Impaired motor skills</li> <li>▪ Impaired concentration</li> <li>▪ Impaired judgement</li> <li>▪ Lowered sperm production</li> <li>▪ Problems with memory and learning</li> <li>▪ Psychological dependence</li> </ul>
Benzodiazepines	<ul style="list-style-type: none"> <li>▪ Increased depression</li> <li>▪ Damaging brain cells</li> <li>▪ Lethargy</li> <li>▪ Rapid mood swings</li> <li>▪ Increased forgetfulness</li> <li>▪ Dependency</li> <li>▪ Waning appetite</li> <li>▪ Confusion</li> <li>▪ Issues with balance</li> </ul>
Hallucinogens	<ul style="list-style-type: none"> <li>▪ Delusions and hallucinations</li> <li>▪ Increased heart rate</li> <li>▪ Increased blood pressure</li> <li>▪ Inability to sleep</li> <li>▪ “Trips” that last 12 hours +</li> <li>▪ Paranoia</li> </ul>
Opiates	<ul style="list-style-type: none"> <li>▪ Unconsciousness</li> <li>▪ Confusion</li> <li>▪ Constipation</li> <li>▪ Depressed breathing – overdose can be fatal</li> <li>▪ Rapid tolerance</li> <li>▪ HIGHLY addictive</li> <li>▪ Sedation</li> </ul>

RISK	POSSIBLE HEALTH EFFECT
Amphetamines	<ul style="list-style-type: none"> <li>▪ Aggression</li> <li>▪ Hallucinations</li> <li>▪ Twitching/tremors</li> <li>▪ Headache</li> <li>▪ Loss of coordination</li> <li>▪ Low blood pressure</li> <li>▪ Extreme exhaustion</li> <li>▪ Inability to sleep</li> </ul>
Cocaine	<ul style="list-style-type: none"> <li>▪ Abdominal pain</li> <li>▪ Anxiety</li> <li>▪ HIGHLY addictive</li> <li>▪ Rapid physical dependence on it</li> <li>▪ Damage to the nasal septum</li> <li>▪ Headaches</li> <li>▪ Heart attacks</li> <li>▪ Loss of libido</li> <li>▪ Malnutrition</li> <li>▪ Nausea</li> </ul>
Nicotine	<ul style="list-style-type: none"> <li>▪ Heart disease</li> <li>▪ Emphysema</li> <li>▪ Increased chances of cancer</li> <li>▪ Asthma</li> <li>▪ Stroke</li> </ul>

Information on drug abuse in college age students can be found at the following websites:

- <https://www.drugabuse.gov/related-topics/college-age-young-adults>
- <http://www.dualdiagnosis.org/drug-addiction/college-drug-abuse/>
- [https://www.samhsa.gov/data/sites/default/files/report\\_2361/ShortReport-2361.html](https://www.samhsa.gov/data/sites/default/files/report_2361/ShortReport-2361.html)
- <https://addictionresource.com/addiction/college/>



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# 2018 ANNUAL SECURITY AND FIRE SAFETY REPORT

CAMPUS PUBLIC SAFETY

541.383.7272



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## INTRODUCTION

Central Oregon Community College located in Bend, Oregon is considered to be in the High Desert. The landscape varies from Ponderosa Pine forests, Junipers and Sagebrush to lakes and mountains of the Cascade Mountains. Truly a masterpiece.

The unique location impacts fire safety on campus thus information is provided on the potential of on-campus forest fires and on-campus structure fires.

We collaborate with Central Oregon Fire Departments, Oregon Fire Marshalls, Oregon Department of Forestry, students, staff and community members. Together we can foster a culture of fire prevention and promote the safety and well-being of our campus community.

## PURPOSE

The following report provides information and data pertaining to the safety on COCC Campus property. The data and information contained in this document is reported annually in compliance with legal requirements set forth by the Higher Education Opportunity Act (HEOA)

This report and the information it contains is collected to provide the information and data required by federal law and increase awareness to enhance safety and preparedness at Central Oregon Community College.

Questions pertaining to this report shall be directed to:

Campus Public Safety | **541.383.7272**

## CAMPUS PUBLIC SAFETY

Central Oregon Community College Campus Public Safety is dedicated to providing professional services through protection, education and enforcement for all students, staff, faculty and visitors.

This report provides current policies, information and fire statistics for on-campus student

housing facilities for 2015, 2016 and 2017 as required by HEOA.



## EMERGENCY MANAGEMENT AND FIRE PREVENTION

Campus Public Safety Emergency Management and Fire Prevention provides planning, drills, training, annual building inspections, fire alarm response and policies at Central Oregon Community College. The above listed are done in collaboration with many outside resources to create plans and policies that protect all in the campus community.

## FACILITIES OPERATIONS AND DEVELOPMENT

Campus Public Safety has an officer on staff that is responsible for coordinating maintenance, repair, inspections, and installation of fire safety equipment on COCC Campuses. Areas of responsibility include, but not limited to:

- Sprinkler systems
- Smoke detectors
- Fire detectors
- Extinguishers
- Fire doors
- Alarms
- Other related fire equipment

Contact Campus Public Safety **541.383.7272** with additional questions regarding the services covered or email [publicsafety@cocc.edu](mailto:publicsafety@cocc.edu).

## COMMUNITY CONNECTIONS

### OREGON FIRE MARSHALS

Central Oregon Community College works with local deputy fire marshals to review possible fire safety concerns and code enforcement on college property. The partnership helps Campus Public Safety review current policies and procedures, training programs and code compliance.

### CENTRAL OREGON FIRE DEPARTMENTS

Local fire agencies respond to fires and other emergencies on the College's campuses along



with providing fire suppression support, investigation of fires, emergency medical response, training and other services as required. Questions or concerns can be directed to the appropriate fire department as listed below:

Bend Fire Department **541-322-2600** or <https://www.bendoregon.gov/government/departments/fire-ems>

City of Redmond Fire & Rescue **541-504-5000** or <http://www.redmondfireandrescue.org/>

Crook County Fire & Rescue (Prineville) **541-447-5011** or <http://crookcountyfireandrescue.com/>

Jefferson County Rural Fire (Madras) **541-475-7274** or <http://www.jcfd-1.org/>

### BUILDING INSPECTIONS

Inspections are completed on an annual basis in two parts, sprinkler systems and backflow testing and building inspections.

Upon completion of inspections, a formal report is provided to Campus Public Safety for review and recommendations on changes to be made in efforts to increase safety and comply with state fire codes. The annual report is kept on file in the Campus Public Safety office.

Of all activities undertaken to prevent fire, building inspections and plan review provide the best guidance to ensure the campus community is adequately protected in the event of an on-campus fire.

The building inspection process also helps college staff and emergency responders to learn the campus buildings layout and location of all fire safety equipment. This knowledge assists local emergency personnel responding to campus alarms, fires and other incidents.

**EMERGENCIES DIAL 911**

## THINGS TO REMEMBER

- Always call **911** first in an emergency
- Call CPS **541.383.7272** for non-emergencies
- If a fire alarm goes off in a building evacuate according to procedure
- Smoke cigarettes only in designated areas
- Know where fire extinguishers are located within buildings

## HIGHER EDUCATION OPPORTUNITY ACT (HEOA)

### DEFINITIONS

**CAUSE OF FIRE:** defined as the factor or factors that give rise to a fire. The factor may be, but is not limited to, the result of an intentional or unintentional action, mechanical failure or act of nature (34 C.F.R. §668.49 (a)).

**FIRE:** defined as any instance of open flame or other burning in a place not intended to contain the burning or in an uncontrolled manner (34 C.F.R. §668.49 (a)).

**FIRE OFFICIAL:** defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

**FIRE DRILL:** defined as a supervised practice of a mandatory evacuation of a building for a fire (34 C.F.R. §668.49 (a)).

**FIRE LOG:** defined as an institution that maintains on-campus student housing facilities must maintain a written, easily understood fire log that records, by the date that the fire was reported, any fire that occurred in an on-campus student housing facility. This log must include the nature, date, time and general location of each fire.

An institution must make an entry or an addition to an entry to the log within two (2)

business days, as defined under §668.46(a), of the receipt of information.

An institution must make the fire log for the most recent 60-day period open to public inspection during normal business hours. The institution must make any portion of the log older than 60 days available within two (2) business days of a request for public inspection.

**ANNUAL REPORT:** an institution must make an annual report to the campus community on the fires recorded in the fire log. This requirement may be satisfied by the annual fire safety report described in paragraph (b) of this section (34 C.F.R. §668.49 (d)).

**FIRE-RELATED DEATH:** defined as any instance in which a person (1) is killed as a result of a fire, including death resulting from a natural or accidental cause while involved in fire control, attempting to rescue, or escaping from the dangers of a fire; or (2) dies within one year of injuries sustained as a result of the fire (34 C.F.R. §668.49 (a)).

**FIRE-RELATED INJURY:** defined as any instance in which a person is injured as a result of a fire, including an injury sustained from a natural or accidental cause, while involved in fire control, attempting rescue, or escaping from the dangers of the fire. The term “person” may include students, employees, visitors, firefighters, or any other individuals (34 C.F.R. §668.49 (a)).

**FIRE SAFETY SYSTEM:** defined as any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems; fire detection devices; stand-alone smoke alarms; devices that alert someone to the presence of a fire, such as horns, bells, or strobe lights; smoke-control and reduction mechanisms, and fire doors and walls that reduce the spread of a fire (34 C.F.R. §668.49 (a)).

## FIRE STATISTICS:

An institution must report statistics for each on-campus student housing facility, for the three (3) most recent calendar years for which data are available, concerning:

- The number of fires and the cause of each fire
- The number of people who received fire related injuries that resulted in treatment at a medical facility, including an on-campus health center
- The number of deaths related to a fire
- The value of property damage caused by fire

An institution is required to submit a copy of the fire statistics in paragraph (c)(1) of this section to the Secretary of Education on an annual basis (34 C.F.R. §668.49 (c)).

**VALUE OF PROPERTY DAMAGE:** defined as the estimated value of the loss of the structure and contents, in terms of the cost of replacement in like, kind and quantity. This estimate should include contents damaged by fire and related damages caused by smoke, water and overhaul, but it does not include indirect loss, such as business interruption (34 C.F.R. §668.49 (a)).

## RESIDENCE HALL

The College conducts three (3) evacuation drills of on-campus residential facilities and one (1) test of emergency evacuation procedures each calendar year. The results of these tests are contained in an official report available in Campus Public Safety. The report documents the test, deficiencies identified and how those deficiencies are addressed. Evacuation information is available in Wickiup Hall, Campus Public Safety and online at: [https://www.cocc.edu/uploadedfiles/departments/\\_safety\\_and\\_security/cocc-emergency-procedures.pdf](https://www.cocc.edu/uploadedfiles/departments/_safety_and_security/cocc-emergency-procedures.pdf)

## FIRE SAFETY SYSTEMS AND FIRE DRILLS

Fire safety systems and the fire drills work together to promote the safety and wellness of our students, faculty, staff and visitors on campus.

While Central Oregon Community College has two residence halls on campus, only Wickiup Hall (houses approximately 330 residents) is occupied. Juniper Hall closed as a residence hall in 2015.

Wickiup Hall includes an audible and strobe fire alarm system, which includes alarms in all sleeping and commons areas. Detection systems are located in all sleeping areas and other areas as required by law.

The building has a full kitchen facility equipped with fire suppression, detection and fire extinguishers. The remainder of the building is serviced by a sprinkler fire suppression system in all areas as required by law and/or ordinance. The alarm system is monitored 24 hours a day, 7 days a week 365 days a year. All activations notify Campus Public Safety and the City of Bend Fire Department.

To report a fire in the residence hall:

- Emergencies call **911**
- Campus Public Safety **541.383.7272**
- Notify on-duty staff at residence hall

The building is compliant with Uniform Fire Code and includes the required number of fire extinguishers, appropriately placed emergency exits and emergency egress requirements. The building receives an annual inspection by the City of Bend Fire Department as well as fire extinguisher inspections, repair and replacement by a certified private provider.

Campus Public Safety and housing staff check all emergency doors, alarms and extinguishers on a monthly basis to ensure they are in place and functioning correctly.

## FIRE POLICIES

Fire safety on-campus is important to the well-being of students, staff, faculty and visitors on campus. To ensure all statistics are recorded annually in accordance with HEOA regulations, any fire on-campus should be reported to Campus Public Safety **541.383.7272**.

The policies contained in this section apply to all buildings on COCC Campuses including on-campus housing.

## SMOKING

Smoking (including cigarettes, cigars, pipes and electronic/vapor cigarettes) and use of smokeless tobacco are only permitted in college parking lots.

During high fire danger periods, smoking on campus will be banned completely.

**NOTE:** The possession, storage or use of hookahs and the possession of hookah-smoking accessories are **prohibited**.

## COOKING

Residence hall rooms are not equipped for students to safely or sanitarily cook. For the safety of all students, cooking is **prohibited** in residence hall rooms. Cooking is **permitted** only in the community kitchen.

## APPLIANCES

All permitted appliances used in the residence hall should be undamaged and have no alterations. All permitted appliances must be: UL listed, have a double-insulated three-prong cord, directly plugged into a wall outlet or into a 15-amp power strip and in some cases have an automatic shut off function.

Appliances **permitted** in residence hall rooms include:

- Blender
- Electrical Can Opener
- Microwave (must be UL listed)

- These items must be UL listed, have a double insulated, three prong cord and an automatic shut-off:
  - Coffee maker (1 cup or carafe)
  - Hot pot (must have insulated carafe)
  - Rice cooker or crock pot (can be stored in room, must be used in community kitchen)
  - Mini fridge (5 cubic feet or less)
  - Low-wattage electrical equipment (clocks, radios, stereos, fans)
  - Television (not wall mounted)
  - Lamps (incandescent, LED and fluorescent)
  - Microwave (up to 0.7 cubic feet and energy star rated)

Due to health and safety concerns and facility capacity issues, there are a number of appliances that are **prohibited** in the residence hall. Students should ask housing staff about appliances/items not listed on this page before bringing them to the residence hall.



Appliances **prohibited** in residence hall rooms include:

- Open-coiled appliances (toasters, toaster ovens, space heaters, popcorn poppers)
- Open hot-plate appliances (electric fry pan, electric griddle, electric waffle iron)
- Electric grills (George Foreman grill, electric woks)
- Lamps (halogen bulbs **prohibited**)
- Any appliance that produces smoke, excessive steam or grease laden vapors
- Fog, smoke or haze machines
- Barbecues
- Portable space heaters
- Electric blankets
- Halogen lights
- Television and radio antennae which are placed outside, in the room window, or anywhere on the exterior of the building or adjacent grounds
- Large household appliances (air conditioners, clothes washers & dryers, dishwashers, waterbeds, hot tubs)
- Any non-UL listed appliance



#### POWER STRIPS & EXTENSION CORDS

Multi-plug adapters are **permitted**:

- must plug directly into wall outlet
- must be UL listed
- must be equipped with 15-amp built in circuit breaker

All other extension cords or multi-plug adapters that are not grounded and not equipped with fuse protection are **prohibited** this includes:

- “Piggy-backing” power strips (i.e., to plug one into another).

#### CANDLES & INCENSE

The possession, storage or use of candles and incense (including incense paraphernalia) for any purpose, including ceremonial, decorative or burning purposes are **prohibited**.



#### HOLIDAY DECORATIONS

To prevent fires caused by holiday decorations the following steps are required:

- Decorations must be placed in an area that does not obstruct emergency exits, paths or signage
- Should be labeled with “non-combustible” or “flame resistant”
- Live trees are **prohibited**
- Place all decorations at least 3 feet away from heat sources
- Any decoration using power must be turned off at the end of the day
- Do not use damaged or fraying lights
- All holiday lights should have a UL listed plug
- Extension cords should not be used for holiday lighting
- Never run lighting under carpets or rugs



## FIRE SAFETY SYSTEMS

**FIRE SAFETY SYSTEMS:** defined as any mechanism or system related to the detection of a fire, the warning resulting from a fire, or the control of a fire. This may include sprinkler systems or other fire extinguishing systems, fire detection devices, stand-alone smoke alarms, devices that alert one to the presence of a fire, such as horns, bells or strobe lights, smoke-control and reduction mechanisms; and fire doors and walls that reduce the spread of fire.

Intentionally or accidentally tampering with emergency equipment (i.e., fire alarm pull stations, smoke & heat detectors, fire extinguishers, exit signs, evacuation maps, emergency exit doors, ground-level emergency window grates, lights, etc.) is **prohibited**.

Intentionally or accidentally blocking fire exits or other means of impeding traffic is **prohibited**.

**COVERING HEAT/SMOKE DETECTORS IS STRICTLY PROHIBITED AND WILL RESULT IN FINES AND REFERRED FOR STUDENT ADJUDICATION**

See page 8 for the specific types of fire systems in our on-campus residence hall.

## DEFINITIONS

**FIRE SPRINKLERS:** defined as the system that discharges water when the effects of a fire are detected (i.e. when a predetermined temperature has been exceeded).



Sprinkler heads should never be covered nor should items be hung from them.

Sprinklers are placed in accordance to Oregon Fire Safety Standards and a yearly maintenance check is conducted.

Standpipes are a rigid water pipe built into multi-story buildings. These types of pipes allow hoses to connect directly to them in the event of a fire.



Standpipes are placed in accordance to Oregon Fire Safety Standards and a yearly maintenance check is conducted.

## SMOKE DETECTORS

Smoke detectors are a fire-protection device that automatically detects and gives a warning of the presence of smoke.

Detectors are placed in accordance to Oregon Fire Safety Standards and a yearly maintenance check is conducted.

## FIRE EXTINGUISHER

Fire extinguishers are portable devices that discharge a jet of water, foam or gas to extinguish a fire.

Fire extinguishers are placed in accordance to Oregon Fire Safety Standards and a yearly maintenance check is conducted.

## EVACUATION PLANS & PLACARDS

Evacuation plans and placards are developed and placed to ensure the safest and most efficient evacuation.

Evacuation plans and placards are placed in accordance to Oregon Fire Safety Standards and a yearly maintenance check is conducted.

## EMERGENCY EGRESS

Emergency egress are means of exit that people can access safely in an emergency (i.e. stairwells and use of emergency exits and lighting).

Emergency egress requirements are placed in accordance to Oregon Fire Safety Standards and a yearly maintenance check is conducted.



# FIRE SAFETY SYSTEMS IN RESIDENTIAL FACILITIES

FACULTY	FIRE ALARM MONITORING ON SITE	SPRINKLERS	STANDPIPE	SMOKE DETECTOR	FIRE EXTINGUISHER DEVICES	EVACUATION PLANS & PLACARDS	NUMBER OF EVACUATION (FIRE) DRILLS ANNUALLY
WICKIUP HALL 2200 MT WASHINGTON DRIVE	Yes	Yes	Yes	Yes	Yes [A, B, C, D, K]	Yes	4
JUNIPER 2600 NW COLLEGE WAY	No	No	No	Yes	Yes [K, F]	Yes	N/A <sup>54</sup>

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<sup>54</sup> Juniper closed as a residence hall to COCC students in 2015; leased to OSU Cascades for fall term 2016 as a residence hall and has since closed again.

## STUDENT HOUSING EVACUATIONS

Students, staff, faculty and visitors must adhere to the fire policies listed above and must understand and follow policies during the course of a fire on a COCC campus.

If a student discovers smoke or fire in Wickiup Hall, immediately pull the closest fire alarm (pull station) and evacuate the building. Call **911** upon exiting to report the fire/smoke. Call Campus Public Safety **541.383.7272** to report the fire/smoke AFTER you have called **911**.

Wickiup Hall residents should become familiar with posted evacuations. Evacuation maps and procedures are located throughout the Residence Hall.

Students must evacuate using stairwells and approved exits. **FAILURE TO EVACUATE DURING A FIRE ALARM IS PROHIBITED AND WILL RESULT IN FINES AND WILL BE REFERRED FOR STUDENT ADJUDICATION.**

All students should have at least two exit routes from the Wickiup Hall utilized in case of emergency. In the event of smoke, stay low and feel doors with the back of your hand prior to moving through to an exit.

Windows may be used in emergency evacuations when unable to leave through a door safely due to fire or smoke. If exiting through a window, attempt to alert someone outside for assistance.

Upon evacuating, students should move to the designated evacuation meeting spots. Depending on your location in the building this will be either Mazama field or in the I-parking lot. NEVER re-enter a building that is filled with smoke or on fire. If someone is still in the building notify a first responder and provide as much information as possible (location, name, room number, etc.).

Once it is determined safe for students to return to Wickiup Hall, first responders will advise that it is safe and clear to do so.

**USING AN EMERGENCY EXIT OUTSIDE OF AN EVACUATION IS STRICTLY PROHIBITED AND WILL RESULT IN FINES AND REFERRAL TO STUDENT ADJUDICATION**

## WHAT TO DO IF A FIRE OCCURS IN YOUR BUILDING (NON-RESIDENCE HALL)

- Assist individuals who are in immediate danger; this could be individuals with special needs or those whom have sustained injuries.
- If unable to assist others or doing so would put your personal safety at risk, remember the location and description of the individual and notify first responders.

- Pull the nearest fire alarm as soon as possible once you have noticed the smoke or fire. No matter how small or insignificant a fire might appear, they can grow rather quickly and put others at risk of injury or death. It is better to sound the alarm and have it be a false alarm than not and have it be a legitimate fire.



- After a decision to evacuate an area, ensure that doors (including those into stairwells) are closed and also doors that separate hallways and buildings.
- Find the quickest and safest exit. Smoke can be disorienting – look for fire exits.
- Never take the elevator. Use the stairs.



## EMERGENCY PROCEDURES FOR PEOPLE WITH DISABILITIES

These procedures apply to all departments on campus including Wickiup Hall residents. This procedure has been developed to ensure the safety of all individuals on COCC property during emergencies.

### PROCEDURE

1. Follow the building specific emergency egress procedures unless advised differently from the responding fire department.  
**NOTE: the fire department may request a different procedure depending on the nature of the emergency**
2. Identify any persons in your immediate area that may have disabilities and ask if they are in need of assistance.
3. Never attempt to move or evacuate any person using stairs or using elevators unless authorized by the responding fire department.
4. Report the presence, exact number and specific location of any person with a disability in the building to the responding fire department.

### FIRE DEPARTMENT

Once the fire department is on scene, they will take over coordination of evacuations for people with disabilities who have not yet evacuated. Everyone must follow the direction of the fire department.

Elevators generally return to the ground floor when a fire alarm is activated and will then only open with a fire fighter's key. In the case of emergency always use the stairs unless specifically directed by the fire department.

### IMPORTANT SAFETY TIPS

- Position yourself and the individual with a disability on one side of the corridor near the stair door in a way that does not cause an obstruction.
- Do not conduct a stairway evacuation of a wheelchair user unless you are a trained professional.
- Keep the stair doors closed at all times.
- If the primary waiting area is not safe, move to a secondary location.
- Do not lift any person unless you are trained to do so; you can offer your elbow if they are ambulatory.
- Advise the responding fire department of the location and description of any individuals still in the building.

# COCC: ON-CAMPUS RESIDENCE FACILITIES

BUILDING	ADDRESS
WICKIUP HALL	2200 NW Mt. Washington Drive   Bend, OR 97703
JUNIPER RESIDENCE HALL	2600 NW College Way   Bend, OR 97703 <sup>55</sup>

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<sup>55</sup> Juniper closed as a residence hall to COCC students in 2015; leased to OSU-Cascades for fall term 2016 as a residence hall and has since closed again.

## CENTRAL OREGON COMMUNITY COLLEGE FIRE STATISTICS

YEAR	NUMBER OF FIRES	DATE, TIME, CAUSE	NUMBER OF FIRE RELATED INJURIES	NUMBER OF FIRE RELATED DEATHS	VALUE OF PROPERTY DAMAGE
<b>JUNIPER RESIDENCE HALL   2600 NW COLLEGE WAY   BEND, OR 97703</b>					
2016 <sup>56</sup>	0	N/A	0	0	\$0.00
2017	0	N/A	0	0	\$0.00
2018	0	N/A	0	0	\$0.00
<b>WICKIUP HALL   2200 MT. WASHINGTON DRIVE   BEND, OR 97703</b>					
2016	0	N/A	0	0	\$0.00
2017	0	N/A	0	0	\$0.00
2018	0	N/A	0	0	\$0.00
<b>Totals</b>	<b>0</b>	<b>N/A</b>	<b>0</b>	<b>0</b>	<b>\$0.00</b>

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<sup>56</sup> Juniper was closed in September 2015 for on-campus living. It was leased to OSU Cascades in 2016 for a term. It has since closed.

# APPENDIX

## FIRE STATISTICS AND FIRE LOG

Campus Public Safety maintains a written fire log for the purpose of recording fires that occur in/around on-campus student housing.

The fire log provides information relating to the date reported, nature or cause of the fire, date the fire occurred, time and general location of each fire. It is a requirement that any reported fire must be documented in the fire log within 48 hours.

The fire log is open to public review for the most recent 60 day period during normal business hours:

- **Hours:** Monday – Friday 8:00 A.M. to 5:00 P.M.
- **By Mail:** Campus Public Safety Office | 2600 NW College Way | Bend, OR 97703
- **In Person:** Boyle Education Center, Room 161
- **Email:** [publicsafety@cocc.edu](mailto:publicsafety@cocc.edu) | **Attn:** FIRE LOG REQUEST

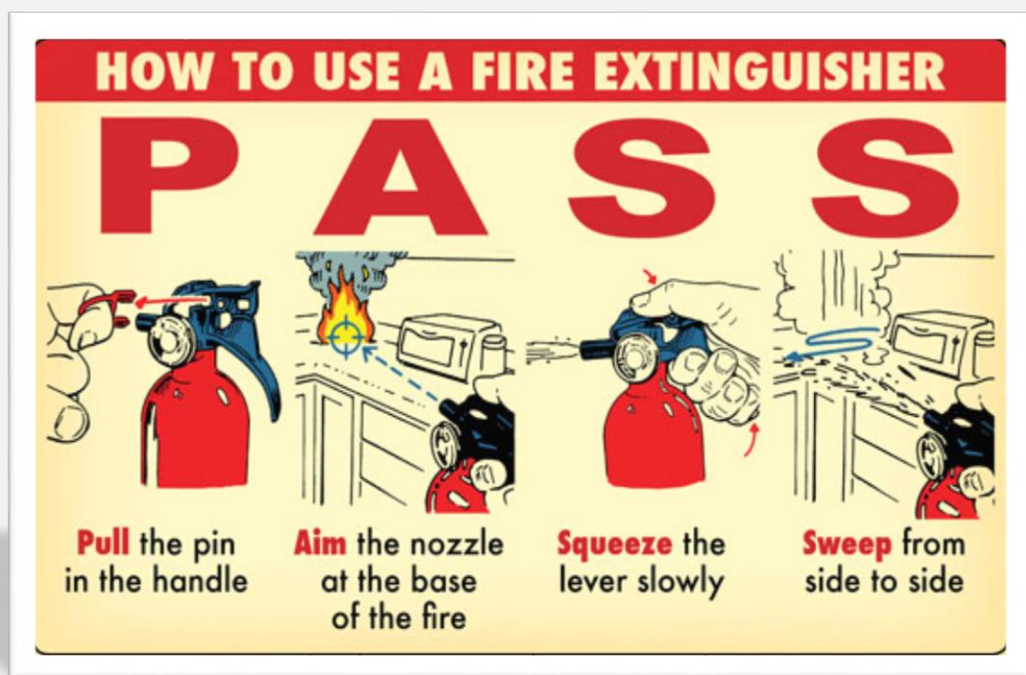
Any request for fire log details older than 60 days will be available within two business days of the request for public inspection.

To report that a fire has occurred on campus (non-emergency) please notify Campus Public Safety **541.383.7272** so we can include it in our Fire Log. In the event of an emergency always, call **911** first.

## FIRE SAFETY TIPS

### FIRE EXTINGUISHER USE

Most fire extinguishers operate using the following technique:













## TYPES OF FIRE EXTINGUISHERS

The type of fire extinguisher used is dependent on the cause of the fire. Extinguishers are labeled with a letter identifying which one should be used in case of fire.

Fires can grow out of control in less than five (5) minutes. Before using a fire extinguisher, always pull the building fire alarm.

- Do not attempt to use a fire extinguisher if the fire is large and spreading.
- Do not use the extinguisher if the lock pin has been tampered with, the cylinder is damaged or pressure gauge is in the “recharge zone”.

Class of Fire	Type of Fire	Type of Extinguisher	Extinguisher Identification	Symbol
<b>A</b>	Ordinary combustibles: wood, paper, rubber, fabrics, and many plastics	Water, Dry Powder, Halon		
<b>B</b>	Flammable Liquids and Gases: gasoline, oils, paint, lacquer, and tar	Carbon Dioxide, Dry Powder, Halon		
<b>C</b>	Fires involving Live Electrical Equipment	Carbon Dioxide, Dry Powder, Halon		
<b>D</b>	Combustible Metals or Combustible Metal Alloys	Special Agents		No Picture Symbol 
<b>K</b>	Fires in Cooking Appliances that involve Combustible Cooking Media: Vegetable or Animal Oils and Fats			

## DISCOVERING FIRE OR SMOKE

Steps best remembered by using the R.A.C.E acronym:

**R:** Rescue - any person in immediate danger

**A:** Alarm – pull the fire alarm to alert everyone in the building

**C:** Confine – the fire by closing all the doors where possible. Turn off electronics and gas equipment in your area as you EVACUATE only if it is safe to do so.

**E:** Evacuate – using the nearest stair exit – or door (if on ground floor)

1. Report the incident by calling **911** from a safe location – then Campus Public Safety **541.383.7272**.
2. Report any discharged fire extinguisher and first-hand information you might have for first responders regarding the fire.
3. Move to designated evacuation staging areas.
4. Re-enter the building only after first responders announce the all clear.



## FIRE SAFETY RESOURCES

Campus Public Safety is available to discuss and review fire safety procedures on campus.

There are a number of websites with information on how to remain safe with regards to fires.

- National Fire Protection Association (NFPA) | [www.nfpa.org](http://www.nfpa.org) (public education >> safety tip sheets)
- U.S. Fire Administration's (USFA) | [www.usfa.fema.gov](http://www.usfa.fema.gov) (Fire Prevention & Public Education)

**FACT SHEETS** click the links for beneficial information regarding fire safety.

- [Apartment Fire Safety](#): Applies to on-campus living
- [People with Disabilities](#): Fire safety tips
- [Fire Safety Checklist](#): Applies to on-campus living as well as tips for homeowners and renters
- [Escape Planning](#): Safety planning for where you live
- [Tips on Fire Safety](#): Important ways to keep your home safe from fire
- [Outside Fire Safety](#): Things to keep fire risks outside to a minimum
- [Seasonal Safety](#): Keeping safe while celebrating the seasons

## ADDITIONAL RESOURCES

- [American Red Cross](#): Disaster services
- [Consumer Product Safety Commission](#): Information on recalls and consumer products
- [National Candle Association](#): Information on candle fire safety
- [Planning Ahead](#): Education on how to be ready in case of emergency
- [College Fire Safety](#): Resources, tips and information about fires on campus
- [FEMA](#): Federal response to Natural Disasters

## FUTURE IMPROVEMENTS IN FIRE SAFETY

Central Oregon Community College strives to improve fire education, prevention and safety procedures.

Comments and feedback are always welcome on ways COCC and Campus Public Safety can help mitigate fire related incidents on campus property. If you have any comments or recommendations please contact CPS at **541.383.7272**.