

# COLUMBIA GORGE COMMUNITY COLLEGE

Annual Safety and Security Report

The Dalles | Hood River  
Oregon

October 1, 2021

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1—Our Facilities and Campuses	5
2—Staff Teams Related to Safety and Security	7
3—Interaction with Law Enforcement	8
4—Crime Statistics	10
6—Sexual Violence: Sexual Assault, Domestic Violence, Dating Violence, & Stalking	19
7—Reporting Procedures for Non-discrimination, Sexual Misconduct/Violence and Sexual Harassment	30
8—Reporting of Crimes, Anonymity and Confidentiality	31
9—Security and Access	31
10—Law Enforcement on Campus	32
11—Accurate and Prompt Reporting	33
12—Voluntary Confidential Reporting Procedures	33
13—Safety Programs and Education	34
14—Monitoring and Recording	34
15—Non-Campus Locations of Student Organizations	34
16—Drugs and Alcohol	34
18—Emergency Response & Victim Evacuation	39
19—Missing Student Notification	41
20—Emergency Notification, Evacuation, Reunification, and Timely Warnings	41
21. Fire and Emergency Notification System Testing	46
22. Contact Information	46
Appendix: Creating the Annual Safety and Security Report	48
A: Annual Reviewing and Updating Procedure	48
B: Templates and Evidence	51

## Introduction

In compliance with the Federal Campus Crime Awareness and Campus Security Act of 1998 (Clery Act), Columbia Gorge Community College (CGCC/the college) presents this report on crime awareness and campus public safety.

The report is available by October 1st for the prior calendar year. A downloadable/printable electronic copy may be obtained from the college's [Safety and Wellness page](#).

The purpose of this report is to make CGCC students, staff, faculty, tenants, and other members of the community who use the campus aware of the college's safety and security processes and procedures, emergency procedures, fire security measures, and procedures related to crime reporting and disciplinary matters. This report provides statistical information that includes reported crimes for the previous three years, as well as information on the role of Facilities Services, Safety Committee, Incident Command Team, and Behavioral Assessment Team in ensuring that all campuses are safe, secure, and foster an environment conducive to the pursuit of higher education. Statistical information for two additional years prior to those covered in this review can be seen on our website's [Crime Statistics](#) page. The Annual Security Report is prepared annually by the Marketing and Communications Coordinator, in cooperation with the Facilities Department and other individuals and departments who can contribute pertinent information. Staff preparing this report follow the most recent guidelines as established in the [Department of Education's Handbook for Campus Safety and Security Reporting](#), as published (current version published 2016). Data is provided through Facilities Services, Behavioral Assessment Team (BAT), Incident Command Team (ICT), and local fire and law enforcement agencies. An audit process will be conducted each year as part of preparing the next year's report, to ensure data is reported accurately and in compliance with federal law.

Policies and procedures outlined in this report apply to both campuses unless otherwise noted.

Questions regarding this report should be directed to:

Jessica Griffin Conner  
Marketing & Communications Coordinator  
jconner@cgcc.edu

## 1—Our Facilities and Campuses

CGCC operates on two campuses, one in The Dalles, and one in Hood River. In addition to the college, the campus community includes the Oregon National Guard and several other outside agencies, such as Oregon State University Extension, Wasco County ESD, and DEQ in The Dalles, and WorkSource Oregon in Hood River, which rent space in buildings on our campuses. Every effort has been made to include these partners in our emergency and safety planning. Fire and safety drills are coordinated with all internal departments as well as with any tenant agencies.

As of 2020, the college included no on-campus housing or college-owned, operated, or maintained off-campus housing. On-campus student housing units are being built in 2020/21, with an expectation of occupancy beginning in fall 2021. Since units were not completed or occupied during the period from January 1, 2020-December 31, 2020, information on those units is included in this report only in the capacity of reporting on buildings. Policies relating to student housing and other required portions of this report will be added in the report covering the period from January 1, 2021-December 31, 2021, published on or before October 1, 2022.

Classes are conducted primarily on CGCC's two campuses. Occasionally, classes are conducted off-site at predetermined locations throughout the District. The college District is defined as Wasco County and Hood River County, with the exclusion of the town of Cascade Locks. To serve the wider community, classes are very occasionally conducted at sites outside of the college's official District. These areas may include Sherman, Gilliam, and Morrow counties, Oregon, and Klickitat and Skamania counties, Washington. Emergency services to any off-site location will be provided by the closest local authorities.

## 1.1 The Dalles Campus Geography and Facilities

The Dalles Campus of Columbia Gorge Community College is located at 400 East Scenic Drive, The Dalles, Oregon, on approximately 62 acres. The campus abuts Sorosis Park, a 45-acre recreational park maintained and operated by Northern Wasco County Parks and Recreation. This campus includes five buildings that are maintained by the college for instructional and staff purposes, sheds and storage areas. The Fort Dalles Readiness and CGCC Workforce Center has classroom and meeting space used by the college, but is owned and maintained by the Oregon National Guard. There are also 4 paved parking lots and 1 unpaved parking area. Beginning in July, 2020, the college began construction on two new buildings, one student housing unit and a vocational-technical skill center. Construction was completed in September, 2021. Further information on these buildings will be included in the report for the period of January 1, 2021-December 31, 2021, published on or before October 1, 2022.



Figure 1.1 The Dalles Campus and adjacent public property. Crimes or incidents reported to police occurring in these locations, The Dalles Campus (purple border, right-hand side of the photo) and Sorosis Park (green border, left hand side of the photo) are included in the statistics for The Dalles Campus. Private property, and public property that is inaccessible (water reservoir and historic cemetery) are shaded in gray. Updated satellite maps showing the position of the new housing unit and skill center were not available at the time of this reporting.



## 1.2 Hood River Campus Geography and Facilities

The Hood River Campus is located at 1730 College Way on 13.5 acres, which are bisected by Indian Creek, a public waterway, and the Indian Creek Trail. This campus is a single building and parking lot.



Figure 1.2 Hood River Campus. Crimes or incidents reported to police occurring in this location are included in the statistics for Hood River Campus. Private property is shaded in gray. Please note that a public easement (Indian Creek Trail) also runs through the college property. Indian Creek Trail is maintained and administrated by Hood River County Parks and Recreation.

## 2—Staff Teams Related to Safety and Security

Although each staff and faculty member receives training and guidance on emergency procedures, the departments, committees, and teams that most directly engage with the safety and security aspects of campus are Facilities Services, Safety Committee, Behavioral Assessment Team (BAT), and Incident Command Team (ICT).

Facilities Services is a standalone department within the college. The department reports to the Executive Director of Infrastructure, and is managed by the Director of Facilities Services. The department includes the Director, an administrative assistant, maintenance,

groundskeeping, and janitorial staff. This department is also responsible for issuing door keys to employees and guests, alarm maintenance, and general security.

The Safety Committee is made up of volunteer individuals representing different campus departments. The committee reviews accident/incident reports, conducts safety reviews, and discusses safety concerns at monthly meetings. A student presence has been asked for at these meetings, but is difficult to maintain.

The Behavioral Assessment Team (BAT) is a team of college personnel that is trained to intervene and counsel, resolve conflict, and provide resources in the event of emergencies or to address student and instructor concerns about safety on campus.

The Incident Command Team (ICT) is a group including most of the administrators and directors of the college, along with certain key individuals. In the event of a manmade or natural disaster, or other emergency event, the ICT is trained to respond with coordination and notification of lockdown, lockout, evacuation, and sheltering of staff, faculty, students, tenant agency personnel, and the public on our campuses until local authorities can respond. After authorities respond, the ICT coordinates with those authorities to ensure safety and security of all personnel.

Additionally, the Title IX Coordinator, Student Support Services Coordinator, Dean of Students, and Vice President of Student Services engage in safety policy and procedures as they relate to student conduct violations or other incidents that may result in an infraction of one or more rules related to the Clery Act, and are the staff members primarily responsible for counseling and advising victims and conducting investigations. Currently, the Title IX Coordinator and Dean of Students are the same person. These individuals receive regular training, including annual mandatory training where applicable. For example, the Title IX Coordinator receives annual training on issues related to domestic violence, dating violence, sexual assault, and stalking, and how to conduct an investigation and hearing process that protects the safety of the victims and promotes accountability, and the Student Support Services Coordinator receives annual training on issues related to the Americans with Disabilities Act. The Student Support Services Coordinator is also in training to become a Title IX investigator.

These individuals and teams have the following responsibilities and limitations in relation to the safety and security of our campuses and the individuals who use them. Pursuant to Clery Act requirements, such individuals:

- WILL help students who request help
- WILL help students in crisis whether help is requested by that individual, by another individual, or not requested
- WILL observe, prevent when possible, and seek to eliminate, solve, or mitigate issues that may include crimes or policy violation
- WILL respond to an emergency situation and be a primary point of contact for law enforcement if necessary



- WILL report Clery Act reportable crimes
- WILL seek to preserve evidence of a crime on campus to the best of their ability
- Will NOT determine if a crime has been committed—that is the purview of law enforcement officers
- Will NOT divulge any information deemed confidential except as otherwise noted in college policies, and only when it is in the best interest of the student, or for the safety and security of the campus community

Contact information for individuals and departments is included in this report under Section 22: Contact Information.

### 3—Interaction with Law Enforcement

Law enforcement services are provided to The Dalles campus by the City of The Dalles Police Department, and to the Hood River campus by the Hood River Police Department. All departments are full-service municipal law enforcement agencies that provide routine patrol in and around the campus areas, and have a typical response time to campus of 3-5 minutes. The department also cooperates with county, state and federal law enforcement agencies in the investigation of crimes and response to incidents that fall within their jurisdiction. All incidents requiring law enforcement response or investigation are referred to the appropriate agency by Facilities Services, or any staff or faculty member who witnesses an incident. Since CGCC has no campus police force, the college urges students and guests on campus to immediately report any emergency or non-emergency crime to the proper authorities, either by calling 911 or one of the non-emergency numbers listed in this report under Section 22: Contact Information. Additionally, students and guests should report incidents witnessed to Student Services, Facilities, or another member of campus staff and fill out an [Incident/Accident report](#) as soon as possible.

### 3.1 Training for Emergency Response

All college departments participate in a variety of college community activities to promote the prevention of crime as well as safety and security principles. Past professional development and community education activities have included on-campus AED training, a Psychological First Aid seminar, and a lecture about the Cascadia Subduction Zone and the possibility it poses of creating a large-scale natural disaster. The college also reviews and updates evacuation and ADA-access maps annually. The last update to CGCC's ADA access maps was made in August of 2019.

During the 2020 COVID-19/coronavirus pandemic, additional safety training and resources (including PPE) have been provided to staff and faculty where appropriate. Additional information regarding the college's pandemic response will be included in the 2020 edition of this report.

Facilities Services staff also act in an advisory capacity to the college by reviewing new construction and other campus building projects to help ensure they meet expected safety and security requirements. Staff who have received special training are available to conduct safety inspections as well as conduct crime preventive and personal safety presentations to individual departments.

Past active violence response training has been provided by (and is open to all campus community members through) The [I Love You Guys Foundation](#) active violence training. *I Love You Guys* is a national nonprofit dedicated to stopping and reducing the impact of school violence. The nonprofit offers free response training (Standard Response Protocol) and notification materials, and guides to help colleges develop standardized and effective procedures and response efforts that are tailored to their own campuses. Materials utilized through *I Love You Guys* at CGCC include the following:

- Signage explaining the Standard Response Protocol – posted abundantly around campus to help familiarize students and staff with the protocol
  - Lockout – secure the perimeter; used to safeguard students and staff/faculty within the building when an emergency situation occurs outside the building.
  - Lockdown – lock all doors, internal and external, lights off, keep out of sight; used to secure individual rooms when a situation occurs inside the building
  - Evacuate – will be followed by a location to which students and staff should be evacuated; used when one part of the campus becomes unsafe
  - Shelter – will be followed by a type and method; this is the protocol for group and self-protection
- Standard Reunification Method
  - For those students on our campus under 18 years of age, the Incident Command Team includes a subset focused on reunification based on the methodology for notification and reunification outlined by the I Love You Guys Foundation

- Trainings, videos, and printed guidance materials
- CGCC is utilizing outreach tools created by the *I Love You Guys Foundation* to train staff and faculty in the Standard Response Protocol and general emergency response

In addition to crime prevention presentations and events, Facilities Services, along with other campus departments, provides a variety of additional services and measures to enhance safety on campus, including a safety escort service to and from points within The Dalles and Hood River campuses by contacting Facilities Services. Contact information is available in this report under Section 22: Contact Information.

## 4—Crime Statistics

Crime statistic data for the last 3 academic years is available in this report. Data for additional years are available on the CGCC website at [www.cgcc.edu/crime-statistics](http://www.cgcc.edu/crime-statistics). This data is gathered from local law/fire enforcement, Facilities Services, and the Incident Command Team, and includes the campuses and adjacent public property. The data is delivered to the Department of Education via an annual web-based data collection. For a description of the areas included in these statistics, see Section 1: Our Facilities and Campuses.

Although CGCC logs all incidents and accidents that occur on our campus for internal review, only Clery Act-reportable crimes are included in the crime statistics. Only public and private institutions that have on-campus policing or security are required to keep a Daily Crime Log that is publicly reviewable. Since CGCC does not have on-campus policing or security, information regarding on-campus incidents is available upon request, but will be redacted to protect students' confidential information, and notice must be given so that documents may be prepared for review.

A good-faith effort was made to obtain these statistics from local law enforcement. If at any time the college becomes aware that statistics are incomplete, incorrect, or otherwise misleading, the college will immediately amend this report and any other places crime statistics are reported, and will attempt to clarify misleading or confusing data or statistics, including sending a notification to the Department of Education.

### *4.1 Which Crimes Are Clery Act Reportable?*

This list of Clery Act-reportable crimes is drawn from the [Handbook for Campus Safety and Security Reporting](#), but its definitions rely on State of Oregon legal definitions of crimes as listed in the Oregon Revised Statutes (ORS). There are four main categories of crimes: Criminal Offenses, Hate Crimes, Arrests and Referrals for Disciplinary Action: Alcohol, Narcotics, & Weapons, and Violence Against Women Act (VAWA) offenses. Oregon classifies sexual assault as a criminal offense and domestic violence, dating violence, and stalking as VAWA offenses, but in Section 6: Sexual Violence, CGCC groups these crimes together, as

they are treated similarly in our policies and procedures for student conduct, under the heading of Respectful Community in our Student Handbook.

**The following are all Clery Act reportable crimes:**

- Criminal Offenses
  - Criminal Homicide, including Murder and Non-negligent Manslaughter, and Manslaughter by Negligence;
  - Sexual Assault, including Rape, Fondling, Incest and Statutory Rape;
  - Robbery;
  - Aggravated Assault;
  - Burglary;
  - Motor Vehicle Theft;
  - Arson
- Hate Crimes
  - Any of the prior mentioned offenses, and any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were motivated by bias.
- Arrests and Referrals for Disciplinary Action: Alcohol, Narcotics, & Weapons
  - Any unlawful possession or use of weapons and unlawful actions involving alcohol or narcotics.
- Violence Against Women Act (VAWA) Offenses
  - Any incidents of Domestic Violence, Dating Violence and Stalking, (note that Sexual Assault is also a VAWA Offense but is included in the Criminal Offenses category for Clery Act reporting purposes).
- Oregon State Laws (Dating Violence, Domestic Violence Sexual Assault and Stalking)
  - Stalking (Oregon Revised Statute 163.732)
    - § (1) A person commits the crime of stalking if:
      - § (a) The person knowingly alarms or coerces another person or a member of that person's immediate family or household by engaging in repeated and unwanted contact with the other person;
      - § (b) It is objectively reasonable for a person in the victim's situation to have been alarmed or coerced by the contact; and
      - § (c) The repeated and unwanted contact causes the victim reasonable apprehension regarding the personal safety of the victim or a member of the victim's immediate family or household
- Domestic Violence / Dating Violence – The State of Oregon does not have separate laws governing domestic law, but rather they fall under general laws on assault.
- Sexual Assault (Oregon Revised Statutes 163.305 – 163.479)
  - First-degree rape or sodomy: forcing another person to have sex, or having sex (or having or causing deviate sex for sodomy) with any of the following: a person under 12 years of age, a person under 16 years of age who is a

sibling, of whole or half blood, or the offender's child or spouse's child, or a person incapable of consent due to mental defect, mental incapacitation, or physical helplessness.

- Second-degree rape or sodomy: having sex (or having or causing deviate sex for sodomy) with a person under 14 years of age.
- Third-degree rape or sodomy: having sex (or having or causing deviate sex for sodomy) with a person under 16 years of age.
- First-degree unlawful sexual penetration: penetrating the vagina, anus, or penis of another person with any object other than the penis or mouth of the offender, either by force or to a victim under 12 years of age or incapable of consent due to mental defect, mental incapacitation, or physical helplessness.
- Second-degree unlawful sexual penetration: same elements as first degree unlawful sexual penetration but with a person under 14 years of age.  
Purchasing sex with a minor: paying, offering, or agreeing to pay to have sex or sexual contact with a person under 18 years of age.
- First-degree sexual abuse: forcing another person to have sexual contact or having sexual contact with a person under 14 years of age or a person incapable of consent due to mental defect, mental incapacitation, or physical helplessness, or intentionally causing a person under 18 years of age to touch the mouth, anus or sex organs of an animal to arouse or gratify a person's sexual desires.
- Second-degree sexual abuse: having sex or deviate sex, or penetrating the vagina, anus or penis of another person with any object other than the penis or mouth of the offender, without consent, or committing third degree sexual abuse (see below) and the offender is 21 years of age or older and was also the victim's coach at any time prior to the crime.
- Third-degree sexual abuse: having sexual contact without consent or with a person under 18 years of age, or intentionally propelling any dangerous substance at a victim without the victim's consent to arouse or gratify a person's sexual desires.
- First-degree online sexual corruption of a child: committing second degree online sexual corruption of a child (see below) and intentionally taking a substantial step towards physically meeting the child.
- Second-degree online sexual corruption of a child: the offender is 18 years of age or older and knowingly uses online communication to solicit sexual contact or sexually explicit conduct from a child and offers or agrees to physically meet the child.
- Contributing to sexual delinquency of a minor: the offender is 18 years of age or older and has sex or deviate sex with a person under 18 years of age or causes that person to have deviate sex.
- Sexual misconduct: having sex or deviate sex with an unmarried person under 18 years of age.

- First-degree custodial sexual misconduct: same elements as second degree custodial sexual misconduct with the addition of deviate sex or penetration of the vagina, anus or penis of another person with any object other than the offender's penis or mouth.
- Second-degree custodial sexual misconduct: having sex with another person, while in a position of supervisory authority, and with knowledge the person is either in legal custody, in a correctional facility, participating in a work program, or on probation, parole, post-prison supervision or other form of conditional or supervised release within the same state agency.
- Unlawfully being in a location where children regularly congregate: prior designation in a certain class or classes of sex offenders and knowingly entering or remaining in or upon places where persons under 18 years of age regularly gather.
- Unlawful contact with a child: prior designation in certain class or classes of sex offenders and knowingly contacting a child with the intent to commit a crime or to arouse or satisfy a person's sexual desires.

ORS Definitions:

*A "minor" is a person under 18 years of age.*

*A "child" is a person under 16 years of age.*



Data for the calendar years 2018-2020 is included in the tables below.

**2020 - no crimes reported**

<b>Incident Type</b>	<b>The Dalles Campus</b>	<b>Hood River Campus</b>
Murder (any degree)	0	0
Manslaughter (any type)	0	0
Sex Offenses (forcible)	0	0
Sex Offenses (non-forcible)	0	0
Robbery	0	0
Assault (aggravated)	0	0
Burglary	0	0
Motor Vehicle Theft	0	0
Arson	0	0
Hate Crimes *	0	0
* No Bias-Motivated Crimes Reported ** On adjacent public property, not on CGCC campus		

Figure 4.1

**2019 - no crimes reported**

<b>Incident Type</b>	<b>The Dalles Campus</b>	<b>Hood River Campus</b>
Murder (any degree)	0	0
Manslaughter (any type)	0	0
Sex Offenses (forcible)	0	0
Sex Offenses (non-forcible)	0	0
Robbery	0	0
Assault (aggravated)	0	0
Burglary	0	0
Motor Vehicle Theft	0	0
Arson	0	0
Hate Crimes *	0	0
* No Bias-Motivated Crimes Reported ** On adjacent public property, not on CGCC campus		

Figure 4.2

**2018 - 1 crime reported on adjacent public property**

<b>Incident Type</b>	<b>The Dalles Campus</b>	<b>Hood River Campus</b>
Murder (any degree)	0	0
Manslaughter (any type)	0	0
Sex Offenses (forcible)	0	1**
Sex Offenses (non-forcible)	0	0
Robbery	0	0
Assault (aggravated)	0	0
Burglary	0	0
Motor Vehicle Theft	0	0
Arson	0	0
Hate Crimes *	0	0
* No Bias-Motivated Crimes Reported ** On adjacent public property, not on CGCC campus		

Figure 4.3

## 5—Reporting Crimes and Other Emergencies

Students, staff and visitors are encouraged to report all crimes and occurrences to police immediately, and to staff, if possible, in an accurate and prompt manner. If a student, staff member, or visitor reports a crime or occurrence of a serious nature, law enforcement or emergency services will be contacted by the staff member to whom the event was reported. The BAT team, Incident Command Team, and Safety Committee may also be notified and asked to assess, comment upon, or draft policy changes in response to the event.

### *5.1 Reporting a Crime*

Crimes witnessed or discovered on campus should be immediately referred to local police. Dial 911 for emergencies, or one of the non-emergency numbers listed in the Contact Information section of this report. Students may also report a crime, incident, or accident to ANY staff or faculty member. For after-hours concerns, if a staff or faculty member is not available, students should notify emergency services for emergency concerns, and Facilities Services for non-emergency situations. Contact information for individuals and departments is included in this report under Section 22: Contact Information.

### **Conduct and referral**

Conduct that occurs off campus can be the subject of a complaint or report and will be evaluated to determine whether it violates this policy, e.g. if off-campus harassment has continuing effects that create a hostile environment on campus. Allegations of off-campus sexual misconduct are of particular concern and should be brought to the college's attention.

BAT Referrals—[The Behavioral Assessment Team](#) is an internal group that has been trained to respond to issues stemming from student behavioral issues and disputes. The focus is on safety and early intervention to help prevent an individual's behavior from escalating and interfering with the well-being of the campus community. Anyone can use the [BAT Referral system](#). Individuals referred to the BAT team will be contacted as soon as possible by one or more BAT members, who will attempt to help them, either with internal resources, or any external resources or referrals appropriate to the situation. The BAT works in a proactive manner to assist students, faculty, and staff, and will:

- maintain confidentiality and handle all matters discreetly
- provide consultation and support to faculty and staff
- connect students with needed resources
- recommend interventions
- monitor and review ongoing behavior of citizens who have displayed disruptive or concerning behaviors

Some reasons an incident might be referred to BAT include:

- An individual showing distressed or disturbed behavior
- Unusual occurrences
- Anything that makes you feel uncomfortable; or something doesn't seem right

Examples of situations that might be referred to BAT:

- It's midterms, and a student is struggling and seems very upset, to the point that you are worried about them
- Someone is talking about suicide or displaying suicide-related behaviors such as giving away possessions
- Someone shows up to school drunk, high, or repeatedly hung over
- Someone is crying in the bathroom and you see bruises on them that lead you to believe they may be a victim of domestic violence or other abuse
- You heard someone was raped but they don't want to talk about it
- ANY behavior that makes you feel concerned for another individual, whether it is related to violence against others, self-harm, or distress

### **Crime statistic availability, response, and investigation**

Certain crime statistics, as required by the Federal Campus Crime Awareness and Campus Security Act of 1998 (Clery Act), are reported to the United States Department of Education each October 1 (or earlier) and are made available to all students, staff, faculty and visitors through the website and printed materials such as this report. All crimes and accidents are to be reported to Facilities by submitting an accident/incident report by the victim and any witnesses, including staff members the event was reported to. Emergencies should first be reported by calling 911 to alert emergency responders. [Incident/accident reports are available online](#), or from any college department.

The college is authorized for response and investigation of incidents by authority granted by the Board of Education. Facilities Services personnel and other safety-trained staff actively engage and collaborate with emergency service partners from the local communities of each campus in the response, investigation and mitigation of crimes and serious incidents on campus. Additional, incident-specific response protocols are addressed throughout this report and may also be found in, but not limited to, the following locations:

- [CGCC Emergency Procedures Manual](#) - The Dalles
- [CGCC Emergency Procedures Manual](#) - Hood River
- [CGCC's Safety webpage](#)

## 6—Sexual Violence: Sexual Assault, Domestic Violence, Dating Violence, & Stalking

CGCC prohibits and seeks to prevent all types of sexual violence, including dating violence, domestic violence, sexual assault, and stalking as they are defined by the Clery Act. This section details CGCC's policies regarding sexual violence prevention, education, and reporting.

### *6.1 Clery Act Definitions*

#### *Dating Violence*

Dating violence is 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. For the purposes of this definition dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts covered under the definition of domestic violence.

#### *Domestic Violence*

Domestic Violence is defined as a felony or misdemeanor crime of violence committed by one of the following:

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



## *Stalking*

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

## *Sexual Assault*

Sexual Assault is defined as an offense that meets the definition of Rape, Fondling, Incest or Statutory Rape as used in the FBI's UCR program and included in Appendix A of 34 CFR Part 668.

## *6.2 Oregon Legal Definitions and CGCC policy*

The definitions for sexual violence as outlined in Oregon law are detailed in Section 8 "Reporting, Anonymity, and Confidentiality" of this document. There are no local municipal laws regarding these crimes, and Oregon Revised Statute definitions are adhered to in all cases.

### *Definition of "Consent"*

Sexual violence applies to non-consensual sexual activity. The State of Oregon does not define consent specifically, but does include information on the inability to consent in ORS 163.315 "Incapacity to consent" which defines that:

1. A person is considered incapable of consenting to a sexual act if the person is:
  - a. Under 18 years of age;
  - b. Mentally defective
  - c. Mentally incapacitated; or
  - d. Physically helpless
2. A lack of verbal or physical resistance does not, by itself, constitute consent but may be considered by the trier of fact along with other relevant evidence. [1971 c.743 §105; 1999 c.949 §2; 2001 c.104 §52]

CGCC's Student Handbook does, however, define consent, in section 3.2 C-4 as "informed, freely given, and mutual. If coercion, intimidation, threats, or physical force are used, there is no consent. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption, or being asleep or unconscious. There is no consent when there is force, expressed or implied, or use of duress or deception. Silence does not necessarily constitute consent. Past consent to sexual activities does not imply ongoing future consent. Whether an individual has taken advantage of a position of influence over an alleged victim may be a factor in determining consent."

### *6.3 Prevention, Education, and Awareness*

In an effort to educate the college community and prevent these types of crimes, CGCC uses SafeColleges, a program that educates participants about sexual violence primary prevention and awareness. The training is issued to students each term and will be available to prospective students as a part of the prospective student package that is currently in development. Options for additional prevention and awareness efforts are currently being examined by members of the Title IX Coordinator.

All students are encouraged to practice safe behaviors including being generally aware of their surroundings, and when possible to stay in groups, carry a cell phone, and stay in well-lit areas after dark. However, **sexual violence is never the victim's fault. Like any crime, sexual violence is the sole responsibility of the perpetrator.** If you or someone you know is or has been a victim of sexual violence, we encourage you to seek help and support. Even if the incident occurred long ago, resources are available for counseling. Student Services staff are available on campus, and there are resources such as RAINN.org that can refer you to counseling services in your area. RAINN also provides [information on how to intervene and attempt to prevent situations that may result in sexual violence](#) at their website.

If you are concerned about being on campus alone after leaving a late-ending class or event, Facilities Services may be contacted, and the on-duty Facilities Services personnel will walk you to your car. This service is available to students, staff, faculty, and community partners or guests using the campus. The number to call is the Facilities Services off-hours cell phone, (541) 300-1205.

### *6.4 Bystander Intervention and Risk Reduction*

CGCC requires staff and faculty, and encourages students and other members of our community to intervene in positive ways, as long as those interventions do not present a threat to the bystander or others. Bystander intervention is defined as 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. Risk reduction is defined as options designed to decrease perpetration and bystander inaction, increase empowerment for victims in order to promote safety, and help individuals and communities address conditions that facilitate violence.

Bystanders who witness an incident they believe may be related to sexual violence should help if they can do so safely, and report the incident to the police and to CGCC officials as

soon as possible. The phrase “if you SEE something, SAY something” is applicable in many instances when a bystander witnesses an incident. Depending on the situation, this could include:

- Active intervention, whereby the bystander directly approaches other students to engage them in conversation about behavior or, in cases of extreme exigence, to physically help or protect another who requires aid. However, be aware that depending on the situation, this may be dangerous.
- Passive intervention, including calling law enforcement or notifying campus officials or other personnel of an incident while making the perpetrator aware of your actions
- Referral, including reporting incidents you have witnessed or heard about via the BAT referral, or directly to law enforcement and/or campus officials or other personnel

Example: A student is touching another student inappropriately while the student is asleep or incapacitated, filming them with a phone camera.

- Active intervention: The bystander engages the student who is perpetrating the inappropriate action, prevents them from continuing, and attempts to wake the student.
- Passive Intervention: The bystander calls the police on his cell phone and stays nearby until law enforcement arrives.
- Referral: The bystander finds a campus official or other personnel as soon as possible and informs them of the incident.

### *6.5 Reporting Sexual Violence*

Students are encouraged to feel safe enough with CGCC staff and faculty to ask for help if they are the victim of any crime or harassment on campus, especially sexual violence. Any crime related to sexual violence that is reported to staff or faculty will be reported to the appropriate law enforcement agency, unless the victim requests otherwise. If the staff or faculty member perceives that there is imminent harm to a student, self, or other party related to the crime, or if the victim or perpetrator is a minor, the crime will be reported even if the victim requests otherwise. If the alleged perpetrator is a staff or faculty member, the Title IX coordinator, Human Resources manager, and other appropriate staff may also be notified. If the alleged perpetrator is a student, the Title IX coordinator, Vice-President of Student Services, and other appropriate staff may also be notified. If an incident occurs off campus, but is reported to college staff, the complaint or report will be evaluated to determine whether it violates Title IX or other policy, e.g. if off-campus harassment or sexual violence has continuing effects that create a hostile environment on campus. Allegations of off-campus sexual violence are of particular concern and should be brought to the college’s attention. If, however, an incident occurs on campus, it must be reported in accordance with the Clery Act, even if one or more of the parties involved

request that it not be reported. Clery Act-compliant reporting only specifies that occurrence of the event be noted for statistical data purposes. No detail will be recorded regarding the incident for Clery Act reporting.

### *6.6 Preserving Evidence*

If an incident of sexual violence is reported on campus, college personnel responding to the incident will attempt to preserve the scene and any ancillary evidence related to the alleged crime so that it may be delivered to and examined by law enforcement officers.

### *6.7 Policies and Procedures in the Case of Alleged Sexual Violence*

The college discipline process regarding sexual assault offenses is covered in the college's Title IX procedures, detailed in the [Student Handbook](#), section 3 "Respectful Community and Title IX."

Specifically, the following sections are relevant, and should be read in full:

- 3.3 Reporting of Discrimination, Harassment and Misconduct Involving Students (page 41)
- 3.4 CGCC Discrimination Investigation and Resolution Guidelines (page 42)
- 3.5 Victim Resources (page 47)

As with any student interactions, FERPA applies to student confidentiality. Additionally, the college will seek to protect the identity of victims and other parties. Though the Clery Act requires that the college report the statistical *numbers* of incidents of reportable crimes committed on or near campus, no personally identifiable information will be disclosed or reported publicly. Incident/accident reports filed regarding an incident will include specific details, but those reports are confidential, and any personally identifiable information in them is redacted before they are reviewed by the college Safety and Wellness Committee at its monthly meeting. The unredacted reports are only available to the Director of Facilities, whose responsibility their maintenance is, to law enforcement for the purpose of arrest and prosecution, to the victim upon request, and to other college personnel involved in the assistance of the victim and or the assessment of the incident, such as the BAT team and Incident Command Team. The public may request to see reports, but they must be redacted first to protect student confidentiality.

### *6.8 Notifications, Protections, and Accommodations*

When a victim reports an allegation of sexual violence, even if the event is not recent, the college is obliged to comply with all reasonable requests for educational accommodations. These accommodations are designed to assist the victim in choosing and implementing options that will help them continue their education with the least disruption possible to the student's academic goals. These options are available to a victim whether they choose to report the incident to the police or not. Any accommodations or protective measures

instituted on the victim's behalf will be confidential to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures. Accommodations may include academic, transportation, and working situations or protective measures, or any other measure the victim requests that the college can reasonably provide. Accommodations requests should be made to the Student Support Services Coordinator, and the request will be examined and approved by that Coordinator, and if necessary, by the Dean of Students, the Financial Aid Director, the Registrar, and the Vice-President of Student Services, or designee.

If the victim seeks a restraining order or other order of protection, the college and its staff and faculty will provide any assistance, statement, incident/accident report filed in relation to the event, and any other evidence or documentation related to the event to the victim as supporting evidence.

The victim of an alleged crime has the right to ask the college to help enforce an order of protection (no contact, restraining, or similar lawful order issued by a criminal, civil, or tribal court, or by the institution) against the alleged perpetrator of the crime on campus or within campus-owned properties. The college will help enforce such orders, but if the alleged perpetrator is also a student, the college will have the right to determine which actions will be taken to best preserve the safety of all parties and to protect the individual right to education for all parties without infringing on federal laws that protect a student's right to educational resources, even those students who have been accused of or convicted of a crime.

The institution will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by CGCC against a student who is the alleged perpetrator of such a crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this policy.

### *6.9 Disciplinary Action for Alleged Sexual Violence Offenses*

The full policy regarding investigation and resolution of allegations is delineated under section 3.4 of the Student Handbook. If the college is notified of an alleged policy violation associated with the Respectful Community Policy, which includes sexual violence, harassment, and discrimination, or identifies possible violations, steps will be taken to investigate and address as appropriate.

If a Reporting Party makes CGCC aware of a perceived violation of the Respectful Community Policy, there are two avenues for resolution: formal and informal resolution process. The Reporting Party has the option to proceed informally, when permissible. In cases involving allegations of sexual assault, informal resolution process is not appropriate, even if both the Reporting Party and Respondent indicate a preference for informal resolution process. The Title IX Coordinator or a designee is available to explain the

informal and formal resolution processes. Contact the Title IX Coordinator via email, [titleIX@cgcc.edu](mailto:titleIX@cgcc.edu), or by phone, (541) 506-6026.

### *6.10 Investigation Process and Steps*

If a violation is reported, the Title IX Coordinator will meet with the Reporting Party to learn the nature and details of the alleged incident. If the Reporting Party requests an informal resolution, and the Title IX Coordinator agrees that informal resolution is possible, and the Respondent agrees to an informal resolution, then the steps for an informal process will be followed. If the Reporting Party requests a formal resolution, or if the Title IX Coordinator determines that the nature of the incident is not eligible for the informal process, or if an informal process is appropriate and requested, but the Respondent rejects the request for an informal process, then the formal process will be followed.

The following steps will be taken for an informal process:

- The Reporting Party and the Respondent, the Title IX Coordinator or a designee agree that an informal resolution is appropriate
- The Title IX Coordinator or designee shall conduct fact finding as appropriate
- The Title IX Coordinator or a designee shall attempt to facilitate a resolution of the conflict that is agreeable to all parties, and which conforms to college policy
- The informal resolution process is generally completed within twenty (20) business days, if not sooner, of receipt of the complaint. If it becomes necessary to extend the process, both parties will be notified of a revised expected resolution time frame.

The following steps will be taken for a formal process:

- The Reporting Party and the Respondent may each have a support person present at all interviews. The support person is not able to participate, and are present as an observer only. Neither party may be represented by another individual.
- Title IX Coordinator or designee discusses concerns with the parties as appropriate.
- Title IX Coordinator determines whether immediate or interim actions or involvement of other college departments is appropriate, and determines jurisdiction.
- Title IX Coordinator, or designee, conducts or oversees a thorough, fair, and reliable investigation of the alleged conduct.
- Respondents will have the opportunity to review and respond to evidence considered against them.
- Both parties will have the opportunity to review and provide comments to the investigator before the written investigation report is finalized

### *6.11 Time Frames for Reporting and Resolution*



The college encourages prompt reporting but does not limit the timeframe for filing a report. Complaints can be submitted at any time following an incident. The college seeks to resolve all reports of discrimination, harassment, or misconduct within sixty (60) business days. Due to circumstances in individual cases, this time frame is a guideline, not a rigid requirement. In all cases, the college will seek to resolve the issue as quickly as possible. If at any time through the process, the investigation or resolution process takes longer than expected, the parties will be notified in writing of extensions.

#### *6.12 Steps to Resolution and Standard of Evidence*

There are two outcomes of an investigation, “Preponderance of Evidence Not Found” and “Preponderance of Evidence Found.” If the Title IX Coordinator or designee determines there is NOT a preponderance of evidence to believe the Respondent engaged in policy violation, then the matter is documented and closed. If the Title IX Coordinator or a designee finds that a preponderance of the evidence of a policy violation exists, the case’s written report will include recommendations for steps to take to prevent recurrence of any such violation, and as appropriate, sanctions for the Responding Party.

*Definition: Preponderance of evidence means that the evidence supporting each finding be more convincing than the evidence in opposition to it.*

#### *6.13 Sanctions*

Sanctions are designed to promote the college’s educational mission. When developing sanctions, all circumstances surrounding the incident will be taken into consideration including aggravating or mitigating factors. Examples of aggravating or mitigating factors include prior conduct history, harm, or danger posed to the college community. Students found responsible for violating college policy may receive one or more of the following sanctions:

1. Warning—An oral statement or written notice of the inappropriate nature of the conduct with or without written follow-up communication.
2. Disciplinary Probation—Probation for a definite period of time that may include the possibility of more severe sanctions if the student is found responsible for violating any college rules and regulations during the probationary period.
3. Social Probation—Probation for a definite period of time that prohibits a student from participating in any organized social activity, party, or function.
4. Loss of Privileges—Denial of specified privileges for a designated period of time. This may include, but is not limited to, denial of participation in; specific programs, organizations or groups, college sponsored events, and campus resources or facilities.
5. Fines—Imposition of monetary fines.
6. Restitution—Reasonable compensation for loss, damage, or injury to the appropriate party. Restitution may take the form of community service, monetary compensation, or material replacement.

7. Community Service Assignments for the benefit of the college or community—Community service assignments must be approved by the Office of Student Services or other appropriate hearing body or administrator.
8. Assessment—Required attendance at sessions with a counselor for an assessment, either through the college’s Student Support Services Coordinator or outside provider.
9. Substance Abuse Education—Required meetings with a substance abuse educator or attendance of programs designed to help the student deal with substance abuse issues and learn from the experience.
10. Educational Project—Actions that will enhance the educational impact of the student conduct process on the student, which may include oral or written reports to the appropriate hearing body or administrator. Educational sanctions are designed to increase the student’s understanding of how his or her behavior affects others.
11. Loss of Recognition—Loss of recognition on campus as a member of a particular group or organization. The Office of Student Services will notify national or regional governing bodies with which the individual is associated or which sponsors social, academic, or other events when such loss of recognition is imposed so that the full impact of this decision may be understood.
12. Parental Notification—Notification to parents of violations of the college’s alcohol and drug policies if the student is under the age of 21.
13. Suspension—Suspension from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified. Academic coursework completed during a student’s suspension will not be accepted as transfer credit.
14. Expulsion—Permanent separation of the student from the college community without the possibility of readmission.

#### *6.14 Appeals*

A request for an appeal of the investigative findings may be filed by either the Reporting Party or Respondent and must be filed with the Title IX Coordinator or a designee within five (5) working days of the receipt of the final report decision, unless good cause can be shown for an extension of time. The request must be in writing and must describe the appellant’s desired outcome, as well as describe how the appellant believes that:

- Previously unavailable relevant evidence becomes available that would affect the outcome of the case and/or
- Those investigating:
  - failed to conduct a thorough investigation
  - issued arbitrary findings and recommendations or
  - had a conflict of interest.

Disagreement with the findings or recommended sanctions is not, by itself, grounds for appeal.

The Vice President of Student Services, or designee with appropriate training, will review appeals along with the final investigation finding report and determine if the grounds for appeal have been met. The corresponding Respondent or Reporting Party will be notified as to the request. The Vice-President of Student Services will determine if the findings and recommendation should be approved, overturned, or modified. If an appeal causes a significant delay, the Title IX Coordinator will maintain interim measures currently in place and consider additional measures to continue to protect the parties during the process.

The Title IX Coordinator or a designee will inform the parties of the final determination related to the appeal as permitted by applicable Title IX and privacy laws and document the appeal in the case file. This appeals decision is final for all parties involved in the investigation.

#### *6.15 Support and Interim Safety Measures*

In the event of a report of sexual violence, the college will make available to the victim a list of counseling and other support resources, both within the college and through outside agencies, for counseling and other support services. Services within the institution include counseling with our advisors, and any reasonable accommodation that can be made for the victim. Michael Taphouse, the Title IX Coordinator, is also the Dean of Students, and is a certified counselor. If the victim prefers to speak with a female counselor, Shayna Dahl, Student Support Services Coordinator, is also available. The Student Support Services Coordinator is currently undergoing training to become a Title IX investigator. Students who wish to make an appointment should contact Student Services.

Outside resources the college recommends include Haven From Domestic Violence, which serves the local community, and RAINN, a national sexual violence prevention and victims' rights organization. Haven can be contacted at 541-296-1662 and RAINN's website is [www.rainn.org](http://www.rainn.org). Additional resources for survivors of domestic and sexual abuse are available on the college's [community resources page](#).

The college may recommend immediate implementation of additional steps to provide for the safety of the complainant or others, to avoid possible retaliation, or to prevent further occurrence. These steps may include, but are not limited to, changes in class schedules, interim suspensions, no contact orders, no trespass orders, counseling, victim resources, and health or disability services.

### *6.16 Amnesty for Complainants and Witnesses*

The college encourages reporting of egregious behaviors, including but not limited to sexual misconduct, and seeks to remove any barriers to an individual or group making a report. The college recognizes that an individual who has been drinking or using drugs at the time of an incident may be hesitant to make a report because of potential consequences for his/her own conduct. Therefore, amnesty for complainants and witnesses is being provided. Any reporting individual or group, either as a Complainant or a witness, will not be subject to institutional disciplinary action for their own personal consumption of alcohol or drugs at or near the time of the incident, provided that any such violations did not and do not place the health or safety of any other person at risk. The college may, however, initiate an educational discussion or pursue other educational interventions regarding alcohol or other drugs. These interventions will not include involuntary absences from the college. Amnesty does not preclude or prevent action by police or other legal authorities.

### *6.17 Retaliation*

CGCC prohibits retaliation based on students' or employees' use of the grievance procedure. Retaliation occurs when an adverse action is taken against an individual for engaging in protected activity. Adverse actions that are reasonably likely to deter a complaining individual or others from engaging in protected activity are prohibited by the college. Protected activity consists of:

- Opposing conduct reasonably believed to constitute discrimination, including harassment, that violates college policy or state or federal statutes
- Filing a complaint about such practice
- Seeking an accommodation under this policy or
- Testifying, assisting, or participating in any manner in an investigation or other proceeding related to a discrimination complaint

Retaliation in any manner against an individual for filing a charge, initiating a report or complaint, or participating in an investigation is expressly prohibited and subject to appropriate remedy or sanction. Reasonable steps will be taken to protect the Reporting Party, Respondent, and other potential participants from further unlawful retaliation.

The full policies on all Title IX, dating violence, domestic violence, sexual assault, and stalking are available in the Student Handbook. More information regarding discrimination or harassment (Title IX) and its related policies, procedures, and rights of students is also available on the CGCC website's [Title IX page](#).

## 7—Reporting Procedures for Non-discrimination, Sexual Misconduct/Violence and Sexual Harassment

All new students receive information with regard to Title IX, safe campuses, and reporting concerning behavior at every New Student Orientation. The same information will be available within the Online New Student Orientation format. All statistics may be found on the CGCC website at [www.CGCC.edu/crime-statistics](http://www.CGCC.edu/crime-statistics).

Incidents may be reported to, but are not limited to the following:

- Local emergency services (emergency) 911
- City of The Dalles Police Department (541) 296-2233
- Hood River Police Department (541) 386-2121
- Facilities Services
- Behavioral Assessment Team
- Safety Committee (names and identifying information are redacted on reports before committee review)
- President's Office
- Vice President of Student Services
- Dean of Students
- Director of Housing and Student Life
- Student Life Coordinator
- Title IX Officer(s)

Additional information is listed at the following locations:

- [Title IX Quick Guide](#)
- [CGCC Board policy on sexual harassment](#)
- [CGCC Board policy on student rights, responsibilities, and conduct](#)
- [CGCC Board policy on equal opportunity and non-discrimination](#)
- [Title IX procedures](#)
- [Nine Fast Facts about Sexual Assault and Title IX](#)
- [It's On Us PSA video](#)
- [Title IX FAQ](#)
- [CGCC Behavioral Assessment Team \(BAT\)](#)
- [CGCC Safety & Wellness page](#)

## 8—Reporting of Crimes, Anonymity and Confidentiality

Crimes and incidents may be reported accurately and promptly without providing identifying information by contacting the department via telephone (541) 506-6070, or through our [online BAT referral form](#).

Please keep in mind that some incidents reported cannot remain confidential due to Clery Act federal mandates. Victims of crimes are offered, and encouraged, to contact the local police department in addition to their report to college authorities. college authorities will report to local law enforcement all mandatory reporting incidents (juvenile victims of abuse or assault) or incidents where determination has been made that notification of local law enforcement is necessary to maintain the safety, security, and conditions favorable to an educational setting. Additional information on anonymous or confidential reporting of sexual violence, misconduct or harassment may be found in the “Sexual Assault Prevention and Response”, sections of this report. As provided, under law, anonymous reports of incidents, when applicable, will be included in the statistical data reported in the Annual Security Report (this document).

Not only does CGCC request all crimes to be reported, CGCC requests all Clery Act reportable crimes be given special consideration for reporting in compliance with federal law, timely warnings, and emergency notifications.

## 9—Security and Access

Campus buildings contain both public areas, open to public access during open hours, restricted areas, only open to staff and faculty during open or closed hours, and secure areas, only open to Facilities Services staff, Incident Command Team, college Leadership (President and Executive Leadership Team), or those personnel deemed to have a need to access that area. For example, the Financial Aid offices are secure areas accessible only by Facilities Services staff, College Leadership, the Financial Aid Director, and staff in the Financial Aid Department. Faculty are given access to rooms on the floor in which they teach. All access is by coded key card or physical master key, but only Facilities Services staff and local law enforcement have access to master keys.

Guests and contractors on campus are only granted that access necessary to complete their work. In most cases, contractors and guests must be allowed into specific areas by a keyholder. In some circumstances, guests or short-term contractors may be granted a key that is enabled to access specific areas for a period of time coinciding with the work they are completing on campus. Long-term guests such as non-credit faculty and long-term contractors are treated in the same manner as regular employees and access is granted to pertinent areas for as long as the period of employment/contract lasts.

In the event of a lockdown or lockout event, active shooter situation, or other on-campus emergency that warrants such action, all interior campus doors will switch to master key or

open-from-inside access only for security. More details are found in the Emergency Response Plan.

## 10—Law Enforcement on Campus

### *10.1 Emergencies*

Neither campus has on-campus law enforcement or safety patrol officers. Any incident that warrants law enforcement involvement should immediately be reported by calling 911. The Incident Command Team will also be called in the event of an on-campus emergency to assess which, if any, notifications or other procedures must be implemented, as well as to assist law enforcement officers if necessary.

### *10.2 Non-Emergencies*

The Behavioral Assessment Team members take referrals either on an immediate and emergency basis, to assist while police are on the way, or for general concerns that can be addressed in a non-emergent setting. Local law enforcement, fire, EMT/paramedic/rescue, or other agencies are called immediately in the event of any emergency on campus. Response time is typically 2-5 minutes. Drills with local law enforcement, fire and rescue have been conducted on a regular basis, as are campus safety and fire drills, in accordance with the campus's safety plan and all applicable local, state, and federal ordinances.

### *10.3 Ongoing Policy Review*

In 2017, partly in response to the tragic events at Umpqua Community College and other campuses around the nation, CGCC redoubled its effort to have clear guidelines for on-campus incidents that might involve a natural or man-made disaster, active shooter, or other crisis. A drill with law enforcement portraying the part of "active shooters" was conducted in the spring of 2017 and more are planned. These drills will help assess the college's current level of readiness, identify weak points, and develop strategic and tactical responses to emergencies to ensure the safety of our students and the rest of the campus community.

## 11—Accurate and Prompt Reporting

CGCC encourages all students, staff, faculty, and community members using our campus to report any and all crimes witnessed or experienced on our campus. A list of specific crimes that are Clery Act reportable is given above in Section 5. However, any crime, whether it is Clery Act reportable or not, will be addressed. A breakdown of incident and accident reporting procedures follows:



- Emergency Crime or Incident/Accident—911 and/or emergency response called, Incident Command, BAT, and/or Facilities Department staff called as necessary and appropriate. Incident/Accident report is required for any staff or faculty involved. If the emergency is the result of a crime that is Clery Act reportable, it will be reported and included in the crime statistics for the appropriate calendar year. Students will be notified in accordance with applicable policies and in a timely manner.
- Non-Emergency, Clery Act Reportable—Appropriate health, safety, law, or fire personnel will be contacted, Incident Command, BAT, and/or Facilities Department staff called as necessary and appropriate. Incident/Accident report is required for any staff or faculty involved. It will be reported and included in the crime statistics for the appropriate calendar year. Students will be notified in accordance with applicable policies and in a timely manner.
- Non-Emergency, Non-Clery Act Reportable—Appropriate health, safety, law, or fire personnel will be contacted, Incident Command, BAT, and/or Facilities Department staff called as necessary and appropriate. Incident/Accident report is required for any staff or faculty involved. It will not be reported or included in the crime statistics for the appropriate calendar year. Students may or may not be notified in accordance with applicable policies, depending upon the nature of the crime, incident, or accident, and whether or not the President or designee(s) determine a need-to-know exists for students to maintain safety and security.
- Any crime, incident, or accident that causes an incident/accident report to be filed will be reviewed (names and personally identifiable information redacted) by the Safety Committee, and may be reviewed by the BAT and ICT teams (names and personally identifiable information may or may not be redacted) as necessary.

## 12—Voluntary Confidential Reporting Procedures

Students are encouraged to view CGCC's Advising, Student Services, Financial Aid and Student Life members as safe individuals to whom they can ask for help in addressing criminal or abusive situations in which they may be a victim. In accordance with Oregon mandatory reporting laws (ORS 419B.005), all college staff and faculty are mandatory reporters and will report crimes or incidents that meet the threshold of the mandatory reporting requirements, but all available efforts will be made to protect the student's confidentiality under the Federal Education Rights and Privacy Act of 1974 (FERPA, Buckley Amendment), and the students' wish to remain anonymous and/or protected from their abusers. Crimes or incidents that do not meet the threshold of mandatory reporting requirements will be held in confidence, if requested by the student, unless the staff or faculty member perceives an imminent harm to the student, self, or another person.

Crime statistics reported as a part of the Clery Act are "blind statistics," meaning only the number and nature of the crime is reported, not the names of involved parties.



## 13—Safety Programs and Education

Students are encouraged to read through the Emergency Response Manual for the campus(es) on which they attend classes, and to view the tips on personal safety and security on the [CGCC website](#). Staff and faculty are required to be familiar with the Emergency Response Manual for any campus(es) at which they teach or work.

The SafeCampuses program, New Student Orientation-NSO (in person), online NSO, Student Handbook, and other safety information are made available to students through the Student Services department.

## 14—Monitoring and Recording

CGCC is currently working on integrating safety training into its online New Student Orientation, which will be required of all incoming students once implemented. Human Resources is working on integrating safety training into employee orientations as well.

## 15—Non-Campus Locations of Student Organizations

CGCC currently has no officially-sanctioned off-campus locations for student organizations. If the college develops or acquires such locations in the future, policy will be written to address these locations.

## 16—Drugs and Alcohol

Columbia Gorge Community College is a drug, tobacco, and alcohol free campus. A full list of policies and procedures related to drug and alcohol abuse and prevention, including health risks, can be found on CGCC's website at <https://www.cgcc.edu/about/DAAPP>.

Students, staff, or faculty who are experiencing drug or alcohol dependency, or who are concerned about their own or others' use/abuse of drugs should seek help. Resources are available to employees through the Employee Assistance Program. Students can ask for referrals from the Student Support Services Coordinator. CGCC policy states that employees or students who seek help on behalf of themselves or others will not be referred to law enforcement agencies and will not be punished internally unless their behavior poses a risk to themselves or others, or violates other laws or college policy. In all cases, college personnel will seek to support the employee or student who needs help without judgment or sanction if possible.

The Drug Free Schools and Campuses Regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require an institution of higher education (IHE) such

as Columbia Gorge Community College to certify it has implemented programs to prevent the abuse of alcohol and use or distribution of illicit drugs both by CGCC students and employees both on its premises and as a part of any of its activities. CGCC is committed to maintaining a drug-free institution to create a safe and healthful campus and work environment and to assist its students and employees who may have problems with drugs or alcohol. In compliance with the DFSCA, the college provides for the campus community information covering the following areas:

- Standards of conduct related to drugs and alcohol for students and employees
- Disciplinary and legal sanctions for students and employees in violation of policy
- Description of the health risks associated with illicit drug use and alcohol abuse
- Description of drug and alcohol programs that are available to students and employees

### *16.1 College Policy/Standards of Conduct*

The college prohibits the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances and alcohol by employees, students, and visitors on college premises or as part of any college activity. Areas where the use is prohibited include: student campus activities, classrooms, school parking lots, roadways, leisure activity areas, and all offices or work areas considered college property.

Reference Documents:

- [BP 3550 Drug Free Environment and Drug Prevention Program](#)
- [BP 3560 Alcoholic Beverages](#)
- [BP 3570 Smoking and Tobacco on Campus](#)

### *16.2 Workplace Policy*

In compliance with federal regulations Columbia Gorge Community College has taken steps to ensure a drug-free workplace. Should an employee be convicted of a violation occurring in the workplace, under any criminal drug statute violation, the employee will be subject to disciplinary action. Employees convicted of any criminal drug statute violation occurring in the workplace must notify the employer no later than five days after the conviction. Those employees that wish to seek help for drug or alcohol related problems are encouraged to coordinate benefits through Human Resources or may seek referral assistance through their supervisor. Please reference the [Drug-Free Workplace](#) document for more information.

### *16.3 Prevention and Intervention Programs*

#### For Students

CGCC is currently developing a robust prevention program. For students who feel they have a problem with drugs or alcohol and need support, or if a student believes someone

they know needs support, they can be referred individually to the Student Support Services Coordinator, to an Academic Advisor, or to a member of the Student Services team. This referral can be done in person or anonymously through the Behavioral Assessment Team (BAT) referral system. A combination of internal and external resources will be provided to the individual as needed after they meet with a member of the Advising team for an assessment.

### For Employees

New CGCC hires receive institutional policy on the Drug Free Workplace requirements. Through our insurance program, all staff and faculty are eligible to use the Employee Assistance Program, which includes free counseling sessions and help for drug and alcohol addiction. Even those employees who are not insured are eligible to use this program, and information is available from Human Resources or the Payroll Specialist.

### *16.4 Disciplinary Sanctions*

#### College Sanctions

The college response to alcohol abuse and illegal drug activity by employees or students on a case-by-case basis. Details of each case are taken into consideration along with the outcome of any legal action against the individual. In addition to any penalties under federal and state law, employees and students found to be in violation of this policy may be subject to disciplinary sanctions consistent with the CGCC Student Handbook/Code of Conduct, and provisions of federal, state, and local laws. Sanctions imposed by the college can range from a warning or disciplinary action up to and including termination of employment or expulsion from school. Other potential sanctions may include referral for prosecution and may require participation in approved drug and/or alcohol abuse assistance or rehabilitation program. Additionally, the law requires the college to report to a federal agency any employee convicted of violating a criminal drug statute if the employee is involved in work supported by that federal agency.

#### State of Oregon Sanctions

1. *Alcohol*
  - a. Minor in Possession: Any attempt to purchase or be in possession of alcohol by a person under 21 years is a class B violation. Penalties set forth in ORS 471.430 ([link](#))
  - b. For the purposes of the Oregon Driving Under the Influence of Intoxicants statutes, for a person under 21 years of age, any amount of alcohol in the blood constitutes being under the influence of intoxicating liquor (class A misdemeanor).

2. *Marijuana* - Note: Due to changes in state laws regarding Marijuana, this information is currently under review and will be updated upon confirmation of updated information.
  - a. Delivery for consideration (selling, dealing, or bartering): Class B felony
  - b. Delivery not for consideration (less than one ounce): Class A misdemeanor
  - c. Delivery not for consideration (less than 5 grams): Violation
  - d. Unlawful possession (less than one ounce): Violation
  - e. Unlawful possession (more than one ounce): Class B felony
3. *Controlled Substances* - In Oregon, penalties for possession and distribution are determined by the Controlled Substance Schedule on which the drug appears. Examples from the drug schedules appear below. (note: Most drugs appear on the same federal and state schedule).
  - a. Schedule I: Heroin, LSD, Ecstasy, Peyote, Mescaline, Psilocybin
    - i. Manufacture or distribution: Class B felony
    - ii. Unlawful possession: Class A felony
  - b. Schedule II: Opium, Cocaine, Methamphetamine, Amphetamine, PCP
    - i. Manufacture or Distribution: Class B felony
    - ii. Unlawful possession: Class C felony
  - c. Schedule III: Depressants, Vicodin, Anabolic Steroids, Codeine, Testosterone
    - i. Manufacture or distribution: Class C felony
    - ii. Unlawful possession: Class A misdemeanor
  - d. Schedule IV: Valium, Xanax, Phenobarbital
    - i. Manufacture or distribution: Class B felony
    - ii. Unlawful possession: Class C misdemeanor
  - e. Schedule V: Other less dangerous prescription drugs/small amounts of some drugs
    - i. Manufacture or distribution: Class C misdemeanor
    - ii. Unlawful possession: Violation

For more information on State Laws and Sanctions, please refer directly to [Oregon ORSPDF475.752 - 475.935](#)

## Federal Sanctions

The federal system establishes sanctions for possession and distribution of a controlled substance, based on the schedule of the drug and the amount involved. In addition, the statutory sanctions for possession and distribution are subject to the "Sentencing Guidelines for U.S. Courts." Imposition of the guidelines may lead to higher offense levels and, thus, stricter penalties than otherwise indicated. Courts must make adjustments in the offense level for victim-related considerations, the defendant's role in the offense, multiple counts, obstruction, and acceptance of responsibility. Finally, the guidelines establish sentences for each offense based on the defendant's criminal history. Federal penal sanctions range from manufacture, distribution, or trafficking of large amounts of heroin, cocaine, PCP, methamphetamine, Schedule I and II hallucinogens, marijuana, hashish, or any of their derivatives (30 years to life, regardless of the defendant's criminal history) to possession of any Schedule III-V drug if the defendant has the lowest level of criminal history (0-4 months).

Further, if serious injury or death results from the crime, minimums of up to 10 years (serious injury) and 20 years (death) plus a fine of up to \$4 million may be added. These penalties may be doubled for defendants with past felony drug convictions. Finally, penal sanctions in the federal system are "real time" with reductions in sentences only for good behavior.

For a more detailed list of offenses and sanctions please visit, <https://www.deadiversion.usdoj.gov/21cfr/21usc/index.html>, Part D: Offenses and Penalties

### *16.5 Health Risks and Other Resources*

Substance abuse may result in a wide array of serious health and behavioral problems. Alcohol and drugs are toxic to the human body. In addition to the problem of toxicity, contaminant poisonings often occur with illegal drug use. HIV infection with intravenous drug use is a prevalent hazard. Acute health problems may include heart attack, stroke, and sudden death, which can occur for first time cocaine users. Long lasting effects caused by drug and alcohol abuse can cause problems such as disruption of normal heart rhythm, high blood pressure, leaks of blood vessels in the brain, bleeding and destruction of brain cells, possible memory loss, infertility, impotency, immune system impairment, kidney failure, cirrhosis of the liver, and pulmonary damage. Drug use during pregnancy may result in fetal damage and birth defects causing hyperactivity, neurological abnormalities, and developmental difficulties.

Additionally, a full list of health risks and other resources is available on the college's [Drug and Alcohol Abuse Prevention Program's webpage](#).

## 17—Sex Offender Registration

CGCC defers to applicable city, county, state and federal laws regarding sex offender registration. CGCC does not have any on-campus housing or off-campus housing owned or maintained by the college, and is thereby not required to draft policy regarding sex offender registration. In the future, should the college build or acquire on-campus housing or off-campus housing, the college will draft policy related to this requirement.

Students concerned about the possibility of sex offenders living nearby should make inquiries of The Dalles City Police Department, Hood River Police Department, Wasco County Sherriff, Hood River County Sherriff, Oregon State Police, or through the [Oregon State Sex Offender Registry](#).

## 18—Emergency Response & Victim Evacuation

### *18.1 Emergency Response Protocol*

In the event of an on-campus emergency, students, staff, faculty, guests, and our tenants will be notified as soon as possible. Fire emergencies will immediately trigger the fire alarms, and everyone on campus should follow the fire evacuation plan detailed in the Emergency Response Manual, and evacuate to a gather point for further instructions. Evacuation routes and gather points for each campus building and floor are located in all classrooms, hallways, and other strategic locations around campus, as well as a general evacuation and gather point map for each campus included in Section 20 of this report.

The determination of whether a situation on campus constitutes an emergency, what response should be undertaken, and what information should be disseminated is made by a group including the college President, the Executive Leadership Team, and the Incident Command Team Chair, as well as other individuals identified as having significant contribution to that specific situation. The general procedure regarding emergency situations is as follows:

1. The incident is brought to the attention of a member of the ELT or Incident Command Team.
2. If emergency responders (fire, police, medical) are needed and have not yet been contacted, they will be contacted.
3. All available members of the decision-making group will gather, either in person or by electronic means (phone, walkie-talkie, etc.) to discuss the situation and make a decision regarding the next steps.
4. Depending on what type of event is occurring, the type of response will be communicated to the group(s) that may be affected using whichever means or combination of means of communication will be most effective, including FlashAlerts, emergency speaker system (in all classrooms and offices), the college

website, email, notification of local media (radio, newspaper), social media, or other methods. If applicable, the event will be classified using one of the four designations stipulated in the Standard Response Protocol adopted for use on CGCC campuses.

The four designations are:

- a. Lockout – secure the perimeter; used to safeguard students and staff/faculty within the building when an emergency situation occurs outside the building.
  - b. Lockdown – lock all doors, internal and external, lights off, keep out of sight; used to secure individual rooms when a situation occurs inside the building
  - c. Evacuate – will be followed by a location to which students and staff should be evacuated; used when one part of the campus becomes unsafe
  - d. Shelter – will be followed by a type and method; this is the protocol for group and self-protection
5. If applicable, public notification will follow using any combination of the methods listed under 4 above, or a press release or other communication outlet.

## *18.2 Training and Drills*

### General Emergencies

The college has developed a comprehensive Emergency Procedures Manual and provided training for select work groups throughout the college community. The procedures provide direction for a variety of natural and person-caused disasters and emergencies. Included in our Emergency Procedures Manual are operational procedures for evacuations. The college has identified strategic locations throughout the campus for evacuation assembly areas as well as evacuation operations for those students and staff who are mobility impaired. The manuals for both campuses are available on the college's Safety page <https://www.cgcc.edu/safety>. Evacuation and gather point maps are available in this document in section 20.

The Emergency Response Manual is reviewed annually to ensure its accuracy and completeness. All the notification systems of the college are checked at least annually, if not more often. FlashAlerts is checked annually, as is the emergency notification system. Safety drills for staff, faculty, and students are planned for the upcoming year. The college is in the process of creating memorandums of understanding with local emergency service providers that will allow greater cooperation in staging emergency drills, and has staged on-campus active shooter drills, posted new emergency procedures signage, conducted staff and faculty emergency training, and conducted regular fire and safety drills with staff, faculty, and students. After-action and drill reports are maintained in the Facilities Services.

### Fire and Evacuation

Unannounced fire/emergency evacuation drills are conducted at least twice a year. Additional, announced checks of the fire notification and suppression systems are



conducted regularly in conjunction with certification by the Fire Marshall. Fire extinguisher training is available to staff and faculty, and is conducted as needed.

## 19—Missing Student Notification

Public and private institutions that provide on-campus housing are required to define policies for missing student notification. CGCC does not have any on-campus housing, and currently has no internal policy for missing student notification. Instead, a report of a person missing from campus would be immediately reported to the police.

In 2021, CGCC completed an on-campus housing unit. It was neither finished nor occupied during the reporting period for this report, from January 1, 2020-December 31, 2020. Information on the new housing unit, including internal policy/policies on missing student notification, as stipulated in the Clery Act Reporting Handbook, will be included in the report that covers the reporting period from January 1, 2021-December 31, 2021.

## 20—Emergency Notification, Evacuation, Reunification, and Timely Warnings

### *20.1 Notification*

The Federal Campus Crime Awareness and Campus Security Act of 1999 requires institutions of higher education to, without delay, notify students and staff of significant emergencies and to provide appropriate response directions unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or contain, respond to, or otherwise mitigate the emergency. When an emergency situation occurs the primary initial emergency responders will be officers and staff of the Facilities Services, the Incident Command Team, and any other personnel deemed intrinsic to the operation, in addition to any emergency services responders. In the event of a crisis or emergency, the determination of what, if any, public information must be released will be made by the President or designee.

In the event of an emergency, students and staff on campus(s) will receive broadcast messages from the college mass notification system. This system uses college phones and speaker systems located in all offices, classrooms, lab spaces, and public areas. Students and staff not on campus will be notified by email, or by text if they are signed up for Flash Alerts. These notifications, initiated by the Facilities Department, Human Resources or Instructional Services, shall include the nature of the issue, the response required and the nature of the issue.

Flash Alerts is a text-based notification system that all students and staff may register for on a voluntary basis. The system, when used by campus officials, will send alerts and

emergency messages to each person's email or text account. While this system would be used in the event of an on-campus emergency, it is also used to provide weather warnings and school closures.

## *20.2 Evacuation*

The college's emergency plan includes a contingency for evacuation. In the event of an emergency inside a building, such as a fire, students and staff will be evacuated to areas outside of the affected building(s) until such time as the event can be controlled, the building secured, and a determination of safe-to-return and all-clear can be made.

## The Dalles Campus Emergency Gather Point Map

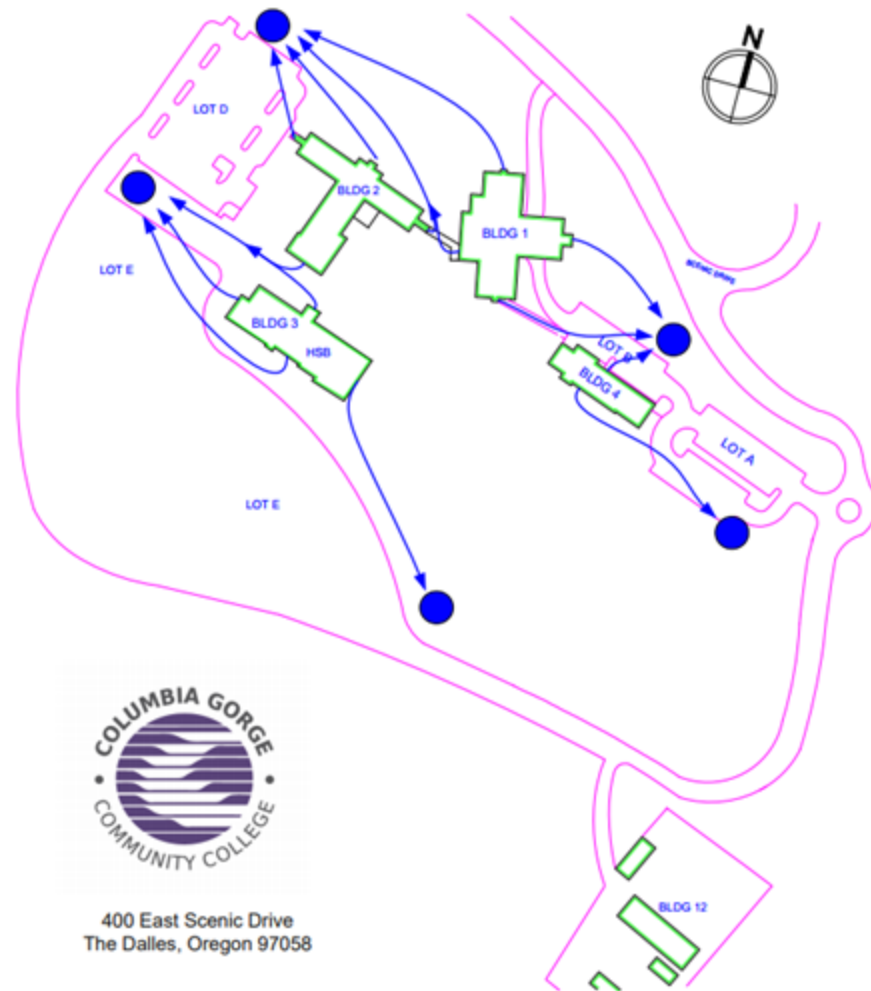


Figure 20.2a The Dalles Campus Emergency Gather Point – if a fire alarm sounds, or if you are told to evacuate due to an emergency inside the building, gather at these points for further information, and to wait for the signal that all is clear and you can return to the building. Note: this map has not been updated to reflect the buildings built in 2021. Next year's report will include the updated maps, since it will cover the period when the buildings were finished and occupied.

## The Dalles Campus Map Evacuation Routes

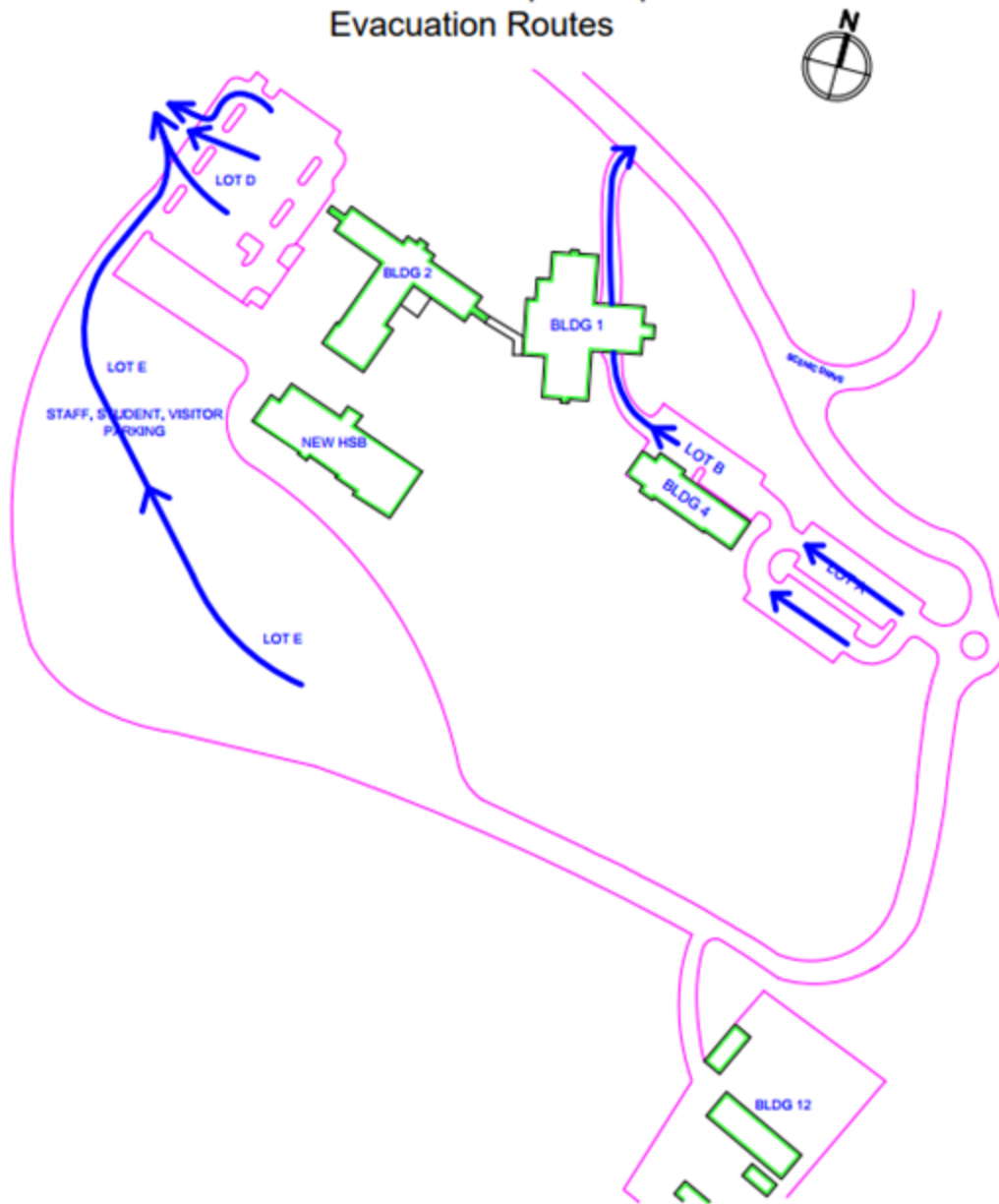


Figure 20.2b The Dalles Campus Evacuation routes – if you are told to evacuate campus entirely, use these routes to get off campus quickly and wait for further information. Note: this map has not been updated to reflect the buildings built in 2021. Next year's report will include the updated maps, since it will cover the period when the buildings were finished and occupied.

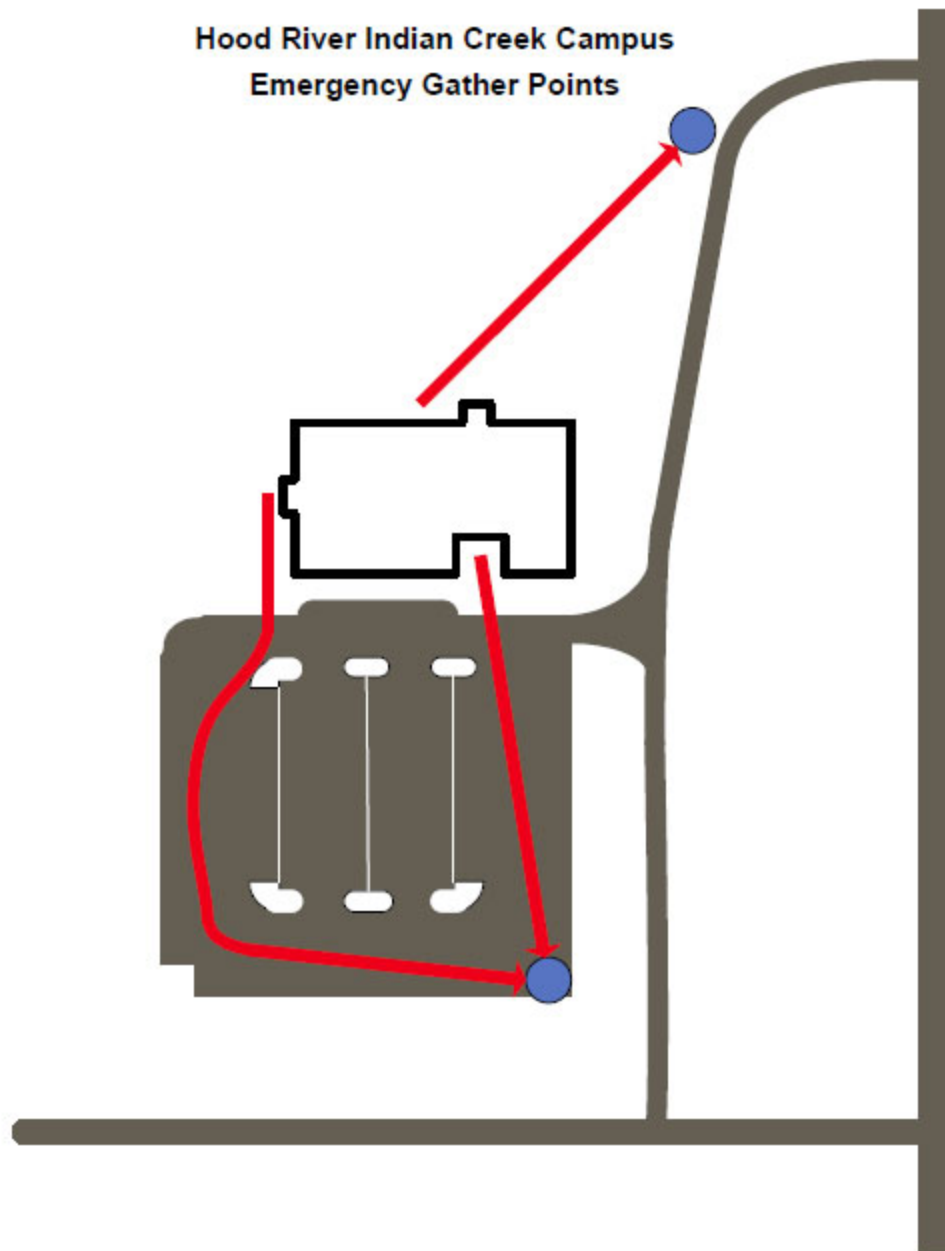


Figure 20.3 Hood River Campus gather points - if a fire alarm sounds, or if you are told to evacuate due to an emergency inside the building, gather at these points for further information, and to wait for the signal that all is clear and you can return to the building.

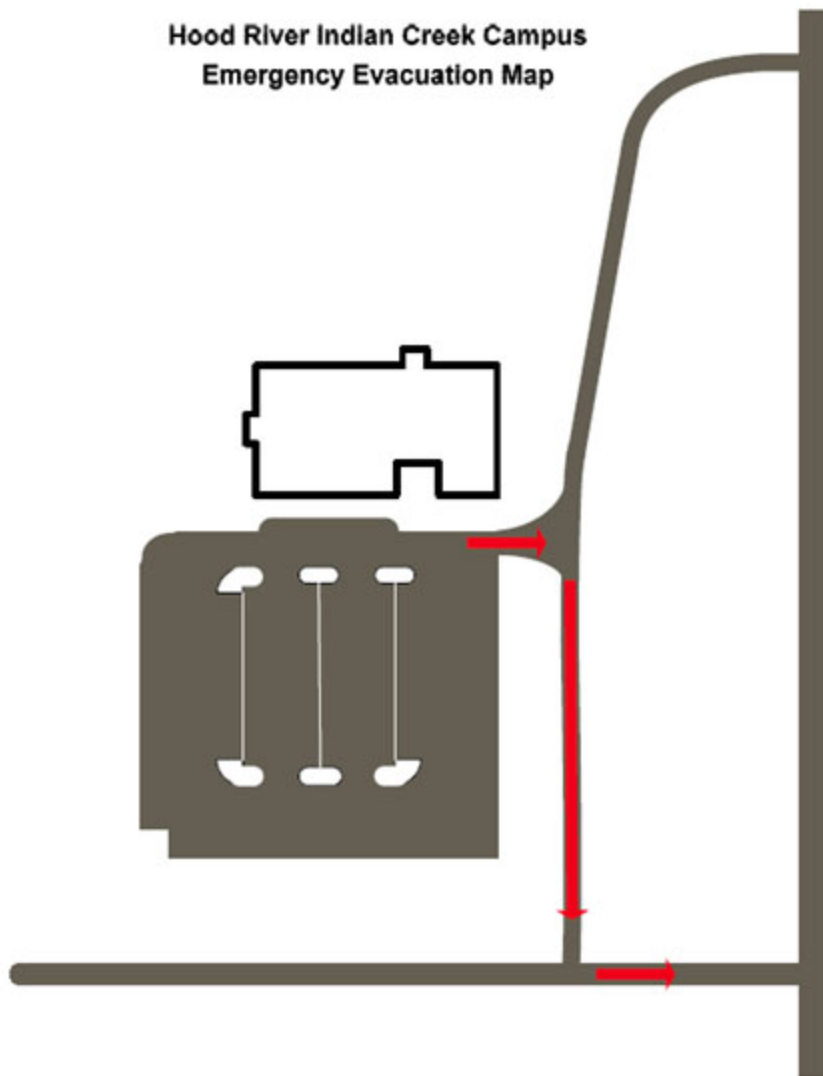


Figure 20.2 Hood River Campus gather points – if you are told to evacuate campus entirely, use these routes to get off campus quickly and wait for further information.

### 20.3 Timely Warnings

If an incident occurs on campus that is Clery Act-reportable, the college is obligated to inform the campus community as quickly as possible.

## 21. Fire and Emergency Notification System Testing

### *21.1 Fires*

The college takes fire safety seriously, and regular checks of the fire system are conducted. Additionally, fire extinguisher training and semi-annual fire unannounced fire drills to ensure proper evacuation skills and equipment standards.

### *21.2 Emergency Notification System*

The college uses several methods for emergency notification, including the internal notification system that uses each campus phone as a public address system. There is a phone in every classroom and office, most meeting rooms, and many other locations. The phone system notification method is tested at least annually, and generally semi-annually. The FlashAlert system is also used for emergency notification, and is tested annually.

## 22. Contact Information

### *Local Authorities*

Emergency (police, fire, medical): 911

Non-emergency city police

- The Dalles: (541) 296-2233
- Hood River: (541) 386-2121

### *Campus Offices and Personnel*

- Facilities Services: (541) 506-6071
- Student Services: (541) 506-6011, option 2
- After Hours Facilities help, or walk to car escort: (541) 300-1205
- Title IX Coordinator: Mike Taphouse (541) 506-6026
- Student Support Services Coordinator: Shayna Dahl (541) 506-6046

### *Sexual Violence Help (On Campus Resources)*

Student Support Services Coordinator

CGCC's Student Support Services Coordinator provides assistance to students in crisis through crisis management, brief treatment, and referrals to qualified professionals who provide services at no cost to CGCC students.

Phone: (541) 506-6046

Email: sdahl@cgcc.edu

### *Sexual Violence Help (Off Campus Agencies)*

RAINN – National Sexual Assault Hotline



This is a referral service for counseling that refers the caller to the nearest counseling resource anywhere the caller is located in America. The website also offers information for survivors of domestic and sexual violence, advocacy programs, and education.

1-800-656-HOPE (656-4673)

Website: [www.rainn.org](http://www.rainn.org)

Haven for Domestic and Sexual Violence

(The Dalles, Gilliam, Sherman, Wheeler) Haven is a community-based organization providing comprehensive services to victims of sexual assault, domestic violence, dating violence, trafficking and stalking. Haven provides a crisis line, counseling, advocacy and other assistance.

Office: (541) 296-1662

Crisis : (800) 249-4789

Email: [haven@gorge.net](mailto:haven@gorge.net)

Website: [www.haventhedalles.org](http://www.haventhedalles.org)

Helping Hands Against Domestic Violence (Hood River)

Helping Hand supports survivors of domestic violence, sexual assault and/or stalking by providing safety, shelter, advocacy and prevention education in the Gorge.

Office: (541) 386-4808

Crisis: (541) 386-4789

Email: [advocate@helpinghandsoregon.com](mailto:advocate@helpinghandsoregon.com)

Website: [www.helpinghandsoregon.org](http://www.helpinghandsoregon.org)

Programs for Peaceful Living (WA, Offices in Goldendale and White Salmon)

Programs for Peaceful Living provides Klickitat County residents with Domestic Violence Prevention, Sexual Assault Prevention, and General Crime Victim services. Certified staff are available 24/7 to work with individuals and families that are struggling with the effects of crime through advocacy, counseling, parent support, safety planning, as well as community outreach and education.

Office: (509) 773-6100

Goldendale - (509) 493-1533

White Salmon Crisis : (800) 755-1192

Website: [www.wgap.ws/home/domestic-violence-sexual-assault](http://www.wgap.ws/home/domestic-violence-sexual-assault)

## Appendix: Creating the Annual Safety and Security Report

### A: Annual Reviewing and Updating Procedure

Each year, the college is required to review this document and to update it, along with any statistical information reporting required by the Clery Act. In order to assist future staff in preparing or updating this report, the following guidelines have been laid out:

#### *Responsibility*

In accordance with Board Policy **60.C**, the Facilities Department will compile this report and keep it up to date. However, the Facilities Director may develop a team or committee to help compile and update the report, or ask any other group, such as the Safety Committee, to participate in the update process. Information on specific programs such as Title IX, student policy, and ADA compliance should be provided by the Vice Presidents, Deans/Directors, or Coordinators in charge of those programs. The individual responsible for compiling the report in the current and previous years is listed below for reference:

- 2016-2019 Jessica Griffin Conner

#### *Timeline*

Prior to updating the report, the compiler will determine if the Reporting Handbook has been updated. The current version of the report, as used to compile this ASSR, is the 2016 edition, found at

<https://ifap.ed.gov/eannouncements/attachments/HandbookforCampusSafetyandSecurityReporting.pdf>

If a new Reporting Handbook is published, that report should be reviewed and compared to the previous year's ASSR for reporting requirements changes. If the determination is made that current policy does not support the new requirements of the Clery Act reporting handbook, a recommendation will be made to college leadership to address the lack of clear policy with the Board as soon as possible. Once policy is drafted and implemented, it must be included in the report. Where policy does not support the current Clery Act requirements, a notation should be made that policy is being reviewed to meet updated standards until the final policy language can be added to the report.

For each reporting year, the statistical information should be sought no later than March 31 of the following year. For example, for the reporting period of 2018, law enforcement agencies and other pertinent agencies that can provide information should receive written notice of the request no later than March 31, 2019.

The report itself should be prepared between April 1 and July 31 of each calendar year. This gives ample time for a review of the document, updates to the statistical and informational sections of the document, a comparison to policy language to ensure compliance, and internal review by the preparers.

The period from August 1 to September 20 should be used for review and correction of the document. It is recommended that key personnel such as the Title IX coordinator, Student Support Services Coordinator, Vice-President of Student Services, and any others who have contributed directly to the report be able to review and sign off on the final version to ensure accuracy.

The report must be disseminated on or before October 1 of each year. The statistics must also be published to the Department of Education’s web collection service in the same timeframe. The report must be prepared, published, and sent out to all current students, staff, faculty, and on-campus tenants annually. Prospective students and prospective hires must also be provided with a copy of the document when they inquire for information regarding the college. This dissemination CANNOT simply be the report posted on the website. Instead, it may be distributed electronically and/or in paper form, but it must be sent to individual students, staff, faculty, and community members. Emailing to a large group including all individuals, using blind carbon copy to protect student information, with the document electronically attached is permitted.

January 1 or soon after	Check the DOE website for the newest version of the reporting handbook.
Prior to March 31	Request statistical information from law enforcement agencies. Due to jurisdictional boundaries for different types of crimes, statistics should be sought from local, county, state, and federal law enforcement.
April 1 to July 31	Report review and preparation for the new version.

<p>August 1 to September 30</p>	<p>Review and revision period. The document should be reviewed by any parties that have significant input, as well as at least one outside editor (faculty or staff member not otherwise involved in the process) who should check for clarity and compare the report to the DOE's checklist.</p>
<p>On or before October 1 (preferably posted on web before start of fall term, emailed to all students, staff, faculty in the first week of term).</p>	<p>The report must be posted to the website and emailed to:</p> <ul style="list-style-type: none"> <li>● All students who attended between October 1 of the previous year and the current date</li> <li>● All staff</li> <li>● All faculty</li> <li>● All tenants</li> <li>● Prospective students (they should receive the most current version of the report the first time they request information on the college)</li> <li>● Applicants for jobs at CGCC (staff and faculty, they should receive the most current version of the report the first time they apply)</li> </ul>

*Resources*

In addition to the DOE's Clery Act Reporting Handbook, previous preparer of this report has found the Student Handbook and the CGCC website, especially the section on Board Policy, to be extremely helpful. The Clery Act Reporting Handbook itself includes documents such as a checklist and sample letters that can be used to prepare and edit the report. For the purposes of documentation, the Department of Education would like us to save and preserve electronically multiple revision copies of the document and email or other

correspondence that pertains to the document. The following persons/job areas contribute significantly to the report and should be included in the revision and approval process:

- Vice-President of Student Services
- Title IX Coordinator
- Dean of Students
- Section 504 Coordinator (ADA)/Student Support Services Coordinator
- President's Council members (read through and approval of final version)
- Executive Assistant to the Board of Education (coordinates Board approval and policy recommendations)
- Board of Education (creates new policies, revises policies)

## B: Templates and Evidence

### *Sample Letter Requesting Statistics from a Law Enforcement Agency*

This letter should be used to request information from law enforcement agencies in each jurisdiction. A copy of the letter, and any written response, must be kept as evidence that the college has completed its due diligence in requesting reporting. If an agency refuses or is recalcitrant, please write up and document any interactions. In the case of an audit, this can be shown as evidence in our favor if we receive a finding related to data collection.

Jan. 13, 2019

Patrick Ashmore  
City of The Dalles Police Department  
401 Washington Street  
The Dalles, OR 97058

Dear Chief Ashmore,

Under the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), postsecondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned buildings and property.

We are required to include crimes that were reported to our department as well as crimes reported to local and state law enforcement agencies. I am requesting that your department provide me with crime statistics for the 2016 calendar year for the following offenses that occurred on our campus (400-402 blocks of East Scenic Drive, The Dalles, OR 97058), or on accessible public property within and immediately adjacent to our property (Soros Park at 300 East Scenic Drive, The Dalles, OR 97058):

- Murder/Non-negligent Manslaughter
- Manslaughter by Negligence
- Rape
- Fondling
- Incest
- Statutory Rape
- Robbery
- Burglary
- Aggravated Assault
- Motor Vehicle Theft
- Arson

Please specify if any of the above-listed offenses were categorized as Hate Crimes. In addition, please include statistics for any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were classified as Hate Crimes. I also need the category of bias for each Hate Crime according to the eight categories for which we are required to report: Race, Religion, Sexual Orientation, Gender, Gender Identity, Disability, Ethnicity, and National Origin.

Please include statistics for arrests only for the following Uniform Crime Reporting (UCR) categories:

- Liquor Law Violations
- Drug Abuse Violations
- Weapons: Carrying, Possessing, etc.

Please include separate statistics for all incidents of Domestic Violence, Dating Violence, and Stalking. For Clery Act reporting, we are required to use the following definitions for these terms: *Domestic Violence*: The term “domestic violence” includes felony or misdemeanor crimes 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 receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction. *Dating Violence*: The term “dating violence” means violence committed by a person— (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship. *Stalking*: The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a

reasonable person to—(A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

Please forward this information to me as soon as you get an opportunity. We are in the process of publishing our annual report, and we will need to include these statistics in the final draft. In addition, if a serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our Director of Facilities immediately. The institution has a legal responsibility to notify the campus community in a timely manner about any crimes on or immediately around the campus that pose an ongoing threat to the community. Thank you for your attention to this matter.

Sincerely,

Jessica Griffin Conner

Marketing and Communications Coordinator  
Columbia Gorge Community College  
(541) 506-6039  
jconner@cgcc.edu