

# PCC Annual Security Report 2024



**Portland  
Community  
College®**

## ACRONYMS USED IN THIS REPORT

<b>ASR</b>	Annual Security Report
<b>CARE</b>	Coordinate, Assess, Respond and Educate within Student Conduct and Community Support
<b>Clery Act</b>	Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics
<b>Clery Geography</b>	On-campus, on-campus student housing, public property and non-campus
<b>CSA</b>	Campus Security Authority
<b>DCL</b>	Daily Crime Log
<b>DPS</b>	Department of Public Safety
<b>EMN</b>	Emergency Notification
<b>FBI</b>	Federal Bureau of Investigation
<b>MYPCC ALERTS</b>	PCC alerts regarding campus safety
<b>NIBRS</b>	National Incident Based Reporting System
<b>OAP</b>	Outreach & Advocacy Project
<b>PCC</b>	Portland Community College
<b>PPB</b>	Portland Police Bureau
<b>SCCS</b>	Student Conduct and Community Support
<b>Title IX</b>	Title IX is the most commonly used name for the federal civil rights law in the United States that was enacted as part (Title IX) of the Education Amendments of 1972. It prohibits sex-based discrimination in any school or any other education program that receives funding from the federal government. This is Public Law No. 92-318, 86 Stat. 235 (June 23, 1972), codified at 20 U.S.C. §§ 1681-1688.
<b>TW</b>	Timely Warning Notification: Required by the Clery Act if a Clery crime occurs on property owned or controlled by the institution and presents a threat to the community.
<b>UCR</b>	The Uniform Crime Reporting (UCR) Program generates reliable statistics for use in law enforcement. It also provides information for students of criminal justice, researchers, the media, and the public. The program has been providing crime statistics since 1930.
<b>VAWA</b>	Violence Against Women Act (2013, 2022)

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# NOTICE OF NONDISCRIMINATION AND NON-HARASSMENT POLICY

## Policy Statement

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

The College prohibits unlawful discrimination based on race, color, religion, national origin, sex, marital status, disability, veteran status, age, sexual orientation, or any other status protected by federal, state, or local law in any area, activity or operation of the College. The College also prohibits retaliation against an individual for engaging in activity protected under this policy and interfering with rights or privileges granted under anti-discrimination laws. In addition, the College complies with applicable provisions of the Civil Rights Act of 1964 (as amended), related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990 (as amended), Uniformed Services Employment and Reemployment Rights Act ("USERRA"), and all local and state civil rights laws.

Under this policy, equal opportunity for employment, admission, and participation in the College's programs, services, and activities will be extended to all persons, and the College will promote equal opportunity and treatment through application of this policy and other College efforts designed for that purpose.

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

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

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

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

## DEFINITIONS

### Unlawful Discrimination

Different treatment of or denial of a benefit to a person because of the person's protected status, including race, color, religion, national origin, sex, marital status, disability, veteran status, age, sexual orientation, or any other status protected by federal, state, or local law.

### Harassment

Can be a form of unlawful discrimination when it consists of unwelcome verbal, nonverbal (for example, whistling), visual or physical conduct based on protected status that is so severe, persistent, and pervasive that it interferes with or limits a student, faculty or staff member's ability to participate in or benefit from the College's educational and/or employment opportunities, programs or activities. Discriminatory harassment includes Sexual Harassment.

- Examples of discriminatory harassment include, but are not limited to a behavior that degrades, denigrates, ridicules, and/or is physically abusive of an employee/student because of their:
  - gender or sexual orientation;
  - race;
  - color;
  - national origin; or
  - disability;
  - other statuses protected by law.

### Sexual Harassment

Conduct that is sexual in nature, is unwelcome, and that either (1) denies or limits a student's ability to participate in or benefit from the College's educational programs; (2) creates a hostile, intimidating, or offensive working environment; or (3) submission to or rejection of such conduct is used as a basis for employment, salary, or other benefit changes affecting an employee or academic decisions affecting a student.

- Examples of sexual harassment include, but are not limited to:
  - making sexual propositions or pressuring students/employees for sexual favors;
  - touching of a sexual nature;
  - writing graffiti of a sexual nature;
  - displaying or distributing sexually explicit drawings, pictures, or written materials;
  - performing sexual gestures or touching oneself sexually in front of others;
  - telling sexual or dirty jokes;
  - engaging in acts of sexual violence or sexual activity where consent is not given or obtained;
  - spreading sexual rumors or rating other students as to sexual activity or performance; or
  - circulating or showing emails or websites of a sexual nature.



## Retaliation

Retaliation means any adverse treatment (beyond a slight or annoyance) that is taken because a person engaged in protected activity (e.g., opposing discriminatory practices, filing a discrimination or discriminatory harassment complaint, or participating in an investigation, conduct hearing or an attempt at resolution, etc.) or for the purpose of interfering with right or privilege granted under anti-discrimination laws.

**If you want to file a complaint or have questions regarding discrimination, harassment, and retaliation involving federal laws please contact the below offices.**

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

**If you want to file a complaint or have questions regarding discrimination, harassment, and retaliation involving Oregon laws, you may contact:**

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

**If you want to file a complaint or have questions regarding discrimination, harassment and retaliation within PCC, you may contact the below offices:**

Complaints about discrimination, harassment and retaliation are addressed through the Office of People, Strategy, Equity and Culture (PSEC) via their People Partners for employees. Student Conduct and Community Support addresses complaints of discrimination, harassment and retaliation for students.

## People Partners

For more information and a list of *People Partners* by subject area to contact.

Student Conduct and Community Support

### **Charisse Loughery**

Director, Student Conduct, Community Support and Title IX

Coordinator Email: [charisse.loughery@pcc.edu](mailto:charisse.loughery@pcc.edu)

Phone: 971-722-7511

*To file a report.*

For more information visit *Student Conduct and Community Support*.

**If you would like to request an accommodation or have a concern regarding failure to accommodate or accessibility options within PCC, you should contact the below offices:**

For concerns a program, service or activity is not accessible to persons with disabilities you may contact the ADA Coordinator, who is responsible for working with employees and their supervisors regarding ADA compliance and accommodation requests and facilitates and/or refers inquiries from the public regarding accommodation issues.

The ADA Coordinator is:

### **Karol Ford**

Email: [karol.ford@pcc.edu](mailto:karol.ford@pcc.edu)

Phone: 971-722-5869

[adacoordinator@pcc.edu](mailto:adacoordinator@pcc.edu)

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

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

# 1 ABOUT PORTLAND COMMUNITY COLLEGE

Portland Community College (PCC) is the largest institution of higher learning in the state of Oregon. More than 70% of all households in PCC's district include someone who has attended PCC. Currently enrollment is at about 53,820 individuals. PCC has more alumni than any other college in Oregon: Since 1961, PCC has educated more than 1.3 million students.

<https://www.pcc.edu/about/>

As the largest post-secondary institution in Oregon, PCC serves more than 50,000 full-time and part-time students. PCC fills a unique role, one that offers high-quality education and opportunities for our students, which in turn contributes to the vibrancy of Portland.

<https://www.pcc.edu/about/demographics/>**The four main PCC campuses are:**

## **Sylvania Campus**

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

## **Rock Creek Campus**

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

## **Southeast Campus**

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

## **Cascade Campus**

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

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

- Carolyn Moore Writer's House
- CLIMB Center
- Downtown Center
- Hillsboro Center
- Maritime Welding Training Center
- Newberg Center
- Opportunity Center at 42<sup>nd</sup> Avenue (OC42)
- Oregon Manufacturing Innovation Center (OMIC/ Columbia Center)
- Swan Island Trades Center
- Vanport Building
- Willow Creek Center

The Vanport Building and the Maritime Welding Training Center were previously counted under crime statistics for Sylvania. They have been identified as separate campuses this year. In addition, PCC added a new location, OC42 in 2023. This property has been added to the statistical reporting.

For more information go to: [PCC locations](#).

## 2 THE CLERY ACT

### HISTORY

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

The Clery family worked with their federal senators to enact a law that would require transparency about crime occurring on campuses. In 1990, the Higher Education Act of 1965 was amended to include the Crime Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542). This amendment required all postsecondary institutions participating in Title IV student financial aid programs to disclose campus crime statistics and security information. In 1998, the Act was renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (more commonly known today as the Clery Act) in memory of Jeanne Clery. Under Clery, colleges and universities are required to annually report campus crime data, support victims of violence, and publicly outline the policies and procedures they have put into place to improve campus safety. Today, the Clery Act is considered a federal consumer protection law that aims to provide transparency around campus crime policy and statistics.

### AMENDMENTS TO THE CLERY ACT

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

## 3 REQUIREMENTS OF THE CLERY ACT

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

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

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

1. **MURDER AND NON-NEGLIGENT MANSLAUGHTER:** The willful (non-negligent) killing of one human being by another.
2. **NEGLIGENT MANSLAUGHTER:** The killing of another person through gross negligence.
3. **AGGRAVATED ASSAULT:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. Simple assaults are excluded.
4. **ARSON:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
5. **BURGLARY:** The unlawful entry of a structure to commit a felony or a theft. Attempted forcible entry is included.
6. **ROBBERY:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
7. **MOTOR VEHICLE THEFT:** The theft or attempted theft of a motor vehicle.

### Clery Act Reportable Sex Offenses

8. **RAPE:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
9. **FONDLING:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age and/or because of his/her temporary or permanent mental incapacity.
10. **INCEST:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
11. **STATUTORY RAPE:** Non-forcible sexual intercourse with a person who is under the statutory age of consent.
12. **HATE CRIMES:** A hate crime is a criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. Any of the following offenses motivated by bias are considered Hate crimes: Murder and Non-negligent Manslaughter, Negligent Manslaughter, Rape, Fondling, Robbery, Aggravated Assault, Burglary, Motor Vehicle Theft, Arson and Stalking.

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

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

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

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

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

## CLERY HATE CRIMES REQUIRE A BIAS

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

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

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

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

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

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

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

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

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

## VIOLENCE AGAINST WOMEN ACT (2013) CRIMES

10. **Domestic Violence:** A felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim; by a person with whom the victim shares a child in common; by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
11. **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement with consideration of the length of the relationship, the type of relationship,

and the frequency of interaction between the persons involved in the relationship.

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

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

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

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

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

#### **ALCOHOL LAW VIOLATIONS**

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

#### **WEAPONS POSSESSION**

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

#### **DRUG ABUSE VIOLATIONS**

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

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

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

- 15. Unfounded Crimes**

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

## OTHER CLERY ACT REQUIREMENTS

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

- Developing policies and procedures regarding crime prevention, missing students, drug and alcohol use, reporting and preventing sexual assaults, and issuing emergency notifications.
- Creating awareness and prevention programs for students and employees regarding dating violence, domestic violence, sexual assault and stalking.
- Issuing Timely Warnings for Clery Act crimes that constitute a serious or continuing threat to the safety of students or employees.
- Publishing an Annual Security and Fire Safety Report containing crime and fire statistics and statements of policies/procedures.
- Maintaining a public Daily Crime Log of all reports of crimes made to campus police or department of public safety
- Submitting crime and fire statistics to the U.S. Department of Education.

## FINES FOR NON-COMPLIANCE

The U.S. Department of Education may impose civil penalties for noncompliance of the Clery Act following a program review conducted on an institution's compliance. As of January 30, 2023, the maximum Clery fine amount is \$67,544 per violation. The Clery fine amount is adjusted annually for inflation under the Federal Civil Penalties Inflation Adjustment Act Improvements Act, 28 U.S.C. § 2461; 34 C.F.R. § 668.84.

## CLERY'S RELATIONSHIP TO TITLE IX

There is often confusion surrounding the overlap between Clery and Title IX, particularly with respect to sexual misconduct grievance and response policies and procedures. Clery and Title IX generally impose separate and distinct legal requirements upon institutions, and institutions must ensure they are fully compliant with both laws.

Clery requires disclosure of certain crime statistics related to sexual misconduct (specifically, statistics of sexual assault, domestic violence, dating violence, and stalking); disclosure of certain rights of individuals reporting sexual misconduct; disclosure of certain institutional obligations upon receipt of a report of sexual misconduct; and, in some instances, distribution of timely warnings or emergency notifications advising the community of an imminent threat of sexual violence.

By way of contrast, Title IX requires institutions to investigate and redress sexual misconduct affecting their campus communities, and it governs the way investigations and efforts to redress are conducted. The overlap between the two statutes lies in the area of required institutional disclosures about resources available to reporting parties, rights of individuals participating in an institutional sexual misconduct proceeding, institutional support obligations, and sexual misconduct grievance procedures. All of these disclosures are required to be contained in an institution's ASR under Clery, and the policies underlying these disclosures are essential to the proper functioning of an institution's response to sexual misconduct under Title IX. Further, Clery's statistics disclosure obligations require timely communication between the Title IX and Clery compliance functions when criminal sexual misconduct is reported to a Title IX office.



## 4 PREPARATION OF THE ANNUAL SECURITY REPORT 2023

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

### PREPARATION OF THE ANNUAL DISCLOSURES OF CRIME STATISTICS

The Clery Coordinator is responsible for requesting and collecting annual crime statistics from sources within PCC and from local, state and national law enforcement agencies. The internal sources of crime statistics are collected from records of crimes reported to and in the possession of PCC’s Department of Public Safety, Safety and Risk Services, People Strategy Equity and Culture, Student Conduct and Community Support other Campus Security Authorities.

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

A variety of PCC campus partners contribute information related to the policy disclosure statements and institutional policies contained in this Annual Security Report, including but not limited to the Department of Public Safety, Student Conduct and Community Support, People Strategy Equity and Culture, Student Affairs, Emergency Management, Outreach & Advocacy Project, and Counseling.

The Annual Security Report 2023 was compiled by the Chief of Public Safety and reviewed by PCC administrators, leadership in the Department of Public Safety and offices that provide information regarding policy disclosure statements.

### DISSEMINATION OF THE ANNUAL SECURITY REPORT

As required by the Clery Act, PCC provides a Notice of the Availability of the Annual Security Report with a direct link to the URL for the document, via email to all current students and employees on or before October 1st annually. The Annual Security Report 2023 is also published on the Department of Public Safety website at: <https://www.pcc.edu/clery-act/>

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

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

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

## HOW TO ACCESS THE ANNUAL SECURITY REPORT

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

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

To obtain a printed copy, email [publicsafety@pcc.edu](mailto:publicsafety@pcc.edu) or by call 971-722-4902 and request a copy.

## 5 CRIME STATISTICS

### CASCADE CAMPUS

CRIMINAL OFFENSES	ON CAMPUS			PUBLIC PROPERTY			NON-CAMPUS		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	1	0	0	0	0	0	0
Burglary	0	2	3	0	0	0	0	0	0
Motor Vehicle Theft	2	1	2	0	0	2	0	0	0
Arson	0	1	1	0	0	0	0	0	0

VAWA OFFENSES	ON CAMPUS			PUBLIC PROPERTY			NON-CAMPUS		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	1	0	0	0	0	0	0	0

ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION	ON CAMPUS			PUBLIC PROPERTY			NON-CAMPUS		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Weapon Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Weapon Law Referrals	0	0	0	0	0	0	0	0	0
Drug Law Referrals	0	0	0	0	0	0	0	0	0
Liquor Law Referrals	0	0	0	0	0	0	0	0	0

Hate crimes 2021-2023: None

Unfounded crimes 2021-2023: None

**ROCK CREEK CAMPUS**

CRIMINAL OFFENSES	ON CAMPUS			PUBLIC PROPERTY			NON-CAMPUS		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	1	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

VAWA OFFENSES	ON CAMPUS			PUBLIC PROPERTY			NON-CAMPUS		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	6	0	0	0	0	0	0	0

ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION	ON CAMPUS			PUBLIC PROPERTY			NON-CAMPUS		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Weapon Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Weapon Law Referrals	1	2	0	0	0	0	0	0	0
Drug Law Referrals	0	0	0	0	0	0	0	0	0
Liquor Law Referrals	0	0	0	0	0	0	0	0	0

Hate crimes 2021-2023: None

Hate crimes 2022: (1) Intimidation with bias of race.

Unfounded crimes 2021-2023: None

**SOUTHEAST CAMPUS**

CRIMINAL OFFENSES	ON CAMPUS			PUBLIC PROPERTY			NON-CAMPUS		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	2	3	0	0	0	0	0	0	0
Motor Vehicle Theft	1	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

VAWA OFFENSES	ON CAMPUS			PUBLIC PROPERTY			NON-CAMPUS		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	6	0	0	0	0	0	0	0

ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION	ON CAMPUS			PUBLIC PROPERTY			NON-CAMPUS		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Weapon Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Weapon Law Referrals	0	0	0	0	0	0	0	0	0
Drug Law Referrals	0	0	0	0	0	0	0	0	0
Liquor Law Referrals	0	0	0	0	0	0	0	0	0

Hate crimes 2021-2023: None

Hate crimes 2022: (2) 1. Intimidation with bias of sexual orientation. 2. Intimidation with bias of race.

Unfounded crimes 2021-2023: None

**SYLVANIA CAMPUS**

CRIMINAL OFFENSES	ON CAMPUS			PUBLIC PROPERTY			NON-CAMPUS		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	1	0	0	0	0	0	0
Burglary	0	2	0	0	0	0	0	0	0
Motor Vehicle Theft	1	3	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

VAWA OFFENSES	ON CAMPUS			PUBLIC PROPERTY			NON-CAMPUS		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	1	3	0	0	0	0	0	0	0

ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION	ON CAMPUS			PUBLIC PROPERTY			NON-CAMPUS		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Weapon Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Weapon Law Referrals	0	0	0	0	0	0	0	0	0
Drug Law Referrals	0	0	0	0	0	0	0	0	0
Liquor Law Referrals	0	1	0	0	0	0	0	0	0

Hate crimes 2021: (1) Intimidation with bias of race at the Vanport Building.

Hate crimes 2022: (2) 1. Intimidation with bias of race. 2. Simple assault in abroad program with bias of national origin.

Unfounded crimes 2021 and 2022: None

Unfounded crimes 2021:(1) Report of rape, no location was unfounded (#21-67)

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

[Carolyn Moore Writer’s House](#) located at 12680 SW Walnut Street Tigard, OR 97224

[The Downtown Center](#) located at 722 SW 2<sup>nd</sup> Avenue Portland, OR 97204

**CLIMB CENTER**

CRIMINAL OFFENSES	ON CAMPUS			PUBLIC PROPERTY			NON-CAMPUS		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	1	0	0	0	0	0	0	0
Motor Vehicle Theft	1	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

VAWA OFFENSES	ON CAMPUS			PUBLIC PROPERTY			NON-CAMPUS		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	1	0	0	0	0	0	0	0

ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION	ON CAMPUS			PUBLIC PROPERTY			NON-CAMPUS		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Weapon Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Weapon Law Referrals	0	0	0	0	0	0	0	0	0
Drug Law Referrals	0	0	0	0	0	0	0	0	0
Liquor Law Referrals	0	0	0	0	0	0	0	0	0

Hate crimes 2021-2023: None

Unfounded crimes 2021-2023: None

**HILLSBORO CENTER**

CRIMINAL OFFENSES	ON CAMPUS			PUBLIC PROPERTY			NON-CAMPUS		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

VAWA OFFENSES	ON CAMPUS			PUBLIC PROPERTY			NON-CAMPUS		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION	ON CAMPUS			PUBLIC PROPERTY			NON-CAMPUS		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Weapon Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Weapon Law Referrals	0	0	0	0	0	0	0	0	0
Drug Law Referrals	0	0	0	0	0	0	0	0	0
Liquor Law Referrals	0	0	0	0	0	0	0	0	0

Hate crimes 2021-2023: None

Unfounded crimes 2021-2023: None



**MARITIME WELDING TRAINING CENTER**

CRIMINAL OFFENSES	ON CAMPUS			PUBLIC PROPERTY			NON-CAMPUS		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	1	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

VAWA OFFENSES	ON CAMPUS			PUBLIC PROPERTY			NON-CAMPUS		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION	ON CAMPUS			PUBLIC PROPERTY			NON-CAMPUS		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Weapon Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Weapon Law Referrals	0	0	0	0	0	0	0	0	0
Drug Law Referrals	0	0	0	0	0	0	0	0	0
Liquor Law Referrals	0	0	0	0	0	0	0	0	0

Hate crimes 2021-2023: None

Unfounded crimes 2021-2023: None

**NEWBERG CENTER**

CRIMINAL OFFENSES	ON CAMPUS			PUBLIC PROPERTY			NON-CAMPUS		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

VAWA OFFENSES	ON CAMPUS			PUBLIC PROPERTY			NON-CAMPUS		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION	ON CAMPUS			PUBLIC PROPERTY			NON-CAMPUS		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Weapon Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	1	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Weapon Law Referrals	0	0	0	0	0	0	0	0	0
Drug Law Referrals	0	0	0	0	0	0	0	0	0
Liquor Law Referrals	0	0	0	0	0	0	0	0	0

Hate crimes 2021-2023: None

Unfounded crimes 2021-2023: None

**OPPORTUNITY CENTER AT 42<sup>ND</sup> AVENUE (OC 42)**

CRIMINAL OFFENSES	ON CAMPUS			PUBLIC PROPERTY			NON-CAMPUS		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Murder/Non-negligent Manslaughter	-	-	0	-	-	0	-	-	0
Negligent Manslaughter	-	-	0	-	-	0	-	-	0
Rape	-	-	0	-	-	0	-	-	0
Fondling	-	-	0	-	-	0	-	-	0
Incest	-	-	0	-	-	0	-	-	0
Statutory Rape	-	-	0	-	-	0	-	-	0
Robbery	-	-	0	-	-	0	-	-	0
Aggravated Assault	-	-	0	-	-	0	-	-	0
Burglary	-	-	0	-	-	0	-	-	0
Motor Vehicle Theft	-	-	0	-	-	0	-	-	0
Arson	-	-	0	-	-	0	-	-	0

VAWA OFFENSES	ON CAMPUS			PUBLIC PROPERTY			NON-CAMPUS		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Domestic Violence	-	-	0	-	-	0	-	-	0
Dating Violence	-	-	0	-	-	0	-	-	0
Stalking	-	-	0	-	-	0	-	-	0

ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION	ON CAMPUS			PUBLIC PROPERTY			NON-CAMPUS		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Weapon Law Arrests	-	-	0	-	-	0	-	-	0
Drug Law Arrests	-	-	0	-	-	0	-	-	0
Liquor Law Arrests	-	-	0	-	-	0	-	-	0
Weapon Law Referrals	-	-	0	-	-	0	-	-	0
Drug Law Referrals	-	-	0	-	-	0	-	-	0
Liquor Law Referrals	-	-	0	-	-	0	-	-	0

\*\* OC42 opened in Fall of 2023

Hate crimes 2021-2023: None

Unfounded crimes 2021-2023: None

**OREGON MANUFACTURING INNOVATION CENTER (OMIC/COLUMBIA COUNTY CENTER)**

CRIMINAL OFFENSES	ON CAMPUS			PUBLIC PROPERTY			NON-CAMPUS		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

VAWA OFFENSES	ON CAMPUS			PUBLIC PROPERTY			NON-CAMPUS		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION	ON CAMPUS			PUBLIC PROPERTY			NON-CAMPUS		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Weapon Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Weapon Law Referrals	0	0	0	0	0	0	0	0	0
Drug Law Referrals	0	0	0	0	0	0	0	0	0
Liquor Law Referrals	0	0	0	0	0	0	0	0	0

The OMIC opened in 2021.

Hate crimes 2021-2023: None

Unfounded crimes 2021-2023: None

**SWAN ISLAND TRADES CENTER**

CRIMINAL OFFENSES	ON CAMPUS			PUBLIC PROPERTY			NON-CAMPUS		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	1	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

VAWA OFFENSES	ON CAMPUS			PUBLIC PROPERTY			NON-CAMPUS		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION	ON CAMPUS			PUBLIC PROPERTY			NON-CAMPUS		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Weapon Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Weapon Law Referrals	0	0	0	0	0	0	0	0	0
Drug Law Referrals	0	0	0	0	0	0	0	0	0
Liquor Law Referrals	0	0	0	0	0	0	0	0	0

Hate crimes 2021-2023: None

Unfounded crimes 2021-2023: None

**VANPORT CENTER**

CRIMINAL OFFENSES	ON CAMPUS			PUBLIC PROPERTY			NON-CAMPUS		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0

VAWA OFFENSES	ON CAMPUS			PUBLIC PROPERTY			NON-CAMPUS		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION	ON CAMPUS			PUBLIC PROPERTY			NON-CAMPUS		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Weapon Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Weapon Law Referrals	0	0	0	0	0	0	0	0	0
Drug Law Referrals	0	0	0	0	0	0	0	0	0
Liquor Law Referrals	0	0	0	0	0	0	0	0	0

Hate crimes 2021-2023: None

Unfounded crimes 2021-2023: None

**WILLOW CREEK CENTER**

CRIMINAL OFFENSES	ON CAMPUS			PUBLIC PROPERTY			NON-CAMPUS		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Murder/Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	1	0	0	0	0	0	0
Motor Vehicle Theft	0	1	0	0	0	0	0	0	0
Arson	1	0	3	0	0	0	0	0	0

VAWA OFFENSES	ON CAMPUS			PUBLIC PROPERTY			NON-CAMPUS		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

ARRESTS AND REFERRALS FOR DISCIPLINARY ACTION	ON CAMPUS			PUBLIC PROPERTY			NON-CAMPUS		
	2021	2022	2023	2021	2022	2023	2021	2022	2023
Weapon Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Weapon Law Referrals	0	0	0	0	0	0	0	0	0
Drug Law Referrals	0	0	0	0	0	0	0	0	0
Liquor Law Referrals	0	0	0	0	0	0	0	0	0

Hate crimes 2021-2023: None

Unfounded crimes 2021-2023: None

## 6 THE DEPARTMENT OF PUBLIC SAFETY (DPS)

### ABOUT THE DEPARTMENT OF PUBLIC SAFETY

The Director of PCC's Department of Public Safety is Chief Jace L. Smith who can be reached by email at [jace.smith1@pcc.edu](mailto:jace.smith1@pcc.edu).

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

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

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

### The Communication Center (dispatch) hours of operation are

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

After-hours response for intrusion to PCC buildings, responding to fire alarms as well as monitoring of incoming telephone calls made from blue light phones outside of regular college business hours is provided by private security.

### LAW ENFORCEMENT AUTHORITY

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

### WORKING RELATIONSHIP WITH STATE AND LOCAL LAW ENFORCEMENT AGENCIES

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



## INVESTIGATIONS

DPS has both the responsibility and authority to conduct initial investigations, to actively participate in criminal investigations for crimes that occur on Portland Community College's owned, leased or controlled properties and to coordinate investigations in partnership with local, state and federal law enforcement agencies.

## SECURITY OF AND ACCESS TO CAMPUS

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

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

PCC uses a variety of electronic safety and security technologies to ensure a safe and secure environment for students, employees, and visitors.

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

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

## CAMPUS RESIDENCES

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

## LOCATION INFORMATION

DPS monitors campus activity and conducts patrol checks of the lands and facilities for the college's campuses and centers. DPS can be reached at these numbers.

- **Non-emergency:** 971-722-4902
- **Emergency:** 971-722-4444.

## MONITORING AND RECORDING OF CRIMINAL ACTIVITY

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

## OFF-CAMPUS LOCATIONS

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

## CRIME PREVENTION

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

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

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

## THE DAILY CRIME LOG

Portland Community College maintains a Department of Public Safety on its campuses and is therefore required under the Clery Act to publish a Daily Crime Log (DCL) that reflects reports of crimes and incidents made to DPS. To access the DCL, come to the Public Safety Administrative Headquarters at 12000 SW 49<sup>th</sup> Ave, College Services Building (CSB) 320, Portland, Oregon 97219.

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

The Department of Public Safety encourages all individuals to promptly report all crimes to DPS or local law enforcement. The crime statistics contained in PCC's Annual Security Reports are different from the reports reflected in the DCL because the Annual Security Report only reflects statistics for Clery Act reportable crimes that occurred on defined Clery geography locations. The DCL reflects all incidents, which occurred either on or off campus. The DCL is updated by DPS personnel each business day with information concerning reports of crime made to DPS. Reports received on weekends and holidays are recorded in the log on the next business day. Entries made on the log within the last sixty days are updated as new information becomes available. The only exceptions to this rule are:

- if the disclosure is prohibited by law; or

- if the disclosure would jeopardize the confidentiality of the victim. And;
- if the release of the information would “...jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence.”

When the aforementioned exceptions are no longer warranted, then excluded information would be updated in the DCL.

Portions of the DCL older than 60 days will be made available to the public within two business days after receipt of a written request. To request a copy of the DCL older than 60 days, please contact DPS non-emergency number at 971-722-4902.

## EMERGENCY BLUE LIGHT TELEPHONES

As previously mentioned in the Security of and Access to Campus Facilities section, most but not all campuses and centers are equipped with emergency call boxes, which are referred to as Blue Light phones. The phones are located in strategic locations in and around parking lots, courtyards, and other high-density activity areas within PCC. The Blue Light phones are answered by Public Safety Dispatchers during normal business hours. After hours the Blue Light phones are answered by a third-party private security vendor that will notify local law enforcement agencies when campuses are closed.

## 7 REPORTING CRIME, EMERGENCIES AND OTHER INCIDENTS

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

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

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

- clothing,
- physical appearance including height, weight
- hair and eye color
- distinguishing marks such as scars, piercings or tattoos
- If a vehicle was involved make note of the color of the vehicle, the make and model and the license plate number
- be as specific as possible about the location of the incident by noting the address where the incident occurred and the names of businesses located nearby
- note the direction of travel that the suspect took when they left the scene and anything else that may be helpful to DPS or police in their efforts to apprehend the suspect(s) and do not disconnect until the DPS Communications center disconnects

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

## HOW TO REPORT A CRIME TO LAW ENFORCEMENT

In an emergency call **911**

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

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

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

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

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

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

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

## DEPARTMENT OF PUBLIC SAFETY'S RESPONSE TO REPORTS OF CRIME

Portland Community College's Public Safety Communications Center operates seven days a week during campus business hours. The centralized Communication Center is located at the Sylvania Campus and provides emergency communications for all PCC Campuses.

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

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

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

## VOLUNTARY AND CONFIDENTIAL REPORTING OF CRIMES OF DATING/RELATIONSHIP VIOLENCE, SEXUAL ASSAULT, AND STALKING (NOT TO LAW ENFORCEMENT)

Any individual who wants to report a crime other than to campus safety or law enforcement may do so by speaking with professionals who have legally protected confidentiality. On campus, confidential reports may be made to PCC confidential employees who include the Counseling Center, DREAMers Resource Centers, Multicultural Center, Outreach and Advocacy Project, Queer Resource Centers, Veterans Resource Centers, and

Women's Resource Centers.

## REPORTING CRIME FOR THE CLERY ACT

Crimes reported to the Department of Public Safety or local law enforcement, will be included in the annual crime statistical disclosures reflected in the Annual Security Report. In order for the crime to be included in the annual statistical disclosures, it must:

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

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

## REPORTING CRIME TO CAMPUS SECURITY AUTHORITIES

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

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

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

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

To file a report, contact a Campus Security Authority, or the Clery Coordinator, and tell them what you want to report. Students can find information on what to do if they cannot or will not report a crime by referring to the document [Title IX: Get Help](#) .

The only information required for a Clery crime report is:

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

## REPORTING A CRIME THAT MAY REQUIRE A SAFETY ALERT

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

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

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

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

For non-emergency events, call [971-722-4902](tel:971-722-4902)

## REPORTING IMPROPER ACTIVITY AT PCC - ETHICSPPOINT

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

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

## MANDATORY REPORTING OF CRIME

### Mandatory Child Abuse Reporting

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

### What are my responsibilities as an employee of PCC?

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

- To report suspected abuse, use a dedicated child abuse county hotline (below) or contact the Department of Human Services at 1-855-503-SAFE (7233).
- If DHS or local law enforcement contacts you for any information about a student or employee, beyond observable facts related to the reported abuse, instruct them to contact either, Public Safety, the Registrar or People Strategy, Equity and Culture. Do not provide any additional information about the student or employee beyond what you have observed; this restriction only specifically applies to PCC employees or students (FERPA).
- If you believe child abuse occurred on PCC property or in conjunction with PCC activities, this incident reporting to local law enforcement or the Department of Human Services, you must also report to PCC Public Safety.
- Report Title IX incidents: Title IX mandatory reporting requirements are different. If the observed abuse also implicates Title IX, you must submit a report to the Title IX Coordinator through the college's Incident Reporting process. PCC is charged with investigating all reported gender-based and sexual misconduct concerns, offering support to the people involved and implementing measures to maximize safety.

## REPORTING STUDENT CONCERNS

### The CARE Process

CARE stands for Coordinate, Assess, Respond and Educate. In alignment with PCC's goals, the goal of this work is to improve overall retention and completion rates, reduce opportunity gaps, and shorten the student's time to completion. College is a difficult and stressful time in most students' lives.

Everyone goes through hard times and speaking up can help an individual connect with resources both on and off-campus. The CARE process exists to support students as they face a variety of barriers to their success and well-being; this process includes collaborating with the student, faculty, staff and partners across the college. This could include connecting students to the appropriate department, navigating an institutional process, or identifying college and/or community resources for assistance.

For questions or to talk through a situation, please contact [conductandcare@pcc.edu](mailto:conductandcare@pcc.edu). For information on [the CARE process](#) and to [submit a CARE referral](#).

## REPORTING STUDENT CONDUCT VIOLATIONS

### The STUDENT Conduct Process

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

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

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

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

For the full text of the Student Code of Conduct policy and procedures visit this [page](#). To submit a [student conduct or a CARE referral](#).

## 8 TIMELY WARNINGS

### TYPES OF ALERTS

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

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

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

### ISSUING ALERTS

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

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

### SIGN UP TO RECEIVE ALERTS

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

### MISSING PERSON NOTIFICATION

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



## 9 PREPAREDNESS, EMERGENCY MASS NOTIFICATIONS, AND EVACUATIONS

Learn more by clicking: [PCC What To Do In An Emergency procedures poster](#); [2020 PCC Emergency Operations Plan](#)

### EMERGENCY PREPAREDNESS

PCC strives to empower its community college-wide in its ability to navigate emergency and disaster challenges, whether human or nature-caused. PCC applies the following tools to support its community:

#### Plans & Procedures

PCC organizes and implements its emergency posture through its Board-approved district-wide plan, the [2020 PCC Emergency Operations Plan](#) (EOP). The EOP not only accounts for the multiple PCC Campuses, Centers, and distance learning facilities, it also contains several appendices regarding Standard Operating Procedures (SOPs) and Incident Action Plan template documentation.

#### Training & Exercises

To strengthen emergency planning and preparedness capabilities, PCC conducts training and exercise activities at least twice a year. These activities are developed in accordance with the National Incident Management System (NIMS) and the Homeland Security Exercise and Evaluation Program (HSEEP).

Exercises conducted at PCC are designed to test and validate plans and capabilities in a safe and supportive environment. Additionally, PCC exercises adherence to the methodology set forth under NIMS and HSEEP through the after-action review process.

#### Partnerships

Particularly important, PCC collaborates with many partners and stakeholders to build and sustain its posture of preparedness and maintain its situational awareness.

Key partnership areas include City of Newberg, Columbia County Emergency Management, Columbia County Sheriff's Office, Multnomah County Emergency Management, Multnomah County Sheriff's Office, Oregon Department of Emergency Management, Portland Bureau of Emergency Communication, Portland Bureau of Emergency Management, Portland Fire & Rescue, Portland Police Bureau, the Regional Disaster Preparedness Organization, Tualatin Valley Fire & Rescue, Washington County Emergency Management, Washington County Sheriff's Office, and numerous civic and volunteer organizations.

### EMERGENCY MASS NOTIFICATIONS

PCC recognizes as a large, 1,500 square mile district with an array of geographically and culturally diverse locations, reaching its whole community especially during an emergency requires numerous pathways.

In accordance with the Higher Education Act of 1965 as amended, PCC uses a comprehensive, multi-modal emergency mass notification system to issue emergency alerts. Because PCC uses a suite of notification tools, selection of appropriate communication mode(s) will be informed by the incident type, scope, timeline and most importantly, by those directly or potentially affected.

PCC's emergency mass notification system includes and is not limited to: audible and visual alarms, chat, email, social media, text, and website alerts. Also used are high-powered speaker arrays (HPSAs), which broadcast emergency information to PCC's outdoor areas, and PCC integrates its emergency mass notification system with PCC's Building Fire System.

Upon confirmation of an immediate or imminent, significant danger to our campus community, PCC will issue an emergency mass notification to all or impacted areas of the college.

Emergency notifications will provide immediate actions to take, and in the case of an armed subject, may advise and direct “lock out” or “lock down” of related PCC locations. Always with the safety of our community at the forefront, additional messaging will follow as situational needs dictate.

It should also be noted DPS may as example, determine it necessary to hold issuing a notification if, in the professional judgement of responsible authorities, the alert might compromise efforts to assist victims, obtain suspects, respond to, or otherwise mitigate the emergency or threat.

When it is determined safe to do so, an “All Clear” message will be issued by authorities when it is safe to resume normal activity and reenter buildings.

## EVACUATIONS

In compliance with the Oregon fire code, evacuations are practiced and required at PCC-owned buildings not less than twice each year. PCC supports trained, volunteer Building Evacuation Teams or Coordinators, to assist DPS with drills and should they occur, actual evacuation activities. The purpose of fire evacuation drills is to provide the PCC community opportunity to practice together ahead of any real-world evacuation emergency. Evacuation drills are ideal as a way to educate and train occupants on fire safety issues specific to their building. During evacuation drills, occupants familiarize themselves with procedures, location of exit routes, and the sound of the fire alarm. The fire evacuation drill also provides opportunity to assure alarms and other components of the fire safety system are working properly.

Fire drills are generally held within the first ten (10) days of the term, and PCC employees provide feedback to inform the After-Action Report (AAR) improvement process.

## 10 REGISTERED SEX OFFENDER INFORMATION

### ADAM WALSH CHILD PROTECTION SAFETY ACT OF 2006

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

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

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

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

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

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

### **Oregon State Police Sex Offender Registration Unit**

3565 Trelstad Avenue SE

Salem, OR 97317

Phone: 503- 934-1258

Email: [sexoffender.questions@osp.oregon.gov](mailto:sexoffender.questions@osp.oregon.gov)

## **II. RESPONSE TO REPORTS OF SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE AND STALKING**

### **RESPONSE TO REPORT**

PCC will review any formal or informal notice or complaint of violation that is received by the Title IX Coordinator or any other Responsible Employee regarding allegations of sexual harassment (which includes sexual assault, dating violence, domestic violence, and stalking). The procedures outlined by the Title IX Coordinator for resolving complaints of sexual assault, dating violence, domestic violence and stalking are outlined [here](#).

### **Standard of Proof - Preponderance of the Evidence Standard**

The standard of proof established by PCC for cases involving sexual harassment (which includes sexual assault, dating violence, domestic violence, and stalking) is the “preponderance of evidence.” The definition of the preponderance of evidence standard is:

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

<https://www.merriamwebster.com/legal/preponderance%20of%20the%20evidence>

### **Possible Student Sanctions**

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

- Educational Sanctions: The Responding Party may be required to complete tasks such as assignments, interviews, reflection papers, educational meetings, or other educational activities.
- Warning: A formal statement that the conduct was unacceptable and a warning that further violation of any PCC policy, procedure, or directive will result in more severe sanctions/ responsive actions.
- Probation: A written reprimand for violation of institutional policy, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any institutional policy, procedure, or directive within a specified period of time. Terms of the probation will be articulated and may include denial of specified social privileges, exclusion from co-curricular activities, exclusion from designated areas of campus, no contact orders, and/or other measures deemed appropriate.
- Suspension: Termination of student status for a definite period of time not to exceed two years and/or until specific criteria are met. A student returning from suspension will be required to meet with a member of the Office of Student Conduct and Community Support prior to returning to PCC. The

Office of Student Conduct and Community Support may place the student on probation or require additional education measures be put in place.

- Expulsion: Permanent termination of student status and revocation of rights to be on campus for any reason or to attend PCC-sponsored events.
- Withholding Diploma: PCC may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has an allegation pending or as a sanction if the student is found responsible for an alleged violation.
- Revocation of Degree: PCC reserves the right to revoke a degree previously awarded from PCC for fraud, misrepresentation, and/or other violation of PCC policies, procedures, or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- Organizational Sanctions: Deactivation, loss of recognition, loss of some or all privileges (including PCC registration) for a specified period of time.
- Other Actions: In addition to or in place of the above sanctions, PCC may assign any other sanctions as deemed appropriate

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

### Possible Employee Sanctions

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

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

The PCC Board of Directors approved and adopted the [Portland Community College Civil Rights and Responsibilities Policy](#) in order to comply with Title IX, the Violence Against Women Act and Clery Act requirements. The nondiscrimination and non-harassment policy strives to create an environment free from all forms of discrimination based on sex, gender, gender expression and actual or perceived gender identity or sexual orientation, gender identity and sex-based discrimination. These policies define community expectations and establish mechanisms for determining when those expectations have been violated. The College strives to create an environment that is safe for all.

### PRESERVATION OF EVIDENCE

If you have been the victim of a sexual assault, your priority should be getting to a safe location and contacting a trusted friend for help. The following are recommendations to preserve evidence of the assault for future use in a proceeding:

- To preserve evidence, it is recommended that you do not bathe, shower, douche, eat, drink, smoke,

brush your teeth, urinate, defecate, or change clothes before receiving medical attention. Even if you have already taken any of these actions, you are still encouraged to have prompt medical care, and evidence may still be recoverable.

- Seek immediate medical care for injuries and to screen for pregnancy and sexually transmitted diseases.
- Typically, if police are involved or will be involved, they will obtain evidence from the scene, and it is best to leave things undisturbed until their arrival. They will gather bedding, linens or unlaundered clothing, and any other pertinent items that may be used for evidence. It is best to allow police to secure items in evidence containers, but if you are involved in transmission of items of evidence, such as to the hospital, secure them in a clean paper bag or clean bed sheet to avoid contamination.
- If you have physical injuries, photograph or have them photographed, with a date stamp on the photo.
- Record the names of any witnesses and their contact information. This information may be helpful as proof of a crime, to obtain an order of protection, or to offer proof of a campus policy violation.
- Try to memorize details (e.g., physical description, names, license plate number, car description, etc.), or even better, write notes to remind you of details, if you have time and the ability to do so.
- If you obtain external orders of protection (e.g., restraining orders, injunctions, protection from abuse), please notify PCC's Department of Public Safety or the campus Title IX Coordinator so that those orders can be observed on campus.
- Obtain a sexual assault forensic examination as soon as possible and no later than five days following the assault to collect evidence and receive necessary medical care. This examination must be conducted by a Sexual Assault Nurse Examiner (SANE) and more information below is included about this examination.

## OPTIONS FOR MEDICAL TREATMENT FOLLOWING A SEXUAL ASSAULT

For more information about the descriptions below, check out: <https://sarcoregon.org/get-help-now/>

The Sexual Assault Forensic Exam (SAFE) is most appropriate for survivors who have experienced an assault in the past 120 hours and wish to report their assault to police.

**A Sexual Assault Nurse Examiner (SANE)**, in a hospital setting, performs this exam. The exam may include:

- a thorough physical,
- the collection of evidence (such as clothing) and,
- a pelvic exam.

Survivors always have the right to customize this exam based on the experience of the assault and what they wish to complete or not complete.

**Anonymous Exam:** This exam is most appropriate for survivors who have experienced an assault

- in the past 120 hours,
- are over the age of 18, and
- are not sure if they would like to report to police, but may consider reporting in the future.

Similar to the Sexual Assault Forensic Exam (SAFE), the Jane/John Doe is for the collection of evidence through a physical exam performed by a Sexual Assault Nurse Examiner (SANE). The survivor may customize this exam based on their experience and comfort level at the time.

This exam differs from the SAFE in that evidence is held **anonymously** for the survivor unless it is requested to be processed for reporting purposes.

**Wellness Exam:** This exam is most appropriate for survivors who experienced a sexual assault in the past week and are **certain that they will not report physical evidence to police**. A Sexual Assault Nurse Examiner (SANE), or other trained hospital staff, may complete this exam. The Wellness Exam is customized for each survivor based on the experience of the assault and is designed to focus on and address the health and wellbeing of the survivor.

## RESOURCES FOLLOWING A SEXUAL ASSAULT

[\*A Call to Safety\*](#), a 24/7 crisis line, has trained confidential advocates who can accompany a victim to the hospital 24-hours a day is available by calling (888) 235- 5333.

The [\*Sexual Assault Resource Center\*](#) (SARC) can be reached by calling (503) 640-5311 or 1(888) 640-5311. SARC has trained confidential advocates who can accompany a victim to the hospital 24 hours a day.

The [\*Oregon Health and Sciences University Hospital\*](#) (OHSUH), located at 3181 SW Sam Jackson Park Rd, Portland, OR 97239, provides 24-hour emergency services for immediate medical needs and forensic exams for survivors of sexual assault. OHSUH can be reached by calling (503) 494-8311.

In addition to the above resources, employees that are eligible for PCC medical insurance and all part-time faculty with active jobs teaching credit classes may access the College's Employee Assistance Program (EAP) for free and confidential counseling and other personal services. Employee Assistance Program information can be found on the PCC website: [http:// www.pcc.edu/hr/benefits/eap.html](http://www.pcc.edu/hr/benefits/eap.html).

## External Resources Available to Everyone

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

## PCC RESOURCES FOLLOWING A SEXUAL ASSAULT, DATING VIOLENCE, DOMESTIC VIOLENCE, AND STALKING

Any PCC student who has experienced sexual assault, dating violence, domestic violence or stalking is strongly encouraged to seek immediate assistance by calling 911 and reporting the incident to the Department of Public Safety at (971) 722-4444. You also have the option of reporting the matter to the Title IX Coordinator by emailing [titleix@pcc.edu](mailto:titleix@pcc.edu), calling (971) 722-7511 or filing a referral at <https://www.pcc.edu/incident/>.

## EVEN AFTER THE IMMEDIATE CRISIS HAS PASSED, CONSIDER SEEKING SUPPORT FROM PCC'S:

- [\*Outreach and Advocacy Project\*](#): The Outreach and Advocacy Project provides confidential supportive services to students who have experience dating violence, domestic violence, sexual violence, and stalking. The project has dedicated confidential advocates who can work directly with students who have been impacted these issues. This includes:
  - Safety planning and ongoing check ins and support
  - Exploring reporting options and advocacy around making a report
  - Attending Title IX interviews with student
  - Assistance with protection order application and advocacy around filing
  - Assistance with Address Confidentiality Program, Crime Victims Compensation, and other assistance programs related to gender-based violence

- Connection to campus and community-based resources
- Emotional support
- And more based on student-identified needs!

### *Make an Appointment*

- To contact an advocate:
  - [advocacy@pcc.edu](mailto:advocacy@pcc.edu)
  - complete the [Make an Appointment form](#)
  - <https://www.pcc.edu/advocacy/>
- Call or text:
  - 503-619-7041 (English) or
  - 971-244-3907 (Spanish)

- ***Women's Resource Centers:*** The Women's Resource Centers (WRC) offer connection, resources, and advocacy to support the success of all women and gender minority students. This includes Trancisions, a free college credit academic success program that is offered fully in Spanish, help with reporting discrimination and harassment, and involvement in events, clubs, and project related to social and gender justice. All genders are welcome.
- ***Queer Resource Centers:*** The Queer Resource Centers (QRC) provide advocacy, education, leadership development, programming, and retention services for students with marginalized genders and sexualities to create an inclusive and intersectional campus climate promoting gender justice, sexual liberation, and equity for all people.
- ***Multicultural Centers:*** The Multicultural Centers were founded to address institutional racism and the unique needs of students of color at PCC. The Multicultural Centers support the academic achievement, leadership development, and advancement of students of color at PCC. The Multicultural Centers are centrally-located to provide a safe space that nurtures learning and the achievement of personal and educational goals through cultural enrichment, peer tutoring, mentoring, and leadership activities on campus.
- ***Counseling:*** PCC counselors hold master's or doctoral degrees in counseling, social work, psychology or closely related fields. Most are licensed or certified by state or national boards. Our mission is to assist a diverse population of learners to develop and accomplish personal, educational, and career goals in an atmosphere that encourages the full realization of each individual's potential. PCC offers free, short-term counseling to currently enrolled students (excluding Community Education). Service eligibility begins two weeks prior to a given term. In counseling, we discuss personal concerns students may be facing and work with students to develop new ways of addressing concerns. Many concerns are addressed within eight sessions or less. Please note, Professional Counselors will advise persons that they are counseling on the procedures to report crimes on a voluntary, confidential basis for inclusion in the Annual Security Report.
- ***DREAMers Resource Center:*** The DREAMers Center provides a safer space for our Undocumented/DA-Cumented community. This space is for students to achieve their academic goals through the resources provided, gain leadership skills and receive financial and legal support.

by Oregon State Law. PCC will provide reasonable safety accommodations and/or reasonable leave from employment for any of the following purposes:

1. To seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee's minor child or dependent, including preparing for and participating in protective order proceedings or other civil or criminal legal proceedings related to domestic violence, harassment, sexual assault or stalking.
2. To seek medical treatment for or to recover from injuries caused by domestic violence or sexual assault or harassment or stalking of the eligible employee or the employee's minor child or dependent.
3. To obtain, or to assist a minor child or dependent in obtaining, counseling from a licensed mental health professional related to an experience of domestic violence, harassment, sexual assault or stalking.
4. To obtain services from a victim services provider for the eligible employee or the employee's minor child or dependent.
5. To relocate or take steps to secure an existing home to ensure the health and safety of the eligible employee or the employee's minor child or dependent.

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

If you are an employee and have experienced sexual harassment and misconduct and would like assistance from PCC please contact your [People Partner](#).

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

### **INTERIM MEASURES**

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

### **SUPPORTIVE MEASURES**

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

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



environment, and/or deter harassment, discrimination, and/or retaliation.

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

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

**REQUESTING SUPPORTIVE MEASURES**

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

2. Upon agreement of the parties an Interim No-Contact Directive can be continued indefinitely as part of a resolution of a grievance.

## 7. Emergency Removal

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

## 8. Requesting an Emergency Removal

1. PCC can only act to remove a Respondent entirely or partially on an emergency basis when an individualized safety and risk analysis has determined that an immediate threat to the physical health or safety of any student or other individual justifies removal. Generally, immediate threats to the physical health or safety of any student or other individual are identified early on, and those facts are typically in the notice or complaint received by the Office of Equity and Inclusion.

2. Any person with information regarding immediate threats to the health and safety of any student or other individual should contact the Title IX Coordinator or Department of Public Safety immediately.

#### ADDITIONAL RESOURCES AT PCC:

A to Z Resources: [A-Z resource list at PCC](#)

Confidential Advocacy Services: [Outreach and Advocacy Project](#)

Disability Cultural Alliance: [Resources | Disability Cultural Alliance \(DCA\)](#)

Disability resources: [Accessible Ed & Disability Resources](#)

Harassment: [Nondiscrimination and Non-harassment Policy | Title IX](#)

#### ADDITIONAL RESOURCES AT PCC continued:

Public Safety: [Public Safety](#)

Report an Incident: [Report an Incident](#)

Safety Escorts: [Services and Policies | Public Safety](#)

[Sexual Harassment and Assault](#)

[Student Rights and Responsibilities](#)

## 12 RESPONSE TO REPORTS OF HARASSMENT, DISCRIMINATION AND RETALIATION

PCC students have the right to pursue their educational goals in an environment that is free from harassment, discrimination and retaliation. PCC does not tolerate unlawful discrimination based on race, color, religion, national origin, native language, sex, marital status, disability, veteran status, age, gender identity, sexual orientation, or any other legally protected class by anyone at PCC including PCC employees, faculty, representatives, or other students. If you think you have experienced discrimination or harassment, you are encouraged to [file a complaint](#).

PCC's policy can be accessed here: [Nondiscrimination and Non-harassment Policy](#).

It is a violation of [PCC's Civil Rights](#) policies (unlawful discrimination or harassment) when someone is treated differently or harassed due to their: race; color; religion; national origin; sex; marital status; disability; veteran status; age; sexual orientation; gender identity or expression; genetic information; or any other status protected by federal, state, or local law.

- Discrimination is being treated differently because of who you are. Discrimination can also include being treated differently by someone because of how they perceive you. Experiencing discrimination can cause challenges in the classroom, at work, and with family and friends. Surveys and research is also starting to show that experiencing discrimination can contribute to depression, anxiety, and other mental health issues.
- Harassment is unwelcome and unwanted behavior because of who you are or how someone else perceives you. Harassment can be verbal, nonverbal, visual or physical conduct. Harassment can take many forms and can be virtually any unwanted conduct. Harassment can be anything from hate speech to micro-aggressions, notes to whistling, "jokes" to intentionally rude comments.

## STANDARDS OF CONDUCT FOR STUDENTS

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

## STANDARDS OF PROFESSIONAL BEHAVIOR FOR PCC EMPLOYEES

In accordance with Board Policy, *Values Statement B-1203*, certain fundamental values characterize the institution in which we work and guide us in the accomplishment of this mission. Those values include the dignity and worth of each individual, open and honest communication and teamwork and cooperation.

To carry out this policy, employees will work together, and with students, in a professional and respectful environment which reflects these values.

Employees are expected to treat each other, staff, students and others in a professional manner while conducting PCC business. Discourteous or offensive behavior directed toward staff, students or others will not be tolerated. Examples of such behavior include, but are not limited to:

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

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

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

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

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

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

Violation of these standards may be cause for disciplinary action, up to and including termination. Disciplinary action will be determined on a case-by-case basis depending upon the severity of the behavior and whether

it is a repeated or an isolated instance. Employees may also be subject to disciplinary action for making false complaints or allegations of discourteous or offensive behavior.

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

## **13 DISCIPLINARY PROCEDURES FOR REPORTS OF SEXUAL MISCONDUCT**

### **INFORMAL GRIEVANCE PROCESS**

1. Informal Resolutions under this document typically include three different approaches:
  - The parties agree to resolve the matter through an alternate resolution mechanism including mediation, restorative practices, etc.;
  - The Respondent can accept responsibility for violating policy, and desires to accept a sanction and end the resolution process; or
  - The Title IX Coordinator can resolve the matter informally by providing supportive measures to remedy the situation.
2. Informal resolution may not be used to resolve allegations that an employee sexually harassed a student.
3. It is not necessary to pursue Informal Resolution first in order to pursue a Formal Grievance Process, and any party participating in Informal Resolution can stop the process at any time and begin or resume the Formal Grievance Process.
4. Prior to implementing Informal Resolution, PCC will provide the parties with written notice of the reported misconduct and any sanctions or measures that may result from participating in such a process, including information regarding any records that will be maintained or shared by PCC.
5. PCC will obtain voluntary, written confirmation that all parties wish to resolve the matter through Informal Resolution before proceeding and will not pressure the parties to participate in Informal Resolution.

### **FORMAL GRIEVANCE PROCESS – GENERALLY**

The Formal Grievance Process applies to all students and employees equally.

The Formal Grievance Process at PCC generally has five steps:

- Step 1: Notice of Investigation and Allegations
- Step 2: Investigation
- Step 3: Live Hearing
- Step 4: Findings and Sanctions
- Step 5: Appeal

#### **Step 1: Notice of Investigation and Allegations**

The Title IX Coordinator will provide a written Notice of Investigation and Allegations (the "NOIA") to the Respondent upon commencement of the Formal Grievance Process. This facilitates the Respondent's ability to prepare for the interview, gather evidence, and identify potential witnesses. The NOIA is also copied to the

Reporting Party, who is to be given advance notice of when the NOIA will be delivered to the Respondent. The NOIA will, at minimum, include:

- A meaningful summary of all of allegations,
  - The identity of the involved parties (if known),
  - The precise misconduct being alleged,
  - The date and location of the alleged incident(s) (if known),
  - The specific policies implicated,
  - A description of the applicable procedures,
  - A statement of the potential sanctions/responsive actions that could result,
  - A statement that PCC presumes the Respondent is not responsible for the reported misconduct unless and until the evidence supports a different determination,
  - A statement that determinations of responsibility are made at the conclusion of the process and that the parties will be given an opportunity to inspect and review all directly related and/or relevant evidence,
  - A statement about PCC's policy on retaliation,
  - Information about the privacy of the process,
  - Information on that each party must have an Advisor, information on their assigned Advisor, a mechanism to seek a different Advisor from PCC, and a mechanism to alert PCC that they prefer to use an Advisor of their choosing,
  - A statement informing the parties that PCC's Policy prohibits knowingly making false statements, including knowingly submitting false information during the resolution process,
  - Detail on how the party may request disability accommodations during the interview and grievance process,
  - A link to PCC's VAWA Brochure,
  - The name(s) of the Investigator(s), Decision-maker(s), appellate officers, along with a process to identify, in advance of the interview process, to the Title IX Coordinator any conflict of interest that the Investigator(s), Decision-maker(s), or appellate officers may have, and
  - An instruction to preserve any evidence that is directly related to the allegations.
2. Amendments and updates to the NOIA may be made as the investigation progresses and more information becomes available regarding the addition or dismissal of various charges.
  3. The NOIA will be made in writing and may be delivered by one or more of the following methods: in person, mailed to the local or permanent address(es) of the parties as indicated in official PCC records, or emailed to the parties' PCC-issued email or designated accounts. Once mailed, emailed, and/or received in-person, notice will be presumptively delivered. PCC may, at its option, consolidate the complaints and investigations in cases that arise out of the same facts and circumstances and involve more than one Reporting Party, more than one Respondent, or counter complaints between parties.

## **Formal Grievance Process – Step 2: Investigation**

1. PCC endeavors to provide investigations that are trauma-informed, thorough, reliable, impartial, prompt, and fair. Investigations involve interviews with all relevant parties and witnesses; obtain available, relevant evidence; and identify sources of expert information, as necessary. All parties have a full and fair opportunity, through the investigation process, to suggest witnesses and questions, to provide evidence and expert witnesses, and to fully review and respond to all evidence on the record.

2. Upon issuance of the NOIA, the Investigator(s) typically take(s) the following steps (not necessarily in this order):
- Commence a thorough, reliable, and impartial investigation by identifying issues and developing a strategic investigation plan, including a witness list, evidence list, intended investigation timeframe, and order of interviews for all witnesses and the parties.
  - Meet with the parties.
  - Provide each interviewed party and witness an opportunity to review and verify the Investigator's summary notes of the relevant evidence/testimony from their respective interviews and meetings.
  - Make good faith efforts to notify the parties of any meeting or interview involving the other party, in advance when possible.
  - When participation of a party is expected, provide that party with written notice of the date, time, and location of the meeting, as well as the expected participants and purpose.
  - Interview all available, relevant witnesses and conduct follow-up interviews.
  - Allow each party the opportunity to suggest witnesses and questions they wish the Investigator(s) to ask of the other party and witnesses, and document in the report which questions were asked, with a rationale for any changes or omissions.
  - Complete the investigation promptly and without unreasonable deviation from the intended timeline
  - Provide regular status updates to the parties throughout the investigation.
  - Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) with a list of witnesses whose information will be used to render a finding.
  - Write a comprehensive investigation report fully summarizing the investigation interviews, and addressing all relevant evidence. Appendices including relevant physical or documentary evidence will be included.
  - Prior to the conclusion of the investigation, provide the parties and their respective Advisors (if so desired by the parties) a secured electronic draft of the investigation report as well as an opportunity to inspect and review all of the evidence obtained as part of the investigation that is directly related to the reported misconduct, including evidence upon which PCC does not intend to rely in reaching a determination.
  - Parties will have, at minimum ten (10) days to review and comment on the report so that each party may meaningfully respond to the evidence.
  - The parties may elect to waive the full ten days.

The Investigator(s) will incorporate relevant elements of the parties' written responses into the final investigation report, include any additional relevant evidence, make any necessary revisions, and finalize the report which will be shared with all parties and their Advisors through secure electronic transmission or hard copy at least ten (10) days prior to any live hearing. The parties are also provided with a file of any directly related evidence that was not included in the report.

3. **Employee Witnesses:** Witnesses (as distinguished from the parties) who are employees of PCC are expected to fully cooperate with (and participate in) PCC's investigation and resolution process. Failure of an employee to cooperate with and/or participate in the investigation or resolution process constitutes a violation of policy and may warrant discipline. Witness employees may have a third-party support person present when meeting with an Investigator.
4. **Interview Methods:** While in-person interviews for parties and all potential witnesses are ideal, circumstances may require individuals to be interviewed remotely. PCC video or telephone conferencing will be used for any remote interview if the Investigator(s) determine that timeliness or efficiency dictate a need for remote

interviewing. PCC will take appropriate steps to reasonably ensure the security/privacy of remote interviews.

5. **Recording Interviews:** No investigatory interviews may be recorded except as a reasonable accommodation or otherwise required by law.
6. **Evidence Issues in the Investigation:** The Investigator(s) and investigation report will not consider:
  - Incidents not directly related to the possible violation, unless they evidence a pattern;
  - The character of the parties;
  - Questions and evidence about the Reporting Party's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Reporting Party's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Reporting Party, or if the questions and evidence concern specific incidents of the Reporting Party's prior sexual behavior with respect to the Respondent and are offered to prove consent; or
  - Evidence that was gathered in violation of state law or this policy.
7. **Referral for Hearing:** Provided that the complaint is not resolved through an Informal Resolution, once the final investigation report is shared with the parties, the Co-Title IX Coordinator will refer the matter for a live hearing. The hearing cannot be less than ten (10) days from when the final investigation report is transmitted to the parties and the Decision-maker, unless all parties and the Decision-maker agree to an expedited timeline. The Title IX Coordinator will select an appropriate Decision-maker depending on whether the Respondent is an employee or a student. Allegations involving student-employees will be directed to the appropriate Decision-maker depending on the context of the alleged misconduct and who the Respondent is.

### **Formal Grievance Process – Step 3: Live Hearing**

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



- Notification that each party must have an Advisor present; there are no exceptions.
- Notification that only the Advisor may ask questions and provide assistance at the hearing
- A copy of all the materials provided to the Decision-maker(s) about the matter, unless they have been provided already.
- An invitation to each party to submit to the Chair an impact statement pre-hearing that the Decision-maker will review during any sanction determination.
- An invitation to contact the Co-Title IX Coordinator to arrange any disability accommodations, language assistance, and/or interpretation services that may be needed at the hearing, at least seven (7) days prior to the hearing.

4. **Evidence and Witnesses Presented at the Hearing:** The Investigator(s) must have first interviewed any witness scheduled to participate in the hearing, unless all parties and the Chair agree to the witness's participation in the hearing. All evidence the parties intend to offer must first have been submitted to the Investigator(s) unless the parties and Chair agree. If the evidence is newly available, not available during the investigation, and could impact the outcome of the hearing, the Chair will delay the hearing and instruct that the investigation be reopened to consider that evidence.

The Title IX Coordinator will give the Decision-maker(s) a list of the names of all parties, witnesses, and Advisors at least five (5) days in advance of the hearing.

Any Decision-maker who cannot make an objective determination must recuse themselves from the proceedings when notified of the identity of the parties, witnesses, and Advisors in advance of the hearing. If a Decision-maker is unsure of whether a bias or conflict of interest exists, they must raise the concern to the Title IX Coordinator as soon as possible.

During the ten (10) day period prior to the hearing, the parties have the opportunity for continued review and comment on the final investigation report and available evidence. That review and comment can be shared with the Chair at the pre-hearing meeting or at the hearing and will be exchanged between each party by the Chair.

5. **Evidence Admissible for a Responsibility Determination:** Any evidence that the Decision-maker(s) determine(s) is relevant and credible may be considered, subject to the following exceptions:
- Incidents not directly related to the possible violation, unless they evidence a pattern;
  - The character of the parties; or
  - Questions and evidence about the Reporting Party's sexual predisposition or prior sexual behavior, unless such questions and evidence about the Reporting Party's prior sexual behavior are offered to prove that someone other than the Respondent committed the conduct alleged by the Reporting Party, or if the questions and evidence concern specific incidents of the Reporting Party's prior sexual behavior with respect to the Respondent and are offered to prove consent.
6. **Evidence Admissible for Sanctioning:** The following evidence is admissible and relevant only to determining sanctions after a finding of responsibility:
- Respondent's previous disciplinary history of any kind may be considered to determine an appropriate sanction or remedy.
  - The parties may each submit a written impact statement prior to the hearing for the consideration of the Decision-maker(s) at the sanction stage of the process if a determination of responsibility is reached.

## FORMAL GRIEVANCE PROCESS – STEP 4: FINDINGS AND SANCTIONS

1. **Standard of Proof for Findings:** All findings in the proceedings will be by a preponderance of the evidence, which means that the Decision-maker will determine whether the sum of all the evidence shows that it is

more likely than not that the Respondent violated College policy. This standard will be used in any Title IX fact-finding and related proceedings, including any hearings. It will be used for cases involving student and employee Reporting Parties and/or student and employee Respondents. Decision-makers will independently reach a determination about responsibility, based on the evidence, without deference to the investigative report.

2. **Sanctions:** If the Respondent is found responsible, PCC will determine appropriate sanctions. Sanctions will be determined by majority rule of the Decision-maker in conjunction with two other PCC administrators. These administrators will be present for the hearing, and have an opportunity to submit questions for the parties, though they will not vote regarding responsibility.

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

- Employee longevity;
- Work history;
- Nature and severity of violation;
- The Respondent's disciplinary history;
- Fair, sufficient investigation supported by evidence;
- Notice and equal treatment;
- Previous allegations or allegations involving similar conduct;
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation;
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation;

The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Reporting Party and the community;

- The impact on the parties; and
- Any other information deemed relevant by the Decision-maker or PCC administrators.

For student Sanctions, the Decision-maker and PCC Administrators will consider factors such as (but not limited to):

- The Respondent's disciplinary history;
- Previous allegations or allegations involving similar conduct;
- The need for sanctions/responsive actions to bring an end to the discrimination, harassment, and/or retaliation;
- The need for sanctions/responsive actions to prevent the future recurrence of discrimination, harassment, and/or retaliation;
- The need to remedy the effects of the discrimination, harassment, and/or retaliation on the Reporting Party and the community;
- The impact on the parties; and
- Any other information deemed relevant by the Decision-maker or PCC administrators.

3. The sanctions will be implemented as soon as is feasible, either upon the outcome of any appeal or the

expiration of the window to appeal without an appeal being requested. The sanctions described in this policy are not exclusive of, and may be in addition to, other actions taken or sanctions imposed by authorities and entities other than PCC.

4. **Possible Student Sanctions:** The following are examples of sanctions that may be imposed upon students or organizations singly or in combination:

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

5. **Possible Employee Sanctions:** The following are the examples of sanctions that may be imposed upon employees:

- Warning – Verbal or Written
- Performance Improvement Plan
- Mandatory EAP Referral
- Required Training
- Disciplinary Probation

- Suspension without pay
- Dismissal
- Other Actions: In addition to or in place of the above sanctions, PCC may assign any other sanctions as deemed appropriate.

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

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

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

### Formal Grievance Process – Step 5: Appeals

Any Appeal under any this policy or procedure shall be processed under and comply with CRR 2.5 – Appeals.

### LINKS TO PROCEDURES FOR DISCIPLINARY ACTIONS

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

For employees:

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

Regarding students:

- To view the full text of PCC's Student Code of Conduct Policy visit [Student Code of Conduct Policy and Procedures | Student Conduct and Community Support at PCC](#)

For relevant definitions and the procedures for addressing sexual misconduct are included in the [Civil Rights and Responsibilities policy](#).

## 14 ALCOHOL, DRUGS AND WEAPONS

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

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

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

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

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

### STUDENT CODE OF CONDUCT REGARDING ALCOHOL, DRUGS AND MARIJUANA

#### Alcohol, Drug, and Tobacco Violations

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

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

### OREGON LAWS CONCERNING WEAPONS ON CAMPUS

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

The possession of a firearm, whether carried openly or otherwise in violation of ORS 166.370, is disruptive

to the college's mission and authority to maintain a safe and uninterrupted educational environment on PCC facilities and properties.

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

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

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

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

## **SUBSTANCE ABUSE EDUCATION & PREVENTION PROGRAMMING**

**Students:** PCC Counseling & Wellness Services provides students with individual and group counseling as well as Single Solution Sessions and drop-in support via Zoom. Each primary campus houses a counseling team, and all counselors are accessible to students across the district either in person or by telehealth. Every counselor has specific training in substance use and abuse, process addictions, and addictions screening. Two counselors have specialty credentials as addictions specialists. PCC Counselors often provide psychoeducation and topic-specific materials to students who have an interest in learning more about substance use and abuse, and regularly assist students in self-assessment or screening processes.

PCC Counseling & Wellness engages in education and prevention campaigns twice a year in October and March. Campaign displays are found in the library and resource centers, and mini-displays are placed in various high traffic areas and lobbies throughout the district. Materials such as this [Flier](#) are found throughout the displays and information is disseminated through classroom outreach events and counselor visits to club and organization meetings.

### **Substance Abuse Services (Treatment and Resource/Referrals)**

**Students: Resource/Referrals-** PCC Counseling & Wellness Services has an internal social work program where a social worker assists students in locating community-based services that align with their available resources and appropriate level of care. The social worker may also provide assistance to the student in navigating the accommodations process or academic modifications so that they can effectively engage in treatment at the appropriate level.

**Services:** PCC Counseling Services has two addictions specialists who are available to provide individual substance use-related counseling and additional support to students navigating substance use and abuse. Students may also participate in the Seeking Safety Recovery Group which is a group counseling experience using an evidence-based curriculum specifically designed and validated for those in treatment and recovery.

**Employees:** PCC employees have access to the Employee Assistance Program administered by Uprise Health (formerly Reliant Behavioral Health). The EAP provides services to help people privately resolve problems that may interfere with work, family, and other important areas of life. The EAP provides FREE and

confidential services to eligible employees, their spouses or domestic partners, dependents, and household members, related or not.

## 15 ONGOING AWARENESS AND PREVENTION EDUCATIONAL PROGRAMS

### PREVENTION AND EDUCATION

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

Some of the programming offered currently to students at PCC include:

- Annual training for all students employed within the campus Identity Based Resource Centers on the root causes of dating violence, domestic violence, sexual violence, and stalking, introduction to prevention strategies, and how to support a peer who has been harmed.
- Awareness events organized by student leaders of the Identity Based Resource Centers for PCC students on topics that include the intersections of identity and dating violence, domestic violence, sexual violence, and stalking.
- Events organized by student leaders of the Identity Based Resource Centers for PCC students about healthy relationships and consent.
- Regular tabling events uplifting a culture of consent and campus resources.

Portland Community College was awarded the Office of Violence Against Women Grants to Reduce Sexual Assault, Domestic Violence, Dating Violence, and Stalking on Campus Program (OVW Campus Grant) in the fall of 2022. This grant is part of PCC's strategies to increase capacity to provide culturally responsive, accessible, and trauma informed approaches to all of its prevention programming. Now entering the final year of this award, PCC is piloting its prevention and bystander education programming, of which will be delivered during the 2024/2025 academic year. Programming will include:

- The inaugural Peer Educator program as part of a collaboration between the Outreach & Advocacy Project and the Identity Based Resource Centers. Peer educators will facilitate bystander intervention education, consent, and healthy relationship programming.
- Mandatory prevention and bystander education for all incoming credit seeking students.
- Annual education plan that will include the topics of Root Causes of dating violence, domestic violence, sexual violence, and stalking, Prevention, and Bystander Education - to continue to build upon the mandatory training modules introduced in the beginning of the academic year.
- Ongoing opportunities for PCC faculty and staff to increase their education on the topic of dating violence, domestic violence, sexual violence, and stalking, including cultural responsiveness, trauma informed approaches to disclosures by students and increased awareness of campus resources.
- Increased education and training for campus Public Safety on the topic of dating violence, domestic violence, sexual violence, and stalking including cultural responsiveness, trauma informed approaches to disclosures by students and increased awareness of campus resources.

- Piloting engaging men curriculum and programming within the campus Identity Based Resource Centers.

Additionally, a major component of PCC's goals and objectives of the OYW Campus Grant is the maintenance of a Coordinated Campus Advisory Council. Developed in 2020, this team of college faculty and staff meet quarterly to support PCC's ongoing commitment to culturally responsive, accessible, and trauma informed prevention and confidential campus advocacy programming.

## CAMPUS AND COMMUNITY RESOURCES

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

## APPENDIX A

### DEFINITION: CONSENT

#### What is consent?

Consent means actively agreeing to be sexual with someone, and lets the other person know that sex is wanted. It also shows that you respect how the other person feels.

Consenting and asking for consent are all about setting your personal boundaries and respecting those of your partner. Remember that consent can be revoked at any time, under any circumstances.

A helpful acronym for remembering the keys to consent is F.R.I.E.S:

#### *F - Freely given*

Consenting is a choice you make without pressure, manipulation, or under the influence of drugs or alcohol.

#### *R- Reversible*

Anyone can change their mind about what they feel like doing, anytime. Even if you've done it before, and even if you're both naked in bed.

#### *I - Informed*

You can only consent to something if you have the full story. For example, if someone says they'll use a condom and then they don't, there isn't full consent.

#### *E - Enthusiastic*

When it comes to sex, you should only do stuff you WANT to do, not things that you feel you're expected to do.

#### *S - Specific*

Saying yes to one thing (like going to the bedroom to make out) doesn't mean you've said yes to others (like having sex).



You get the final say over what happens with your body. It doesn't matter if you've hooked up before or even if you said yes earlier and then changed your mind. You're allowed to say "stop" at any time, and your partner needs to respect that.

### **What is enthusiastic consent?**

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

### **Enthusiastic consent can look like this:**

- Asking permission before you change the type or degree of sexual activity with phrases like "Is this OK?"
- Confirming that there is reciprocal interest before initiating any physical touch.
- Letting your partner know that you can stop at any time.
- Periodically checking in with your partner, such as asking "Is this still okay?"
- Providing positive feedback when you're comfortable with an activity.
- Explicitly agreeing to certain activities, either by saying "yes" or another affirmative statement, like "I'm open to trying."
- Using physical cues to let the other person know you're comfortable taking things to the next level (see note below).

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

### **Consent does NOT look like this:**

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

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

## APPENDIX B

### DEFINITION: BYSTANDER INTERVENTION

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

We can all be bystanders at any point. In concerning situations, you can play an important role in addressing concerning behavior on and off campus. Taking action and interfering safely is an essential skill. Stepping in can make all the difference, but it should never put your own safety at risk.

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

### THE 4 D'S TO BYSTANDER INTERVENTION

#### DISTRACTION

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

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

Other ideas include:

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

#### DIRECTLY

When it's safe, intervene directly by calling out bad or unsafe behavior or telling someone to stop. For example, you can say "I don't appreciate hearing those kinds of jokes" in response to a sexist, racist, or homophobic joke.

#### DELEGATE

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

- Ask someone to come with you to approach the situation. When it comes to expressing concern, sometimes there is power in numbers.
- Ask someone to intervene in your place. For example, you could ask someone who knows the people involved to step in.
- Enlist the friend of the person you're concerned about. "Your friend looks like they are harassing that other person. Can you check on them?"

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

from the perpetrator.

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

## **DELAY**

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

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

## **YOUR ACTIONS MATTER**

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

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