

Annual Campus Security Report

Reporting statistics for calendar year 2013

Chemeketa Community College

4000 Lancaster Drive NE • PO Box 14007
Salem, Oregon 97309-7070

chemeketa.edu

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Chemeketa

Community College





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ANNUAL CAMPUS SECURITY REPORT

REPORTING STATISTICS FOR CALENDAR YEAR 2013

Prepared August 2014

Introduction

The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (the Act), originally enacted by congress in 1990, codified at 20 USC 129(f) as part of the *Higher Education Act of 1965*, is a federal law that requires colleges and universities to disclose specific information about crime and security policies on an annual basis. The original law, and subsequent amendments, was championed by the parents of Jeanne Clery, who was murdered at Lehigh University in 1986. Amendments to the Act in 1998 renamed it in memory of Jeanne Clery (*The Clery Act*).

In 2008, the *Higher Education Opportunity Act (HEOA)* (Public Law 110-315) reauthorized and expanded the *Higher Education Act of 1965*, as amended. *HEOA* amended the Clery Act and created additional safety and security related requirements for institutions of Higher Education. Recently, both Title IX and The Violence Against Women Act have both added additional requirements to Chemeketa to ensure safety to both students and employees. While many of these requirements do not take effect until next year, Chemeketa is making best efforts to comply with the requirements early.

The information contained in this report is provided to assist students in making decisions that may affect their personal safety when considering enrollment at Chemeketa Community College. The report also provides students/prospective students and current employees/prospective employees with information they may need to avoid becoming victims of crime on campus.

More information on the Clery Act can be found on the Department of Education's Campus Security website: <http://www2.ed.gov/admins/lead/safety/campus.html>

Safety and Security at Chemeketa Community College is a community effort among our students, employees and volunteers. Safety and Security concerns are recognized as an important part of providing an appropriate learning environment. Chemeketa Community College, through its Public Safety and Risk Management departments, is committed to preserving a safe and secure environment on behalf of every person who learns, works or uses the facilities at the college.

Campus History & General Information

Chemeketa became a community college in 1970, and is currently comprised of the Salem campus along with the recent addition of a full service campus in McMinnville. The college also maintains outreach centers located in Woodburn, Dallas and Brooks. In addition, the Center for Business and Industry (CCBI) provides training in downtown Salem, and Chemeketa at Eola houses the Northwest Wine Studies Center.

Chemeketa Locations

Salem Campus.....4000 Lancaster Drive NE,
Salem
Center for Business & Industry.....626 High
Street NE, Salem
Dallas Center1340 SE Holman Avenue,
Dallas
Yamhill Valley Campus288 NE Norton Lane,
McMinnville
Woodburn Center.....120 E. Lincoln Street,
Woodburn
Northwest Wine Studies Center.....215 Doaks Ferry
Road NW, Salem
Brooks Regional Training Facility.....4910 Brooklake
Road NE, Brooks

The Salem campus consists of approximately 185 acres, nine major buildings and approximately 50 smaller buildings. Chemeketa, an open campus with no physical barriers between the campus and Marion county, is the third largest community college in Oregon, serving approximately 41,800 students per year.

Chemeketa does not have residential housing facilities, either on or off-campus.

Chemeketa's Public Safety Office

The Public Safety Office is part of the College Support Services Division (CSSD). The Vice President/Chief Financial Officer heads CSSD, and reports directly to the President of the college.

Public Safety Office

The purpose of Chemeketa's Public Safety Office is to promote and maintain the safety and security of persons who use the college, and ensure property owned by the college is secure. The purpose is accomplished by:

- Providing fair and impartial enforcement of college policies and traffic code;
- Providing assistance to students, employees and the general public;
- Prevention and detection of unlawful/unsafe criminal activity; and
- Cooperation with law enforcement/fire/emergency medical technicians at all levels.

Authority

Public Safety officers ("officers") have authority to enforce all rules and regulations promulgated by the college, and in addition may make physical custody arrests for offenses committed in their presence. Public Safety employees respond to all manner of calls for service originating on property owned by the college.

Under Oregon Revised Statute (ORS) 341.300, the College Board of Education has adopted regulations governing the enforcement of regulation of traffic and parking of vehicles on college property. The above referenced statute, gives Public Safety officers the authority of peace officers in enforcing regulations adopted by the Board. The college has entered into an agreement with the local justice court to allow Public Safety officers and local and state police

officers to enforce violations and laws contained in the Oregon Vehicle Code on college roadways and parking lots.

Officers are trained in a variety of law enforcement related topics, carry normal defensive weapons, including handcuffs, baton and pepper spray, and have received first-aid and Automated External Defibrillator (AED) training. Officers are not armed.

Duties

The Public Safety Office provides services to all outreach campuses and uniformed presence on the Salem campus from 5 AM to midnight. From midnight to 5 AM there is a contracted security company, every day of the year. Officers conduct foot, vehicular and bicycle patrols on the Salem campus. In addition, officers are in contact with Public Safety dispatch by radio, and also have radio communications with the local sheriff's office, 911 dispatch centers, fire department and the college's facilities department.

The Yamhill Valley campus has a Public Safety Office and is staffed during normal business hours (8-5 Monday through Friday) with an officer.

Among the services provided by the Public Safety Office are:

- Personal escorts during the evening or after normal business hours from buildings to parked cars;
- Distribution and tracking of college keys;
- Activate/deactivate access card and record access;
- Providing security for college facilities;
- Investigation of criminal incidents;
- Response to emergencies, fire and security alarms;
- Reports of injuries or illness;
- Investigation of traffic accidents;
- Report of safety hazards;
- Crowd control;
- Parking and traffic enforcement;
- Jump starts for dead batteries;
- Lost and found property;
- Delivering emergency messages;
- General information and other types of calls for service.

The Public Safety Office also administers a system of over 125 closed circuit television cameras to act as a deterrent to unlawful or unsafe activity and to identify persons who may be responsible for such activity.

Personnel from the Public Safety Office are available to address potential security or safety concerns in presentations to groups, or to assist in developing procedures to address concerns upon request. Additionally, Public Safety frequently provides trainings during fall in-service which is available to all employees.

The Public Safety Office has a close working relationship with the Marion County Sheriff's Office. Sheriff's deputies are stationed near the Salem campus and on the Brooks outreach center. They provide support for officers when requested. Both Chemeketa and Marion County share relevant information to apprise each office of information related to actual or potential criminal activity on campus, outreach centers or in the surrounding area. The Public Safety Office is also in contact with local and state police agencies concerning safety of persons and property at the college's other outreach locations.

Several Public Safety employees are LEADS (Law Enforcement Data System) certified and have the LEADS available to Public Safety officers upon request. LEADS is Oregon's data system for law enforcement and allows the college officers access to warrant/arrest information immediately, when needed.

Reporting Crimes on College Locations

Unlawful/unsafe criminal activity or emergencies should immediately be reported to the Public Safety Office, located in Building 2, on the Salem Campus, either in person or by telephone at **(503) 399-5023**.

The Public Safety Office may also be contacted to discuss security concerns. In the event of a situation believed to be life-threatening, such as fire or medical emergencies, the local Emergency Response Center may be reached

by dialing 911 from any campus phone. The 911 Center has flagged the campus address so that any call from the college would alert the call taker to call the Public Safety Office to ensure our officers also respond. However, we urge anyone calling 911 with an emergency to also notify the Salem Public Safety Office.

Public Safety has 13 "Assistance Telephones" located through the Salem campus. Simply picking up a Public Safety telephone will place the caller in direct contact with the Public Safety Office. A review of Public Safety telephone installation is conducted on a continual basis to determine the appropriate location and number of telephones.

Telephones are standard equipment in college classrooms which can be used to call for assistance and act as a speaker to broadcast emergency messages in the classroom.

Public Safety employees respond to all calls for service, but *do* prioritize response in accordance with the immediacy of the situation and in consideration of the work load at the time the call is received.

Response will be addressed under the following priority:

1. Matters involving personal safety or violence;
2. Property crimes; and
3. General requests for service.

The Public Safety Office strongly encourages anyone who witnesses an unlawful/unsafe crime or suspicious activity, or has knowledge of criminal activity on college property to report that information either in person or by telephone in a timely manner. Signs are placed in college parking lots reminding people of the Public Safety telephone number and encouraging people to report suspicious activity. Reports by witnesses are kept confidential to the extent lawfully possible.

However, the college does *not* have any policies or procedures that allow victims or witnesses to report crimes on a voluntary confidential basis for inclusion in the Annual Security Report.

Although theft on college property is relatively infrequent, employees, students and visitors are encouraged to take responsibility for their personal property by not leaving items of value unattended, either in college buildings or parked vehicles.

Reports are written to document activities of the Public Safety Office and are subject to Oregon's Public Records Laws. These reports are

maintained in a computerized database and copies are provided to the Marion County Sheriff's Office. Stolen items identified by a serial number are entered in a nationwide law enforcement database to assist in potential recovery of those items.

Crime Statistics

The following tables of crime statistics reflects the criminal offenses required to be reported by the Act. They are tabulated from statistical information compiled by the College Public Safety Office. Information used by the Public Safety office is collected from reports received by the Public Safety offices, various campus security authorities and from state and local law enforcement agencies.

Campus	Salem (Main)			Brooks			CCBI			Dallas			Eola			Woodburn			Yamhill/McMinnville			
	Year	11	12	13	11	12	13	11	12	13	11	12	13	11	12	13	11	12	13	11	12	13
Aggravated Assault																						
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adjacent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson																						
On-Campus	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adjacent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary																						
On-Campus	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adjacent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Criminal Homicide																						
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adjacent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Homicide																						
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adjacent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft																						
On-Campus	11	2	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adjacent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery																						
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adjacent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense: Non-Forcible																						
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adjacent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense: Forcible																						
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adjacent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Arrests

Campus	Salem (Main)			Brooks			CCBI			Dallas			Eola			Woodburn			Yamhill/McMinnville		
	11	12	13	11	12	13	11	12	13	11	12	13	11	12	13	11	12	13	11	12	13
	Liquor Law Violations																				
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adjacent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Drug Abuse Violations																				
On-Campus	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adjacent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Weapon Violations																				
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adjacent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Disciplinary Referrals

Campus	Salem (Main)			Brooks			CCBI			Dallas			Eola			Woodburn			Yamhill/McMinnville		
	11	12	13	11	12	13	11	12	13	11	12	13	11	12	13	11	12	13	11	12	13
	Liquor Law Violations																				
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adjacent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Drug Abuse Violations																				
On-Campus	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adjacent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Weapon Violations																				
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adjacent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Hate Crimes																				
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adjacent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	With Personal Injury																				
On-Campus	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adjacent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

General Safety

Safety of students, employees and visitors, by college policy, is a major consideration of the college. It is important for students, employees and visitors to be aware that the college property, like the community in general, may not be completely free of criminal acts. Chemeketa and its administration strongly believe everyone has a role in providing a safe learning environment. The college community should use common sense precautions to avoid becoming a victim of a crime. Consider the following suggestions:

- Avoid walking alone during evening hours;
- Park in well-lit areas;
- Be aware of your surroundings, and don't act like a potential victim;
- Scan the interior of your parked car before entering;
- Do not leave personal items unattended, either in parked vehicles or college buildings;
- If appropriate, contact the Public Safety Office for an escort to a parked vehicle;
- Notify Public Safety at (503) 399-5023 of suspicious activities or people.
(See *Appendix G, policy #2410*)

Access to Campus Facilities

Chemeketa's Salem and Yamhill Valley campuses are open campuses, and do not have on or off-campus housing facilities. Buildings at the Salem campus are generally open only when classes are scheduled. When the campus is closed, all exterior doors are locked prohibiting unauthorized entry. Buildings are locked and the campus is closed between 10:00 PM and 6:00 AM each day and all day on Sunday and holidays. (See *Appendix E, policy 2280*). On the main Salem campus removable bollards are placed at strategic locations to prevent non-emergency vehicles from entering college property when the college is closed. Entry to buildings by authorized persons outside of normal business hours is possible by using an issued key or electronic access card, or by calling Public Safety Office. Keys and access cards are issued upon approval by the appropriate administrator and

approved by the Public Safety Office. (See *Appendix E, policy 2280*)

Access to buildings at outreach campuses is normally controlled by the dean of each location.

Public Safety/Emergency Response Telephone Numbers

• Salem Campus

Emergency – Public Safety Office

From campus Public Safety phones

Lift Receiver

From campus telephone 5023
From off-campus phone (503) 399-5023

Emergency Police and Fire Department

From campus telephones 911
From off-campus phones 911
Marion County Rural Fire (503) 588-6526
Marion County Sheriff's Office (503) 588-5032
Oregon State Police (503) 378-3387

• Other Salem Locations

Emergency Police and Fire Depts. 911
Salem Fire Department (503) 588-6245
Salem Police Department (503) 588-6123

• Woodburn Center

Emergency Police and Fire Depts. 911
Woodburn Fire (503) 588-6525
Woodburn Police Dept. (503) 982-2345
Marion County Sheriff's Office (503) 981-0212

• Brooks Regional Training Facilities

Emergency Police and Fire Depts. 911
Marion County Fire Dept. (503) 588-6525
Marion County Sheriff's Office (503) 769-4527
Oregon State Police (503) 378-3387

• Dallas Center

Emergency Police and Fire Depts. 911
Dallas Fire Department (503) 623-2338
Dallas Police Department (503) 623-2338
Polk County Sheriff's Office (503) 623-9251

• Yamhill Valley Campus

Emergency Police and Fire Depts. 911
Yamhill Valley Fire Dept. (503) 434-7305
McMinnville Police Dept. (503) 434-7307
Yamhill County Sheriff's Office (503) 434-7506

• Chemeketa Center for Business & Industry

Emergency Police and Fire Depts. 911
Salem Fire Department (503) 588-6245
Salem Police Department (503) 588-6123

• Chemeketa at Eola

Emergency Police and Fire Depts. 911
Salem Fire Department (503) 588-6245
Polk County Sheriff's Office (503) 623-9251

Chemeketa Crime Awareness and Prevention Programs

Public Safety provides weekly notification of campus crime information in the *Courier*, the student newspaper, which is printed during the traditional academic year. In addition, articles related to personal safety, protection of personal or college property and general safety-related issues are also published in the *Courier*. This same type of information is also included on the employee intranet system, Employee Dashboard.

Other appropriate steps are taken when necessary to issue a timely warning of a crime that is deemed to represent a threat to students and employees to aid in the prevention of similar crimes. The college has a 10 “Emergency Broadcast Telephones”, one at each outreach centers/campus and two Emergency Broadcast Telephones on the main Salem campus. These Telephones had a variety of pre-recorded messages as well as the ability to have a spontaneous message as the situation warrants. Employees are trained on the Emergency Broadcast Telephones and live tests are done on a regular basis. The college upgraded its broadcasting system to increase the number of speakers in the buildings and add speakers to the exterior of building ensure all may hear emergency broad casts.

The college has a variety of pamphlets related to personal safety issues that may be obtained from the Public Safety or Student Life offices. The college encourages students and employees to participate in public safety sponsored crime awareness programs, by accessing various college communications:

- *Chemeketa Courier*
- Division newsletters
- Pamphlets on Harassment and Personal Safety
- Department presentations addressing specific concerns
- Chemeketa Employee Dashboard
- My Chemeketa for students
- New Employee Orientation and New Student Orientation
- College produced video “*Run, Hide, Fight*”

The Public Safety Office may provide or coordinate presentations on crime awareness, personal safety and other related topics on request.

During the last year Public Safety trained:

- the Exempt Association members, which is made up of all college administrators
- Student Leaders at their introductory training
- Faculty groups
- Personal Safety Training to employees with college video – *Run, Hide, Fight* during fall Kickoff.

In the fall of 2013, the college Public Safety Office sponsored the Second Annual Public Safety Fair on the new Quad of the Salem campus. The day-long event was attended by Salem Police Department, Marion County Sheriff’s Department, Oregon State Police department and several local fire and emergency rescue agencies. The event was well attended by both students and employees. This event is planned again for the spring of 2015.

Several college facility up-grades were made in 2013 to improve safety as follows: LED parking lot lights, changes in classroom door locks to “always locked” door locks and increased limited access security to and addition emergency exits to the college’s child care facility.

Emergency Management

Chemeketa’s Safety and Risk Management

The Risk Management Office is part of the College Support Services Division (CSSD). The Vice President/Chief Financial Officer heads CSSD, and reports directly to the president of the college.

The college has developed emergency procedures for each college location. These procedures outline basic actions individuals can take if they are presented with an emergency situation such as earthquake, building evacuation, fire, etc. Hard copies of the procedures are posted conspicuously throughout all college buildings as well as in college classrooms.

The college has adopted the Incident Command System for responding to emergencies. During an emergency, the designated incident commander shall determine if the situation poses an immediate threat to the health or safety of students, visitors or employees. If the emergency is confirmed, the

incident commander will determine the content of the message and initiate the notification system.

The college has adopted an Emergency Management policy. (See *Appendix F, policy/procedure #2350*)

Under the heading of Emergency Management, the college has formed three teams to manage the various stages of Emergency Management.

1. **Threat Assessment Team (TAT)** - The Chemeketa Community College Threat Assessment Team is an internal, multi-disciplinary team dedicated to the prevention of targeted acts of violence. Through the cooperative sharing of information, resources and the knowledge gained through training with leading experts in the field of threat assessment, the team endeavors to identify, assess, and manage situations where the risk of violence is imminent and/or anticipated. Depending on the level of the perceived threat, the situation may be referred to appropriate community resources. This team is scheduled to meet weekly. Two college TAT members belong to community TAT teams, one for addressing adults and one addressing juveniles. TAT team members are encouraged to attend trainings to stay up-to-date on the latest information in the field.
2. **Emergency Preparedness Team (EPT)** - The Chemeketa Community College Emergency Preparedness Team is an internal, multi-disciplinary team dedicated to identifying, prioritizing and developing strategies, systems and programs for, responding to and recovering from emergencies both natural and human made. The team develops, maintains, and tests an all hazards Emergency Operations Plan (EOP) and related functional annexes. The team sponsors prevention/mitigation activities such as Threat Assessment and Trauma Response Teams. Means of Emergency Communications are developed and tested. This team meets monthly and conducts quarterly tabletop exercises addressing a variety of scenarios with selected groups throughout the college.
3. **Trauma Response Team (TRT)** - The Chemeketa Community College Trauma Response Team is an internal, multi-disciplinary

team dedicated to providing direct services to students and employees after a critical event occurs. The team coordinates the college's response to critical incidents involving students and employees while paying attention to the safety/security needs of the students and employees. The team will help to stabilize students and employees feelings of safety after a critical event and offering guidance and appropriate support to members of the college community, their families and college care-givers. The team will use critical incidents, when appropriate, as "teachable moments" which may enhance the quality of life for all impacted by critical incidents. This team is scheduled to meet weekly.

College Policies and Procedures

Chemeketa Community College is committed to providing an environment which fosters excellence in learning for its students and community, and in work performance for all of its employees.

Harassment/Discrimination Policy/Procedure

Chemeketa Community College is committed to maintaining a workplace in which everyone can achieve their full potential without being impeded by unlawful discrimination or harassment. (See *Appendix A, policy/procedure #1750*)

Sexual Harassment Policy/Procedure

Sexual harassment is a violation of state and federal law and is strictly prohibited at Chemeketa Community College. Chemeketa employees should be aware that sexual conduct or conversation is inappropriate in the workplace. (See *Appendix B, policy/procedure #1751*)

Alcohol and Drugs on College Property Policy/Procedure

The misuse and/or illegal use of alcohol and drugs is contrary to this effort. In keeping with federal and state statutes, the illegal use, possession, distribution, manufacture, or sale of alcohol and/or drugs is not permitted on college-owned or college-controlled property. Being under the influence of alcohol and/or drugs is not permitted on college-owned or college-controlled property or while

representing the college on business or in college-sponsored activities. The legal sale, manufacture, and consumption of alcohol on the facilities of the college or at college-sponsored events and activities is regulated by policy #2250, or procedures #2250, #2251 or #2252. (See *Appendix C, policy #2250; and Appendix D, procedures #2251 and #2252*).

Access to College Property Policy/Procedure

The presence of persons on Chemeketa Community College owned or controlled property may be restricted to provide for the safety of users, the security of college facilities and provide an environment that fosters learning. (See *Appendix E, policy/procedure #2280*)

College Safety and Security Policy/Procedure

The safety of students, employees, and visitors, as well as the security of facilities, is a major consideration in the operations of Chemeketa Community College. Every reasonable effort will be made to eliminate or mitigate causes of accidents, fire exposures, and occupational hazards associated with college activities. (See *Appendix G, policy/procedure #2410*)

College Public Safety Authority Policy

Chemeketa Community College's Public Safety department has the authority to ask persons for identification and to determine whether individuals have lawful business at the college. Public Safety officers have the authority to issue parking tickets (citations) to students, employees and visitors who are in violation of the college's Traffic Code. (See *Appendix H, policy #2415*)

Emergency Management Policy/Procedure

Chemeketa Community College shall establish and maintain procedures for emergency management response and evacuation of college property in compliance with the U. S. Higher Education Opportunity Act of 2008.¹ (See *Appendix F, policy/procedure #2350*)

¹ U.S. Higher Education Opportunity Act 20 U.S.C. § 493 (2008)

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College Board of Education Series—1000

HARASSMENT/DISCRIMINATION POLICY

Chemeketa Community College is committed to maintaining a workplace in which everyone can achieve their full potential without being impeded by unlawful discrimination or harassment. The intent of this policy is to impress upon everyone at every level the seriousness of this commitment and strongly encourage everyone to report any conduct that they perceive to be discriminatory or harassing in nature.¹

Harassment or discrimination is prohibited when it is based on any of the following protected classes:

- Race²
- Color²
- Ethnic origin¹²
- National origin²
- Religion²
- Age⁴
- Disability³
- Sex (see Sexual Harassment Policy #1751)^{2 and 6}
- Sexual orientation¹¹
- Gender identity¹¹
- Family relationships⁹
- Marital status¹¹
- Pregnancy and related conditions⁷
- Citizenship status⁵
- Veterans status⁸
- Tobacco usage during non-working hours¹⁰

Any conduct relating to these protected classes is prohibited when:

1. Submission to such conduct is made, either implicitly or explicitly, a term or condition of employment or academic performance; or
2. Submission to or rejection of such conduct by an individual is used as a basis for employment or academic performance; or
3. Such conduct is severe or pervasive and has the purpose or effect of the following:
 - Unreasonably interfering with any individual's work or academic performance; or
 - Creating an intimidating, hostile, or offensive work or academic environment.

¹ See also Policies 1751, 1752, and 1753

² The Civil Rights Act of 1964—Title VII and ORS 659A.006

³ The Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Americans with Disabilities Act Amendment of 2008 and ORS 659A.112

⁴ Age Discrimination in Employment Act of 1967, Older Workers Benefit Act of 1990 and ORS 659A.030

⁵ Immigration Reform and Control Act of 1986

⁶ Equal Pay Act of 1963 and ORS 659A.029

⁷ Pregnancy Discrimination Act of 1978 and ORS 659A.029

⁸ The Veterans Reemployment Act of 1974, the Uniform Service Employment and Reemployment Rights Act of 1994

⁹ The Civil Rights Act of 1964 §1981, 1983 and ORS 659A.309

¹⁰ ORS 659A.315

¹¹ ORS 659A.006

¹² The Civil Rights Act of 1964 §1981, 1983

College Board of Education Series—1000

HARASSMENT/DISCRIMINATION POLICY

Basis for Determination

Chemeketa will make the determination of harassment based on whether a “reasonable person” in the same situation as the person making the claim would have found the behavior to be a violation of this policy.

Examples

Conduct that could be a violation of this policy includes, but is not limited to:

Verbal Actions

- Jokes that stereotype a protected class
- Teasing that stereotype a protected class
- Comments that stereotype a protected class
- Hostile comments about a protected class
- Name calling or nicknames

Physical Actions

- Displaying or distributing offensive pictures
- Physical violence or hostility based on protected classes
- Gesturing based on a protected class
- Encroaching on a person’s physical space
- Repeated unwelcome social invitations, phone calls, texting, social media contact, email or notes

Applicability

This policy applies to all college employees and students, anyone serving in a supervisory capacity on behalf of the college, vendors and members of the general public.

Sanctions

Any employee engaging in behavior prohibited by this policy is subject to discipline, up to and including, termination, subject to any association contract, state or federal law.

Any student engaging in behavior prohibited by this policy is subject to the disciplinary processes as set forth in Chemeketa’s Students’ Rights and Responsibilities handbook.

Any vendor engaging in behavior prohibited by this policy may have their contract cancelled, within the terms and conditions of their contract.

Any member of the general public engaging in behavior prohibited by this policy may be trespassed from campus.

College Board of Education Series—1000

HARASSMENT/DISCRIMINATION POLICY

Retaliation

It is critical that everyone feel free to come forward with complaints or concerns regarding inappropriate conduct. Retaliation against any person for making a complaint or for providing information concerning a complaint is prohibited. Any acts of retaliation may result in a sanction as outlined in the sanction portion of this policy.

June 26, 1991

Adopted College Board of Education

November 15, 2000; July 26, 2006; October
17, 2007; October 21, 2009; April 17, 2013

Revised College Board of Education

College Board of Education Series—1000

HARASSMENT COMPLAINT

Prior to Filing a Complaint: If it is appropriate and safe, anyone alleging a violation of this policy should meet with the person who allegedly violated the policy and resolve the issue informally.

Filing a Complaint: Any employee, student, or member of the general public who believes he or she has been negatively impacted by a violation of this policy by any individual to whom this policy applies can file a complaint.

Questions, concerns, or complaints relating to the conduct covered by this policy should be directed to any of the following:

- The **director of Human Resources**
- The **executive dean—Governance**
- The **executive dean—Student Development & Learning Resources**
- The **director of Legal Resources**

Additional information can be found on the Chemeketa Web site.

An individual who needs an accommodation (e.g., sign language interpreter, print materials in an accessible format) should inform the person who is going to take the complaint so appropriate accommodation can be made.

The following information must be provided to file a complaint:

1. The complaining party's name and contact information;
2. The name of the person, or identifying information, who is alleged to have violated the policy;
3. A description of the alleged violation.

Although Chemeketa encourages reports or complaints to be filed as soon as possible, all claims must be brought within statutory time frames.

HARASSMENT COMPLAINT

The person receiving the complaint will consult with the **director of Human Resources** who will determine the appropriate course of action. In the event the **director of Human Resources** has a conflict, the **executive dean—Governance, executive dean—Student Development & Learning Resources, or director of Legal Resources** will assume the duties of the **director of Human Resources**. An informal resolution to the complaint may be pursued.

If a formal investigation is determined appropriate, the **director of Human Resources** will be responsible for the investigation. The investigation will be done as promptly and impartially as possible. The **director of Human Resources**—in consultation with other individuals such as the executive dean, legal counsel, and appropriate administrators—will determine if a violation of the policy has occurred and recommend the appropriate action in accordance with association contracts and applicable law.

The person who made the complaint will be notified as soon as practicable when the investigation is complete and whether the claim was found to be substantiated, unsubstantiated, or inconclusive.

Individuals served by or working under the U.S. Department of Labor grant may file an Equal Opportunity complaint with the recipient's **Equal Opportunity Officer, Director of Human Resources; or the Director, Civil Rights Center (CRC), U. S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, D.C. 20210.**

October 4, 2000

Adopted by College Council

June 7, 2006; August 13, 2007

Revised

April 25, 2012

Revised by College Executive Administration

College Board of Education Series—1000

SEXUAL HARASSMENT

Sexual harassment is a violation of state and federal law and it is strictly prohibited at Chemeketa Community College. Sexual conduct or communication is inappropriate on college owned and/or controlled property or college events.

Sexual harassment falls into one of the following categories:

1. “Quid Pro Quo” (something for something)
 - Unwelcome sexual advances
 - Inappropriate conduct directed towards an individual because of his/her gender
 - Employment benefits being conditioned upon sexual favors
2. “Hostile Environment”
 - Inappropriate behavior that is gender related and creates an environment that is hostile, intimidating, or offensive

Conduct is considered to be sexual harassment when it is based on a person’s gender and:

1. Submission to such conduct is made, either explicitly or implicitly, a term or condition of employment or academic standing, or
2. Submission to or rejection of such conduct is used as the basis for employment or academic decisions, or
3. Such conduct is severe or pervasive and has the purpose or effect of the following:
 - Unreasonably interfering with any individual’s work or academic performance; or
 - Creating an intimidating, hostile, or offensive work or academic environment

Basis for Determination

Chemeketa will make the determination of harassment based on whether a “reasonable person” in the same situation as the person making the claim would have found the behavior to be a violation of this policy.

College Board of Education Series—1000

SEXUAL HARASSMENT

Examples

Conduct that could be a violation of this policy includes, but are not limited to:

Verbal Actions

- Jokes of a sexual nature
- Teasing of a sexual nature
- Comments that stereotype someone because of his/her gender
- Hostile comments relating to gender
- Name calling or nicknames

Physical Actions

- Displaying or distributing offensive pictures
- Physical violence or hostility based on gender
- Gesturing of a sexual nature
- Encroaching on a person's physical space
- Unwelcome touching
- Offensive noises or gestures
- Repeated unwelcome social invitations, phone calls, texting, social media contact, email or notes

Applicability

This policy applies to all college employees and students, anyone serving in a supervisory capacity on behalf of the college, vendors and members of the general public.

Sanctions

Any employee engaging in behavior prohibited by this policy is subject to discipline that may include termination, subject to any association contract state or federal law.

Any student engaging in behavior prohibited by this policy is subject to students' rights and responsibilities.

Any vendor engaging in behavior prohibited by this policy may have their contract cancelled, within the terms and conditions of their contract.

Any member of the general public engaging in behavior prohibited by this policy may be trespassed from campus.

College Board of Education Series—1000

SEXUAL HARASSMENT

Retaliation

It is critical that everyone feel free to come forward with complaints or concerns regarding inappropriate conduct. Retaliation against any person for making a complaint or for providing information concerning a complaint is prohibited. Any acts of retaliation may result in a sanction as outlined in the sanction portion of this policy.

July 26, 2006

Adopted College Board of Education

September 23, 2009; April 17, 2013

Revised College Board of Education

College Board of Education Series—1000

SEXUAL HARASSMENT COMPLAINT

Prior to Filing a Complaint:

If it is appropriate and safe, anyone alleging a violation of this policy should meet with the person who allegedly violated the policy and resolve the issue informally.

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Questions, concerns, or complaints relating to the conduct covered by this policy should be directed to any of the following:

- The **director of Human Resources**
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- The **director of Legal Resources**

Additional information can be found on the Chemeketa Web site.

An individual who needs an accommodation (e.g., sign language interpreter, print materials in an accessible format) should inform the person who is going to take the complaint so appropriate accommodation can be made.

The following information must be provided to file a complaint:

1. The complaining party's name and contact information;
2. The name of the person, or identifying information, who is alleged to have violated the policy;
3. A description of the alleged violation.

Although Chemeketa encourages reports or complaints to be filed as soon as possible, all claims must be brought within statutory time frames.

SEXUAL HARASSMENT COMPLAINT

The person receiving the complaint will consult with the **director of Human Resources** who will determine the appropriate course of action. In the event the **director of Human Resources** has a conflict, the **executive dean—Governance**, **executive dean—Student Development & Learning Resources**, or **director of Legal Resources** will assume the duties of the **director of Human Resources**. An informal resolution to the complaint may be pursued.

If a formal investigation is determined appropriate, the **director of Human Resources** will be responsible for the investigation. The investigation will be done as promptly and impartially as possible. The **director of Human Resources**—in consultation with other individuals such as the executive dean, legal counsel, and appropriate administrators—will determine if a violation of the policy has occurred and recommend the appropriate action in accordance with association contracts and applicable law.

The person who made the complaint will be notified as soon as practicable when the investigation is complete and whether the claim was found to be substantiated, unsubstantiated, or inconclusive.

Individuals served by or working under the U.S. Department of Labor grant may file an Equal Opportunity complaint with the recipient's **Equal Opportunity Officer, Director of Human Resources; or the Director, Civil Rights Center (CRC), U. S. Department of Labor, 200 Constitution Avenue NW, Room N-4123, Washington, D.C. 20210.**

June 7, 2006

Adopted by College Council

August 13, 2007

Revised

April 25, 2012

Revised by College Executive Administration

Administrative Series—2000

ALCOHOL AND DRUGS ON COLLEGE PROPERTY

Chemeketa Community College is committed to providing an environment which fosters excellence in learning for its students and community, and in work performance for all of its employees. The misuse and/or illegal use of alcohol and drugs is contrary to this effort. In keeping with federal and state statutes, the illegal use, possession, distribution, manufacture, or sale of alcohol and/or drugs is not permitted on college-owned or college-controlled property. Being under the influence of alcohol and/or drugs is not permitted on college-owned or college-controlled property or while representing the college on business or in college-sponsored activities. The legal sale, manufacture, and consumption of alcohol on the facilities of the college or at college-sponsored events and activities is regulated by this policy 2250, or procedures 2250, 2251 or 2252.

Procedures will be established for the following populations: students, student employees, college employees, and campus visitors. The established procedures are to include:

- Awareness programs
- Referral resources for students and employees
- Sanctions (institutional and legal)
- Conditions for special use permits for alcohol

Chemeketa will maintain an Alcohol and Drugs Committee consisting of the director of Human Resources, director of Legal Resources, director of Student Retention and College Life, associate dean of Student Services, dean of Student Development and Learning Resources, and associate dean of Public Information, Marketing and Student Recruitment, or their designees, for the development, monitoring, implementation, and dissemination of college policies, procedures, programs around alcohol and drugs, and compliance with federal² and state³ law.

September 18, 1991

Adopted Board of Education

July 26, 2000; March 15, 2006,

May 21, 2008; May 19, 2010

Revised

²The Drug-Free Work Place Act of 1988 (41 U.S.C. §701 et seq.)

The Drug-Free Schools and Communities Act Amendments of 1989 (20 U.S.C. §7101)

³Oregon Revised Statutes 471.105 et al and 475.005 et al

Administrative Series - 2000

ALCOHOL AND OTHER DRUG ABUSE

In May of every odd numbered year, the Alcohol and Other Drugs Committee will review the college's program on alcohol and other drugs. All recommendations will be forwarded to the Executive Dean.

Sanctions:

1. Students who violate the standard of conduct are subject to sanctions as outlined in the Student Rights and Responsibilities document.
2. Student employees who violate the standard of conduct are subject to sanctions as outlined in the Student Rights and Responsibilities document or the Drug-Free Workplace Procedures, dependent upon the nature of their employment or the nature of the violation.
3. Staff who violate the standard of conduct are subject to sanctions as outlined in the Drug-Free Workplace Procedures.
4. Campus visitors who violate the standard of conduct will be referred to the Security Department, and are subject to sanctions as outlined by state and federal laws.

Educational Programs:

1. Alcohol and drug educational programs will be provided by the college for students. In addition to courses that are offered that include alcohol and other drugs education, co-curricular programs will also be provided.
 - 1.a. The Office for Student Life, in cooperation with the Alcohol & Other Drugs Committee, will plan and conduct an annual program of Alcohol & Other Drugs awareness activities.
 - 1.b. The college will provide student activities and entertainment that are free of alcohol and other drugs.
 - 1.c. The Office for Student Life and the Associated Students of Chemeketa will take an active part in promoting the prevention of alcohol and other drug abuse.

Administrative Series - 2000

ALCOHOL AND OTHER DRUG ABUSE

Educational Programs
(Continued):

- 1.d. Students and the community will receive Alcohol & Other Drugs information required under federal law through the schedule of classes.
2. All student employees will receive Alcohol & Other Drugs information distributed through the Financial Aid Office.
3. Staff development activities will be provided which equip and motivate staff to recognize, intervene, and make referrals when drug or alcohol problems are apparent among fellow staff members or students.
 - 3.a. College departments and standing committees, in cooperation with the Alcohol and Other Drugs Committee, will plan and conduct an annual program of Alcohol and Other Drugs awareness activities for staff.
 - 3.b. All staff will receive a copy of the Drug-Free Workplace Procedures for Staff annually. Copies will also be provided to each employee association and referenced in other documents; i.e., supervisors' handbook, employees' handbooks, etc.
4. Some Alcohol and Other Drugs educational programs provided for students may be open to the community.
5. For special classes relating to growing/harvesting grapes/hops, etc. or the production/marketing of wine/beer, limited consumption of, or tasting of, alcoholic beverages by students/staff may be an integral part of such classes.
 - 5.a. Permission for appropriate consumption of alcohol by students/staff which is considered an integral part of these special classes shall be included as a part of the approval for scheduling such special classes.

Administrative Series - 2000

ALCOHOL AND OTHER DRUG ABUSE

Educational Programs
(Continued):

- i. Approval for offering the initial class requires the normal process plus the prior written approval of the Vice president of Academic Services and President. Justification for why/how limited consumption of alcohol is an integral part of such classes must be given. Forms for such approval shall be developed by Academic Services.
 - ii. Approval for subsequent offering of these special classes shall require the prior written consent of the academic dean responsible.
 - iii. If serving permits are required on-campus, then PRO #2251 must be followed.
 - iv. If serving permits are required off-campus, then instructor of record must work with site coordinator at off-campus location to assure legal requirements are honored.
- 5.b. All federal and state statutes must be honored in any service, use, or transportation of such alcoholic beverages related to these classes.
- 5.c. All course outlines/syllabi for these special classes must include notice that tasting of alcoholic beverages is strictly prohibited to students under the legal age limit, and some classes may restrict enrollment, whenever appropriate, to only students of legal age and those students able to taste alcoholic beverages as needed to successfully complete the class. All these special classes shall distribute copies of the College's Drug-Free Workplace Procedures #2252 along with College Procedure #2250.

Administrative Series - 2000

ALCOHOL AND OTHER DRUG ABUSE

Educational Programs
(Continued):

6. Designated drivers must be assigned for any tours or field trips using college vehicles and involving classes where alcoholic beverages may be consumed. These designated drivers are prohibited from any consumption of alcohol before or during these tours.

6.a. Appropriate waivers must be signed in advance of any tour, field trip, or class function where alcohol may be consumed. The waivers shall be required if students choose to use their own vehicles, ride in other personal vehicles, or utilize college provided transportation.

Assessment and
Referral Services:

1. Assessment and referral services may be provided for students.

1.a. The college may provide an alcohol and other drug assessment or off-campus community resource referral service to students who seek help with alcohol or other drug problems. These trained peer counselors will be available to provide preliminary assistance to other students.

Students who have a substance abuse problem may voluntarily seek assistance and information on a confidential basis by contacting the college Advising and Counseling Department.

Students may also be referred to the Advising and Counseling Department for assistance by their academic advisor, instructor, or other appropriate personnel when there is evidence of a pattern of deteriorating academic performance suspected to be due to substance abuse.

Administrative Series - 2000

ALCOHOL AND OTHER DRUG ABUSE

Assessment and
Referral Services
(Continued):

The service provided by the Advising and Counseling Department will be primarily diagnostic. Limited counseling will be provided; students will be encouraged to seek additional help through professional or self-help programs.

It will be the responsibility of the student to follow through with the referral for assessment of his or her problem and to cooperate with and follow the recommendations resulting from the assessment.

Referrals for ongoing individual or group counseling will be made to off-campus service providers. Students will participate in the selection of the treatment provider and modality. Every attempt will be made to refer students to providers whose programs best match their treatment needs and financial circumstances. Students will also be encouraged to participate in on-campus self-help groups and/or self-help classes when they terminate formal treatment.

- 1.b. Advising and Counseling Department will work with selected students to strengthen those students' listening, identification, and referral skills.
2. The same services provided to students for assessment and referral will be available to student employees. Supervisors and co-workers may encourage student employees to utilize these services.

Administrative Series - 2000

ALCOHOL AND OTHER DRUG ABUSE

Assessment and
Referral Services
(Continued):

3. The college may provide assessment and referral services for staff.
 - 3.a. The college may provide an off-campus community resource referral service to staff who seek help with alcohol or other drug problems.
 - 3.b. College staff who perceive a colleague to have an alcohol or other drug problem shall encourage that individual to seek assistance.
 - 3.c. The process for making referrals is outlined in the Drug Free Workplace Procedures document.

Alcohol Special Use
Permit:

1. The college may allow a “special use permit” for alcoholic beverage use according to the procedures outlined in the Special Use Permit—Alcoholic Beverages document. (Procedure No. 2251.)

September 18, 1991

Adopted College Council

June 10, 1998; November 8, 2000

Revised

Administrative Series—2000

SPECIAL USE PERMIT—ALCOHOLIC BEVERAGES

Serving of Alcoholic Beverages at the Chemeketa Salem Campus

- Customer:**
1. Request special use permit form from catering department event coordinator in conjunction with catering request.
 2. Complete and return form to event coordinator at least 30 days prior to event.
 3. Meet with **Director of Food Services** to review plans of catered event that includes alcohol restrictions and guidelines.

- Director of Food Services:**
1. Seeks permit approval for Temporary Sales License from:
 - a. **College President**
 - b. **Marion County Sheriff**
 - c. **OLCC** with necessary fees
 2. If College President approves event then seek Marion County’s approval. If approved, then it goes to OLCC for approval.
 3. Communicates approval or denial to customer. If permit denied, communicates rationale to customer.
 4. If approved, forwards permit to catering department.

- Customer**
1. Completes necessary catering event arrangements with event coordinator.

- Catering Department:**
1. Day of event, provides licensed servers and posts permit and other required OLCC notices for display at alcohol serving area.

Serving of Alcoholic Beverages at Chemeketa Dallas, Chemeketa McMinnville, and Chemeketa Woodburn

Procedure would be the same as for Chemeketa Salem Campus except for #1-A under **Director of Food Services** above, which would be the local authority for that individual location.

Administrative Series—2000

SPECIAL USE PERMIT—ALCOHOLIC BEVERAGES

Serving of Alcoholic Beverages at Chemeketa Eola

Chemeketa Eola has an OLCC winery License which allows for the serving and sale of alcoholic beverages (beer & wine only) by the glass on premises without the purchase of a special use permit or Temporary Sales License from OLCC.

Customer would contact the **Chemeketa Eola Event Coordinator** to secure a date and provide information. If catering request is to include alcoholic beverages, **Customer** would be given details of Chemeketa Eola Policy and Procedures for having alcohol at his/her catered event with the restrictions of an OLCC Winery License.

September 9, 1991

Adopted College Council

May 8, 1998; March 8, 2006

Revised

Administrative Series – 2000

DRUG-FREE WORKPLACE PROCEDURES

A. Standards of Conduct

Employees at Chemeketa Community College serve as public employee role models for students and community citizens. That role carries an obligation to not only honor all statutes relating to the illegal use of drugs, or abuse of alcohol, but also to model good health habits as public servants.

Federal laws require the college to maintain a drug-free workplace to continue qualifying to receive federal funds. The college is committed to helping employees as needed to address any violation of the drug and alcohol policies or procedures.

*Education and any necessary treatment are goals in addressing issues around drug and alcohol issues. Inappropriate behavior and violation of drug and alcohol policies or procedures may result in some type of punishment. However, disciplinary action is not the purpose of the drug and alcohol policies and procedures. **Education, health, and safety are the primary objectives around these drug and alcohol issues.***

Chemeketa Community College is committed to maintaining employee safety, health, and efficiency by prohibiting in the workplace persons who are impaired, or under the influence, or who illegally manufacture, use, dispense, possess, or distribute alcohol or other-drugs. All employees of the college must abide by these procedures and associated policies and procedures relating to alcohol and other drug abuse. (See Policy 2250 and Procedure 2250, 2251.)

Employees have an obligation to notify the college and provide documentation, if they are under any prescribed medication, which could compromise safety issues or adversely affect their performance.

Denial can be a major roadblock to effectively addressing any issues around abuse of drugs or alcohol. Employees are encouraged to cooperate with college officials in honoring these procedures and the related policies and procedures. **Cooperation usually results in more leniency; denial usually results in more disciplinary action.**

B. Educational Aspects

1. Stages in a Relationship with Drugs (Below are the four possible stages or types of alcohol or other drug use):
 - a. Experimentation
 - “Trying” a mood altering substance to experience “how it feels.”

DRUG-FREE WORKPLACE PROCEDURES

- b. Use
 - Using a mood altering substance for a specific purpose. This could be either **MEDICINALLY OR SOCIALLY**.
 - The individual in this stage maintains control of **WHEN** they use, **HOW OFTEN** they use and **HOW MUCH** of a substance they use.

- c. Misuse/Abuse
 - The individual begins **LOSING CONTROL** of **WHEN** they use, **HOW OFTEN** they use and **HOW MUCH** of a substance they use.
 - Can be either **MEDICINAL** or **SOCIAL**.
 - **DISCOMFORT** will occur when the individual's "drug of choice" is unavailable.
 - Individual will begin experiencing **ADVERSE CONSEQUENCES** as a result of their relationship with a particular substance.

- d. Chemical Dependency/Addiction
 - In addition to the above-mentioned experiences, the individual at this stage will continue **TO USE, MISUSE** and **ABUSE** a substance **DESPITE ADVERSE CONSEQUENCES**.
 - Once an individual reaches this stage, it is not possible to return to "controlled use" as described in the first two stages.

REMEMBER: Addiction is an illness no one chooses to have. It is involuntary and marked by a resistance to give up the drug(s).

- 2. Consider the high cost of drug abuse:
 - **Absenteeism**
Employees who use drugs are 2 times (i.e. 200% more likely) more likely to have absences of eight days or more per year.
 - **Productivity**
Drug-using workers are one-third less productive (i.e. 33% less productivity).
 - **Safety**
Workers who use drugs are 3.6 times more likely to injure themselves or another person in a workplace accident (i.e. 360% more likely to have accidents).
 - **Worker's Compensation**
Employees who use drugs are 5 times (i.e. 500%) more likely to file worker's compensation claims.
 - **Medical Costs**
The medical costs of drug users are 3 times (i.e. 300% higher) more than for other employees.

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DRUG-FREE WORKPLACE PROCEDURES

3. The impact of drug abuse on employee behavior:

Facts	Impact
<p>Employee Health Drug and alcohol abusers tend to neglect their nutritional, sleep, exercise and other health maintenance needs.</p> <p>Drug abusers engage in high-risk activities (share needles, unsafe sex, physically dangerous stunts, use of multiple drugs).</p> <p>Drug abuse has other physical and psychological consequences, some rapid and severe, including sudden death.</p>	<p>Higher health benefit usage.</p> <p>Increase in number of sick days taken.</p> <p>More absenteeism.</p> <p>More tardiness</p> <p>Hyperactivity and/or lethargy.</p> <p>Moodiness.</p>
<p>Productivity Employees who abuse drugs or alcohol on the job are physically and mentally impaired.</p> <p>Drug abuse reduces both employee motivation and the ability to do a good job.</p>	<p>Reduced output.</p> <p>Increased error rate.</p> <p>Lower product or service quality.</p> <p>Reduced customer satisfaction.</p>
<p>Decision-making Employees who abuse drugs don't make good decisions. They don't think clearly and often overestimate their contributions to work tasks.</p>	<p>Reduced innovation.</p> <p>Reduced creativity.</p> <p>Reduced competitiveness.</p> <p>Poor strategic decisions.</p> <p>Difficulty in concentration and learning new tasks.</p> <p>Confusion.</p>

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DRUG-FREE WORKPLACE PROCEDURES

Facts	Impact
<p>Safety The common physical effects of drug and alcohol abuse on the job are subtle impairments of vision, hearing, attention span, muscle coordination, alertness, and mental acuity.</p>	<p>Arriving for work in impaired condition.</p> <p>More accidents.</p> <p>More workers' compensation claims.</p>
<p>Security Drug and alcohol abuse can lead to financial difficulties for the abuser.</p> <p>Employees using illegal drugs are subject to arrest and imprisonment.</p> <p>Drug abusing workers often buy and distribute drugs in the workplace.</p>	<p>Theft of inventory or other assets.</p> <p>Criminal activity in the workplace.</p> <p>Legal problems that interfere with work responsibilities.</p>
<p>Employee Morale The presence of drug-involved employee leads to strained relations among co-workers who usually are aware of the situation.</p> <p>College inaction appears to condone illegal activity and results in employee perception of an uncaring attitude by the employer.</p>	<p>Higher turnover rate.</p> <p>Diminished quality of work.</p> <p>Reduced team effort.</p> <p>Poor co-worker relationships.</p>

4. Alcohol and Drug Abuse Programs

The college supports programs for the prevention of alcohol and controlled substance abuse by college employees as well as assistance programs for those with problems related to controlled substance abuse. Supervisors will facilitate employee participation in drug and alcohol awareness training sessions; employees are encouraged to attend.

Evaluation, counseling, and referral services are available, and assistance is provided on a confidential basis. In addition, the college shall continue to provide drug-free awareness programs to inform employees of the dangers of drug abuse;

Administrative Series – 2000

DRUG-FREE WORKPLACE PROCEDURES

existence of and content of this policy for maintaining a drug-free workplace, availability of drug counseling, rehabilitation, and employee assistance programs; and penalties that may be imposed for drug-abuse violations occurring in the workplace.

Part-time hourly, adjunct faculty, and student employees should consult with their supervisors for referral to available treatment programs. Salaried employees (who are eligible) are encouraged to seek assistance for alcohol and controlled substance dependence problems through the college Employee Assistance Program.

C. Evaluation

1. Any employee who has reasonable suspicion, or determines that another employee has violated Chemeketa's policies or procedures regarding alcohol or drug abuse, may report that to his/her supervisor or to the supervisor of the employee believed to be abusing drugs or alcohol.
2. Reasonable suspicion of employee use of a controlled substance shall be based upon any of the following:
 - Significant changes in physical characteristics, such as, but not limited to: change in balance or coordination, dilated pupils, bloodshot eyes, flushed skin on face, grimacing or being dazed, clinched teeth, slobbering, and odor of alcohol on breath.
 - Significant changes in behavioral characteristics such as, but not limited to: slurred speech, incoherent talking, aggressive posturing, attacking verbal statements or yelling or shouting, blaming others, lack of awareness, rapid unproductive movement, showing anger inappropriately, impatience, and excessive movement.
 - Observed abnormal behavior or impairment in mental or physical performance.
 - Direct observation of use in the workplace.
 - Reliable information concerning use in the workplace.
 - A work-related accident in conjunction with a basis for reasonable suspicion as listed above.
 - A pattern of behavioral or personality changes.
 - The opinion of a medical professional.
3. Work indicators of possible drug or alcohol abuse:
 - Unauthorized absences
 - Patterns of absences
 - Maximum use of sick leave each month
 - Monday and Fridays

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DRUG-FREE WORKPLACE PROCEDURES

- Following payday
 - Following holidays
 - Using unscheduled vacation time
 - Leaving work early
 - Returning from breaks late
 - Being away from work station
 - Frequent trips to the restroom and/or drinking fountain
 - Confusion and/or difficulty in concentration
 - Difficulty in completing complex assignments
 - Less productive (quality and/or quantity) during the early part of a shift
 - Unusual pattern of “near misses” and/or safety violations
 - Accident prone—Seems to have an abnormal number of “job related” injuries
 - Alternate periods of high and low levels of productivity. Quality and/or quantity of work changes
 - Rule violations
4. Personal health indicators of possible drug or alcohol abuse:
- Change in personal appearance
 - Unattended personal hygiene
 - Unpredictable change in morale and/or moods
 - Unusual signs of nervousness, depression, or other emotional symptoms
5. Social indicators of possible drug or alcohol abuse:
- Over-reaction to real or implied criticism
 - Becoming more or less social for no apparent reason
 - Change in friends
 - Unusual and/or inappropriate visitors during the work shift
 - Wage garnishments by creditors
 - Unusual and excessive use of the telephone (especially when conversation seems guarded)
 - Complaints from co-workers
 - Unpaid loans
 - Using or being “under the influence” on the job
 - Unable to “get along” with them
 - “Not pulling their share of the job”
 - Avoids contact with others
 - Patterns of outbursts of anger (especially toward figures of authority)

Administrative Series – 2000

DRUG-FREE WORKPLACE PROCEDURES

6. Any employee under suspicion of violating policies or procedures on abuse of alcohol or drugs may be required by their supervisor to take a drug test.
 - a. Supervisors shall record the basis for any reasonable suspicion.
 - b. Supervisors shall make a good faith attempt to obtain a second opinion on all reasonable suspicions and have a second witness record that information.
 - c. Supervisors shall follow the testing procedures when a college test is going to be administered and arrange transportation to and from the test site.
 - d. **If employees refuse to be tested, that action will be interpreted by the college the same as an admission to a violation of the drug-free workplace procedures or alcohol and other drug abuse policies or procedures, and subject to whatever action is deemed appropriate by the college.**

D. Testing

1. Whenever applicable, the County Sheriff's department or other appropriate law enforcement agency may be called to take appropriate action.
2. Whenever the college requires any testing, it will be conducted by an independent laboratory experienced and qualified to conduct such testing (i.e. Lancaster Urgency Care Clinic, Kaiser Permanente, Salem Hospital, etc.) **No random drug testing shall be done.**
3. The sample collected from the employee will be "split" after collection. One portion of the sample will be tested and the other portion will be retained by the laboratory. If the employee disputes the results of the test, he or she may have the laboratory re-test the remaining portion of the split sample, at the employee's own expense.
4. An employee will be considered to have tested positive for alcohol if the employee has a blood alcohol level of .04 percent or higher.
5. If an employee's performance is affected by the appropriate use of prescribed medication, the employee will not be subjected to disciplinary action but may be relieved of duty, at the discretion of the supervisor, until the performance or safety issues are resolved to the college's satisfaction.
6. Confidentiality of testing and test results shall be protected to the extent possible. Only persons with a need to know shall be informed.

E. Treatment and Sanctions

- A. Whenever an employee has been found to be in violation of these procedures, or the alcohol and other drug abuse policies or procedures, a further evaluation by qualified outside drug or alcohol professional may be required.
- B. Cooperation with any requested professional evaluation and any subsequent treatment program recommended are in the employee's best interest. Honoring these steps is the best way to protect an employee's position with the college.
- C. Successfully completing any drug or alcohol treatment program will not be used against an employee in other non-related matters.

Administrative Series – 2000

DRUG-FREE WORKPLACE PROCEDURES

4. Abuse of controlled substances (note: controlled substances are drugs available only by approved prescription or age requirements, or considered illegal) or alcohol in the workplace is dangerous and must be avoided. Any employee convicted of violating a criminal drug statute in the workplace must notify his/her supervisor and personnel director no later than five (5) days after such conviction.
 - a. The personnel director shall notify the appropriate federal granting or contracting agency within ten (10) days after receiving notice of the criminal drug statute conviction.
 - b. Within thirty (30) days of an employee's criminal drug statute conviction for violation occurring in the workplace, the college shall: take action with regard to the employee determined to be appropriate, which may include transfer, granting of leave with or without pay, or discipline up to and including termination, and/or require satisfactory participation by the employee in a drug abuse assistance or rehabilitation program.

F. Applicable Legal Sanctions Under Local, State, and Federal Law for Unlawful Possession, Use, or Distribution of Drugs and Alcohol.

Local, state, and federal laws are very complex regarding penalties for possession, distribution, and use of controlled substances (drugs). [See ORS Chapter 475—Controlled Substances; Chapter 161—Crimes and Punishment; Chapter 471—Alcoholic Liquors.] However, the absolute minimum will be a \$500 fine for possession of some “less dangerous” drugs. From that minimum, as the severity of the offense increases, the penalties increase up to \$300,000 fine and 20 years in jail.

A minor in possession of alcohol can result in a fine of up to \$300 with more serious offenses, such as providing alcohol to minors, carrying much more severe penalties. The penalty for providing alcohol to minors can range from a \$350 fine to a \$1,000 fine, a year in jail, and community service. The most severe penalties result from accidents or incidents in which the participants are intoxicated. This category also includes those who may have supplied the alcohol to the participants.

Administrative Series – 2000

DRUG-FREE WORKPLACE PROCEDURES

Useful WEB Sites

<http://www.cascadecenter.com>

(College's EAP provider)

<http://www.open.org/~mhealth/amh/amhcris.htm>

(Marion County Adult Crisis Center)

<http://www.drugfreeamerica.org>

<http://www.bridgeway.com>

<http://www.serenitylane.com>

<http://www.creeksidecounseling.com>

Note: Revised by Joint Employee Association and Administrative Representatives (CAA) and by the Drug and Alcohol Standing Committee during the year 2000.

June 1991

Adopted by College Council

November 8, 2000

Revised

Administrative Series—2000

ACCESS TO COLLEGE PROPERTY

The presence of persons on Chemeketa Community College owned or controlled property may be restricted to provide for the safety of users, the security of college facilities and provide an environment that fosters learning.

During business hours, the college will be open to students, employees and guests. During non-business hours access to college is by key or by access cards at limited locations. All access cards or keys are issued through Public Safety. Authorization for access cards and keys requires a college administrator's signature and Public Safety approval.

November 14, 2001

Adopted College Board of Education

March 15, 2006; July 26, 2006; April 21, 2010;
September 19, 2012

Revised College Board of Education

Administrative Series—2000

ACCESS TO COLLEGE FACILITIES

Definitions

1. Access to college facilities and programs is predicated upon a person's status as a student, employee, or visitor; the need to obtain access; and the type of activity conducted at the location. Three levels of access are identified:

- I. **Employee Access:** Access to areas that typically contain sensitive equipment or data and access is based on a demonstrated need. Examples are Information Technology workspaces, faculty workrooms, employee lounges, private offices, storage rooms, and some labs because of the nature of equipment or functions involved.
- II. **Executive deans, deans, or directors** responsible for a program or service area have responsibility to control access to those areas.
- III. **Executive deans, deans, or directors** may further restrict employee access to specific employees in areas such as private offices, the cash area of Business Services, computer switch rooms, etc., dependent upon the activity occurring in a space.

A. *General Access:*

Areas generally open to both college employees and students. Examples are classrooms, labs, building 7 gym and related facilities, etc., during hours of operation designated by the Executive Team.

B. *Community Access:*

Areas not designated as limited to employee or general access, available to the general public without the necessity of enrolling as a student, e.g., the college library, open spaces of the campus (indoors and outdoors), and college food service facilities.

C. *Closed Campus:*

1. The Salem campus is closed and buildings are locked from 10 pm to 6 am, except Friday and Saturday evenings when campus buildings are secured as soon as scheduled events have concluded. Except for events listed on the Special Use Report, college buildings are closed Sunday, holidays and other days identified by the college as some type of a closure day.
2. College facilities at McMinnville (Yamhill), Woodburn, Eola Viticulture, Dallas, CCBI, Brooks, and Santiam are closed except for the regular business hours and special events scheduled through the appropriate administrator at those locations.
3. Camping or sleeping overnight on college-owned or controlled property is not allowed unless approved in advance by the college president/chief executive officer or designee. Loitering on college property when the college buildings are closed is not allowed.

Administrative Series—2000

ACCESS TO COLLEGE FACILITIES

2. Employee Access
 - A. Employees of Chemeketa Community College have access to all college facilities and programs based on need, except areas designated as restricted.
 - B. Only employees who have received authorization from the relevant **executive dean, dean, or director** supervising the restricted area may have access to areas identified as restricted.
 - C. Employee presence in a college building when the campus is closed is discouraged and only allowed when necessitated by college need. If present, employees shall notify the **Public Safety office** of their presence. Employees of the college are not allowed to sleep overnight in a college building or on college property.
3. Student Access
 - A. Students have general access, but may be granted restricted access based on an identifiable college need.
 - B. Only persons enrolled in a given class or lab may attend that class or lab. Exceptions may be made by the college for special circumstances appropriate to the learning environment.
 - C. Requests for exceptions will be directed to the appropriate **executive dean, dean, or director** for approval.
 - D. Students are not allowed to be present in a college building when the campus is closed.
4. **Visitor Access**
 - A. Visitors have community access to college facilities.
 - B. Visitors may not use college facilities without paying the appropriate fee when fees are charged for participation in the class or activity.
 - C. Visitors are not allowed to be present in a college building when the campus is closed.

Administrative Series—2000

ACCESS TO COLLEGE FACILITIES

5. Children's Access

- a. A child is defined as a person under age 16⁴, not enrolled as a student.
- b. Childcare facilities of the college are exempt from the restrictions imposed on a child's presence on campus by these procedures.
- c. Children under age 16 have community access and may use college facilities, such as the college library, only while under the active supervision of an adult responsible for the child.
- d. A **college administrator** may place additional restrictions on the presence of children in specific locations.

6. Public Safety and Employee Responsibility

- a. If it is believed that a person is in violation of these procedures, the **Public Safety office** should be called.
- b. A **Public Safety** representative will determine if a person is in an area without appropriate access and take necessary action.
- c. In the case of an unsupervised child, employees of **Public Safety** will attempt to determine the identity of a child, if supervised or not, and locate an adult responsible for the child.

November 7, 2001

Adopted College Council

March 8, 2006; May 10, 2006

Revised

February 9, 2011; November 14, 2011

Revised by College Executive Administration

⁴ ORS 341.505

Administrative Series—2000

EMERGENCY MANAGEMENT

Chemeketa Community College shall establish and maintain procedures for emergency management response and evacuation of college property in compliance with the U.S. Higher Education Opportunity Act of 2008.⁵

Procedures shall be drafted and maintained by the college's Emergency Preparedness Committee and will include the following:

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

October 19, 2011

Adopted by College Board of Education

July 24, 2013

Revised by College Board of Education

⁵ U.S. Higher Education Opportunity Act 20 U.S.C. § 493 (2008)

Administrative Series—2000

EMERGENCY RESPONSE/EMERGENCY COMMUNICATION/TIMELY WARNING

Procedures which provide information regarding individual response to emergencies such as earthquake, fire, medical emergencies, building evacuation etc., are posted throughout the college facilities.

The college will without delay take into account the safety of the campus community when determining the need to communicate, the method of communication and the content of the emergency communication. If in the judgment of responsible authorities emergency notification would compromise response efforts the communication may be delayed.

Salem Campus: 1. Either by investigation or confirmed notification the **Public Safety office** will be primarily responsible for confirming actual or the threat of an emergency situation. Depending on the nature of the situation the **Public Safety office** has the discretion to activate emergency notification systems such as the public address system or emergency text messaging. Initial emergency messages provide instruction for directed activities such as evacuation, lock down, severe weather, etc.

2. With the passage of time the **public information officer and/or the college administrator in charge** will determine the need for, content of and the means of communication to disseminate information to the appropriate audience. With the passage of time the means of communication may expand to the larger communities and in addition to public address and emergency text may include web page updates, messaging to email accounts, TV, radio notification, press releases, etc. These communications will typically provide more detailed information and instruction.

Yamhill Valley Campus: 1. The **dean and/or their designee** in conjunction with the Public Safety Officer are primarily responsible for confirming emergency situations. The **dean and/or their designees or Public Safety Officer** may initiate emergency communications using the public address system. Additional communications will be conducted in a similar process to the Salem campus. The Salem campus Public Safety office will be notified as soon as possible of the event.

2. With the passage of time the **public information officer and/or the college administrator in charge** will determine the need for, content of and the means of communication to disseminate information to the appropriate audience. With the passage of time the means of communication may expand to the larger communities and in addition to public address and emergency text may include web page updates, messaging to email accounts, TV, radio notification, press releases, etc. These communications will typically provide more detailed information and instruction.

Administrative Series—2000

EMERGENCY RESPONSE/EMERGENCY COMMUNICATION/TIMELY WARNING

- Outreach and other college locations:
1. The **dean and/or their designee** are primarily responsible for confirming emergency situations. This may or may not occur in conjunction with local law enforcement or other emergency response personnel. The **director and/or their designee** may initiate emergency communications using the public address system. Additional communications will be conducted. The Salem campus Public Safety office will be notified as soon as possible of the event.
 2. With the passage of time the **public information officer and/or the college administrator in charge** will determine the need for, content of and the means of communication to disseminate information to the appropriate audience. With the passage of time the means of communication may expand to the larger communities and in addition to public address and emergency text may include web page updates, messaging to email accounts, TV, radio notification, press releases, etc. These communications will typically provide more detailed information and instruction.
- Evacuation:
1. When notified by an alarm or public address system of the need to evacuation, all occupants must leave through the nearest possible exit. Many areas of our campuses have Building Evacuation Coordinators (BEC's). The **BEC's** will direct the evacuation and/or identify and assist individuals with disabilities. Once outside of a building, the **BEC's** will provide additional information regarding the emergency. The **BEC's** exercise a mock evacuation at least bi-annually. Any planned evacuation drills will be announced that all alarms or other notifications to evacuate shall be treated as a real emergency until notified differently. The **emergency preparedness committee** will maintain documentation relating to each evacuation and exercise and there participants.
 2. The college has implemented procedures for assisting individuals with disabilities in preparing for emergency building evacuation. Evacuation guidelines, tips and plan development information can be obtained at <http://www.chemeketa.edu/earncertdegree/advising/disability/evacuationplan/>

Administrative Series – 2000

EMERGENCY RESPONSE/EMERGENCY COMMUNICATION/TIMELY WARNING

Timely
Warnings:

1. Public Safety is primarily responsible for issuing timely warnings. Timely warnings are to communicate prevention strategies for the college community when an incident has occurred or a pattern of risks identified. Timely warnings may be disseminated by any of the communication means noted above.

August 21, 2014

Adopted by College Executive Administration

Revised by College Executive Administration

Administrative Series—2000

COLLEGE SAFETY AND SECURITY

The safety of students, employees and visitors, as well as the security of facilities, is a major consideration in the operations of Chemeketa Community College. Every reasonable effort will be made to eliminate or mitigate causes of accidents, fire exposures, and occupational hazards associated with college activities.

To accomplish this, the college will follow reasonable safety practices; such as providing necessary safeguards, fostering a safe educational and working environment, and providing emergency preparedness and response. Students, employees and visitors are encouraged to report safety and security matters to Public Safety, Facilities and Operations, Safety Committee, or other administrative offices as deemed appropriate.

Chemeketa does not have residential housing for its students.

July 17, 1985

Adopted College Board of Education

March 15, 2006; June 30, 2010;

September 19, 2012

Revised College Board of Education

Administrative Series—2000

SECURITY AND SAFETY

Witness to security or safety hazards: 1. Calls **Public Safety office**, or other appropriate college entity (**i.e. Facilities or Safety & Risk Management**) to report/request assistance.

Public Safety:

1. Investigates request to determine if assistance is required from college or off-campus entities.
2. Takes appropriate action as necessary to mitigate or eliminate hazard or safety issue.
3. Works in conjunction with **Facilities, Safety & Risk Management, or other assisting entities** to ensure timely and appropriate resolution.

Facilities or Risk Management: 1. Notifies and works cooperatively with **Public Safety** and/or **off-campus agencies** so incidents are appropriately documented and resolved.

June 25, 1985

Adopted College Council

March 8, 2006

Revised

February 9, 2011

Revised by College Executive Administration

Administrative Series—2000

COLLEGE PUBLIC SAFETY AUTHORITY

Chemeketa Community College's Public Safety department has the authority to ask persons for identification and to determine whether individuals have lawful business at the college. Public Safety officers have the authority to issue parking tickets (citations) to students, employees and visitors who are in violation of the college's Traffic Code. In addition, Public Safety officers have limited peace officer authority to enforce the Oregon Traffic Code on all college facilities⁶. Public Safety officers possess citizen's arrest authority, but not probable cause arrest authority. Criminal incidents are referred to the local police/sheriff department who have jurisdiction at the particular college location.

The Public Safety office endeavors to maintain a professional working relationship with the various local law enforcement agencies. All crime victims and witnesses are strongly encouraged to immediately report the crime to Public Safety and the local law enforcement agency. Prompt reporting will assure timely warning notices on college property and timely disclosure of crime statistics.

September 19, 2012

Adopted College Board of Education

Revised by College Executive Administration

⁶ ORS 341.300