



# Pacific University

## Security and Fire Safety Report Calendar Year 2014

as Required by the Jeanne Clery Disclosure of Campus Security Policy  
and Campus Crime Statistics Act

September 2015

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## Introduction

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC Section 1092(f)) Commonly called The Clery Act, named in memory of Jeanne Clery, a 19-year-old Lehigh University freshman who was assaulted and murdered in her residence hall room on April 5, 1986, is a federal law that requires colleges and universities to collect, report, and disseminate crime data to the campus community and the U.S. Department of Education; to provide timely warnings of reported crimes that pose a serious or continuing threat to the community; and to make public their campus security policies. Amendments enacted since 2008 require additional reporting about emergency response, fire safety, hate crimes and missing students.

This report is prepared by the Pacific University Campus Public Safety Department (CPS), in cooperation with the Office of Residence Life, other campus entities, and the police departments that surround our campuses. Every fall, email notification is made to all students, faculty, and staff, providing the website address to access the report: <http://www.pacificu.edu/about-us/offices/campus-public-safety/crime-statistics> Paper copies may also be obtained at Campus Public Safety offices on the Forest Gove campus 2128 College Way Forest Grove, OR 97116 (503-352-2230) or the Hillsboro campus 190 SE 8<sup>th</sup> Ave. Hillsboro, OR 97123 (503-352-7207).

## Pacific University Campus Public Safety

For additional information on Pacific University campus public safety policies and procedures consult the following university website: <http://www.pacificu.edu/about-us/offices/campus-public-safety/policies-forms>.

### Campus Public Safety Mission Statement

The mission of Campus Public Safety is to provide:

- A safe, secure and enjoyable environment for the Pacific University Community.
- Protection for the members of the Pacific University Community and the property of the University.

The mission is achieved in part by maintaining a highly visible department through regular patrol patterns by vehicle, bicycle and foot. By having this high visibility, crime is deterred and responsible civil behavior is encouraged.

### Role and Authority of Campus Public Safety Staff

Pacific University CPS staff members are certified by Oregon's Department of Public Safety Standards and Training. Campus Public Safety staff provides safety, security, and emergency response on the Forest Grove campus 24 hours a day, seven days a week. On the Hillsboro campus CPS staff members provide services 16 hours a day, Monday through Friday. Additional, off-hour service is provided by Tuality Hospital Security. CPS officers on the Forest Grove and Hillsboro campuses are not armed; they regularly conduct foot, bike, and alternative vehicle patrols of campus areas. CPS officers enforce college policies, rules and regulations. Safety, security, and emergency response

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for the Woodburn and Eugene campus, university offices in Honolulu and Portland, and university clinics in Cornelius, Beaverton, and Portland are provided by the local police departments in which these leased facilities are located. For all campuses local police departments are contacted for any arrest relating to violations of city or state laws. More information can be found on the CPS webpage: <http://www.pacificu.edu/about-us/offices/campus-public-safety>.

Campus Public Safety officers are first responders, responsible for providing support services tailored to meet the needs of the Pacific University Community:

- Through the Escort Program provide escort service to students, staff or faculty members on and off campus.
- Coordinate emergency preparedness and response efforts for the campus.
- Provide Emergency Notifications and Timely Warnings as required and/or warranted.
- Coordinate residence hall fire drills.
- Manage the campus parking permit and parking regulation program.
- Investigate and document reports of vehicle accidents and damage.
- Provide jump-starts to vehicles with dead batteries.
- Inflate flat tires of vehicles upon request.
- Open locked vehicles upon request.
- Provide crime prevention information and programs.
- Provide key assists into secured labs, classrooms or residence hall rooms (when Residence Life staff are unavailable).
- Gather, maintain, and disseminate information on safety and security policies and incidents of crime on campus as required.
- Furnish security support and crowd control for university events or special projects.
- Respond to activated intrusion, security and fire alarms for the Forest Grove and Hillsboro campuses and university-owned properties.
- Assist in evaluating sick or injured students living in campus residence halls.

Please have your Boxer ID card with you when requesting these services.

### **Campus Public Safety Officers**

Director – Cindy Schuppert – 503-352-3191 – [schuppec@pacificu.edu](mailto:schuppec@pacificu.edu)

Forest Grove Team -- 503-352-2230

- Jerry Rice, Lead Supervising Safety Officer – [ricejd@pacificu.edu](mailto:ricejd@pacificu.edu)
- Brian Cook, Officer – [b.cook@pacificu.edu](mailto:b.cook@pacificu.edu)
- Kevin Faulk, Officer – [kfaulk@pacificu.edu](mailto:kfaulk@pacificu.edu)
- Augustin Garcia, Officer – [A.Garcia@pacificu.edu](mailto:A.Garcia@pacificu.edu)
- Ralls Hall, Officer – [hallrl@pacificu.edu](mailto:hallrl@pacificu.edu)
- Brian Hummel, Officer – [brian.hummel@pacificu.edu](mailto:brian.hummel@pacificu.edu)
- Ryan Kimberly, Officer/Training Coordinator – [ryank@pacificu.edu](mailto:ryank@pacificu.edu)
- Stephen Shores, Officer/AED-EMS Coordinator – [stephen.shores@pacificu.edu](mailto:stephen.shores@pacificu.edu)
- Chris Mithsada, Officer – [Chris.Mithsada@pacificu.edu](mailto:Chris.Mithsada@pacificu.edu)

Hillsboro Campus Team -- 503-352-7207

- Tod Keppinger, Officer/Evidence Technician – [Tod.Keppinger@pacificu.edu](mailto:Tod.Keppinger@pacificu.edu)
- Jason Lawson, Officer/Fire Prevention Coordinator – [laws7000@pacificu.edu](mailto:laws7000@pacificu.edu)

### **When Should I Call CPS?**

- If you see something happening that does not look right or someone who does not seem to belong on campus, call Campus Public Safety right away:
  - Forest Grove Campus: 503-352-2210
  - Hillsboro Campus: 503-352-7207
- If you are the victim of a crime, call right away. Campus Public Safety Officers will write a report and contact the local police for you.
- Any person in immediate danger due to crime or medical emergencies, call 911 first and have someone else call Campus Public Safety right away. CPS Officers will coordinate with local emergency services and provide them access as necessary.

**The basic rule of thumb is: when in doubt, call CPS.**

### **How to Describe Details of an Incident**

- First, be ready to tell the CPS officer what is happening and where it is happening.
- Second, CPS officers will need some basic information when you call to report an incident. Try to note the following characteristics of suspicious persons or vehicles when reporting them to CPS:
  - Person: Gender, age, height, weight, build, hair color, race, facial hair (mustache/beard), sideburns, clothing worn, speech style, gait or limp, scars, tattoos, etc.
  - Vehicle: License plate, make, model, body style (two-door, four-door, convertible, etc.), color, identifying marks, scratches, or bumper stickers

### **Campus Security Authorities (CSAs)**

To facilitate efficient response, Pacific University encourages community members to promptly report all crimes and other emergencies directly to Campus Public Safety. We recognize, however, that some people may prefer to report incidents to individuals or offices other than Campus Public Safety. To help ensure that people are immediately helped, the Clery Act recognizes certain university officials and offices as Campus Security Authorities (CSAs). The function of CSAs is to report to the office of Campus Public Safety any allegations of Clery Act crimes that are reported in good faith. CSAs are not responsible for determining whether crimes actually took place, investigating crimes, apprehending perpetrators, or persuading victims to contact law enforcement. It is important to note that CSAs are not designated by position, but by function.

Any employee, including a student employee, who has significant responsibility for student and campus activities is considered a CSA. Any CSA who learns of a Clery-defined crime must report the incident to Campus Public Safety. An exception: complaints of sexual misconduct (including, but not limited to sexual harassment, sexual assault, dating violence, domestic violence and stalking) should be reported instead to the Title IX Coordinator.

At Pacific University, CSAs include the staff employed at the following offices and these specific positions:

- President, Vice Presidents, Deans, Assistant and Associate Deans, Directors of Academic Programs, Assistant and Associate Vice Presidents
- Office of Campus Public Safety
- Staff in Student Life (including Residence Life (including Resident Assistants), Student Conduct, Housing, Student Activities, Learning Support Services, Hawaii Outreach and Programming, Orientation, Pacific Information Center, Outdoor Pursuits, Intramurals)
- Department of Athletics (including all coaches)
- Students whose jobs include responsibilities to monitor access into campus facilities
- Staff and faculty who serve as Club Advisors
- Staff and faculty who oversee university Centers: Gender Equity, Civic Engagement, Sustainability
- Staff members who supervise students in any capacity
- Faculty members

The following may have significant responsibility for student and campus activities, but are exempted from reporting because they are considered a confidential reporting resource:

- Chaplain/pastoral counselor: Defined as “a person who is recognized by a religious order or denomination, or as Chaplain, and is someone who provides confidential counseling, and is functioning within the authorized scope of that recognition, by their responsibilities, job description, and title.” At Pacific University, this definition includes the university Chaplain.
- Professional counselor: Defined as “a person whose official responsibilities are to provide mental health counseling to members of the university community, affirmed and authorized through their job description, and functioning within the scope of their license or certification.” This definition applies to all trained psychologists and counselors in the Student Counseling Center on the Forest Grove and Hillsboro campuses and to professional counselors who are not employees of the university, but are under contract to provide counseling to Pacific University students. The exception also applies to licensed psychologists and their supervisees at the Pacific Psychology Clinics in Hillsboro and Portland who receive a disclosure in the context of a privileged communication and their supervisees/trainees.
- Medical staff at the Pacific University Health Center on the Forest Grove and Hillsboro campuses.
- Professional staff in the Office of Campus Wellness

## **Personal Safety on Campus**

### **Personal Safety Around The Campus**

- Be alert and aware of people around you.
- Try to avoid walking alone, particularly at night. Go with a friend, group, or call campus Public Safety for an escort.
- Avoid shortcuts, dark, or secluded areas.
- Always lock your car and take the keys with you. Remove your stereo face plate (if equipped) and any valuables and take them with you. Park in well lighted areas. If you must leave valuables in the vehicle, lock them out of sight.
- Always lock your bicycle to a bicycle rack using a U-Lock and cable. Remove any easily removable parts (lights, quick release seats, etc.).
- Know the locations of the emergency phones on campus.



- Report any suspicious people or activity immediately to Campus Public Safety.

### **Inside the Residence Halls**

- Always lock your room door even if you are going down the hall or to the restroom. Never leave your room unlocked even for a friend.
- Always carry your keys with you and never loan them to anyone.
- Do not prop open exterior doors. The doors are locked for your safety and propping the doors open could allow intruders into the building.
- Be aware who is coming in the door behind you to prevent unauthorized people from coming in.
- Report suspicious persons or activity to a Resident Assistant, Resident Director or Campus Public Safety immediately.

### **Safety After Dark**

Please be aware of dangers that may exist to the University members traveling across campus or in adjacent neighborhoods in periods of darkness. Campus Public Safety offers the following tips to help ensure your safety both on and off-campus:

- Plan your trip — Whenever you will be walking on campus at night, dress in clothes and shoes which will not hamper movement. Always be alert and aware of your surroundings. Plan your route for safety, using well lit routes as much as possible. Let a friend know where you're headed or when you'll be back.
- Safety in Numbers — Never walk or hang out alone. Always join with a partner or a group of people, especially after dark.
- Escorts — if you can't find a partner, CPS can provide you with an escort to your destination. Simply call 503-352-2230 and an officer will come to your location and escort you safely to your bus stop, vehicle, residence hall or other campus location.
- Listen Up! — Wearing ear-phones or talking on your cell phone while walking across campus, may reduce your awareness of things or persons around you. Drop the cell phone, turn off the iPod and enjoy your walk while listening to what is around you.
- Make Some Noise — Always carry a whistle or other sound making device. If you sense danger or find yourself in trouble you can yell, scream and use your noise maker to signal for help.
- Look, See, Move — If you sense danger, quickly move away from the threat; cross the street if possible, increase your pace, join a group of people nearby if you can or find an area where you can secure yourself and call for help.
- Call Us — Emergency phones are located across campus and are marked with blue lights. These connect directly to on-duty CPS officers. Have the CPS number (503-352-2230) programmed in your cell phone, or if necessary call 911 to summon help.

### **Situations Involving Armed Violence**

Campus Public Safety, working with local law enforcement, strives to ensure a safe environment for all Pacific University students, faculty and staff. Pacific University has an excellent record of campus safety, but as reports of shooting situations in educational institutions occur across the nation, CPS provides the following resources to prepare our campus community to respond to any such incident and promote a response of power vs. fear.

- [How to React in an Active Shooter Situation](#) (pdf)
- Video: [Run, Hide, Fight—Surviving an Active Shooter Situation](#) (external site video)

## Information for Survivors of Sexual Misconduct

Sexual misconduct violates the standards of conduct expected of every student, staff, faculty and affiliate member of the University community and is strictly prohibited by The Student Code of Conduct and University Sexual Harassment policies.

If you think you have experienced an unwanted sexual experience, you are not alone and it is not your fault. You may be feeling a variety of emotions, ranging from feeling angry, scared or even not feeling anything; all of this is a normal reaction to a very abnormal and scary experience. You may be confused about what your options are. Please remember that, no matter what you do, there is no one correct way to handle this. You survived a very difficult situation and that is the important thing. Whatever you choose to do, it is important to pay attention to what makes you feel safe.

### Confidential On-Campus Resources

The following are the only university resources that can provide completely confidential assistance to you. This means that without your informed and written permission, no one outside of these agencies will know about the incident:

- **Campus Wellness Coordinator 503-352-CARE ext. 2273:** The Wellness Coordinator is a University staff member who is specially trained to provide confidential support, advocacy and assistance in clarifying your options and in assisting you in utilizing your on-campus and off-campus resources. The Wellness Coordinator will work with you at your comfort level to allow you to decide what options are best.
- **Student Counseling Center 503-352-2191:** You can utilize services at the counseling center for as few or as many sessions as you like. Therapists can provide you with confidential support to process and heal from this event, help you discuss options and provide referrals to other services.
- **Student Health Center 503-352-2269:** You can make an appointment with the Student Health Center for help with emergency contraception, STD screening and other health concerns relating to the unwanted sexual experience. They also provide referrals to other on-campus and off-campus services as needed. Services are completely confidential.

### Additional On-Campus Resources

The following University resources will support your privacy, but cannot guarantee confidentiality amongst the university staff and faculty:

- **Dean of Students: 503-352-2120 | Associate Dean of Graduate and Professional Students: 503-352-2109:** If the person who is responsible is a student, faculty, or staff member and you would like to make a report to the University, you can contact either the Dean of Students or the Associate Dean of Students and either a formal or an informal hearing process will begin. The Dean of Students or the Associate Dean of Graduate and Professional Students may talk to staff in Residence Life, faculty or other departments as deemed appropriate. Please see the [Student Sexual Misconduct Policy](#) for more information.
- **Campus Public Safety (503-352-2230):** You can report the incident to any Campus Public Safety officer, regardless of if it happened on campus or not. You have several options as to how much information you give to the CPS officers. You can give them both your name and the suspect's name, your name but not the suspect's name, or the suspect's name but not yours: in all of these situations, CPS will give the report to the Associate Dean and Dean of Students, as they do with all incidents involving students. The final option is making a completely anonymous report, where you do not give them your name or the suspect's. In this situation, CPS would use the information for data collection for the Annual Safety Report but for no other

purpose. They will also give you referral information for on-campus and off-campus resources. CPS officers may talk to staff in other departments as deemed appropriate.

- **Area Coordinator:** If you live in one of the residence halls, you can talk to either your Resident Assistant (RA) or the Area Coordinator (AC) in your building. They will help you figure out your resources, determine if you want to file an informal or formal report with the University and discuss with you your options for housing if you do not feel safe in your room. RAs are required to tell the AC about the incident and so the information will be disclosed within Residence Life/Student Life as deemed appropriate.

## Off-Campus Resources

The following are a few of the local Off Campus resources for those who have had an unwanted sexual experience:

- **Sexual Assault Resource Center's (SARC) 24 hour crisis line 503-640-5311:** SARC provides 24 hour support, advocacy, referral information, crisis counseling, and information. They also provide hospital advocacy within Washington and Multnomah Counties. Their services are confidential and advocates can help you determine the best option for you.
- **Police Department 911 or 503-629-0111 (non-emergency dispatch for all of Washington County):** If you are injured and need police assistance, you can call 911. If it is a non-emergency situation and you decide you would like to file a report with the police about the unwanted sexual experience, you can call the non-emergency dispatch number. The legal process can be lengthy and difficult, so you may find that you need additional emotional support during this process.
- **Hospital (Providence Saint Vincent's Hospital 9205 SW Barnes Road Portland (off Hwy 26) 503-216-1234):** You may consider going to the hospital for a few reasons: If you decide you would either like to press legal charges or if you have been injured and need medical attention. Saint Vincent's Hospital is the closest emergency room that is staffed with a Sexual Assault Nurse Examiner, who is specially trained to provide care and evidence collection for victims of sexual assault. You can receive medical attention and choose to have evidence collected if you wish. You can also choose to have evidence collected but not given to the police until you decide if you would like to pursue legal charges. Also, you can request to have an advocate with you.
- **Domestic Violence Resource Center:** 503-469-8620 | (Toll Free) 1-866-469-8600 The DVRC Crisis Line provides crisis support, intervention, and resource referrals to victims and survivors of domestic violence 24 hours a day, 7 days a week.

People may tell you that you must to go to the hospital and file charges with the police. Remember that these are only two of your options and the choice is completely up to you. There are many good reasons why people choose this route and many good reasons why people do not. The important thing to remember in the aftermath of an unwanted sexual experience is you have options and you have the right to make whatever choices make you feel safe. You did the best you could to survive a horrible situation.

If you do want to consider possible legal action, now or in the future, preservation of physical evidence is important. Evidence can provide the key to identification of the perpetrator in a sexual assault, may assist to provide some proof that the alleged criminal offense occurred, and could provide the foundation for obtaining an order of protection.

Preserving evidence of a sexual assault: must be collected as soon as possible (ideally within 72 hours of the assault), up to 120 hours following the incident. The ideal way to preserve physical evidence is to avoid showering, bathing, or changing your clothing prior to receiving the forensic examination. Avoid smoking, brushing your teeth, eating or drinking. It is best if you do not wash clothes or linens, and you may place

items in a paper bag that may provide physical evidence. Do not be concerned if you have already washed or cleaned items, you can still seek a forensic examination.

Preserving evidence of interpersonal violence (dating violence, domestic violence): evidence may be necessary to prove criminal interpersonal violence, or to obtain an order of protection. Take photographs of any visible injuries or damage to property. If you do not seek forensic examination, health care providers can treat and document any injuries. Retain copies of threatening emails, phone messages, records of police calls to the home, and names of witnesses.

Preserving evidence of stalking: Develop a record of details, call police to create documentation of the incident. Retain any letters, notes, email, social media posts, voicemail, texts, gifts or items left, screenshots, etc. Document behaviors as well as communications. Also preserve any communication you direct toward the person stalking you telling them you do not want any further contact.

Additional information and resources are available at <http://www.pacificu.edu/about-us/offices/campus-wellness/>

### **Ongoing Sexual Assault, Domestic Violence, Interpersonal Violence, and Stalking Prevention and Awareness Programming**

Below is a list of some of the education/primary prevention programs provided for incoming students at first contact and on an ongoing basis with regards to prevention of domestic violence, dating violence, sexual assault and stalking provided by the Campus Wellness Office in collaboration with campus and community partners (e.g. Residence Life, Student Counseling Center, Center for Gender Equity, International Programs, Dean of Students, Athletics, Greek Life, Orientation):

Primary Prevention educational programming:

- Presentations provided directly by Campus Wellness address prevention, bystander intervention, definitions, response, and resources for instances of DV, IPV, sexual assault and stalking. This information is delivered through the following avenues:
  - *Got Consent?* 1-hour presentation to all undergraduate students during new student orientation
  - Athletics Team Meetings (such as with all varsity football team members)
  - Resident Assistant Training
  - Orientation Student Ambassador Training
  - Residence Hall events
  - International Student Leader Training
  - International Student Orientation
  - Trainings for Peer Wellness Educators

Indirect educational programming:

- Awareness tabling events in the University Center and athletic tailgates
- Campus-wide awareness building campaigns such as *Denim Day*

Online Training and Resource Information:

- Alcohol-Wise Consent and Respect module. Mandatory training for all undergraduate and graduate students (meets Campus SaVE requirements)
- Information on Campus Wellness webpage

Individual and small group consultations providing support, advocacy, and professional consultation for:

- Survivors of sexual violence
- Allies of survivors
- Faculty members seeking information regarding reporting obligations
- Collaboration with student groups or and professional departments that provide programming on these topics (such as annual Take Back the Night march and rally, hosted by Center for Gender Equity in collaboration with Campus Wellness and Student Counseling)

Annual Sexual Harassment and Title IX training is provided for all employees via Human Resources online training modules as well as annual email dissemination of institutional policies. For those employees receiving annual employment evaluations, signature verification of annual review of current policies is required.

**Timely Warnings: Boxer Alerts**

Pacific University offers a state-of-the-art alert notification system powered by e2Campus called "Boxer Alerts." Boxer Alerts sends emergency notifications and weather-related campus closures to all registered mobile phones, email addresses and RSS feeds.

All current Pacific University students and employees are automatically enrolled into Boxer Alerts and will receive an email message indicating what contact information has been added for them upon their enrollment or employment at Pacific. The Pacific University administration respects your privacy. If you do not wish to receive Boxer Alerts, you can opt out of this important service when you receive your initial notice informing you of what information has been added for you.

Sign in to [Boxer Alerts](#) to set up or edit your alert settings, or opt out of the service.

**Boxer Alerts Terms of Service**

The Boxer Alerts service is provided by Pacific University to Pacific faculty, staff, students and other campus community members as a method of communicating timely announcements via mobile phone text messaging, email, and other electronic communication channels. There is no cost or subscription fee for users of this service. However, standard text messaging fees and data rates may apply, depending on your mobile phone service provider.

Pacific University is not responsible for any costs incurred by users whom subscribe to this service. Pacific University is committed to using this service for only those announcements that it deems crucial for instant notification to the campus community. Please check with your mobile phone service provider regarding possible rates and fees.

**Frequently Asked Questions About Boxer Alerts**

**How do I register to receive Boxer Alerts text messages?**

Pacific University students and employees are automatically registered for the service upon their enrollment or employment. New students and employees will receive an email message listing their

registered contact information and a link to sign in to their account and update their contact information or opt out of the service.

**I have a university email account but have not received a message about my Boxer Alerts registration. How do I proceed?**

Please call the UIS Help Desk at 503-352-1500.

**I forgot my password. How do I reset my password?**

On the login/register web page, there is a “forgot your password?” link. That link will step you through resetting your password.

**How do I add a second phone or email address to my account?**

You can add additional phone numbers and email accounts through your login. Once you have logged into e2Campus, you can click on the services tab. On that tab you can specify secondary email addresses and phone numbers. The maximum number of services is four. Both phone numbers and email accounts are limited to 2 services each.

**How much does it cost to sign up for Boxer Alerts text messages?**

Registration is free. Standard text messaging fees apply to all messages sent to your cell phone. Alerts from the campus will appear "From: Boxer Alerts or e2Campus".

**I block all text messages to my cell phone, can I still sign up with Boxer Alerts to receive email notifications?**

Yes.

**I only want to sign up for Boxer Alerts messages pertaining to the Eugene campus - can I do this?**

Yes - in fact you can sign up to receive messages in Eugene, Portland, Hillsboro or Forest Grove, or from all of these. You have total control of what group you would like to belong to for receiving messages.

**Who do I call if I have questions or concerns about Boxer Alerts text messages?**

If you have questions or concerns about the Boxer Alerts Notification System – powered by e2Campus, please contact the Technology Information Center at [help@pacificu.edu](mailto:help@pacificu.edu) or call 503-352-1500.

## **Emergency Response Information**

### **Emergency Operations Plan**

Pacific University has a comprehensive [Emergency Operations Plan](#) to assist the campus community in dealing with both major and minor emergencies or natural disasters. Faculty, staff and students should familiarize themselves with the contents of this plan and consult in as needed in the event of an emergency.

Pacific University uses mobile phone text messaging, email, the University website and local news media to alert students, faculty and staff about campus emergencies, or weather closures/delays.

### **Major Storms and Power Outages**

In the event of a major storm or prolonged power outage, students should prepare and respond in the following manner:

- Have flashlights and batteries ready as well as bottled water. Candles should not be used as a method of temporary light.
- Make sure your mobile phone is charged so that you can receive text or email messages from the university providing you with instructions
- If available, tune into the local radio and/or TV stations listed on this site for information about the storm or event

- If a prolonged power outage occurs, students should remain in their residence halls until further guidance is received

### **Imminent Threat Plan**

If a person on campus is actively causing physical harm to people or there is an imminent threat of harm, Pacific University recommends the following procedures:

- Lock yourself in your residence hall room, classroom or office
- Do not remain in open hallways or outdoor/indoor courtyards and plazas
- Barricade your office, classroom or residence hall room with furniture and other items to prevent the threat from entering the room
- Lock the windows and close the blinds to your room
- If possible, call 911 to report the incident and contact Campus Public Safety at 503-352-2230
- Do not sound the fire alarm since this would cause occupants to evacuate the building
- Expect a text message or email from the university providing you with information about the incident and instructions on what to do

### **Crime and Fire Logs**

Pacific University maintains a crime that records, by date reported, all crimes reported to the Office of Campus Public Safety. This crime log is updated within two business days of the crime report. The crime log is available to the public during business hours at the Campus Public Safety office on the Forest Gove campus located at 2128 College Way Forest Grove, OR 97116. A compilation of the monthly incidents on the Pacific University campuses is also available on the Pacific University website:

<http://www.pacificu.edu/about-us/offices/campus-public-safety/monthly-incident-reports>.

Campus Public Safety also maintains a fire log that records by date reported, all fires in on-campus housing facilities. These are updated within two business days of the fire. The log is available to the public at the Campus Public Safety office.

### **Engraving Valuables**

You can borrow an engraver from the CPS Office. Engrave your property utilizing your driver's license number in the following format: state of issue, driver's license number and the initials "DL" (without any spaces) like this: OR1234567DL

This will allow the police to locate the owner easily to return the property to the owner should they recover it. You should engrave bicycles, computer equipment, stereos, graphing calculators and anything else with a high dollar value.

### **After Hour Access to Buildings**

To access academic buildings and labs after regular hours, you will need your current Boxer ID card with you. Many areas are designated as limited access areas by professors, so you will have to be on an access roster to get in. To access an area after hours, please do the following:

- Go to the building you want access to and check to see if it is open
- If the building is locked, use the nearest telephone and call Campus Public Safety at x2230
- When the CPS officer answers, tell them your name, what building and room number you need access to, that you have your Boxer ID Card, and have checked the door and it is locked

The CPS officer will need all of this information.

## **Identity Theft**

Identity theft occurs when someone uses your personally identifying information, like your name, Social Security number, or credit card number, without your permission, to commit fraud or other crimes. The Federal Trade Commission (FTC) estimates that as many as 9 million Americans have their identities stolen each year. You can find out ways to prevent this from happening to you and how to defend against it if you become a victim. There are several different actions you can take to prevent this from happening.

### **Deter**

Deter identity thieves by safeguarding your information in the following ways:

- Shred financial documents and paperwork with personal information before you discard them.
- Protect your Social Security number. Don't carry your Social Security card in your wallet or write your Social Security number on a check. Give it out only if absolutely necessary or ask to use another identifier.
- Don't give out personal information on the phone, through the mail, or over the Internet unless you know who you are dealing with.
- Never click on links sent in unsolicited emails; instead, type in a web address you know. Use firewalls, anti-spyware, and anti-virus software to protect your home computer; keep them up-to-date. Visit [OnGuardOnline.gov](http://OnGuardOnline.gov) for more information.
- Don't use an obvious password like your birth date, your mother's maiden name, or the last four digits of your Social Security number.
- Keep your personal information in a secure place at home, especially if you have roommates, employ outside help, or are having work done in your house.

### **Detect**

Be alert to signs that require immediate attention:

- Bills that do not arrive as expected
- Unexpected credit cards or account statements
- Denials of credit for no apparent reason
- Calls or letters about purchases you did not make

### **Inspect**

- Your Credit Report: Credit reports contain information about you, including what accounts you have and your bill paying history.
  - The law requires the major nationwide consumer reporting companies - Equifax, Experian, and TransUnion - to give you a free copy of your credit report each year if you ask for it.
  - To order your free credit reports each year, visit [AnnualCreditReport.com](http://AnnualCreditReport.com) or call 1-877-322-8228, a service created by these three companies. You also can write: Annual Credit Report Request Service, P.O. Box 105281, Atlanta, GA 30348-5281
- Your financial statements: Review financial accounts and billing statements regularly, looking for charges you did not make.

### **Defend**

Defend against ID theft as soon as you suspect it.



### **Place a Fraud Alert**

Place a "Fraud Alert" on your credit reports, and review the reports carefully. The alert tells creditors to follow certain procedures before they open new accounts in your name or make changes to your existing accounts. The three nationwide consumer reporting companies have toll-free numbers for placing an initial 90-day fraud alert; a call to one company is sufficient:

Equifax: 1-800-525-6285

Experian: 1-888-EXPERIAN (397-3742)

TransUnion: 1-800-680-7289

Placing a fraud alert entitles you to free copies of your credit reports. Look for inquiries from companies you haven't contacted, accounts you didn't open, and debts on your accounts that you can't explain.

### **Close Accounts**

Close any accounts that have been tampered with or established fraudulently.

- Call the security or fraud departments of each company where an account was opened or changed without your okay. Follow up in writing, with copies of supporting documents.
- Use the ID Theft Affidavit at [ftc.gov/idtheft](http://ftc.gov/idtheft) to support your written statement.
- Ask for verification that the disputed account has been closed and the fraudulent debts discharged.
- Keep copies of documents and records of your conversations about the theft.

### **File a Police Report**

File a report with law enforcement officials to help you with creditors who may want proof of the crime.

### **Report the Theft to the Federal Trade Commission (FTC)**

Your report helps law enforcement officials across the country in their investigations.

- Online at the FTC identity theft website
- By phone at 1-877-ID-THEFT (438-4338) or TTY, 1-866-653-4261
- By mail: Identity Theft Clearinghouse, Federal Trade Commission, Washington, DC 20580

### **Scams**

You can sidestep would-be scammers by following these common-sense rules:

- Deal locally with folks you can meet in person. Follow this one simple rule and you will avoid 99 percent of the scam attempts on craigslist.
- Never wire funds via Western Union, Moneygram or any other wire service; someone who asks you to do so is a scammer.
- Fake cashier checks and money orders are common, and banks will cash them and then hold you responsible when the fake is discovered weeks later.
- Pacific University is not involved in any transaction, and does not handle payments, guarantee transactions, provide escrow services, or offer "buyer protection" or "seller certification"
- Never give out financial information (bank account number, social security number, eBay/PayPal info, etc.)
- Avoid deals involving shipping or escrow services and know that only a scammer will "guarantee" your transaction.

### **Who Should You Notify**

- Federal Trade Commission
  - How to report scams to the FTC (FTC video)

- FTC toll free hotline: 877-FTC-HELP (877-382-4357)
- FTC online complaint form
- Canadian PhoneBusters hotline | 888-495-8501
- Competition Bureau Canada | 800-348-5358
- Internet Crime Complaint Center
- Software and Information Industry Association
- Software piracy report
- Local Police Department (Non-emergency number)

### Examples of Scams From Other Sources

Someone claims that "craigslist" will guarantee a transaction, certify a buyer/seller, or claims that craigslist will handle or provide protection for a payment.

- These claims are fraudulent, as craigslist does not have any role in any transaction
- Scammer will often send an official looking email that appears to come from craigslist, offering a guarantee, certifying a seller, providing payment services — all such emails are fakes!

Distant person offers a genuine-looking (but fake) cashier's check

- You receive an email offering to buy your item, or rent your apartment, sight unseen
- Cashier's check is offered for your sale item, as a deposit for an apartment, or for your services
- Value of cashier's check often far exceeds your item— scammer offers to "trust" you, and asks you to wire the balance via money transfer service
- Banks will often cash these fake checks and then hold you responsible when the check fails to clear, including criminal prosecution in some cases!
- Scam often involves a 3rd party (shipping agent, business associate owing buyer money, etc)

Someone requests wire service payment via Western Union or MoneyGram

- Scam "bait" items include apartments, laptops, TVs, cell phones, tickets, and other high value items
- Often claim that an MTCN or confirmation code is needed before he can withdraw your money— this is false, once you've wired money, it is gone
- Common countries currently include: Nigeria, Romania, United Kingdom, Ukraine, Spain, Italy, Netherlands—but could be anywhere
- Apartment listing may be local, but landlord/owner is "travelling" or "relocating" and needs you to wire money to them abroad
- Deal often seems too good to be true, price is too low, rent is below market, etc

Distant person offers to send you a money order and then have you wire money

- This is always a scam in our experience— the cashier's check is fake
- Sometimes accompanies an offer of merchandise, sometimes not
- Scammer often asks for your name, address, etc for printing on the fake check
- Deal often seems too good to be true

Distant seller suggests use of an online escrow service.

- Most online escrow sites are fraudulent, operated by scammers

Distant seller asks for a partial payment upfront, after which he will ship goods

- S/He says he trusts you with the partial payment
- S/He may say he has already shipped the goods
- Deal often sounds too good to be true

Foreign company offers you a job receiving payments from customers, then wiring funds

- Foreign company may claim it is unable to receive payments from its customers directly
- You are typically offered a percentage of payments received
- This kind of "position" may be posted as a job, or offered to you via email

## **Pacific University Policies**

### **Alcohol**

Use, possession, or distribution of alcoholic beverages (except as expressly permitted by University regulations), or obvious intoxication. This includes the promotion of binge drinking or rapid, excessive alcohol consumption, or the aiding of another to obtain alcohol inappropriately. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age. This includes, but is not limited to, all violations of State and Federal laws. All activities and events where alcohol is served must be authorized through appropriate University personnel and conducted in accordance with University regulations.

NOTE: Situations in which students are under the influence of alcohol may present health and safety concerns. The University regards the health and safety of community members as paramount and expects students to be responsible in their use of alcohol. Anyone aware of a health or safety concern should contact emergency personnel immediately.

### **Harassment (Including Sexual Harassment)**

#### **General Statement**

Pacific University reaffirms the principle that its students, faculty, and staff have a right to be free from harassment in workplace and academic settings and activities. Harassment is inconsistent with the nature of an academic community and in some circumstances can be a violation of federal and state law.

Pacific University does not tolerate any kind of harassment. This includes harassing actions between and among supervisors and employees, between and among fellow employees, between and among employees and students and between and among third parties such as vendors or visitors and any member of the University community.

#### **Harassment**

Harassment is unwelcome verbal or physical conduct that demeans or shows hostility toward an individual because of the individual's race, color, gender, sexual orientation, religion, age, marital status, national origin, physical or mental disability, veteran status or any other basis protected by applicable local, state or federal law. Harassment occurs when it (1) has the purpose or effect of creating an intimidating, hostile, offensive working or academic environment; (2) has the purpose or effect of unreasonably interfering with an individual's work or academic performance; or (3) otherwise adversely affects an individual's employment or learning opportunities.

### **Sexual Harassment**

Sexual Harassment is a form of gender (sex) discrimination. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and or other verbal or written or physical conduct of a sexual nature. Sexual harassment occurs when (1) submission to sexual conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic progress, (2) submission to or rejection of sexual conduct influences employment or academic decisions (3) sexual conduct or communication interferes with an individual's work performance or academic performance, or (4) sexual conduct creates an intimidating, hostile, or offensive work or academic environment.

If an individual is in a position to influence academic decisions or employment benefits of another, even a completely welcome, consensual, romantic or sexual relationship can raise the appearance of impropriety and can create an unwelcome appearance of favoritism and bias. (*See also University policy statement on Conflicts of Interest*) Such a relationship can lead to sexual harassment allegations if it later becomes unwelcome or if others believe they are being subjected to unequal treatment because of the relationship.

Sexual harassment is not, however, limited to situations where there is an unequal power relationship between individuals and may occur between or among coworkers or students.

### **Reporting Alleged Harassment**

Any student, faculty member or staff member who believes that he or she has been subjected to harassment should report the circumstances immediately to his or her supervisor or one of the following three individuals: the Vice-President for Academic Affairs, the Vice-President of Student Life or the Director of Human Resources. If a supervisor or administrator is made aware of a complaint, he or she must inform one of the above listed individuals.

The University strictly prohibits retaliation against any individual making a good faith report of harassment or for participating or cooperating in an investigation of harassment. Pacific University will not tolerate any form of reprisal, whether actual or implied, and whether related to employment or academic work, and such retaliatory behavior will result in discipline.

Complaints of harassment or retaliation will be examined promptly, thoroughly and will be impartially investigated.

The University must investigate complaints of harassment of which it has knowledge. The interest in confidentiality of all members of the University will be respected, insofar as it is practical and possible, given the need for a thorough and complete investigation.

### **Violations of Policy**

Violation of this policy will result in disciplinary action up to and including termination of employment or expulsion from school.

### **Inclement Weather Policy**

#### **Inclement Weather Conditions**

Inclement weather conditions include weather that may affect travel, but that do not suspend university operations or place the campus communities in immediate danger. Examples include: heavy rain, wind or lightning storms in the area.

#### **Communication Protocol for Inclement Weather**

Media Relations Director assesses information received by Campus Public Safety about weather conditions and determines which, if any, communication channels to employ (campus email, Boxer Alert, etc).

\*Message Approval Protocol: Director of Media Relations writes and approves. We use boilerplate text created for similar situations on an ongoing basis. As needed, based on his/her discretion, the message will be approved by the Associate Vice-President of Marketing and Communications or the Vice-President of University Advancement.

### **Emergency Weather Conditions**

Emergency weather conditions include weather that actively affects the safety of the campus community and/or university operations. Examples include: flooding on campus; snow or lightning storms on campus; natural disasters (earthquakes, fires, etc.); and other conditions on campus.

### **Emergency Weather Decision Process and Communication Procedures**

- VP Finance/Administration (or his/her designee) and Provost consult with the Deans (Arts & Sciences, Optometry, Education, Health Professions, Business, Students) and Library Director before 6 a.m. [including weekends as needed] to determine the operating schedules for campuses (Forest Grove, Hillsboro, Eugene, Woodburn) and clinics (Dental, Ear, Eye, Physical Therapy, Psychology, Diabetes).
- After decisions for all locations are reached, VP Finance/Admin or designee informs Media Relations Director.
- If at least one location is closed or delayed in opening, the Media Relations Director will issue a Boxer Alert message indicating affected locations, and post a single message containing information for all locations (both affected and unaffected locations) to the university website home page.
- The headline link on the website will read "Pacific University Schedule Changes Due to Inclement Weather," forcing viewers to click the link to access the information for all sites. The website message headline will indicate updates by listing the time of day. (example: Pacific University Schedule Changes Due to Inclement Weather - updated 7:30 a.m.).
- If there is a discussion about changes in the hours of operation due to inclement weather, and the decision is made to open for normal business hours, a message indicating such will be posted to the university website home page.
- If there is not a discussion about changes in the hours of operation due to inclement weather and the decision is made to change the business hours, the university will communicate to constituents based on the current multi channel communication process.
- If there is not a discussion at all (regardless of any inclement weather in the region), the university will not have any information posted on its website or otherwise communicated.
- Email and Boxer Alerts messages will be separate from the website message and will only be used to convey closures or delays. These messages will contain only information specific to the recipient's location.
- News Media: Only messages of closures or delays will be communicated to Portland news media. The College of Education's Eugene campus handles media notification in the Eugene-Springfield area. Following are television and radio media that announce weather-related closures and delays:
  - Portland Area Broadcast Media
    - ◆ TV Stations: KATU 2 (ABC), KGW 8 (NBC), KOIN 6 (CBS), KPTV 12 (FOX)
    - ◆ Radio Stations: KEX AM 1190, KPAM AM 860, KUIK AM 1360, OPB FM 91.5, KXL FM 101.1
  - Eugene Area Broadcast Media
    - ◆ TV Stations: KEZI 9 (ABC), KMTR 16 (NBC), KVAL 13 (CBS)

- ♦ Radio Stations: KLCC FM 89.7, KPNW AM 1120, KUGN AM 590
- Related Web Resources
  - ♦ [Oregon Department of Transportation](#)
  - ♦ [The Weather Channel](#) or call 800-977-6368 (toll-free within Oregon)

### **Illegal Substances/Use of Substances/Paraphernalia**

Use or possession of illegal or potentially harmful substances, including, but not limited to, marijuana, heroin, narcotics, or other controlled substances except as expressly permitted by law. Possession of items that facilitate the use of illegal substances such as pipes, bong, and/or homemade devices are prohibited, except as expressly permitted by law. This includes, but is not limited to, all violations of State and Federal laws. Also, the illegal or harmful use of legal substances.

### **Missing Students: Policy and Procedure**

#### **Goal**

The following policy and procedure has been established to assist in locating Pacific students living in university owned housing who, based on the facts and circumstances known to the institution, Pacific University has determined to be missing.

If you have reason to believe a student who lives in on-campus student housing has been missing from campus for 24 hours, immediately contact Campus Public Safety (503-352-2230).

#### **Scope**

Applies to all university students, with emphasis on those residing in university owned/operated housing units.

#### **Procedure**

At the beginning of each academic year, Pacific University will inform students residing in on campus housing that Pacific will notify either a parent or an individual selected by the student not later than 24 hours after the time the student is determined to be missing. This information will include the following:

- Students have the option of identifying an individual to be contacted by Pacific University not later than 24 hours after the time the student has been determined to be missing. Students can register this confidential contact information through the Housing & Residence Life Office. If the student does not identify a confidential contact person, the University will contact a parent or guardian on record should the student be deemed missing.
- If the student is under 18 years of age, and not an emancipated individual, Pacific University is required to notify a custodial parent or guardian not later 24 hours after the time that the student is determined to be missing.

Pacific University will notify the appropriate law enforcement agency not later than 24 hours after the time that the student is determined to be missing.

If Campus Public Safety or any law enforcement personnel have been notified and makes a determination that a student has been missing for more than 24 hours, CPS will initiate the emergency contact procedures in accordance with the student's designation.

Pacific University will follow the following notification procedure for a missing student who resides in on-campus housing:

- Once Pacific University receives a missing student report, the following offices will be notified:
  - Campus Public Safety

- Dean of Students Office
- Vice President for Enrollment Management and Student Affairs
- Housing and Residence Life
- Any official missing person report relating to this student should be immediately referred to Campus Public Safety.
- If Campus Public Safety, after investigating the official report, determines the student has been missing for more than 24 hours, Pacific University will contact the individual identified by the student, the custodial parent or legal guardian if the student is under 18 and not emancipated, and / or local law enforcement.

Upon notification from any entity that any student may be missing, Pacific University may use any of the following resources to assist in locating the student. These resources may be used in any order and combination.

- Through the Housing and Residence Life Office, the Resident Assistants may be asked to assist in physically locating the student by keying into the student's assigned room and talking with known peers.
- Campus Public Safety may search on campus public locations to find the student (library, dining, athletic facilities, etc.).
- Campus Public Safety may issue an ID picture to assist in identifying the missing student.
- The Vice President for Student Affairs Office may try to contact known friends, family, or faculty members for last sighting or additional contact information.
- Student Affairs or academic departments may be contacted to seek information on last sighting or other contact information.
- Campus Public Safety may access card access logs to determine last use of the card and track the card for future uses.
- Campus Public Safety may access vehicle registration information for vehicle location and distribution to authorities.
- University Information Services may be asked to look up email logs for last login and use of the Pacific University email system.
- If there is any indication of foul play, the local police department will immediately be contacted for assistance.

## **Sexual Misconduct Policy**

### **Introduction**

Pacific University is committed to providing a learning environment that affirms the dignity and inherent worth of every member of the student community. The Student Code of Conduct is an overarching set of regulations and procedures designed to protect and foster such a learning environment, and includes within it the Student Sexual Misconduct Policy.

Sexual misconduct, in any form, is contrary to the very goals and mission of the University and will not be tolerated. An individual found responsible of violating the University policy on sexual misconduct will be subject to disciplinary action.

## Article I: Definitions

- A. The term “**sexual misconduct**” means rape, sexual assault, or forced or unwanted sexual contact of any kind, or threat of such contact. Sexual contact is considered “unwanted” or without consent if clear consent is not given; if inflicted through force, threat of force, or coercion; or if inflicted upon a person who is unconscious or otherwise without the physical or mental capacity to consent. If sexual contact is inflicted on someone who is intoxicated or impaired by alcohol or drugs, it is considered without consent.
1. Sexual misconduct includes but is not limited to:
    1. Unwanted/non-consensual verbal (including telephone), written (including electronic media), pictorial, or physical conduct of a sexual nature which a reasonable person would consider intimidating, hostile, offensive, and/or which adversely affects the learning or living environment of any students.
    2. Non-consensual sexual contact and/or touching involving any sexual or intimate part of the body.
    3. Unwanted/non-consensual forceful sexual contact. The use of force may include, but not be limited to, use of body weight, pushing or hitting, coercion or threats.
    4. The use of force (body weight, hitting or pushing, use of a weapon, threats to kidnap, kill or harm oneself for example) to overcome earnest resistance to engage in sexual intercourse. Earnest resistance may be verbal or physical, or both.
    5. Sexual intercourse, or penetration by any means to any degree when the victim is incapable of consent by reason of mental incapacitation or physical helplessness and force is not used (see Commentary on Consent below).
  2. Sexual misconduct includes acts of sexual exploitation. Acts of sexual exploitation are including, but are not limited to:
    1. Prostitution
    2. Videotaping or making digital imagery of sexually explicit acts without knowledge and consent of all parties
    3. Invasion of privacy, stalking, or voyeurism
    4. Dissemination of sexually explicit images without the consent of all parties
    5. Inducing incapacitation with the intent to rape or sexually assault—This type of sexual exploitation occurs regardless of whether sexual activity actually takes place.
- B. The term “**consent**” means voluntary, non-coerced and clear verbal and/or nonverbal communication indicating a willingness to engage in a particular act. Consent includes an affirmative verbal response or voluntary acts unmistakable in their meaning.
- C. The term “**sexual contact**” means the touching of the genitalia, anus, buttocks or breast of a person or causing such person to touch the genitalia, anus, buttocks or breasts of another.
- D. The term “**mental incapacitation**” means a condition wherein a person is rendered incapable of appraising or controlling his/her conduct at the time of the alleged offense because of the influence of a controlled or other intoxicating substance or because of any act committed upon the person without his/her consent.
- E. The term “**physical helplessness**” means a condition wherein a person is asleep, unconscious or for any other reason is physically unable to communicate consent to an act.



- F. The “**Complainant**” brings forward an allegation of a breach of the Sexual Misconduct Code which is actionable.
- G. The term “**Respondent**” means any student accused of violating this Sexual Misconduct Code.
- H. The term “**Conduct Advisor**” (or designee) means a specifically trained University staff designated by the Vice President for Student Affairs to be responsible for the administration of the Student Code and ensures that all procedures are falling in accord with the University Code of Conduct. The Conduct Advisor (or designee) will attend the complete proceedings of all hearings, and does not have a vote in any hearing decision. The Conduct Advisor (or designee) has specialized knowledge of appropriate university sanctions, and will assign sanctions to students found in violation of the Sexual Misconduct Policy via either the Individual Conduct Officer or Formal Conduct Board hearing processes outlined herein after notification of hearing outcome. The Conduct Advisor (or designee) is an unbiased source for the process and will equally offer resources and procedural information to both the Respondent and the Complainant making the report of sexual misconduct.
- I. The “**Conduct Administrator**” is a trained University staff member who manages all disciplinary administrator duties, including managing and gathering reports, recording information in files, serving as an administrative resource during hearings, etc.
- J. The “**Sexual Misconduct Policy Board**” means Faculty and staff members of the University who have been specifically trained in sexual misconduct definitions, role of consent, myths and facts about sexual misconduct, conduct procedures, sensitivity to diversity and culture, due process, appropriate standards of proof and questioning standards, and information gathering. Individual members may be called upon to serve alone in Individual Conduct Officers Hearings, or a group of three members will be asked to act as the Sexual Misconduct Policy Board in Formal Conduct Board hearing. Members serving as Hearing Officers should have no power-relationship or significant history with the accused student and/or the student making the report. Both men and women will comprise the Board and all three must be in attendance at a Formal Conduct Board hearing.

## Article II: Sexual Misconduct Policy

Sexual misconduct violates the standards of conduct expected of every student member of the University community and is strictly prohibited by The Student Code of Conduct. In reported cases of sexual misconduct, the person making the report (The Complainant) must offer credible evidence that opens the question of whether voluntary consent existed. It then becomes the responsibility of the accused student (The Respondent) to demonstrate that such consent did exist. The University is charged with determining whether voluntary consent existed, not in determining the precise details of the offense. If it is found that behavior took place without voluntary consent, then a violation of the Sexual Misconduct Policy occurred. The other evidence at the hearing is used to determine the most appropriate outcome to a violation.

1. **A Note About Consent:** In the absence of mutually clear words or actions (a true and mutual understanding of what is to be done, where, with whom, and in what way), it is the responsibility of the initiator, or the person who wants to engage in the specific sexual activity to make sure that he or she has voluntary consent from his/her partner(s). Consent to some form of sexual activity does not imply consent to other forms of sexual activity. Consent must be obtained by the initiator of the behavior at every stage of sexual interaction. Because sexual misconduct between students often occurs in the context of the use of alcohol or other controlled substances, it is important to stress the critical significance of clear communication, consent, and levels of responsibility for behavior while under the influence. As Pacific's Alcohol Policy clearly states, individuals are responsible for their behavior when

they are drinking, and drinking is never an excuse for behavior. This applies to all students. However, under theories of consent, when an individual is intoxicated and unable to communicate consent or lack thereof, that individual can no longer be responsible for decisions about sexual activity because he or she is mentally incapable of giving or denying consent. Therefore, if a student has sexual contact with another student who does not have the necessary mental capacity to consent to this behavior, this sexual contact is considered sexual misconduct by the University.

### **Article III: Student Sexual Misconduct Code Procedures**

A student who has experienced an unwanted sexual contact is encouraged to first contact the Campus Wellness Coordinator, who is identified as the primary source of advocacy, information, and support for students. However, a student may make a disclosure of sexual misconduct to any professional on the Pacific campus to seek information about resources available for support, advocacy, or conduct options (i.e. Campus Wellness Coordinator, Area Coordinators, Counseling Center, Health Center, CPS, Center for Gender Equity, Student Life, Dean's Office, etc.). If the student making the report decides that she or he would like to pursue a University conduct hearing, the above listed professionals may assist the student to make contact with the Conduct Advisor or designee. Students may also elect to make direct contact with the Conduct Advisor (or designee) as their first point of contact. (In cases where a student wishes to make a report, but is not comfortable with the Conduct Advisor a trained designee will be named.)

If the Complainant chooses, she or he may pursue one of the following processes for adjudication of an incident of sexual misconduct. The procedures below are designed to assure fairness and a balanced process, maintain confidentiality (wherever possible), and impose appropriate sanctions on members of the student community in violation of the policy. Two hearing options are available: a hearing with an Individual Conduct Officer or a hearing with a Formal Conduct Board, as outlined below.

Note: Just as in any University conduct case, decisions are made based on a "preponderance of evidence," meaning the incident was more likely than not to have happened (more than 50% chance).

#### **Article III. A: Individual Conduct Officer Hearing Process**

The student making the report (The Complainant) may choose to bring an alleged sexual misconduct incident to a hearing with a single, trained Conduct Officer. Both the Complainant and Respondent will be participants in a hearing within fifteen (15) working days of notice being given to the Respondent. The hearing will be procedurally identical for both students – same location, same Conduct Officer, same Conduct Advisor, same preparatory materials provided, same opportunity for an advocate (see Complaint Procedures). However, the day and time of the hearing will be different to ensure that the Complainant and Respondent NOT asked to have direct contact with one another through the process. The two students will NOT be asked to be in the same room, at the same time, during the hearing.

In the course of the hearing the Conduct Officer will speak individually with both the Respondent and the Complainant. Both the Respondent and Complainant will have the opportunity to read any submitted written reports regarding the incident and may respond to the information in the reports. The Conduct Officer will also speak with all reported witnesses to the incident before rendering a decision. Permanent dismissal or expulsion from the University CANNOT be imposed as the outcome of an Individual Conduct Officer hearing. A listing of some representative potential conduct sanctions or interventions is included in the "Sanction" section of the Sexual Misconduct Policy.

After both the Complainant and the Respondent have participated in their portions of the hearing, the Conduct Officer will decide if the Respondent is responsible for a violation of the Sexual Misconduct Policy. (Note: Just as in any University conduct case, decisions are made based on a “preponderance of evidence,” meaning the incident was more likely than not to have happened (more than 50% chance). Lack of voluntary consent constitutes the violation. Following deliberation, the Conduct Officer renders a decision and will notify both students and the attending Conduct Advisor of that decision. If the Respondent is found in violation of the Sexual Misconduct Policy, he or she will meet individually with the attending Conduct Advisor within 5 working days, and at that time he or she will be informed of assigned sanctions. See Hearing Appeal Process for appeal criterion and procedures.

### **Article III. B: Formal Conduct Board Hearing Process**

A student filing a report may choose to bring an alleged sexual misconduct incident through a Formal Conduct Board hearing process with the Sexual Misconduct Policy Board. Both the Complainant and Respondent will be participants in a hearing within fifteen (15) working days of notice being given to the Respondent. In a Formal Conduct Board hearing both the Complainant and Respondent must appear before the Board, in the same room, to tell his/her side of the incident. The Conduct Advisor (or designee) will be in attendance to ensure procedural consistency, but will not participate directly and does not have a vote to influence the outcome of the hearing. Either the Complainant or Respondent may request participation via closed caption video, SKYPE, a room partition, or other reasonable visual or physical separation during the hearing. Both the Complainant and Respondent may be questioned by the Board. Neither the Respondent nor Complainant may question one another directly. Witnesses may be brought forward and may be questioned by the Board. The Sexual Misconduct Policy Board’s role is to determine whether a violation of the Sexual Misconduct Policy has occurred based on the preponderance of evidence. A violation has occurred if it is found that voluntary consent did not exist. A decision by the Sexual Misconduct Policy Board, in which a student is found in violation of the code, may result in a number of sanctions up to and including suspension and/or expulsion from the University.

The students involved in the reported incident may challenge the composition of the Board. The Respondent and Complainant will be notified of the names of those who will serve on the Board at the time the hearing is scheduled. If either objects to any member or members of the Board, he or she must submit the reasons for objection in writing to the Conduct Advisor (or designee) no less than 72 hours prior to the hearing. The Conduct Advisor will review the objection and decide whether the Board members should or should not be replaced. Removal from the Board will occur if the Conduct Advisor is convinced that bias or other harm could result from allowing the selected member to adjudicate the incident.

Formal Conduct Board hearings require that three (3) members of the Sexual Misconduct Policy Board be present. Once the Board renders a decision, both the Complainant and Respondent will be notified of that decision either in person at the conclusion of the hearing or in a personal meeting with the Conduct Advisor (or designee). If the Respondent is found in violation of the Sexual Misconduct Policy, he or she will be informed of assigned sanctions in an individual meeting with the attending Conduct Advisor within five (5) working days.

A decision by the Board will be made by a majority vote if a consensus is not possible. (Note: Just as in any University conduct case, decisions are made based on a “preponderance of evidence,” meaning the incident

was more likely than not to have happened (more than 50% chance). Lack of voluntary consent constitutes the violation.

Individual Conduct Officer and Formal Conduct Board hearings may be appealed to the Director of Human Resources or designee within five (5) working days of the hearing. As a response to hearing the appeal, the Director of Human Resources, or designee, may support the original decision, overturn the original decision, or request a new hearing. In order to move forward, all appeals must meet one or more of the four criteria outlined in this policy (see Hearing Appeal Process).

### **Article III. C: Complainant and Additional Procedures**

Once the student with a complaint (Complainant) decides how she or he want to move forward, the Conduct Advisor (or designee) will request a written report describing the incident to the Conduct Advisor. Within 48 hours, or as soon as thereafter as possible, this report will then be presented to the accused student (Respondent) by the Conduct Advisor (or designee) and the Respondent will have an opportunity to submit his or her own report. In addition, during this time any other related reports will be collected by the Conduct Advisor (i.e. CPS report, witness reports, etc.).

The Respondent may consult the Conduct Advisor (or designee) for general support and information regarding options, or he or she may ask for another trained individual to act as a resource.

Both the Respondent and the Complainant have the right to review all submitted reports before the hearing. All reports must be submitted to the Conduct Advisor (or designee) within a minimum of 48 hours before the hearing.

Once the Respondent has been notified, either the Individual Conduct Officer hearing or the Formal Conduct Board hearing will be held as quickly as possible, within fifteen (15) working days of this notification. If this time frame cannot be met, both the Respondent and the Complainant will be notified promptly. Only specific conditions may allow for a hearing delay such as academic calendar delays, the temporary withdrawal of either student, or medical emergency of any participant of the scheduled hearing. Both the Respondent and the Complainant will be informed by the Conduct Advisor (or designee) of the hearing format, specific charges, and related protocol.

If the Conduct Advisor determines that the safety or wellbeing of either the Respondent or the Complainant may be compromised before or after the hearing, alternative residential accommodations may be provided to one or both students. If a continuing threat of harm or concern regarding a hostile environment for the Complainant is present, interim suspension of the Respondent may also be imposed pending a hearing. Both students will be instructed to cease and resist all forms of contact, including third party contact, with one another before and possibly after the hearing (a “no contact” order will be in effect). If the “no contact” instructions are violated, the student who made the contact will face conduct procedures and sanctions including possible immediate suspension and/or a trespass from campus. Further, the Respondent may not discuss the matter with others even if no contact with the Complainant is intended or actually occurs.

It is the Complainant’s choice whether to also report sexual misconduct to civil authorities. A report to the Conduct Advisor (or designee) does not trigger a report to law enforcement authorities. (See Violation of the Law and the Student Judicial Process.) The University will maintain the confidentiality of the Complainant

and the Respondent at all stages of the conduct system unless unavoidable. As required by law, however, the Complainant has a right to know the outcome of any conduct hearing involving sexual misconduct, and will be so informed by the Conduct Advisor.

In both Individual Conduct Officer and Formal Conduct Board hearings, the Respondent and Complainant have the right to have one (1) non-participatory advocate or support person in any meeting with University personnel regarding the incident (Note: The advocate/support person may be an attorney, but may act only in an advisory role to the student). If either student utilizes an attorney as an advisor, the student must give the Conduct Advisor at least 48-hours notice. If the student elects to be advised by an attorney, the Conduct Advisor (or designee) may elect to have the University advised by University Counsel during the proceedings.

Also, in both Individual Conduct Officer and Formal Conduct Board hearings, the hearing will be convened in a private room and will not be open to the public. A record of the hearing (digital audio and written) will be maintained by the Conduct Administrator.

In a Formal Conduct Board hearing there will be separate waiting rooms for the Respondent and the Complainant and related witnesses. The Conduct Advisor (or designee) must receive a list of all witnesses at least 48 hours before the hearing. The Conduct Advisor (or designee) must also receive any objections to the persons selected to sit as the Sexual Misconduct Policy Board no later than 72 hours prior to the hearing. (Approved objections may delay the hearing while other Board members are located.) Both the Respondent and Complainant have a right to be present throughout Formal Conduct Board proceedings and will have the right to know in advance any witnesses that may come forward. However, the Complainant and the Respondent do not need to be physically present in the hearing room at the same time and a Formal Conduct Board hearing can be conducted via a live video feed from another location.

Any person disruptive to a hearing may be excluded from the process by the Conduct Advisor (or designee) and/or an Individual Conduct Officer. If this person is a student, he or she will be subject to disciplinary sanctions including immediate suspension and/or lesser charges appropriate to the disruption.

All students have a right to a fair and impartial hearing. However, a student's failure to attend a scheduled hearing after receiving appropriate, timely notice, and without notifying the University of his or her necessary absence, or a student's failure to participate appropriately in the proceeding, are not sufficient reasons to halt the Sexual Misconduct Policy Board and/or Individual Conduct Officer from rendering a decision.

(Note: Just as in any University conduct case, decisions are made based on a "preponderance of evidence," meaning the incident was more likely than not to have happened (more than 50% chance).

Only after a finding of responsibility has been reached in either the Individual Conduct Officer hearing or the Formal Conduct Board hearing, may prior violations of the Sexual Misconduct Policy, of the Student Code of Conduct, or of public law that are deemed relevant be made known to the Conduct Advisor (or designee) who then determines appropriate sanctions.

### **Article III. D: Sanctions**

The following may be sanctions imposed during an Individual Conduct Officer hearings or a Sexual Misconduct Policy Board hearing:

1. **Warning** - A notice in writing to the student that he or she has violated the Student Code of Conduct or University community standards, with language that clearly indicates the particular aspects of behavior that were at issue and expectations for future behavior.
2. **Loss of Privileges** - Denial of specified privileges for a designated period of time.
3. **Educational Intervention** – An educational task such as a research paper, interview, lecture, observation, etc. that would increase a student’s understanding of related issues of consent and/or appropriate physical boundaries.
4. **Program Development** – The development of an educational program for a living and/or learning community on a relevant topic (i.e. healthy relationships, consent, effects of alcohol on decision-making, etc.).
5. **Fines** – Dollar amounts appropriate to the case.
6. **Restitution** - Compensation for property damage or loss.
7. **Discretionary Sanctions** - Work assignments, service to the University or other related discretionary assignments.
8. **Behavioral Agreements** - A written statement of behavioral expectations developed for those who have already received written warnings, or whose conduct indicates that formalized ongoing structures are beneficial.
9. **Psychological Assessment** – an assessment of functioning conducted by a licensed or certified mental health professional. Such services are available on campus and subsidized by student fees. Should a student prefer to seek a psychological assessment off-campus, the student will be responsible for all payment for services.
10. **Probation** - A written reprimand for violation of specified regulations. Probation is for a designated period of time, and includes the warning of more severe disciplinary sanctions if the student is found to be in violation of any institutional regulation(s) during the probationary period.
11. **Residence Hall Relocation** – The Relocation of the accused to a different living unit managed by the University. The University reserves the right to select the new housing assignment and the student is responsible for incurring additional costs that may result from the move.
12. **Residence Hall Suspension** - Separation of the student from the residence halls for a definite period of time, after which the student may be eligible to return. Conditions to regain a housing assignment may be specified.
13. **Residence Hall Expulsion** - Permanent separation of the student from any of the living units managed by the University.
14. **University Suspension** - Separation of the student for a definite period of time, not to exceed one year, after which the student may be eligible to return. Conditions for re-admission may be specified.

Note – the following sanctions can only be imposed via a Formal Conduct Board hearing, or from an appeal of a Formal Conduct Board hearing outcome:

15. **University Dismissal**—Separation of the student from the University, with opportunity to reapply to the University. Conditions for re-admission may be specified.
16. **University Expulsion**—Permanent severance of the student from the University.

### Article III. E: Hearing Appeal Process

The decision of the Sexual Misconduct Policy Board may be appealed by either the Complainant or the Respondent within five (5) school or working days of the decision. Such appeals shall be in writing, and shall

be delivered to the Vice President of Student Affairs or designee. To be heard, all appeals must meet one of the four criteria listed in the Code of Conduct. These criteria include:

1. To determine whether the original hearing was conducted fairly in light of the allegations and evidence presented, whether the hearing was conducted in conformity with prescribed procedures, and that the process provided a reasonable opportunity to prepare and present evidence that the Student Code was violated, and provided the respondent a reasonable opportunity to prepare and to present a rebuttal of those allegations.
2. To determine whether the decision reached regarding the Respondent was based on an appropriate standard of proof - “more likely than not”, that is, whether the information presented in the case was sufficient to establish that a violation of the Student Code more likely than not occurred.
3. To determine whether the sanction(s) imposed were proportional to the violation of the Student Code, which the student was found to have committed.
4. To consider new evidence sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence was not known, and could not have been known to the person appealing at the time of the original hearing.

The Vice-President of Student Affairs or designee will determine if an appeal meets one or more of the listed criteria. This determination will be communicated within five (5) school days following receipt of a request for appeal. If an appeal does meet the criteria, it will be heard by the Director of Human Resources, or designee, within five (5) school days of the student having been notified. The Director of Human Resources, or designee, has received the same sexual misconduct training as all members of the Sexual Misconduct Policy Board. Once the Director of Human Resources or designee, renders a decision, it is final and any sanctions immediately apply.

**Note**— Generally, sanctions will not be imposed until the appeal process has been completed. However, in cases where the Sexual Misconduct Policy Board finds the Respondent in violation and determines that the student must be removed from University housing or suspended, dismissed or expelled from the University, the Respondent will be temporarily suspended from living in or visiting any on-campus living environment, and he or she will be given stipulations regarding access to the University until the appeal can be completed. Generally, in all cases wherein an appeal has been filed, both students will be required to honor a “no contact” agreement during the appeal process at least.

### **Article III. F: Violation of the Law and the Student Conduct Process**

University conduct proceedings may be instituted against a student without regard to pending criminal charges, or civil litigation which may arise from the same situation. Proceedings under the Student Conduct Process, including the Sexual Misconduct Policy, may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

The Vice President for Student Affairs, in consultation with the University Counsel, will determine the University's response when the law has been violated. Under some circumstances, the University may elect to postpone a hearing, pending completion of the collection of evidence by law enforcement officers, but it is not obligated to do so.

A student who is disciplined, suspended or expelled from the University by the Sexual Misconduct Policy Board for behavior that was also alleged to be illegal and is later found not guilty of charges by public authorities may appeal the Sexual Misconduct Policy Board ruling to the Director of Human Resources. (The finding of the Sexual Misconduct Policy Board has the possibility of remaining in force due to a lesser standard of proof being used—i.e., weight of believable evidence vs. beyond a reasonable doubt.)

When a student is charged by federal, state or local authorities with a violation of law, the University will not request nor agree to special consideration for that individual because of his/her status as a student. If the alleged offense is also involved in a proceeding of the Student Conduct Process, the University may advise off-campus authorities of the existence of the Process, and of how such matters will be handled internally within the University community.

### **Important Note**

Before revealing the name of the student being accused of misconduct, the reporting student should be made aware of the remote possibility that a Formal Conduct Board hearing might be required in some cases. In cases where the Conduct Advisor, in consultation with the Vice President for Student Affairs, the Director of the Counseling Center and the University Counsel, determines there is a pattern of behavior that poses a significant risk to the community, a Formal Conduct Board hearing may be required to adjudicate an alleged incident. For example, in the rare case where there is a clear pattern of sexual misconduct by the same student against multiple individuals, a Formal Conduct Board hearing may be required. Where such risks to the community are presented by a student who is currently enrolled in one of the graduate/professional programs, or is about to seek admission to such a program, the Dean of the appropriate college may also be notified.

In addition, in accordance with the Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) and the United States Department of Education's Office for Civil Rights 2011 "Dear Colleague" letter, certain rare circumstances may require the University to take action even if the Complainant continues to ask that his or her name or other identifiable information not be revealed. Because the University is tasked with providing a safe and nondiscriminatory environment for all students, the University may weigh the request for confidentiality against the following factors: the seriousness of the alleged harassment; the complainant's age; whether there have been other harassment complaints about the same individual; and the alleged harasser's rights to receive information about the allegations if the information is maintained by the school as an "education record" under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g; 34 C.F.R. Part 99.15.

To learn more about Title IX, the University's Title IX coordinator, and how to submit a Title IX complaint, please see the webpage: [Title IX Nondiscrimination Policy at Pacific University](#).

### **Title IX Information**

Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681) is a federal law that states "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." The law expressly prohibits all forms of sex discrimination, which include sexual harassment, sexual assault and sexual violence.



### **Who is protected by Title IX at Pacific University**

Since the university is a recipient of federal financial assistance, all Pacific University students, employees, affiliates and visitors are covered by Title IX requirements and protections.

### **Title IX Compliance Assurance**

Please direct grievances, questions, concerns and requests for consultations to the Coordinator or his Deputies.  
Mark Ankeny | Title IX Coordinator, VP of Enrollment Management and Student Affairs  
503-352-2924 | [mankeny@pacificu.edu](mailto:mankeny@pacificu.edu)  
114A | Marsh First Floor

### **Complaints, Investigations, and Procedures**

The Title IX Coordinator is responsible for the oversight and monitoring of all aspects of the university's efforts to comply with Title IX and to prevent violations of its provisions. The Coordinator oversees the dissemination of information regarding Title IX to students, staff and faculty; coordinates training for employees; maintains Title IX grievance/complaint files; monitors Title IX Deputies in the investigation and disposition of complaints; and answers inquiries from university and community members.

Title IX Deputies receive and process Title IX complaints; field inquiries from students, faculty, staff and administrators regarding their rights and responsibilities under Title IX; investigate cases of alleged discrimination; interview complainants, respondents and material witnesses; and assist the Title IX Coordinator in oversight and implementation of Title IX compliance efforts.

Complaints will be handled in a timely manner. When there is a documented violation of Title IX, prompt remedies will be provided. Every effort will be made to ensure that said conduct will end, its recurrence will be prevented and, to the extent possible, pre-violation status will be restored.

### **Retaliation is Prohibited**

Pacific University prohibits retaliatory harassment, threats, or intimidation against anyone for making an inquiry about suspected Title IX violations, registering a complaint, assisting a complainant, or participating in an investigation; retaliatory behavior includes the creation of a hostile work or social climate. Instances of retaliation should be reported to the Title IX Coordinator or Deputies.

### **Pacific University Title IX Resources**

[Student Counseling Center](#)  
[Campus Wellness Coordinator](#)  
[Campus Public Safety](#)  
[Employee Assistance Program](#)

### **Inquiries**

Inquiries about Title IX and Pacific's compliance with it may also be directed to:

**Office of Civil Rights**  
U.S. Department of Education  
400 Maryland Avenue SW  
Washington, D.C. 20202

In addition to complying with Title IX's prohibition of discrimination based upon sex, Pacific University does not discriminate on the basis of disability, race, color, national origin, sexual orientation, age, religious preference, disabled veteran or Vietnam Era status in admission and access to, or treatment in employment, educational programs as required by Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination Act, the Americans With Disabilities Act of 1990 and their implementing regulations.

## **Annual Crime Statistics**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campuses. The law is named for Jeanne Clery, a 19-year-old Lehigh University freshman who was raped and murdered by another Lehigh student in her campus residence hall in 1986. The Clery Act, signed in 1990, was originally known as the Crime Awareness and Campus Security Act.

## 2014 Annual Safety &amp; Security Data Reports

## Forest Grove Campus Crime Data

Forest Grove Campus Clery Reportable Incidents	On Campus									Non Campus			Public Property		
	Student Housing			Other			Total			2014	2013	2012	2014	2013	2012
	2014	2013	2012	2014	2013	2012	2014	2013	2012	2014	2013	2012	2014	2013	2012
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	3	7	0	0	11	0	3	18	0	0	0	1	1	0
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	3	1	3	0	0	3	3	1	6	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	2	0	0	2	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	2	0	3	4	0	0	6	0	0	0	3	3	0
Drug Law Arrests	1	0	1	2	4	0	2	4	1	0	0	0	3	3	0
Illegal Weapons Possession Arrests	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0
Liquor Law Referrals	226	234	168	9	4	131	235	238	299	0	0	0	0	0	0

Pacific University Annual Security and Fire Safety Report

**Forest Grove Campus Bias Crime Data—On Campus**

Forest Grove On Campus	Race			Gender			Gender Identity			Religion			Sexuality			Ethnicity			Nation Origin			Disability		
	'14	'13	'12	'14	'13	'12	'14	'13	'12	'14	'13	'12	'14	'13	'12	'14	'13	'12	'14	'13	'12	'14	'13	'12
Categories																								
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0		0	0	0
Negligent Manslaughter	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	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	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0		0	0	0
Robbery	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0		0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0		0	0	0
Burglary	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	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0		0	0	0
Arson	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0		0	0	0
Simple Assault	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0		0	0	0
Intimidation	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0		0	0	0
Larceny	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0		0	0	0
Destruction of Property	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0		0	0	0

No Data collected before 2013 in the grey columns.

Forest Grove Campus Bias Crime Data—Off Campus

Forest Grove Off Campus Categories	Race			Gender			Gender Identity			Religion			Sexuality			Ethnicity			Nation Origin			Disability		
	'14	'13	'12	'14	'13	'12	'14	'13	'12	'14	'13	'12	'14	'13	'12	'14	'13	'12	'14	'13	'12	'14	'13	'12
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0		0	0	0
Negligent Manslaughter	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	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	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0		0	0	0
Robbery	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0		0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0		0	0	0
Burglary	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	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0		0	0	0
Arson	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0		0	0	0
Simple Assault	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0		0	0	0
Intimidation	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0		0	0	0
Larceny	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0		0	0	0
Destruction of Property	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0		0	0	0

\* No Data collected before 2013 in the grey columns.

Pacific University Annual Security and Fire Safety Report

**Hillsboro Campus Crime Data**

Hillsboro Campus Cleary Reportable	On Campus			Non Campus			Public Property		
Incidents	2014	2013	2012	2014	2013	2012	2014	2013	2012
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense	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	3	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Referrals	0	0	0	0	0	0	0	0	0
Drug Law Referrals	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Referrals	0	0	0	0	0	0	0	0	0

**Hillsboro Campus Bias Crime Data—On Campus**

Hillsboro On Campus	Race			Gender			Gender Identity			Religion			Sexuality			Ethnicity			Nation Origin			Disability		
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0		0	0	0
Negligent Manslaughter	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	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	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0		0	0	0
Robbery	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0		0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0		0	0	0
Burglary	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	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0		0	0	0
Arson	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0		0	0	0
Simple Assault	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0		0	0	0
Intimidation	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0		0	0	0
Larceny	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0		0	0	0
Destruction of Property	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0		0	0	0

\* No Data collected before 2013 in the grey columns.

**Hillsboro Campus Bias Crime Data—Off Campus**

Hillsboro Off Campus	Race			Gender			Gender Identity			Religion			Sexuality			Ethnicity			Nation Origin			Disability		
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0		0	0	0
Negligent Manslaughter	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	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	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0		0	0	0
Robbery	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0		0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0		0	0	0
Burglary	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	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0		0	0	0
Arson	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0		0	0	0
Simple Assault	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0		0	0	0
Intimidation	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0		0	0	0
Larceny	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0		0	0	0
Destruction of Property	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0	0	0	0	0		0	0	0

\* No Data collected before 2013 in the grey columns.



**Eugene Campus Crime Data**

<b>Clearly Reportable</b>	<b>On Campus</b>			<b>Non Campus</b>			<b>Public Property</b>		
<b>Incidents</b>	2014	2013	2012	2014	2013	2012	2014	2013	2012
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense	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	3	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0
Liquor Law Referrals	0	0	0	0	0	0	0	0	0
Drug Law Referrals	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Referrals	0	0	0	0	0	0	0	0	0

**Violence Against Women Act (VAWA) Crime Data**

<b>Forest Grove Campus</b>	<b>On Campus</b>									<b>Non</b>			<b>Public</b>		
<b>VAWA Crimes</b>	<b>Student Housing</b>			<b>Other</b>			<b>Total</b>			<b>Campus</b>			<b>Property</b>		
	'14	'13	'12	'14	'13	'12	'14	'13	'12	'14	'13	'12	'14	'13	'12
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	1	1	0	0	0	0	1	1	0	0	0	0	0	0	0
Rape	3	0	0	0	0	0	3	0	0	0	0	0	0	0	0
Fondling	1	1	0	0	0	0	1	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

<b>Hillsboro Campus</b>	<b>On Campus</b>						<b>Non</b>			<b>Public</b>		
<b>VAWA Crimes</b>	<b>Other</b>			<b>Total</b>			<b>Campus</b>			<b>Property</b>		
	'14	'13	'12	'14	'13	'12	'14	'13	'12	'14	'13	'12
Domestic Violence	0	0	ND	0	0	ND	0	0	ND	0	0	ND
Dating Violence	0	0	ND	0	0	ND	0	0	ND	0	0	ND
Stalking	0	1	ND	0	0	ND	0	0	ND	0	0	ND

<b>Eugene Campus</b>	<b>On Campus</b>						<b>Non</b>			<b>Public</b>		
<b>VAWA Crimes</b>	<b>Other</b>			<b>Total</b>			<b>Campus</b>			<b>Property</b>		
	2014	2013	2012	2014	2013	2012	2014	2013	2012	2014	2013	2012
Domestic Violence	0	0	ND	0	0	ND	0	0	ND	0	0	ND
Dating Violence	0	0	ND	0	0	ND	0	0	ND	0	0	ND
Stalking	0	0	ND	0	0	ND	0	0	ND	0	0	ND

Note: No Data collected prior to 2013.

## Reporting Geography, Clery Maps

The Clery Act defines the geographic area for which the University must report crime and requires institution to include a description of this geographic area in its annual Clery report. The following description of each our campuses followed by maps showing the Clery geographic reporting areas.

### Forest Grove Campus

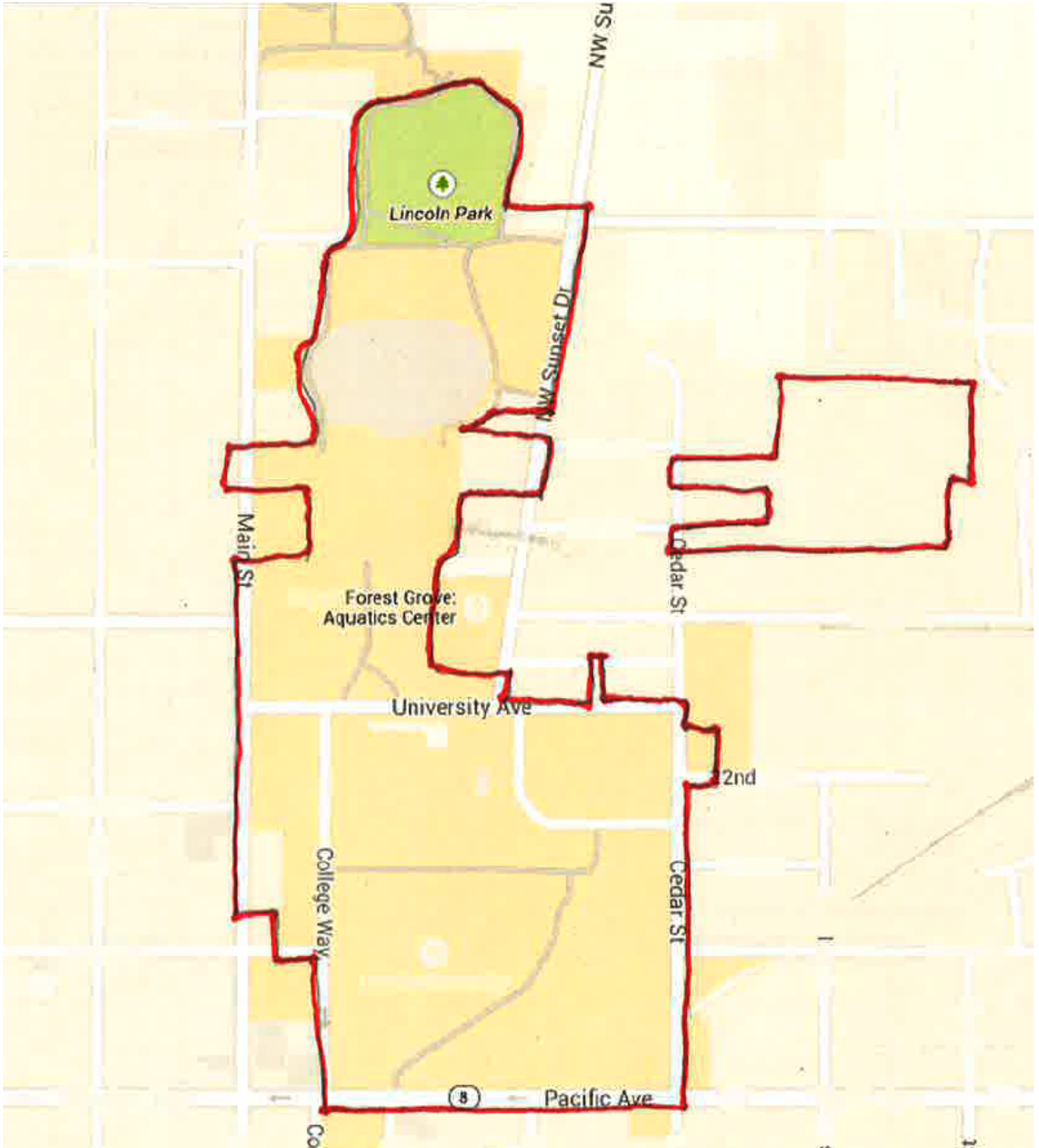


The 55-acre Forest Grove campus is located in the center of Forest Grove, Oregon and contain buildings in a setting of green lawns and tall shade trees some of which are over 100 years old. At the University is a blend of the old and new, represented at one end of the spectrum by Old College Hall (1850), the University's first permanent structure, and at the other end of the spectrum by modern science, music and professional buildings.

A plaque on the Forest Grove Campus still marks the log cabin of the original home of the Tualati school for orphans and precursor to Pacific University. Old College Hall, the oldest academic building in use west of the Mississippi, also sits on the corner of campus, serving as the university museum. Although, Pacific University's Forest Grove Campus is a mix of historic brick buildings, giant oaks and evergreens, and state-of-the-art student facilities. Four LEED-certified buildings — the library, Ber and two residence halls — have been added to campus in the past decade.

The Forest Grove Campus is Pacific's primary residential campus, serving most of our undergraduate students. In addition to undergraduate programs in the arts and sciences, we also offer master and doctorate level programs in the education, optometry and business in Forest Grove.

The campus is located at 2043 College Way, Forest Grove, OR 97116. Though the campus is considered the historical, downtown Forest Grove the map below indicates the university's boundaries. Included in the university's Clery-boundary is the Lincoln Park Athletic Complex. Working in partnership with the City of Forest Grove, a new, large athletic complex was built in 2007 on the City's Lincoln Park which is located adjacent to the University. The complex includes an artificial turf football, soccer and lacrosse field, all-weather track with a 1,500 seat, covered stadium, football and soccer practice fields, a baseball field with 550 seat stadium, softball field with 300 seat stadium, concession stand, and training field areas for competing in pole vault, shot put, etc. The University owns the facilities and the City owns the land. Use of the facilities is governed by a 99-year lease agreement between the University and the City.

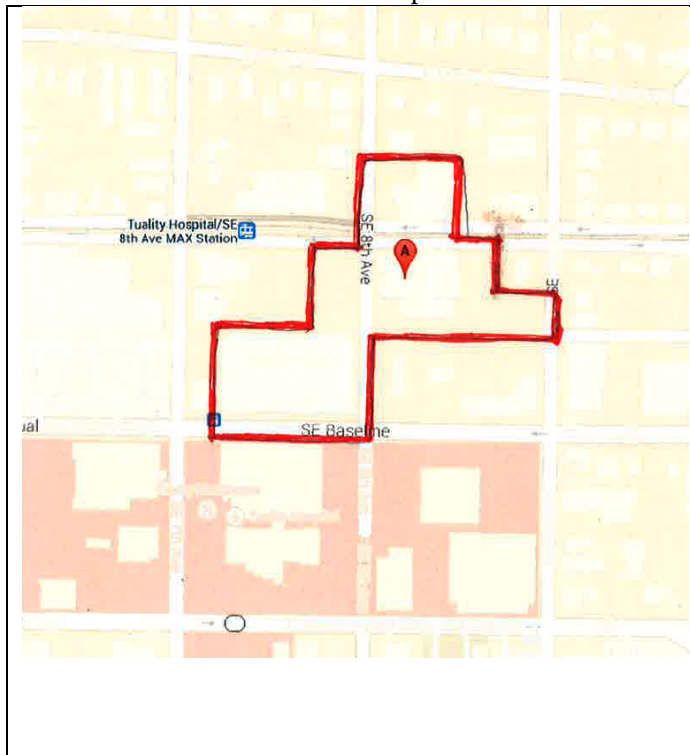


## Hillsboro Campus



The Hillsboro Campus is a vibrant home for many of Pacific’s graduate and professional programs. Founded as the home of Pacific University’s College of Health Professions, its program offerings continue to grow. The fifth-largest city in Oregon, Hillsboro is an energetic suburb of Portland and home to the state’s burgeoning high-tech industry. The Pacific University Hillsboro Campus is ideally situated in the heart of downtown Hillsboro’s Health and Education District, creating strong partnerships with businesses and local leaders in healthcare and education. Its location right along the MAX light-rail line also makes the campus an easy commute for graduate and professional students throughout the Portland area.

The campus includes two LEED-certified buildings, Creighton Hall, a 106,000 square foot building constructed in 2006 and HPC2, a 60,000 square foot building constructed in 2010, featuring state-of-the-art classroom spaces, labs, clinics and student areas. Pacific also has office and high-tech classroom spaces in the award-winning Intermodal Transit Facility adjacent to campus. The campus is located at 222 SE 8th Ave., Hillsboro, OR 97123. The map below shows the outline of the Clery-geography for this campus.



In addition, to the two campus buildings, the University purchased land from Tuality Hospital in Hillsboro west of Creighton Hall for a future building. Currently, the space is used for student parking.

The University was also one of three partners in the construction of an Intermodal Transit Facility (“ITF”) located next to the Hillsboro campus. The facility is owned by the City of Hillsboro and the city also received funding from the Federal Department of Transportation. The ITF is a five level parking structure with a total floor area of 269,226 square feet. There are approximately 794 parking stalls including approximately 19,500 square feet of ground floor office/commercial space. Above the second floor the University and Tuality Hospital share 554 restricted vehicle parking spaces.

## Eugene Campus



The Pacific University Eugene Campus offers undergraduate and graduate programs in the College of Education. Starting in Fall 2014, the campus also will be home to Pacific University's master of social work program. The single, leased, building in downtown Eugene offers a smooth transition for graduate students who live in the southern part of the Willamette Valley. The campus is located at 40 E. Broadway #250. The leased space on the second floor, the stairways, and elevator leading up to this floor, and the sidewalks that immediately surround the building comprise the Clery-geography for this site. See map below.



## Fire Safety

### Introduction

Pacific University is committed to providing a safe and healthy environment for all students, employees, and visitors. Thus, we seek to recognize hazardous conditions and take appropriate action before such conditions result in an emergency, which includes fires. These efforts include timely fire evacuations, effective fire detection and alarm systems, fire prevention education and proactive fire hazard reduction.

### Fire and Explosion Evacuation Procedure

All persons are required by law to evacuate the building in the event of a fire alarm, or fire drill; use the nearest available exit to evacuate the building. Students who ignore a fire alarm may face severe disciplinary action. Students who may not be able to evacuate safely must contact college officials to make alternative arrangements. All persons are prohibited from re-entering the building until an “all clear” is given by CPS Officers.

1. Know the location of fire alarm pull stations, fire extinguishers, emergency exits, and fire escapes.
2. Upon discovering a fire, pull the alarm immediately. Call 911 as soon as you are reasonably safe and then contact CPS at 503.352.2230 (ext. 2230).
3. Upon notice of a fire alarm, or fire drill, evacuate the building to your designated, safe, outside location.
  - Do not attempt to use elevators under any circumstance.
  - If there is heavy smoke, crawl along the floor to the nearest exit. Keep your nose and mouth covered with a cloth.
  - If it is not safe to leave your room because fire or smoke is blocking your path, stay in your room. Do not attempt to jump out of any window higher than ground floor. If it is safe to do so, go to the window and signal for help.
  - If you are trapped in your room, keep your doors and windows closed- open windows may draw smoke into the room. Shove wet towels, clothing or sheets underneath your door to prevent smoke from entering.
  - Hang a sheet or other large cloth out your window to notify emergency personnel that you are trapped. If your phone works, contact CPS at 503.352.2230 (ext. 2230) to apprise them of your situation.
4. Stay far away from the building— you could be injured by falling glass or explosions. Stay clear of fire lanes, roads, sidewalks, fire hoses, water valves, and emergency personnel so that they may work.
5. Inform CPS or an RD of any injured, disabled, or trapped persons of which you are aware.
6. Remain for an accounting of all persons known to be inside. Do not re-enter the building until an all-clear signal is given by CPS.

### Resident Hall Fire Safety, Detection, and Alarm Systems

Each and every resident and guest plays an important role in fire prevention in the residence halls. With so many people living together, everyone has a responsibility to make safe choices and report unsafe conditions with regard to fire safety. It goes without saying that fires can have an enormous impact, both in terms of resident safety and financial costs. Because Pacific University takes fire safety so seriously, any violations of the Residence Hall Fire Safety policy will result in responsible persons being financially responsible for the costs to



fix or clean any resulting damages, being subject to monetary fines, and being referred to the Conduct Office for further action. Fines for those responsible for violating any part of the Fire Safety policy are as follows:

- Burning and open flames, fire safety equipment tampering or misuse, obstructing a fire exit, negligent cooking, failure to evacuate during a fire alarm: \$150 for first violation, increasing by \$100 for subsequent violations (example, \$150 for first, \$250 for second, etc.)
- False fire alarm: \$500 per violation

Residents and guests also bear legal, criminal, and financial liability for creating fire hazards. Repeated and/or particularly dangerous violations of this policy may result in removal from campus housing.

### **Burning and Open Flames**

Residents and guests are prohibited from burning anything, using an open flame, or creating any kind of fire in campus housing. This prohibition includes but is not limited to using candles, cigarettes, cigars, hookahs, pipes, incense, and fireworks. If a resident or guest is found burning candles or similar items, the resident shall clip the wick or discard the item.

An Area Coordinator (AC) may make exceptions to this policy for special events that are arranged in advance and held in certain areas, for example, burners used for serving dishes at a catered event. See also “Smoking.”

### **Fire Safety Equipment and Fire Alarms**

On the Pacific University Forest Grove campus, residence halls (Burlingham, Gilbert, Cascade and McCormick) have integrated automatic sprinkler and fire detection and alarm systems throughout. These systems are monitored 24 hours per day, seven days per week. Monitored fire detection and alarms systems are present in the following residential spaces: Clark, Walter and Vandevelden apartments. The fire safety sprinkler systems in each building are integral to the safety of each resident.

Annually, a contractor tests the fire alarm systems and all issues are corrected. Residence Life and Facilities Engineering also perform inspections at least twice a year of every residence space. The inspections are also used to identify safety issues as well as conditions that may be detrimental to the health or wellbeing of the wider residential community. The inspections include a visual examination of sprinkler heads, smoke detectors and other life safety systems. Facilities Engineering staff or an appropriate outside contractor correct any issues found.

All persons are prohibited from disabling, tampering with, or decreasing the effectiveness of any fire safety equipment (including, but not limited to, fire extinguishers, smoke detectors, and sprinklers.) This includes, but is not limited to:

- Covering, attaching to, or hanging anything from smoke detectors, fire alarms, and sprinkler heads.
- Also, balls, Frisbees, etc., should never be thrown inside of buildings, for risk of general damage, but also due to the fact that these items can break off a sprinkler head. Students causing such damage will be held responsible for damage to all College property and all personal property of residents, as well as cleaning and associated charges.
- Removing batteries from a smoke detector and/or taking a smoke detector off the ceiling. If you have a battery-operated smoke detector, you are responsible to make sure it is working; if it beeps to indicate low batteries, do not take it down. Report low battery beeps immediately to staff. (See “Reporting Facilities and Maintenance Concerns.” Page 13 of the Residence Hall Handbook)
- Individuals are prohibited from misusing fire safety equipment (such as inappropriately discharging a fire extinguisher.)
- Causing a false fire alarm to be sounded is strictly prohibited (this does not include having one smoke detector sound temporarily due to smoke or steam while cooking).

### **Obstructing a Fire Exit**

Emergency exit doors and escape routes must be kept free and clear of materials that may impede evacuation. Obstructing a Pacific University Residence Hall Handbook – Chapter 4: Rights and Responsibilities 21 route of fire egress with trash, furniture, or other physical items, is strictly prohibited. See also “Cleanliness.”

### **Barbecue Grills**

The use of small barbecues grills or open flame cooking devices is prohibited within campus housing, including on balconies and porches. Residents may only possess small charcoal barbecues if used at least 20 feet away from buildings and stored safely.

Possession of propane barbecues is prohibited. When available, residents are permitted to use community barbecues on the outside grounds away from buildings. Residents are required to keep community barbecues clean.

### **Negligent Cooking**

Fires from unattended cooking are completely avoidable. Do not leave microwaves, ovens, stoves, or other appliances unattended while in use. Should a fire result from negligence while cooking, you will be held responsible. Please also consult the “Prohibited Items” list to see which appliances may not be possessed or used in campus housing.

### **Evacuating During Fire Alarm**

When a fire alarm sounds, residents and guests must promptly evacuate.

### **Fire Prevention Education**

Fire drills are conducted at a minimum once during fall semester and spring semester, and are coordinated by CPS. Residence hall staff receives intensive and comprehensive fire safety training at the beginning of each year.

### **Policies on Portable Electric Appliances, Smoking and Open Flames**

Because of the threat posed (i.e., personal safety and property), violation of any fire safety regulations may result in a fine of up to \$500, damage charges, and possible disciplinary action.

#### **Open Flames**

Open flames, including such items as candles, incense burners; laboratory burners, camp stoves, and torches may not be used in any campus residence.

#### **Explosives**

Explosives, including firecrackers or other fireworks, and highly flammable and/or combustible materials may not be taken into residence halls or other College housing. This includes gas cans, motorbikes, motorcycles, and scooters.

#### **Electrical Connections**

Residents shall not cover, hang, or attach anything to electrical fixtures, lighting fixtures, fire safety fixtures, network fixtures, or heating and/or air conditioning units provided in their rooms. Residents shall not modify any of the aforementioned fixtures provided in their rooms, such as installing alternative fixtures, plates, dimmer switches, or ceiling fans. For fire safety purposes, residents are approved to use surge protector power strips that are UL (“Underwriters’ Laboratories,” a nonprofit safety testing organization) approved. Multiplying an outlet or extending an outlet more than once is prohibited. For example, residents shall not

plug a surge protector into an outlet multiplier or plug a multiple-outlet extension cord into a surge protector. Also, residents shall not plug one extension cord into another or plug another device into the end of a set of decorative lights. Electrical lights (such as “Christmas” lights) may not be used on metallic objects or attached to light fixtures. Please also see “Fire Safety” for additional policies related to this area.

### Prohibited Items

Residents shall not possess prohibited items in campus housing. If these items are found, they will be confiscated (for details, see “Confiscation” page 10 of the Residence Hall Handbook). The following items are prohibited in Pacific University housing facilities:

- Air conditioners
- Airsoft guns
- Animals or unapproved pets
- Beer bongs, or other rapid consumption devices for alcohol (See also “Alcohol” page 17 of the Residence Hall Handbook)
- Blow torches
- Bread makers\*
- Candles with burnt, unclipped wicks (See “Burning and Open Flames” for details)
- Dartboards with metal-tipped darts
- Explosives/fireworks
- Firearms and/or ammunition
- Illicit drugs and/or drug paraphernalia (See also “Controlled Substances” Page 19 in the Residence Hall Handbook)
- Hazardous chemicals
- Halogen lights
- Heaters not provided by the University
- Hot plates
- Knives defined or displayed as weapons (includes blades greater than 4”; culinary knives are allowed)
- Microwaves+
- Refrigerators with capacity greater than 4 cubic feet and other large appliances (dishwasher, washer, dryer)\*
- Toasters/toaster ovens\*
- Toilet bowl cleaners (sit or hang in tank or bowl; will damage toilets)
- Paintball guns
- Propane barbecues (See also “Fire Safety”)
- Subwoofer speakers
- Waterbeds
- Weapons, including ornamental weapons and those for martial arts (See also “Weapons”)

#### Note:

- **\*Item is permitted in Apartment Kitchens** (Burlingham, Gilbert, Vandervelden and Cascade); Refrigerators 4 cubic feet or less are permitted in all rooms, however a mat must be placed under refrigerators in carpeted areas.
- **+Microwaves:** Residents of Burlingham, Cascade, Gilbert, or Vandervelden are allowed to have microwaves as long as the microwave is kept on a table.

## Fire Incident Reports

### Reported Residential Fires

Reported Residential Fires			
	Forest Grove Campus		
Year	2014	2013	2012
Total Fires	1	0	0
Damages	\$130	0	0
Injuries	0	0	0
Fatalities	0	0	0

### Residence Area Fires

#### 2014 Residence Area Fires

Pacific University Residential Facilities	Total Fires	Fire ID	Date	Time	Cause	Injuries Treated by Medical	Deaths related to Fire	Value of Property Damaged	Case Number
Burlingham Hall	1	1	2/8/2014	12:15 am	Stove Cooking	0	0	\$130	1
Cascade Hall	1	1	9/28/2014		Micro Cooking	0	0	\$0	2
Clark Hall	0	0	0	0	N/A	0	0	0	N/A
Gilbert Hall	0	0	0	0	N/A	0	0	0	N/A
McCormick Hall	0	0	0	0	N/A	0	0	0	N/A
Vandervelden Court Apts.	0	0	0	0	N/A	0	0	0	N/A
Walter Hall	0	0	0	0	N/A	0	0	0	N/A
Sunset House	0	0	0	0	N/A	0	0	0	N/A

### Fire Safety Systems by Location

#### Fire Safety Systems by Location

Pacific University Residential Facilities	Sprinklers; other fire extinguishers	Fire Detection Devices	Standalone Smoke Alarms	Fire Alerts: Horns, Bells, or Strobes	Doors and Walls that Reduce the Spread of Fire	Number of Fire Drills in the 2014 Calendar Year
Gilbert Hall	X	X		X	X	2
Burlingham Hall	X	X		X		2
McCormick Hall	X	X		X	X	2
Cascade Hall	X	X		X	X	1
Clark Hall		X	X	X	X	2
Walter Hall		X	X	X	X	2
Vandervelden Court Apts.			X			0

## Emergency Information for Security and Fire Safety

### General Emergency Information

Pacific University administrators use an extensive, well-documented emergency plan. The information in this section has been adapted from *Pacific University Emergency Procedures Desk Reference*. The best way to be prepared in the event of an emergency is to know what to do ahead of time.

### How to Report an Emergency

If immediate police, fire, or emergency medical attention is needed, contact 911 first, then contact CPS at 503.352.2230 (ext. 2230). For all other University emergencies, contact CPS first.

1. Stay calm and stay on the line; do not hang up until told to do so.
2. Give your full name.
3. Give your exact location. Be prepared to report your building's street address:
  - Burlingham, 2111 University Ave.
  - Cascade, 2164 Cedar Street
  - Clark, 2140 University Ave.
  - Gilbert, 2015 University Ave.
  - McCormick, 2209 College Way
  - Walter, 2151 College Way
  - Vandervelden, 2033 University Ave.
4. Explain the emergency to the dispatcher.
5. Contact CPS at 503.352.2230 (ext. 2230) immediately after calling for outside emergency assistance or instruct someone else to do so. CPS will help emergency personnel access your area and will help control other traffic on campus.

### Catastrophic Disaster Assembly

The University has designated assembly areas in the event of a catastrophic disaster, for example, a very large earthquake or explosion. If it is safe to go to the designated assembly area, it will be used for evacuation, triage, and recovery. Do not leave the assembly area until an "All Clear" is announced by designated University personnel. It is crucial that everyone be accounted for should the disaster require search and rescue operations. The following areas are designated for campus housing:

- Cascade, Clark, Walter, and McCormick assemble in Parking Lot E, which is between Clark Hall and the tennis courts
- Vandervelden, Burlingham, and Gilbert assemble in the Parking Lot K, behind Gilbert Hall.

### Boxer Alert Notification System in Fire Emergencies

Pacific University offers an alert notification system powered by e2Campus called "Boxer Alerts". Boxer Alerts - powered by e2Campus will send notifications to all registered mobile phones, Blackberries, wireless PDAs, pagers, smart or satellite phones, email addresses, and RSS feeds. Messages can also "pop up" to anyone using Google, Yahoo, or AOL as their home page.

Residents are automatically registered into the Boxer Alert system, though they have the right to opt out of the service. The University quickly sends information critical to the campus directly to residents, such as campus emergencies, closings due to weather, etc.

### Student Information Agreement

Upon moving into campus housing, your agreement becomes a legal, binding contract for the academic school year. It is not a one-semester contract. Any exception to this contract must be approved in writing by

the Department of Housing. Residents of University Housing must be enrolled at Pacific University with a minimum of 12 credit hours per semester and be in good standing with the University Business Office on the day of registration for each term or prior to assignment of housing space. Agreement language as required to live in Pacific University housing:

By selecting "I agree" below, I understand I agree to abide by all terms and conditions set forth in or incorporated into this housing application/contract as well as to the rules and regulations governing students at Pacific University set forth in published Pacific University student handbooks. I agree that the University may terminate this agreement and take possession of the room or space at any time for violation of this agreement, University rules and regulations, or for reasons of health or safety. In the event that this becomes necessary for disciplinary reasons, I understand that I will still be held responsible for the full cost of the entire contract period. I certify that I have supplied complete and correct information. I understand that any change in my status or eligibility must be reported to the Department of Housing immediately. I further understand the housing check-in dates/times can be accessed from the housing web pages.