



Campus Security
Annual Report
January 01 through December 31
2010

Portland East Campus

Oregon Institute of Technology
Campus Safety Department

Emergency: 911
Office: 541-885-1111

Partners for a Safe Campus

Campus Crime Awareness and Campus Security Act

This brochure and annual report summary is provided in compliance with the federal Campus Crime Awareness and Campus Security Act of 1990 (Title II, Public Law 101-542, Nov. 1990) and the Higher Education Opportunity Act of 2008. Information is reviewed and updated on an annual basis. A complete listing by category can be obtained on the OIT Campus Safety web page. If you have information for inclusion, or questions, comments or remarks, contact Campus Safety or the Vice President, Finance and Administration.

Campus Safety is a Shared Responsibility

Campus safety at OIT involves students, faculty and staff. It is OIT's desire to create and promote an open environment that encourages learning and freedom among all who attend or visit the university. Your safety is an important part of your educational and occupational experience.

Campus Safety has a role in preserving an open environment where students, faculty and staff feel safe to academically explore the issues of the day. With this goal in mind, OIT is committed to providing a professional Campus Safety program, administered by a trained, professional staff. The program uses updated procedures to provide a "reasonably secure campus" for all members of the campus community.

Campus Environment

Oregon Institute of Technology, a member of the Oregon University System, serves students from all over the world. It is the only accredited public technological university in the Northwest. The Portland East campus is located in Clackamas, Oregon, a suburb of the city of Portland. OIT maintains an "open campus" with no physical barriers between the university and the community.

General Safety

No university campus or community is totally risk-free. Each person must contribute to fostering a safe learning environment by using common precautions and practicing crime prevention. These measures help reduce vulnerability as well as opportunities for criminal activity on campus.

There is no easy way to stop campus crime. However, to reduce risks, OIT has initiated the steps described in this brochure. OIT's Campus Safety program, directed by the Vice President for Finance and Administration through the Campus Safety Director, is a proactive approach incorporating visibility, education, prevention and immediate response to campus incidents.

Responsibility

The mission of Campus Safety is to provide for the safety and maintenance of order of the campus community, including faculty, staff, students and visitors. Campus Safety promotes health and safety on the OIT campus through educational programs, emergency and non-emergency response services, problem solving and enforcement of appropriate laws, rules and regulations.

Service

Campus Safety provides coordination with local law enforcement agencies and crime prevention services. Crimes can also be reported to the Office Manager, Director of Operations, Associate Vice President-Strategic Partnerships, the Vice President for Student Affairs and the Vice President for Finance and Administration.

Campus Safety and Clackamas County Sheriff's Office

OIT and the Clackamas County Sheriff's Office (CCSO) have a history of coordination and cooperation in responding to crime on campus and areas adjacent to campus. Clackamas Community College Campus Safety is usually considered the "first responder" to campus incidents.

CCSO is the "primary" law enforcement agency in Clackamas. They have jurisdiction and will respond upon request, to all crimes against the State of Oregon Revised Statutes (O.R.S.).

Any major crime incidents on campus will usually be handled by or include CCSO in cooperation with Campus Safety personnel. As a general operating procedure, CCSO will conduct all investigations and make arrests as the responsible law enforcement jurisdiction.

Crime Prevention and Education

Campus Safety, staff, faculty and students work together on personal safety and preparedness to assist others in time of need. This strategy works! Each individual is responsible for taking basic precautions such as walking in pairs at night, locking office and car doors, and securing personal valuables when unattended. Campus Safety is always available to meet with individuals, groups and clubs to discuss safety, crime prevention methods and related issues.

Campus Safety actively supports crime prevention through a number of activities. Campus Safety Department employees provide educational talks, workshops and information exchanges throughout the academic year.

Campus Safety personnel provide the following crime prevention services:

Daily incident and crime reports

Crime information and data to local police agencies

Timely notices of criminal activity

When campus crimes occur, Campus Safety will notify the campus community to educate and inform members as a crime deterrent. If you have information or questions, contact Campus Safety at 541.885.1111.

Reporting a Crime

In the event of a crime or emergency, contact 911. This number will reach the Clackamas County 911 Dispatcher.

Building Access and Safety

Campus buildings are open Monday through Friday, 7:00 a.m. to 10:30 p.m. and from 8:30 a.m. on Saturdays. Access to the building is limited during evenings and weekends. The building is locked after evening activities are completed.

Unauthorized entry to, or use of, the college facilities, including buildings and grounds, is prohibited. Building access for special use, or use during non-business hours, requires prior approval. If you are working alone or will be in the building after normal work hours or on weekends, notify Clackamas Community College Campus Safety of your entry time and location. This is for your safety.

Security of Campus Grounds

The university is strongly committed to campus safety and security. Parking lots, pedestrian walkways, high-traffic areas, buildings, exterior lighting and grounds are checked during routine patrols. Doors are secured each evening. Shrubs, trees and vegetation are trimmed regularly by maintenance staff. Members of the campus community are encouraged to report all hazards, exterior lighting deficiencies or grounds problems to maintenance at 503.821.1262.

Keys

Members of the campus community are issued keys to help access their place of business on campus. If a key is lost, misplaced or stolen, it should be reported to the Portland East Office Manager immediately. Campus keys may not be duplicated, transferred or loaned to others. Report all lost keys immediately.

Fire Safety

If you discover or suspect that there is a fire, pull the nearest fire alarm and exit the building. Make an attempt to warn others as you leave. Contact 911 to summon the Fire Department. Do not re-enter the building until fire personnel give permission. The silencing of a fire alarm does not mean it is safe to return to a building.

Alcohol and Drug Policy

OIT participates in the “Drug Free Schools and Community Act” (Public Law 101-226, Sec. 22) and is committed to providing an environment that maximizes the potential for a drug- and alcohol-free lifestyle. Possession, consumption or furnishing alcoholic beverages on campus is prohibited, except on special sanctioned occasions.

The use, possession, sale, giving or exchanging of controlled substances or illegal drugs is prohibited on campus by state law and university policy. Persons violating these prohibitions are subject to discipline and corrective intervention by the university, including suspension, expulsion and filing of criminal charges.

Health risks associated with misuse and abuse of mind-altering drugs, controlled substances and alcohol include, but are not limited to: diminished immunity; physical and psychological dependence; brain, pancreas, kidney and lung damage; high blood pressure; heart attack; strokes; ulcers; birth defects; and death.

Firearms, Munitions and Explosives

Except as expressly authorized by law or university regulations, possession, use or threatening use of firearms, fireworks, ammunition, explosives, chemicals or any objects that may be used as a weapon are strictly prohibited on university property or at university sponsored or supervised activities. Concealed weapons are prohibited, even with an authorized permit. Professional law enforcement officers are the only persons permitted to possess firearms on campus.

Sexual Assault

OIT will not tolerate crimes of a sexual nature in any form, including sexual assault, rape and acquaintance rape. Where there is probable cause to believe that campus regulations prohibiting sexual misconduct have been violated, the university will pursue strong disciplinary action through its own channels. This discipline includes the possibility of suspension or expulsion from the university under the Student Conduct Code. A student charged with sexual misconduct may also be prosecuted under Oregon criminal statutes. If the criminal justice authorities choose not to prosecute, the university may still choose to pursue disciplinary action.

During the review of the complaint, the complaining party has the right not to have his/her sexual history discussed and to has a right to have a person of his/her choosing present at the proceedings. Complaints will be handled in accordance with OAR Chapter 578, Division 33. Complainants are assured the maximum possible anonymity. Retaliation against a complainant is prohibited by federal and state law. Disciplinary procedures are detailed in Chapter 5 of the OIT Student Conduct Code. In cases of an alleged sexual offense, the accused and the accuser are entitled to have

others present during disciplinary proceedings. The accused and the accuser will be informed of the outcome of any disciplinary action alleging a sex offense. The “outcome” of a disciplinary action means only the final determination with respect to the alleged sex offense and any sanction that is imposed against the accused. Stranger rape, acquaintance rape and other sexual assaults are crimes against persons and the state. Victims of these crimes are encouraged to report the incident to police authorities and to seek medical attention. These steps protect the right of future prosecution and provide medical evidence if the case is prosecuted. The risk of sexually transmitted diseases and pregnancy are also concerns to which health professionals can respond.

In addition to, or instead of, reporting to the police, the victim has the right to report incidents of rape or sexual assault to university authorities. This report may be made to Campus Safety, the Office Manager, the Director of Operations, the Vice President for Student Affairs or the Vice President for Finance and Administration. A variety of services are available to meet the needs of students who have been involved with an incident of rape or sexual assault. OIT is committed to supporting the victim to minimize consequences of the assault. Campus officials will modify the victim’s academic and living situations, if changes are requested by the victim and are reasonably available. Additionally, OIT staff members will assist the victim in notifying appropriate authorities, at the victim’s request.

Another reporting option for crimes of sexual and dating violence can be anonymously reported by completing an Anonymous Report Form for sexual or relationship violence. It is available through the Office of Student Affairs. It is not necessary for the survivor of the sexual crime in order to fill out the form. Once the form is filled out, it can be placed in an envelope and mailed or delivered to either the Office of Student Affairs or the Integrated Student Health Center. The form includes addresses for both locations. If the survivor wishes for the crime to be recorded in university statistics, a section on the report form needs to be completed. All details are on the anonymous reporting form. ***Filling out the available form does not constitute a police report nor a student conduct report. Please read the entire Sexual Assault portion of this annual report for more information on reporting a sexual crime to authorities.***

OIT Portland students taking more than 4 credits may choose to pay the Student Health Fee for Portland State University. Payment of this fee allows students access to PSU's Center for Student Health and Counseling. A variety of health, counseling (including crisis counseling) and dental services are available through the Center. The **Clackamas County Crisis Center** is also available for advocacy and consultation. The 24-hour hotline is 503.655.8401.

Campus Sex Crimes Prevention Act

The federal *Campus Sex Crimes Prevention Act of 2000* (CSCPA), which became law Oct. 28, 2000, but which delayed certain provisions until Oct. 28, 2002, amends the *Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act*. CSCPA provides special requirements relating to registration and community notification for sex offenders who are enrolled in or work at institutions of higher education. In addition to the Wetterling Act, CSCPA also amended the Clery Act, an annual crime reporting law, and the Family Educational Rights and Privacy Act of 1974 (FERPA), to allow the disclosure of this information regarding students. As provided in the Wetterling Act, any person required to register under a state sex offender program must notify the state regarding each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. They also must alert the state of any change in enrollment or employment status.

Under current state law, computerized sex offender information can be obtained through local law enforcement agencies and the Oregon State Police through their sex offender registration information line at (503) 378-3720, ext. 4429. This computerized database can access sex offender information by name, address, zip code or county.

Additionally, the Director of Operations will maintain a list of sex offenders who have been required to report their sexual offender status to the institution under federal and/or state law.

Sexual Harassment

All forms of sexual harassment are a violation of federal law (Title VII and Title IX) and OAR 578-033-0220. OIT strives to provide a respectful environment for all of its citizens. Sexual harassment of students, faculty or staff by any member of the university community is prohibited and will not be tolerated. Abuse of positions of economic, supervisory or academic power is oppressive and will be regarded as sexual harassment. Sex discrimination, a form of sexual harassment, also is a violation of law and administrative rule.

If you believe you are being harassed, please contact the OIT Affirmative Action Officer at 541.885.1108. Complaints are assured maximum possible anonymity. Complaints are handled in accordance with OIT Policy 21-325; retaliation also is prohibited.

Standards of Conduct

Disciplinary sanctions as serious as suspension or expulsion from the university may be imposed against any students found guilty of committing, attempting to commit or intentionally assisting in any of the offenses listed in the *Student Handbook*.

Timely Warnings

The issuance of timely warnings on campus satisfies the Clery Act for the purposes of reporting an ongoing threat to the campus community. If there is a crime with an element of a continued threat to the safety of campus faculty, staff students or visitors, a timely warning to the campus community will be communicated. The timely warning will be comprised of the initial crime, suspect description (if known), generic victim information where appropriate along with the time and location the crime took place. The timely warning will also include information regarding the continued or ongoing threat to the campus community's safety and precautions to take until or unless the threat is removed or no longer considered an on-campus threat.

The timely warning will originate from the Campus Safety department. The timely warning can also originate from office of the Vice President of Finance and Administration or the office of the Vice President of Student Affairs in cooperation with the Campus Safety department. The timely warning will be released through OIT student and employee e-mail addresses along with campus-wide notifications through Human Resources and Publications offices on campus. Timely warnings can also be found on OIT's daily OIT information page on OIT's web site known as TnDaily. Updates to the Timely Warning will also be found on all of the same locations mentioned under this heading when new or updated information is confirmed and released.

Emergency Notification

In October 2009, the Department of Education finalized the rules to the Higher Education Opportunity Act amendment that Congress passed in 2008. The changes affected many parts of the original act, but significant changes were put in place that impact emergency management and reporting. Institutions of higher learning must have mass notification plans and provide detailed reports to the Department of Education about campus security and fire safety. There are strict guidelines in place regarding what information must be included in these reports and how the institution should provide access to the reports to current and prospective students and employees.

OIT-Alert

The Oregon Institute of Technology Risk Management, Information Technology Services and Campus Safety departments working in conjunction with selected administrative personnel have implemented the OIT-Alert system to alert the on-campus and off-campus community to an emergency situation.

It is our hope that this information will insure and assist in having the best experience possible with the university as a student, faculty member, staff member or visitor. It is our mission to assist the campus community in

providing a safe and secure environment in pursuing educational or work experiences.

The OIT-Alert notification system enables the university to contact the OIT community in the event of an emergency by sending messages to preferred electronic devices. These devices include:

- Cell Phone
- E-mail
- Phone (land line)

OIT –Alert *is not* used to send non-emergency, routine or spam messages.

How OIT-Alert Works

OIT is committed to providing a safe learning environment for its students, faculty, staff and administrators. With this commitment comes a responsibility to notify the campus community of emergency situations if they arise on OIT campuses. OIT-Alert fulfills this commitment with emergency information available to the campus community and by providing emergency information and notification to a large scale of persons on campus and the larger outlying community. OIT-Alert will provide emergency information without delay to the campus community and beyond once an emergency situation or threat is confirmed and the appropriate officials on campus are notified for purposes of emergency response.

In the event that OIT receives a confirmed significant emergency or dangerous situation involving an immediate threat at or near an OIT campus, an OIT official that is recognized as an emergency information provider will confirm the given emergency through other emergency channels on or off campus. These “other channels” may include but not be limited to OIT’s Chief Information Officer, Risk Management Director, Campus Safety Director, Vice President, Public Information Representative or from legitimate off-campus emergency response and/or law enforcement agencies. Once the emergency is confirmed and the scope of the emergency is determined (campus-wide, section of campus one building etc.), the emergency information officer will enter the alert on OIT’s alert network server of choice, Blackboard Connect. Blackboard Connect will automatically send the alert message to various relay points of delivery to be dispersed to those persons that have signed up and/or updated their emergency information on the OIT-Alert system. The alert is then delivered to landlines, cellular phones and through e-mail accounts.

In the event that an on-going emergency at or near the OIT campus has follow-up information to be disseminated, the same process will be used to update the emergency alert information through OIT-Alert. Reasons for an updated OIT-Alert message would include but not be limited to further detailed information on the emergency, changes in location of the emergency, the emergency has been deemed contained, concluded or no longer a threat.

In the event of an emergency, primary phone numbers and OIT e-mail accounts will be used for contact. Add cell phone, secondary e-mail address or alternate phone to update personal profiles. Information for parents, spouses or friends to contact in case of a campus emergency can also be added to a personal profile.

How OIT-Alert will be used

Situations for which OIT-Alert will be used but not limited to:

- Campus Closings
- Building emergencies
- Potential life-threatening situations on campus
- Extreme weather conditions
- Activation of Emergency Response teams

Types of messages to be sent by OIT-Alert:

Depending on the device of choice, a sample message will appear similar to this: *"OIT-Alert - Fire in Owens Hall. If you are in Owens Hall, evacuate immediately. If you are not in Owens Hall, avoid the area.*

Visit www.oit.edu and check e-mails for details."

Confirmation that the emergency notification message is from OIT-Alert
In order to know that a message has been sent from OIT-Alert by the message sender, look for the following addresses with the given preferred electronic device:

- **Text message SMS ID#:** 23177
- **Phone:** 541-885-0648 (885-0-OIT) message only for referring to Web
- **E-mail:** oit-alert@oit.edu

OIT-Alert was established and initially tested on November 17, 2009. More tests of this emergency notification system will be coordinated to occur at least two times through each subsequent academic year.

Persons with updated profiles will be notified of the testing via their electronic devise of choice described in the text. The audible or electronic message will clearly state that a test message has been transmitted.

For more detailed and updated OIT-Alert information, please visit

<http://www.oit.edu/oit-alert>.

Campus Safety Activity Report

Criminal Offense	2008	2009	2010
Murder/non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses (including rape)	0	0	0
Non-forcible sex offenses	0	0	0
Aggravated assault	0	0	0
Assault	0	0	0
Arson	0	0	0
Robbery	0	0	2#
Burglary	3	1	1
Motor vehicle theft	0	0	1#
Criminal mischief*	0	0	0
Criminal trespass*	0	0	1#
Disorderly conduct*	0	0	0
Theft*	1	2	13#

Hate Crimes

Murder/non-negligent manslaughter	0	0	0
Negligent manslaughter	0	0	0
Forcible sex offenses (including rape)	0	0	0
Aggravated assault	0	0	0
Assault	0	0	0
Arson	0	0	0
Intimidation	n/a	n/a	n/a
Destruction, damage or vandalism of property	n/a	n/a	n/a

Disciplinary Actions or Arrests

Liquor law violations	0	0	0
Drug violations	0	1**	0
Weapons possession	0	0	1**#

* Denotes statistics not required by law

** Documents number of arrests made

Denotes criminal statistics documented by Clackamas County Sheriff's Office as properties adjacent to campus (10 thefts reported adjacent to campus by CCSO)