

# RCC Annual Security Report: 2025

SEAN TAGGART – DIRECTOR OF RISK MANAGEMENT

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## Director of Risk Management Message

As the Director of Risk Management for Rogue Community College (RCC), I am pleased to provide you with a copy of the **Annual Security Report that covers the 2024 calendar year**. Within this report, you will find important information about RCC Board Policies and Administrative Procedures, how RCC prepares for and responds to emergencies and disasters, the types of crimes reported on our campuses and the prevention and education programs in place to support a safe and positive environment for our faculty, staff and students.

RCC continues to experience **exceptionally low levels of crime on campus**, a reflection of the ongoing efforts of our college community, the professionalism and dedication of our Campus Security Officers and our strong partnerships with local law enforcement.

This year marks several **exciting milestones** for campus security:

- **One-Year Anniversary of In-House Campus Security** – September 2025 marks the first full year of Campus Security being staffed and performed by RCC employees. This transition has strengthened consistency, accountability and connection within our community.
- **Emergency Operations Center (EOC)** – RCC is preparing to launch its EOC in **October 2025**, establishing a centralized hub for coordinated response to critical incidents, enhancing communication and supporting timely decision-making during emergencies.
- **Centralized Security Dispatch** – Beginning in **winter term 2025**, RCC will launch a centralized security dispatch center. This advancement will improve response times, streamline communication, and create a unified system for campus safety across all college locations.

RCC is also **continuing to expand its campus security and emergency management tools** to better protect our community. Enhancements include:

- **Access Control Systems** – Expanded coverage across campus to secure facilities and regulate entry.
- **Security Cameras** – Increased placement to improve monitoring, situational awareness, and emergency response.
- **Mass Notification Systems** – Upgrades to include additional digital reader boards, campus-wide speakers, and emergency alerts to ensure timely communication during critical incidents.
- **Lockdown Buttons** – Additional lockdown buttons installed in classrooms, labs, and other high-traffic areas to allow for immediate emergency notifications and rapid response.

The Risk Management Department remains committed to providing a safe and secure environment for all employees, students, and visitors through collaboration, communication

and professionalism. Our team members are dedicated to treating everyone with respect and dignity while ensuring the highest standards of service.

I encourage every student and employee to review the information contained in this year's Annual Security Report. Doing so will provide valuable insight into the policies, procedures and programs that support campus safety. If you have input, suggestions, concerns or questions regarding Campus Security, I welcome you to email, call or stop by my office.

## Introduction

RCC is committed to providing a safe and secure learning environment for all students, employees and visitors. In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), RCC publishes this Annual Security Report (ASR) each year.

This report contains important information about campus safety policies, crime prevention programs, emergency procedures and three years of campus crime statistics. The ASR is designed to keep our community informed, enhance awareness and encourage shared responsibility for safety.

Copies of this report are available online at [Risk Management at RCC](#) or by request from the Risk Management Department.

### Contact Information

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- Campus Security Offices:  
Redwood Campus: 541-218-2930  
Riverside Campus: 541-218-2931  
Table Rock Campus: 541-218-3639

## About Rogue Community College

RCC is a public two-year institution dedicated to enhancing the quality of life in Southern Oregon by providing accessible, exemplary educational opportunities for student success and economic development. Established in November 1970, RCC serves Jackson and Josephine counties, offering a range of academic, career and technical programs designed to meet the diverse needs of its community.

### Campuses and Locations

RCC operates three primary campuses:

- Redwood Campus (Grants Pass): Located at 3345 Redwood Highway, Grants Pass, OR 97527, this rural 80-acre wooded campus offers general education courses, student services, and administrative offices.
- Riverside Campus (Medford): Situated at 114 S. Bartlett St., Medford, OR 97501-7218, this urban campus provides a variety of academic and technical programs in the heart of downtown Medford.
- Table Rock Campus (White City): Located at 7800 Pacific Avenue, White City, OR 97503-1060, this campus houses specialized facilities such as the High Tech Center and Health Professions Center, supporting programs in manufacturing, welding and health sciences.

### Student Enrollment and Demographics

RCC serves a diverse student population, with enrollment figures indicating a significant presence in the region. As of the latest available data, RCC has experienced notable growth in student enrollment, reflecting the community's increasing demand for accessible higher education.

The college offers a variety of programs, including:

- Transfer Degrees: Multiple transfer degrees to facilitate seamless transitions to four-year institutions.
- Career and Technical Education: Over 80 career and technical education degrees or certificates, preparing students for immediate employment in various industries.
- Workforce and Short-Term Training: Programs designed to meet the needs of the local workforce and provide lifelong learning opportunities.

## **Community Engagement and Partnerships**

RCC is deeply committed to community engagement and collaborates with various local organizations and businesses to enhance educational opportunities and support regional development. Partnerships with local industries ensure that programs remain relevant and responsive to the evolving needs of the job market.

The college's strategic initiatives focus on fostering an inclusive and dynamic learning environment that inspires, strengthens and transforms the community.

## **Laws and Regulations Impacting Campus Safety and Security**

### **Introduction**

RCC complies with a comprehensive framework of federal laws and regulations designed to promote campus safety, prevent violence and support students and employees. These laws establish requirements for crime reporting, sex offender registration, alcohol and drug prevention and the prevention of sexual and domestic violence. The following summaries provide an overview of the key statutes that guide the College's policies, procedures and educational programs to ensure a safe and transparent campus environment.

### **Drug-Free Schools and Communities Act (DFSCA)**

The Drug-Free Schools and Communities Act of 1989 requires higher education institutions to establish policies addressing the unlawful possession, use, or distribution of alcohol and illicit drugs. The Act also requires institutions to develop and distribute a drug and alcohol prevention program annually to students and employees. Each institution must conduct a biennial review of its program to determine effectiveness and ensure compliance.

### **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)**

Originally enacted in 1990 as the Student Right to Know and Campus Security Act, the law was renamed in 1998 to honor Jeanne Clery. The Clery Act requires colleges and universities receiving federal funding to disclose reported instances of criminal activity on or near campus. Institutions must publish an Annual Security Report (ASR) each year by October 1, containing the past three years of crime statistics as well as policies, procedures, and educational programs related to campus safety. The Clery Act also requires timely warnings and emergency notifications to the campus community.

### **Sex Offender Registration Laws (Wetterling Act & SORNA)**

The Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act was enacted in 1994 as the first federal law requiring states to establish sex offender registries.

It required states to verify offenders' residences on an annual or quarterly basis depending on the offense.

In 2006, the **Sex Offender Registration and Notification Act (SORNA)**, part of the Adam Walsh Child Protection and Safety Act, replaced the Wetterling Act with a uniform national system for sex offender registration and notification. SORNA requires offenders to register in each jurisdiction where they live, work or attend school and to update their information within three business days of any change. The law created a tiered classification system dictating registration duration and frequency of in-person verification. Registry information is publicly accessible through state and national databases.

For higher education institutions, SORNA builds on the Campus Sex Crimes Prevention Act by requiring sex offenders to notify authorities if they are enrolled, employed or volunteering at a college or university. Institutions must inform their communities where sex offender registry information can be accessed in their Annual Security Reports.

### **Campus Sex Crimes Prevention Act (CSCPA)**

Enacted in 2000, the Campus Sex Crimes Prevention Act supplemented federal sex offender registration laws by specifically addressing higher education settings. The law requires sex offenders to notify states of their enrollment, employment or volunteer activities at institutions of higher education. This information must be made available to campus law enforcement or other local law enforcement agencies with jurisdiction. Institutions are required to inform students and employees where they can obtain state sex offender registry information.

### **Violence Against Women Act (VAWA)**

The Violence Against Women Act was first signed into law in 1994 and most recently reauthorized in March 2022. VAWA amended the Clery Act to require institutions to compile statistics on dating violence, domestic violence, sexual assault, and stalking. It also requires colleges and universities to include specific policies, procedures, prevention programs, and resources for responding to these incidents in their Annual Security Reports. The 2022 reauthorization expanded services for survivors and broadened prevention efforts, including those related to underserved communities and tribal jurisdictions.

### **Campus Sexual Violence Elimination Act (Campus SaVE Act)**

The Campus SaVE Act, enacted in 2013 as part of the Violence Against Women Act reauthorization, further amended the Clery Act to improve transparency regarding sexual violence on college campuses. The law requires institutions to include clear policy statements in their Annual Security Reports regarding reporting procedures, survivor resources and disciplinary processes related to sexual violence, dating violence, domestic violence and stalking. The Act also mandates prevention and awareness programs for students and employees, emphasizing victim rights and access to support services.

## Campus Security – Rogue Community College

RCC is committed to the safety and security of students, staff, and visitors. The College's Risk Management Department publishes an Annual Security Report (ASR) each year by October 1, which includes crime statistics required under the Clery Act.

### **Campus Security**

RCC employs non-sworn, unarmed Campus Security officers, licensed by the Oregon Department of Public Safety Standards and Training.

Campus Security Officers do not have arrest authority but work closely with local law enforcement to maintain a safe campus environment.

Campus Security Officers may detain individuals involved in violations until law enforcement arrives.

### **Law Enforcement Partnerships**

RCC maintains positive and cooperative relationships with the following law enforcement agencies:

- Josephine County Sheriff's Office
- Jackson County Sheriff's Office
- City of Medford Police Department
- City of Grants Pass Police Department
- Oregon State Police

RCC does not have formal written agreements with outside police agencies.

### **Reporting and Collecting Crime Information**

All members of the RCC community are encouraged to report crimes or suspicious activity to Campus Security or the Risk Management Department.

Risk Management collects and reviews incident reports completed by Campus Security to ensure all Clery Act crimes are included in the ASR.

Risk Management works closely with the Dean of Student Success, the Title IX Coordinator, and all Campus Security Authorities (CSAs) to share relevant information and collect crime information.

### Off-Campus and Non-Campus Locations

- Student travel and non-campus locations are tracked to identify sites used frequently or repeatedly.
- Risk Management requests crime data annually from local law enforcement for these locations to include in the ASR.

### Publication

Crime data from all sources is compiled and submitted to the U.S. Department of Education. The ASR is available online and published each year by October 1.

## Reporting Crimes and Emergencies

The RCC community is strongly encouraged to promptly report all crimes, suspicious activities, and emergencies to ensure a safe and secure campus environment.

### Emergency Contacts:

- Emergency: Dial 911
- Campus Security (Non-Emergency):
  - Redwood Campus: 541-218-2930 (Available 24/7)
  - Riverside Campus: 541-218-2931 (Monday–Friday, 7 a.m.–11 p.m.; Saturday, 8 a.m.–5 p.m.)
  - Table Rock Campus: 541-218-3639 (Monday–Friday, 7 a.m.–10:30 p.m.; Saturday, 7 a.m.–7 p.m.)
  - All Campuses: 541-218-2930 (24-hour emergency and security cell phone)
- Risk Management Office: 541-956-7061

RCC is committed to providing a safe and supportive environment for all members of the college community. Prompt reporting of crimes and emergencies helps maintain campus safety and ensures appropriate responses to incidents.

## Security and Access to Campus Facilities

- **Campus Hours and Access:** RCC campuses are generally open to students, employees, and the public during posted hours. Specific operating hours may vary by location and are subject to change based on facility usage or safety concerns.
- **Security Personnel and Patrols:** RCC employs **college-employed unarmed Campus Security Officers** and works in partnership with local law enforcement to ensure campus safety. Campus Security Officers patrol facilities and monitor access during operational hours. For emergencies, contact 911 and notify Campus Security.

- **Building Access and Locking Procedures:** All RCC facilities are locked outside of hours of operation. Access is controlled through a combination of mechanical key and electronic access control systems. Authorized personnel are issued keys or electronic access cards in compliance with RCC's Building Access Control procedures.

## Campus Security and Personal Security Awareness Programs

RCC is committed to ensuring the safety and well-being of all students, employees, and visitors. The Director and Assistant Director of Risk Management actively participate in New Employee Orientation each month, providing essential information on campus security, employee safety, emergency preparedness, and emergency alert systems.

In addition, the Risk Management Department shares important safety notifications with all enrolled students and employees via emails, the RCC website, training, etc., including:

- Timely warning procedures
- Emergency notification procedures
- Availability of the Annual Security Report
- Information regarding registered sex offenders

## Prevention and Education Programs and Services

RCC is dedicated to creating a safe, respectful, and inclusive campus environment. The Risk Management Department, Counseling Department, HDR Team and other partners collaborate to provide prevention and education programs that address critical issues, including:

- Drug and alcohol abuse prevention
- Campus safety and security
- Harassment and discrimination prevention
- Sexual assault awareness
- Stalking awareness

Through these efforts, students and community members have access to resources, training, and support systems that promote well-being, encourage informed decision-making and strengthen our culture of safety and respect.

Additional information and resources are available through the RCC HDR Team and Counseling Department websites. These platforms provide educational materials, reporting options, and confidential counseling services designed to empower individuals and ensure help is always accessible. By making these tools widely available, RCC reinforces its commitment to awareness, prevention and the well-being of the entire campus community.

## Bystander Intervention Programs

RCC promotes a culture of care and responsibility through the use of bystander intervention strategies. These strategies encourage the community to:

- Be aware, speak up, and get involved.
- Look out for friends and peers.
- Prioritize personal safety.
- Call 911 or RCC Campus Security (541-218-2930) if something seems suspicious.
- Check in on others who appear to be in distress.
- Speak up if someone is acting inappropriately.
- Avoid supporting or encouraging disrespectful or offensive behavior.

## Risk Reduction Programs

To support personal safety, RCC provides resources, guidance and services designed to reduce risk and promote awareness, including:

- Safety escorts available at all campuses
- Campus-specific security contacts:
  - RWC: 541-218-2930 (24x 7)
  - RVC: 541-218-2931 (during class hours)
  - TRC: 541-218-3639 (during class hours)
- Safety awareness information on the Risk Management website.
- Reporting suspicious people, vehicles, or activities directly to RCC Campus Security.

RCC also encourages students and employees to adopt safe habits, such as:

- Avoid traveling alone at night—use the buddy system.
- Trust your instincts and leave situations that feel unsafe.
- Stay aware of your surroundings—avoid distractions like texting while walking.
- Keep your drink in sight and only accept beverages from trusted individuals.
- Do not leave events with people you do not know and trust.
- Keep your keys in hand and check your car before entering.

## Emergency Notifications, Drills, and Procedures

### Emergency Notification Systems

RCC utilizes multiple emergency notification systems that deliver alerts via phone calls, text messages, emails, digital reader boards, and campus speakers. These systems provide real-time updates and instructions to ensure the safety of all campus community members.

## **Timely Warnings**

In accordance with the Clery Act, RCC issues Timely Warnings when a Clery-reportable crime poses a continuing threat to the campus community. These warnings are distributed through the emergency notification systems and other communication channels.

## **Emergency Notifications**

For immediate threats such as active shooter situations, hazardous material spills, or other emergencies, RCC issues Emergency Notifications using these multiple channels. Notifications provide critical information and instructions to ensure safety.

## **Emergency Drills**

RCC conducts regular drills and exercises to emergency procedures. These activities are coordinated by the Risk Management Department and occur multiple times per year across all campus facilities. Participants are trained to recognize and respond to a variety of emergencies and disaster scenarios.

## **Emergency Operations Plan (EOP)**

Rogue Community College (RCC) maintains a comprehensive Emergency Operations Plan (EOP) to manage a wide range of emergencies and disasters, including fires, earthquakes, hazardous materials releases, bomb threats, civil disturbances, flooding, power failures, active shooter situations, campus lockdowns, shelter-in-place, and evacuation scenarios. The plan provides faculty, staff, and students with guidelines to study and learn prior to an emergency, ensuring that each person is prepared to make informed decisions and take appropriate action for their own safety and the safety of others.

RCC utilizes the Standard Response Protocol, and specific instructions on how to respond to different emergencies or disasters are posted in every classroom. The EOP incorporates an expanded Incident Team, the Incident Command Structure as outlined by FEMA, and a structured Emergency Operations Center (EOC). It clearly defines both individual and RCC responsibilities across various emergency scenarios and is regularly updated to address emerging threats and incorporate lessons learned from drills and actual incidents.

## **Accessing the EOP**

The public portion of the Emergency Operations Plan is available for review at [RCC Emergency Management](#). For more detailed information, please contact the Director of Risk Management, Sean Taggart, at [STaggart@rogucecc.edu](mailto:STaggart@rogucecc.edu) or call 541-956-7061.

## Crimes Covered under the Clery Act

### **Criminal Offenses as Defined by the Clery Act**

- Murder and Non-Negligent Manslaughter – The willful (non-negligent) killing of one human being by another.
- Negligent Manslaughter – The killing of another person through gross negligence.
- Rape – Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the victim's consent.
- Robbery – Taking or attempting to take anything of value from the care, custody, or control of a person by force, threat of force, or violence and/or by putting the victim in fear.
- Fondling – Touching another person's private body parts for sexual gratification without the victim's consent, including cases where the victim is incapable of giving consent due to age or mental incapacity.
- Incest – Nonforcible sexual intercourse between persons who are related to each other within the degrees prohibited by law.
- Statutory Rape – Nonforcible sexual intercourse with a person under the statutory age of consent.
- Aggravated Assault – An unlawful attack by one person on another to inflict severe or aggravated bodily injury, usually involving a weapon or means likely to cause death or serious harm.
- Burglary – The unlawful entry of a structure to commit a felony or theft.
- Motor Vehicle Theft – The theft or attempted theft of a motor vehicle.
- Arson – Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling, public building, motor vehicle, aircraft or personal property of another.

### **Hate Crimes as Defined by the Clery Act**

A hate crime is any criminal offense that shows evidence the victim was intentionally selected because of bias against the victim's race, religion, sexual orientation, gender, gender identity, ethnicity or disability. Hate crimes include any of the above-listed criminal offenses and the following, when motivated by bias:

- Larceny-Theft – Unlawful taking of property from another.
- Simple Assault – Unlawful physical attack without a weapon or severe injury.
- Intimidation – Threatening conduct causing reasonable fear of bodily harm.

- Destruction/Damage/Vandalism of Property – Willful or malicious damage to property without consent.

### **Bias Categories as Defined by the Clery Act**

- Race/Racial Bias – Negative opinion based on physical characteristics distinguishing groups (e.g., skin color, hair, eyes).
- Religion Bias – Negative opinion based on shared religious beliefs.
- Sexual Orientation Bias – Negative opinion based on actual or perceived sexual orientation.
- Gender Bias – Negative opinion based on actual or perceived gender.
- Gender Identity Bias – Negative opinion based on actual or perceived gender identity.
- Ethnicity Bias – Negative opinion based on shared cultural heritage, language or ancestry.
- Disability Bias – Negative opinion based on physical or mental impairments.

### **Oregon State Law Definitions of Criminal Offenses**

- Sexual Intercourse – Any penetration, however slight; emission is not required.
- Sexual Contact – Any touching of sexual or intimate parts to arouse or gratify sexual desire.
- Rape in the First, Second, and Third Degree – Defined by victim age, relationship, and use of force. Ranges from Class A to Class C felony.
- Incest – Sexual relations with a close relative; Class C felony.
- Sodomy (First, Second, Third Degree) – Oral or anal sexual intercourse under specific age, force, or incapacity circumstances; classified from Class A to Class C felony.
- Unlawful Sexual Penetration (First and Second Degree) – Penetration with an object other than penis or mouth, under specific circumstances; Class A or B felony.
- Incapacity to Consent – Individuals under 18, mentally defective, incapacitated, or physically helpless; lack of resistance alone does not constitute consent.
- Domestic Violence – Abuse between family or household members. Includes acts causing bodily injury, fear of imminent harm or involuntary sexual relations.
- Dating Violence – Oregon law does not have a specific statute defining dating violence.
- Stalking – Repeated unwanted contact causing alarm or coercion and reasonable fear for safety.
- Sexual Harassment – Offensive physical contact involving sexual or intimate parts.

- Sexual Abuse (First, Second, Third Degree) – Involves sexual contact or intercourse under conditions of age, force, or incapacity; classified as Class A misdemeanor to Class B felony.

## Federal Definitions of Criminal Offenses

- Sexual Assault – Includes rape, fondling, incest and statutory rape as defined by the FBI’s UCR and NIBRS.
- Domestic Violence – Felony or misdemeanor crimes of violence committed by a spouse, intimate partner, cohabitant or other protected individuals.
- Dating Violence – Violence by a person in a romantic or intimate relationship; includes sexual or physical abuse.
- Stalking – Repeated conduct causing fear for safety or substantial emotional distress, including interference with property or communication through third parties.

## Clery Geography

RCC utilizes the following Clery Act-defined geographic categories to report campus crime statistics:

### **On-Campus**

Any building or property owned or controlled by RCC within the same reasonably contiguous geographic area and used by RCC in direct support of, or in a manner related to, RCC educational purposes.

Property within the same reasonably contiguous geographic area of the institution that is owned by RCC but controlled by another person, is frequently used by students and supports institutional purposes (e.g., a food or other retail vendor).

### **On-Campus Housing**

RCC does not offer on-campus student housing.

### **Public Property**

All public property, including thoroughfares, streets, sidewalks, and parking facilities, that are within the campus or immediately adjacent to and accessible from campus.

### **Non-Campus**

Any building or property owned or controlled by a student organization that is officially recognized by RCC; or

Owned or controlled by RCC that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students and is not within the same reasonably contiguous geographic area of the institution.

## Unfounded Crimes

For Clery Act purposes, the standard for un-founding a reported crime is very high. RCC may classify a crime as unfounded only after a full investigation by sworn or commissioned law enforcement personnel. A crime is considered unfounded for Clery Act purposes only if sworn or commissioned law enforcement personnel make a formal determination that the report is false or baseless.

## Daily Crime Log

The purpose of the daily crime log is to record all criminal incidents and alleged criminal incidents reported to RCC Campus Security. The daily crime log will reflect the date and time an incident was reported, the location where the incident occurred, and the disposition of the incident. An explanation of those dispositions is provided below. An online version of the crime log is available at the [RCC Risk Management Campus Security](#) web page, and will reflect all activity for the last 60 days. A hard copy of the daily crime log is maintained by the RCC Risk Management Department and may be viewed during normal business hours by visiting the Risk Management Department. RCC may temporarily withhold information from the Daily Crime Log if it is determined that that information could:

- jeopardize an ongoing investigation,
- jeopardize the safety of an individual,
- cause a suspect to flee or evade detection, or
- result in the destruction of evidence.

Note: Victim personally identifiable information is never included in the daily crime log.

## Explanation of Dispositions

- Exceptionally Cleared occurs when the identity of individuals involved in the incident is known, but no further action is taken.
- Administratively Closed occurs when an incident is closed, and no further action is taken due to a lack of information.
- Pending occurs when an incident has occurred, but additional action has not occurred, is normally used to describe an incident that is still under investigation by RCC.
- Referred to Medford Police Department occurs when an incident results in the notification of the Medford Police Department.
- Referred to Grants Pass Police Department occurs when an incident results in the notification of Grants Pass Police Department.

- Referred to Jackson County Sheriff's Office occurs when an incident results in the notification of Jackson County Sheriff's Department.
- Referred to Josephine County Sheriff's Office occurs when an incident results in the notification of Josephine County Sheriff's Department.
- Referred to Oregon State Police occurs when an incident results in the notification of Oregon State Police.
- Referred to Emergency Services occurs when an incident involves the notification of fire or medical services and does not result in an additional action taken by RCC.
- Referred to Human Resources occurs when the individual or individuals involved in an incident are identified and determined to be faculty or staff members of RCC.
- Referred to Student Conduct occurs when the individual or individuals involved in an incident are identified and determined to be students of RCC.

## Campus Security Authorities

Campus Security Authorities (CSAs) are individual employees of RCC who have been designated as CSAs because of specific duties or responsibilities associated with their position. Risk Management maintains a list of current CSAs. CSAs are required to forward all reports they receive in their role as a CSA to Campus Security. Confidentiality may be maintained, but it will limit any further action by RCC. CSAs complete online training utilizing the Vector Solutions training platform. The following positions at RCC are designated as CSAs:

- Vice President of Student Learning and Success
- Vice President of People, Culture and Safety
- Director of Risk Management
- Assistant Director of Risk Management
- All Campus Security Officers
- Dean of Instruction, Applied Technology, Visual Arts and Design
- Dean of Instruction, Curriculum and Academic Support
- Dean of Instruction, General Education and Transfer
- Dean of Instruction, Health, and Public Service
- Dean of Student Success
- Dean of Enrollment Management
- Dean of Business and Workforce Development
- Director of Student Engagement
- Director of Athletics, Fitness and Recreation
- Title IX Coordinator
- All Athletic Coaches

- All ASG Club Advisors

## CARES Team

The Campus Assessment Response and Evaluation for Students (CARES) Team is a safe place to make referrals about a student.

The CARES Team mission is to be a proactive team that provides support to students who are struggling and/or exhibiting concerning behavior. The CARES Team is designed to help students and staff, and to further the mission of RCC.

### **The CARES Team has three main purposes at RCC:**

- To be a multi-disciplinary team designed to coordinate a proactive approach to students experiencing behavioral concerns. Purposeful, educational, and coordinated response and intervention will be aimed at helping students achieve success.
- To provide a venue for triaging student needs that may be impacting their education. Through established community and campus partnerships, the CARES Team can connect students with existing resources to try and address needs such as food, housing, mental health support and transportation. The CARES Team will also coordinate early response to concerning or disruptive behaviors before they become a conduct issue which may impact a student's ability to access their education.
- To serve as an easily accessible venue for staff and faculty of RCC to report concerns they have about a student. The CARES Team is committed to balancing the dual priorities of RCC to promote student access, wellness and success with campus safety and security so information may be shared with appropriate parties.

## Threat Assessment Team

The Threat Assessment Team (TAT) is a triage team, not a disciplinary body. The TAT is a selected and trained group of RCC employees that convene to identify, evaluate, and address threats or potential threats to college security. Additional information regarding the Threat Assessment Team will be posted in 2026.

The mission of the TAT is to assist in the safety, health, and welfare of the college community through a proactive, collaborative, coordinated, objective, and thoughtful approach to the prevention, identification, assessment, intervention, and management of situations involving members of the college community and also the overall local community that poses, or may reasonably pose, a threat to the safety and well-being of themselves or other members of the college community or are of substantial disruption to college activities.

## Stalking and Protective Orders

When the RCC Risk Management Department receives a lawful Stalking or Protection Order from a victim or offender, the order is copied and filed in the Risk Management Department. If the order is temporary, the person dropping off the order is advised to bring another copy if a permanent order is issued. The Director of Risk Management will notify Campus Security staff so that they are aware that an order exists. When the issue of two individuals who have orders (victim or restrained) are authorized to be on campus, the Risk Management Department, along with the Dean of Student Success or the Director of HR and Payroll Operations as applicable, will work together to make accommodations if permissible under the order. The goal is to work with both individuals to ensure they both have the opportunity to succeed.

## College Policies and Procedures

### AP 3500 Campus Security

#### References:

- 20 U.S. Code Sections 1092(f) and 1232g;
- 34 Code of Federal Regulations Part 668.46;
- 34 Code of Federal Regulations Part 99.31(a)(13), (14);
- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
- NWCCU 2020 Standard 2.I.1

Rogue Community College (RCC) is committed to the safety and security of all members of the College community. As part of that commitment, the RCC Risk Management Department publishes the Annual Security Report by October 1st of each year. The Annual Security Report includes crime statistics that must be reported under the Clery Act. The crime statistics are broken down into specific geographical areas outlined in the Clery Act.

This procedure applies to all the RCC District locations.

The RCC Risk Management Department collects all crime data and statistics, including those contained in the Annual Security Report, reported annually to the US Department of Education. Risk Management maintains incident reports for all criminal activity reported to the Risk Management Department. Each incident is added to an incident reporting software program that is reviewed each year during the preparation of the Annual Security Report. All incidents that meet the geographical requirements under the Clery Act and are designated as Clery Act crimes are included in the Annual Security Report.

Risk Management regularly coordinates with the College's Dean of Student Success to facilitate the exchange of information related to criminal activity/student conduct violations.

Risk Management regularly coordinates with the college Title IX Coordinator to facilitate the exchange of information related to criminal activity/Title IX violations.

Risk Management regularly coordinates with all Campus Security Authorities (CSAs) to facilitate the exchange of information related to incidents reported to Campus Security Authorities.

Risk Management enters all College-related student travel into a master-tracking log.

Risk Management evaluates each location listed on the previous year's log. Each location determined to meet the repeated or frequent use criteria outlined in the Clery Act will be flagged. A letter will be sent to the law enforcement agency with jurisdiction over that address requesting relevant crime statistics as outlined in the Clery Act.

Risk Management coordinates with each applicable College department to develop and maintain a list of all locations utilized by the College that would meet the definition of a non-campus location under the Clery Act. A letter will be sent to the law enforcement agency with jurisdiction over that address requesting relevant crime statistics outlined in the Clery Act.

Risk Management maintains an open line of communication with the Medford Police Department, the Grants Pass Police Department, the Jackson County Sheriff's Office, and the Josephine County Sheriff's Office, which have primary law enforcement jurisdiction on different campuses. In addition, Risk Management sends out a letter to each agency every year requesting crime data for all on campus, non-campus, and public property crimes for the previous year.

Risk Management compiles crime data from the sources listed above in preparing and submitting the Annual Security Report and for reporting to the US Department of Education. The Annual Security Report is published no later than October 1st of each year.

**Rescinds Procedure Number:** None

**Approved:** April 2, 2019

**Revised:** March 7, 2025

*Accreditation reference updated January 27, 2020*

## **AP 3501 Campus Security and Access**

### **References:**

- 34 Code of Federal Regulations Part 668.46(b)(3);
- NWCCU 2020 Standard 2.I.1
- ORS 341.290(4)

Rogue Community College (RCC) is a public community college and is open to the public based on a schedule determined by the College Administration. The schedule is subject to change based on facility usage. It may be changed without notice by the College Administration if there is a concern related to the safety or security of a member of the college or a potential threat to college facilities.

This procedure applies to all RCC District locations.

RCC facilities are locked outside of hours of operation.

RCC utilizes a combination of standard mechanical key and lock systems and electronic access control systems for all campus facilities.

Facility keys are issued by the college Facilities Management, Planning, and Construction Department in compliance with Administrative Procedure 3508 Building Access Control.

Employee electronic access key cards are issued by the college's Human Resources Department in conjunction with the Risk Management Department in compliance with Administrative Procedure 3508 Building Access Control.

Exceptions to this procedure: Any individual who is on or in an RCC campus facility may be trespassed from the college if the college determines that the individual:

- Is in violation of college policies;
- Is engaged in any act that could represent a safety or security concern to the college;
- Whose physical presence cannot be linked to any function or mission of the college and whose behavior results in any disruption of the environment, educational process, or business functions of the college.

The RCC Risk Management Department will document and track all issued trespass warnings.

RCC reserves the right to designate specific rooms, buildings, or facilities as a restricted access area. These areas are not open to public access to provide for the safety, security, or confidentiality of material, equipment, or specific college functions.

**Rescinds Procedure Number:** None

**Approved:** April 25, 2019

**Revised:** March 7, 2025

*Accreditation reference updated January 27, 2020*

## **AP 3502 Security Considerations Used in the Maintenance of Campus Facilities**

### **References:**

- 34 Code of Federal Regulations Part 668.46(b)(3);
- ORS 341.290(4)
- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Rogue Community College (RCC) is committed to the safety and security of all members of the college community and the security of all college facilities. As part of that commitment, RCC implemented the following procedure related to security considerations used in maintaining campus facilities.

This procedure applies to all the RCC District locations.

All facility interior and exterior lighting is continuously monitored by Campus Security staff and by Campus Facilities Management, Planning, and Construction (FMPC) staff to ensure that outages are identified and serviced in a timely manner.

The College Risk Management Department completes a bi-annual review of all college facilities with a focus on safety and security.

A report is submitted to the college FMPC Department with recommendations for improving safety and security.

Following a report of any safety or security incident on campus, the College Risk Management Department completes a review of the location of the incident and determines if any action should be taken to improve or alter the physical space to enhance safety and security. Recommendations are forwarded to the Vice President of People, Culture, and Safety.

**Rescinds Procedure Number:** None

**Approved:** October 30, 2018

**Revised:** March 7, 2024

## **AP 3505 Emergency Response Plan**

### **References:**

- Homeland Security Act of 2002;
- National Fire Protection Association 1600;
- Homeland Security Presidential Directive-5;
- 34 Code of Federal Regulations Part 668.46(b)(13), (e), and (g);
- Occupational Safety and Health Act of 1970 and 29 Code of Federal Regulations Parts 1910 et seq.;
- NWCCU 2010 Standard 3.A.5
- No Oregon statutory requirement.

### **Purpose**

The Emergency Operations Plan is the College's planned response to all hazards on or affecting the campus or surrounding community. The plan will be activated by the College President or designee. The Emergency Operations Plan details actions and responsibilities for all employees of the College, including those on the Emergency Operations Center (EOC) staff.

**Responsibility**

All employees of the College must be trained and qualified in specified Federal Emergency Management Agency (FEMA) courses depending on an employee's emergency response responsibilities.

**Preparedness**

The College's preparedness is based on pre-staged supplies, training and awareness, emergency drills, and support agreements with civil and private agencies. All employees of the College will receive training in responding to and managing emergency situations according to federal and state laws and regulations. The best response to emergency situations is preparedness.

**Emergency Operations Plan**

Rogue Community College continues to plan for a wide range of emergencies and disasters that may impact the College community. As part of that continued planning, Rogue Community College utilizes an Emergency Operations Plan to mitigate, prepare, respond, and recover from emergencies and disasters. The Emergency Operations Plan addresses the college's response to fires, earthquakes, hazardous materials releases, bomb threats, civil disturbances, flooding, power failures, active shooter situations, and other unexpected situations that may occur on college property. General information about the Emergency Operations Plan for Rogue Community College is publicized each year as part of the College's Clery Act compliance efforts and is made available on the [RCC Risk Management](#) web page.

All members of the campus community are notified on an annual basis that they are required to notify the College Risk Management and Security Department of any incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and employees on campus. The College Risk Management and Security Department has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the College Risk Management and Security Department has a responsibility to respond to such incidents to determine if the situation does, in fact, pose a threat to the community. If so, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

**Testing Emergency Response and Evacuation Procedures**

Emergency drills are coordinated by the College Risk Management and Security Department 4 – 6 times per year for all facilities on campus. Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. College Risk Management and Security does not establish locations for evacuation in advance because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, the College Risk Management and Security staff on the scene will

communicate information to students regarding the developing situation or any evacuation status changes.

Drills are monitored by the College Risk Management and Security and College administration to evaluate egress and behavioral patterns. Reports are prepared by participating departments which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments and offices for consideration.

**Rescinds Procedure Number:** AP-010

**Approved:** June 4, 2019

## **AP 3506 Timely Warnings**

### **References:**

- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
- 34 Code of Federal Regulations Part 668.46

Rogue Community College (RCC) utilizes the following procedures to provide Timely Warning notifications in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

This procedure applies to all the RCC District locations.

The RCC Director of Risk Management and the Assistant Director of Risk Management are the primary positions tasked with the Timely Warning notification procedure. Secondary responsibility is assigned to the Director of Marketing and Communications. If the Risk Management Department and the Director of Marketing and Communications are unavailable, the following positions may also issue Timely Warnings:

- President
- VP of People, Culture, and Safety
- VP of Student Learning and Success
- VP of Operations and Finance

Once the determination has been made by the Director of Risk Management or designee that a Timely Warning needs to be initiated, and if time permits, the Director of Risk Management or designee will review the content of the message with the VP of People, Culture, and Safety.

Timely Warnings will be initiated for all Clery Act crimes that are reported to RCC Campus Security and that occur within an RCC geographical area as defined under the Clery Act and that represent a serious or continued threat to the college community.

The notification may be sent to the College community through the College's emergency notification systems, including email, text, phone calls, and digital reader boards.

All Timely Warnings will be initiated without delay unless the notification will, in the judgment of the Director of Risk Management and/or the VP of People, Culture, and Safety, compromise efforts to assist a victim or contain, respond to, or otherwise mitigate an emergency.

If additional information related to an incident is provided to the College Risk Management Department, RCC will determine on a case-by-case basis whether to issue a follow-up message.

**Rescinds Procedure Number:** None

**Approved:** October 30, 2018

**Revised:** March 7, 2025

## **AP 3507 Emergency Notifications**

### **References:**

- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
- 34 Code of Federal Regulations Part 668.46

Rogue Community College (RCC) utilizes the following procedure to provide emergency notifications regarding events or incidents on campus to include active shooters, campus lockdowns, campus evacuations, viral outbreaks, natural or man-made disasters, or any incident that may threaten the safety and security of the college community.

This procedure applies to all the RCC District locations.

The RCC Director of Risk Management and the Assistant Director of Risk Management are the primary positions tasked with the Emergency Notification process. Secondary responsibility is assigned to the Director of Marketing and Communications. In the event that the Risk Management Department and the Director of Marketing and Communications are unavailable, the following positions may also issue Emergency Notifications:

- President
- VP of People, Culture, and Safety
- VP of Student Learning and Success
- VP of Operations and Finance

Once the determination has been made by the Director of Risk Management or designee that an emergency notification needs to be initiated and if time permits, the Director of Risk Management or designee will review the content of the message with the VP of People, Culture and Safety.

The notification may be sent to the College community through the College's emergency notification systems, including email, text, phone calls, and digital reader boards. The same message may be posted on the College's website and social media accounts.

If additional information related to an incident is provided to the College Risk Management Department, RCC will determine on a case-by-case basis whether to issue a follow-up message.

**Rescinds Procedure Number:** None

**Approved:** October 30, 2018

**Revised:** March 7, 2025

## **AP 3508 Building Access Control**

**References:** None

This procedure supports the college's mission while maintaining personal safety and building security and provides for a safe and secure learning and working environment for students, employees, and visitors. This procedure applies to all facilities owned and/or operated by RCC. Building access control is accomplished by combining opening and closing building times and using keys and electronic access devices.

Rogue Community College will issue keys and/or electronic access credentials to employees and persons or organizations with contractual agreements with the college.

Keys will not be issued to students in any capacity. Electronic access credentials may be issued to student employees on a case-by-case basis where a specific need exists.

Risk Management is responsible for selecting an electronic access control system in coordination with the Information Technology Services (IT) and Facilities Management, Planning, and Construction (FMPC) Departments that provides for the long-range sustainability of the college.

Keys and/or electronic access credentials should only be issued to individuals with legitimate and official access needs and who have acquired the appropriate approvals. Key access approval rests with the Director of FMPC in consultation with the requestor's supervisor. Approval for electronic access credentials rests with the Director of Risk Management in consultation with the requestor's supervisor.

All keys and electronic access credentials issued shall remain the property of Rogue Community College, not the individual. They must be returned to the Risk Management Department (electronic access credentials) or FMPC (keys) upon the separation of employment or change of employment, office move, etc., by the employee's direct supervisor or HR.

The Risk Management, IT, and FMPC Departments will review all plans and requests for installing and expanding electronic access control.

RCC buildings are assigned one of the following levels of access control:

- Level A – Doors are automatically unlocked and locked electronically during business hours, which vary, or class schedules, as shown in the college scheduling software by Risk Management. Some doors require a valid electronic access credential to be scanned before the door unlocks. Some doors have a button system that allows the building occupants to temporarily lock and unlock the doors. Individual departments must notify Risk Management if changes are needed so that unlock and lock schedules can be adjusted.
- Level B – Doors are not equipped with electronic access control. They are unlocked and locked by Campus Security based on class schedules and events shown in the college scheduling software or on a predetermined schedule. This would include certain classrooms, exterior building doors, doors leading into common areas, etc.
- Level C – Doors are on access control and always locked.
- Level D – Doors remain on a key and are not equipped with electronic device access. The individual assigned to the space is responsible for unlocking and locking the space.
- Level E – Doors remain locked and require electronic device credentials and PIN access.
- Level F – Certain exterior doors remain locked and require a perimeter key not in circulation and must be checked out from FMPC.

General-purpose classrooms that only contain tables and chairs and are accessed using a key will be unlocked by Campus Security 30 minutes before a class starts and locked 10 minutes after the class ends. This is based on the information in the college scheduling software. If Campus Security receives a phone call from an RCC employee asking them to unlock a classroom earlier, they will respond and open the door as soon as possible.

Classrooms that contain any other items such as computers, lab equipment, chemicals, electronics – not including media stations at the podium, specialty equipment, etc., and are accessed using a key or electronic access credentials will be unlocked 10 minutes before class starts and locked 10 minutes after class ends. If the classroom uses an electronic access credential, Campus Security or an approved employee will need to swipe their electronic access credential no more than 10 minutes before the class starts to unlock the door. This is also based on the information in the college scheduling software. If Campus Security receives a phone call from an RCC employee asking them to unlock a classroom earlier, they will respond and open the door as soon as possible.

Any general-purpose classroom accessed using electronic access credentials will be unlocked 30 minutes before the class begins once Campus Security or an approved employee has swiped their electronic access credentials. The doors will automatically lock electronically 10 minutes after the last class ends.

Departmental requests for unlocking a building for a special event must be submitted via the room reservation process, with a follow-up email to Risk Management. Operating hours will be adjusted as necessary for these approved college events.

Scheduled Holidays or Closure Days – All RCC buildings will be locked on days the college is officially closed for Scheduled Holidays, Closure Days, and weather-related or emergency reasons. Pre-authorized electronic device access for employees will remain unchanged on these days.

## **Departmental Responsibilities:**

### **Risk Management**

The Director of Risk Management is the Electronic Access Control Application Administrator responsible for managing and coordinating the college's electronic access control system for all existing buildings and for all new buildings that may be constructed in the future, for designing the room access groups to ensure the accountability of electronic access credentials that are issued and removed to maintain an accurate and complete database, and to collaborate with other stakeholders, including Southern Oregon University, that require electronic access credentials to perform their duties. The Director of Risk Management shall collaborate with the Chief Information Officer and the Chief Facilities Management Officer to align electronic access credentials and key control procedures and practices.

### **Human Resources**

The Human Resources Department is responsible for issuing all new employee electronic access credentials, including taking the employee's picture and issuing the electronic access credential to the employee. The Human Resources Department will email the Director of Risk Management and Risk Management Coordinator each time an employee electronic access credential is issued so that Risk Management can activate and program the electronic access credential. Human Resources will also notify Risk Management when an employee separates from employment.

### **Facilities Management, Planning, and Construction (FMPC)**

The Director of FMPC is responsible for managing and coordinating the college's key control program.

The FMPC Department is responsible for installing, maintaining, and repairing the electronic access control infrastructure and hardware in coordination with Risk Management and IT.

### **IT**

The installation, maintenance, repair, and upgrade of the server(s) and application software will reside with the IT Department, which will work directly with Risk Management, FMPC, and vendors when necessary.

## **Supervisors**

Supervisors are responsible for identifying the key and electronic access credential level their employees are authorized to possess, consistent with this Administrative Procedure.

Supervisors are responsible for requesting keys through the FMPC Department.

Supervisors are responsible for requesting electronic access credential privileges or changes through the Director of Risk Management and Risk Management Coordinator.

## **Keyholder Responsibilities (Key and/or Electronic Access Device)**

Take appropriate measures to safeguard any college keys or electronic access credentials issued to you.

Never loan anyone your key(s) or electronic access credentials.

Never use your key(s) or electronic access credentials to grant access to secured areas to non-authorized individuals.

Never prop open or otherwise disable any normally secured doors.

Never store key(s) or electronic access credentials in an unsecured fashion.

Immediately report any lost or missing electronic access credentials to the Director of Risk Management and the Risk Management Coordinator.

Immediately report any lost or missing keys to FMPC.

## **Guidelines for Requesting Access**

### **Electronic access credentials**

Requests for electronic access credentials will be made by the employee to the employee's supervisor.

### **Key Access**

The Access Requestor must submit a key request to FMPC for processing.

Contractor keys or electronic access credentials may be issued to the FMPC Department and/or the IT Department annually to facilitate daily contractor work. Keys must be requested from the FMPC Department via the key request process with appropriate approvals. Requests for electronic access credentials for contractors working for the FMPC Department or IT Department must be submitted to the Risk Management Department via email. The department administrator must facilitate control of the keys and electronic access credentials issued to contractors. Contractors may be responsible for the cost of re-keying locks that may have been compromised due to the non-return of keys issued to the contractors.

### **Lost or Stolen Keys/Electronic Access Credentials**

The Keyholder must immediately report stolen, lost, or misplaced key(s) to FMPC and electronic access credentials to the Risk Management Department via email. FMPC may issue replacement key(s), and Risk Management may issue replacement electronic access credentials upon appropriate approval.

### **Return of Keys or Electronic Access Credentials**

For current employees, obsolete, outdated, or unneeded keys must be returned to FMPC. When no longer employed by the college or holding the role, responsibilities, and/or position for which the key/electronic access credentials were granted, all associated keys must be returned to HR or the employee's supervisor, who will then turn keys into FMPC and electronic access credentials to Risk Management. Risk Management will cancel electronic access credentials, which will be returned to stock if still in usable condition.

Employees should never turn over their keys to their coworkers or employees taking their place.

### **Document Retention**

All documentation will be maintained in accordance with Oregon Revised Statutes, as applicable.

**Rescinds Policy Number:** None

**Approved:** April 2, 2024

### **AP 3509 Security Cameras**

**References:** None

This procedure supports the college's mission while balancing the use of security cameras to protect the safety and security of RCC students, employees, and visitors with individual privacy, freedom of expression, and civil liberties. This procedure applies to all facilities owned and/or operated by RCC. The purpose of this procedure is to regulate the use of the security camera system in a manner consistent with accepted levels of privacy and to facilitate the operation of the security camera system ethically, efficiently, and effectively.

### **Purpose**

The primary purpose of the security camera system is:

Deterrence

The presence of security cameras and the likelihood of apprehension based on the use of security cameras can dissuade a potential perpetrator from attempting a crime.

## **Detection**

Though Risk Management does not continuously monitor security camera images, future digital analytics can interpret imagery and alert Risk Management to abnormal conditions.

## **Response**

When an alarm is raised, an incident is detected, or an incident is reported, Risk Management can use the security camera system to view the location and assess the situation before responders arrive. Security camera footage may also be used to observe and document the activities of responders, including Campus Security and outside agencies.

## **Investigation**

After a crime has been committed, recorded security camera footage may reveal images pertinent to the investigation of the crime. These images may be immediately shared with local law enforcement personnel, assisting with the rapid identification of suspects and/or the recovery of valuable property.

## **Situational Awareness**

While the security camera system is not normally monitored in real-time, the ability to monitor real-time security camera footage in an emergency can lead to the detection of developing situations that may threaten campus safety and security.

## **Responsibility**

The Risk Management Department has primary responsibility for the security camera system in coordination with Information Technology Services (IT) and Facilities Management, Planning, and Construction (FMPC). The Risk Management Department is responsible for determining the security camera system utilized by the college and for determining the placement of individual cameras, ensuring alignment with IT infrastructure capabilities and adherence to IT security standards. Risk Management is also responsible for the daily use of the security camera system. Risk Management is also responsible for monitoring developments in the law, security industry best practices, and technology to ensure that the application of the security camera system is consistent with best practices and complies with all relevant federal and state regulations.

The FMPC Department is responsible for installing, maintaining, and repairing the security camera system infrastructure and hardware in coordination with Risk Management and IT.

The installation, maintenance, repair, and upgrade of the server(s) and application software will reside with the IT Department, which will work with Risk Management, FMPC, and vendors directly when necessary.

## **Placement and Installation of Security Cameras**

The installation of security cameras will be based on a need to mitigate an identified risk or vulnerability. Cameras may be placed to view an identified area of risk and/or the ingress and egress pathways of an identified area of risk. Security cameras may be installed in college facilities both on the interior and exterior of buildings based on a need identified by the Risk

Management Department. Risk Management will also review the current locations of all security cameras and the potential locations for future cameras.

Security cameras shall not view locations where persons have a reasonable expectation of privacy. Examples include, but are not limited to, the interiors of restrooms, locker rooms, private offices, and lactation rooms; however, cameras may be placed in view of these locations' ingress and egress pathways.

The installation of non-operable or "dummy" security cameras is prohibited.

Individual campuses, departments, and programs may request the installation of security cameras through a written request to the Director of Risk Management, who will review all such requests. Upon completion of the review of the request, the Director of Risk Management will decide whether to install the requested security cameras. This decision will be based on the totality of circumstances surrounding the request and the proposed use. Appeals of a decision made by the Director of Risk Management concerning the installation of security cameras may be taken to the Vice President of People, Culture, and Safety.

Only FMPC has the authority to purchase security cameras for the college.

### **Access and Monitoring**

All security camera recording and/or monitoring of activities of individuals or groups will be conducted in a manner consistent with college policies and all applicable state and federal laws and will be done professionally and ethically.

Security camera recording and/or monitoring will not be based on the subjects' race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status, or any other characteristic protected under applicable federal or state law.

Security cameras are not monitored continuously under normal operating conditions but may be monitored for legitimate safety and security purposes that include but are not limited to high-risk areas, restricted access areas/locations, in response to an alarm, special events, and as authorized by the Director of Risk Management.

Access to live security camera footage or recorded footage from the security camera system shall be limited to the positions outlined below. Exceptions must be authorized by the Director of Risk Management or the Vice President of People, Culture, and Safety.

- The Director of Risk Management
- The Risk Management Coordinator
- Campus Security as determined by the Director of Risk Management
- The Chief Information Officer or designee, as needed, to conduct work on the security camera server and network

- Staff inside the college testing center may have unrestricted access to security cameras specifically installed inside the testing center in the course of their assigned duties
- The FMPC Department personnel responsible for installing or repairing cameras
- Law enforcement agencies may be granted one-time access to the live view of the security camera system when onsite responding to a call initiated by the college when the college determines that an imminent threat to life or property exists and a request to view the security camera system has been received from a law enforcement agency, or when the college determines that an access request can be granted by the college without unduly violating the privacy rights of members of the college community, or when the college is compelled to grant access based on the receipt of a subpoena or court order.

### **Review of Recordings**

Only the positions outlined above are approved to access the security camera system and to view either live or recorded security camera footage.

The Director of Risk Management may authorize sworn law enforcement personnel to review recorded security camera footage in the course of an official investigation.

State or municipal law enforcement agencies that use security cameras may desire live access to college security cameras with views of public streets or properties. Access requests shall be reviewed and approved or denied by the Director of Risk Management.

No recorded security camera footage will be downloaded to a portable storage device, sent via email, or otherwise stored or shared except by the Director of Risk Management or Risk Management Coordinator.

No security camera footage may be saved or used for personal use.

No security camera footage will be transmitted to social media or personal web pages or used for financial benefit.

No security camera footage will be released to college supervisors that involves college employees without the approval of the VP of People, Culture, and Safety.

Further, all instances of security camera footage downloads or sending security camera footage by email will be recorded in a download log maintained by Risk Management.

### **Operation**

Operation of the security camera system will be conducted in a manner consistent with all existing college policies. Security camera system users shall:

- Monitor systems based on suspicious behavior, not individual characteristics
- Not view private rooms or other areas through windows
- Not continuously view people becoming intimate in public areas

- **Storage and Retention of Recordings**  
No attempt shall be made to alter any part of any security camera recording.

All security camera footage shall be stored in a secure college location for a period not exceeding 60 days but not less than 30 days and will then promptly be erased or written over unless retained as part of a criminal investigation or court proceedings (criminal or civil) or other approved use as designated by the Director of Risk Management. In higher security areas, retention time may be increased as deemed appropriate by the Director of Risk Management. In cases where footage was being utilized for an investigation, it may need to be retained until possible litigation is complete.

Information from the security camera system shall be used primarily for Campus Security, law enforcement, and investigative purposes. Information will be handled with an appropriate level of security to safeguard against violations of an individual's right to privacy, unauthorized access, use, alteration, or disclosure.

Personnel are prohibited from using or disseminating information acquired from the college security camera system except for official purposes. Only the Director of Risk Management and the Risk Management Coordinator are authorized to disseminate footage outside the group of individuals who have been granted access to the system.

All information obtained and/or observations made via the use of the security camera system are considered confidential and can only be used for official college and law enforcement purposes upon the approval of the Director of Risk Management.

Requests to use or disseminate security camera footage for non-law enforcement purposes will be decided by the Director of Risk Management or the VP of People, Culture, & Safety. Mobile or hidden security camera equipment may only be used by the Risk Management Department with approval from the Vice President of People, Culture, and Safety for specific instances that may be a significant risk to public safety, security, and property. Any access to or use of recorded security camera footage in violation of this procedure may result in legal and/or significant disciplinary action, up to and including separation of employment from RCC.

**Rescinds Policy Number:** None

**Approved:** April 2, 2024

## **AP 3515 Reporting of Crimes**

### **References:**

- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act
- 20 United States Code Section 1232g
- 34 Code of Federal Regulations Parts 99.31(a)(13), (14) and 668.46
- NWCCU 2010 Standard 2.D.2

Rogue Community College is committed to the safety and security of all members of the college community. As part of this commitment, Rogue Community College encourages the prompt reporting of all criminal activity and emergency situations. Rogue Community College has implemented the following procedure that outlines various reporting options, which reporting options are confidential, which reporting options are not confidential, and when reporting becomes mandatory.

This procedure applies to all the Rogue Community College District locations.

Rogue Community College utilizes the following procedures related to the reporting of criminal activity and other emergency situations on campus. In the event that there is an imminent threat to the safety and security of an individual or the college as a whole, any incident should be reported directly to local law enforcement and then to Rogue Community College Security.

After contacting 911, RCC Security is the primary reporting location for all criminal activity and emergency situations on campus. Reporting can be accomplished by the following means:

RCC Security at the Redwood Campus is the primary security contact for all after-hours needs and may be reached 24 hours per day, 7 days per week via phone at 541-218-2930.

RCC Security at the Riverside Campus may be reached between 7:00 AM and 11:00 PM Monday – Friday and from 8:00 AM – 5:00 PM on Saturday via phone at 541-218-2931.

RCC Security at the Table Rock Campus may be reached between 7:00 AM and 10:30 PM Monday – Friday and between 7:00 AM and 7:00 PM on Saturday via phone at 541-218-3639. Crime reports and incident reports submitted to RCC Security are covered under state law and are subject to public record requirements.

Reporting can also be accomplished by contacting the following individuals, positions, or departments:

- Campus Security Authorities (CSAs) are individual employees of Rogue Community College who have been designated as CSAs because of specific duties or responsibilities associated with their position. A list of current CSAs is maintained on the Risk Management webpage. CSAs are required to forward all reports they receive in their role as a CSA to RCC Security. Confidentiality may be maintained; however, it may limit any further action by Rogue Community College.
- Professional Counselors are available by calling 541-956-7443 or by emailing [counselingfrontdesk@rogucecc.edu](mailto:counselingfrontdesk@rogucecc.edu). Reports received by counselors are confidential in most cases. Professional counselors are required to report incidents of child abuse, elder abuse, and in situations where students are at risk of harm to themselves or others. Rogue Community College supports professional counselors in their professional counselor capacity in which they inform those students they counsel on the procedures for reporting crimes but will support the student's decision on how the student wishes

to proceed. However, the counselors will provide aggregate non-identifying data for inclusion in the institution's annual security report and Web-based reports.

- Title IX Coordinators – Any individual who believes that they may have experienced a violation of Title IX, including sexual harassment and/or sexual assault, may report the incident to the Title IX Coordinator. All Rogue Community College employees must report any incidents of possible violations of Title IX to the appropriate Title IX Coordinator. The Rogue Community College Title IX Coordinators can be found on the [RCC Title IX](#) web page.

Note: Any incident that has the potential to cause an immediate or continued threat to the College Community should be reported directly to RCC Security in order to facilitate the possible issuance of a Timely Warning as required by the Clery Act.

**Rescinds Procedure Number:** AP-047a (partial), AP-047b (partial), AP-047c (partial), AP-063 (partial), AP-064 (partial)

**Adopted:** April 30, 2019

## **AP 3520 Local Law Enforcement**

### **Reference:**

- 34 Code of Federal Regulations Part 668.46

The Rogue Community College Director of Risk Management maintains a close working relationship with the Grants Pass Department of Public Safety, the Medford Police Department, the Oregon State Patrol, the Jackson County Sheriff's Office, and the Josephine County Sheriff's Office.

Meetings may be held between the leaders of these agencies on both a formal and informal basis. The Rogue Community College Risk Management Department and Grants Pass Department of Public Safety, the Medford Police Department, the Oregon State Patrol, the Jackson County Sheriff's Office, and the Josephine County Sheriff's Office communicate regularly on the scene of incidents that occur in and around the campus area. When incidents arise that require joint investigative efforts, resources, crime-related reports, and exchanges of information, the Rogue Community College Risk Management Department will work closely with these agencies. There is no written memorandum of understanding between the Rogue Community College Risk Management Department and the above-listed law enforcement agencies.

In response to a call, the Rogue Community College Risk Management Department will take the required action, dispatching an officer or asking the victim to file an incident report. All incident reports received by the Rogue Community College Risk Management Department are forwarded to the Director of Risk Management for review and potential action. The Rogue Community College Risk Management Department may investigate a report when it is deemed appropriate.

Crimes should be reported to the Rogue Community College Risk Management Department to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety-related incidents to the Rogue Community College Risk Management Department in a timely manner. After contacting 911, or local law enforcement, Campus Security should be notified of all criminal activity and emergency situations on campus.

Reporting can be accomplished by the following means:

- Campus Security at the Redwood Campus may be reached 24 hours per day, 7 days per week via cell phone at 541-218-2930.
- Campus Security at the Riverside Campus may be reached between 7:00 AM and 11:00 PM Monday – Friday and from 8:00 AM – 5:00 PM on Saturday via cell phone at 541-218-2931.
- Campus Security at the Table Rock Campus may be reached between 7:00 AM and 10:30 PM Monday – Friday and between 7:00 AM and 7:00 PM on Saturday via cell phone at 541-218-3639.

Security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the College. Security officers do not possess arrest power. Criminal incidents are referred to the local law enforcement officers who have jurisdiction on the campus. The College maintains a highly professional working relationship with the Grants Pass Department of Public Safety, the Medford Police Department, the Oregon State Patrol, the Jackson County Sheriff's Office, and the Josephine County Sheriff's Office.

All crime victims and witnesses are strongly encouraged to immediately report the crime to the Rogue Community College Risk Management Department and the appropriate police agency. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics.

Campus "Pastoral Counselors" and Campus "Professional Counselors," when acting as such, are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

A Pastoral Counselor is a person who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

A Professional Counselor is an employee of Rogue Community College whose official responsibilities include providing psychological counseling to members of the Rogue Community College community and who is functioning within the scope of his/her license or certification.

**Rescinds Procedure Number:** None

**Approved:** June 2, 2020

## **AP 5014 Enrollment of Students with Sex Offenses**

### **References:**

- Campus Sex Crimes Prevention Act (section 1601 of Public Law 106-386)
- Family Educational Rights and Privacy Act of 1974 (FERPA)

### **Background:**

The “Campus Sex Crimes Prevention Act” (section 1601 of Public Law 106-386) is a federal law enacted on October 28, 2000, that requires tracking of convicted, registered sex offenders enrolled as students at institutions of higher education, or who are working or volunteering on campus. It also amended the Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act to require institutions of higher education to issue a statement, in addition to other disclosures required under that Act, advising the campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained.

These changes took effect October 28, 2002, and this notice became a requirement beginning with the annual Campus Public Safety Security Report due October 1, 2003. The Act also amended the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in that Act prohibits an educational institution from disclosing information provided to the institution concerning registered sex offenders. It further requires the Secretary of Education to notify educational institutions that such disclosure is permitted.

Rogue Community College (RCC or the College) Enrollment of Students with Sex Offenses: Information regarding registered sex offenders may be obtained from the Oregon State Police, Sex Offender Unit (asksor@osp.oregon.gov or 503-934-1258). It is the intention of the College to be proactive in its efforts to remain informed about students with sex offenses who are attending classes at RCC. Any information obtained will be shared with the College’s Dean of Student Success.

The Dean of Student Success will serve as primary contact for:

- Students who self-identify with sex offenses.
- Parole officers seeking to provide identification information to RCC.
- RCC personnel to whom students self-identify.
- RCC personnel who may discover students identified in a public report.

The RCC Dean of Student Success will contact the local Probation Department to determine conditions of probation, and the student’s enrollment eligibility will be decided at that time. If conditions of probation are being met and can be upheld on campus, the student will meet with the College’s Dean of Student Success to complete enrollment procedures.

**Rescinds Procedure Number:** AP-066 Sex Offender Notification

**Approved:** May 2, 2023

## **AP 3550 Drug Free Environment and Prevention Program**

### **References:**

- Drug Free Schools and Communities Act Amendment of 1989;
- 20 U.S. Code Section 10111;
- 34 Code of Federal Regulations Parts 86.1 et seq.;
- Federal Drug-Free Workplace Act of 1988;
- 41 U.S. Code Section 8103

Rogue Community College (RCC) is committed to providing employees and students with a drug-free workplace and campus environment.

In compliance with the Federal Drug-Free Schools and Communities Act, the following departments maintain the College's Alcohol and Drug Free Environment and Prevention Program; Risk Management, Human Resources, Counseling and the Dean of Student Success.

The program is designed to inform students and employees of the current alcohol and drug free policy, procedure and related programs. This information includes the dangers of drug and alcohol abuse, the policy for maintaining a drug-free/alcohol-free campus, any available drug and alcohol counseling and/or rehabilitation, education and prevention programs and the penalties that may be imposed upon students and employees for drug and alcohol abuse violations.

RCC's Drug Free Campus Policy includes prohibiting the use of marijuana on campus property or for any campus-sponsored class, activity, or event regardless of location. While Oregon law allows for recreational use and possession of marijuana, using and possessing marijuana in any form remains a crime under federal law. RCC is a public institution that receives federal funding through grants and financial aid. Therefore, allowing any use of marijuana would be in violation of that law, thus jeopardizing the College's mission and students' educations.

### **Drug Free Schools and Community Act of 1989**

Rogue Community College notifies each employee and student at the start of each academic term, in writing, of standards of conduct that prohibit unlawful possession, use, or distribution of illicit drugs on campus property or at any campus activity ; a description of applicable legal sanctions for violation of federal, state, and local law and campus policy; a description of health risks associated with alcohol and drug use; a description of available treatment programs; and a statement that RCC will impose sanctions on students and employees, with a description of those sanctions, for violations of the standards of conduct.

The following departments prepare a biennial report in April of even numbered years on the effectiveness of the College's Alcohol and Drug prevention and education programs; the number of drug- and alcohol-related violations and fatalities that occur on campus or during institutional activities that are reported to campus officials; the number and type of sanctions that are imposed as a result of drug and alcohol violations; and the consistency of sanction enforcement: Risk Management, Human Resources, Student Counseling and the Dean of Student Success. A copy of the current report and previous reports can be found on [Risk Management's Campus Security](#) web page.

**Drug and Alcohol Abuse Prevention Program Goals:**

- To reduce the incidence of drug and alcohol abuse use by students and employees of the college by providing them with drug and alcohol risk and side effect information.
- To provide short-term drug and alcohol counseling for students and employees.
- To provide students and employees with referrals and connections to local and regional drug and alcohol agencies for long term care.
- To make students and employees aware of college sanctions and state and federal penalties for drug and alcohol use.

**Education, Prevention and Awareness Training and Programs:**

- Brochures are available in the Rogue Central and Counseling area at Riverside Campus, Table Rock Campus and Redwood Campus.
- Open Forums are held biannually and include students, employees and community partners.
- Drug and Alcohol Awareness Months Programs
- New Student Orientation
- Community Resources listed on College website
- Student Government
- New Employee Orientation
- Annual Employee Training and policy notice

**Permissible Use**

There is no permissible use of controlled substances on any RCC campus or facility other than the use of prescription medication by the individual that the medication is prescribed to and in accordance with the instructions provided by the individuals medical provider.

**RCC prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance at the workplace.**

Abiding by RCC's drug-free workplace policy is a condition of employment. Employees shall inform their supervisor and the HR Director within five (5) days after being convicted for a violation occurring in the workplace of any federal or state criminal drug statute. A conviction means entry of a no contest plea; or execution, suspended execution, or suspended imposition of a sentence; or a finding of guilt; or the imposition of a sentence by a judge or jury in a federal or state court. When an employee who is assigned to perform work funded under a federal

grant or contract is convicted for violation of any federal or state criminal drug statute, RCC must notify the U.S. government agency with which the contract or grant was made within ten (10) days after receiving notice from the employee or other actual notice. RCC must impose a sanction on, or require satisfactory completion in a drug abuse assistance or rehabilitation program for, any employee who is convicted of a drug violation in the workplace.

### **Student Sanctions**

RCC may impose sanctions upon students who have violated the Student Code of Conduct by illegal or unauthorized distribution, possession, use or being under the influence of alcohol, marijuana and/or other illegal drugs or controlled substances on college property or at college-sponsored or supervised functions. Sanctions may include:

- Reprimand
- Immediate Exclusion
- Disciplinary Probation
- Suspension
- Expulsion
- Restitution
- Completion of an appropriate rehabilitation program
- Other

### **State and Federal Sanctions**

The following are Oregon penalties for illegal possession of key drugs (Oregon laws are stricter than federal laws):

- Schedule I Class B Felony: Heroin, LSD, other hallucinogens, others. Maximum prison time: 10 years. Maximum fine: \$250,000.
- Schedule II Class C Felony: Methadone, morphine, amphetamines, methamphetamines, cocaine, PCP. Maximum prison time: 5 years. Maximum fine: \$125,000.
- Schedule III Class A Misdemeanor: Non-amphetamine stimulants, some depressants. Maximum prison time: One year. Maximum fine: \$6,250.
- Schedule IV Class C Misdemeanor: Valium-type tranquilizers, some less potent depressants. Maximum prison time: 30 days. Maximum fine: \$1,250.

Federal law prohibits, among other things, the manufacturing, distributing, selling, and possession of controlled substances as outlined in 21 United States Code, Sections 801 through 971 . Depending on the amount, first offense maximum penalties for growing, buying, selling, or possessing marijuana range from five years' imprisonment and a fine of \$250,000 to imprisonment for life and a fine of \$4,000,000. Maximum penalties for other controlled substances can range from five years to life imprisonment and fines ranging from \$2,000,000 to \$4,000,000. First offense penalties and sanctions for the illegal possession of small amounts of controlled substance range from up to one year in prison or a fine of at least \$1,000.

### **Employee Sanctions**

RCC reserves the right to impose discipline up to and including termination of employment if a violation of this policy is discovered by the College without voluntary disclosure by the

employee. An employee's willingness to seek outside assistance without voluntary disclosure will not excuse the violation and will have no bearing on the determinations of appropriate disciplinary action.

### **Alcohol Health Risk and Warning Signs**

- Increased risk of injuries
- Violence
- Fetal damage (in pregnant women)
- Depression
- Neurologic deficits
- Hypertension
- Liver and heart disease
- Addiction
- Fatal overdose

### **Drug Health Risks and Warning Signs**

- Cannabinoids (Marijuana) - Frequent respiratory infections; possible mental health decline; addiction.
- Opioids (Heroin, Opium) - Constipation; endocarditis; hepatitis; HIV; addiction; fatal overdose
- Stimulants (Cocaine, Methamphetamine) - Weight loss, insomnia; cardiac or cardiovascular complications; stroke; seizures; addiction; nasal damage from snorting (cocaine); severe dental problems (methamphetamine).
- Prescription Depressants (Sleep Medications, Benzodiazepines) - Lowered blood pressure, slowed breathing, tolerance, withdrawal, addiction; increased risk of respiratory distress and death when combined with alcohol.
- Prescription Opioids and Morphine Derivatives (Codeine, Methadone, Oxycodone) - Slowed or arrested breathing, lowered pulse and blood pressure, tolerance, addiction, unconsciousness, coma, death; risk of death increased when combined with alcohol or other CNS depressants.

### **Resources and Assistance**

- RCC Counseling Department Services
  - Confidential short-term counseling services at no charge to students.
  - Referrals to outside support, education, and rehabilitation.
  - Additional informational materials for health risks associated with specific drugs.
  - Counselors are available by calling 541-956-7443 or emailing [counselingfrontdesk@roguecc.edu](mailto:counselingfrontdesk@roguecc.edu).
- Employee Assistance Program
  - All RCC employees are eligible for Employee Assistance Program (EAP) services administered through Canopy (except student workers who can use the RCC Counseling services detailed above). The EAP can help employees privately resolve problems that may interfere with work, family, and life in general. The EAP is provided for at no cost to employees and dependents, living at or away

from home, as well as household members, related or not. EAP services are always confidential. Additional information may be found online at: [my.canopywell.com](http://my.canopywell.com). Register as a new user or log in with organization name: OEBC.

- Community Resources
  - A current list of community resources is maintained on the College website at [RCC's Advocacy and Resources](#).

### **Program Biennial Review**

The college empanels a committee of employees to develop the biennial report and make recommendations to improve the drug and alcohol program and annual notification systems. The committee members are listed below:

- Director of Risk Management
- Risk Management Coordinator
- Vice President of People, Culture & Safety/CHRO
- Director of Human Resources & Payroll Operations
- Counseling Department Chair

### **Employee Standards of Conduct**

RCC has a responsibility to our employees, to our students, and to the general public to ensure safe operating and working conditions. To satisfy our drug free workplace objective and meet these responsibilities, we must establish a work environment where employees are free from the effects of drugs, alcohol, or other impairing substances.

Employees must be free of intoxicants, and mentally and physically capable of effectively performing assigned duties. Employees must notify their supervisors in advance when the use of prescription or over-the-counter medications may interfere with the safe and efficient performance of work.

### **Employee Drug Testing**

1. Pre-hire: Offers of employment for certain positions deemed to be safety-sensitive may be contingent upon successful passage of a College-required drug test, which include testing for marijuana.
2. Reasonable suspicion: The College may require any employee to be tested for alcohol and/or illegal drugs when reasonable suspicion exists that the employee may be impaired during work hours. The basis of suspicion may be a specific, contemporaneous event or conduct evidencing impairment observed over a period of time. Reasonable suspicion testing also includes testing an employee for the presence of prescription medication when the College has reason to believe the employee may be abusing the medication. Supervisors should contact HR prior to conducting the testing under this procedure. Refusal to test shall be considered a test failure.

The College will be responsible for arranging for the employee to be transported to the testing facility when an event providing reasonable suspicion takes place on RCC premises.

RCC reserves the right to search employee workspaces for the presence of prohibited alcohol, illegal drugs, and controlled substances at any time when reasonable suspicion exists that an employee may be under the influence. Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

RCC will support employees who voluntarily seek help for drug or alcohol problems before becoming subject to discipline or termination under this or other RCC policies or procedures. Such employees may be allowed to use accrued paid time off, placed on leaves of absence, referred to treatment providers, or otherwise accommodated, as required by law. Employees may be required to provide documentation of successful completion of a prescribed treatment program. Employees may also be required to submit to follow-up testing if, in the College's determination, the employee's position involves performing safety-sensitive functions. Employees who demonstrate successful progress or completion of a recommended course of treatment may return to work after taking and passing a drug and/or alcohol test. Any employee returning to work after such treatment will be expected to comply with all aspects of this procedure. A request for rehabilitation may not be made in order to avoid the consequence of a positive drug or alcohol test or to avoid taking a drug or alcohol test when requested to do so under the terms of this procedure.

Employees who violate this procedure and/or fail to seek treatment, may be subject to disciplinary action, up to and including termination of employment.

**Rescinds Procedure Number:** AP-008

**Approved:** December 1, 2020

**Revised:** April 4, 2023

## **AP 3560 Alcoholic Beverages**

### **References:**

- 34 Code of Federal Regulations Section 668.46(b);
- 23 U.S. Code Section 158;
- 23 Code of Federal Regulations Section 1208.4
- ORS 471.105

The possession, sale or the furnishing of alcohol on campus is governed by state law and these procedures. A person must be at least 21 years of age to purchase alcoholic beverages in Oregon.

The possession, sale, consumption or furnishing of alcohol is controlled by the Oregon Liquor Control Commission (OLCC). However, the enforcement of alcohol laws on campus is the primary responsibility of the Risk Management Department and local law enforcement. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Risk Management Department and local law

enforcement. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of this policy for anyone to consume or possess alcohol in any public or private area of campus without prior College approval. The consumption of alcohol on RCC property is prohibited under all circumstances including fundraisers and other special events, except for approved college courses or certain college events (as described below).

- Oregon law includes an exemption for students enrolled in a food or beverage career program at a higher education institution, including a community college. “Food or beverage career program” means a course of study designed to qualify a person for a career in the food service industry or alcoholic beverage industry, including but not limited to a course of study in culinary arts, viticulture, winemaking, enology, brewing or restaurant management. (ORS 471.580)
- For classes relating to growing and/or harvesting grapes or hops, or the production and/or marketing of wine or beer, limited consumption of, or tasting of, alcoholic beverages by students and/or staff may be an integral part of such classes. Other classes, such as those relating to public safety training may also include consumption of alcoholic beverages as an integral part of the class. MRCC Rogue Community College
- Permission for appropriate consumption of alcohol by students/staff, which is considered to be an integral part of these special classes shall be included as part of the approval for scheduling such special classes. Under these special, limited circumstances, alcoholic beverages may be permitted on campuses from time to time. Prior to the advertising of such classes, the instructor must complete an Alcohol Permission Form, including a copy of the course outline, and obtain the required approval signatures.
- All course outlines/syllabi for these special classes must include notice that tasting of alcoholic beverages is strictly prohibited for students under the legal age limit, and some classes may restrict enrollment, whenever appropriate, to students only of legal age and those students able to taste alcoholic beverages as needed to successfully complete the class.
- In all situations (either for college-approved course(s) or specific college events, described above), the RCC President, and/or their designee has the right to deny the use of alcoholic beverages at any college event or for any college-approved course(s).
- Prior to participation in the course, all students must submit a signed Alcohol Related Events Hold Harmless Agreement. Completed forms must be kept on file by the Risk Management Department for six (6) years after the class has ended. Copies of the form may be accessed on [Risk Management’s Forms](#) web page.

Organizations or groups violating alcohol or substance policies or laws may be subject to sanctions by the College.

**Rescinds Procedure Number:** AP-008

**Approved:** December 1, 2020

## AP 3433 Prohibition of Sexual Harassment Under Title IX

### References:

- Title IX Education Amendments of 1972; 20 U.S. Code Sections 1681 et seq.;
- Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e
- 34 Code of Federal Regulations Part 106

Rogue Community College ("RCC") is committed to providing an academic and work environment free of unlawful sexual harassment under Title IX.

This procedure defines sexual harassment on campus. This procedure and the related policy protect students, employees, in connection with all the academic, educational, extracurricular, athletic, and other programs of RCC, whether those programs take place in RCC's facilities, an RCC controlled vehicle, or at a class or training program sponsored by RCC at another location.

### Definitions

Sexual Harassment under Title IX: Conduct that satisfies one or more of the following:

- An RCC employee conditions the provision of an aid, benefit, or service of RCC on an individual's participation in unwelcome sexual conduct (quid pro quo harassment);
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to RCC's education program or activity;
- Sexual assault, including the following:
  - Sex Offenses. Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
  - Rape (except Statutory Rape). The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their temporary or permanent mental or physical incapacity. There is carnal knowledge if there is the slightest penetration of the genital or anal opening of the body of another person.
  - Sexual Assault with an Object. To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything the offender uses other than the offender's genitalia, e.g., a finger, bottle, handgun, stick.
  - Fondling. The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.
  - Sex Offenses, Non-Forcible Unlawful, Non-Forcible Sexual Intercourse.

- Incest. Non-Forcible sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law.
  - Statutory Rape – Non-Forcible. Sexual intercourse with a person who is under the statutory age of consent. There is no force or coercion used in Statutory Rape; the act is not an attack.
- Dating violence. Violence against a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a relationship will be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- Domestic Violence. Violence committed:
  - By a current or former spouse or intimate partner of the victim;
  - By a person with whom the victim shares a child in common;
  - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
  - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of Oregon; or
  - By any other person against an adult or youth victim protected from that person’s acts under the domestic or family violence laws of Oregon.
- Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety, the safety of others or suffer substantial emotional distress.

**Rescinds Procedure Number:** None

**Approved:** September 19, 2020; April 1, 2025 - Returned to pre-2024 Title IX Rule

## **AP 3434 Responding to Harassment Based on Sex Under Title IX**

### **References:**

- 20 U.S. Code Sections 1681 et seq.;
- 34 Code of Federal Regulations Parts 106.1 et seq.
- BP 3433 Prohibition of Sexual Harassment Under Title IX
- AP 3430 Prohibition of Harassment
- AP 3433 Prohibition of Sexual Harassment Under Title IX
- AP 3435 Discrimination and Harassment Complaints and Investigations

### **Introduction**

Rogue Community College (“RCC”) encourages members of the RCC community to report sexual harassment. This procedure only applies to conduct defined as sexual harassment under Title IX and applicable federal regulations and that meet Title IX jurisdictional requirements. RCC will respond to sexual harassment and sexual misconduct that falls outside that definition and outside the jurisdiction of the Title IX federal regulations using State law and applicable RCC

policies and procedures. In implementing these procedures discussed below, RCC will also provide supportive measures, training, and resources in compliance with State law, unless they are preempted by the Title IX regulations.

### **Title IX Coordinator**

Questions concerning Title IX may be referred to the RCC's Title IX Coordinator whose contact information is below:

RCC's Title IX Coordinator is Lucia Bartscher and the Title IX Coordinator's contact information is:

Redwood Campus – L Building

Phone: 541-956-7124

Email: [title9@rogucecc.edu](mailto:title9@rogucecc.edu)

The Title IX Coordinator is required to respond to reports of sexual harassment or misconduct. The Title IX Coordinator will handle information received with the utmost discretion and will share information with others on a need-to-know basis. For example, the Title IX Coordinator may need to address public safety concerns on campus, comply with State and federal legal requirements, or share information to implement supportive measures.

A report of sexual harassment to the Title IX Coordinator does not necessarily lead to a full investigation, as discussed more fully below. However, the Title IX Coordinator will make an assessment to determine if there is a safety risk to the campus. If the Title IX Coordinator finds there is a continued risk, the Title IX Coordinator will file the formal complaint without the Complainant's consent or cooperation.

### **Title IX Harassment Complaints, Investigations, and Hearings**

These Title IX sexual harassment procedures and the related policy protect students, employees, applicants for employment, and applicants for admission.

The investigation and adjudication of alleged sexual harassment under this procedure is not an adversarial process between the Complainant, the Respondent, and the witnesses, but rather a process for the RCC to comply with its obligations under existing law. The Complainant does not have the burden to prove, nor does the Respondent have the burden to disprove the underlying allegation or allegations of misconduct.

### **Jurisdictional Requirements – Application of Procedures**

These procedures apply if the conduct meets the following three jurisdictional requirements:

- The conduct took place in the United States;
- The conduct took place in an RCC "education program or activity." This includes locations, events, or circumstances over which the RCC exercised substantial control over both the Respondent and the context in which the harassment occurred, including on-

campus and off-campus property and buildings RCC owns or controls or property or buildings that student organizations officially recognized by RCC own or control.

- The conduct meets the definition of Title IX “sexual harassment.”

### **Definitions**

**Complainant:** A Complainant is an individual who alleges they are the victim of conduct that could constitute sexual harassment.

**Consent:** Knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. Consent is active not passive. Consent to any one form of sexual activity does not automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent does imply consent to future sexual acts. Consent must be continuous and can be withdraw at any time by either party. Consent can be withdrawn once given, as long as that withdrawal is clearly communicated. Once consent is withdrawn, sexual activity must stop immediately. In order to give consent, one must be of legal age and must not be considered incapacitated as defined under Oregon State Law. Oregon state law considers persons under the age of 18 to be "incapable of consenting to a sexual act" (ORS §163.315) and states that if lack of consent is solely a result of the age of the victim, it is a defense to certain crimes that the actor was less than three years older than the victim at the time of the alleged offense (ORS §163.345).

**Decision-Maker:** RCC may have one Decision-Maker determine whether the Respondent is responsible, and another Decision-Maker determine the appropriate level of penalty for the conduct. The Decision-Maker cannot be the Title IX Coordinator or the Investigator assigned to the case.

- **Hearing Decision-Maker:** The person who will oversee the live hearing and make a determination of responsibility.
- **Appeal Decision-Maker:** The Chief Human Resources Officer (“CHRO”) or Dean of Student Success will serve as the Appeal Decision-Maker as appropriate.

**Formal Complaint:** A written complaint signed by the Complainant or Title IX Coordinator, alleging sexual harassment and requesting an investigation. If the Title IX Coordinator signs the formal complaint, they will not become a Party to the complaint.

**Investigator:** The person or persons charged by RCC with gathering facts about an alleged violation of this procedure, synthesizing the evidence, and compiling this information into an investigation report and file.

**Notice:** Means that an employee, student, or third-party informs the Title IX Coordinator or other Official with Authority of the alleged occurrence of sexual harassment or retaliatory conduct.

Official with Authority (OWA): An employee of the Recipient explicitly vested with the responsibility to implement corrective measures for sexual harassment and/or retaliation on behalf of the Recipient.

Parties: As used in this procedure, this means the Complainant and Respondent.

Preponderance of the Evidence Standard: This standard of proof is also known as “more likely than not” standard. This standard will be used to make determinations in all Title IX cases.

Process Advisor: Throughout the grievance process, both the Complainant and Respondent have a right to a Process Advisor of their choice. If a Party does not have a Process Advisor, RCC will provide the Party a Process Advisor. RCC may establish restrictions regarding the extent to which the Process Advisor may participate in the proceedings as long as the restrictions apply equally to both Parties. If a Party chooses a Process Advisor other than the one provided by RCC, the Party is responsible for any costs associated with that Process Advisor.

Parties have the right to consult with an attorney, at his/her/their own expense, at any stage of the Complaint process if he/she/they wishes to do so. An attorney may serve as an advisor.

Respondent: A Respondent is an individual reported to be the perpetrator of conduct that could constitute sexual harassment.

Sexual Harassment under Title IX: Conduct that satisfies one or more of the following:

- A RCC employee conditions the provision of an aid, benefit, or service of RCC on an individual’s participation in unwelcome sexual conduct (quid pro quo harassment);
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to RCC’s education program or activity;
- Sexual assault, including the following:
  - Sex Offenses. Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
  - Rape (except Statutory Rape). The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their temporary or permanent mental or physical incapacity. There is carnal knowledge if there is the slightest penetration of the genital or anal opening of the body of another person.
  - Sexual Assault with an Object. To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything the offender uses other than the offender's genitalia, e.g., a finger, bottle, handgun, stick.

- Fondling. The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of their age or because of their temporary or permanent mental or physical incapacity.
- Sex Offenses, Non-Forcible Unlawful, Non-Forcible Sexual Intercourse.
  - Incest. Non-Forcible sexual intercourse between persons who are related to each other within degrees wherein marriage is prohibited by law.
  - Statutory Rape – Non-Forcible. Sexual intercourse with a person who is under the statutory age of consent. There is no force or coercion used in Statutory Rape; the act is not an attack.
- Dating violence. Violence against a person who is, or has been, in a social relationship of a romantic or intimate nature with the victim. The existence of a relationship will be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- Domestic Violence. Violence committed:
  - By a current or former spouse or intimate partner of the victim;
  - By a person with whom the victim shares a child in common;
  - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
  - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of Oregon; or
  - By any other person against an adult or youth victim protected from that person's acts under the domestic or family violence laws of Oregon.
- Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

## Reporting Options

Any individual may report sexual harassment to RCC's Title IX Coordinator.

RCC strongly encourages prompt reporting of sexual harassment. Prompt reporting allows for the collection and preservation of evidence, including physical evidence, digital media, and witness statements. A delay may limit RCC's ability to effectively investigate and respond.

Because individuals may be deterred from reporting incidents of sexual harassment if alcohol, drugs, or other violations of RCC or campus rules were involved, RCC will inform individuals that the primary concern is for student and employee safety and that use of alcohol or drugs never makes a Complainant at fault for sexual harassment. An individual who participates as a Complainant or witness in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of RCC's student conduct policy at or near the time of the incident, unless the RCC determines that the violation was

egregious, including, but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic dishonesty.

Individuals have the opportunity to decide whether they want to pursue a formal Title IX complaint. Reporting sexual harassment to the Title IX Coordinator does not automatically initiate an investigation under these procedures. A report allows RCC to provide a wide variety of support and resources to impacted individuals and to prevent the reoccurrence of the conduct. A Complainant or the Title IX Coordinator filing a formal complaint will initiate an investigation.

If there are parallel criminal and Title IX investigations, RCC will cooperate with the external law enforcement agency and will coordinate to ensure that the Title IX process does not hinder legal process or proceedings.

RCC will document reports of sexual harassment in compliance with the Clery Act, a federal law requiring data collection of crime within the campus geography. Under the Clery Act, RCC does not document personal information; RCC reports the type of conduct, and the time, date, and location. (Also see BP/AP 3540 Sexual and Other Assaults on Campus.)

Nothing in this procedure precludes any party from making a report to law enforcement. Contact information for local law enforcement agencies is available on RCC's Title IX website. Students may also make a complaint to the Department of Education Office of Civil Rights. Visit the US Department of Education's Office for Civil Rights website for information on filing a complaint.

### **RCC Employees and Officials with Authority**

RCC Officials with Authority are not confidential resources and are required to report allegations of sexual harassment to the Title IX Coordinator promptly.

RCC has designated all Managerial/Supervisory employees as Officials with Authority. Officials with Authority are required to report all relevant information they know about sexual harassment including the name of the Respondent, the Complainant, any other witnesses, and the date, time, and location of the alleged incident.

Responsible Employees – All non-confidential RCC employees are required to report allegations of sexual harassment to the Title IX Coordinator immediately. Responsible Employees are required to report all relevant information they know about sexual harassment including the name of the Respondent, the Complainant, any other witnesses, and the date, time, and location of the alleged incident.

## **Intake and Processing of Report**

### **Receipt of Report**

After receiving a report of sexual harassment, the Title IX Coordinator, or designee, will contact the Complainant and Respondent to explain rights under this policy and procedure and invite

the Complainant to an in-person or virtual meeting. The Title IX Coordinator, or designee, will discuss supportive measures with the Parties.

### **Timeframe for Reporting**

While all reports of sexual harassment will be reviewed under this procedure, to promote timely and effective review, RCC strongly encourages individuals to report sexual harassment as soon possible. A delay in reporting may affect the ability to collect relevant evidence and may affect remedies RCC can offer.

### **Supportive Measures**

Supportive measures are non-disciplinary, non-punitive individualized services offered free of charge to the Complainant or the Respondent regardless of whether a formal complaint has been filed. RCC will provide the Complainant and Respondent with supportive measures as appropriate and as reasonably available to restore or preserve equal access to RCC's education program or activities. These measures are designed to protect the safety of all Parties, protect RCC's educational environment, or deter sexual harassment. RCC will provide supportive measures on a confidential basis and will only make disclosures to those with a need to know to enable RCC to provide the service.

Supportive measures may include counseling, extensions of deadlines, other courserelated adjustments, modifications of work or class schedules, campus security escort services, mutual restrictions on contact between the Parties, changes in work locations, changes in class locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

### **Removal of Respondent Pending Final Determination**

Upon receiving a report regarding sexual harassment, the Title IX Coordinator, in consultation with appropriate campus partners, will make an immediate assessment concerning the health and safety of the Complainant and campus community as a whole. RCC has the right to order emergency removal of a non-employee Respondent, or if the Respondent is an employee, place the Respondent on administrative leave.

### **Emergency Removal**

RCC may remove a non-employee Respondent from RCC's education program or activity on an emergency basis after it conducts an individualized safety and risk analysis and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal.

RCC may not use emergency removal to address a Respondent's threat of obstructing the sexual harassment investigation or destroying relevant evidence. Emergency removal is only available to address health or safety risks against individuals arising out of sexual harassment allegations, not to address other forms of misconduct that a Respondent might commit pending the processing of a complaint.

RCC may conduct further individualized safety and risk analyses as needed as more information is obtained as part of an investigation.

RCC's Title IX Coordinator or designee in consultation with appropriate campus partners will conduct the individualized safety and risk analysis.

If the Title IX Coordinator or designee in consultation with appropriate campus partners determines emergency removal is appropriate, they or the designee will provide the person RCC is removing from campus on an emergency basis with a notice and opportunity to attend a meeting and challenge the basis of their removal. The Title IX Coordinator or designee in consultation with appropriate campus partners will reevaluate the individualized safety and risk assessment to determine whether the emergency removal from campus order is warranted after considering information provided by the Respondent challenging the emergency removal.

### **Administrative Leave**

RCC may place a non-student employee Respondent on administrative leave during the pendency of a grievance process described in the formal complaint process below. RCC will follow any relevant policies, procedures, collective bargaining agreements, or State law in placing an employee on administrative leave.

### **Formal Complaint Grievance Process**

Notice to Parties Upon receipt of a formal complaint, the Title IX Coordinator will provide the following notice in writing, to the Parties:

- Notice of RCC's Title IX grievance process;
- Notice of the allegations of alleged sexual harassment with sufficient details known at the time and with sufficient time to prepare a response before any initial interview;
- Statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- Notice that the Parties may have a Process Advisor of their choice. If a Party does not have a Process Advisor RCC will provide them with a Process Advisor who has been trained on RCC policy and procedure.
- Notice that the Parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the RCC does not intend to rely in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence whether obtained from a Party or other source; and
- Inform the Parties of any provision in RCC's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, RCC decides to investigate allegations about the Complainant or Respondent that are not included in the notice provided above, the Title IX Coordinator will provide notice in writing of the additional allegations to the Parties.

### **Dismissal of Formal Complaint**

RCC must investigate the allegations in a formal complaint. However, RCC must dismiss the formal complaint and will not process the complaint under these procedures if any of the following three circumstances exist:

- If the conduct alleged in the formal complaint would not constitute Title IX sexual harassment as defined in this procedure;
- If the conduct alleged did not occur in RCC's education program or activity;
- If the conduct alleged did not occur against a person in the United States.

RCC has discretion to dismiss a formal complaint or any allegation under the following circumstances:

- If at any time during the investigation or hearing: a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations;
- If the Respondent is no longer enrolled or employed by RCC; or
- If there are specific circumstances that prevent RCC from gathering evidence sufficient to reach a determination regarding responsibility as to the formal complaint or allegations.

If RCC dismissed the formal complaint or any allegations, the Title IX Coordinator shall simultaneously provide the Parties with written notice of the dismissal and reason. RCC will also notify the Parties of their right to appeal.

RCC may commence proceedings under other policies and procedures after dismissing a formal complaint.

### **Consolidation of Formal Complaints**

RCC may, but is not required to, consolidate formal complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one Party against the other Party, where the allegations of sexual harassment arise out of the same facts or circumstances.

### **Equitable Treatment of the Parties**

RCC's determination of responsibility is a neutral, fact-finding process. RCC will treat Complainants and Respondents equitably. The procedures will apply equally to both Parties. RCC will not sanction a Respondent unless it determines the Respondent was responsible for sexual harassment at the conclusion of the grievance process.

### **Statement of Presumption of Non-Responsibility**

The investigation is a neutral, fact-finding process. RCC presumes all reports are in good faith. Further, RCC presumes the Respondent is not responsible for the alleged conduct. RCC makes its determination regarding responsibility at a hearing at the conclusion of the grievance process.

Bias or Conflict of Interest RCCs Title IX Coordinator, Investigator, Decision-Maker, or any person designated by RCC to facilitate an informal resolution process, will not have actual bias or conflict of interest in the investigatory, hearing, sanctioning, or appeal process or bias for or against Complainants or Respondents generally. Actual bias is an articulated prejudice in favor of or against one Party or position; it is not generalized concern about the personal or professional backgrounds, positions, beliefs, or interests of the Decision-Maker in the process. RCC will ensure that the Title IX Coordinator, Investigator, Decision-Maker, and facilitator receive training on:

- The definition of sexual harassment in this procedure;
- The scope of RCCs education program or activity;
- How to conduct an investigation;
- The grievance process including conducting hearings, appeals, and informal resolution processes; and
- How to serve impartially, including avoiding: prejudgment of the facts at issue; conflicts of interest; and bias.

### **Timeline for Completion**

RCC will undertake its grievance process promptly and as swiftly as possible. RCC will complete the investigation and its determination regarding responsibility or the informal resolution process within 180 calendar days.

When appropriate, the Title IX Coordinator may determine that good cause exists to extend the 180-calendar day period to conduct a fair and complete investigation, to accommodate an investigation by law enforcement, to accommodate the unavailability of witnesses or delays by the Parties, to account for RCC breaks or vacations, or due to the complexity of the investigation. RCC will provide notice of this extension to the Complainant and Respondent in writing and include the reason for the delay and anticipated timing of completion.

A Party may request an extension from the Title IX Coordinator in writing by explaining the reason for the delay and the length of the extension requested. The Title IX Coordinator will notify the Parties and document the grant or denial of a request for extension or delay as part of the case recordkeeping.

### **Role of Process Advisor**

The role of the Process Advisor is to provide support and assistance in understanding and navigating the investigation process.

The Process Advisor may not testify in or obstruct an interview or disrupt the process. The Title IX Coordinator has the right to determine what constitutes appropriate behavior of a Process Advisor and take reasonable steps to ensure compliance with this procedure.

A Party does not have a right to self-representation at the hearing; a Process Advisor must conduct any cross-examination. RCC must provide a Process Advisor of its choice, free of charge to any Party without a Process Advisor in order to conduct cross-examination. If a Process Advisor fails to appear at the hearing, RCC will provide a Process Advisor to appear on behalf of the non-appearing Process Advisor. To limit the number of individuals with confidential information about the issues, each Party may identify one Process Advisor.

### **Use of Privileged Information**

RCC's formal complaint procedure does not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally-recognized privilege (e.g., attorney-client privilege, doctor-patient privilege, spousal privilege, etc.), unless the person holding the privilege provides voluntary, written consent to waive the privilege.

### **Investigations**

The Title IX Coordinator is responsible to oversee investigations to ensure timely resolution and compliance with Title IX and this procedure.

Both Parties have the right to have a Process Advisor present at every meeting described in this section.

### **Trained Investigators**

RCC will investigate Title IX formal complaints fairly and objectively. Individuals serving as Investigators under this procedure will have adequate training on what constitutes sexual harassment and how the RCC's grievance procedures operate. RCC will also ensure that Investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence and complies with this procedure.

### **Burden of Gathering Evidence**

RCC, not the Parties, has the responsibility to gather information and interview witnesses. As part of RCC's burden of gathering evidence, RCC's investigator will create an investigative report that fairly summarizes relevant evidence, whether it is inculpatory or exculpatory. The investigator shall not make findings or determinations of law or fact.

### **Notice of Investigative Interview**

RCC will provide written notice of the date, time, location, participants, and purpose of all investigative interviews to a Party whose participation is invited or expected, with sufficient time for the Party to prepare to participate.

### **Evidence Review**

Both Parties have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which RCC] does not intend to rely in reaching a determination

regarding responsibility and inculpatory or exculpatory evidence whether obtained from a Party or other source.

Prior to the investigator finalizing an investigative report, RCC will send to each Party and the Party's Process Advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The Parties will have at least ten calendar days to submit a written response. The investigator must consider this written response prior to completing the investigative report.

### **Investigative Report**

The results of the investigation of a formal complaint will be set forth in a written report that will include at least all of the following information:

- A description of the circumstances giving rise to the formal complaint;
- A description of the procedural steps taken during the investigation, including all individuals contacted and interviewed;
- A summary of the testimony of each witness the investigator interviewed;
- An analysis of relevant evidence collected during the investigation, including a list of relevant documents;
- A table of contents if the report exceeds ten pages; and
- Any other information deemed appropriate by RCC.

The investigator will not make a determination regarding responsibility.

The investigator may redact information not directly related to the allegations or privileged information. However, the investigator will keep a log of information they do not produce to the Parties. The investigator will provide this log only to the Title IX Coordinator. The Title IX Coordinator will not disclose the log to the Parties but will maintain the log in the Title IX Coordinator's file, in the event it later becomes relevant.

At least ten days prior to a hearing or other time of determination regarding responsibility, RCC will send the investigative report to each Party and their Process Advisors, if any, the investigative report in an electronic format or a hard copy, for review and written response. The Parties will have at least ten days to submit a written response.

### **Hearing**

After completing an investigation and prior to completing a determination regarding responsibility, RCC will hold a live hearing to provide the Complainant and Respondent an opportunity to respond to the evidence gathered before a Decision-Maker. Neither Party may choose to waive the right to a live hearing, but the Parties can choose whether to participate in the hearing or answer some or all cross-examination questions.

### **Notice**

If RCC proceeds to a hearing, RCC will provide all Parties written notice of the date, time,

location, participants, and purpose of a hearing with sufficient time for the Party to prepare to participate.

### **Hearing Format**

RCC may provide a live hearing with all Parties physically present in the same geographic location or, at RCCs discretion if either Party or a witness requests, RCC may provide any or all Parties, witnesses, and other participants the ability to appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other in real time.

RCC will make the information reviewed during the Evidence Review available at the hearing for reference and consultation. RCC will not restrict the ability of either Party to discuss the allegations under investigation or to gather and present relevant evidence.

RCC will create an audio or audiovisual recording of any live hearing and make it available to the Parties for inspection and review.

The Decision-Maker shall provide an explanation of the meaning of the preponderance of the evidence standard and affirm that it shall apply to adjudications under this procedure. The preponderance of the evidence standard is met if RCC determines that it is more likely than not that the alleged misconduct occurred, based on the facts available at the time of the decision.

### **Decision-Maker**

The Decision-Maker will be free from conflict of interest or bias, including bias for or against Complainants or Respondents.

The Decision-Maker may ask the Parties and the witnesses questions during the hearing. The Decision-Maker must objectively evaluate all relevant evidence both inculpatory and exculpatory and must independently reach a determination regarding responsibility without giving deference to the investigative report. The Decision-Maker must receive training on issues of relevance, how to apply the rape-shield protections for Complainants, and any technology to be used at the hearing.

### **Presenting Witnesses**

RCC will provide the Complainant and Respondent an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. Witnesses, like Parties, are not required to participate in the live hearing process.

Only relevant evidence will be admissible during the hearing. Relevant evidence means evidence, including evidence relevant to the credibility of a Party or witness, having any tendency in reason to prove or disprove any disputed fact material to the allegations under investigation.

### **Cross-Examination**

RCC will permit each Party's Process Advisor to ask the other Party and any witnesses all

relevant questions and follow-up questions, including questions challenging credibility. The Party's Process Advisor must conduct cross-examination directly, orally, and in real time. A Party may never personally conduct cross-examination.

Before a Complainant, Respondent, or witness answers a question, the Decision-Maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. The Decision-Maker need not provide a lengthy or complicated explanation in support of a relevance determination. If a Party or witness disagrees with a relevance determination, that individual has the choice of either (1) abiding by the Decision-Maker's determination and answering the question or (2) refusing to answer the question.

If a Party or witness does not submit to cross-examination at the live hearing, the Decision-Maker may admit any statement of that Party or witness in reaching a determination regarding responsibility. The Decision-Maker will give the statements whatever weight the Decision-Maker determines appropriate, bearing in mind that the statements have not been tested by cross-examination. In doing so, the Decision-Maker should consider, and if possible determine, whether the witness or Party made the statement and what the statement proves.

The Decision-Maker cannot draw an inference about the determination of responsibility based solely on a Party's or witness's absence from the live hearing or refusal to submit to cross-examination or to answer any questions.

The Decision-Maker may also ask any Party or witness questions. If a Party or witness refuses to respond to a Decision-Maker's questions, the Decision-Maker is not precluded from relying on that Party or witness' statements.

### **Determinations of Responsibility**

When the Decision-Maker makes a determination of responsibility or non-responsibility, the Decision-Maker will issue a written determination regarding responsibility, no later than 20 business days after the date that the hearing ends.

When making a determination regarding responsibility, a Decision-Maker will objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence. A Decision-Maker may not make credibility determinations based on an individual's status as a Complainant, Respondent, or witness. In evaluating the evidence, the Decision-Maker will use the preponderance of the evidence standard. Thus, after considering all the evidence it has gathered, RCC will decide whether it is more likely than not that sexual harassment occurred.

The written determination will include:

- Identification of the allegations potentially constituting Title IX sexual harassment as defined in these procedures;
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including who conducted the investigation and gave notifications to the Parties. The determination will also state when, where, and the date

the Investigator interviewed the Parties and witnesses, conducted site visits, the methods used to gather other evidence. The procedural section should also discuss the dates and how the Parties were provided the opportunity to review and inspect evidence and the date of any hearings held and who attended the hearing;

- Findings of fact supporting the determination. In making these findings, the Decision-Maker will focus on analyzing the findings of fact that support the determination of responsibility or non-responsibility;
- Conclusions regarding the application of RCC's code of conduct to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility;
- A statement of, and rationale for, any disciplinary sanctions RCC imposes on the Respondent;
- A statement of whether RCC will provide the Complainant with remedies designed to restore or preserve equal access to RCC's education program or activity;
- RCC need not disclose to the Respondent remedies that do not affect them as part of the written determination. RCC can inform the Respondent that it will provide remedies to the Complainant. However, RCC will inform the Complainant of the sanctions against the Respondent;
- RCC's procedures and permissible bases for the Complainant and Respondent to appeal.

RCC will provide the written determination to the Parties simultaneously. The determination regarding responsibility becomes final either on the date that RCC provides the Parties with the written determination of the result of the appeal, if the Parties file an appeal, or if the Parties do not file an appeal, the date on which an appeal would no longer be timely.

### **Disciplinary Sanctions and Remedies**

RCC must have completed the grievance procedures (investigation, hearing, and any appeal, if applicable) before the imposing disciplinary sanctions or any other actions that are not supportive measures against a Respondent. If the Decision-Maker determines the Respondent was responsible for conduct that constitutes sexual harassment, RCC will take disciplinary action against the Respondent and any other remedial action it determines to be appropriate. The action will be prompt, effective, and commensurate with the severity of the offense.

Remedies for the Complainant might include, but are not limited to:

- Providing an escort to ensure that the Complainant can move safely between classes and activities;
- Ensuring that the Complainant and Respondent do not attend the same classes or work in the same work area;
- Providing counseling services or a referral to counseling services;
- A referral to medical services;
- Providing academic support services, such as tutoring;

- Arranging for a Complainant, if a student, to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the Complainant's academic record; and
- Reviewing any disciplinary actions taken against the Complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the Complainant's discipline.

Possible disciplinary sanctions for student Respondents include written or verbal reprimand, required training or counseling, non-academic probation, suspension, and expulsion. Possible disciplinary sanctions for employee Respondents include written or verbal reprimand, required training or counseling, reduction in pay, demotion, suspension, or discharge.

### **Appeal of Dismissal of a Formal Complaint or of the Determination of Responsibility**

A Complainant or Respondent may appeal RCC's determination regarding responsibility or the dismissal of a formal complaint or any allegations. A Complainant or Respondent must submit a written appeal within 10 business days from the date of the notice of determination regarding responsibility or from the date of RCC's notice of dismissal of a formal complaint or any allegations.

### **Grounds for Appeal**

The Chief Human Resources Officer ("CHRO") or Dean of Student Success, or designee - as appropriate - will serve as the Decision-Maker on Appeal. In filing an appeal of RCC's determination regarding responsibility or RCC's dismissal of a formal complaint, the Party must state the grounds for appeal and a statement of facts supporting those grounds in writing to the Appeal Decision-Maker identified in the Notice of Outcome. The grounds for appeal are as follows:

- A procedural irregularity affected the outcome;
- New evidence was not reasonably available at the time of RCC's determination regarding responsibility or dismissal was made, and this new evidence could affect the outcome; or
- RCC's Title IX Coordinator, investigator, or Decision-Maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome.

### **Appeal Procedure**

If the Complainant or Respondent submit an appeal to the Appeal Decision-Maker identified in the Notice of Outcome, the Appeal Decision-Maker will:

- Notify the other Party in writing within five business days of receiving a Party's appeal;
- Allow the non-appealing Parties at least five business days from the date of receipt of the appeal to submit a written statement in support of, or challenging, the outcome;

The Appeal Decision-Maker will issue a written decision on whether to grant or deny the appeal, and the rationale for the decision, within 45 business days after the DecisionMaker on appeal

receives the response to the appeal or the last day to provide a response. RCC will provide the written decision simultaneously to both Parties.

The Appeal Decision-Maker may extend or otherwise modify the deadlines provided above. Either Party may seek an extension by submitting a written request to the Appeal Decision-Maker explaining the need for the extension and the proposed length of the extension. The Appeal Decision-Maker will respond to the request within 2 business days in writing and will inform the Parties simultaneously whether the extension is granted.

### **Informal Resolution**

If RCC determines that a formal complaint is appropriate for informal resolution, it may provide the Parties with the opportunity to participate in an informal resolution process, including mediation, at any time prior to reaching a determination regarding responsibility.

RCC will provide the Complainant and Respondent written disclosure of the allegations, the requirements of the informal resolution process, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

RCC must obtain the Parties' voluntary, written consent to the informal resolution process. If the Parties reach an agreement, RCC does not have to complete a full investigation and adjudication of a report of sexual harassment. At any time prior to agreeing to a resolution, any Party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

The informal resolution process is not available to resolve allegations that an employee sexually harassed a student.

### **Retaliation Prohibited**

RCC prohibits any intimidation, threats, coercion, or discrimination against any individual who made a report or complaint of sexual harassment, testified, assisted, or participated or refused to participate in any manner in a Title IX investigation, proceeding, or hearing. Individuals who experience retaliation may file a complaint using the formal complaint process described above.

### **Dissemination of Policy and Procedures**

RCC will provide its policy and procedures related to Title IX on its website and in each handbook or catalog provided to applicants for admission and employment, students, employees, and all unions or professional organizations holding collective bargaining with RCC.

When hired, employees are required to sign acknowledging that they have received the policy and procedures. RCC will place the signed acknowledgment of receipt in each employee's personnel file.

### **Training**

RCC will provide training to Title IX Coordinators, Investigators, Decision-Makers, and any

individual who facilitates an informal resolution process, on the definition of sexual harassment, the scope of RCC's education programs or activities, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Any materials used to train RCC's Title IX Coordinator, Investigators, Decision-Makers, and any person who facilitates an informal resolution process, will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

### **File Retention**

RCC will retain on file - for a period of at least seven years after closing the case - copies of:

- The original report or complaint;
- Any actions taken in response to the complaint, including supportive measures;
- The investigative report including all evidence gathered and any responses from the Parties;
- RCC's determination regarding responsibility;
- Audio or audiovisual recording from a hearing;
- Records of any disciplinary sanctions imposed on the Respondent;
- Records of any remedies provided to the Complainant;
- Any appeal and the result;
- Any informal resolution and the result; and
- All materials used to train Title IX Coordinators, investigators, Decision-Makers, and any person who facilitates an informal resolution process. RCC will make these training materials publicly available on its website.

RCC will make these documents available to the U.S. Department of Education Office for Civil Rights upon request.

**Rescinds Procedure Number:** None

**Approved:** September 19, 2020; April 1, 2025 - Returned to pre-2024 Title IX Rule

## **AP 3435 Discrimination and Harassment Complaints and Investigations**

### **References:**

- Title VII of the Civil Rights Act of 1964; 42 U.S. Code Sections 2000e et seq.;
- Equal Employment Opportunity Commission (EEOC) Notice 915.002 (dated June 18, 1999);
- ORS 659A;
- ORS 659.850 to 659.860, OAR Chapter 715, Div 11 (Student complaints);
- Chapter 451, Oregon 2019 Laws (Sexual harassment policies);
- ORS 243;
- Oregon HB 3415;
- Age Discrimination in Employment Act of 1967 (ADEA);

- Americans with Disabilities Act of 1990 (ADA);
- Section 504 of the Rehabilitation Act of 1973; 29 U.S. Code Section 794;
- Age Discrimination Act of 1975; 42 U.S. Code Sections 6101-6107;
- Title II of the Americans with Disabilities Act, 28 Code of Federal Regulations Part 35;
- BP 3433 Prohibition of Sexual Harassment Under Title IX;
- AP 3433 Prohibition of Sexual Harassment Under Title IX;
- AP 3432 Workplace Harassment;
- AP 3434 Responding to Harassment Based on Sex Under Title IX

For sexual harassment under Title IX, Complainants must proceed under BP 3433 Prohibition of Sexual Harassment Under Title IX, AP 3433 Prohibition of Sexual Harassment Under Title IX, and AP 3434 Responding to Harassment Based on Sex Under Title IX. For other forms of sexual harassment or gender-based harassment, Complainants should use this procedure. Also, see AP 3432 related to workplace harassment.

**Complaint:** Any person who reports having suffered harassment, discrimination, or retaliation may file a complaint of harassment, discrimination, or retaliation. Complainants are encouraged to report harassment before it becomes severe or pervasive. Rogue Community College (“RCC”) strives to stop harassment before it rises to the level of a violation of state or federal law.

**Authority over Parties:** RCC has authority over students, employees, and third parties for alleged violations of this procedure that occur on RCC’s property. RCC has authority over RCC employees and students for alleged violations of this policy that occur at RCC activities or events. RCC may exercise authority over events that occur off-campus to determine if the conduct occurred in the context of an education program or activity or had continuing effects on campus or in an off-campus education program or activity.

RCC may have an obligation to respond to any complaint received by the institution which includes but is not limited to: (A) Sexual harassment; (B) Sexual assault; (C) Domestic violence; (D) Dating violence; or (E) Stalking.

**Responsible Employees and Mandated Reporting:** If the report involves a minor, RCC and its employees will comply with state mandated reporting requirements.

All responsible employees are required to report all actual or suspected misconduct under this procedure immediately. RCC is on notice if a responsible employee has actual knowledge, or in the exercise of reasonable care should have known, about the misconduct. At RCC all employees, including student employees, other than Counselors acting in their professional capacity are considered responsible employees.

Any person may make a report by directly contacting the appropriate official listed below.

The following person has been designated to handle inquiries regarding the non-discrimination policies and serves as the ADA/504 Compliance Officer:

Vice President of People, Culture, & Safety and Chief Human Resources Officer (CHRO)  
Jamee Harrington  
541-956-7017  
[jharrington@roguecc.edu](mailto:jharrington@roguecc.edu)  
Redwood Campus - Hood Building

The following persons are responsible for coordinating Title IX (gender discrimination):

Lead Title IX Coordinator  
Lucia Bartscher  
Diversity, Equity & Inclusion Coordinator  
541-956-7124  
[title9@roguecc.edu](mailto:title9@roguecc.edu)  
Redwood Campus, Looking Glass Building  
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The appropriate official will receive all relevant details about the alleged misconduct in order to determine what occurred and how to resolve the situation. This includes the names of the reporting party and responding party (if known), and the date, time, and location of the alleged misconduct.

Retaliation: Persons who make complaints of harassment or discrimination or provide information related to such complaints will be protected against retaliation. RCC will take all reasonable steps to protect the Complainant from further harassment or discrimination.

The appropriate officials referenced above are the individuals charged with receiving reports of discrimination, harassment, or retaliation. The actual investigation of reports may be assigned to other trained RCC employees or to outside persons or organizations under contract with RCC. At a minimum, the investigation will be assigned to other RCC staff or outside investigators whenever the officials listed above are named in the complaint or implicated by the allegations in the complaint.

Reporting Options if the Responding Party is a:

- Board of Education Member: Any Reporting Party or Respondent who believes a Board of Education member has violated this procedure should immediately notify the Title IX Coordinator of their concerns. The Title IX Coordinator will forward these concerns to the third-party firm for review.
- Vice President or College President: Any Reporting Party or Respondent who believes the President cannot be impartial or has violated this procedure should immediately notify the Title IX Coordinator of their concerns. The Title IX Coordinator will forward these concerns to the third-party firm for review.
- Chief Human Resources Officer: Any Reporting Party or Responding Party who believes the CHRO cannot be impartial or who has violated this procedure should immediately notify the College President.
- Title IX Coordinator/Deputy Coordinator: Any Reporting Party or Responding Party who believes the Title IX Coordinator/Deputy Coordinator cannot be impartial or who has violated this procedure should immediately notify the CHRO.

Standard of Proof RCC will use a “preponderance of the evidence” standard of proof in determining whether there has been a violation of this policy. This standard of proof is also known as “more likely than not” standard.

Who May File a Complaint: Any student, employee, or third party who believes they have been discriminated against, harassed, or retaliated by a student, employee, or third party in violation of this procedure and the related policy.

Where to File a Complaint: An employee, student, or third party who believes they have been discriminated against or harassed in violation of these policy and procedures may make a complaint orally or in writing to any of the following people:

- The CHRO
- The Title IX Coordinator
- Students may discuss their report confidentially with an RCC Counselor who is generally not obligated to disclose the information
- Employees may file a report with their supervisor

Complainants filing employment-related complaints shall be notified that they may file employment discrimination complaints with the U.S. Equal Employment Opportunity Commission (EEOC) or through the Oregon Bureau of Labor and Industries (BOLI) complaint resolution process.

An employee or claimant must provide advance notice of a claim against the employer as required by the Oregon Tort Claims Act (ORS 30.275).

Any RCC employee who receives a harassment, discrimination, or retaliation complaint shall notify the CHRO immediately.

Filing a Timely Complaint: Since failure to report harassment and discrimination impedes RCC's ability to stop the behavior, RCC strongly encourages anyone who believes they are being harassed or discriminated against, to file a complaint. RCC also strongly encourages the filing of such complaints within 30 days of the alleged incident. While all complaints are taken seriously and will be investigated promptly, delay in filing impedes RCC's ability to investigate and remediate.

All supervisors and managers have a mandatory duty to report incidents of harassment and discrimination; the existence of a hostile, offensive or intimidating work environment, and acts of retaliation.

RCC will investigate complaints involving acts that occur off campus if they are related to an academic or work activity or if the harassing conduct interferes with or limits a student's or employee's ability to participate in or benefit from the school's programs or activities.

### **Privileged or Confidential Reporting**

An RCC responsible employee should, whenever possible, before a student or employee reveals information that they may wish to keep confidential, ensure that the person making the report understands the employee's obligations to report to RCC, the reporting party's option to request confidentiality, which RCC will take into consideration, and the reporting party's ability to share the information confidentially with designated RCC employees.

Professional, licensed, mental health counselors, who provide mental-health counseling to members of the RCC community, or interns, graduate students, and others supervised by professional licensed counselors, are not required to report any information received in confidence.

Communicating that the Conduct is Unwelcome: RCC encourages, but does not require, students and employees to let the offending person know immediately and firmly that the conduct or behavior is unwelcome, offensive, in poor taste or inappropriate.

Intake and Processing of the Complaint: Upon receiving notification of a harassment or discrimination complaint, the Lead Title IX Coordinator or their designee shall:

- Offer options to informally resolve the charges, including but not limited to mediation, rearrangement of work or academic schedules, obtaining apologies, providing informal counseling, training, etc.
- Advise all parties that they need not participate in an informal resolution of the complaint, as described above, and they have the right to end the informal resolution process at any time.
- Advise student Complainants that they may file a complaint with the Office for Civil Rights of the U.S. Department of Education and employee Complainants may file a complaint with the Oregon Bureau of Labor and Industries (BOLI) or the Equal Employment Opportunity Commission (EEOC). All Complainants should be advised that they have a right to file a complaint with local law enforcement, if the act complained of

is also a criminal act. RCC must investigate even if the complainant files a complaint with local law enforcement. In addition, RCC should ensure that Complainants are aware of any available resources, such as health and mental health services.

- Take interim steps to protect a Complainant from coming into contact with the Respondent, especially if the Complainant is a victim of sexual violence. The CHRO or designee should notify the Complainant of their options to avoid contact with the Respondent. For instance, RCC may prohibit the alleged perpetrator from having any contact with the Complainant pending the results of the investigation. When taking steps to separate the Complainant and the alleged perpetrator, RCC shall minimize the burden on the Complainant.

### **Upon Receiving the Report – Health and Safety**

The CHRO, or designee, together with Risk Management and relevant campus partners will make an immediate assessment concerning the health and safety of the reporting party and campus community as a whole. RCC will provide the reporting party with immediate, supportive measures necessary to protect their health and safety.

Where RCC determines that there is a substantial threat to the campus community, it will issue a timely warning. RCC will issue the warning according to RCC's administrative procedures. RCC will not disclose the victim's name or other identifying information when issuing the warning.

Confidentiality

Where the reporting party requests confidentiality or that RCC not conduct an investigation, RCC will take all reasonable steps to investigate while honoring the request. Where the reporting party insists that RCC not disclose their name or other identifiable information to the Respondent, RCC will inform the Complainant that its ability to respond will be limited. RCC will evaluate this request in the context of its responsibility to provide a safe and nondiscriminatory environment for all employees and students. However, RCC will take steps to offer appropriate remedial measures to the reporting party.

When weighing a request for confidentiality against the seriousness of the alleged harassment, discrimination, or retaliation, the Lead Title IX Coordinator or designee, in consultation with appropriate campus partners may consider, but are not limited to, the following factors:

- Whether the alleged behavior included acts of violence;
- Whether there is an increased risk of the alleged perpetrator committing acts of violence;
- Whether there is an increased risk of future acts of violence under similar circumstances;
- Whether the alleged behavior was perpetrated with a weapon;
- The age of the person subjected to the violence;
- And whether RCC possess other means to obtain relevant evidence.

Investigation of the Complaint: RCC shall conduct a prompt, thorough, and impartial investigation into every complaint and claim of harassment, discrimination, or retaliation. This procedure will be followed if the reported conduct falls within the jurisdiction of this procedure. If the reported conduct falls outside the jurisdiction of this procedure, RCC will direct the reporting party to the appropriate process to resolve their report.

No claim of workplace or academic harassment or discrimination shall remain unexamined. This includes complaints involving activities that occur off campus and in connection with the academic, educational, extracurricular, athletic, and other programs of RCC, whether those programs take place in RCC's facilities, in an RCC controlled vehicle, or at a class or training program sponsored by RCC at another location. RCC shall promptly investigate complaints of harassment or discrimination that occur off campus if the alleged conduct creates a hostile environment on campus.

RCC will keep the investigation confidential to the extent possible, but cannot guarantee absolute confidentiality because release of some information on a "need-to-know-basis" is essential to a thorough investigation. When determining whether to maintain confidentiality, RCC may weigh the request for confidentiality against the seriousness of the alleged harassment, the Complainant's age, whether there have been other harassment complaints about the same individual, and the alleged perpetrator's rights to receive information about the allegations if the information is maintained by RCC as an "education record" under the Family Educational Rights and Privacy Act (FERPA), 20 U.S. Code Section 1232g; 34 Code Federal Regulations Part 99.15. RCC will inform the Complainant if it cannot maintain confidentiality.

Investigation Steps: RCC will fairly and objectively investigate harassment and discrimination complaints. Employees designated to serve as Investigators under this policy shall have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how RCC's grievance procedures operate. The Investigator cannot have any real or perceived conflicts of interest and must be able to investigate the allegations impartially.

Investigators will use the following steps: interviewing the Complainant(s); interviewing Respondents; identifying and interviewing witnesses and reviewing evidence identified by each Party; identifying and interviewing any other witnesses, if needed; reminding all individuals interviewed of RCC's no-retaliation policy; considering whether any involved person should be removed from the campus pending completion of the investigation; reviewing personnel/academic/security files of all involved Parties; and reaching a conclusion as to the allegations. When RCC evaluates the complaint, it shall do so using a preponderance of the evidence standard. RCC will decide whether it is more likely than not that discrimination or harassment has occurred after considering all the evidence it has gathered.

If there are conflicting versions of relevant events, RCC's Investigator will weigh each Party's credibility. Factors that will be considered in determining credibility include: inherent plausibility; demeanor; motive to falsify; corroboration; and past record.

At the conclusion of the investigation each party will be provided with a summary report.

**Timeline for Completion:** RCC will undertake its investigation promptly and swiftly as possible. If there are parallel criminal investigation, RCC will cooperate with the external law enforcement agency and will coordinate to ensure that this process does not hinder legal process or proceedings. Extenuating circumstances such as a request from law enforcement may require delay of the investigation. RCC will cooperate to the fullest extent possible but will not be able to delay its process indefinitely.

**Cooperation Encouraged:** All employees will cooperate with an RCC investigation into allegations of harassment or discrimination. Lack of cooperation impedes the ability of RCC to investigate thoroughly and respond effectively. However, lack of cooperation by a Complainant or witnesses does not relieve RCC of its obligation to investigate. RCC will take reasonable steps to collect information and remedy any effects on the complainant if it is discovered that harassment is, or may be occurring, with or without the cooperation of the alleged victim(s) and regardless of whether a complaint is filed.

**Written Summary Report:** The results of the investigation of a complaint shall be set forth in a written summary report – prepared by the Investigator – that will include at least all of the following information:

- A description of the circumstances giving rise to the complaint;
- A description of the procedural steps taken during the investigation;
- A summary of the testimony provided by each Party and any witnesses the Investigator interviewed;
- An analysis of relevant evidence collected during the course of the investigation including a list of relevant documents; and
- Any other information deemed appropriate by RCC.

**Reaching a Determination:**

The following people may make determinations of responsibility following these procedures:

- The Lead Title IX Coordinator
- The Deputy Title IX Coordinator/Director of Risk Management
- The Deputy Title IX Coordinator/Director of Student Engagement
- In particular circumstances outlined above, a third-party firm (hired for the purpose of investigating cases subject to this procedure) or College President, or designee

Once the appropriate person receives the investigative report, they, using the preponderance of the evidence standard, will make a determination as to whether harassment, discrimination, or retaliation which would violate RCC's policies and procedures has occurred with respect to each allegation in the complaint. Written notice as to the administrative determination and right to appeal shall be provided to the Parties.

**Discipline and Corrective Action:**

If harassment, discrimination or retaliation occurred in violation of the policy or procedure, RCC shall take disciplinary action against the Respondent and any other remedial action it determines to be appropriate consistent with State and federal law. The action will be prompt, effective, and commensurate with the severity of the conduct. Remedies for the Complainant might include, but are not limited to:

- providing an escort for the Complainant between the parking lot and /their workplace, classroom, office, or other location on campus;
- ensuring that the Complainant and Respondent do not attend the same classes or work in the same work area;
- preventing offending third parties from entering campus;
- providing counseling services or a referral to counseling services;
- providing a referral to medical services;
- providing academic support services, such as tutoring;
- arranging for a student-Complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the Complainant's academic record; and
- reviewing any disciplinary actions taken against the Complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the Complainant being disciplined.

If RCC imposes discipline, the nature of the discipline will not be communicated to the Complainant. However, RCC may disclose information about the sanction imposed on an individual who was found to have engaged in harassment when the sanction directly relates to the Complainant. For example, RCC may inform the Complainant that the harasser must stay away from the Complainant.

In the case of a crime of violence or a non-forcible sex offense, and the Respondent is a student, the final results of any disciplinary proceeding conducted by RCC against the Respondent may be disclosed to the Complainant, if RCC determines as a result of the disciplinary proceedings, the student violated RCC's rules or policies. The final results of any disciplinary proceeding include only the name of the student, the violation committed, and any sanction imposed by the institution on that student.

Disciplinary actions against faculty, staff, and students will conform to all relevant statutes, regulations, personnel policies and procedures, including the provisions of any applicable collective bargaining agreement.

RCC will ensure that Complainants and witnesses know how to report any subsequent problems, and the Title IX Coordinator or designee should follow-up with Complainants to determine whether any retaliation or new incidents of harassment have occurred.

If RCC cannot take disciplinary action against the Respondent because the Complainant refuses to participate in the investigation, it should pursue other steps to limit the effects of the alleged harassment and prevent its recurrence.

### **Appeals**

If RCC imposes discipline against a student or employee as a result of the findings in its investigation, the student or employee may appeal the decision using the applicable procedure, which will be identified in the notice of determination, for appealing a disciplinary decision.

A Complainant or Respondent may appeal the administrative determination within 10 business days by submitting a written appeal to the CHRO, or the Dean of Student Success. The grounds for appeal are:

- A procedural irregularity affected the outcome;
- New evidence was not reasonably available at the time of RCC's determination regarding responsibility, and this new evidence could affect the outcome; or
- Anyone involved in the investigation or adjudication had a conflict of interest or actual bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome.

The CHRO or Dean of Student Success shall issue a final decision in the matter as promptly as possible.

### **File Retention**

RCC will retain on file for a period of at least seven years after closing the case copies of:

- the original complaint;
- the investigatory report;
- the summary of the report if one is prepared;
- the notice provided to the Parties, of RCC's administrative determination and the right to appeal;
- any appeal; and
- RCC's final decision.

### **Dissemination of Policy and Procedures**

RCC's board policy and administrative procedures related to discrimination and harassment will include information that specifically addresses sexual violence. RCC's board policy and administrative procedures will be provided to all students and employees, and will be available at the Human Resources Office, the Student Compliance Office, the Risk Management Office, and posted on RCC's website.

When hired, employees are required to sign that they have received the policy and procedures, and the signed acknowledgment of receipt is placed in each employee's personnel file. In addition, these policies and procedures are incorporated into RCC's course catalogs and orientation materials for new students.

## **Training**

RCC will provide training to all employees. This includes counselors, faculty, health personnel, campus security, coaches, and all staff who regularly interact with students. Training for academic staff should emphasize environmental harassment in the classroom. RCC will also make training available to all students on admission.

In years in which a substantive policy or procedural change has occurred, all RCC employees will attend a training update or receive a copy of the revised policies and procedures.

Participants in training programs will be required to sign a statement that they have either understood the policies and procedures, their responsibilities, and their own and RCC's potential liability, or that they did not understand the policy and desire further training.

## **Education and Prevention for Students**

In order to take proactive measures to prevent sexual harassment and violence toward students, RCC will provide preventive education programs and make victim resources, including comprehensive victim services, available through community referrals. RCC will include such programs in their orientation programs for new students, and in training for student athletes and coaches. These programs will include discussion of what constitutes sexual harassment and sexual violence, RCC's policies and disciplinary procedures, and the consequences of violating these policies. A training program or informational services will be made available to all students at least once annually.

The education programs will also include information aimed at encouraging students to report incidents of sexual violence to the appropriate RCC and law enforcement authorities. Since victims or third parties may be deterred from reporting incidents if alcohol, drugs, or other violations of RCC or campus rules were involved, RCC will inform students that the primary concern is for student safety and that use of alcohol or drugs never makes the victim at fault for sexual violence. RCC will grant amnesty for other rule violations (unless there is a health or safety concern) that are reported as part of a report under this procedure.

**Rescinds Procedure Number:** AP-047b, AP-064, AP-101

**Approved:** January 7, 2020

**Revised:** September 19, 2020 November 2, 2021 October 4, 2022 September 5, 2024 April 1, 2025 - Returned to pre-2024 Title IX Rule

## **AP 3540 Sexual and Other Assaults on Campus**

### **References:**

- 20 U.S. Code Section 1092 subdivision(f);
- 34 Code of Federal Regulations Part 668.46 subdivision (b)(11);
- 42 U.S. Code Section 13925 subdivision (a)
- ORS 350.330 to 350.332

Any sexual assault or physical abuse, including, but not limited to, rape, domestic violence, dating violence, sexual assault, or stalking, whether committed by an employee, student, or member of the public, occurring on Rogue Community College (“RCC”) property, in connection with all the academic, educational, extracurricular, athletic, and other programs of RCC, whether those programs take place in RCC’s facilities or at another location, or on an off-campus site or facility maintained by RCC, or on grounds or facilities maintained by a student organization, is a violation of RCC policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. (Also see AP 5500 Standards of Student Conduct.)

“Sexual assault,” “dating violence,” “domestic violence,” and “stalking” are defined in Administrative Procedure 3434 – Responding to Sex Discrimination under Title IX.

These written procedures and protocols are designed to ensure victims of domestic violence, dating violence, sexual assault, or stalking receive treatment and information. (For physical assaults/violence, also see AP 3500 Campus Safety, AP 3510 Workplace Violence, and AP 3515 Reporting of Crimes.) All students, faculty members or staff members who allege they are the victims of domestic violence, dating violence, sexual assault or stalking on RCC property shall be provided with information regarding options and assistance available to them. Information shall be available from the Risk Management Office and The Title IX Coordinator, which shall maintain the identity and other information about alleged sexual assault victims as confidential unless and until the Director of Risk Management and/or the Title IX Coordinator are authorized to release such information.

The Director of Risk Management and/or the Title IX Coordinator shall provide all alleged victims of domestic violence, dating violence, sexual assault, or stalking with the following:

- A copy of RCC’s policy and procedure regarding domestic violence, dating violence, sexual assault, or stalking;
- A list of personnel on campus who should be notified and procedures for such notification, if the alleged victim consents;
- Information about the importance of preserving evidence and the identification and location of witnesses;
- A description of available services, and the persons on campus available to provide those services if requested. Services and those responsible for provided or arranging them include:
  - Counseling by RCC Counseling Staff or the College Employee Assistance Program, or referral to a counseling center;
  - a list of other available campus resources or appropriate off-campus resources;
- The victim’s option to:
  - notify proper law enforcement authorities, including on-campus and local police;
  - be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses; and
  - decline to notify such authorities;

- The rights of victims and the institution’s responsibilities regarding orders of protection, no contact orders, or similar lawful orders issued by a court;
- Information about how RCC will protect the confidentiality of victims; and
- Written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.
- A description of each of the following procedures:
  - criminal prosecution;
  - civil prosecution (i.e., lawsuit);
  - RCC disciplinary procedures, both student and employee;
  - modification of class schedules;
  - tutoring, if necessary.

The Director of Risk Management and/or the Title IX Coordinator should be available to provide assistance to RCC law enforcement unit employees regarding how to respond appropriately to reports of sexual violence.

RCC will investigate all complaints alleging sexual assault under the procedures for sexual harassment investigations described in AP 3434 – Responding to Sex Discrimination under Title IX, regardless of whether a complaint is filed with local law enforcement.

All alleged victims of domestic violence, dating violence, sexual assault, or stalking on RCC property shall be kept informed, through the Risk Management Office and/or the Title IX Coordinator of any ongoing investigation. Information shall include the status of any student or employee disciplinary proceedings or appeal; alleged victims of domestic violence, dating violence, sexual assault, or stalking are required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality consistent with State and federal law.

A Complainant or witness who participates in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of RCC’s student conduct policy at or near the time of the incident, unless RCC determines that the violation was egregious, including but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic honesty.

RCC shall maintain the identity of any alleged victim, witness, or third-party reporter of domestic violence, dating violence, sexual assault, or stalking on RCC property, as defined above, in confidence consistent with State and federal law, unless the alleged victim, witness, or third-party reporter specifically waives that right to confidentiality. All inquiries from reporters or other media representatives about alleged domestic violence, dating violence, sexual assaults, or stalking on RCC property shall be referred to the Community and Government Relations Coordinator, which shall work with the Risk Management Office and/or Title IX

Coordinator to assure that all confidentiality rights are maintained consistent with State and federal law.

Additionally, the Annual Security Report will include a statement regarding RCC's programs to prevent sexual assault, domestic violence, dating violence, and stalking and procedures that should be followed after an incident of domestic violence, dating violence, sexual assault, or stalking has been reported, including a statement of the standard of evidence that will be used during any in any RCC proceeding arising from such a report. The statement must include the following:

- A description of educational programs to promote the awareness of rape, acquaintance rape, other forcible and non-forcible sex offenses, domestic violence, dating violence, or stalking;
- Procedures to follow if a domestic violence, dating violence, sex offense, or stalking occurs, including who should be contacted, the importance of preserving evidence to prove a criminal offense, and to whom the alleged offense should be reported;
- Information on a student's right to notify appropriate law enforcement authorities, including on-campus and local police, and a statement that campus personnel will assist the student in notifying these authorities, if the student so requests, and the right to decline to notify these authorities;
- Information about how RCC will protect the confidentiality of victims;
- Information for students about existing on- and off-campus counseling, mental health, victim advocacy, legal assistance, or other services for victims;
- Written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement;
- Procedures for campus disciplinary action in cases of an alleged domestic violence, dating violence, sexual assault, or stalking including a clear statement that:
  - Such proceedings shall provide a prompt, fair, and impartial resolution;
  - Such proceedings shall be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability;
  - The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and
  - Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding resulting from an alleged domestic violence, dating violence, sexual assault, or stalking, the procedures for the accused and victim to appeal the results of the disciplinary proceeding, of any changes to the results that occurs prior to the time that such results become final, and when such results become final. Compliance with this paragraph does not violate the Family Educational Rights and Privacy Act (FERPA). For the purposes of this paragraph, the outcome of a disciplinary proceeding means the final

determination with respect to the alleged domestic violence, dating violence, sex offense, or stalking and any sanction that is imposed against the accused.

- A description of the sanctions the campus may impose following a final determination by a campus disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, domestic violence, dating violence, or stalking.

### **Education and Prevention Information**

The Director of Risk Management and the Title IX Coordinator shall:

- Provide, as part of each campus' established on-campus orientation program, education and prevention information about domestic violence, dating violence, sexual assault, and stalking. The information shall be developed in collaboration with campus-based and community-based victim advocacy organizations, and shall include RCC's sexual assault policy and prevention strategies including empowerment programming for victim prevention, awareness raising campaigns, primary prevention, bystander intervention, and risk reduction.
- Post sexual violence prevention and education information on the campus internet website regarding domestic violence, dating violence, sexual assault and stalking.

**Rescinds Procedure Number:** AP-047 (partial)

**Approved:** June 2, 2020

**Revised:** September 5, 2024

## Redwood Campus – Grants Pass, Oregon Crime Statistics

| Offense                           | Year | On Campus | Public Property | Non-Campus |
|-----------------------------------|------|-----------|-----------------|------------|
| Murder/Non-negligent Manslaughter | 2024 | 0         | 0               | 0          |
|                                   | 2023 | 0         | 0               | 0          |
|                                   | 2022 | 0         | 0               | 0          |
| Manslaughter by Negligence        | 2024 | 0         | 0               | 0          |
|                                   | 2023 | 0         | 0               | 0          |
|                                   | 2022 | 0         | 0               | 0          |
| Rape                              | 2024 | 0         | 0               | 0          |
|                                   | 2023 | 0         | 0               | 0          |
|                                   | 2022 | 0         | 0               | 0          |
| Fondling                          | 2024 | 0         | 0               | 0          |
|                                   | 2023 | 0         | 0               | 0          |
|                                   | 2022 | 0         | 0               | 0          |
| Incest                            | 2024 | 0         | 0               | 0          |
|                                   | 2023 | 0         | 0               | 0          |
|                                   | 2022 | 0         | 0               | 0          |
| Statutory Rape                    | 2024 | 0         | 0               | 0          |
|                                   | 2023 | 0         | 0               | 0          |
|                                   | 2022 | 0         | 0               | 0          |
| Aggravated Assault                | 2024 | 0         | 0               | 0          |
|                                   | 2023 | 0         | 0               | 0          |
|                                   | 2022 | 0         | 0               | 0          |
| Burglary                          | 2024 | 0         | 0               | 0          |
|                                   | 2023 | 0         | 0               | 0          |
|                                   | 2022 | 1         | 0               | 0          |
| Motor Vehicle Theft               | 2024 | 0         | 0               | 0          |
|                                   | 2023 | 0         | 0               | 0          |
|                                   | 2022 | 0         | 0               | 0          |
| Arson                             | 2024 | 0         | 0               | 0          |
|                                   | 2023 | 0         | 0               | 0          |
|                                   | 2022 | 0         | 0               | 0          |
| Robbery                           | 2024 | 0         | 0               | 0          |
|                                   | 2023 | 0         | 0               | 0          |
|                                   | 2022 | 0         | 0               | 0          |
| Domestic Violence                 | 2024 | 0         | 0               | 0          |
|                                   | 2023 | 0         | 0               | 0          |
|                                   | 2022 | 0         | 0               | 0          |

| <b>Offense</b>                  | <b>Year</b> | <b>On<br/>Campus</b> | <b>Public<br/>Property</b> | <b>Non-Campus</b> |
|---------------------------------|-------------|----------------------|----------------------------|-------------------|
| Dating Violence                 | 2024        | 0                    | 0                          | 0                 |
|                                 | 2023        | 0                    | 0                          | 0                 |
|                                 | 2022        | 0                    | 0                          | 0                 |
| Stalking                        | 2024        | 0                    | 0                          | 0                 |
|                                 | 2023        | 0                    | 0                          | 0                 |
|                                 | 2022        | 0                    | 0                          | 0                 |
| Arrest for Weapons Violations   | 2024        | 0                    | 0                          | 0                 |
|                                 | 2023        | 0                    | 0                          | 0                 |
|                                 | 2022        | 0                    | 0                          | 0                 |
| Arrest for Drug Violations      | 2024        | 0                    | 0                          | 0                 |
|                                 | 2023        | 0                    | 0                          | 0                 |
|                                 | 2022        | 0                    | 0                          | 0                 |
| Arrest for Liquor Violations    | 2024        | 0                    | 0                          | 0                 |
|                                 | 2023        | 0                    | 0                          | 0                 |
|                                 | 2022        | 0                    | 0                          | 0                 |
| Referral for Weapons Violations | 2024        | 0                    | 0                          | 0                 |
|                                 | 2023        | 0                    | 0                          | 0                 |
|                                 | 2022        | 0                    | 0                          | 0                 |
| Referral for Drug Violations    | 2024        | 0                    | 0                          | 0                 |
|                                 | 2023        | 0                    | 0                          | 0                 |
|                                 | 2022        | 0                    | 0                          | 0                 |
| Referral for Liquor Violations  | 2024        | 0                    | 0                          | 0                 |
|                                 | 2023        | 0                    | 0                          | 0                 |
|                                 | 2022        | 0                    | 0                          | 0                 |

- 2024 – No Hate Crimes were reported
- 2023 – No Hate Crimes were reported
- 2022 – No Hate Crimes were reported
- There were no unfounded crimes in 2022, 2023 or 2024.

## Riverside Campus – Medford, Oregon Crime Statistics

| Offense                           | Year | On Campus | Public Property | Non-Campus |
|-----------------------------------|------|-----------|-----------------|------------|
| Murder/Non-negligent Manslaughter | 2024 | 0         | 0               | 0          |
|                                   | 2023 | 0         | 0               | 0          |
|                                   | 2022 | 0         | 0               | 0          |
| Manslaughter by Negligence        | 2024 | 0         | 0               | 0          |
|                                   | 2023 | 0         | 0               | 0          |
|                                   | 2022 | 0         | 0               | 0          |
| Rape                              | 2024 | 0         | 0               | 0          |
|                                   | 2023 | 0         | 0               | 0          |
|                                   | 2022 | 0         | 0               | 0          |
| Fondling                          | 2024 | 0         | 0               | 0          |
|                                   | 2023 | 0         | 0               | 0          |
|                                   | 2022 | 0         | 0               | 0          |
| Incest                            | 2024 | 0         | 0               | 0          |
|                                   | 2023 | 0         | 0               | 0          |
|                                   | 2022 | 0         | 0               | 0          |
| Statutory Rape                    | 2024 | 0         | 0               | 0          |
|                                   | 2023 | 0         | 0               | 0          |
|                                   | 2022 | 0         | 0               | 0          |
| Aggravated Assault                | 2024 | 0         | 0               | 0          |
|                                   | 2023 | 0         | <b>1</b>        | 0          |
|                                   | 2022 | 0         | 0               | 0          |
| Burglary                          | 2024 | 0         | 0               | 0          |
|                                   | 2023 | 0         | 0               | <b>2</b>   |
|                                   | 2022 | 0         | 0               | 0          |
| Motor Vehicle Theft               | 2024 | 0         | 0               | 0          |
|                                   | 2023 | 0         | <b>2</b>        | 0          |
|                                   | 2022 | 0         | 0               | 0          |
| Robbery                           | 2024 | <b>1</b>  | 0               | 0          |
|                                   | 2023 | 0         | 0               | 0          |
|                                   | 2022 | 0         | 0               | 0          |
| Arson                             | 2024 | <b>1</b>  | 0               | 0          |
|                                   | 2023 | 0         | 0               | 0          |
|                                   | 2022 | 0         | 0               | 0          |
| Domestic Violence                 | 2024 | 0         | 0               | 0          |
|                                   | 2023 | 0         | 0               | 0          |
|                                   | 2022 | 0         | 0               | 0          |

| <b>Offense</b>                  | <b>Year</b> | <b>On Campus</b> | <b>Public Property</b> | <b>Non-Campus</b> |
|---------------------------------|-------------|------------------|------------------------|-------------------|
| Dating Violence                 | 2024        | 0                | 0                      | 0                 |
|                                 | 2023        | 0                | 0                      | 0                 |
|                                 | 2022        | 0                | 0                      | 0                 |
| Stalking                        | 2024        | 0                | 0                      | 0                 |
|                                 | 2023        | 0                | 0                      | 0                 |
|                                 | 2022        | <b>2</b>         | 0                      | 0                 |
| Arrest for Weapons Violations   | 2024        | 0                | <b>2</b>               | 0                 |
|                                 | 2023        | 0                | <b>1</b>               | 0                 |
|                                 | 2022        | 0                | 0                      | 0                 |
| Arrest for Drug Violations      | 2024        | <b>2</b>         | <b>15</b>              | 0                 |
|                                 | 2023        | 0                | <b>6</b>               | 0                 |
|                                 | 2022        | 0                | <b>3</b>               | 0                 |
| Arrest for Liquor Violations    | 2024        | 0                | 0                      | 0                 |
|                                 | 2023        | 0                | <b>1</b>               | 0                 |
|                                 | 2022        | 0                | 0                      | 0                 |
| Referral for Weapons Violations | 2024        | 0                | 0                      | 0                 |
|                                 | 2023        | 0                | 0                      | 0                 |
|                                 | 2022        | 0                | 0                      | 0                 |
| Referral for Drug Violations    | 2024        | 0                | 0                      | 0                 |
|                                 | 2023        | 0                | 0                      | 0                 |
|                                 | 2022        | 0                | 0                      | 0                 |
| Referral for Liquor Violations  | 2024        | 0                | 0                      | 0                 |
|                                 | 2023        | 0                | 0                      | 0                 |
|                                 | 2022        | 0                | 0                      | 0                 |

- 2024 – No Hate Crimes were reported
- 2023 – No Hate Crimes were reported
- 2022 – No Hate Crimes were reported
- There were no unfounded crimes in 2022, 2023 or 2024.

## Table Rock Campus – White City, Oregon Crime Statistics

| <b>Offense</b>                    | <b>Year</b> | <b>On Campus</b> | <b>Public Property</b> | <b>Non-Campus</b> |
|-----------------------------------|-------------|------------------|------------------------|-------------------|
| Murder/Non-negligent Manslaughter | 2024        | 0                | 0                      | 0                 |
|                                   | 2023        | 0                | 0                      | 0                 |
|                                   | 2022        | 0                | 0                      | 0                 |
| Manslaughter by Negligence        | 2024        | 0                | 0                      | 0                 |
|                                   | 2023        | 0                | 0                      | 0                 |
|                                   | 2022        | 0                | 0                      | 0                 |
| Rape                              | 2024        | 0                | 0                      | 0                 |
|                                   | 2023        | 0                | 0                      | 0                 |
|                                   | 2022        | 0                | 0                      | 0                 |
| Fondling                          | 2024        | 0                | 0                      | 0                 |
|                                   | 2023        | 0                | 0                      | 0                 |
|                                   | 2022        | 0                | 0                      | 0                 |
| Incest                            | 2024        | 0                | 0                      | 0                 |
|                                   | 2023        | 0                | 0                      | 0                 |
|                                   | 2022        | 0                | 0                      | 0                 |
| Statutory Rape                    | 2024        | 0                | 0                      | 0                 |
|                                   | 2023        | 0                | 0                      | 0                 |
|                                   | 2022        | 0                | 0                      | 0                 |
| Aggravated Assault                | 2024        | 0                | 0                      | 0                 |
|                                   | 2023        | 0                | 0                      | 0                 |
|                                   | 2022        | 0                | 0                      | 0                 |
| Burglary                          | 2024        | 0                | 0                      | 0                 |
|                                   | 2023        | 0                | 0                      | 0                 |
|                                   | 2022        | 0                | 0                      | 0                 |
| Motor Vehicle Theft               | 2024        | 0                | 0                      | 0                 |
|                                   | 2023        | 0                | 0                      | 0                 |
|                                   | 2022        | 0                | 0                      | 0                 |
| Robbery                           | 2024        | 0                | 0                      | 0                 |
|                                   | 2023        | 0                | 0                      | 0                 |
|                                   | 2022        | 0                | 0                      | 0                 |
| Arson                             | 2024        | 0                | 0                      | 0                 |
|                                   | 2023        | 0                | 0                      | 0                 |
|                                   | 2022        | 0                | 0                      | 0                 |
| Domestic Violence                 | 2024        | 0                | 0                      | 0                 |
|                                   | 2023        | 0                | 0                      | 0                 |
|                                   | 2022        | 0                | 0                      | 0                 |
| Dating Violence                   | 2024        | 0                | 0                      | 0                 |

| <b>Offense</b>                  | <b>Year</b> | <b>On Campus</b> | <b>Public Property</b> | <b>Non-Campus</b> |
|---------------------------------|-------------|------------------|------------------------|-------------------|
|                                 | 2023        | 0                | 0                      | 0                 |
|                                 | 2022        | 0                | 0                      | 0                 |
| Stalking                        | 2024        | 0                | 0                      | 0                 |
|                                 | 2023        | 0                | 0                      | 0                 |
|                                 | 2022        | 0                | 0                      | 0                 |
| Arrest for Weapons Violations   | 2024        | 0                | 0                      | 0                 |
|                                 | 2023        | 0                | 0                      | 0                 |
|                                 | 2022        | 0                | 0                      | 0                 |
| Arrest for Drug Violations      | 2024        | 0                | 0                      | 0                 |
|                                 | 2023        | 0                | 0                      | 0                 |
|                                 | 2022        | 0                | 0                      | 0                 |
| Arrest for Liquor Violations    | 2024        | 0                | 0                      | 0                 |
|                                 | 2023        | 0                | 0                      | 0                 |
|                                 | 2022        | 0                | 0                      | 0                 |
| Referral for Weapons Violations | 2024        | 0                | 0                      | 0                 |
|                                 | 2023        | 0                | 0                      | 0                 |
|                                 | 2022        | 0                | 0                      | 0                 |
| Referral for Drug Violations    | 2024        | 0                | 0                      | 0                 |
|                                 | 2023        | 0                | 0                      | 0                 |
|                                 | 2022        | 0                | 0                      | 0                 |
| Referral for Liquor Violations  | 2024        | 0                | 0                      | 0                 |
|                                 | 2023        | 0                | 0                      | 0                 |
|                                 | 2022        | 0                | 0                      | 0                 |

- 2024 – No Hate Crimes were reported
- 2023 – No Hate Crimes were reported
- 2022 – No Hate Crimes were reported
- There were no unfounded crimes in 2022, 2023 or 2024.