2016
ANNUAL SECURITY AND FIRE SAFETY REPORT

Treasure Valley Community College

Ontario Campus



TREASURE VALLEY
COMMUNITY COLLEGE

2016 Annual Security and Fire Report
Ontario Campus

The Annual Campus Crime Report provides information regarding Treasure Valley Community College's (TVCC) compliance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act". This Act is a federal law that requires colleges and universities in the United States (U.S.) to disclose specific information about crime statistics and security policies to current and prospective students and employees. This report provides information to students and employees to help them become aware of crime on campus. The original law, known as the "Crime Awareness and Campus Security Act of 1990", was amended in 1992 to add a requirement that schools offer victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirements. The 1998 amendments formally named the law in memory of Jeanne Clery –19 year old college student who was slain by a fellow student in her dorm in 1986. Subsequent amendments in 2000 and 2008 added provisions dealing with registered sex offender notification and campus emergency response. The 2008 amendments also added a provision to protect crime victims, "whistleblowers", and others from retaliation. The Violence Against Women Act (VAWA) was signed on March 7, 2013. This report reflects the regulations that became effective as a result of the VAWA Act as of July 1, 2015, that pertain to domestic violence, stalking, dating violence and sexual assault.

The Clery Act also requires higher education institutions to give timely warnings of crimes that present a threat to the safety of students or employees, and to make public their campus security policies. It requires that crime data be collected, reported and disseminated to the campus community. The act is intended to provide students and their families with accurate, complete and timely information about safety on campus so they can make informed decisions.

Below are TVCC's policies and procedures which are in place to protect and maintain a safe educational and work environment. Student Housing completes an Annual Fire Safety Report that is also part of the Clery Act. The information on Annual Fire Safety is at the end of this document.

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ANNUAL DISCLOSURE OF CRIME STATISTICS

Treasure Valley Community College's Office of Student Conduct prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on the TVCC website at www.tvcc.cc. This report is prepared in "good faith" cooperation with local law enforcement agencies surrounding the Ontario campus, Caldwell Center and alternate sites. The Campus Security and Student Housing departments also contribute to the preparation of this report.

Campus Crime, arrest and referral statistics include those reported to Campus Security, designated campus officials and local law enforcement agencies. Each year, an e-mail notification is sent to all enrolled students and staff that provide the web address to access this report. Hard copies of the report may be obtained by calling the Office of Student Conduct at 541-881-5792. All prospective employees may also obtain a copy from Human Resources.

CAMPUS DESCRIPTION

ONTARIO CAMPUS

Treasure Valley Community College opened in 1962 holding afternoon and evening classes at Ontario High School. Since that simple beginning, TVCC has grown to 14 major buildings, including the Laura Moore Cunningham Science Center, which opened its doors in 2013.

A caring staff and faculty serve over 9,000 students annually, providing excellent, affordable educational opportunities in a relaxed, pleasant rural setting on 90 beautifully manicured acres.

Students at TVCC have easy access to shopping areas, movie theaters, restaurants, and a number of cultural and recreational facilities. Ontario maintains a small-town atmosphere while serving as a commercial, recreational, medical, and industrial center for Malheur County and the surrounding area. The city is located in the Treasure Valley, near the Snake River, and little more than a mile from the Idaho border. Boise is 55 miles away and brings a cosmopolitan flavor to the valley. The area is well known for outdoor activities. Students can easily drive to excellent skiing, hunting, fishing, and hiking sites.

Main campus amenities include the Heinz Ore-Ida Sports Complex for baseball, softball, tennis, and soccer, and the Four Rivers Cultural Center and museum, which houses the Performing Arts Center.

TVCC also provides outreach services in Harney County at the Burns Outreach Center, the Warner Creek Correctional Institution in Lakeview, and at the Snake River Correctional Institution in Ontario.

Non-Campus property that is not immediately adjacent to campus is the Sonny Hansen Livestock Center.

PHYSICAL ON-CAMPUS LOCATION

Treasure Valley Community College
650 College Blvd.
Ontario, OR 97914



CAMPUS FACILITY ACCESS AND SECURITY

Campus facilities generally will be open when classes are in session. Offices, support spaces and some instructional spaces may be locked to protect College property and individuals from injury. Facilities will be locked when classes are not in session. TVCC is considered an "open" campus in that there is public access to buildings and spaces.

Keys or access control cards will be issued to College staff or students with a continuing need to enter specific locations and monitored by the department of physical plant. Student Housing key cards do not require contacting the department of physical plant; residents are issued keys during the initial check-in process.

Some facilities may have individual hours, which may vary at different times of the year. Examples are the Athletic Facility, Library and Student Services. In these cases, the facilities will be secured according to schedules developed by the department responsible for the facility. Emergencies may necessitate changes or alterations to any posted schedules.

Student Housing utilizes a card access system that helps increase security for student residents. Students, faculty and staff with specific credentials are afforded access to specific doors throughout housing. Aside from specific Housing staff, only the keys issued to those students assigned as being residents permit access to apartments in the Housing facility.

RESIDENCE LIFE SECURITY SYSTEM

The Residence Life facility is equipped with a security system that monitors common areas within the residence hall. The system assists in the prevention of crime and vandalism in and around the residence hall. It is regularly monitored by professional staff and provides the students living in the residence hall with a safe, secure environment. Students should be aware that residence hall policy allows common areas to be taped and used in discipline proceedings at judicial council, institutional disciplinary proceedings, and with legal matters regarding local, regional, or national authorities.

CAMPUS SECURITY DEPARTMENT

The TVCC Campus Security staff is responsible for all security activities on campus and will provide any necessary assistance. TVCC Campus Security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at TVCC. Campus Security Officers do not possess arrest power. Criminal incidents are referred to the Ontario Police Department who has jurisdiction on the campus.

TVCC has a small campus security force. In an emergency, dialing 9-911 from campus phones, or 911 from pay phones, connects to the Ontario police and fire departments. In other situations, dial 541-212-9594 or 541-212-9576 for the campus security manager. Campus emergency and criminal incidents should be reported to the security manager as soon as possible. The security manager will notify the appropriate TVCC administrator.

TVCC security personnel routinely inspect campus lighting to ensure the safety of students. If a problem arises with lighting, please report it to the security director at 541-881-5706.

Campus facilities are for the use of students. Policies regarding the access of facilities to non-students can be obtained from the Vice President of Administration. Individuals who are acting suspiciously or who are in unauthorized areas need to be reported to the campus security personnel at once.

WEAPONS ON CAMPUS

Any person with a concealed weapons permit is also subject to the Student Rights, Freedoms and Responsibilities policy. Possession or use of incendiary devices or any weapon facsimiles are prohibited on college owned, leased, or rented property unless written permission is provided by an authorized college official. Possession of any weapon in a vehicle that is located on campus or is located on an easement of the campus is also not allowed. In accordance with Oregon Revised Statute (ORS 166.360 to 166.380), possession or use of firearms, knives (over 6"), explosives, dangerous chemicals, substances, or instruments or other weapons which can be used to inflict bodily harm on any individual or damage upon a building or grounds of the College.

CRIME REPORTING

When the victim of a crime, elects to, or is unable to, make such a report to TVCC officials that they have been a victim or witness to a crime, whether or not the offense occurred on or off campus and when the victim of a crime elects to will be provided with a written explanation of victim or witness rights after reporting an incident. The information applies to all students and staff of TVCC.

PROCEDURES FOR VICTIMS TO FOLLOW AFTER BEING A VICTIM OR WITNESS TO A CRIME

- Evidence preservation - It is important for a victim of an attack to preserve any physical evidence of a crime for standard reporting. For specific evidence preservation of domestic violence, dating violence, sexual assault, and stalking see appendix C of the Report.
- Report the alleged offense to:

Position	Name	Contact Information
Campus Security	Officer on Duty	(541) 212-9598 (cell) (541) 881-5792 (office)
Residence Life & Student Conduct Coord.	Travis McFetridge	(541) 881-5792 (office)
Director of Physical Plant & Campus Security	Bernie Babcock	(541) 212-9576 (cell) (541) 881-5706 (office)
AVP of Students	Michelle McKay (Title IX Coordinator)	(541) 881-5599 (office)

- Any of the above staff will assist a victim or witness in notifying law enforcement if the victim or witness choses.
- TVCC reviews sanctions relating to the student code of conduct which will allow victims to voluntarily report crimes to campus officials.

VOLUNTARY AND CONFIDENTIAL REPORTING

Victims of a crime who do not want to pursue action through the criminal justice system or the Student Rights, Freedoms and Responsibilities Conduct Process may make a confidential report and are strongly encouraged to do so. With the victim's and witness' permission, Campus Security will file a report regarding the details of the incident without revealing the victim's identity. The purpose of a confidential report is to comply with the victim's wish to keep the matter confidential, while taking steps to ensure the future safety of the victim and others. With such information, the College is able to keep an accurate record of the number of incidents involving students and staff, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Victims or witnesses may report crimes on a voluntary or confidential basis to the Associate Vice President of Students; staff incidents may be reported to the TVCC Human Resources Department. Victims will be asked by campus authorities they report an incident to if they wish to report to local law enforcement for criminal investigation. Victims may inform campus authorities that they do not wish to file a police report; however, the law mandates that in cases of domestic violence or if the victim is a minor, TVCC staff must report this to local law enforcement.

Clergy, Professional Counselor, Psychologist, Social Worker and Doctor Reporting.

TVCC does not have any of these positions on campus, however, your communication with these individuals is privileged, which means they cannot share that information without your written permission. The person must be acting in the professional capacity that creates that privilege in order for it to apply. A conversation with one of these professionals may be helpful because they do not have a duty to the College's Title IX Coordinator.

Information sharing is kept on a need to know basis including any information about a victim's personally identifiable information which is limited to only staff and authorities who require this information as noted above.

FOLLOW UP/ACCOMODATIONS/PROTECTIVE MEASURES FOR VICTIMS

Below is a list of resources available in the TVCC area for counseling, health, mental health, victim advocacy, legal assistance, visa and immigration, financial aid and other services available for victims both on campus and in the community.

Campus Security	(541) 212-9598
AVP of Students(Title IX)	(541) 881-5577
Ontario Police Department	(541) 881-5312
St. Alphonsus Medical Center	(541) 881-7000
Lifeways Behavior Health	(541) 889-9167
Project Dove – Advocacy Group	(541) 889-6316
Malheur County Health Department	(541) 889-7279
National Domestic Violence Hotline	1-800-799-7233 (SAFE)
Human Resources	(541) 881-5838
TVCC Financial Aid	(541) 881-5833
Admissions/Enrollment	(541) 881-5815
Caldwell Center	(208) 454-9911
Immigration Office (USCIS)	1-800-375-3283
Sexual Assault Victims' Emergency	(503) 378-5348

Students or staff who are victims may request changes in academic, living, or work situations if they are reasonably available. These requests are available to victims whether or not they chose to report crimes to campus security or local law enforcement.

Students – For academic, living, or work assistance, contact the AVP of Students 541-881-5577
Staff – For work situations, contact Human Resources 541-881-5838

- **No contact orders**
    - The Ontario Police Department can assist victims in filing orders of protection, no contact orders, restraining orders, or similar lawful orders. If a victim files such an order, they are encouraged to contact Campus Security or the AVP of Students who will then be better able to respond in the event of an incident. It is much easier for Campus Security to be informed of what they are walking into if they know about an abusive situation beforehand.
- **Academic, Financial Aid, Campus Employment accommodations**
    - Students – Contact AVP of Students 541-881-5577
    - Staff – Contact Human Resources (541) 881-5838
    - Financial aid accommodations – Contact Financial Aid (541) 881-5833
- **Any accommodations or protective measure provided to the victim are maintained confidential.**

All community members, students, faculty, staff and crime victims and witnesses are strongly encouraged to immediately report crimes and campus safety related incidents occurring on property owned, leased, or otherwise controlled by TVCC to TVCC Campus Security, Office of Student Conduct and the appropriate local law enforcement agency depending on where the crime/incident occurs.

Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics. For incidents that do not pose a threat to the campus, are not in progress, or are potentially violations of school policy only, please contact TVCC Security. In cases of emergency, violent crime or crime in progress, call 911 and request assistance from local law enforcement. Campus Security should also be notified after local law enforcement is contacted. An Incident Report should also be completed and sent to Campus Security or the Office of Student Conduct. Incident Report forms are available on the TVCC website under Student Right to Know Page. Incident reports are forwarded to the Office of Student Conduct for review and potential follow up.

Criminal offenses may also be reported to the following authorities on campus who will in turn contact Ontario Police Department or the appropriate local law enforcement.

TVCC encourages anyone who is a victim or witness of any crime to promptly report the incident to the police. Violations of the law will be referred to law enforcement agencies and when appropriate, the Office of Student Conduct for review. When a potentially dangerous threat to the College community arises, timely reports or warnings will be issued through e-mail announcements, in-class announcements, or other appropriate means.

CAMPUS SECURITY AUTHORITIES (CSAs)

Additionally, individuals responsible for student and campus activities, campus security, event security, and others, as a result of their role at the College, may also be classified as CSAs under the Clery Act. This means they have specific crime reporting obligations under the law.

The following individuals must assist with the College's Clery Act compliance:

- Individuals who work for Campus Security;
- Any individual with responsibility for an aspect of campus security, but who does not constitute or is not a member of Campus Security, such as contract security officers and event security staff;
- Any individual or organizational unit identified by a College policy as one to which students and employees should report criminal offenses;
- Any official with significant responsibility for student and campus activities, including but not limited to:
    - Professional staff in the Office of the Associate Vice President of Students, including leaders in Student Affairs and Housing (such as Resident Assistants/Advisors);
    - Student Organization Advisors
    - Athletic Directors (ADs) and Coaches (including Assistant Coaches, and Volunteer Coaches);
    - Administrators at branch, satellite, and separate campuses;
    - The College President; and
    - Vice Presidents.
- College vice presidents, deans, and department directors shall assist, annually, the Student Conduct Officer in identifying people within their units who may be CSAs for purposes of the Clery Act. Because personnel and job positions change, someone who is a CSA one year might not be a CSA the following year. To determine which individuals are CSAs, the function served by that individual must be considered. If someone has significant responsibility for student and campus activities, he or she is a CSA. CSAs must immediately notify the Student Conduct Officer of any reported crime. CSAs are not responsible for determining whether a crime actually took place.

CRIME PREVENTION PROGRAMS/SAFETY/SECURITY TRAINING

During New Student Orientation and Residence Life Orientation, students are informed of services offered by Campus Security and the Office of Student Conduct. Students are informed of crime on-campus and in surrounding neighborhoods. Students receive regular emails from Campus Security to discuss safety issues including prevention of burglary and vandalism. New students are notified of where to get information regarding safety issues, and crime prevention. Emphasis is placed on teaching students to be responsible for one another to ensure the safety of the TVCC community. Housing staff are trained on how to recognize and report crimes when they occur and how to promote the development of social responsibility in the campus community.

Similar information is presented to all employees, faculty and staff during the Fall In-Service and regularly throughout the year as deemed necessary.

Annually, links to TVCC safety and security information are sent to staff and students via campus e-mail.

MONITORING AND RECORDING CRIMINAL ACTIVITY AT OFF-CAMPUS LOCATIONS

Campus Security officers do not patrol off campus residences or off campus activities. As stated above, Campus security maintains a close working relationship with the Ontario Police Department who do patrol the City of Ontario.

Criminal actions and other emergencies that occur during off-campus college activities will be reported by the appropriate College representative to the Office of Student Conduct and Ontario Police Department.

MISSING STUDENT NOTIFICATION

Treasure Valley Community College Student Housing takes student safety very seriously. The following process has been developed in order to assist in locating TVCC Student Housing residents who, based on the facts and circumstances known to the College, are determined to be missing. Housing students are given the option of identifying a contact person(s) whom TVCC will notify within 24 hours of determining that the student is missing. This information is registered confidentially and will be accessible only to authorized campus officials. This information may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.

Housing residents will be determined missing if it is reported that a resident has changed their normal routine and failed to inform roommates, friends, faculty, or staff of the change. If a member of the College community has reason to believe that a resident is missing, all efforts will be made to immediately (no waiting period) locate the resident to determine his or her state of health and well-being. The following procedures shall be followed at minimum within 24 hours of College personnel being notified of the possibility of a student's absence.

If you become aware that a Student Housing resident has been missing for 24 hours, or have immediate concerns, please immediately contact one of the following TVCC employees:

Position	Name	Contact Information
Campus Security	Officer on Duty	(541) 212-9598 (cell) (541) 881-5792 (office)
Residence Life & Student Conduct Officer	Travis McFetridge	(541) 881-5792 (office)
Director of Physical Plant & Campus Security	Bernie Babcock	(541) 212-9576 (cell) (541) 881-5706 (office)
AVP of Student Engagement	Justin Core	(541) 882-5781 (office
AVP of Students	Michelle McKay (Title IX Coordinator)	(541) 881-5599 (office)

After Campus Security is notified, they will alert Housing staff and together will perform the following:

- Call missing student's cell phone and send a text message if available.
- Interview roommates, suite mates, and known friends.
- Look at social networking sites such as Facebook for any activity.
- Check with Dining Services to see when the last time the resident's ID was scanned.
- Check the Housing door access database to see if resident used an Exterior Card to enter the Residence Halls.
- Check with faculty members to see when the resident last attended class or when they last had contact with missing student.
- Attempt to locate resident's vehicle on campus if it is determined the resident has a vehicle.
- Campus Security will contact Ontario Police Department within 24 hours of the student being missing.

If, after an investigation by Campus Security and other appropriate TVCC staff, the resident is determined to be missing, a staff member will contact the student's parent (if missing student is under 18) or designated missing student contact person within 24 hours. Law enforcement will be called to report the person as missing. A description with any other information will be provided to the law enforcement agency. Campus Security will also coordinate its efforts with the Ontario Police Department in full compliance with legal obligations and established police procedures. Campus Security will continue its investigative procedures in collaboration with staff. An e-mail alert will be sent to appropriate faculty and staff seeking any information or knowledge of the missing resident.

STUDENTS UNDER 18

If a missing student is under 18 years of age and not emancipated, TVCC must notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. TVCC will notify local law enforcement within 24 hours of the determination that the student is missing.

EMERGENCY NOTIFICATION

TVCC will, without delay, and taking into account the safety of the college community, determine the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, response to, or otherwise mitigate the emergency.

Treasure Valley Community College has partnered with Regroup.com to provide emergency messaging and alerts on college closings, delays and other important notifications.

Emergency notifications/timely warning may include but are not limited to:

- Bomb threats or other imminent violent threats
- Fire alarms, gas leaks and hazardous spills affecting the entire campus
- Building evacuations and lock downs affecting the entire campus
- Biological or pandemic emergency notifications
- Natural disasters
- Power outages and utility failures resulting in an imminent threat
- Campus closure due to declared civil emergency or rioting
- Approaching tsunami, hurricane or other extreme weather conditions
- Earthquake
- Terrorist incident
- Armed intruder
- Explosion

In case of emergency or weather closures, TVCC currently sends alerts to anyone with a College-provided e-mail account. This new system, **TVCC Alert,** lets the College rapidly communicate with students, faculty, and staff by also sending a voice message and/or instant text message to cell phones.

In order to send you emergency text messages and voice mail alerts, TVCC needs individuals to sign up and provide their cell phone information.

Please login to **TVCC Alert** online at http://www.tvcc.cc/news/alert_system.cfm and follow the instructions to update your contact information. We will then be able to contact you through the system in the event of any campus emergency or closure. The information you supply is confidential and **will not** be shared off campus.

TVCC Alert also allows you to choose multiple email addresses or cell phone numbers to receive emergency messages and notices. In addition, when you go to the TVCC Alert website you also have the option of signing up for other optional notifications such as campus activity and event changes.

Please contact the Help Desk at 541-881-5777 if you need assistance.

REPORTING EMERGENCIES

The Vice President of Student Services is to be notified immediately of all emergencies involving students. He/she has the authority and the responsibility for coordinating the efforts made by the College to assist the student and the student's family.

Situations involving students which are to be reported include, but are not limited to, the death* of a student; life-threatening injuries resulting from attempted suicides, fires, explosions, traffic crashes or other accidents; life threatening illnesses; and missing students. When emergencies involving students occur within on-campus housing units and are known to the Residence Life staff, the Residence Life staff will be responsible for notifying either the designated Vice President of Student Services according to established protocols.

* NOTE: *The investigation of any death on a TVCC campus will be the responsibility of the local law enforcement agency and the county coroner. In these situations, the police and the coroner will be in-charge of the situation until the investigation is completed. The coroner will determine the most appropriate person to notify the next of kin and the means of making such notification. This notification may be made by hospital staff, police, or, in some cases, a College official.*

The Vice President of Student Services will have the responsibility for notifying the following persons or departments about student emergencies as soon as possible:

1. College President's Administrative Team
2. College C.A.R.E. Team
3. Human Resources
4. Office of Disability Services
5. Any other directly related College Department as deemed necessary

NOTIFICATIONS TO FAMILIES OF STUDENTS INVOLVED IN EMERGENCIES

The office of the Vice President of Student Services shall be responsible for insuring that the family of a student involved in an emergency is notified of the emergency and shall coordinate assistance to the family of the student on behalf of the College. In the case of the death of a student, notification of the next of kin is the responsibility of the coroner. Any death notifications will be done at the direction of the county coroner.

EMERGENCIES INVOLVING STUDENTS WHILE ENGAGED IN COLLEGE TRAVEL

Whenever a student is involved in an emergency situation while traveling on a College sponsored trip, e.g. trips with student organizations and athletic teams, the staff member or other person in-charge of the activity shall contact the Director of Campus Security. This office is open 24 hours a day. The Campus Security shall notify the Vice President of Student Services of the emergency. The staff member or other person in-charge of the activity should also make appropriate notifications within his/her college or administrative unit. The Director of Campus Security also serves the point of contact after normal business hours for emergencies involving students.

REPORTING ACCIDENTS OR ILLNESSES

After the necessary initial assistance has been given to an injured or suddenly ill person, an immediate report of the circumstances should be made to College Security to be issued to the Director of Campus Security.

TIMELY WARNINGS

In the event that a situation arises, either on or off campus, that in the judgment of the CARE Team on campus constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The decision about whether or not to issue a timely warning is made on a case-by-case basis taking into consideration a number of factors, including the possible risk of compromising law enforcement efforts. The warnings will be issued through the College e-mail, voice mail, and emergency notification system to students and staff, as deemed appropriate, excluding victim names and other identifying information to ensure confidentiality.

Depending on the particular circumstance of the crime, especially in all situations that could pose an immediate threat to the community and individuals, Campus Security and other staff may post hard copy notices in residence halls, campus classrooms, or other building doors on campus. Timely warnings may include the following information:

- Information about the crime the triggered the warning
- Date, time and location of the crime
- Suspect information and description (if applicable and available)
- Who to contact at TVCC to report additional information about the crime

When notified of a potential threat, the CARE Team will confirm with Campus Security and local law enforcement the fact surrounding the threat. Depending on the situation, not all parts of the campus may be notified. For example, if a fire were reported in the Weese Dining area, only the Weese building would be evacuated and Staff and students utilizing that area would receive notification.

Following a campus emergency, TVCC will provide follow up information to campus via email and sent either by the CARE Team or the Associate Vice President of Public Information.

TVCC does not currently have a board approved policy for Timely Warnings, however a draft is included in Appendix A.

EMERGENCY RESPONSE PLAN

The emergency plan is to provide protection to the lives, property and operations through the effective use of college, community, county and state resources. This policy has been developed to provide an organizational and procedural framework for the management of emergency situations. The plan provides for the coordination between the College and other government and emergency units. Additionally, it has been designed to provide a basic contingency manual for administration of the College in order to plan for campus emergencies. The plan cannot cover every conceivable situation; however, it does supply the basic administrative guidelines necessary to cope with most campus emergencies.

This plan applies to all faculty, staff, students and visitors and encompasses all buildings and grounds owned by and operated by the College. See Appendix D for the Emergency Response Plan in its entirety.

EMERGENCY RESPONSE, EVACUATIONS AND FIRE DRILLS – RESIDENCE HALLS

PROCEDURES AND DUTIES

A residence hall shall be evacuated immediately upon the sounding of a fire alarm signal. The evacuation shall be under the supervision of those members designated as being responsible for the evacuation.

Fire drills shall be conducted at least once in every quarter. All occupants shall participate.

RESPONSIBILITIES

Managers (Residence Life staff) are responsible for the following:

- Establish, coordinate, post and inform all occupants of the fire drill evacuation plan for each residence hall under his/her jurisdiction.
- Schedule fire drills and notify Police, Housing, and the Physical Plant Service Desk and/or appropriate Maintenance and Operations Departments when drills will be held in each residence hall. Drills are to be held at different times and days each quarter.
- Complete the Summary Report.
- Assign personnel required for implementing the fire drill evacuation plan.

Resident Assistants are responsible for the following:

- Check assigned rooms to ensure that all occupants have heard the alarm and are evacuating the building.
- Report all pertinent information to the Manager at assigned exits.

Managers are responsible for checking the following:

- Pertinent information concerning locked doors, etc. reported by Resident Assistants or occupants.
- Report information concerning occupants accounted and not accounted for, rooms locked, etc. to the Office.
- Report specific information from the Office back to the occupants at their exit.
- The manager is generally the first person to arrive at the exit door.

Office Personnel have the following responsibilities:

- To take a position at assigned Command Post outside of the residence hall.
- Assemble information obtained from Resident Assistants.
- Report all information received directly to an authorized emergency personnel responding at the residence hall.
- Inform the reporting Resident Assistants (1) whether there is an actual emergency, or (2) if a fire drill is in progress.

- Coordinate decision with Campus Security about the movement of occupants to the a Staging Area in the event of an emergency.

Campus Security have the following responsibilities:

Fire Drills

- Security personnel shall be cognizant of the dates and times of all drills.

Occupants of Residence Halls have the following responsibilities:

- At the sound of the fire alarm, occupants shall immediately evacuate the building by the nearest exit(s).
- Check the rooms on each side to determine that those occupants have heard the alarm.
- Move a safe distance from the building, to the building designated meeting site.
- Do not re-enter the building until the re-call signal is given by a designated public safety official.

EMERGENCY RESPONSE AND EVACUATION TESTS & TRAINING

TVCC will, on an annual basis, test the Emergency Response and Evacuation Procedures. These test and trainings may be announce or unannounced. Below is a list of the scheduled Emergency Response and Evacuation Tests & Trainings for the 2015 Calendar Year.

1/19/2015	RESIDENCE HALL FIRE DRILL/EVACUATION	YOUNG	Announced	*RESIDENCE HALL STUDENTS*
2/5/2015	EMERGENCY RESPONSE PLAN UPDATE/E-MAIL	BABCOCK	Announced	*STAFF/FACULTY/ADJUNCT FACULTY*
3/6/2015	EMERGENCY RESPONSE PLAN TRAINING	THOMPSON	Announced	*STUDENT SERVICES STAFF*
3/11/2015	EMERGENCY RESPONSE PLAN TRAINING/DRILL	THOMPSON	Announced	*ART DEPARTMENT FACULTY*
3/11/2015	EMERGENCY RESPONSE PLAN TRAINING/DRILL	THOMPSON	Announced	*ALBERTSON CENTER STAFF*
3/11/2015	EMERGENCY RESPONSE PLAN TRAINING/DRILL	THOMPSON	Announced	*GYMNASIUM STAFF*
3/11/2015	EMERGENCY RESPONSE PLAN TRAINING	THOMPSON	Announced	*INA SYPHERS*
3/11/2015	EMERGENCY EVACUATION DRILL	THOMPSON	Announced	*CALDWELL CAMPUS*
3/11/2015	EMERGENCY RESPONSE PLAN TRAINING/DRILL	THOMPSON	Announced	*NURSING DEPARTMENT FACULTY*
3/11/2015	EMERGENCY RESPONSE PLAN TRAINING/DRILL	THOMPSON	Announced	*ASG/ACTIVITIES/STUDENT HOUSING STAFF*
3/13/2015	EMERGENCY RESPOSNE PLAN TRAINING/DRILL	THOMPSON	Announced	*STUDENT SERVICES STAFF*
3/23/2015	EMERGENCY REPONSE PLAN TRAINING/DRILL	THOMPSON	Announced	*PRESIDENTS OFFICE STAFF*
3/24/2015	EMERGENCY RESPONSE PLAN TRAINING/DRILL	THOMPSON	Announced	*VO TECH STAFF*
3/25/2015	EMERGENCY RESPONSE PLAN TRAINING/DRILL	THOMPSON	Announced	*PAC STAFF*
5/29/2015	EMERGENCY RESPONSE PLAN TRAINING	THOMPSON	Announced	*CALDWELL CAMPUS*
6/5/2015	EMERGENCY RESPONSE PALN TRAINING/DRILL	THOMPSON	Announced	*CALDWELL CAMPUS*
6/29/2015	EMERGENCY ACTION PROCEDURES POSTING	MILLER	Announced	*STUDENT HOUSING/RESIDENTS ROOMS*
10/2/2015	RESPONSE PLAN BINDER/UPDATE/REMINDER	BABCOCK	Announced	*STAFF/FACULTY/ADJUNCT FACULTY*
10/8/2105	COLLEGE SECURITY PREPERATION/TRIANING/E-MAIL	YOUNG	Announced	*STAFF/FACULTY/ADJUNCT FACULTY/RUN HIDE FIGHT*
10/6/2015	EMERGENCY RESPOSNE PLAN TRAINING/DRILL	RECLA	Announced	*SCIENCE DEPARTMENT FACULTY*
10/16/2015	RUN, HIDE, FIGHT VIDEO TRAINING/DISCUSSION	BABCOCK ALEXANDER	Announced	*68 CAMPUS STAFF ATTENDED ONE OF TWO SESSION*
10/16/2015	RUN, HIDE, FIGHT VIDEO TRAINING/DISCUSSION	RECLA	Announced	*CALDWELL CAMPUS*
10/19/2015	EMERGENCY TEST/CAMPUS PHONE SYSTEM	LEE/CARPENTER	Announced	*CAMPUS/CALDWELL CAMPUS*
11/4/2015	EMERGENCY RESPOSNE PLAN TRAINING/DRILL	RECLA	Announced	ART DEPARTMENT FACULTY
11/4/2015	RESIDENCE HALL FIRE DRILL/EVACUATION	MCFETRIDGE	Unannounced	RESIDENCE HALL STUDENTS
11/17/2015	RUN, HIDE, FIGHT VIDEO TRAINING/DISCUSSION	BABCOCK ALEXANDER	Announced	*BOARD OF EDUCATION*
11/19/2015	EMERGENCY RESPONSE PLAN TRAINING/DRILL	RECLA	Announced	*PAC STAFF*
11/20/2015	EMERGENCY RESPONSE PALN TRAINING/DRILL	RECLA	Announced	*MISC. CTE/OREGON TRAIL STAFF*
11/20/2015	EMERGENCY RESPONSE PLAN TRAINING/DRILL	RECLA	Announced	*ENGLISH FACULTY*
12/4/2015	EMERGENCY RESPONSE PLAN TRAINING/DRILL	RECLA	Announced	*STUDENT SERVICES STAFF*
12/8/2015	ACTIVE SHOOTER CARDS DISPENSING STARTED	BABCOCK	Announced	*CAMPUS*
12/10/2015	EMERGENCY RESPOSNE PLAN TRAINING/DRILL	RECLA	Announced	*OREGON TRAIL/MISC. STAFF*
12/16/2015	EMERGENCY REPSONSE PLAN TRAINING/DRIL	RECLA	Announced	*MISC. CTE STAFF/BIZ CENTER*

DRUGS AND ALCOHOL

Treasure Valley Community College has responsibility in establishing a safe and productive work environment free of the influence of drugs and alcohol for the benefit of its employees, students, and the public at large. As a result, the College is implementing a drug and alcohol free workplace policy. This policy applies to all current College employees (faculty and staff) while at the workplace. Certain positions (for example: Bus Driver) may be subject to federal Department of Transportation rules and regulations. See Appendix E for policy.

As stated in the TVCC Student Rights, Freedoms and Responsibilities, illegal or unauthorized distribution or possession (unless lawfully prescribed by an authorized medical professional) of any controlled substance as defined by current federal or state law, ORS, local law or statute on any college owned, leased or rented property or at college sponsored functions or events. Regardless of age, any possession, use, being perceptibly under the influence, furnishing, or distribution of alcoholic beverages on any college owned, leased, or rented property or at college sponsored functions or events is prohibited. See Appendix B for Document.

ALCOHOL

Students are expected to conform at all times with Oregon Law (ORS 471.430): "No person under the age of 21 years shall attempt to purchase or acquire alcohol or liquor…" In addition, Treasure Valley Community College policy prohibits the possession or consumption of alcoholic beverages by any student on college property, in the college residence hall, or at any college sponsored event or activity. This includes off-campus alcohol consumption that results in disturbances or problems on campus. Regardless of the age of the student, TVCC prohibits the possession or consumption of alcohol on campus. Any student who purchases alcohol for another student may receive additional judicial fines or disciplinary action.

Campus Security officers and Residence Life staff who are confronted with the problem of residents or guests bringing alcohol onto the resident hall premises, or who witness alcohol related incidents on TVCC campus will immediately call the local authorities to issue the appropriate citations.

ALCOHOL REFUSE & DRUG/ALCOHOL DISCIPLINARY PROCEEDINGS

Possession of empty alcohol containers in a resident room also constitutes a violation of the TVCC Alcohol policy. Residents are not permitted to use any alcohol containers as "decorations" or have refuse in their room for "recycling" purposes. Initial alcohol violations may be handled through the judicial process or a meeting with the Residence Life Coordinator. Repeat offenses will result in fines and referral to the Residence Hall Manager and/or Student Conduct Officer. However, depending on the severity of the violation, local authorities may be contacted and immediate discipline may be levied (including temporary or permanent expulsion from the residence hall). The Judicial Council, the Residence Hall Manager, Director of Residence Life, or VP of Student Services may require an individual to receive a drug/alcohol evaluation through a certified local community resource at the expense of the student.

CONTROLLED SUBSTANCES/DRUGS

Student involvement in the use, possession, distribution, or sale of illegal or prescription drugs or narcotics on TVCC property is strictly prohibited. Students involved in an incident involving drugs, even if not under the influence, will face judicial hearings and possible legal action. Off-campus drug use that results in disturbance or problems on campus will also be treated as a drug violation. Violations will result in disciplinary action by the Judicial Council, Residence Hall Manager, Director of Residence Life, or Student Conduct Officer. Disciplinary action may require an individual to be evaluated for a drug problem or addiction by a certified local resource at the expense of the student.

DRUG/ALCOHOL ABUSE EDUCATION PROGRAMS

The College has developed a Drug and Alcohol Abuse Prevention Program that complies with section 120(a) through (d) of the HEA. The program provides services related to drug use and abuse, including dissemination of informational materials, educational programs, counseling services, referrals, and College disciplinary actions.

The College recognizes that alcohol and drug abuse is a disease that requires treatment and assistance to combat. Insurance benefits available to employees may cover the cost of treatment programs. Students with abuse problems are encouraged to visit with Residence Life Staff for Resources. Information about these agencies is available by request in the Human Resources office, Residence Life office, Office of Student Conduct and Disability Services.

To view the Drug and Alcohol Abuse Prevention Program please visit the Students Right to Know Page for the full Program.

SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING PREVENTION AND RESPONSE

TVCC prohibits sexual assault, domestic violence, dating violence and stalking as defined below.
Sexual Assault is defined as any offense classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the FBI. These include rape, fondling, incest, or statutory rape.

Domestic Violence is defined as a felony or misdemeanor crime of violence committed by:

- a current or former spouse or intimate partner of the victim,
- a person with whom the victim shares a child in common,
- a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Oregon, or
- any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Oregon.

Dating violence means violence committed by a person:

- who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- where the existence of such a relationship shall 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.
- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- fear for his or her safety or the safety of others; or
- suffer substantial emotional distress.

Consent

Although the State of Oregon does not define "consent" in reference to sexual activity, below are boundaries to adhere to when engaging in sexual activities:

- Both parties show a clear and mutual understanding of exactly what they are consenting to.
- There is no coercion, force, threats, intimidation, or pressuring.
- Both parties express in words a clear willingness to do the same thing, at the same time, in the same way, with each other.
- Silence does not equal consent.
- Consent is not indefinite and consent may be withdrawn at any time. At any time sexual activity must cease unless until additional effective consent is given.

If you are a victim of domestic violence, dating violence, stalking, or a sexual assault at TVCC, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The Campus Security Department and Office of Student Conduct strongly advocates that a victim of the above crimes report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. Preserving evidence may assist in proving the criminal offense occurred, and may help in obtaining a protective order.

Except in the case of domestic violence or if the victim is a minor, no formal police investigation will be initiated, if the victim wishes the information to remain confidential. Filing a report with the above staff will not obligate the victim to prosecute and will not necessarily result in Campus Security filing a report with the Ontario Police Department. See Appendix C for a full description of Confidential Reporting. A victim will be guided by TVCC staff through the below process:

- ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim
- provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam)
- assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention.

If one of the above crimes should occur, staff on the scene, including Campus Security, will offer the victim a variety of services whether or not the victim choses to file a report with local law enforcement. Campus Security will guide the victim through the available options and support the victim in his or her decision. If an offense occurs, services available for victims include counseling.

Position	Name	Contact Information
Campus Security	Officer on Duty	(541) 212-9598 (cell) (541) 881-5792 (office)
Residence Life & Student Conduct Officer	Travis McFetridge	(541) 881-5792 (office)
Director of Physical Plant & Campus Security	Bernie Babcock	(541) 212-9576 (cell) (541) 881-5706 (office)
AVP of Student Services	Michelle McKay (Title IX Coordinator)	(541) 881-5599 (office)

Victims do not have to notify and seek assistance from law enforcement as described above, but are highly encouraged to do so. Campus Security, the Student Conduct Officer, and AVP of Students will assist victims in notifying law enforcement authorities if the victim choses. All the aforementioned incidents will be investigated by the AVP of Students as required under Title IX.

Students or employees who report they have been a victim of sexual assault, domestic violence, dating violence or stalking shall be provided with a written explanation of their rights and options at the time of an incident (Appendix C). They will receive written notification of available counseling, health, mental health, victim advocacy, legal assistance, and other services available—whether they are part of the on-campus community or live in the community.

The College will change a victim's academic and living situation (if living in College housing) after an alleged offense listed above, if requested by the victim and the changes are reasonably available regardless of whether the victim chooses to report the crime to Campus Security or local law enforcement. Options could also include enrollment in a different section of a class, withdrawal without penalty, change of campus employment, Campus Security escort, or other reasonable accommodations. For a written list of Victim's Rights, please see Appendix C.

If the victim wishes to seek available options for, or assistance in requesting changes regarding transportation or other protective measure they may meet with the Title IX Coordinator to discuss these options and the Title IX Coordinator will assist the victim accordingly.

Below is a list of resources available in the TVCC area for counseling, health, mental health, victim advocacy, legal assistance, visa and immigration, financial aid, housing, transportation and other local services available for victims both on campus and in the community.

Campus Security	(541) 212-9598
AVP of Students(Title IX)	(541) 881-5577
Ontario Police Department	(541) 881-5312
St. Alphonsus Medical Center	(541) 881-7000
Lifeways Behavior Health	(541) 889-9167
Project Dove – Advocacy Group	(541) 889-6316
Malheur County Health Department	(541) 889-7279
National Domestic Violence Hotline	1-800-799-7233
Human Resources	(541) 881-5838
TVCC Financial Aid	(541) 881-5833
Admissions/Enrollment	(541) 881-5815
Caldwell Center	(208) 454-9911
Immigration Office (USCIS)	1-800-375-3283
Sexual Assault Victims' Emergency	(503) 378-5348

Helpful hints to ensure personal and community safety if living in College housing:

1. Do not prop open any exterior residence hall door. If you see a door propped open, please take the time to secure the door and contact the Residence Life Office.
2. Keep your doors and windows locked at all times.
3. Never open your door to strangers or allow any non-resident in the building under any circumstances.
4. Do not leave notes on your door stating when you will return and keep valuables and money out of sight and locked up if possible. Never keep large amounts of cash in your room.
5. Never bring strangers to the residence hall and immediately report suspicious individuals to the Resident Assistant on duty, security, or police.
6. Do not walk alone on campus after dark.
7. If you return to find your door open or tampered with, please immediately contact Residence Life Staff or appropriate officials before entering the room.
8. Never loan your room key (see key regulations) to anyone and keep your college ID separate from your keys.
9. If you discover any blood or other hazardous material, please immediately report it to the Residence Life Office.
10. If you are attacked on campus, make as much noise as possible by calling for help. Do not pursue your attacker. Call 911 and report the crime as soon as possible.

SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING AWARENESS TRAINING

The College offers sexual assault awareness programs during the Fall or Winter Quarters, that are sponsored by the Office of Student Life and Activities. TVCC staff are also welcome to attend these student events. The Office of Disability Services offers sexual assault education to TVCC students and employees upon request. Literature on date rape education, risk reduction, and TVCC response is available through Student Housing. Domestic violence, dating violence and stalking are also topics that are also addressed at Residence Life orientation.

There are many potential signs of an abusive relationship. The most predominant sign is fear of the abuser. Below is a chart you may use to help determine if you or someone you may know is in an abusive relationship:

Victim's Thoughts/Feelings/Actions	Partner's Behavior
Fear of partner	Humiliates/yells at you
Avoids discussing specific topics you feel may anger your partner	Criticizes/humiliates you
Feels you never do anything right with respect to your partner	Treat you so badly you'd be embarrassed for your friends or family to witness it
Believes you deserve to be hurt/mistreated	Ignores you/puts you down
Believes you may be the one who is crazy	Blames you for their abusive behavior
Feels emotionally numb/helpless	Views you as a sex object or property rather than a person
Goes along with whatever your partner says	Has a bad, unpredictable temper
Frequently misses work, school, other social activities without explanation	Acts overly jealous or possessive
Wears clothing that will hide bruises/scars (e.g., sunglasses inside, long sleeved shirt on hot days, etc.)	Tries to isolate you from friends/family
Has frequent injuries	Threatens suicide if you were to leave
Talks about partners temper, jealousy, possessiveness	Threatens to hurt/kill you
Seems depressed, anxious, suicidal	Controls where you go/what you do
Shows a marked change in personality (perhaps was very outgoing, but is now very withdrawn)	Limits your access to money, phone, transportation
	Constantly checks up on you
	Forces you to have sex
	Destroys your belongings
	Threatens to take your children away or hurt them

ON AND OFF CAMPUS COUNSELING AND ASSISTANCE PROGRAMS FOR SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING VICTIMS

Below is a list of resources available in the Treasure Valley Community College Area for counseling, health, mental health, victim advocacy, legal assistance, and other services available for victims both on campus and in the community.

Campus Security	(541) 212-9598
AVP of Student Services	(541) 881-5577
Ontario Police Department	(541) 881-5312
St. Alphonsus Medical Center	(541) 881-7000
Lifeways Behavior Health	(541) 889-9167
Project Dove – Advocacy Group	(541) 889-6316
Malheur County Health Department	(541) 889-7279
National Domestic Violence Hotline	1-800-799-7233 (SAFE)

DISCIPLINARY ACTION IN ALLEGED SEX OFFENSES, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING

TVCC disciplinary action in cases of domestic violence, dating violence, sexual assault or stalking shall be prompt and fair, with an impartial investigation and resolution. To file a disciplinary complaint, contact the Student Conduct Officer (541-881-5792). The Student Conduct Officer then shares the report with the Associate Vice President of Student Services and takes into account the severity of the incident, and any related circumstances and facts. The victim's safety is of the highest priority when conducting a hearing and making decisions about sanctions and protective measures. Hearings shall be conducted by the Student Conduct Officer and AVP of Student Services who receives annual training on issues related to these crimes, how to conduct an investigation, and how to conduct a hearing process that protects the safety of victims and promotes accountability. The standard of evidence used during conduct proceedings will be a reasonable preponderance of evidence gathered during the investigation of an incident; preponderance meaning "more likely than not". This determination does not require a standard beyond a reasonable doubt and the technical rules of evidence applicable to civil and criminal procedures shall not apply.

In cases of alleged offenses, both accuser and accused are entitled to have others present during a conduct proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice. TVCC has restrictions regarding the extent to which advisors may participate in proceedings which are applied equally to both parties. Both accuser and accused will be simultaneously informed in writing of the outcome of any campus conduct hearing brought alleging any of the above offenses. If the alleged victim is deceased as a result of the crime or offense, TVCC will provide the results of the disciplinary hearing to the victim's next of kin, if so requested. Appeal rights are outlined in the Student Rights, Freedoms and Responsibilities Policy. In the event the accused or the victim wants to appeal the results of a disciplinary proceeding, they may contact the Associate Vice President of Student Engagement (541-881-5781) or their designee. The campus CARE Team will waive sanctions for violations of the Student Code of Conduct to reduce barriers for the reporting of Sex Offenses, Domestic Violence, Dating Violence & Stalking. Any change to the results that occur prior to the finalization of results of a hearing, shall also be communicated simultaneously to both accuser and accused.

Sanctions imposed on students for College-related criminal actions, including sexual assault, domestic violence, dating violence or stalking may include but are not limited to:

- Disciplinary probation - A verbal or written warning by the Student Conduct Officer or other administrator
- Temporary expulsion - Removal from classes or privileges, for a specified period of time.
- Expulsion - Termination of student status
- Temporary or permanent trespassing from Campus or specific Facilities
- Administrative withdrawal

The College will change a victim's academic and living situation (if living in College housing) after an alleged offense listed above, if requested by the victim and the changes are reasonably available, regardless of whether the victim chooses to report the crime to Campus Security or local law enforcement. Options could include enrollment in a different section of a class, withdrawal without penalty, or other reasonable accommodations.

SEX OFFENDER INFORMATION

To comply with The Campus Sex Crimes Prevention Act of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, TVCC provides students with information on how to access the Oregon State Police Sex Offender registry. These acts require institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers, or otherwise for the protection of the public in general and children in particular. It is illegal to use information obtained through the Oregon State Police Sex Offender Registry site to commit a crime against a registered sex offender or to engage in discrimination or harassment against a registered sex offender. Anyone who uses this information to commit a criminal act against another person is subject to criminal prosecution and/or civil action. The Oregon State Police Department is responsible for maintaining registration data for sex offenders. Information to assist you in contacting the Oregon State Police Sex Offender Registration Unit is provided below.

A list of registered Oregon sex offenders is available from the Oregon State Police Sex Offender Registration Unit. Contact numbers to obtain hard copy lists are by telephone to a voicemail box at 503-378-3725, Ext. 4429 or on the web at http://www.oregon.gov/OSP/SOR/

CLERY CRIME STATISTICS

Criminal Offenses - On Campus

	Total occurrences on Campus		
Criminal Offense	2013	2014	2015
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	x	x
Rape	x	0	0
Fondling	x	0	0
Sex Offenses - Non-Forcible	0	x	x
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Criminal Offenses - On Campus Student Housing Facilities

	Total occurrences on Campus		
Criminal Offense	2013	2014	2015
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	x	x
Rape	x	0	0
Fondling	x	0	0
Sex Offenses - Non-Forcible	0	x	x
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Criminal Offenses - Public Property

	Total occurrences on Campus		
Criminal Offense	2013	2014	2015
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	x	x
Rape	x	0	0
Fondling	x	0	0
Sex Offenses - Non-Forcible	0	x	x
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Criminal Offenses - NonCampus

	Total occurrences on Campus		
Criminal Offense	2013	2014	2015
Murder/Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses - Forcible	0	x	x
Rape	x	0	0
Fondling	x	0	0
Sex Offenses - Non-Forcible	0	x	x
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0

Hate Crimes - On Campus

		Occurrences of Hate Crimes							
		Category of Bias for Crimes Reported in 2015							
Criminal Offense	2015 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0

Hate Crimes - On Campus Student Housing Facilities

		Occurrences of Hate Crimes							
		Category of Bias for Crimes Reported in 2015							
Criminal Offense	2015 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0

Hate Crimes - Public Property

		Occurrences of Hate Crimes							
		Category of Bias for Crimes Reported in 2015							
Criminal Offense	2015 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0

Hate Crimes - NonCampus

		Occurrences of Hate Crimes							
		Category of Bias for Crimes Reported in 2015							
Criminal Offense	2015 Total	Race	Religion	Sexual Orientation	Gender	Gender Identity	Disability	Ethnicity	National Origin
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0

VAWA Offenses - On Campus

	Total Occurrences on Campus		
Crime	2013	2014	2015
Domestic Violence		0	0
Dating Violence		1	0
Stalking		0	2

VAWA Offenses - On Campus Student Housing Facilities

	Total Occurrences on Campus		
Crime	2013	2014	2015
Domestic Violence		0	0
Dating Violence		1	0
Stalking		0	0

VAWA Offenses - Public Property

	Total Occurrences on Campus		
Crime	2013	2014	2015
Domestic Violence		0	0
Dating Violence		0	0
Stalking		0	0

VAWA Offenses - NonCampus

	Total Occurrences on Campus		
Crime	2013	2014	2015
Domestic Violence		0	0
Dating Violence		0	0
Stalking		0	0

Arrests - On Campus

	Total Occurrences on Campus		
Crime	2013	2014	2015
Weapons; carrying, possession, etc.	0	0	0
Drug Abuse Violations	1	0	0
Liquor Law Violations	7	0	2

Arrests - Public Property

	Total Occurrences on Campus		
Crime	2013	2014	2015
Weapons; carrying, possession, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Arrests - On Campus Student Housing Facilities

	Total Occurrences on Campus		
Crime	2013	2014	2015
Weapons; carrying, possession, etc.	0	0	0
Drug Abuse Violations	1	0	0
Liquor Law Violations	5	0	2

Arrests - NonCampus

	Total Occurrences on Campus		
Crime	2013	2014	2015
Weapons; carrying, possession, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Disciplinary Actions - On Campus

	Number of Persons Referred for Disciplinary Action		
Crime	2013	2014	2015
Weapons; carrying, possession, etc.	2	2	2
Drug Abuse Violations	1	4	4
Liquor Law Violations	15	11	18

Disciplinary Actions - Public Property

	Number of Persons Referred for Disciplinary Action		
Crime	2013	2014	2015
Weapons; carrying, possession, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Disciplinary Actions - On Campus Student Housing Facilities

	Number of Persons Referred for Disciplinary Action		
Crime	2013	2014	2015
Weapons; carrying, possession, etc.	0	0	0
Drug Abuse Violations	1	2	3
Liquor Law Violations	9	6	16

Disciplinary Actions - NonCampus

	Number of Persons Referred for Disciplinary Action		
Crime	2013	2014	2015
Weapons; carrying, possession, etc.	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

Unfounded Crimes

	Number		
Total	2013	2014	2015
Total Unfounded Crimes	0	0	0

FIRE LOG AND FIRE STATISTICS

Housing Facilities		Number of Fires			Status	Action
Name	Street Address	2013	2014	2015		
Dorms	650 College Blvd	0	0	0	Updated	

Summary of Fires					
	2013				
Name of Facility	Fires	Injuries	Deaths	Cause	Value of Property Damage
Dorms	0	0	0	N/A	N/A
Total	0	0	0	N/A	N/A
	2014				
Name of Facility	Fires	Injuries	Deaths	Cause	Value of Property Damage
Dorms	0	0	0	N/A	N/A
Total	0	0	0	N/A	N/A
	2015				
Name of Facility	Fires	Injuries	Deaths	Cause	Value of Property Damage
Dorms	0	0	0	N/A	N/A
Total	0	0	0	N/A	N/A

FIRE SAFETY – RESIDENCE HALLS

The statistics below refer to fire drills conducted since 2012-2015 academic years. Listed you will find the date and time of the drills, whether it was announced or unannounced, as well as the length of time from beginning or alarms sounding to clear housing and conduct roll.

FIRE DRILLS

March 1, 2013, 3:30PM (14 minutes) *Announced
November 15, 2013, 6:00PM (15 minutes) *Unannounced
April 3, 2014, 8:00PM (13 minutes) *Announced
October 13, 2014, 6:15PM (15 minutes) *Unannounced
January 19, 2015, 4:45PM (14 minutes) *Announced
November 4, 2015, 3:30PM (16 minutes) *Unannounced

FIRE AND SAFETY SYSTEMS

The TVCC Residence Hall has installed a Fire monitoring system with alarms, sprinklers and smoke detectors in every suite, bedroom and common area in the facility. The system is electronically tested approximately two (2) times a day to ensure functionality.

FIRE EXTINGUISHER

Every month the Resident Assistants (RAs) will perform health and safety inspections. During these inspections, every suite will be checked. After inspections are completed, inspection forms are given to the Assistant Manager of Residence Life. If there is a problem with an extinguisher, the Assistant Manager will make sure that a work order gets submitted to have it repaired.

The director of Residence Life annually has someone come out to check and recharge every fire extinguisher in housing. There is a log located in this section showing the times inspections were conducted.

FIRE ALARMS

Monthly, the RAs will perform health and safety inspections. During these inspections, every suite will be checked. While in the suites, the RAs check every fire alarm to make sure they are hooked up and functioning. If the fire alarm is not working because of a low battery, the RA will get a new battery out of the maintenance closet. If the alarm still will not work, the RA will complete a work order to have it repaired.

SPRINKLERS

Suites and Bedrooms have sprinklers hooked up inside of them in case there is a fire. This system is monitored by Farmers Fire and Security Locally. Every sprinkler device is tested annually by Treasure Valley Fire Protection or Viking Automatic Sprinklers. There is a room in Housing that serves as the central hub for this system. The Ontario Fire Department will be notified through this system if a fire occurs.

REPORTING A FIRE

Should a fire occur in the Residence Halls and staff is not notified, below is a list of individuals on campus to call to notify them of the fire. In any case of emergency please call 911 first.

Position	Name	Contact Information
Campus Security	Officer on Duty	(541) 212-9598 (cell) (541) 881-5792 (office)
Residence Life & Student Conduct Officer	Travis McFetridge	(541) 881-5792 (office)
Director of Physical Plant & Campus Security	Bernie Babcock	(541) 212-9576 (cell) (541) 881-5706 (office)
AVP of Student Services	Michelle McKay (Title IX Coordinator)	(541) 881-5599 (office)

ROUTINE INSPECTIONS AND SAFETY PRECAUTIONS

HEALTH AND SAFETY INSPECTIONS

The Residence Life Office conducts regular Health and Safety inspections, which are designed to ensure there are no policy or safety violations and that only approved appliances are being used in each room. In addition, staff will evaluate refuse disposal, overall cleanliness, and ensure that refrigerators are free of mold. Staff may also inspect the condition of furniture, electrical switches/plugs, and mattresses/covers. As a courtesy, the Residence Life Office may provide 48 hours-notice prior to a health and safety inspection. However, the Residence Life Office is NOT required to provide notice and may enter the room of a resident to ensure the health and safety of the resident and/or community. Residents are not required to be present during inspections.

EMERGENCY PROCEDURES

In the event of a fire, evacuation, or natural disaster, residents must immediately evacuate the building and follow the directions of the Resident Assistant or authorized college official. Residents will be relocated to the nearby parking lot at least 100 yards from the facility. If there is a fire, evacuate the building immediately and notify an authorized college official and/or emergency services.

If a smoke detector goes off due to malfunction or caused through means other than a fire: immediately extinguish the source of smoke (if present) and open the windows to let the smoke out. Do not open the door and let the smoke drift into the halls or common area. Contact a Residence Life staff member to inspect for damage as soon as possible or notify them of the malfunction of the smoke detector.

EVACUATION DRILLS

The Residence Life Staff will conduct fire alarms/emergency situation drills at different times during each term. These drills are conducted to better prepare our staff and residents for actual emergencies. All alarms should be taken very seriously and are required for all residents who reside in the building. Upon hearing a fire alarm, each resident should immediately stop what they are doing and feel their room door for exterior heat. If there is no sign of heat, open the door and scan the hallway for possible flames or evidence of a fire. After determining the absence of flames, proceed to the nearest emergency fire exit. Any student not participating in the process or refusing to cooperate may face disciplinary measures or judicial fines.

Pulling a fire alarm for reasons other than a fire is a serious crime. Malicious or false fire alarms place the entire community in jeopardy. Property and lives could be lost while the Fire Department is dealing with a false alarm. Fines for false alarms are a minimum $500 and possible jail time. The penalty for using a fire extinguisher in a non-emergency is $200. Tampering with, removing, or disarming a smoke detector is a misdemeanor and will result in a minimum of a $100 fine and possible legal action. Residents are encouraged to have flashlights or battery operated lanterns in case of emergency or power failure.

Evacuation Routes - All building hallways and staircases are evacuation escape routes. These areas must be kept clear at all times to ensure the safety of the residents. Please notify a member of the Residence Life staff if you spot a potential hazard.

EXPLOSIVES/FLAMMABLE MATERIALS

All explosives, including fireworks, highly flammable or combustible materials are absolutely prohibited in the Residence Halls. This includes all fuel sources (kerosene, gasoline, propane, diesel, etc.) or fuel containers (including empty containers with residue). For more information or approval of an item, contact the Residence Life Office.

SMOKING & TOBACCO

The TVCC Residence Halls does not permit smoking; this includes all personal resident rooms, hallways, restrooms, laundry facilities, personnel offices, and common areas. Guests must also adhere to campus regulations and failure to do so may result in the guest being asked to leave.

OPEN FLAME POLICY & COOKING

Any item involving the use of open flame or the burning of materials is strictly prohibited the TVCC residence hall. Prohibited items include, but are not limited to: candles, incense or burning cones, potpourri pots, and propane or open flame appliances. Any appliance that is approved must have an auto-power off feature.

APPROVED APPLIANCES

All appliances must be kept in good working order and safe condition. Low energy appliances are preferred.
Clothing irons; Hair dryers; Curling irons (Auto-power off only)
Fans, air cleaners, purifiers (Must be kept two feet from any drapery or fabrics)
Lamps (Must be kept two feet from flammable materials and fabrics)
Personal refrigerator units (6.5 cubic feet or less); Microwaves; Water coolers
Televisions, stereos, computers, and other electronics are approved

PROHIBITED APPLIANCES

Pan flame appliances, portable grills (Foreman) or electric burners
Electric frying pans or griddles, toasters or toaster ovens, broilers, coffee pots
Electric blankets, electric heaters, gas heaters, or BBQ's
Note: The above lists are subject to changes and additions. Items which residents are unsure of should be approved by the Residence Life Manager in writing.

APPENDICES

Appendix A – Timely Warning
Appendix B – TVCC Student Rights, Freedoms and Responsibilities Policy
Appendix C – Victim's Rights/Procedures for Victims to follow for Domestic Violence, Dating Violence, Sexual Assault, or Stalking
Appendix D – Example of Emergency Response Guidelines Posted on Campus
Appendix E – Drug and Alcohol Free Workplace Policy

ASR and ASFR Preparing, Publishing and Distributing Process

2014-2016 Drug and Alcohol Abuse Prevention Program Biennial Review

Emergency Management for Students Process

Process for Dissemination of Consumer Information

Emergency Response and Evacuation Policy

Compliance with the Clery Act Policy

Designating and Training Campus Security Authority Policy

Emergency Response Plan Policy

All other applicable college policies can be found here (Click Here).

Appendix A

Policy and Procedures for Issuing Timely Warnings Procedure

Purpose

The purpose of this procedure is to establish a process by which Treasure Valley Community College (hereinafter the "College") will issue timely warnings in compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 U.S.C. § 1092(f)) (the "Clery Act").

Commitment

The College will issue a Timely Warning Notice (also known as Crime Alerts) in all instances in which (1) a crime is committed; (2) the perpetrator has not been apprehended; and (3) there is a substantial risk to the physical safety of other members of the campus community because of this crime. Such crimes include, but are not limited to: (1) Clery Crimes that are reported to any Campus Security Authority or the local police; or (2) the College determines that the incident represents an ongoing threat to the campus community. The College may, in some circumstances, issue a Timely Warning Notice when there is a pattern of crimes against persons or property. The College may issue a Timely Warning Notice for an off-campus crime if the crime occurred in a non-College-owned property used and frequented by the College community members.

Definitions

CSAs are individuals at the College who, because of their function for the College, have an obligation under the Clery Act to notify the College of alleged Clery Crimes that are reported to them in good faith, or alleged Clery Crimes that they may personally witness.

"Clery Crimes" are defined by the Clery Act as any of the following: (1) Murder/Non-Negligent Manslaughter; (2) Negligent Manslaughter; (3) Rape; (4) Fondling; (5) Incest; (6) Statutory Rape; (7) Robbery; (8) Aggravated Assault; (9) Burglary; (10) Motor Vehicle Theft; (11) Arson; (12) Arrests and referrals for disciplinary action for any of the following: (a) Liquor Law Violations; (b) Drug Law Violations; and (c) Carrying and possessing illegal weapons; (13) Hate Crimes, including Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that are motivated by bias (14) Dating Violence; (15) Domestic Violence; and (16) Stalking.

"Clery Arrests/Referrals" include arrests and referrals for disciplinary action for: (1) weapons violations; (2) drug abuse violations; and (3) liquor law violations.

"Clery Crimes" include both Clery Criminal Offenses and Clery Arrests/Referrals.

"Timely Warning Designee" is defined as the person or group of persons at each campus responsible for the determination and issuance of Timely Warning Notices for that campus.

Timeliness of Notice

A Notice is considered “timely” if it issued as soon as pertinent information is available and as soon as reasonably practicable after an incident has been reported to any CSA, the appropriate campus security or police, or to the Timely Warning Designee. The timeliness of a notice shall be determined and evaluated on a case-by-case basis.

Responsibility for Determination to Issue Timely Warning Notice

Each campus shall designate a Timely Warning Designee.

The Timely Warning Designee shall be responsible for determining whether a Timely Warning Notice should be issued.

Timely Warning Decision Matrix

When determining whether to issue a Timely Warning Notice, the Timely Warning Designee shall consider whether the alleged Clery Crime represents a serious or continuing threat to the campus community, and in doing so, shall consider: (1) the nature of the incident and/or crime; (2) the time and location of the alleged incident; (3) whether the alleged perpetrator was apprehended or in custody; (4) the likelihood of reoccurrence; (5) the continuing danger to the campus community; (6) the possible risk of compromising law enforcement efforts; and (7) all other facts and circumstances of which the College Security or Local Police are aware concerning the incident.

The Timely Warning Designee must review and approve the completed Timely Warning Decision Matrix for each alleged Clery Crime reported. If the Timely Warning Designee is an entity, then a supervisor, director, or appropriate manager of the entity must review and approve the completed Timely Warning Decision Matrix for each alleged crime reported.

Timely Warning Notice

Once the decision has been made to issue a Timely Warning Notice, the Timely Warning Designee shall prepare a draft Timely Warning Notice by completing the appropriate, crime specific Timely Warning Template.

The Timely Warning Notice shall contain all information that would promote safety and that would aid in the prevention of similar crimes including, but not limited to: (1) a statement of the incident or crime alleged, and when and where it occurred; (2) any possible connection to previous incidents, if applicable; (3) a physical description of the suspect, if possible; (4) the date and time of the Timely Warning Notice; (5) contact information for the appropriate campus security and local law enforcement; and (6) other relevant and important information including recommendations and tips for prevention of similar crimes.

Dissemination of the Timely Warning and the Timely Warning Dissemination Checklist

The Timely Warning Designee shall use and complete the Timely Warning Dissemination Checklist (hereinafter “Dissemination Checklist”), which is incorporated by reference, to ensure proper and timely dissemination of the final Timely Warning Notice. Upon approval of the final Timely Warning Notice, the Timely Warning Designee shall prepare and complete all required steps of the Dissemination Checklist. The Timely Warning Designee shall confirm completion of all required steps contained within the

Dissemination Checklist and must sign and date the Dissemination Checklist. If the Timely Warning Designee is an entity, then a supervisor, director, or appropriate manager of the entity must confirm completion of all required steps contained within the Dissemination Checklist and must sign and date the Dissemination Checklist.

Upon completion, the Timely Warning Designee must submit the Dissemination Checklist, the final Timely Warning Notice that was issued, and any supporting documentation, to the Colleges CARE Team, who shall be responsible for maintaining an accurate and complete record of all final Timely Warning Notices issued.

The Timely Warning Designee shall disseminate the final Timely Warning Notice on behalf of the College. When disseminating the final Timely Warning Notice, the College will use one or more of the following means of dissemination, depending upon the technology available and the campus.

Electronic Mail (E-Mail)

The final Timely Warning Notice may be distributed to students and employees by e-mail to all @tvcc.cc and @student.tvcc.cc email addresses. The Timely Warning Designee may issue a mass e-mail that contains a copy of the final Timely Warning Notice to all @tvcc.cc and @students.tvcc.cc email addresses.

Text Message

The final Timely Warning Notice may be distributed by text message to all individuals who are enrolled in the Colleges message alert service. The Timely Warning Designee may also e-mail the final Timely Warning Notice to the Public Information Office, which may issue a mass text message that contains the Timely Warning Notice to all students and employees enrolled in College's message alert system.

Web Publication

Upon receipt of the final Timely Warning Notice from the Timely Warning Designee, the Public Information Office may post the contents of the Timely Warning Notice on the College's website, where applicable, based upon the campus.

Facebook

Upon receipt of the final Timely Warning Notice from the Timely Warning Designee, the Public Information Office may post the contents of the Timely Warning Notice on the College's Official Facebook page, to the extent that social media is an option.

Media

Upon receipt of the final Timely Warning Notice from the Timely Warning Designee, the Public Information Office may prepare a press release that contains the contents of the Timely Warning Notice and may transmit the press release to all appropriate media outlets, crime prevention organizations, governmental and state agencies, and news stations for further dissemination.

Campus Posters and Residence Halls

The Timely Warning Designee may forward a copy of the final Timely Warning Notice to the Office of Residence Life. The Office of Residence Life may oversee the distribution of flyers, which contain a copy of the Timely Warning Notice, in all common areas of the residence hall located within the general geographic area(s) of campus affected by the alleged crime, or in which the alleged crime occurred.

Where applicable, the appropriate campus security personnel may post and distribute posters that contain a copy of the final Timely Warning Notice in all common areas of campus and the surrounding campus community located within the general geographic area(s) affected by the alleged crime, or in which the alleged crime occurred. The head of the appropriate campus security personnel, or a designee, shall oversee the process by which the posters are posted and the common areas in which they are posted.

Additional Means of Dissemination

The College may adopt additional measures and may take additional steps as may be appropriate and necessary under the circumstances in order to further disseminate the Timely Warning Notice.

Review of Timely Warning Process

In its efforts to ensure that its Policy and Procedures For Issuing Timely Warnings is properly implemented, the CARE Team and College Security, shall compile a monthly Timely Warning Notice Report, and shall distribute it to CARE Team for further review, oversight, and correction of the College's processes.

The Timely Warning Notice Report shall contain the following information:

1. A list of all alleged Clery Act crimes and incidents reported to the Timely Warning Designee for each month and for which a Timely Warning Notice was issued; and
2. A list of all alleged Clery Act crimes and incidents reported to the Timely Warning Designee for each month and for which a Timely Warning Notice was not issued.

Appendix B

Treasure Valley Community College
Student Rights, Freedoms, and Responsibilities

Treasure Valley Community College (TVCC) resolves to provide an atmosphere conducive to academic success and campus involvement without external pressure, interference or disturbance. Students have the responsibility to obey and follow College policy and procedures, federal and state statutes and city ordinances, to respect the rights of others, to fulfill academic requirements of their courses, to contribute to a positive, productive learning environment at the College, and to take responsibility for personal decisions and conduct. The following rights and responsibilities apply to all registered students.

The prescribed document adopted by the Board of Education as an Administrative Regulation is the "Students Rights, Freedoms and Responsibilities," (SRF&R) policy that should be exercised responsibly by students, staff, administration and faculty at Treasure Valley Community College.

The basic purpose of the Student Rights, Freedoms, and Responsibilities Administrative Regulation is to:

1. Recognize fundamental provisions for student rights and freedoms in an academic setting.
2. Identify student responsibilities and conduct guidelines while clarifying the process for resolution to alleged violations.

Students enrolled at Treasure Valley Community College extension centers will enjoy the same rights and responsibilities as the students at the Ontario campus and must comply with the Student Rights, Freedoms, and Responsibilities and follow the same guidelines established herein.

Copies of the Student Rights, Freedoms, and Responsibilities may be obtained online at www.tvcc.cc or at the Student Services office of Treasure Valley Community College located at 650 College Blvd. Ontario, OR 97914. Copies of the Student Rights, Freedoms, and Responsibilities at extension sites are located at the main service area at the respective sites.

Freedom of Discrimination and Access to Higher Education:

TVCC maintains an environment of learning and work that is free of unlawful discrimination. In compliance with state and federal laws, Treasure Valley Community College does not discriminate on the basis of race, religion, color, national origin, age, gender, veterans' status, sexual orientation, gender identity, pregnancy, familial relationship, citizenship status, marital status or physical or mental disability in employment, or in any of its educational programs, or in the provision of benefits and services to students. Treasure Valley Community College shall be open to all applicants who are qualified according to current admission requirements.

Providing access to education and campus facilities.

1. The college shall be open to applicants who are qualified according to current admission requirements within the limits of its resources and facilities.

2. Students have the right to be informed about class requirements and college policy and procedures. Students' access to education shall not be inhibited by prejudiced or capricious academic evaluation.
3. Students have the right to participate in evaluations of programs, course content and educational objectives (when applicable) through the Student Government appointed representation in the governance process.
4. If a student is charged with a violation of law not related to his/her activities on campus, the matter shall be of no disciplinary concern to the college, unless the student is incarcerated and cannot comply with educational requirements. If the student's violation of the law not related to his/her activities on campus violates an established and approved TVCC agreement with their particular activity (i.e. athletics, clubs/organizations etc.) it shall be handled appropriately by the advisor to that organization and the Student Conduct Officer.
5. Students, official clubs/organizations may use available college facilities for events and activities that are appropriately sponsored and approved according to college policy and procedures. Facilities and services of the college will be open to all of its enrolled students, provided the facilities and services are used in a manner appropriate to the academic and student life community and in compliance with college procedures.

Access to Student Records

Inspection of Records

1. All students shall have the right of access to their personal educational records through written request to the Vice President of Student Services of Treasure Valley Community College. Requests shall be processed within five (5) working days of the request.
2. A student may request to change or modify the information in his/her individual record(s) by providing the Registrar (or the appropriate campus official) with new information in writing. The Registrar (or the appropriate campus official), within a reasonable time, will notify the student whether the records will be modified.
3. Students also have the right to request a hearing in writing with the Vice President of Student Services and Registrar (or the appropriate campus official), should they choose to challenge the content of educational records. A request can be made to insure that the records are accurate, not misleading, or in violation of their privacy or other rights. Hearings must be convened within five (5) working days of the written request.
4. The Registrar (or the appropriate campus official) maintains a permanent record of student transcripts and provides for retention of permanent records in a manner secure from accidental destruction or intentional tampering.

Release of Information

In compliance with the Family Educational Rights and Privacy Act (FERPA), it is the policy of TVCC not to release information other than directory information about enrolled students without written permission of the student. However, the college will release in accordance with the law, enrollment verification and dates of enrollment, verification of certificate or degree earned and date of graduation, participation in intercollegiate sports, including athletic statistics and honors awarded.

1. A student may request in writing, that "directory" information not be released. The Registrar (or the appropriate campus official) will set the privacy flag in the student record to provide warning not to disclose directory information.
2. **College staff** may access student records to facilitate the educational process or provide services, advising, and accomplish college functions. The Registrar (or the appropriate campus official) or his/her designee will, using professional judgment, release student record information to other college staff (as "education officials") with a legitimate educational need.
3. **A parent or legal guardian for whom the student is a dependent or persons with a written release from the student** may request in writing to inspect official academic records. Upon presentation of acceptable identification, including student ID card or valid driver's license, to the Registrar (or the appropriate campus official) or her/his designee in the Student Services Office. The school official will verify the identification, dependency status, or signature. The college will assess a fee for the copies as appropriate and provide access to the student's own records within five (5) working days.
4. **Another school or institution,** where the student intends to enroll, may request the transfer of student records. The Registrar (or the appropriate campus official) will make a reasonable effort to notify the student at the student's last known address.
5. **Other authorities** may request student record information under federal or state laws or legislative directive with responsibility to conduct audits, accreditation, program reviews or reports, or to fulfill other legal requirements. The Registrar (or the appropriate campus official) will send a copy of any court order or subpoena and relevant records to the student at the last known address, as appropriate, and provide the authorities with the required student record information under the relevant laws, directives or other legal requirements.
6. **Researchers** may request student record information for legitimate academic research. The Registrar (or the appropriate campus official), within a reasonable time, will supply the requested information provided that no personally identifiable information is revealed. Personally identifiable information may be provided to other organizations operating under the same federal or state laws as the college in accordance with the requirements of the state or federal government.
7. **Any person** may request "directory information." The Registrar (or the appropriate campus official) will provide student record information, unless the student has requested that no information be released.
8. **In an emergency**, designated college employees may use their professional judgment to release student record information and student location on campus.

Protection of confidential student records and information.

Student records and information are protected and governed by federal and state laws and the college's Student Records Policy and Guidelines.

Students are given **Protection Against Improper Disclosure** at Treasure Valley Community College. Information about student views, beliefs, private activities, and political associations which is acquired or learned by college employees in the course of work is to be treated with professional judgment and confidentiality.

The Family Educational Rights and Privacy Act (FERPA) of 1974 will insure the privacy of student education records. The intent of the legislation is to protect the rights of students and protect the privacy and accuracy of education records. The Act applies to all institutions that are the recipients of federal aid administered by the Secretary of Education.

Freedom of Inquiry and Expression:

Free inquiry and free expression are essential attributes of a community of scholars. The freedom to learn depends upon appropriate opportunities and conditions in the classroom, on campus, through involvement in college sponsored clubs/organizations and activities/events, and in the community at large. The responsibility to secure and respect general conditions conducive to learning and involving the freedom to learn is shared by all members of the college community. Students should strive to develop the capacity for critical judgment and the ability to engage in a sustained and independent search for truth, while endeavoring to exercise their freedom with maturity and responsibility. As students undertake the task of fulfilling the obligations and duties outlined in this document, the college community of which they are a part undertakes to respect the basic freedoms of inquiry and expression of students.

1. Students are free to take reasoned exception to the data, information or views presented in any course of study and to reserve judgment about matters of opinion. Regardless of the differences in opinions and views expressed, students are still responsible for achieving the specified course objectives and learning outcomes even if they disagree with the course content.
2. Students and student organizations will be free to examine and discuss all items of interest and to express opinions publicly and privately. Students will always be free to support causes by orderly means, in ways that do not disrupt the operation of the institution or violate college policies and procedures. Students may be subject to disciplinary action when their acts or actions cause or lead to substantial disruption or interference with the regular and essential operation of the College.
3. As constituents of the academic community, TVCC students shall be free, individually and collectively, to express their views on issues of institutional policy and procedures which shall include the examination and discussion of issues of interest to them and expression of opinions both publicly and privately. They shall be free to invite and to hear persons of their choosing and to support causes by orderly means that do not substantially disrupt the regular and essential operations of the College.
4. Students and student organizations shall be free to examine and to discuss all questions of interest to them, and to express opinions publicly and privately. They must always be free to support causes by orderly means which do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the academic and the larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves. Actions by individuals or groups to prevent speakers invited to the campus from speaking, to disrupt the operations of the institution in the course of demonstrations, or to obstruct or restrain other members of the academic community and campus visitors by physical force are destructive of the pursuit of learning and of a free society. All components of the academic community are under a strong obligation to protect its processes from these tactics.

5. **Freedom of Association in Higher Education:**

Students bring a variety of previously acquired interests while developing new interests as members of Treasure Valley Community College. Students are free to organize and join associations to promote their common interests by following the established guidelines in the **Associated Student Government Clubs and Organizations Packet**. Students shall be free to organize and join associations to promote their common interests as long as they do not disrupt the college or violate its rules and regulations.

1. All clubs/organizations must have a full-time faculty/staff advisor in order to meet accreditation and insurance requirements of the college. Club advisors are responsible for the financial transactions of the club/organization and must follow the established institutional financial procedures.
2. Students who would like to start a new organization or join an existing organization should contact the Associated Student Government of Treasure Valley Community College office for information.
3. Student organizations must abide by existing college and ASTVCC policies and may not restrict membership or participation in events. Clubs/Organizations that have established requirements for GPA or credit load must still allow students to be involved, but can establish qualified membership and non-qualified membership status.
4. Student clubs/organizations must adhere to the **Freedom of Access to Higher Education** clause in the Student Rights, Freedoms, and Responsibilities document with regards to the non-discrimination of membership.
5. A recognized club or organization may lose its official recognition or be suspended by a two-thirds majority vote of the Associated Student Government or by the Board of Education of Treasure Valley Community College if actions of its officers or members, or activities of the organization as a whole, violate college policies and procedures or substantially disrupt the regular and essential operations of the College.

Protection Against Improper Academic Evaluation

1. Students have the right to be informed by the faculty at the beginning of each course about the course requirements, evaluation procedures, and evaluation criteria to be used and the right to expect that those criteria will be fairly employed.
2. Students have the right to be evaluated solely on relevant academic criteria and be protected against arbitrary or capricious academic evaluation.
3. Students have the right to timely assessment and fairness in grading of their academic work.
4. Student grades will be based solely on academic achievement, unless otherwise specified by the professor in writing. Complaints about class requirements and grades must first go through the instructor and the division/department chair. Students may appeal grades received by following the process described in **Faculty Complaint Procedure.**

Student Participation in College Governance

The Student Government shall annually appoint representatives to institutional college governances committees, other institutional committees and councils which require student input. Students are free to express their views, individually and collectively, on issues of institutional policy and on matters of general interest to the student body through the Associated Student Government of Treasure Valley Community College. The ASTVCC President is responsible for representing student interests to the Board of Education and administration.

Student Sponsored Programs, Publications, and Web Content:

Student programs and publications, whether in written or electronic form, are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion and intellectual exploration at the college.

1. Treasure Valley Community College serves as the legal publisher of all recognized and approved student publications. Any web content bearing the name of Treasure Valley Community College (or other form that characteristically represents the college including the mascot name) will be administered or advised by an established college representative.

2. The college administration, in conjunction with ASTVCC, may adopt written clarification of the role of student publications and web pages, standards used in evaluation, and degrees of operational control. The editorial freedom granted by the college to student editors and leaders entails taking personal responsibility to ensure ethical conduct and journalism, such as the avoidance of libel, indecency, undocumented allegations, attacks on personal integrity and the techniques of harassment and innuendo.

3. The college has the responsibility to develop informed, critical thinking programs and an objective thinking atmosphere for the student population ensuring a free interchange of ideas. Therefore, TVCC student organizations have the freedom to sponsor and hear any person(s) of their choosing in compliance with administrative regulations governing scheduling, publicity, and management of campus activities.

4. The education of students is not limited to classroom activities. Therefore, students have the right to hear a variety of outside speakers and topics. Institutional control of campus facilities cannot be used to censor activities. Sponsorship of guest speakers may be withheld if there are reasonable administrative concerns that the controversial nature of the speaker or content of the speech would lead to disruptions on campus. It is the responsibility of the students sponsoring the event to make it clear to the campus and community that all views expressed are not necessarily those of the students, staff or administration of Treasure Valley Community College.

5. If student publications or web pages are created and approved through the established process, the Code of Ethics of the Society of Professional Journalists, the Oregon Code of Ethics for Journalism (of the Oregon Newspaper Publishers Association) shall be adopted and utilized by students participating in the production of approved publications.

6. College staff advisors have the responsibility to review copy to protect the institution from legal actions relating to obscenity, criminal or civil libel, or copyright infringement.

However, staff advisors are not responsible for the content of student publications unless they explicitly engage in a direct ethical, libel, or copyright violation.

7. All approved TVCC published student publications, whether written or electronic, shall explicitly state (on the editorial page) that the opinions expressed are not necessarily those of the college or student association.

Off-Campus Representation of the College:

1. Students and student organizations officially representing TVCC may not sponsor, join in sponsoring, hold, or attend off-campus events without securing prior permission from the appropriate college official within the department, faculty advisor or the Director of Student Programs or his/her representative.
2. TVCC students participating in an activity, event, or college sponsored function off campus will be held responsible for their actions, and the implications of their actions in their individual or group representation of the college, whether it be a social, recreational, athletic, extracurricular, or academic event/activity.
3. Treasure Valley Community College students are both members of the campus and citizens of the community. As citizens, students shall enjoy the same freedom of speech, peaceful assembly, and right to petition that other citizens enjoy without recourse from the college.
4. Activities of students may occasionally result in violation of law. Students who violate the law may incur penalties prescribed by civil authorities. The institution may levy disciplinary actions where the institution's interests as an academic community are distinct and clearly involved.

Student Conduct and Disciplinary Standard

Students assume the responsibility to conduct themselves in accordance with the standards established in Treasure Valley Community College Student Rights, Freedoms, and Responsibilities. Students will also conduct themselves in a manner that is compatible with the college's function as an educational institution. In addition, students are expected to respect the rights of others, fulfill academic requirements of their courses, contribute to a positive, productive learning environment at the College, and take responsibility for personal decisions and conduct.

The Student Rights, Freedoms, and Responsibilities document applies to anyone accepted for college admission, registered for one or more classes and/or enrolled in any special program approved by Treasure Valley Community College. The TVCC Student Rights, Freedoms, and Responsibilities document ensures that each member of the campus community has an opportunity to experience success and ensures fair and equal treatment as a student of the institution. Although TVCC is dedicated to an open, free society, there are some actions, as determined by the college, which are incompatible with an institution of higher education. Many times, action is warranted for protection of individuals, property and a positive learning climate at the college.

If requested by a college official, students are required to provide identification such as a student identification card, driver's license, or class schedule on demand to campus security personnel, staff, faculty or administration.

Charges of Student Misconduct

Faculty, staff, administration, and students are encouraged to resolve student misconduct on an informal basis whenever possible. However, when the misconduct of a student escalates to a level in which informal resolution is not possible, an individual may initiate action through the **Office of Student Conduct.**

Any individual charging a student with or witnessing misconduct must complete a Behavioral/Incident Report Form which is submitted to the **Student Conduct Officer** or his/her designee within seven (7) working days of the alleged misconduct. These charges could include any violation of the *Student Rights, Freedoms, and Responsibilities* as set forth in the "Grounds for Disciplinary Action."

Grounds for disciplinary action include but are not limited to:

1. **Academic Plagiarism & Dishonesty**

    A. Intentionally submitting work or material to a college official or instructor for evaluation that contains a significant portion of another person's work without giving credit to that individual. Plagiarizing academic work which is defined as representing someone else's publication, idea, or data as their own, including copying another students work without appropriate referencing.
    B. Copying another person's work and submitting it as one's own or cheating on examinations. Cheating is defined as unauthorized copying or collaboration on exams, assignments, or attempted use of unauthorized materials.
    C. Knowingly furnishing false information to the institution in order to deceive the college, person, college affiliated agency, government agency, or impersonating another individual. Intentional actions involving forging, changing, altering, inappropriately copying, or misuse of College documents, college identification, software, examinations, records of identification, or tampering and interfering with evaluation instruments or documentation.
    D. Aiding or abetting a student(s) in acts of academic dishonesty as prescribed above.
    E. Stealing course material, examinations, student books, and supplies.

2. **Obstruction or disruption of the academic or institutional process**

    A. Engaging in conduct which materially or substantially obstructs or disrupts the academic process, administrative functions, or college sponsored events/activities.
    B. Participating in a campus demonstration which disrupts the normal operations of the college or leading or inciting others to disrupt scheduled and/or normal instructional or administrative activities.
    C. Interference by force or violence (or by threat of force or violence), or observable mistreatment of members of the college staff, faculty, or administration while they are performing their duties as an employee.

D. Engaging in unauthorized entry or occupancy of college owned, leased, or rented facilities, using college facilities without approval, or blocking access to campus owned, leased, or rented facilities.
E. Continuously engaging in disruptive behavior(s), repeated willful disobedience, habitual gratuitous profanity or vulgarity.
F. Failure to disperse when an assembly is ordered to disperse by College officials or intentional obstruction which unreasonably interferes with the fee movement and access of people or vehicles on campus.
G. Failure to comply with directions of college staff of officials acting in the performance of their duties.

3. <u>Failure to report a violation or obstruction of justice</u>

A. Witnessing any policy violation and failing to report incidents to a College official or complete a Behavioral/Incident Report Form.
B. Participating in the condoning, planning or commission of an act by another student which constitutes a violation of the Student Rights, Freedoms, and Responsibilities.
C. Attempting to interfere with the administration, investigating officer(s), reporting official, judicial process or College official acting in the performance of their duties.
D. Tampering with or intimidating, hiding evidence or interfering with a violation of the Student Rights, Freedoms, and Responsibilities.
E. Intentionally providing misinformation or withholding information that is critical to the investigation of an alleged violation.

4. <u>Misuse of College Equipment and Property</u>

A. Unauthorized, improper use, conversion, or theft of college property, including but not limited to, supplies, equipment, funds, duplication or use of college keys and/or unauthorized entry or occupancy of college facilities or property.
B. Vandalism, graffiti, damage, littering, or damage to property of the college or any member of the college community or visitor to the college.
C. Misuse of computers and networks which includes, but is not limited to, utilizing an unauthorized account, password, campus network, interfering with normal computer operations, or violation of the **Treasure Valley Community College Electronic Information Resources and Acceptable Use Policy**
D. Misuse of computers and networks which includes, but is not limited to, utilizing an unauthorized account, password, campus network, interfering with normal computer operations, or violating terms of computer use.
E. Abuse or unauthorized use of the College's computer equipment, software, passwords, records, or any violation of the confidentiality or security of passwords, records, or software, including but not limited to networks, Internet, World Wide Web, and Email. Fraudulent, harassing or obscene messages and/or materials as defined by contemporary court decisions are not to be viewed, downloaded, sent or stored.

F. Unauthorized use of electronic or other devices to make an audio or video record of any person while on college property without his/her prior knowledge, or with his/her consent.
G. Material or substantial misuse of college facilities as printed in the Residence Life Handbook or The Campus Posting Policy.

5. <u>Theft, Damage, and Improper Use of College Funds</u>

A. Theft or attempted theft of college property or from a member of the college community including visitors, students, or employees of the college.
B. Intentional damage or conversion of College property or the property of a member of the college community.
C. Theft or improper of college funds (including fundraising funds) for an unauthorized purpose as defined by the college.
D. Use of college owned equipment, resources, or supplies for personal or unauthorized purpose.

6. <u>Disorderly Conduct</u>

A. Engaging in violent, abusive, profane, boisterous, hateful, unreasonably loud, or otherwise disorderly conduct (interpersonally, organizationally, or via an electronic medium) that causes or provokes a disturbance on a campus or at a college sponsored event.
B. Lewd, indecent, or obscene conduct or expression on college owned, leased or rented property, at a college sponsored event or activity, or via an electronic medium.
C. Conduct that threatens the health or safety of the campus, or a member of the college community including visitors, students, or employees of the college.
D. Threatening the safety of oneself in a manner that disrupts the educational process or violates college policy or procedure.
E. Physical, inscribed, or verbal abuse, coercion, menacing, threatening, intimidation, stalking, or abuse of any person on college owned, leased or rented property.
F. Conduct which threatens or interferes with or endangers the physical or mental health, security, or safety of any student, employee, or visitor of the college.
G. Disobedience against notice of trespass.
H. Defaming or portraying a college employee (or affiliate) or another student in a malicious manner through electronic, printed, or other forms of media.

7. <u>Harassment, Bullying, and Hazing</u>

A. Harassment, bullying, and hazing are defined as a knowing and willful course of conduct directed at a specific person or group which seriously alarms, annoys, harasses, or is detrimental to such person(s) and which serves no legitimate or lawful purpose. The course of conduct would cause a reasonable person to suffer substantial emotional distress or fear for their well-being. Course of conduct means a pattern of conduct composed of a series of acts over a period of time evidencing a continuity of purpose.

"Course of conduct" includes, in addition to any form of communication, contact, conduct, or the sending of electronic communication.

1. Verbal or written abuse (including electronic mediums) beyond a reasonable expression of opinion which is likely to cause another person humiliation, intimidation, stress, or psychological harm resulting in disruption of the academic and administrative experience.
2. Intentional creation or participation in the creation of a hostile work or learning environment for a student, employee, or visitor of the college.
3. The repeated use of derogatory remarks, insults, and epithets; slandering, ridiculing or maligning a person or his/her family; persistent name calling; using an individual or group as the target of jokes.
4. Repeated sabotaging or undermining an individual or group's work performance or education experience.
5. Inappropriate physical contact or the threat of such conduct, or damage to a person's work area or property.
6. Inappropriate electronic communication including, but not limited to, the use of electronic mail, text messaging, voice mail, pagers, websites, online chat rooms, smart phone apps, or social media mediums that creates a threatening, intimidating, or humiliating environment.
7. Unwanted contact or communication of any nature with another student or employee after being advised by the affected student or employee that such contact or communication is unwelcome.
8. Subjecting, or the likelihood of subjecting a person or group to bodily danger, physical harm, or mental anguish.
9. Requiring, encouraging, authorizing or permitting that a person or group be subjected to bodily danger, physical harm, or mental anguish in order to attain membership or informal acceptance into an organization.

B. *Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature to such an extent that it alters the conditions of the academic environment and/or creates a hostile academic experience. It is highly recommended that the subject of the sexual harassment take responsibility to make sure the alleged harasser(s) is told that the activity or comments are not welcome and also take responsibility not to engage in conduct which reasonably leads another person to believe that sexual comments or innuendoes are enjoyed or encouraged.*

1. Engaging in sexual conduct that is either explicitly or implicitly a term or condition of advancement in a college sponsored club/organization, program, employment, or in academic success.
2. Repeated and unwanted physical or verbal advances, or electronically transmitted messages of a sexual nature that harm, annoy, threaten,

humiliate, stress, intimidate, cause psychological harm or disrupt the academic environment.

3. Recurring and unwelcome sexual actions, words, conduct, jokes, comments or innuendo that disrupt the learning environment or cause harm to a student, employee, or visitor of the college.
4. Repeated and unwanted sexist remarks or continual displaying or electronic transmission of pornographic material on campus or through an electronic medium.

8. <u>Consumption, Possession or Distribution of Drugs, Alcohol, and Smoking Regulations</u>

A. Illegal or unauthorized distribution or possession (unless lawfully prescribed by an authorized medical professional) of any controlled substance as defined by current federal or state law, ORS, local law or statute on any college owned, leased or rented property or at college sponsored functions or events.
B. Regardless of age, any possession, use, being perceptibly under the influence, furnishing, or distribution of alcoholic beverages on any college owned, leased, or rented property or at college sponsored functions or events.
C. Failure to comply with current college smoking policies. Treasure Valley Community College is a Smoke Free Workplace and smoking is not allowed in buildings or within 10 feet of building entrances, exits, windows, and air intake vents (ORS 433.835-870, effective January 1, 2009).
    a. This includes, but not limited to, the use of cigarettes, electronic cigarettes, cigars and cigarillos, hookah-smoked products, pipes and any product intended to mimic tobacco products, contain cannabis, mimic cannabis, contain tobacco flavoring or deliver nicotine other than for the purpose of cessation.

9. <u>Possession of Weapons on Campus</u>

A. In accordance with Oregon Revised Statute (ORS 166.360 to 166.380), possession or use of firearms, knives (over 6”), explosives, dangerous chemicals, substances, or instruments or other weapons which can be used to inflict bodily harm on any individual or damage upon a building or grounds of the College. Any person with a concealed weapons permit is also subject to the Student Rights, Freedoms, and Responsibilities policy.
B. Possession or use of incendiary devices or any weapon facsimiles are prohibited on college owned, leased, or rented property unless written permission is provided by an authorized college official.
C. Possession of any weapon in a vehicle that is located on campus or is located on an easement of the campus.

<u>Summary Suspension</u>

In emergency situations, the Vice President of Student Services, The Chief Campus Safety Officer, The Director of Student Life, and the Residence Life Manager may levy a written summary suspension of a student. A faculty member reserves the right to remove a student from their classroom if a violation of the Student Rights, Freedoms, and

Responsibilities has occurred. A summary suspension is defined as immediate suspension pending an investigation and based on the determination that allowing the student to continue with all rights, freedoms, and responsibilities would put members of the college at risk. A summary suspension is levied when a situation arises that is of immediate threat or danger to the institution or is likely to cause substantial disruption or interference with the regular and essential operation of the College.

Disciplinary Procedures

Once an individual who has charged or witnessed misconduct has completed a Behavioral/Incident Report Form it is submitted to the Student Conduct Officer or his/her designee within seven (7) working days of the alleged misconduct. If the individual charging or witnessing misconduct is the Student Conduct Officer, the Director of Student Programs will facilitate the disciplinary proceedings. These charges could include any violation of the *Student Rights, Freedoms, and Responsibilities* as set forth in the "Grounds for Disciplinary Action."

1. The charges will be reviewed and evaluated by the Student Conduct Officer or his/her designee to determine whether the circumstances warrant disciplinary action for an alleged infringement of the Student Rights, Freedoms, and Responsibilities.
2. If disciplinary procedures are merited, the Student Conduct Officer or his/her designee will notify the accused of the alleged misconduct within five (5) working days of receipt of the Behavioral/Incident Report Form.
3. The Student Conduct Officer, or his/her designee may exclude a student from classes, activities, programs, or campus property (summary suspension) if there is an imminent threat for the safety of the campus, other students, or faculty, staff or administration. The Student Conduct Officer may also exclude a student from classes, activities, programs, or campus property pending an investigation or if the presence of the accused is likely to interfere with the orderly operation of the campus.
4. The accused will be afforded the opportunity to provide a written statement which will be submitted to the Student Conduct Officer or his/her designee within five (5) working days of notification. Both the college and the accused may seek legal advice at their own expense, however because the discipline process is not a legal proceeding neither the college nor the student will be represented or advised by a lawyer during any disciplinary meeting or hearing involving the college and the student.
5. The Student Conduct Officer or his/her designee may direct a designee or Campus Security Officer to conduct an investigation as needed. The Student Conduct Officer or his/her designee reserves the right to interview the appropriate parties in order to clarify their written statements.
6. If a student chooses to withdraw or leave the college on his/her own volition at any time during the process, the disciplinary procedures will not be interrupted and resolution will be sought by the Student Conduct Officer or his/her designee.
7. The Student Conduct Officer or his/her designee will review all of the appropriate documentation and statements and determine the appropriate action as prescribed in the Student Rights, Freedoms, and Responsibilities within a reasonable time frame.
8. After the investigation is completed The Student Conduct Officer or his/her designee will issue a written Statement of Findings to the accused including any disciplinary action that will be levied against the student.

Sanctions

The following are disciplinary measures that can be taken by the Student Conduct Officer or the Campus Assessment Response and Evaluation (CARE) Team in the event of an appeal.

1. **Censure:** A written statement and warning by the Student Conduct Officer that rebukes the actions or conduct of an individual. The censure of a student may also contain other sanctions as deemed appropriate by the Student Conduct Officer of the college.
2. **Restitution**: A requirement by the institution to be reimbursed for the theft of college property or the theft of personal property on campus or leased property of the campus, or damage to, college or personal property. Restitution may also take the form of appropriate services to repair or otherwise compensate for the damages and or compensate for college wages for personnel dealing with the investigation and/or issues surrounding the incident.
3. **Disciplinary Probation**: Immediate removal of a student from the specified class(es), or activity(s), building, or from campus for a specified period of time. Loss of student privileges until the probationary period has elapsed.
4. **Suspension**: Immediate suspension from a specified campus and forbiddance to attend classes and/or participate in activities for the period of no less than one academic year. The student may request for reinstatement at the end of the suspension period.
5. **Expulsion**: Immediate and indefinite expulsion of a student from all areas of campus including their ability to be a guest or visitor on campus, including attendance at events not sponsored by the college but held on campus.
6. **Other** : As deemed appropriate by the Student Conduct Officer, further disciplinary action can be issued to the student including, but not limited to, requirement of educational courses at the student's expense, judicial fines, research essays addressing a topic related to the infraction, community service on campus, letters of apology or other items as determined by the Student Conduct Officer.

Appeal of Levied Disciplinary Action

The student has the right to appeal any disciplinary action to the CARE Team committee which is annually appointed by the Vice President of Student Services. The CARE Team will have 5 voting members with the Vice President of Student Services annually serving as the chairperson. In addition to the Vice President of Student Services, the CARE Team will consist of one staff member, one administrator, one faculty member, and one student. The Student Conduct Officer will provide a copy of the appeal process once the Statement of Findings has been issued to the student(s). If a student chooses to appeal the Statement of Findings, The Director of Student Programs and Residence Life or his/her designee will assist the appellant by informing them of the appropriate deadlines and help guide the student through the appeal process.

If the student desires to appeal a decision levied by the Student Conduct Officer, he/she shall file a written request to the Director of Student Programs and Residence Life.

1. The request for an appeal shall be submitted within five (5) working days of the written date of the Statement of Findings issued by the Student Conduct Officer.
2. If a request is not filed within the time specified, the request for a hearing shall be deemed waived and the decision of the Student Conduct Officer shall be upheld.
3. Appeals can only be granted solely on the basis of alleged procedural violation(s) of the Disciplinary Procedures or if additional information has been revealed since the Statement of Findings was issued to the student.

Disciplinary Appeal Procedures

Once an individual has completed a written appeal (including the specific procedural violation (s) and/or additional information pertaining to the incident) and submitted it to the Director of Student Programs and Residence Life (within five working days) the Disciplinary Appeal Process will commence.

1. Within ten (10) working days of receiving the student appeal, the CARE Team will review the appeal, investigation process, findings and sanctions.
2. The CARE Team may interview witnesses or person(s) noted in the investigation process, the Student Conduct Officer, or any other parties involved in the incident to ensure that the appeal is investigated thoroughly. The CARE team has the ability to uphold, reduce or dismiss the findings of the Student Conduct Officer.
3. The CARE Team will report the findings and conclusions on the final appeal to the student complainant and Student Conduct Officer within three (3) working days of the appeal review.
4. The appeal to the CARE Team is the only appeal and the decision of the CARE Team is final.

Approved by the TVCC Board of Education 08/19/14

Appendix C

Victim's Rights/Procedures for Victims to follow for Domestic Violence, Dating Violence, Sexual Assault, or Stalking

A student or employee who reports to TVCC that they have been a victim of domestic violence, dating violence, sexual assault, or stalking incident, whether or not the offense occurred on or off campus, will be provided with the below written explanation of victim rights after reporting an incident. The information applies to all students and staff of TVCC.

PROCEDURES FOR VICTIMS TO FOLLOW AFTER AN ATTACK

- Evidence preservation - It is encouraged that a victim of sexual assault not wash, douche, use the toilet, or change clothing prior to a medical/legal exam. If possible, bring clothing with you to an exam. Preserving evidence may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protection order.
- Report the alleged offense to:

Position	Name	Contact Information
Campus Security	Officer on Duty	(541) 212-9598 (cell) (541) 881-5792 (office)
Residence Life & Student Conduct Officer	Travis McFetridge	(541) 881-5792 (office)
Director of Physical Plant & Campus Security	Bernie Babcock	(541) 212-9576 (cell) (541) 881-5706 (office)
AVP of Students	Michelle McKay (Title IX Coordinator)	(541) 881-5599 (office)

- Any of the above staff will assist a victim in notifying law enforcement if the victim choses.
- TVCC reviews sanctions relating to the student code of conduct which will allow victims to voluntarily report crimes to campus officials.

VOLUNTARY CONFIDENTIAL REPORTING

- Victims of a crime who do not want to pursue action through the criminal justice system may make a confidential report and are strongly encouraged to do so. With the victim's permission, Campus Security will file a report regarding the details of the incident without revealing the victim's identity. The purpose of a confidential report is to comply with the victim's wish to keep the matter confidential, while taking steps to ensure the future safety of the victim and others. With such information, the College is able to keep an accurate record of the number of incidents involving students and staff, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Victims or witnesses may report crimes on a voluntary or confidential basis to the Associate Vice President; staff incidents may be reported to the TVCC Human Resources Department. Victims will be asked by campus authorities they report an incident to if they wish to report to local law enforcement for criminal investigation. Victims may inform campus authorities that they do not wish to file a police report; however, the law mandates that in cases of domestic violence or if the victim is a minor, TVCC staff must report this to local law enforcement.
- TVCC has no campus Pastoral or "Professional Counselors". A professional counselor is defined as one whose only role is to provide mental health counseling. As such, the counseling staff at

TVCC have many duties including personal counseling, academic advising, and are considered faculty; they cannot exercise privileged communication and are strongly encouraged to report incidents of which they become aware to a campus security authority. What this means is that all information will be held in confidence, however this information may be subject to subpoena. TVCC understands it is up to the victim to determine whether or not a crime will be reported or not to the school or law enforcement. Given that, TVCC will keep all information confidential only sharing personally identifiable information on a need to know basis to provide resources and support, and to include in incident statistics for annual crime reporting purposes only.

- Information sharing is kept on a need to know basis including any information about a victim's personally identifiable information which is limited to only staff and authorities who require this information as noted above.

FOLLOWING UP/ASSISTANCE IN ACCOMODATIONS/PROTECTIVE MEASURES FOR VICTIMS

Below is a list of resources available in the TVCC area for counseling, health, mental health, victim advocacy, legal assistance, visa and immigration, financial aid and other services available for victims both on campus and in the community.

Campus Security	(541) 212-9598
AVP of Students(Title IX)	(541) 881-5577
Ontario Police Department	(541) 881-5312
St. Alphonsus Medical Center	(541) 881-7000
Lifeways Behavior Health	(541) 889-9167
Project Dove – Advocacy Group	(541) 889-6316
Malheur County Health Department	(541) 889-7279
National Domestic Violence Hotline	1-800-799-7233 (SAFE)
Human Resources	(541) 881-5838
TVCC Financial Aid	(541) 881-5833
Admissions/Enrollment	(541) 881-5815
Caldwell Center	(208) 454-9911
Immigration Office (USCIS)	1-800-375-3283
Sexual Assault Victims' Emergency	(503) 378-5348

ASSISTANCE IN ACCOMODATIONS/PROTECTIVE MEASURES FOR VICTIMS

Students or staff who are victims may request changes in academic, living, or work situations if they are reasonably available. These requests are available to victims whether or not they chose to report crimes to campus security or local law enforcement.

Students – For academic, living, or work assistance, contact the AVP of Students 541-881-5577
Staff – For work situations, contact Human Resources 541-881-5838

- No contact orders
    - The Ontario Police Department and Project Dove can assist victims in filing orders of protection, no contact orders, restraining orders, or similar lawful orders. If a victim files such an order, they are encouraged to contact Campus Security or the AVP of Students who will then be better able to respond in the event of an incident. It is much easier for

Campus Security to be informed of what they are walking into if they know about an abusive situation beforehand.

- Academic, Financial Aid, Campus Employment accommodations
    - Students – Contact AVP of Students 541-881-5577
    - Staff – Contact Human Resources (541) 881-5838
    - Financial aid accommodations – Contact Financial Aid (541) 881-5833
- Any accommodations or protective measure provided to the victim are maintain confidential.

DISCIPLINARY ACTION

Below are procedures for TVCC disciplinary action in cases of alleged domestic violence, dating violence, sexual assault, or stalking:

- If you wish to file a disciplinary complaint, please contact the Office of Student Conduct at 541-881-5792.
- Disciplinary action shall be prompt, fair, and an impartial investigation/resolution.
- Upon notification of the above alleged incidents, the following will occur in accordance with Title IX requirements:
    - AVP of Students and Student Conduct Officer receive reports and begin investigation
    - Staff/Student notification for interviews
    - AVP of Students and Student Conduct Officer issues Findings
    - AVP of Students makes determination of responsibility and appropriate outcomes
    - Student notification of findings

ACCUSER AND ACCUSED RIGHTS, INCLUDE:

- The victim and alleged accused may be accompanied to the interview by an advisor or support person
- Appeal Procedures:
    - The student may appeal a decision by filing a written appeal with the Associate Vice President of Student Engagement (or designee) within seven (5) calendar days of the decision made by the AVP of Students and Student Conduct Officer.
    - The TVCC C.A.R.E. Team will then accept the appeal and schedule a meeting with the appellant within ten (10) business days. The appeal is heard and findings will be issued within three (3) business days. The C.A.R.E. Team is the final decision.

SANCTIONS

Possible sanctions following the final determination in the Student Conduct Procedure may include:

- Mandatory Counseling
- Removal from Sports or Club Activities
- Suspension form Classes and/or Campus Facilities
- No Contact Order
- Administrative Withdrawal
- Trespass from Campus
- Expulsion

GENDER-BASED & SEXUAL MISCONDUCT REPORTING AND SUPPORT OPTIONS

Gender-based and sexual misconduct prohibited by Treasure Valley Community College includes, but is not limited to, sexual assault, rape, sexual harassment, dating violence, and stalking. A detailed list and description can be found in the TVCC Student Rights, Freedoms and Responsibilities policy found at www.tvcc.cc. You may speak with any of the resources below at any time. Reporting is always an option and highly encouraged. Choosing one path does not exclude other options. Pursue the option(s) that you feel will be most helpful for you and your recovery.

INCIDENT

Would you like to speak with someone?

YES

Would you like to speak with someone confidentially?

YES

CONFIDENTIAL

EXTERNAL RESOURCES

- Clergy
- Private Mental Health Professional Medical Center
- St. Alphonsus Ontario, OR **(541) 881-7000**
- Department of Human Services, **(541) 889-9141**
- Malheur County Victims Assistance Program, **(541) 473-5127**
- Project Dove, **(541) 889-6316**
- Lifeways, Inc., **(541) 889-9167**

***(541) 212-9598** is TVCC's on call Security number. If you are unsure about whether you would like to make a police report, please request to speak with an advocate and do not share specifics or identifying information with the Officer. You are NOT obligated to disclose why you would like to meet with an Advocate.

**Responsible Employee is an employee of the college.

NO

Under Title IX, if a "responsible employee" has either actual or constructive notice of sexual misconduct the school will take appropriate steps to investigate.*

NO

NON-CONFIDENTIAL

TVCC RESOURCES

TVCC Resources can be contacted by calling **(541) 881-8822** + the four digit extension:

- Title IX Coordinator, **ext 5599**
- Vice President of Student Services, **ext 5599**
- Director of Human Resources, **ext 5838**
- Director of Disabilities, Testing and Intervention, **ext 5812**
- Residence Life Staff, **ext 5781**
- Campus Security, **(541) 212-9598***
- "Responsible Employee"**

EXTERNAL RESOURCES

- Ontario Police Department, **911**
- Ontario Police Department Non-Emergency, **(541) 889-5312**
- Project Dove, **(541) 889-6316**

UNSURE

Consider the following resources if:

- Are not sure what you would like to do;
- Need more information; and/or
- Would like to make an anonymous report

TVCC RESOURCES

TVCC Resources can be contacted by calling **(541) 881-8822** + the four digit extension:

- Vice President of Student Services, **ext 5599**
- Director of Human Resources, **ext 5838**
- Director of Disabilities, Testing and Intervention, **ext 5812**
- Student Conduct, **ext 5792**

LOCAL ANONYMOUS REPORTING OPTIONS:

- Department of Human Services, **(541) 889-9141**
- Malheur County Victims Assistance Program, **(541) 473-5127**
- Project Dove, **(541) 889-6316**
- Lifeways, Inc., **(541) 889-9167**

TREASURE VALLEY COMMUNITY COLLEGE

Treasure Valley Community College · 650 College Blvd. · Ontario, OR · (541)881-8822 · WWW.TVCC.CC

Reporting Gender-Based & Sexual Misconduct at Treasure Valley Community College

OPTIONS AND CONFIDENTIALITY CONSIDERATIONS

TVCC PROHIBITS SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING AS DEFINED BELOW:

SEXUAL ASSAULT: Sexual assault is any sexual contact made without consent. Consent is a clear yes, not an absence of no. All physical contact requires clear verbal consent, even a seemingly innocent hug or kiss.

DOMESTIC VIOLENCE: Includes asserted violence misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

DATING VIOLENCE: Means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such a relationship will be gauged by its length, type, and frequency of interaction.

STALKING: Means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

TVCC CAMPUS SECURITY: (541) 212-9598

TVCC Security will address urgent safety and medical needs; report to the appropriate College officials; initially explain the investigation process; and assist with the investigation process if deemed appropriate by the Title IX Coordinator. If you request that TVCC Security NOT initiate an investigation, Security will honor that request to the extent possible. If the report raises significant safety concerns for you and/or other members of the TVCC community, Security may need to report it to the appropriate College officials. All reasonable steps will be taken to protect your privacy if this is necessary.

TITLE IX COORDINATOR: (541) 881-5599

The Title IX Coordinator's role is to coordinate prompt and effective processing of complaints. The Title IX coordinator or investigator will investigate the incident which includes speaking with the complainant, the respondent, and other witnesses. During the investigation, s/he can provide you with resources as well as assist you with safety, housing and academic concerns. If the report raises significant safety concerns for you and/or other members of TVCC's community, the Coordinator may need to initiate further investigation and/or other action steps in response to the report. The Title IX Coordinator may also need to share the information with Ontario Police Department if it is believed a felony has been committed. In some circumstances, local police may need to contact you for more information and/or initiate an investigation on their own.

RESIDENCE LIFE STAFF: (541) 212-1006

Hall Managers and Resident Assistants will contact an advocate immediately so s/he can review reporting options and provide information about services available. Staff will share what you have reported to the Title IX Coordinator.

RESPONSIBLE EMPLOYEES (TVCC STAFF & FACULTY)

Most employees are required to report to the Title IX Coordinator when they learn of gender-based or sexual misconduct. S/he will connect you to the Title IX Coordinator.

CLERGY, PROFESSIONAL COUNSELOR, PSYCHOLOGIST, SOCIAL WORKER, DOCTOR

TVCC does not provide these positions on campus. Your communication with any of these individuals is privileged, which means they cannot share that information without your written permission. In order for this privilege to apply, the person must be acting in his/her professional capacity.

CRIMINAL PROCESS STARTS WITH A POLICE REPORT

Following an Arrest

EXAMPLES OF AUTOMATIC RIGHTS ARE:

- The Judge will consider the victim's safety at a pre-trial release hearing.
- The victim can refuse to speak to the defendant's attorney or private investigator.

EXAMPLES OF REQUESTED RIGHTS:

- If the complainant wishes to be notified in advance of the perpetrator's release hearing, s/he must request the notification.
- The victim may request they be consulted in regards to plea negotiations or final offer.

If Case Goes to Trial

EXAMPLES OF AUTOMATIC RIGHTS INCLUDE:

- Victims have the right to express views in person or in writing at sentencing.
- Rape shield laws may apply.

EXAMPLES OF REQUESTED RIGHTS INCLUDE:

- The victim may request that the court exclude media, television, photography or recording equipment during proceedings. The request does not have to be honored.

After Sentencing

EXAMPLES OF AUTOMATIC RIGHTS INCLUDE:

- Prompt restitution
- To speak at a hearing on a motion to set aside the conviction.

EXAMPLES OF REQUESTED RIGHTS INCLUDE:

- Being notified when the convicted person is released from prison.
- Being notified of hearings where probation may be revoked.

CIVIL OPTIONS MAY BE PURSUED GENERALLY WITHOUT INVOLVEMENT IN THE CRIMINAL PROCCESS

- **RESTRAINING ORDER:** Victims must petition the court for a protective or restraining order.
- **CIVIL LAW SUIT:** Victims can sue perpetrators, or other responsible parties, for personal injury or other civil claims.
- **EMPLOYMENT:** Unemployment may be available if you quit your place of employment due to domestic violence, stalking, sexual assault and other safety reasons. Employers cannot discriminate or retaliate against victims of domestic violence, stalking or sexual assault.
- **HOUSING:** Victims can request that locks be changed and/or be released from their lease. Landlords cannot retaliate or discriminate against victims of domestic violence, stalking or sexual assault.
- **IMMIGRATION:** Immigration relief is available to crime victims in the U.S. but may require participation in the criminal process.

TVCC

A report of sexual assault to a non-confidential school official will trigger a mandatory report to the Title IX Coordinator, and may require an investigation.

- The Title IX investigation must be completed within 60 days and will include interviews with the complainant as well as the respondent.
- The treatment of both the complainant and respondent must be equitable.
- The complainant and respondent are both entitled to utilize the services of an advocate.
- The complainant and accused will be informed of the outcome of the investigation or hearing.

To ensure safety, some intermediary measures may include:

- Housing Considerations
- No contact orders
- Academic accommodations

TREASURE VALLEY COMMUNITY COLLEGE

Treasure Valley Community College · 650 College Blvd. · Ontario, OR · (541)881-8822 · WWW.TVCC.CC

Treasure Valley Community College does not discriminate on the basis of race, color, sex, marital status, sexual orientation, religion, national origin, age or disability in any educational programs, activities or employment. Persons having questions about equal opportunity and nondiscrimination should contact the Human Resources Director located in the Student Services Center on the south side of the Four Rivers Cultural Center building, email HR@tvcc.cc or call 541-881-5838 or TTY 541-881-2721.

Appendix D

TREASURE VALLEY COMMUNITY COLLEGE

Emergency Action Procedures

Situation	Action	Call
Armed Intruder	► Move to a safe location, interior room, out of view ► Close doors & lock if possible ► Turn off lights and remain quiet ► If you cannot escape, seek cover ► Try to warn others without endangering yourself	**Call 9-911 (from a campus phone) or 911**
Bomb Threat	► Close all doors, windows ► Move to an interior room or hall, windowless if possible ► DO NOT evacuate unless told to do so by emergency personnel	**Call 9-911 (from a campus phone) or 911**
Building Evacuation	► Leave the building immediately ► Do not use elevators unless instructed to do so by emergency personnel	**Call 9-911 (from a campus phone) or 911**
Disruptive Person	► Remain calm, and have supervisor or co-worker come out to assist you	**Call Campus Security (541) 212-9576 or 9-911**
Fire	► Activate the fire alarm ► Evacuate the building	**Call 9-911 (from a campus phone) or 911 from a safe location**
Gas Leak	► Stop what you are doing ► Evacuate the building	**Call 9-911 (from a campus phone) or 911**
Hazardous Material Spill or Release	► Close off the area ► If necessary call Physical Plant (541) 212-9576 ► Move upwind from the area of spill or release	**Call 9-911 (from a campus phone) or 911**
Medical and First Aid	► Do not move the victim unless safety dictates	**Call 9-911 (from a campus phone) or 911. For minor injury or illness call (541) 212-9576**
Violent or Criminal Behavior	► Protect yourself	**Call 9-911 (from a campus phone) or 911. Call (541) 212-9576**

Appendix E
Drug and Alcohol Free Workplace

Policy Statement

Treasure Valley Community College has responsibility in establishing a safe and productive work environment free of the influence of drugs and alcohol for the benefit of its employees, students, and the public at large. As a result, the College is implementing a drug and alcohol free workplace policy. This policy applies to all current College employees (faculty and staff) while at the workplace. Certain positions (for example: Bus Driver) may be subject to federal Department of Transportation rules and regulations.

College Official

The College designates the Director of Human Resources as the person responsible for answering questions relating to the provisions of this policy. This policy will be enforced and administered with the advice and consent of the Director of Human Resources.

Possession, Use, or Distribution of Illegal Drugs or Alcohol

The possession, use, purchase, sale, or distribution of illegal drugs, hallucinogenic drug, narcotic drug, amphetamine, barbiturate, marijuana, or any other controlled substances, a prescription drug in possession of an individual without a valid prescription, drug paraphernalia, or alcohol by an employee in a College vehicle, on College property, or during work hours, is strictly prohibited. Any employee violating this prohibition will be subject to discipline, up to and including termination.

The College also has a prohibition against employee use of illegal drugs off the worksite. Any employee convicted of a criminal drug statute must notify Human Resources within 5 work days of the conviction. The employee may be asked to submit to drug testing which may result in the employee being suspended from work without pay, and be subject to discipline, up to and including termination.

Alcohol

The College is committed to ensuring that employees are not at work while under the influence of alcohol. Employees are not to report to work or remain at work while under the influence of alcohol, meaning having a blood alcohol concentration (BAC) greater than .02. Employees are also prohibited from using or possessing alcohol while on duty without College approval.

Medication

Employees are cautioned regarding the use of prescription medication that contains a warning label stating that the use of that drug may impair his/her ability to safely operate equipment or machinery. Employees will be allowed to work while using such medication if the drug is prescribed by a licensed medical practitioner who is familiar with the employee's medical history and assigned duties and who has advised the employee that the prescribed drug will not adversely affect his/her ability to safely perform the job.

"Over the counter (OTC) drugs" are included under this policy. OTC drugs are generally available without a prescription and are limited to those drugs which are capable of impairing the judgment of the user to safely perform work duties. Some cold medicines meet this definition.

Self-Referral
Any employees who feels they may be drug or alcohol dependent and who identify themselves as such will be encouraged to seek voluntary treatment for that dependency. The College can provide information from the Employee Assistance Provider for a private treatment program. If an employee seeks treatment voluntarily, accrued paid leave may be used while attending the program.

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 policy.

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 policy.

DRUG/ALCOHOL TESTING
Reasonable Cause Testing
The College will require any employee to be tested for alcohol and/or illegal drugs if the employee's physical appearance or pattern of behavior gives a supervisor or College official reason to believe the employee may be impaired. The basis of suspicion may be a specific, contemporaneous event or conduct evidencing impairment observed over a period of time. Reasonable cause 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. Before subjecting an employee to a reasonable cause test, the supervisor or Dean must first obtain agreement from the Director of Human Resources or the College President that the information available is sufficient to determine testing.

Random Testing
All employees may be subject to random drug and alcohol testing. Random testing will be unscheduled and every employee will be subject to testing. The random selection method, as well as the percentage of employees who will be tested, will be determined in consultation with the clinic or laboratory conducting the testing.

Post Accident Testing
Any employee who is involved in a work-related accident will be tested for the use of illegal drugs and/or alcohol as soon as practicable after the accident. Accidents that will require an employee to take a post accident test include, but are not limited to, situations where:
1. An employee causes a fatality or bodily injury to another person and where the injured person requires medical treatment away from the accident; or
2. An employee injures themself, resulting in that employee filing a worker's compensation claim with lost time likely exceeding one work day; or
3. An employee causes damage to property owned by the College, or by a third party that may reasonably be estimated to exceed $1000.

Employees who are involved in a work-related accident requiring medical attention are to inform their supervisor of the accident as soon as possible so that any needed drug or alcohol testing may be promptly conducted.

Specimen Collection
Only those collectors instructed in the proper methods of collection will conduct specimen collections. The person conducting the collection will utilize proper chain of custody documentation provided by the laboratory. They will also ensure that the donor's specimen is provided in a location and manner that protects a donor's privacy, and that the specimen is properly identified, sealed, and protected against tampering. Direct observation of a donor providing a urine specimen will only be conducted when there is evidence that the donor has submitted or attempted to submit an adulterated or false specimen. Specimen collection, storage, and transportation to the laboratory will be conducted in a manner that precludes specimen contamination or adulteration.

Adulterated or Diluted Specimen
If the collection monitor determines that an employee has submitted an adulterated or diluted specimen, that specimen will be discarded and a second specimen will be requested. It will be the second specimen that will then be tested. If the request for a second specimen is refused, the collector will inform the supervisor of the employee's refusal to submit an acceptable specimen. Such refusal may result in the employee being subject to discipline, up to and including termination.

Drug/Alcohol Testing
All urine specimens will be tested for the presence of illegal drugs.

Any urine specimen that screens positive for the presence of illegal drugs will be confirmed by the Gas Chromatography/Mass Spectrometry (GC/MS) confirmation method at a certified testing laboratory.

Any employee who confirms positive for illegal drugs may request their same specimen be re-tested. This request must be conveyed to the College within 48 hours of the employee being notified of the positive test result.

Alcohol testing will be done by means of testing the employee's saliva and/or breath. Any employee that tests at or above .02 BAC (Blood Alcohol Content) will have a confirmation test conducted upon the employee's breath after at least a fifteen minute waiting period from the first test being conducted.

Any employee who requests a re-test will be done at the employee's expense and suspended during the time of the re-test.

Refusal
An employee may not refuse to take a drug or alcohol test when requested to do so consistent with the terms of this policy. Such a refusal will be considered equivalent to testing positive. An employee will be considered as refusing to test if they:

1. Expressly refuse to take a test when so requested;
2. Fail to provide an adequate breath, saliva, or urine sample without a valid explanation; or
3. Engage in conduct that clearly obstructs the testing process.

Notification of Test Results
All drug test results received from the laboratory will be forwarded to the Director of Human Resources.

In forwarding test results, the laboratory staff will only report results to those College officials authorized to receive them. The College will be notified of both the employee's name and the drug(s) for which they were tested.

Any employee who tests positive will be given the opportunity to discuss that result with the laboratory staff prior to the College taking disciplinary action. In talking with any such individual, the staff will follow up on all information deemed necessary to resolve the employee's positive drug test.

If the laboratory staff determines that an employee's positive test result was due to his/her authorized use of prescription medication they will immediately report that result to the College and no further action will be taken. However, if an employee cannot provide a reasonable explanation for his/her positive test results, the College will then take disciplinary action consistent with the terms of this policy.

Effect of Testing Positive
Any employee who tests positive for the presence of illegal drugs and/or alcohol (a reading of .02 or above) may be allowed to continue working for the College subject to the terms and conditions of the

College's Last Chance Agreement. As part of the Agreement, the employee may also be asked to participate in a drug and/or alcohol treatment program, subject to testing before regaining employment. If the employee fails to satisfy the terms of the Agreement, the employee will be subject to discipline, up to and including termination. The employee is still subject to other disciplinary actions for reasons outside of the Last Chance Agreement.