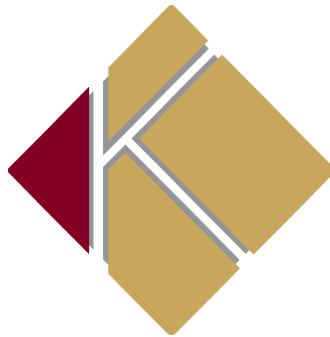


# **JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT**

## **2023 Annual Security Report**



**KLAMATH**  
Community College

## A Message from the Campus Safety Committee

“Student Success Matters Most.” Everything we do at Klamath Community College points to that end. In order to ensure that our students succeed, we must first ensure that they are safe. Every student, faculty, staff and visitor on our campus has a part to play in promoting the security of our college community.

The Campus Safety Committee includes members of faculty, facilities, administration and local law enforcement who regularly convene to thoughtfully consider and carry out initiatives that make the campus a place where students are free to direct their concentration towards their studies and future success. This report is prepared as an accounting of the efforts of our team.

We encourage everyone to help us continue the work of keeping our college safe to the end that our students may succeed.

# Table of Contents

A Message from the Campus Safety Committee .....	2
Preparation of the Annual Security Report and Disclosure of Crime Statistics .....	4
Reporting Crimes and Emergencies .....	6
Additional Reporting Information .....	6
Klamath Community College Policy and Procedures for Designating and Training Campus Security Authorities.....	8
I.    Purpose .....	8
II.   Policy .....	8
III.  Definitions .....	8
A.   Employee and Non-Employee/Volunteer CSAs .....	9
B.   Student Organization Advisor CSAs.....	9
Protecting the Confidentiality of Victims .....	10
Voluntary, Confidential Reporting .....	10
Emergency Response and Evacuation Procedures .....	11
Timely Warning Reports.....	12
Drills, Exercises, and Training.....	12
Emergency Notification.....	13
Crime Prevention.....	14
Contact Information.....	14
Security Escort.....	14
Lost and Found.....	14
Crime Prevention Tips .....	14
Response to Domestic Violence, Dating Violence, Sexual Assault, and Stalking .....	15
What is Consent? .....	15
Defining Sexual Assault/Rape, Domestic Violence, Dating Violence, and Stalking.....	16
What to do if you have been the victim of Sexual Assault, Dating Violence, Domestic Violence or Stalking .....	17
KCC Student Support Specialist (541) 880-2283 .....	18
Marta's House (541) 884-0390.....	18
Klamath Basin Behavioral Health, on site treatment manager and therapist (541) 883-1030 .....	18
Additional Resources for Victims of Abuse or Stalking .....	19
Help Reduce Your Risk and Avoid Potential Attacks .....	20
KCC's Commitment to Addressing Sexual Assault/Rape, Domestic Violence, Dating Violence, and Stalking. ....	21
(VAWA) Reporting and Compliance Requirements Violence against Women Act .....	22
•    Warning Signs of Abusive Behavior.....	22
Sexual Assault Prevention (From RAINN).....	23
For Assistance call: .....	23

Sexual Harassment ..... 23  
Harassment-Free Workplace (Board Policy 3430) ..... 24  
Sexual Offenders ..... 26  
    Weapons Policy ..... 26  
    Identity Theft..... 26  
Drug and Alcohol Board Policies ..... 27  
    Use of Alcoholic Beverages, Marijuana, and/or Controlled Substances..... 27  
Clery Reportable Crime Statistics ..... 31

## Preparation of the Annual Security Report and Disclosure of Crime Statistics

The Klamath Community College Legal Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act using information maintained by Campus Safety, and information provided by Klamath County Sheriff’s Office. All Klamath Community College employees are designated as Campus Security Authorities, and instructed to inform Campus Safety of any crimes on campus.

Klamath Community College will update policy information and crime data on an as-needed basis. This report provides statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned, leased, or controlled by Klamath Community College.

This report also includes institutional policies and instructions to employees concerning campus security, such as policies regarding sexual assault, alcohol, weapons on campus and drugs.

KCC distributes a notice of the availability of this Annual Security Report by October 1 of each year to every member of the college community via email. Anyone, including prospective students and employees, may obtain a paper copy of this report by contacting Campus Safety at 541-880-2314 or by visiting [www. https://www.klamathcc.edu/Safety](https://www.klamathcc.edu/Safety).

It is the highest priority for Campus Safety to continue to keep the Klamath Community College (KCC) campus a safe environment. Our primary responsibility is protecting the safety and physical security of our campus community members. KCC's Safety Committee assesses and discusses safety concerns every month, inviting members of faculty, staff, student government, and local law enforcement.

KCC has set aside a portion of its campus to housing a substation for the Klamath County Sheriff's Department, maintaining at least one full time officer to patrol and assist the College. The Klamath County Sheriff's Department also holds regular officer training activities on campus, thus increasing a visible and frequent law enforcement presence. All Safety personnel are certified through the State of Oregon and possess the appropriate "Unarmed Professional" certificates from the Oregon Department of Public Safety Standards and Training.

The Custodial staff received "Unarmed Security Professional" training through the Department of Public Safety Standards and Training of Oregon.

### **Security Considerations for the Maintenance of Campus Facilities**

Klamath Community College is committed to campus safety and security. KCC landscaping and outdoor lighting are designed for safety and security. Sidewalks are designed to provide well-traveled, lighted routes from parking areas to buildings and from building to building. Grounds keeping personnel trim shrubs from sidewalks, walkways, and building entrances to provide a well-lighted route to buildings. All campus walkways are inspected at least twice per year to ensure adequate lighting. Burned-out lights are replaced promptly. KCC consistently supports the installation and maintenance of surveillance technology to allow for the investigation of potential crimes on campus/ We encourage community members to promptly report any security concern, including concerns about locking mechanism, lighting, or landscaping to the Facilities Director at 541-880-2244.

## Crime Reporting and Safety Contacts

Emergency: 911

Klamath County Sheriff  
Campus Substation:  
541-883-5130 x8150

Campus Facilities &  
Night Security Escort:  
208-244-1857

Child Abuse Reporting:  
855-503-SAFE (7233)

Campus Safety:  
541-880-2314

[safety@klamathcc.edu](mailto:safety@klamathcc.edu)

Risk Management:  
[guestj@klamathcc.edu](mailto:guestj@klamathcc.edu)

To submit a concern  
online:



[tinyurl.com/kcccomplaint](https://tinyurl.com/kcccomplaint)

## Reporting Crimes and Emergencies

We highly encourage anyone witnessing a crime or suspicious circumstances to report it to the Deputy Sheriff through the Campus Safety Office on site. If the crime is serious call “911” first, then contact the Campus Safety office. Campus Safety can be contacted at 541-880-2314. The front desk of KCC can also be reached on any campus phone by dialing “0” from any campus phone. The Campus Safety office is located in Building 3. KCC has a confidential reporting policy at this time, and can be reached through email at [safety@klamathcc.edu](mailto:safety@klamathcc.edu).

The campus also has a blue light emergency communication system in parking lots 5 & 6. These are equipped with an emergency push button triggering an immediate call to 911 from that location.

The College website has an online reporting tool allowing anyone to submit a concern or campus incident, posted prominently on the top-right corner of the website banner. The reporting form may be found at <https://www.klamathcc.edu/en-us/safe-campus/complaints/complaint-form>.

## Additional Reporting Information

While KCC prefers that community members promptly report all crimes and emergencies directly to Campus Safety or 911, we also recognize that some may prefer to report to other individuals or campus offices. The Clery Act recognizes certain officials and offices as “Campus Security Authorities (CSA).” KCC has designated and trained all personnel as “Campus Security Authorities (CSA).”

### Mandatory Reporting Information

In compliance with Oregon law, all KCC employees are considered Mandatory Reporters. All College employees are instructed that they are required by law to report suspected cases of child abuse to the Oregon Department of Human Services (DHS) or law enforcement officials. Employees are instructed that this duty applies to them 24-hours-a-day, 365-days-a-year regardless of whether they are on work time. Employees are directed to call the Oregon Child Abuse Hotline at any time by calling 1-855-503-SAFE (7233), or, if the child is in danger, to call 911 immediately.

**Internal Reports to Risk Management**

College employees are instructed to report to the Risk Manager located within the Legal Counsel/Human Resources Department any instances of inappropriate conduct they witness, receive a report of, or reasonably believe an instance of child abuse has occurred through the course of their employment. This requirement applies to cases of abuse that allegedly occur on campus, on property owned or leased by the College, or while members of the faculty, staff, or student body are participating in a College-connected activity off campus. This is separate from the Mandatory Reporter requirement and does not satisfy the legal duty to report to DHS or local law enforcement.

Reports to Risk Management may be directed to the General Counsel at [guestj@klamathcc.edu](mailto:guestj@klamathcc.edu) or anonymously at <https://www.klamathcc.edu/en-us/safe-campus/complaints/complaint-form>.

# Klamath Community College Policy and Procedures for Designating and Training Campus Security Authorities

## I. Purpose

The purpose of this Policy is to establish a process by which Klamath Community College may designate and train Campus Security Authorities (“CSAs”) 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”) and its implementing regulations.

## II. Policy

As set forth in Board Policy 3501, it is the policy of KCC that the College President establish procedures for security and access to KCC facilities.

Board Policy 3515 requires that KCC ensures compliance with the Clery Act at all KCC locations, including the annual report which includes applicable crimes committed on campus, on public property within or immediately adjacent to campus, and in or on non-campus buildings or property owned or controlled by the College or by any officially recognized KCC student organization.

1. All KCC personnel are designated **Campus Security Authorities (CSAs)**
2. Identify CSAs on a regular, ongoing basis, and notify these individuals of their obligations under the Clery Act to report any and all Clery Crimes that they witness, or are reported to them.
3. Provide regular, mandatory, and any updated training for all CSAs.
4. Work with the Title IX Coordinator, Campus Safety and other appropriate departments to create, establish and conduct programs at all KCC locations to educate the campus and surrounding community about the Clery Act and Clery Act obligations, and to promote general awareness of all crime and safety-related issues at all locations.

## III. Definitions

“Campus Security Authority” CSAs are individuals at KCC who, because of their function for the Institution, have an obligation under the Clery Act to notify the Title IX or Campus Safety 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) Criminal Homicide; (2) Aggravated Assault; (3) Sex Offense, Forcible; (4) Sex Offense, Non-forcible; (5) Burglary; (6) Robbery; (7) Motor Vehicle Theft; (8) Arson; (9) Hate Crimes, including Larceny- Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that are motivated by bias; (10) 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; (11) Dating Violence; (12) Domestic Violence; and (13) Stalking.

“Clery Geography” includes the KCC campuses, public property within or immediately adjacent to its campuses, and non-campus buildings or property that the institution owns, leases or controls.



## Procedure for Designating and Training CSAs

### A. Employee and Non-Employee/Volunteer CSAs

Each employee, student worker, student advisor, and non-employee/volunteer CSA shall complete training with respect to the Clery Act, KCC Clery Act compliance policies and procedures, and the responsibilities of a CSA (“CSA Training”). CSA training shall educate CSAs about the history of the Clery Act, Clery Crimes, Clery Geography, when and how to report allegations of Clery Crimes, and KCCs timely warning and emergency notification processes.

The Executive HR Director will notify the new employees by electronic mail that he or she is designated a CSA, and their obligation to complete the training and test via the KCC intranet.

The Title IX Coordinator will have access to the Compliance Tracking Tool and shall provide oversight of and assistance to the HR Representatives as necessary in ensuring compliance. HR Representatives and the Title IX Coordinator will each have access to the Compliance Tracking Tool for the purpose of monitoring and enforcing training requirements. If assistance is needed, please contact the Executive Director of Human Resources/Internal Legal Counsel/Title IX Coordinator at 541-880-2203; [hr@klamathcc.edu](mailto:hr@klamathcc.edu).

### B. Student Organization Advisor CSAs

By January 31 of each year, each student organization recognized by Student Affairs shall provide Student Affairs with the name of the organization’s advisor. If an organization’s advisor changes, the organization must notify Student Affairs of the change as soon as practicable. Student Affairs will be responsible for providing this information to the Title IX Coordinator and the Executive Director of Human Resources. The Title IX Coordinator will designate such individuals as CSAs in the Compliance Tracking Tool. Student Affairs will make CSA training available to each designated student organization advisor.

## Protecting the Confidentiality of Victims

All employees of Klamath Community College, case managers, and investigators have been trained in confidentiality of student records and the provisions of the Family Educational Rights to Privacy Act. Personal identifiable information about the victim will be treated as confidential and only shared with persons with a specific need to know who are investigating/adjudicating the complaint or delivering resources or support services to the complainant. KCC does not publish the name of crime victims regarding victim's identity.

### **Voluntary, Confidential Reporting**

If crimes are never reported, little can be done to help other members of the community from also being victims. We encourage our community members to report crimes promptly and to participate in and support crime prevention efforts. KCC will be much safer when all community members participate in safety and security initiatives. If you are the victim of a crime or want to report a crime you are aware of, but do not want to pursue action within the KCC or criminal justice system, we ask that you consider filing a voluntary, confidential report. Depending upon the circumstances of the crime you are reporting, you may be able to file a report while maintaining your confidentiality. The purpose of a confidential report is to comply with your wish to keep your personally identifying information confidential, while taking steps to ensure your safety and the safety of others. The confidential reports allow KCC to compile accurate records on the number and types of incidents occurring on campus. Reports filed in this manner are counted and disclosed in the Annual Clery Security Report which is mandated by the United States Department of Education office OCR. Anyone may call Campus Safety at 541-880-2314.

## Emergency Response and Evacuation Procedures

Klamath Community College has an “Emergency Management Response Team” with a model of an Incident Command System plan developed by F.E.M.A. A majority of the team has completed the F.E.M.A. ICS-100 course material.

KCC Emergency Response Management Team is developing, maintaining, and implementing emergency operations plans, developing and conducting exercise, hazard and risk education, and building partnerships with external response agencies. Those agencies are Klamath County Emergency Management, Klamath County Fire and Sheriff’s Office.

KCC Emergency Management Response Team trains for preparedness, response and recovery programs. KCC has prepared an “Emergency Response Plan” which can be reviewed at <http://www.klamathcc.edu/ermp>

KCC has also developed a flip chart of “**Emergency Operation Procedures**” located in each classroom. This is to inform the students and staff of the proper safety procedures to take in case of an emergency.

## Timely Warning Reports

In an effort to provide timely notice to the campus community in the event of a Clery Act crime that may pose a serious or ongoing threat to members of the community, Campus Safety or the administration will issue a “Timely Warnings.” The “Timely Warnings” may be issued for the following crimes: arson; aggravated assault; criminal homicide; robbery; burglary; sex assaults; and hate crimes. The warning will be issued through a variety of ways, including E2Campus/Omnalert, emails, campus electronic boards, and the media. KCC also has the ability to send text message alerts to all phone numbers registered in the Jenzabar college management system. The text messaging can be a very effective way to send important information to the campus community.

The purpose of these Timely Warnings is notify the campus community of the incident and to provide information that may enable the community to take steps to protect themselves from similar incidents. KCC will issue Timely Warnings whenever the following criteria are met: (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 Act crimes that are reported to any campus security authority or campus safety personnel; or (2) KCC determines that the incident represents an ongoing threat to the campus community.

Additionally, KCC may, in some circumstances, issue Timely Warnings when there is a pattern of crimes against persons or property. The President or the administration will determine if a Timely Warning is required. For incidents involving off-campus crimes, KCC may issue a “Timely Warning” if the crime occurred in a location used and frequented by the Student and employee population.

### **Drills, Exercises, and Training**

To ensure the campus’s emergency management plans remain current and actionable, KCC Emergency Response Management Team conduct at least one exercise annually. These exercises include, but are not limited to: tabletops, drills, functional, or full-scale. The campuses conduct after-action reviews of all emergency management exercises.

## Emergency Notification

Any emergency on campus will be verified by visual inspection by the Campus Safety Specialist, Facilities Director, KCC Administrative staff, or by contacting the local emergency services.

In the event that an extreme urgent emergency occurs on campus, the Deputy Sheriff or the Facilities Director will issue an **Emergency Notification** to all campus community members (faculty, staff, and students) immediately.

In a lesser emergency, KCC Administration will be consulted prior to the notification process.

In the event that a situation arises that constitutes an ongoing or continual threat to our campus community members, a campus wide “**timely warning**” will be issued. KCC has several methods of an emergency notification. They are as follows;

1. Omnilert mass notification system with a multitude of methods which can deliver instant warnings and instructions.
2. Email notification.
3. Texting for those who have voluntarily signed up.
4. Digital sign notifications in buildings 3, 4 and 6.
5. Facebook, Twitter, Instagram, YouTube and GI Jobs.
6. In the event of activated fire alarms, students and staff will evacuate the buildings and assemble at the Evacuation Assembly areas. The Evacuation Assembly areas are listed on the KCC website under Campus Safety.
7. Maps of the fire evacuation routes and locations of the Evacuation Assembly areas are posted in the hallways of each building.

All Department Heads, including but not limited to the President, the Secretary to the President, the VP of Academic Affairs, the VP of Administrative Services, the VP of Student Services, the VP of External Relations, the General Counsel, the Director of Facilities, the Director of Information Systems and selected college deans all have administrative access to the campus Omnilert service. Omnilert privileges have been strategically selected to ensure that there is at least one administrator in every building on campus with the ability to alert the entire College.

The Omnilert system contains scripted emergency notifications which can be activated and distributed to all active students, faculty and staff. College administrators may instantly send texts, emails and voice alerts. Scripted emergency notifications for active shooters includes instructions on how to get to safety. Active Shooter alerts can also be customized to give additional details in regards to the known location and descriptors of any active shooters. Pre-scripted alerts are also prepared for crisis team responses, earthquakes, fires, gas leaks, hurricanes, power outages, and tornado alerts. Once a situation has been resolved, designated Omnilert users may issue “all clear” notifications.

## Crime Prevention

KCC has offered “Campus Safety Tips” to help students keep a safe environment on campus. These tips can be reviewed on the KCC campus web site under “Campus Safety” ([please click here for a direct link](#)) and in the Student Handbook on pages 14-15. We do not presently have an on-campus crime prevention class. We suggest that you can find these programs through the Klamath County Sheriff’s Office at 541-883-5130 or the City of Klamath Falls Police Department at (541) 883-5336.

The Campus Safety staff is committed to promoting a safe and secure campus and protecting our college community. All members of the college can assist in making Klamath Community College a safe environment. We need your **eyes** and **ears** open to help keep our campus safe. Please report any suspicious activity to Campus Safety.

## Contact Information

In case of emergency call 911.

Campus Safety can be contacted at [541-880-2314](tel:541-880-2314). You can contact Campus Safety via email at [safety@klamathcc.edu](mailto:safety@klamathcc.edu).

### ***Security Escort***

All custodial staff are trained in unarmed security and are available to escort you to your vehicle at night. If you do not see any custodial staff in your building, the Director of Facilities can be reached at [208-244-1857](tel:208-244-1857) to dispatch a custodian to your location.

### ***Lost and Found***

Lost and found items should be turned into the cashier's window in Founders Hall. To inquire about lost items, please check at the same location.

### ***Crime Prevention Tips***

- Always lock your car.
- Park in a lighted area at night.
- Walk with your keys in hand.
- Look in your backseat before entering your car.
- When possible, walk in a group.
- Carry your purse or backpack close to your body.
- Never accept a ride from a stranger.

## Response to Domestic Violence, Dating Violence, Sexual Assault, and Stalking

Klamath Community College does not discriminate on the basis of sex in its educational programs and sexual harassment nor tolerate sexual violence, which is a type of sex discrimination. Other acts can also be forms of sex-based discrimination and are also prohibited whether gender based or not and include dating violence, domestic violence, and stalking. As a result, The Klamath Community College issues this statement of procedure to inform the community of our comprehensive plan addressing sexual misconduct; educational programs and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus, and how these events are reported to a KCC official. In this context, The KCC prohibits the offenses of domestic violence, dating violence, sexual assault and stalking and reaffirms its commitment to maintain a campus environment emphasizing the dignity and worth of all members of the community.

### What is Consent?

Consent must be informed, freely given and mutual. If coercion, intimidation, threats or physical force are used there is no consent. If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature or extent of the sexual situation, there is no consent: this includes impairment or incapacitation due to alcohol or drug consumption, or being asleep or unconscious. Inducement of incapacitation of another with the intent to affect the ability of an individual to consent or refuse to consent to sexual contact almost always, if not always, negates consent. Silence does not necessarily constitute consent. Whether a person has taken advantage of a position of influence over an alleged victim may be a factor in determining consent.

# Defining Sexual Assault/Rape, Domestic Violence, Dating Violence, and Stalking

**Sexual Assault:** Sexual assault occurs when a person engages in sexual intercourse or deviate sexual intercourse with a complainant without the victim's effective Consent.

**Rape:** Is penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. Rape also occurs when a person engages in sexual intercourse with a person by forcible compulsion or the threat of forcible compulsion that would prevent resistance by a person of reasonable resolution, or when a person is unconscious or where the person knows that the victim is unaware that the act is occurring.

**Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person cohabitating with or has cohabitated with the victim as a spouse, When these acts are committed by a spouse, ex-spouse, boyfriend/girlfriend, ex-boyfriend/girlfriend, or date, they are referred to as [intimate partner violence](#). Intimate partner violence and domestic violence are present in all cultures, ages, socio-economic classes, sexual orientations and communities of faith. Or by 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 jurisdiction. Domestic violence is threatening, abusive, or violent behavior in the home between adults. Dating or relationship violence means that this behavior is directed by one person towards another in a dating relationship.

1. Attempting to cause or intentionally, knowingly or recklessly causing bodily injury, serious bodily injury, rape, involuntary deviate sexual intercourse, sexual assault, statutory sexual assault, aggravated indecent assault, indecent assault or incest with or without a deadly weapon.
2. Placing another in reasonable fear of imminent serious bodily injury.
3. The infliction of false imprisonment.
4. Physically or sexually abusing minor children.
5. Knowingly engaging in a course of conduct or repeatedly committing acts toward another person, including following the person, without proper authority, under circumstances which place the person in reasonable fear of bodily injury. The definition of this paragraph applies only to proceedings commenced under this title and is inapplicable to any criminal prosecutions commenced under Title 18 (relating to crimes and offenses).

**Dating Violence:** Means violence committed by a person—(a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (b) where the existence of such a relationship will be determined based on a consideration of the following factors:



1. The length of the relationship.
2. The type of relationship.
3. The frequency of interaction between the persons involved in the relationship.

**Stalking:** Means 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. A person commits the crime of stalking when the person either:

1. Engages in a course of conduct or repeatedly commits acts toward another person, including following the person without proper authority, under circumstances which demonstrate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person; or
2. Engages in a course of conduct or repeatedly communicates to another person under circumstances which demonstrate or communicate either an intent to place such other person in reasonable fear of bodily injury or to cause substantial emotional distress to such other person.

## What to do if you have been the victim of Sexual Assault, Dating Violence, Domestic Violence or Stalking

After an incident of sexual assault, it is important to seek medical attention as soon as possible. Evidence may be collected even if a victim chooses not to make a report to law enforcement. It is important that victims of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence as may be necessary to the proof of criminal activity may be preserved. In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease.

Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to KCC hearing boards/investigators or police. Although KCC strongly encourages all members of its community to report violations of this policy to law enforcement, it is the victim's choice whether or not to make such a report, and victims have the right to decline involvement with the police. Whether a victim reports the crime to the police, or not, if the alleged offender is a member of the campus community, the victim has a right to proceed to seek KCC discipline against the offender.

To criminally report an incident involving a sexual assault, domestic violence, stalking, and dating violence, contact the Title IX Coordinator or Campus Safety. KCC personnel will assist any

victim with notifying local police if they so desire. A victim of domestic violence, dating violence, sexual assault or stalking who proceeds through the criminal process has the following rights:

- To receive information concerning resources services available for victims;
- To be notified of certain significant actions and proceedings pertaining to your case;
- To be accompanied at all public criminal proceeding by a victim's advocate, family member or another person;
- To receive accommodations on the campus to complete their class schedule.

The following information provides steps to follow should a sexual assault occur:

- Get to a safe place as soon as possible!
- Try to preserve all physical evidence – the victim should not bathe, shower, brush teeth, douche, use the toilet, or change clothing until s (he) has a medical exam.
- Contact a close friend or relative, if available, who can provide support and accompany the victim to the medical exam to provide support.
- Get medical attention as soon as possible – an exam may reveal the presence of physical injury that the victim is unaware of.
- Following a sexual assault, antibiotics are typically given at the time of the exam to help prevent the victim from acquiring certain sexually transmitted diseases.
- Emergency contraception is provided to all female victims at risk of pregnancy from the assault (if the victim presents within 120 hours).
- If the victim reports memory loss, loss of consciousness or other circumstances suspicious for a drug-facilitated assault, a urine test may be done if the victim presents within 96 hours. Some of the commonly used “date rape” drugs, however, are only detectable in the urine for six to eight hours after ingestion.
- Contact the Sheriff's Office – Sexual assault is a crime, it is vital to report it. It is important to remember that reporting a crime is not the same as prosecuting the crime. The decision to prosecute may be made at another time. Final decision to prosecute is determined by the District attorney.
- Consider talking to a counselor – Seeing a counselor may be important in helping the victim understand her/his feelings and begin the process of recovery. Counseling available free of charge at:

***KCC Student Support Specialist (541) 880-2283***

***Marta's House (541) 884-0390***

***Klamath Basin Behavioral Health, on site treatment manager and therapist (541) 883-1030***

## Additional Resources for Victims of Abuse or Stalking

### **Klamath County Circuit Court self-help facilitators**

Forms for protective orders may be accessed at

<https://www.courts.oregon.gov/programs/family/forms/Pages/protective-orders.aspx>. Petitions for protective orders may be filed with the court at no cost. Facilitators at the courthouse are available to check forms for correctness without giving legal advice.

### **Oregon State Bar Lawyer Referral Service & Modest Means Program**

Consult an attorney if you need professional assistance in drafting and filing a petition for a protective order. To request a referral from the Oregon State Bar Association, refer to the Lawyer Referral Service (LRS). The LRS includes a “Modest Means Program” to help moderate-income Oregonians find affordable legal assistance.

Phone: 503-684-3763

Toll free: 800-452-7636

<https://www.osbar.org/public/ris#mm>

### **Legal Aid**

Klamath Falls Legal Aid is also available to persons in Klamath or Lake County in providing free assistance for domestic violence, with intake hours Tuesday-Thursday, from 10:00 am to 4:00 pm.

832 Klamath Ave., Klamath Falls, OR 97601

Phone: 541-273-0533

Toll free: 800-480-9160

[Lasoregon.org](http://Lasoregon.org)

### **Marta’s House/Klamath Crisis Center**

Marta’s House provides services to victims of domestic violence, sexual assault, and human trafficking. Marta’s House support services to meet victims’ needs, including shelter, support during a SANE visit, assistance with filling out restraining order petitions, navigating DHS or court systems, or otherwise finding access to safety.

Marta’s House provides services and programs at no cost to participants.

24-Hour Crisis Hotline: 541-884-0390

24-Hour Rape Hotline: 541-883-7273

Business Line: 541-850-8939

## Help Reduce Your Risk and Avoid Potential Attacks

If you are being abused or suspect that someone you know is being abused, speak up or intervene. Get help by contacting the Title IX Coordinator for a referral to local support services. Consider making a report with Campus Safety and/or the Title IX Coordinator. Consider getting a protection order from abuse or a no contact order from a local judge at the Klamath County Circuit Court, located at 316 Main Street, Klamath Falls.

about what behaviors constitute dating and domestic violence, understand it is not your fault, and talk with friends and family members about ways you can be supported.

- Trust your instincts
- If something doesn't feel right in a relationship, speak up or end it
- Be aware of rape date drugs
- Do not to leave your drink unattended
- Only drink from un-opened containers or from drinks you have watched being made and poured
- Avoid group drinks like punch bowls
- Cover your drink. It is easy to slip in a small pill even while you are holding your drink. Hold a cup with your hand over the top, or choose drinks that are contained in a bottle and keep your thumb over the nozzle
- If you feel extremely tired or drunk for no apparent reason, you may have been drugged. Find our friends and ask them to leave with you as soon as possible
- If you suspect you have been drugged, go to a hospital and ask to be tested
- Keep track of how many drinks you have had
- Try to come and leave with a group of people you trust
- Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his/ her number instead of giving out yours
- Make sure your cell phone is easily accessible and fully charged
- Be familiar with where emergency phones are installed on the campus
- Be aware of open buildings where you can use a phone
- Keep some change accessible just in case you need to use a pay phone
- Take major, public paths rather than less populated shortcuts
- Avoid dimly lit places and talk to Campus Safety if you believe that lights need to be installed in an area
- Avoid putting music headphones in both ears so that you can be more aware of your surroundings, especially if you are walking alone
- Walking late at night is sometimes unavoidable, so try to walk with a friend
- Carry a noisemaker (like a whistle) on your keychain
- Carry a small flashlight on your keychain
- If walking feels unsafe in the evenings, call campus security for an escort to your vehicle 541-880-2314.

## **KCC's Commitment to Addressing Sexual Assault/Rape, Domestic Violence, Dating Violence, and Stalking.**

KCC does not tolerate sexual misconduct or abuse, such as sexual assault, rape, or any other forms of nonconsensual sexual activity. Sexual misconduct in any form violates the student conduct code and are subject to disciplinary sanctions through the Office of Student Services. The Title IX Coordinator or the Campus Safety Specialist will provide assistance in obtaining information and identifying resources for anyone who becomes aware of or have experienced sexual harassment and assault. Your report will be taken seriously and handled with your confidential identity if you wish. We have local outside resources that we can provide for your comfort.

- Title IX Coordinator and Campus Safety Specialist are contributors in support of the Sexual Assault Response Team (SART). This is to ensure victims are provided the appropriate care in a timely fashion and with only well-trained professionals.
- KCC will offer confidential counseling services and advocates to the students.
- Student Services will work with you and accommodate your needs to continue your education.
- Oregon employees may be eligible to take paid time off, or Safe Leave, if they are survivors of sexual assault, domestic violence, harassment or stalking. In an emergency requiring Safe Leave, employees must inform their supervisor or Human Resources that they will need to use Paid Leave within 24 hours. Then, give written notice to Human Resources within 3 days of starting Safe Leave. Employees should then file a claim with The Standard by calling 866-756-8115 in order to receive their benefits. The KCC group policy number is #762218.

# (VAWA) Reporting and Compliance Requirements

## Violence against Women Act

VAWA's SaVE Act provision imposes new reporting requirements effective 2014 Reporting Year.

The Clery Act requires annual reporting of statistics for various criminal offenses, including forcible and non-forcible sex offenses and aggravated assault. VAWA's SaVE Act provision adds domestic violence, dating violence, and stalking to the categories that, if the incident was reported to a campus security authority or local police agency, must be reported under Clery. Described for clarity, these offenses are defined as;

- "Domestic violence" includes asserted violent 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 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 other's safety, or to suffer substantial emotional distress.
- The KCC policy of Violence against Women Act can be found at [Klamathcc.edu/VAWA](http://Klamathcc.edu/VAWA)
- **Warning Signs of Abusive Behavior**
- Domestic and dating abuse often escalates from threats and verbal abuse to violence. And, while physical injury may be the most obvious danger, the emotional and psychological consequences of domestic and dating violence are also severe. Warning signs may include:
  - Being afraid of your partner.
  - Constantly watching what you say to avoid a "blow up."
  - Feelings of low self-worth and helplessness about your relationship.
  - Feeling isolated from family or friends because of your relationship.
  - Hiding bruises or other injuries from family or friends.
  - Being prevented from working, studying, going home, and/or using technology (including your cell phone.)
  - Being monitored by your partner at home, work or school. Being forced to do things you don't want to do.

## Sexual Assault Prevention (From RAINN)

- Be aware of rape drugs
- Try not to leave your drink unattended
- Only drink from un-opened containers or from drinks you have watched being made and poured
- Avoid group drinks like punch bowls
- Cover your drink. It is easy to slip in a small pill even while you are holding your drink. Hold a cup with your hand over the top, or choose drinks that are contained in a bottle and keep your thumb over the nozzle
- If you feel extremely tired or drunk for no apparent reason, you may have been drugged. Find your friends and ask them to leave with you as soon as possible
- If you suspect you have been drugged, go to a hospital and ask to be tested
- Keep track of how many drinks you have had
- Try to come and leave with a group of people you trust
- Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his/ her number instead of giving out yours

### **For Assistance call:**

National Sexual Assault Hotline – 800-656-4673

Marta's House / Klamath Crisis Center Crisis Hotline 541-884-0390

## Sexual Harassment

KCC College Board policy 750.0180 is committed to maintaining a learning environment that is free of sexual harassment.

Sexual harassment includes any unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature made by a member of the staff to a student, a student to another student or by a student to a member of the staff.

Any student or employee who is subject to, or knows of, sexual harassment should immediately notify the Executive Director of Human Resources/Internal Legal Counsel/Title IX Coordinator at 541-880-2203; [titleix@klamathcc.edu](mailto:titleix@klamathcc.edu).

## Harassment-Free Workplace (Board Policy 3430)

All forms of harassment are contrary to basic standards of conduct between individuals. State and federal law, and this policy prohibits harassment and the College will not tolerate harassment. This policy applies to all members of the College community including Board of Education members, employees, students, volunteers, and interns.

The College is committed to providing an academic and work environment that respects the dignity of individuals and groups. The College shall be free of all forms of unlawful harassment. Harassment is unlawful if it is based on any of the following statuses: race, color, national origin, religion, disability, sex (includes pregnancy), sexual orientation, gender identity, age, veteran status, genetic information, and marital status or any other status protected under applicable federal, state, or local laws. For the College's policy regarding sexual harassment under Title IX, see BP 3433 Prohibition of Sexual Harassment Under Title IX and accompanying procedures.

The College seeks to foster an environment in which employees, students, and other members of the campus community feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the College also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. The College will investigate all allegations of retaliation swiftly and thoroughly. If the College determines that someone has retaliated, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any student, employee, or other member of the campus community who believes that they have been harassed or retaliated against in violation of this policy should immediately report such incidents to the Executive Director of Legal and Human Resources. The College requires supervisors to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community College activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, evaluation, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

To this end the College President shall ensure that the institution undertakes education and training activities to counter harassment and to prevent, minimize, or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment. The College President shall establish procedures that define harassment on campus. The College President shall further establish procedures for employees and students, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures for students to resolve complaints of harassment and discrimination. State and federal law and this policy prohibit retaliatory acts by the College, its employees, students, and agents. The College will publish and publicize this policy and related written procedures (including the procedure



for making complaints) to students and employees, particularly when they are new to the institution. The College will make this policy and related written procedures (including the procedure for making complaints) available in all administrative offices and will post them on the College's website. Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion.

## Sexual Offenders

In accordance to 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, KCC refers all inquiries for local sexual offenders to <http://sexoffenders.oregon.gov/>. If any sexual offenses occur on campus, please notify Campus Safety at 541-880-2314 or KCC Administration at 541-882-3521 immediately.

### Weapons Policy

The possession, carrying, and use of weapons, ammunition, or explosives is prohibited on KCC owned, or controlled property. The only exception to this policy is for authorized law enforcement officers or others, or authorization by the KCC Campus Safety Coordinator. Those who possess an "Oregon Concealed Weapons Permit" will be allowed to carry as long as the weapon is not seen on campus. Failure to comply with the KCC's weapons policy will result in disciplinary action against violators.

### Identity Theft

Identity theft is a crime in which someone wrongfully obtains and uses another person's personal information in some ways that involves fraud or deception, typically for economic gain. This personal data could be a Social Security number, bank account, or credit card information. Persons involved in identity theft often use computers or other forms of media to assist them. You can take measures you can take to prevent this from happening to you:

- Do not give anyone your personal information unless there is a legitimate reason to trust them.
- Never give your credit card information, date of birth, or other information over the telephone, unless you can confirm the person receiving that information.
- Complete a credit check frequently to assure there is no suspicious

# Drug and Alcohol Board Policies

## Board Policy 3560

### Use of Alcoholic Beverages, Marijuana, and/or Controlled Substances

Klamath Community College is dedicated to providing a healthful and safe workplace that is free of the detrimental influences of drug and alcohol abuse. In compliance with, and in addition to, federal and/or state laws and restrictions, unlawfully manufacturing, distributing, dispensing, possessing, or using alcohol, marijuana (including medical), or controlled substances on any Klamath Community College premises is prohibited. Anyone who is under the influence or impaired by the use of alcohol, marijuana, or other controlled substance will be removed from the College premises.

Exceptions to this Policy must be requested through the Klamath Community College President.

## Board Policy 3550 (excerpt)

### Drug Free Schools and Communities

The College prohibits the unlawful manufacture, distribution, dispensation, possession or use of alcohol or drugs in the workplace. Alcohol and/or marijuana may be consumed on the campus only upon the written consent, obtained before usage, of the President.

## Board Policy 3433

### Prohibition of Sexual Harassment under Title IX

All forms of sexual harassment are contrary to basic standards of conduct between individuals. State and federal law and this policy prohibit sexual harassment and the College will not tolerate sexual harassment. The College is committed to providing an academic and work environment that respects the dignity of individuals and groups. The College shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence.

The College seeks to foster an environment in which all employees, students, applicants for employment, and applicants for admission feel free to report incidents of sexual harassment in violation of this policy and Title IX, without fear of retaliation or reprisal. Therefore, the College also strictly prohibits retaliation against any individual for filing a complaint of sexual harassment in violation of this policy and Title IX or for participating, or refusing to participate, in a sexual harassment investigation.

The College will investigate all allegations of Title IX retaliation swiftly and thoroughly. If the College determines that someone has retaliated, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in Title IX retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any employee, student, applicant for employment, or applicant for admission who believes that they have been harassed or retaliated against in violation of this policy should

immediately report such incidents by following the procedures described in Administrative Procedures. Responding to Harassment Based on Sex Under Title IX. The College requires supervisors to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any College activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

To this end the College President shall ensure that the institution undertakes education and training activities to counter sexual harassment and to prevent, minimize, or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

The College President shall establish procedures that define sexual harassment on campus. The College President shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding sexual harassment in violation of this policy, and procedures to resolve complaints of sexual harassment in violation of this policy. State and federal law and this policy prohibit retaliatory acts against all participants by the College, its employees, students, and agents.

The College will publish and publicize this policy and related written procedures (including the procedure for making complaints) to administrators, faculty, staff, students, applicants for employment, and applicants for admission, particularly when they are new to the institution. The College will make this policy and related written procedures (including the procedures for making complaints) available in all administrative offices and will post them on the College's website.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Volunteers or unpaid interns who violate this policy and related procedures may be subject to disciplinary measure up to and including termination from the volunteer assignment, internship, or other unpaid work experience program.

## **Board Policy 3515**

### **Reporting of Crimes**

The College President shall ensure an annual "Clery Act" report is prepared of applicable crimes reported to Sheriff-Campus Liaison, Executive Director Legal and Human Resources, or local police agencies. This report will include applicable crimes committed on campus, on

public property within or immediately adjacent to campus, and in or on non-campus buildings or property owned or controlled by the institution or by an officially recognized student organization.

The “Clery Act” crimes to be reported include:

- Criminal Offenses – criminal homicide, sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, and arson;
- Hate crimes;
- Violence Against Women Act (VAWA) Offenses - incidents of domestic violence, dating violence, and stalking; and
- Arrests and referral for disciplinary action – for weapons, drug abuse violations, and liquor law violations.

Such reports shall be made available as required by federal and state law

#### **Board Policy 3540**

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

Any sexual assault or physical abuse, including, but not limited to rape as defined by State law, whether committed by an employee, student, or member of the public, that occurs on College property, is a violation of College policies and procedures, and is subject to all applicable punishment, including criminal procedures, and employee or student discipline procedures consistent with State and federal law. Students, employees, and campus visitors who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.

The College President shall establish administrative procedures that ensure that students, employees, and campus visitors who are victims of sexual and other assaults receive appropriate information and treatment. The College will make educational information about preventing sexual violence is widely available on campus.

The procedures shall meet the criteria contained in 34 Code of Federal Regulations Part 668.46 and ORS 350.255.

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

In the interest of a safe learning and working environment, the College will not tolerate sexual assault, domestic violence, dating violence, or stalking. The College adopts this policy and related procedures to prevent and respond to such incidents.

This policy and its procedures apply to all members of the College community: students, faculty, and staff, as well as contractors and visitors. The procedures shall detail matters stipulated by law and necessary for the implementation of this policy.



<b>Violence Against Women Act</b>	<b>Campus Totals</b>			<b>Non-Campus Property</b>			<b>Public Property</b>		
<b>Year Reported</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Domestic Violence	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

<b>Arrests</b>	<b>Campus Totals</b>			<b>Non-Campus Property</b>			<b>Public Property</b>		
<b>Year Reported</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Weapons Law Violation	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

<b>Disciplinary Actions</b>	<b>Campus Totals</b>			<b>Non-Campus Property</b>			<b>Public Property</b>		
<b>Year Reported</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Weapons Law Violation	0	0	0	0	0	0	0	0	0
Drug Law Violations	0	0	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0	0	0

<b>Total Unfounded Crimes</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
	0	0	0

Source: Klamath County 911 (emergency and non-emergency) CAD database