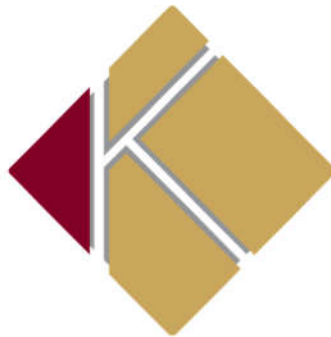


JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

2025 Annual Security Report



KLAMATH
Community College

A Message from the Campus Safety Committee

The Annual Security Report contained herein is being published as a service to current and prospective students, employees, and the larger community interested in the safety of Klamath Community College.

Klamath Community College seeks to be accessible to all members of the relevant community who wish to further their education. A safe learning environment plays a major role in ensuring accessible education for all. The Annual Report is our way of demonstrating our commitment to safety and accessibility.

All employees, students, prospective students, and members of the community are invited to help us continue to make Klamath Community College a safe and inviting learning environment.

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Preparation of the Annual Security Report and Disclosure of Crime Statistics

The Klamath Community College Legal Department prepares the Annual Security 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, procedures 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 <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, local law enforcement, and permitting all employees to attend as non-voting guests.

KCC has set aside a portion of its campus to house a substation for the Klamath County Sheriff's Department, maintaining at least one full time officer to patrol and assist the College. The College also is host to a full-time officer from the Oregon Department of Public Safety Standards and Training. The Klamath County Sheriff's Department 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 receive "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 facilitate accessibility while also providing well-traveled, lighted routes from parking areas to buildings and from building to building. Groundskeeping 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 every year to allow for complete investigation of potential crimes on campus while maintaining the appropriate balance for reasonable privacy expectations. 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
Director:
541-880-2244

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

Campus Safety:
541-880-2314

safety@klamathcc.edu

Risk Management:
guestj@klamathcc.edu

To submit a concern
online:



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.

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 or anonymously at <https://www.klamathcc.edu/en-us/safe-campus/complaints/complaint-form> or tinyurl.com/KCCcomplaint.

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.

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 General Counsel. 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/Omnilert, 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. 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 Department of Public Safety Standards and Training maintains an office on campus in 301, the on-campus officer is available to contact on a walk-in, by appointment, or email basis.

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.

Additional 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.

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 [541-880-2244](tel:541-880-2244) 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

Klamath Advocacy Center

Klamath Advocacy Center provides support services to victims of domestic violence, sexual assault, stalking and human trafficking. They work to support victims however they may need with shelter, with support during a SANE visit, help with restraining order forms, 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.

- 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 partners with Klamath Basin Behavioral Health to provide accessible confidential counseling services all students regardless of their ability to pay.

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
- **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.

Increasing on-campus safety (From RAINN)

The following information has been provided from the Rape, Abuse & Incest National Network¹

- **Know your resources.** Who should you contact if you or a friend needs help? Where should you go? Locate resources such as the campus health center, campus police station, and a local sexual assault service provider. Notice where emergency phones are located on campus, and program the campus security number into your cell phone for easy access.
- **Stay alert.** When you're moving around on campus or in the surrounding neighborhood, be aware of your surroundings. Consider inviting a friend to join you or asking campus security for an escort. If you're alone, only use headphones in one ear to stay aware of your surroundings.
- **Be careful about posting your location.** Many social media sites, like Facebook and Foursquare, use geolocation to publicly share your location. Consider disabling this function and reviewing other social media settings.
- **Make others earn your trust.** A college environment can foster a false sense of security. They may feel like fast friends, but give people time to earn your trust before relying on them.
- **Think about Plan B.** Spend some time thinking about back-up plans for potentially sticky situations. If your phone dies, do you have a few numbers memorized to get help? Do you have emergency cash in case you can't use a credit card? Do you have the address to your dorm or college memorized? If you drive, is there a spare key hidden, gas in your car, and a set of jumper cables?
- **Be secure.** Lock your door and windows when you're asleep and when you leave the room. If people constantly prop open the main door to the dorm or apartment, tell security or a trusted authority figure.

For Assistance call:

National Sexual Assault Hotline – 800-656-4673

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

RAINN 24/7 help line: 800.656.HOPE (4673)

¹ <https://rainn.org/articles/staying-safe-campus>

Prohibition of Sexual Harassment under Title IX (Administrative Procedure 3433)

The College is committed to providing an academic and work environment free of unlawful sex harassment under Title IX. This procedure defines sexual harassment on campus.

Persons who have been subjected to sexual harassment should request assistance with the Title IX Coordinator:

Vice President of Student Affairs
Building 9, Room 9112
541-880-2202
titleix@klamathcc.edu

Persons who wish to make an anonymous report or engage in an anonymous dialogue may do so by submitting a concern via the College website or by using a non-campus email address to correspond with the Title IX email address.

This procedure and the related policy protects students and employees, in connection with all the academic, educational, extracurricular, athletic, and other programs of the College, whether those programs take place in the College's facilities, a College vehicle, or at a class or training program sponsored by the College at another location.

Sexual Harassment under Title IX

It is considered sexual harassment to engage in conduct that satisfies one or more of the following:

- A College employee conditions the provision of an aid, benefit, or service of the College on an individual's participation in unwelcome sexual conduct (*quid pro quo* harassment);
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the College's education program or activity;
- Sexual assault, including the following:
 - **Sex Offenses.** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
 - **Rape** (except Statutory Rape). The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity. There is carnal knowledge if there is the slightest penetration of the genital or anal opening of the body of another person.

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

Harassment-Free Workplace (Administrative Procedure 3430)

The College is committed to providing an academic and work environment free of unlawful harassment. This procedure defines sexual harassment and other forms of harassment on campus.

This procedure and the related policy and procedures protect students, employees, unpaid interns, and volunteers in connection with all the academic, educational, extracurricular, athletic, and other programs of the College, whether those programs take place in the College's facilities, a College vehicle, or at a class or training program sponsored by the College at another location.

Definitions

General Harassment: Harassment is unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age, disability, or genetic information. Harassment becomes unlawful where enduring the offensive conduct becomes a condition of continued employment or the conduct is severe or pervasive enough to create a work environment that a reasonable person would consider intimidating, hostile, or abusive. Harassment shall be found where, in aggregate, the incidents are sufficiently pervasive, persistent, or severe that a reasonable person with the same characteristics as the victim of the harassing conduct would be adversely affected to a degree that interferes with their ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource.

For sexual harassment under Title IX, Complainants must proceed under BP 3433 Prohibition of Sexual Harassment under Title IX and AP 3433 Prohibition of Sexual Harassment under Title IX. For other forms of sexual harassment or gender-based harassment, Complainants should use this procedure.

Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment if it meets the definition above. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct that could, depending on the circumstances, meet the definition above, or could contribute to a set of circumstances that meets the definition:

Verbal: Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race, gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race, nationality, sexual orientation or other protected

status.

Physical: Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

Visual or Written: The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics, or electronic media transmissions.

Environmental: A hostile academic or work environment may exist where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in their immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual's learning or work.

Sexual Harassment: Sexual harassment is unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal or physical conduct of a sexual nature where such conduct is sufficiently severe or pervasive that it has the effect, intended or unintended, of unreasonably interfering with an individual's work or academic performance or it has created an intimidating, hostile or offensive environment and would have such an effect on a reasonable person.

This definition encompasses two kinds of sexual harassment:

"Quid pro quo" sexual harassment occurs when a person in a position of authority

makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.

"Hostile environment" sexual harassment occurs when unwelcome conduct based on a person's gender is sufficiently severe or pervasive so as to alter the conditions of an individual's learning or work environment, unreasonably interfere with an individual's academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile. A single or isolated incident of sexual harassment may be sufficient to create a hostile environment if it is severe, i.e. a sexual assault.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

Sexual Assault: Sexual assault means unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat or intimidation.

Workplace Harassment: Workplace harassment means conduct that constitutes discrimination prohibited by law, including conduct that constitutes sexual assault or that constitutes conduct prohibited by law (See ORS 659A and applicable subsections listed in references).

Consensual Relationships

Romantic or sexual relationships between supervisors and employees, or between administrators, faculty members, or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty members or staff member must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the College has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the College is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

Academic Freedom

No provision of this Administrative Procedure shall be interpreted to prohibit conduct that is legitimately related to the course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic, or literary expression of students in classrooms and public forums. Freedom of speech and academic freedom are, however, not limitless and this procedure will not protect speech or

expressive conduct that violates federal or State anti-discrimination laws.

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 Procedures

Administrative Procedure 3550

Drug-Free Environment and Drug Prevention Program

Klamath Community College is dedicated to a learning environment that is safe and free of detrimental influences of drug and alcohol abuse. Alcohol may be consumed on college premises only with the prior written consent of the president, and alcohol consumption by any person under the legal age is always prohibited.

Unlawful manufacturing, distribution, dispensing, possession, or use of alcohol, marijuana, or controlled substances on college premises is prohibited. Anyone under the influence or impaired by the use of alcohol, marijuana, or other controlled substance may be removed from college premises.

Violations may result in disciplinary action up to and including termination from college jobs, expulsion from classes, being trespassed from college premises, and referral to law enforcement.

A criminal conviction for illegal use of drugs or alcohol may block receipt of financial aid, bar a student from some careers, terminate employment with the College, result in seized property and assets, result in loss of driving privileges, require mandatory treatment, or have other adverse consequences.

Information regarding alcohol or drug treatment is available through Student Services, and on the Human Resources and Student Resources web pages.

Administrative Procedure 3560

Alcoholic Beverages

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

The possession, sale, consumption or furnishing of alcohol is controlled by the Oregon Liquor Control Commission (OLCC). The KCC Main Campus and facilities under KCC control have been designated “drug free” and only under certain circumstances approved by the College President is the consumption of alcohol permitted. The possession, sale, manufacture, or distribution of any controlled substance is illegal under both state and federal laws. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of this policy for anyone to consume or possess alcohol in any public or private area of campus without prior College approval. Organizations or groups violating alcohol or substance policies or laws may be subject to sanctions by the College.

Concerns about alcohol use by employees on campus should be directed to KCC Human Resources or the College President. Concerns about alcohol use by students on campus should be directed to KCC Student Affairs or the College President. In an emergency, the enforcement of alcohol laws on-campus is the primary responsibility of Campus Security or local law enforcement.

Administrative Procedure 3515**Reporting of Crimes**

Members of the College who are witnesses or victims of a crime should immediately report the crime to local law enforcement.

Clery Act Reporting

The College Legal Counsel shall publish warnings to the campus community about the following crimes:

- Criminal homicide – murder and non-negligent manslaughter;
- Criminal homicide – negligent manslaughter;
- Sex offenses – forcible and non-forcible sex offenses;
- Domestic violence, dating violence and stalking;
- Robbery;
- Aggravated assault;
- Burglary;
- Motor vehicle theft;
- Arson;
- Arrests for liquor law violations, drug law violations, and illegal weapons possession;
- Persons who were not arrested for liquor law violations, drug law violations, and illegal weapons possession, but who were referred for campus disciplinary action for same;
- Crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability and involve larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, or any other crime involving bodily injury;
- Those reported to local law enforcement; and
- Those that are considered to represent a continuing threat to other students and employees.

In the event that a situation arises, either on or off campus, that, in the judgment of the President or their designee(s) constitutes an ongoing or continuing threat, a campus-wide "timely warning" will be issued. The warning will be issued through the college emergency notification system via phone call, email, and text message to aid the prevention of similar crimes.

Anyone with information warranting a timely warning should report the circumstances to Campus Safety, by phone at 541-880-2314.

The College shall not be required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

If there is an immediate threat to the health or safety of students or employees occurring on campus, the College shall follow its emergency notification procedures.

The College shall annually collect and distribute statistics concerns crimes on campus. All college staff with significant responsibility for student and campus activities shall report crimes about which they receive information.

The College shall publish an Annual Security Report every year by October 1 that contains statistics regarding crimes committed on campus and at affiliated locations for the previous three years. The Annual Security Report shall also include policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance program, student discipline, campus resources and other matters. The College shall make the report available to all current students and employees. The College will also provide prospective students and employees with a copy of the Annual Security Report upon request. A copy of the Annual Security Report can be obtained by contacting Human Resources or on the College website at klamathcc.edu/en-US/safe-campus/clery-reports.html.

To Report a Crime:

Contact the Klamath County Sheriff's Office campus substation in Room 301 at 541-880-2314 (*non-emergencies*) and dial 9-1-1 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to the police department. In addition, students, employees, and members of the campus community may report a crime to the following areas:

- **Vice President of Student Affairs**
Location: Building 9, Room 9112
(541) 880-2202
- **General Counsel**
Location: Building 3, Room 332
(541) 880-2203
- **Title IX Coordinator**
Location: Building 9, Room 9112
(541) 880-2202
titleix@klamathcc.edu
- **Facilities Director**
Location: Building 3, Room 348
(541) 880-2204

The Klamath County Sheriff's Office campus substation officer encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the campus security officer cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual

disclosure of crime statistics can generally be made to other campus security authorities as identified below.

If you are the victim of a crime and do not want to pursue action within the College's System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the College Legal Counsel can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential while taking steps to ensure the future safety of yourself and others. With such information, the College can keep an accurate record of the number of incidents involving students, 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. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

The College may disclose the final results of a student disciplinary proceeding to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, regardless of the outcome. The College may also disclose to anyone, the final results of a student disciplinary proceeding in which it concludes that a student violated College policy with respect to a crime of violence or non-forcible sex offense. The offenses that apply to this permissible disclosure are:

- Arson;
- Assault offenses;
- Burglary;
- Criminal homicide – manslaughter by negligence;
- Criminal homicide – murder and non-negligent manslaughter;
- Destruction, damage, or vandalism of property;
- Kidnapping or abduction;
- Robbery; and
- Forcible sex offenses.

The disclosure may only include the final result of the disciplinary proceeding with respect to the alleged criminal offense. The College shall not disclose the name of any other student, including a victim or witness, unless the victim or witness has waived their his/her right to confidentiality.

Administrative Procedure 3520

Local Law Enforcement

The College Legal Counsel maintains a close working relationship with the Klamath County Sheriff's Office and the Department of Public Safety Standards and Training. The College hosts a law enforcement officer at the on-campus Sheriff substation who serves in a dual capacity as the designated Campus Security Officer. The Security Officer occasionally works with other law enforcement agencies. Meetings may be held between the leaders of these agencies on both a

formal and informal basis. The Legal Counsel and Campus Security Officer communicate regularly on incidents that occur on campus and College-operated properties. When incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, the Legal Counsel will work closely with the Klamath County Sheriff's Office. There is a written memorandum of understanding between the College and the Klamath County Sheriff's Office. The Campus Security Officer is a permanent member of the College Safety Committee.

In response to a call, the Campus Security Officer will take the required action, dispatching an officer or asking the victim to file an incident report.

All crimes reported to the Campus Security Officer are included in the annual crime statistics and may be used to aid in providing timely warning notices to the community, when appropriate.

Community members, students, faculty, staff, and guests are encouraged to report all crimes and public safety related incidents to the Campus Security Office in a timely manner. To report an ongoing crime or an emergency at the College call 911. To report a non-emergency security or public safety-related matter, call the Campus Security Office at 541-880-2314.

The College trains employees in security as needed. Security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the College. Safety and Security officers employed by the College do not possess arrest power. Criminal incidents are referred to the local law enforcement officers who have jurisdiction on the campus. The College maintains a highly professional working relationship with the Klamath County Sheriff's Office. All crime victims and witnesses are strongly encouraged to immediately report the crime to campus Security Services Office and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

All reports will be reviewed. The College does not have procedures for voluntary, confidential reporting of crime statistics. Violations of the law will be referred to law enforcement agencies and when appropriate, to the College's disciplinary committee for review. When a potentially dangerous threat to the College's community arises, timely reports or warnings will be issued through e-mail announcements, the posting of flyers at local campuses, in-class announcements, or other appropriate means.

For the purposes of this procedure, a Professional Counselor is an employee of the college whose official responsibilities include providing psychological counseling to members of the College community and who is functioning within the scope of their license or certification.

Klamath Community College does not employ Professional Counselors. Counselors providing services with contracting external firms are not employees of the College. As such, they are not considered to be a campus security officers and are not required to report crimes for inclusion into the annual disclosure of crime statistics.

Administrative Procedure 3540**Sexual and Other Assaults on Campus****AP 3540 Sexual and Other Assaults on Campus**

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

"Sexual assault," "dating violence," "domestic violence," and "stalking" are defined in applicable administrative procedures.

These written procedures and protocols are designed to ensure victims of domestic violence, dating violence, sexual assault, or stalking receive treatment and information.

All students, faculty members or staff members who allege they are the victims of domestic violence, dating violence, sexual assault or stalking on College property shall be provided with information regarding options and assistance available to them. Information shall be available from the Title IX Coordinator, which shall maintain the identity and other information about alleged sexual assault victims as confidential unless and until the Title IX Coordinator is authorized to release such information.

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

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

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

The Legal Counsel should be available to provide assistance to College law enforcement unit employees regarding how to respond appropriately to reports of sexual violence.

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

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

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

The College shall maintain the identity of any alleged victim, witness, or third-party reporter of domestic violence, dating violence, sexual assault, or stalking on College property, as defined above, in confidence consistent with State and federal law, unless the alleged victim, witness, or third-party reporter specifically waives that right to confidentiality. All inquiries from reporters or other media representatives about alleged domestic violence, dating violence, sexual assaults, or stalking on College property shall be referred to the

College's Campus Security Officer, which shall work with the Title IX Coordinator to assure that all confidentiality rights are maintained consistent with State and federal law.

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

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

domestic violence, dating violence, sex offense, or stalking and any sanction that is imposed against the accused.

- A description of the sanctions the campus may impose following a final determination by a campus disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, domestic violence, dating violence, or stalking.
- All persons who have experienced sexual misconduct while enrolled at the College shall be eligible to have any requirements waived relating to a minimum required grade point average or disciplinary record requirements required to demonstrate academic success as part of a College-sponsored program or activity, including but not limited to scholarships provided by the College or College-sponsored academic or extracurricular activities. Students seeking such a waiver must obtain a waiver from the Title IX coordinator or a certified advocate employed by the College. A student must obtain a separate waiver for each College-sponsored program or activity. All materials that contain personally identifiable information for individuals who have requested a waiver under this procedure shall be kept confidential unless disclosure is required specifically for the purpose of making accommodations or if otherwise required by a court of law.

Education and Prevention Information

The Title IX Coordinator shall:

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

Violence Against Women Act	Campus Totals			Non-Campus Property			Public Property		
Year Reported	2022	2023	2024	2022	2023	2024	2022	2023	2024
Domestic Violence	0	0	1	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

Arrests	Campus Totals			Non-Campus Property			Public Property		
Year Reported	2022	2023	2024	2022	2023	2024	2022	2023	2024
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

Disciplinary Actions	Campus Totals			Non-Campus Property			Public Property		
Year Reported	2022	2023	2024	2022	2023	2024	2022	2023	2024
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

Total Unfounded Crimes	2022	2023	2024
	0	0	1

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

Sexual Misconduct Survey Council Reporting (Oregon SB 3456)

Oregon law requires all public and private institutions of higher education to submit individual reports to the Higher Education Coordinating Commission, the state legislature, and the Oregon Department of Human Services.

During the academic year beginning July 1, 2024 and ending June 30, 2025, KCC submits the following data responsive to the requirements of ORS 350.345 (SB 3456):

a.	The total number of allegations of sexual misconduct that were <i>reported</i> to the institution's Title IX coordinator by a student or employee of the institution against another student or employee of the institution during the previous academic year.	4
b.	The number of <i>law enforcement investigations</i> known to have been initiated during the previous academic year in response to reports of sexual misconduct that were brought forward by a student or employee of the institution against another student or employee of the institution.	0
c.	The number of students and employees at the institution who were <i>found responsible</i> during the previous academic year for violating the institution's policies prohibiting sexual misconduct.	
	Students	0
	Employees	0
d.	The number of students and employees at the institution who during the previous academic year, <i>faced academic or employment disciplinary action</i> due to having violated the institution's policies prohibiting sexual misconduct.	
	Students	0
	Employees	0
e.	The number of students and employees at the institution who, during the previous academic year, were investigated, but <i>found not responsible</i> for having violated the institution's policies prohibiting sexual misconduct.	
	Students	0
	Employees	0
f.	The number of students at the institution who, during the previous academic year, <i>requested supportive measures</i> .	0

g.	The <i>number of supportive measures</i> requested by each student described in paragraph (f) above.	
	One supportive measure provided	0
	Two supportive measures provided	0
	Three supportive measures provided	0

h.	The <i>number of supportive measures granted</i> to each student described in paragraph (f) above.	
	One supportive measure provided	0
	Two supportive measures provided	0
	Three supportive measures provided	0

(i. Leave of absence, transfer, or withdrawal information not required for community colleges)

j.	The number of students or employees of the institution who reported experiencing sexual misconduct at the institution but who <i>declined to participate or requested no investigation</i> .	
	Students	4
	Employees	0

k.	The number of <i>ongoing investigations</i> into an accusation of sexual misconduct.	0
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