

SAFETY AND SECURITY

Administration

Safety and Security is a department within the office of the Chief Financial Officer. The department reports to the director of Risk Management and is supervised by the Safety and Security Supervisor. The department includes patrol officers, two supervisors and administrative staff. Patrol activities are supplemented during certain hours and days with contract security services.

Patrol and Response

The department provides patrol and response services 24 hours per day, 365 days a year on the Bend campus. The Redmond campus is patrolled during daytime, business hours. Contract security services provide patrol services during evening and weekend hours on the Redmond campus.

Patrol Officers

All COCC officers and contract security officers are certified through the Department of Public Safety and Standards Training (DPSST) as unarmed, private security officers and must successfully complete a stringent background investigation prior to being hired. All officers are certified in standard first aid, cardiopulmonary resuscitation (CPR) and automatic external defibrillator (AED). The department provides an extensive in-house training program and conducts periodic refresher training for all officers.

COCC Security Officer Authority

COCC security officers are granted authority to enforce policies and regulations enacted by the governing board of the College. Under authority from Oregon Revised Statute ORS 341.300, officers have authority to enforce all traffic and parking regulations adopted by the governing board. In addition, officers have been granted the authority to ask all persons on or in College property for identification.

While acting in their official capacity, security officers are empowered to conduct investigations and may make citizen arrests for crimes and violations that occur in their presence (as authorized by in ORS 133.005). Persons placed under citizen's arrest are remanded to the custody of the local law enforcement agency for detention and prosecution.

All security officers are designated "persons in charge" in regard to trespass authority and are authorized to exclude persons who are deemed in violation of campus policies or criminal statutes, from the campus. The jurisdictional authority is limited only to COCC properties and facilities, and COCC security officers are not armed.

Enforcement of Policy Violations

Persons who violate campus policies are subject to citation. Parking and traffic violations are routinely enforced by officers with the issuance of

citations that include monetary penalties. Unpaid violations could result in registration or an account hold. Citations may be appealed through the College's Citation Appeal Committee. To appeal a citation, violators must obtain and complete an appeal form, located online at <http://campusservices.cocc.edu/security/parking>, in the Information Office or the Department of Safety and Security. Other policy violations may be adjudicated through student conduct hearings which can result in academic warnings, suspensions or expulsions.

Interaction with Law Enforcement

The Department of Safety and Security enjoys a professional and productive relationship with local law enforcement. Law enforcement services in Bend are provided by the City of Bend Police Department. The City of Redmond Police Department services the Redmond Campus. Both departments are full-service municipal law enforcement agencies that provide routine patrol in and around the campus areas. The department also cooperates with state and federal law enforcement agencies in the investigation of crimes and response to incidents that fall within their jurisdiction. All incidents requiring law enforcement response or investigation are referred to the appropriate agency by the Department of Safety and Security.

Prevention Activities

The department participates in a variety of College community activities to promote the prevention of crime as well as safety and security principles. Security staff participates, as requested, in new student orientation providing training in the prevention of crime and promoting a safe educational experience. Security staff also act in an advisory capacity to the College by reviewing new construction and other campus building projects to offer input as to expected safety and security requirements. Officers are available to conduct safety inspections as well as conduct crime preventive and personal safety presentations. To schedule a presentation, contact the department at 541-383-7272.

Safety and Security Services Offered on Campus

In addition to crime prevention presentations and events, the Department of Safety and Security, along with other campus departments, provides a variety of additional services and measures to enhance safety on campus, these include:

- Safety escort service from and to points within the Bend campus (contact the Department of Safety and Security); and
- Facility surveys of lighting, doors and grounds.

PROVIDING ASSISTANCE

Reporting of Crimes

Students and staff are encouraged to report all crimes and occurrences to the Department of Safety and Security. In certain instances, the local police department will be notified. Certain crime statistics, as required by the Federal Campus Crime Awareness and Campus Security Act of 1999 are reported to the United States Department of Education each October and are made available to all students, staff, faculty and visitors through the COCC website and printed materials, such as this report. In compliance with the act, the Department of Safety and Security has a daily incident and crime activity report available for inspection during normal business hours.

Requesting Assistance

Persons requesting emergency or urgent assistance may contact the Department of Safety and Security by phone or by use of a "code blue" tower or emergency assistance phone. There are four "code blue" towers (emergency assistance intercoms) located strategically throughout the Bend campus. The towers include a blue light or beacon; when activated, the beacon illuminates and COCC officers respond to assist. There are also emergency assistance phones located in front of the Bookstore and to the rear of the Boyle Education Center.

RESIDENCE HALL/FIRE SAFETY

Residence Hall—Safety and Security/Missing Person Procedures

The Department of Safety and Security works closely with residence hall staff to help ensure the safety of students who reside at the College. Most student conduct issues within the residence hall are initially managed by residence hall staff but depending on the severity or urgency may be referred to the Department of Safety and Security or Student Services.

Maintaining a safe environment for students and ensuring the safety of those that reside in on-campus housing is of the highest priority. To meet this goal, staff from the residence hall routinely check in with residents to determine their general schedules and to take action if a student is unexpectedly absent for an extended period of time. Students may provide to the on-campus housing office; contact information for persons who they have authorized to be contacted in the event they have been reported missing. Parents of students who are under 18 years of age will be contacted if the student is deemed “missing,” regardless of the persons who are listed on their emergency contact form. In compliance with the Higher Education Opportunity Act of 2008, the College has established a policy for responding to resident students who have not returned near the expected time and may be considered “missing.” The full policy is available for review in the residence hall, Student Services and the Department of Safety and Security.

A resident student may be considered “missing” if the student’s absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but are not limited to, a report or suspicion that the missing person may be the victim of foul play, has expressed suicidal thoughts, is drug dependent, is in a life-threatening situation, or has been with persons who may endanger the student’s welfare.

Missing students may be reported to campus security, Student Life or any College housing staff member. Upon notification of a potentially missing student, campus security will be notified and will begin an investigation of the situation.

If the student cannot be located after reasonable efforts, the Housing Coordinator, director of Student Life, or Safety and Security Coordinator will then contact the student’s emergency contacts no later than 24 hours after the student has been suspected as being missing. If the investigation indicates that a student is missing, campus security will file a missing persons report with the Bend Police Department.

A student who is missing and is believed to be the victim of “foul play,” involved in a life threatening situation, has indicated suicidal threats or is believed will do harm to themselves, constitutes an immediate response situation. Campus security will be contacted immediately and will initiate a report as well as take responsibility for notifying appropriate law enforcement agencies.

The Residence Hall and Counseling Office at COCC offer several special services including:

- Education programs to promote the awareness of rape, acquaintance rape, and other sex offenses;
- Procedures students should follow if a sex offense occurs, including who should be contacted, the importance of preserving evidence as may be necessary to the proof of criminal sexual assault, and to whom the alleged offense should be reported; and
- Notifying students of options for, and available assistance in, changing academic and living situations after an alleged sexual assault incident if requested by the victim and if these changes are reasonably available.

Fire Safety – Student Housing

In compliance with fire reporting guidelines as a component of the Federal Campus Crime Awareness and Campus Security Act of 1999, the College must annually report all fires that occur in student housing facilities. **In 2009, there were no reported fires in student housing.**

All student housing is located in the Juniper Residence Hall. The College does not own or operate any other housing facilities on or off campus. Juniper Hall includes dorm space for approximately 103 students with rooms that house two to three students each. The building includes a fire alarm system that includes sensors and alarms in all sleeping and common areas (the building does not have a full-kitchen facility) as well as other rooms that are required by law to contain alarms. Fires can be reported by residents directly to the Department of Safety and Security, the local emergency services (Deschutes County 9-1-1) or to housing staff; who will then contact emergency services.

The building is compliant with the Uniform Fire Code and includes the required number of fire extinguishers, appropriately placed emergency exit signs and is compliant with emergency egress requirements. The building receives a yearly inspection by the city of Bend Fire Department as well as fire extinguisher inspections, repair and replacement by a certified private provider. The Department of Safety and Security or designee checks all emergency doors, alarms and extinguishers on a monthly basis to ensure they are in place and functioning.

The College has adopted policies to ensure maximum safety in the residence hall. These include: no smoking in or around the building, no use of "hot plates" or other electric or gas heating items other than microwave ovens provided by the College and no open flames of any type in the residence hall.

The College will perform, at a minimum, a quarterly fire drill to ensure that all residents are aware of fire and emergency evacuation procedures.

In 2009 there were four fire drills conducted at the student resident hall. All students are provided training at the beginning of the fall term (or when they begin their tenancy) on fire safety, evacuation and response to emergencies. The training is performed by staff from the Department of Safety and Security as well as Housing, Student Services and other departments. Evacuation information is available in the residence building, the Department of Safety and Security and online, www.cocc.edu.

The Department of Safety and Security maintains, available for public inspection, a fire log, generated through the department's database system that includes a listing of all fires that occur in the residence hall. The report includes the date, time and type of fire as well as the specific location.

POLICIES AND LAWS

Sex Offender Statement

The Federal Campus Sex Crimes Prevention Act of 2000 (CSCPA), which became law October 28, 2000, but which delayed certain provisions until October 28, 2002, amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act.

CSCPA provides special requirements relating to registration and community notification for sex offenders who are enrolled in or work at institutions of higher education. In addition to the Wetterling Act, CSCPA also amended the Clery Act and the Family Educational Rights and Privacy Act of 1974 to allow the disclosure of this information regarding students.

As provided in the Wetterling Act, any person required to register under a state sex offender registration program must notify the state regarding each institution of higher education in that state at which the person is employed, carries on a vocation or is a student. The person must also alert the state of any change in enrollment or employment status.

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

In addition, each institution's public safety office will maintain a list of sex offenders who have been required to report their sexual offender status to an institution under federal and/or state law.

Drug Policy

In compliance with the Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D) and the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226), it shall be the policy of COCC to maintain a drug-free campus for all employees and students. It is the responsibility of the College to notify students and staff of College policy. In accordance with this intent, the following policy is in effect:

Drug-Free Campus

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on the College campus and in all College facilities. Violation of this procedure will be prosecuted to the full extent of state and federal law and, in addition, has specific consequences for employees and for students which are stated elsewhere.

Alcohol on Campus

Alcoholic beverages, and the consumption thereof, shall not be allowed on the campuses of COCC except as permission is granted by the COCC

President through the completion of and presidential signature on Request for Approval to Serve Alcohol on COCC campus form.

Weapons on Campus

Firearms, explosives, ammunition, weapons or fireworks of any kind are not permitted to be carried or used on the College campuses.

Smoking on Campus

The COCC smoking policy is in compliance with the Oregon Indoor Clean Air Act. The law, which went into effect in July, 1983, is designed to protect the public health, comfort and environment by prohibiting smoking in public places, except in designated areas. The law states that, "No person shall smoke or carry any lighted instrument in a public place except in areas designated as smoking areas...Public places do not have to provide smoking areas."

Effective July 1, 1992, smoking is banned in all of the buildings of COCC.

Effective 4-17-02, smoking or the use of smokeless tobacco is limited to campus parking lots. During high fire danger periods, smoking will be banned completely.

Pets on Campus

Domesticated pets and animals are not allowed on campus or in vehicles while on College property.

Identification

As authorized through the policies of the College, persons on COCC campuses are required to provide identification when requested by an officer of the Department of Safety and Security. College-issued identification cards are available at the Information Office in the Boyle Educational Center.

Campus Facilities

Most buildings on campus are accessible during normal business hours (7 a.m. to 5 p.m., Monday through Friday) to members of the campus community and guests. Exterior doors are locked and checked each evening by security personnel and/or physical plant employees.

The exterior doors to Juniper Hall, the only residence hall on campus, are locked and only accessible electronically. Residence hall visitors must register at the Hall's main desk.

COCC maintains a strong commitment to safe lighting on campus. Exterior lighting is an important part of this commitment. Formal surveys of exterior lighting needs are conducted annually, but members of the campus community are encouraged to report any exterior lighting deficiencies to the director of Campus Services. For safety reasons, shrubbery and trees are trimmed on a regular basis.

EMERGENCIES

Emergency Procedures/Evacuation

The College has developed a comprehensive Emergency Procedures Manual and provided training to certain work groups throughout the College community. The procedures provide direction for a variety of natural and man-caused disasters and emergencies.

Included in the COCC Emergency Procedures Manual are operational procedures for evacuations. The College has identified strategic locations throughout the campus for evacuation assembly areas as well as evacuation operations for those students and staff who are mobility impaired. The map of evacuation assembly areas may be viewed online at www.cocc.edu.

The College has established an emergency notification system in which most students and staff have been automatically included when they register or begin their employment. The system, when used by campus officials, will send alert, emergency messages to each person's e-mail accounts on file as well as to all phones and cell phones.

In the event of an emergency, students and staff will receive a message from the emergency notification system. In addition, administrative staff for the building(s) in which the incidents are occurring will be notified and Department of Safety and Security Officers, along with local emergency services (when appropriate), will respond to aid in the evacuation.

The Federal Campus Crime Awareness and Campus Security Act of 1999 requires institutions of higher education to, without delay, notify students and staff of significant emergencies and to provide appropriate response directions unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or contain, respond to, or otherwise mitigate the emergency.

When an emergency situation occurs the primary initial emergency responders will be officers and staff of the Department of Safety and Security in addition to any emergency services responders.

The College has developed an administrator team to determine, in a crisis situation, the information to be released and the format for release. The team includes: The director of College Relations, director of Information Technology and the director of Risk Management.

The College will perform at least one test of the emergency evacuation procedures each calendar year. The results of the test are released in an official college report, available in the Safety and Security office. The report documents the test, deficiencies that were identified and how those deficiencies are being addressed.

REPORTED CRIMES

Definition of Reportable Crimes (Abridged)

Murder: The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter: The killing of another person through gross negligence.

Sex Offenses—Forcible: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Sex Offenses—Non-Forcible: Unlawful, non-forcible sexual intercourse.

Robbery: The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Burglary: The unlawful entry of a structure to commit a felony or a theft.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle.

Arson: Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Illegal Weapons Possession: The violation of law or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

Drug Law Violations: The violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or services utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession transportation or importation of any controlled drug or narcotic substance.

Liquor Law Violations: The violation of statute or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession or use of alcoholic beverages, not including driving under the influence of drunkenness.

Reporting of Hate Crimes: Certain classifications of crime, where there is evidence that the victim was targeted because of the perpetrator's bias, are identified as "hate crimes." COCC reported 0 (zero) hate crimes in 2009.

		2007	2008	2009
MANSLAUGHTER				
	Bend	0	0	0
	Redmond	0	0	0
SEX OFFENSES				
	Bend	0	1	0
	Redmond	0	0	0
BURGLARY				
	Bend	6	11	0*
	Redmond	0	1	0*
MOTOR VEHICLE THEFT				
	Bend	0	0	0
	Redmond	0	0	0
MURDER—NON-NEGLIGENT HOMICIDE				
	Bend	0	0	0
	Redmond	0	0	0
LIQUOR LAW VIOLATIONS				
	Bend	23	20	14
	Redmond	0	0	0
ROBBERY				
	Bend	0	0	0
	Redmond	0	0	0
AGGRAVATED ASSAULT				
	Bend	0	0	0
	Redmond	0	0	0
HATE CRIMES				
	Bend	0	0	0
	Redmond	0	0	0
DRUG ABUSE				
	Bend	5	9	12
	Redmond	0	0	0
WEAPONS VIOLATIONS				
	Bend	1	0	0
	Redmond	0	0	0
ARSON				
	Bend	0	0	0
	Redmond	0	0	0
THEFTS—NON BURGLARY				
	Bend	N/A	N/A	11
	Redmond	N/A	N/A	0

* 2009 Burglary reporting guidelines have changed since 2008 resulting in most "burglary" incidents now classified as theft (Larceny)

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