



MT. HOOD
COMMUNITY COLLEGE

**ANNUAL SECURITY REPORT
2023**

This report provides information regarding Mt. Hood Community College's compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Prepared by the Department of Public Safety

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Introduction

This report provides information regarding Mt. Hood Community College's (MHCC or the College) compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This Act is a federal law that requires colleges and universities to disclose specific information about crime statistics and security policies to their current and prospective students and employees. The report provides information they may need in order to avoid becoming victims of crime on campus. The original law, known as the "Crime Awareness and Campus Security Act of 1990," and subsequent amendments were championed by the parents of Jeanne Clery, who was murdered by another student at Lehigh University in 1986. Amendments to the Act in 1998 renamed it in memory of Jeanne Clery. In 2008, the Higher Education Opportunity Act (HEOA) (Public Law 110-315) reauthorized and expanded the Higher Education Act of 1965, as amended. HEOA amended the Clery Act and created additional safety and security related requirements for institutions of Higher Education. Recently, Title IX and the Violence Against Women Act have both added additional requirements, which are reflected in this report.

Creating a safe atmosphere at MHCC is important to everyone. We encourage you to carefully review the information in this report. Should you have any questions, please call the Public Safety Department at (503) 491-7310.

College History and General Information

In 1966, MHCC became a community college. It is the third largest community college in Oregon, serving approximately 19,000 students a year and employing more than 1,300 full and part-time employees. The College is currently comprised of the Gresham campus located at 26000 SE Stark in Gresham; the Bruning Center for Allied Health Education located at 1484 Civic Drive in Gresham; and the Maywood Park Center located at 10100 NE Prescott in Northeast Portland. MHCC also offers classes located at public schools within the district and operates Head Start satellite facilities throughout east Multnomah County. The College does not have residential housing facilities, on or off-campus. MHCC does not recognize any off-campus fraternity or sorority houses or off-campus student organizations.

The community surrounding MHCC continues to demonstrate growth. People of diverse background make up the community, and MHCC's student body mirrors this diversity. The College is committed to remaining accessible to an ever-increasing population with diverse needs.

MHCC is accredited by the Northwest Commission on Colleges and Universities. The College is financed by local property tax revenue, state reimbursement funds, and student tuition and fees.

Law Enforcement Authority

MHCC's Public Safety Officers are primarily responsible for carrying out the mandates of the Crime Awareness and Campus Security Act under [MHCC's Security AR-4080-D](#). The officers utilize citizen's arrest powers granted by Oregon Revised Statutes (ORS) 133.225 for criminal offenses committed in their presence. They are also granted peace officer authority under ORS 133.005 (3) pertaining to traffic and parking enforcement as stated in ORS 341.300 and MHCC's [Risk Management Board Policy 4080](#). In addition, the officers are responsible for controlling public access to all campus

locations in [Public Access to College Locations AR-4100-A](#). The officers respond to all calls originating on property owned by MHCC and work with state and local law enforcement agencies in the reporting, investigation, and resolution of reported crimes. The officers do not carry firearms and their authority is limited to the geographical boundaries of MHCC's properties, including land, structures, streets, roadways, and parking lots. Officers have the authority to ask all students and employees on MHCC property or at MHCC sponsored events for identification.

Local Law Enforcement Cooperation

MHCC's Public Safety Department has ongoing working relationships with the Gresham Police Department, Portland Police Bureau, Oregon State Police, and the Multnomah County Sheriff's Office. These law enforcement agencies provide support to MHCC upon request and share relevant information related to actual or potential criminal activity on our campuses or in the surrounding area that might warrant timely warnings. MHCC's relationship also includes an agreement with the Gresham Police Department that allows the Public Safety Department to take courtesy crime reports for crimes occurring at MHCC's Gresham campus or Bruning center. Special Agent Campus Liaisons from Portland's Federal Bureau of Investigation (FBI) office are assigned to MHCC to establish a point of contact, create an information-sharing environment, increase potential threats awareness, and provide training for MHCC.

Public Safety Department Overview

MHCC recognizes the need to provide for the safety, security and well-being of persons associated with or represented by the College as reflected in:

- [Risk Management BP-4080](#)
- [Campus Security and Access BP-3501](#)
- [Security for MHCC Property BP-6520](#)
- [Weapons on Campus BP-3530](#)
- [Security AR-4080-D](#),
- [Public Access to College Locations AR-4100-A](#)
- [Firearms, Weapons and Destructive Devices Free Environment AR-5040-C](#).
- [Events and Guest Parking AR-4010-O](#)

The mission of the Public Safety Department is to provide a safe and supportive learning and working environment for MHCC's students, employees, and visitors.

The vision of the Public Safety Department is to be a model in providing ethical, effective, efficient, and value-oriented public safety services while creating a culture where every MHCC community member plays an active role in ensuring a safe learning environment.

The Public Safety department enforces MHCC's policies and regulations; conducts foot and vehicular patrols; responds to emergency calls; provides security for MHCC facilities; provides safety escorts for persons anywhere on campus; investigates criminal incidents and completes crime reports; responds to fire and security alarms; provides first aid response to injuries/illnesses and safety hazards; conducts crowd control; enforces parking and traffic regulations; jump starts dead batteries; performs vehicle unlocks; provides crime prevention education, and assists law enforcement

agencies. The department also utilizes 100 closed circuit television cameras to detect and document unlawful or unsafe activity. Public Safety Officers are in contact with MHCC's Communications Dispatch Officers by radio and cell phone. The Communication Dispatch Officer assesses the priority of reported incidents, collects necessary information, and dispatches both on-campus and local emergency responders for safety related calls. The department has six 800 mega-hertz radios that enables the department to communicate with local law enforcement agencies, 911-dispatch center, and the fire department during emergencies. In addition, and upon request, the department is available to address potential security or safety concerns in presentations to groups or to assist in developing procedures to address concerns. The department provides these services in a centralized entity under the Manager of Public Safety who oversees the Public Safety Officers, Communication Dispatch Officers and other staff assigned. The Manager of Public Safety reports to the Associate Vice President of Facilities/Risk Management/Public Safety, who reports to the Vice President of Finance/Administration, who reports directly to the President of the College.

MHCC's Public Safety Officers are a uniformed presence on the Gresham Campus 24 hours a day, 365 days a year. The Maywood Park Center has a uniform Public Safety Officer for 20 hours a week when classes are in session. Law enforcement agencies are available to respond to Gresham campus, Maywood Center, and Bruning Center at any time. The Public Safety Officers are certified by Oregon's Department of Public Safety Standards and Training (DPSST). The officers are trained in a variety of law enforcement related topics and receive regular training in First Aid, Cardio Pulmonary Resuscitation (CPR), Automated External Defibrillator (AED), Incident Command System (ICS) and crime reporting. The officers are also trained in defensive tactics and carry handcuffs, expandable batons, and pepper spray.

The Communications Dispatch Officers are trained to assess the priority of reported incidents, collect necessary information and dispatch both on-campus and local public safety emergency responders in response to a variety of safety related calls.

A Campus Watch Program made up of student volunteers and student workers assist in providing a security presence on our Gresham campus. These individuals serve as extra eyes and ears and report any unusual, suspicious or obvious threatening or criminal activities to the Public Safety Department.

Reporting Crimes and Other Emergencies on Campus

MHCC strongly encourages anyone who witnesses a crime or suspicious activity, or has knowledge of criminal activity on campus, to report that information either in person or by telephone in an accurate and timely manner. This information should be relayed to the Public Safety Department or local law enforcement agency to ensure timely response, aid in providing timely warning notices to the community when appropriate, and inclusion in the annual crime statistics.

Individuals designated as "campus security authority" have "significant responsibility for student and campus activities," and as such, are provided notice by the College to the extent of their responsibility and how to report crimes to the Public Safety Department.

In the event of a situation believed to be life threatening, such as fire or medical emergencies, dialing 911 from any telephone may reach the local emergency response center. These types of

emergencies should also be reported to the Public Safety Department at (503) 491-7911. Priority response will be provided to matters involving personal safety or violence.

Crime reports are written to document activities of the Public Safety Department. These reports are maintained on a computerized database. Copies are provided to local law enforcement agencies and are subject to Oregon's Open Records Laws. Reports by witnesses are kept confidential on a need-to-know basis, to the extent lawfully possible. Stolen items identified by serial number are entered in a nationwide Law Enforcement Database System (LEDS) by the Gresham Police Department to assist in potential recovery of those items.

Emergency Notification by Telephone (Voice and Text) or In-person

Anyone can report suspicious activity, a crime in progress, a fire, a medical emergency, an incident or a hazard which could cause harm to them or others, by dialing one of the following phone numbers for immediate connection to the 9-1-1 Bureau of Emergency Communications or the Public Safety Department on the Gresham campus.

By Telephone - Emergencies at the Gresham Campus, Maywood Park Center and Bruning Center

From any College telephone

911, then MHCC Public Safety's extension 7911

From any landline or cellular telephone

911, then MHCC Public Safety's number: (503) 491-7911

Text 911 from a cellular telephone

On August 23, 2016 a new 911 text-capable system went online in Clackamas County, Columbia County, Marion County, Multnomah County, Washington County, and Clark County.

The text-to-911 system is for those who are deaf or hard of hearing, or who find themselves in a situation in which speaking on the phone would put them in danger.

Text to 911: What you need to know,

- To use Text to 911 to report an emergency, you simply open your text messaging screen, enter "911" (with no dashes or spaces) in the "to" field, type your message, and hit "send."
- Texting should be used only when you are unable to make a voice call to 911.
- Text to 911 can receive only words and punctuation. Text to 911 cannot receive emoticons, emoji, pictures or videos. Also, your message may not be interpreted correctly if you use "text speak" or abbreviations.
- Text to 911 services are currently only available in English.
- If your phone is in roaming mode or you add 911 to a group text, dispatchers will not receive your message.
- There is no cost to the person texting 911.

Know Your Location When Calling 911

- The 911 dispatchers at Portland's Bureau of Emergency Communication have a tool to help locate callers. The tool is particularly helpful finding callers using a cell phone in most situations. The tool allows dispatchers to access a national public safety resource that will quickly provide them accurate location data for 911 calls made from all kinds of cell phones. Always know the location you are calling from, because many areas in general, cannot always identify your location if you are contacting the 911 center from a cellphone, and location accuracy is even worse for texting than it is for voice calls. More information can be found at: [9-1-1 and Texting Bureau of Emergency Communications](#)
- [Using Emergency SOS on iPhone](#)
- [Using Emergency SOS on Galaxy Smartphone](#)

Interpreter / Translator Needed

911 utilizes Language Link for over-the-phone interpretation services. Language Link is available 24/7, connects within seconds and provides a state-of-the-art call center with high quality interpreters. They offer interpreters for more than 240 languages and dialects. All Language Link interpreters hold a professional certification, have at least two years of professional interpreting experience, and sign a confidentiality agreement.

If you or someone you know does not speak English, dial 9-1-1 and advise the Calltaker what language you speak. It helps if you are able to tell 911 the language you speak in English. 911 also encourage people to learn how to say the type of help they need (e.g., police, fire, medical) and their address.

Language Link is available for non-emergency calls, as well. Dial the Non-Emergency Number, press one at the recording, and wait for a Calltaker to come on the line. Remember, whether you call 9-1-1 or Non-Emergency, stay calm and answer all of the Calltakers questions. Speak slowly and clearly and provide short answers. Lastly, help can be started in emergency situations while you are still talking with a 9-1-1 calltaker.

Designated Emergency Telephone/Call Boxes at the Gresham Campus

There are designated emergency telephone/call boxes located throughout the Gresham campus. The emergency telephones are directly linked to the Public Safety Department.

Allied Health Road	Lower level north end of AC1700 area
Causeway	North end of Causeway, between Student Union & HPE
Parking Lot N	South end of Parking Lot N
Fisheries Building	In front of HF4 / west side of building
Track and Field	Southwest of track
Physical Education Building	Outside on south lobby walkway
Visual Art Mall	East of VA20 in courtyard
Student Union	Outside North Entrance – AC1051

1300 Area	East of AC1309 on pillar
1500 Area	Northeast of AC1511 on pillar
1600 Area	Northeast of AC1610 on pillar
2330 Public Safety Office	Adjacent to Public Safety Office door entrance
2400 Area	Between AC2450-2459
2500 Area	Between AC2557-2562
2600 Area	Between AC2655-2660
Flag Poles	Southwest of Public Safety Office – in vehicle turn around

Elevator Emergency Telephones at Gresham Campus, Maywood Park Center, and Bruning Center

All elevators at the Gresham Campus, Maywood Park Center, and Bruning Center are equipped with phones connected directly to the Public Safety Department. These designated emergency telephones are periodically checked by the Public Safety Department to ensure they are in working order.

In Person

Contact the Public Safety Department in room AC 2330 at the Gresham campus on 26000 SE Stark Street, Gresham, OR 97030.

Non-Emergency Notification – Gresham Campus, Maywood Park Center, and Bruning Center

Call the non-emergency line to report a crime(s) that has previously occurred or non-emergency situations for Gresham Campus, Maywood Park Center, and Bruning Center. Non-emergencies include reporting property crimes and requesting building unlocks, parking information, safety escorts or crime prevention program information.

By Telephone, Text, or Email

MHCC non-emergency

By Telephone (503) 491-7310

By Text Messaging (503) 539-5145

By E-mail PublicSafety2@mhcc.edu

Police non-emergency

By Telephone (503) 823-3333

Information to Provide to Public Safety Department or Law Enforcement Agency

When calling for either emergency or non-emergency services, be prepared to provide the following information:

- Name and telephone number
- What is happening
- Where and when the incident occurred
- Who was involved in the incident with detailed description of person(s) involved
- Description of any vehicle(s) involved
- Description of any weapon(s) involved
- Witnesses' name(s) and description(s)

Options for Notifying Law Enforcement Authorities

On the Gresham campus, you may request that the Public Safety Department complete a courtesy report of criminal activities for the Gresham Police Department (GPD). The reported information is then entered into the Oregon Law Enforcement Data System by GPD. Some reports cannot be completed by the Public Safety Department, such as traffic accidents and vehicle thefts; however, Public Safety staff is available to assist individuals in contacting the appropriate law enforcement authorities to file a police report. Any individual has the right to report crimes against them or their personal property that occurs on MHCC property or at an MHCC sponsored event directly to the local law enforcement agency at (503) 823-3333.

Confidential Reporting

MHCC has a voluntary confidential reporting system. If a victim or witness of a crime does not wish to take action with the College or local law enforcement agency, they may want to consider making a confidential report. The Public Safety Department can submit a description of the event without publicly disclosing the reporting person's name. Confidential reports allow MHCC to accurately count all crimes occurring on campus to ensure the ongoing safety of all MHCC constituents by keeping accurate records of numbers of incidents and determining where there is a pattern of crimes with regard to location, method or suspect/assailant. This way, the Public Safety Department can alert the campus community to potential danger(s) with timely "*Crime Alert*" messages and other communications.

Contact the Public Safety Department at (503) 491-7310 to file a confidential report. Anonymous crime reports are evaluated individually for location, detail, and veracity prior to being included in the annual crime statistics.

Emergency Response and Evacuation Procedures

MHCC has developed a written Emergency and Safety Procedures Handbook. The programs and procedures outlined within the 15 chapters of the handbook pertain to the basic actions individuals can take when presented with an emergency and/or safety situation such as; thunderstorms, earthquakes, fire and other various exposure risks. Employees review these procedures on a regular basis as identified with their mandatory training requirements. In addition, faculty members share with

their students prescriptive emergency and evacuation procedures at the beginning of each term. A copy of the handbook can be obtained at the office of Environmental Health & Safety in room AC 165 on the Gresham campus or through the intranet at [MHCC Emergency and Safety Procedures Handbook](#).

MHCC has adopted the National Incident Management System (NIMS) and the Incident Command System (ICS) for responding to emergencies. The ICS team is responsible for coordinating and managing emergencies, including assisting in evacuations and crowd control. The ICS team is comprised of the following key personnel with responsibilities for emergency response.

- College President
- President's Cabinet
- Dean of HPE, Athletics, Aquatics & Recreation
- Executive Director, Child Development & Family Support Programs
- Manager of Risk, Environmental Health & Safety
- Manager of Public Safety
- Manager of IT Client Services
- Manager of Child Development & Family Services Facilities and Environmental Safety
- Manager of Facilities Operations
- Manager of Facilities Planning & Construction
- Environmental Health and Safety Specialists
- Purchasing Agent
- Instructor of Cybersecurity & Networking
- Lead Public Safety Officer
- Events Coordinator
- Counseling Staff
- Science Lab Coordinators
- Public Safety Employees
- Dean of Nursing
- Nursing Instructional Administrative Coordinator
- Director of Accessible Education
- Athletics Administrative Coordinator
- Dean – Pre-College Transitions Program, Title II, Maywood Center
- Maywood Administrative Coordinator
- Director of Student Basic Needs
- Infrastructure and Security Services Manager

Delegation of Authority

The College President has granted the ICS Incident Commander authority to carry out specific functions during a MHCC emergency event response to meet the following incident objectives:

- Protection of life - Accountability for the safety of students, staff, visitors and incident personnel is the first and most vital responsibility.
- Identify causes of incident.
- Stabilize situation.
- Communicate with all appropriate parties.
- Return to regular operations.

The Incident Commander will also command and control all resources assigned to the incident. The Executive Policy Group will be responsible for authorizing College closures unless unavailable and danger is imminent.

Mass Notification Methodology

If there is an emergency, an audible alarm will sound, and/or a Rave notification alert sent, and/or an in-person message will be delivered to affected area. During an emergency, the designated incident commander shall determine if the situation poses an immediate threat to the health or safety of students, visitors, or employees. If the emergency is confirmed, the following communication notification system will be initiated and used during the lifecycle of emergency response.

Minutes: Building Alarms, Public Address System where available, Email and Text Messaging using Rave Alert Notification System

Hours: MHCC Web Page, News Media Releases, Email and Text Messaging using Rave Alert Notification System, Flash Alert

Days: MHCC Web Page, Email and Text Messaging using Rave Alert Notification System, MyMHCC portal, Flash Alert, News Media Releases

Information about MHCC's Rave Alert Notification System can be found at [Rave](#)

Drills and Training

Evacuation drills are conducted at least annually to test our emergency response and evacuation procedures. The Environmental Health and Safety Specialist and Manager of Risk, Environmental Health & Safety are responsible for carrying out this process. The announced emergency response and evacuation drills were conducted at the Gresham Campus on October 4, 2022 and February 6, 2023 and at the Maywood Center on October 6, 2022, February 8, 2023, and April 11, 2023. The Bruning Center holds monthly drills with the Center for Advanced Learning during the school year. The college conducted active shooter lockdown drills at the Gresham campus on October 17, 2022 and April 25, 2023, at the Maywood Center on April 12, 2023 and April 20, 2023, and at the Bruning Center on October 25, 2022, provided information in emails to staff; and posted information on the public safety web page. The Rave Alert system is tested during each lockdown drill at the Gresham campus.

Timely Warnings on “Crime Alerts”

In the event of a significant emergency or dangerous situation involving a continuing threat to the health and/or safety of students, employees and visitors on campus, the College will issue a campus wide “timely warning” to the campus community without delay upon confirmation of the threat and if time allows, consultation with the College President and law enforcement agencies. The timely warning information will be provided in an appropriate manner to protect the personal safety of students and employees and prevent similar crimes from occurring. Anyone with information warranting a timely warning should report the circumstances to MHCC's Public Safety Department by phone at (503) 491-7911, text message at (503) 539-5145, or in person in AC 2330 at 26000 SE Stark, Gresham, Oregon 97030.

Timely warnings will be communicated to the MHCC community in one or more of the following ways:

- Broadcast email messages to employees and current students
- Email and text messaging using Rave alert notification system
- Public address systems
- Prominent postings on the [MHCC Web Site](#)
- MyMHCC portal
- Fliers and other informational materials posted throughout campus on doors and at entrances to campus buildings
- College student newspaper
- Local television, radio and community newspapers

The “timely warning” may be delayed if the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims, contain or respond to the emergency, hinder or put at risk the safety of law enforcement or emergency medical or fire personnel or the on-going investigation and apprehension of suspects.

Access to College Facilities

Mt. Hood Community College is an open campus. Most campus buildings and facilities are accessible to students, employees, and visitors during normal business hours of Monday through Friday 8:00 am – 5:00 pm. During other times, all exterior doors and buildings are locked and only employees and authorized students are admitted. Entry to rooms and buildings by authorized persons outside of normal business hours is possible by using an issued key or electronic access card, or by calling the Public Safety Department. Keys and access cards are issued through the Department of Facilities upon approval by the appropriate administrator. Employees, without an issued key or electronic access card, need to present a valid MHCC employee photo I.D. to the Public Safety Officer or representative for access to secured rooms, unless the officer knows the person as a current employee. Students need prior clearance authorization from a designated MHCC employee sent to the Public Safety Department and present a student MHCC I.D. or legal government issued photo ID for access to secured rooms.

Open Campus Hours

Please call ahead since hours may vary.

Gresham Campus (503) 491-7310

Monday - Friday 6:00 am - 11:00 pm

Saturday & Sunday 7:00 am - 10:00 pm

Maywood Park Center (503) 491-6100:

Monday - Thursday 7:00 am – 9:00 pm

Friday 7:00 am – 5:00 pm

Saturday, Sunday, and Summer Term – Varies, call ahead

Bruning Center (503) 491-6700

Fall - Winter - Spring Terms

Monday - Friday 7:45 am – 5:00 pm
Summer Term – varies, call ahead

Access to buildings at outreach satellite centers, including Maywood Park Center and Bruning Center, is normally controlled by the manager of each area.

To ensure the security of our buildings, it is essential that locked doors are not propped open after use, not open for unfamiliar individuals, and are locked after use. Lost campus keys/access cards should be reported immediately to the employee's supervisor and the Department of Facilities Management at (503) 491-7131.

Security Alarms and Cameras

MHCC's Public Safety Department monitors a comprehensive network of intrusion and fire detection systems on Gresham Campus, Bruning Center, and Maywood Park Center. Many office areas have panic alarms for employees to activate when immediate assistance from the Public Safety Department is required. Various public locations on campus have security surveillance cameras that serve to deter crime and can be reviewed by authorities should a need arise.

Security Considerations Used In Maintenance of Facilities

MHCC's Department of Facilities Management is responsible for maintaining all College property, including all buildings, grounds, doors, locks, exterior lighting, and is responsible for issuing keys to campus facilities. Facilities employees are required to report suspicious or criminal activity directly to the Public Safety Department in person, via radio, or telephone. All persons on campus are encouraged to report possible safety and security hazards to either the Public Safety Department at (503) 491-7310 or the Department of Facilities at (503) 491-7131 or the Environmental Health and Safety Department at (503) 491-7495.

Members of the MHCC Safety Committee conduct quarterly safety inspections in their assigned areas to report safety concerns that may need additional attention such as improved lighting, crosswalk access, over-grown shrubbery, and signage requirements. The Committee meet regularly to discuss other concerns and to make recommendations to management regarding campus safety.

Safety and Security Awareness and Prevention Programs

The MHCC Public Safety Department is committed to educating the College community about safety procedures and crime prevention. In addition, they inform the College community of each individual's responsibility to take the necessary steps to reduce the likelihood of victimization or crimes on campus.

General Safety Tips

It is important for employees and students to use common sense precautions in order to avoid becoming a victim of a crime. Consider the following tips:

Personal Safety

- Be aware of your surroundings. Report suspicious behavior/activities to MHCC's Public Safety Department at (503) 491-7310 for non-emergencies, and (503) 491-7911 for emergencies.
- Walk at a brisk pace. Avoid walking alone after dark. Walk with persons you know in well-lit and well-traveled areas.
- Call MHCC's Public Safety Department at (503) 491-7310 for an escort between campus buildings and your vehicle.
- Be familiar with the location of emergency telephones/call boxes that are located throughout the Gresham Campus and in elevators. Call Public Safety at extension 7310 for non-emergencies and 7911 for emergencies.
- Pre-program MHCC's Public Safety Department telephone numbers into your cell phone: (503) 491-7310 for non-emergencies and (503) 491-7911 for emergencies.
- If you are confronted by someone who wants property, give it to them. Shout: "No!", "Stop!" or "Call the Police" loudly to call attention to the situation. Call Public Safety at (503) 491-7911 immediately. Provide a description of the suspicious person and the license number if a vehicle is involved.
- MHCC's Public Safety Officers are available to meet with individuals to discuss their specific safety concerns on campus and to help you develop a personal safety plan.

Property

- Take valuables with you. Do not leave personal items unattended at any time, in either parked vehicles or College buildings where others may have an opportunity to take them.
- Lock individual offices or areas when you are away.
- Ensure rooms are locked when not in use, especially when valuable items or equipment are in the room.
- Post signs at locations where public access is restricted.
- Keep a written record of valuables, including descriptions and serial numbers.
- Report missing or stolen property immediately to MHCC's Public Safety Department.

Vehicles

- Park in well-lit areas.
- Do not leave valuables such as cell phones, laptops, CD's, book bags, purses, wallets, and keys in vehicles, in the trunk, under the seats or in the glove compartment.
- Remove your electronic cables, mail, garage door opener and registration documents.
- Lock vehicle and close all windows. Consider using anti-theft devices, such as steering wheel locking devices.
- Scan the interior of your parked car before entering.
- If leaving your vehicle on campus overnight, notify MHCC's Public Safety Department at (503) 491-7310 and leave your name, your contact number, your vehicle license plate number, make, model, color and time you plan to remove the vehicle from campus. If you do not notify the Public Safety Department, your vehicle may be towed at the owner's expense. Do not leave valuables in your vehicle overnight.

Bicycles

- Lock the bicycle frame and front wheel to a bike rack.
- Use only a U-bolt type lock. Steel cable locks and padlocks can be easily cut.

Identity Theft

- Do not carry your Social Security card in your wallet. If your health plan or another card uses your Social Security number, ask the company for a different number.
- Fight "phishing" - is the attempt to obtain sensitive information such as usernames, passwords, and credit card details (and sometimes, indirectly, money), often for malicious reasons, by masquerading as a trustworthy entity in an electronic communication. Communications purporting to be from popular social web sites, auction sites, banks, online payment processors or IT administrators are commonly used to lure unsuspecting victims. Phishing emails may contain links to websites that are infected with malware. Phishing is typically carried out by email spoofing or instant text messaging and it often directs users to enter details at a fake website whose look and feel are almost identical to the legitimate one. Do not respond to any request to verify your account number or password. Legitimate companies do not request passwords. Bottom line: Never give out your personal information – unless you made the contact.
- Identity thieves steal passwords because they open doors to our personal information. Use different passwords for all your accounts. Make passwords strong with at least 12 characters, including a mix of small and large cap letters, numbers, and symbols (\$+r0^gh@h@). Information technology experts recommend using phrased based passwords. Keep passwords in a reputable password manager program and not written down or stored in an unsecure area.
- What you share on social networks (your home or email address; children's names; birth date and so on) is what tech-savvy thieves use for scams, phishing, and account theft.
- Protect your personal information on your computers and smartphones. Use firewall, virus and spyware protection software that you update regularly. Keep operating systems updated.
- Steer clear of spyware. Download software only from sites you know and trust. Do not install software without knowing what it is. Set Internet browser security to at least "medium." Do not click on links in pop-up windows or in spam email.
- When shopping online, check out a web site before entering your credit card number or other personal information. Read the privacy policy and look for opportunities to opt out of information sharing. (If there is no privacy policy posted, beware! Shop elsewhere.) Only enter personal information on secure Web pages with "**https**" in the address bar and a padlock symbol on the browser window. These are signs that your information will be encrypted or scrambled, protecting it from hackers.
- Open your credit card bills and bank statements right away. Check carefully for any unauthorized charges or withdrawals and report them immediately. Call if bills don't arrive on time. It may mean that someone has changed contact information to hide fraudulent charges. Consider receiving statements online or by email where you can only access by a password.
- Stop most pre-approved credit card offers. They make a tempting target for identity thieves who steal your mail. Have your name removed from credit bureau marketing lists.
- One of the best ways to protect against identity theft is to monitor your credit history. You can get one free credit report every year from each of the three national credit bureaus: [Equifax](#), [Experian](#) and [TransUnion](#). Request all three reports at once or spread out your requests, ordering from a different bureau every four months. Order your free annual credit reports by phone, toll-free at 1-877-322-8228, or online at [Annual Credit Report](#).
- A credit freeze occurs when an individual freezes his or her credit report. This may occur when credit card theft or identify theft has taken place. Credit may also be frozen when a person desires more control over her credit report. Credit freezes are most often done as a temporary measure to protect the cardholder's finances or to lessen the transparency of a person's credit report. A credit freeze may also freeze a person's credit report, blocking the opening of new

accounts under that person's name. Go to the Federal Trade Commission consumer information, [Credit Freeze FAQs](#) for more details.

- Do not be afraid to ask questions when a business or agency asks for your personal information. Ask how it will be used, how it will be shared, and how it will be protected. Explain that you're concerned about identity theft. If you're not satisfied with the answers, consider taking your business somewhere else.

Emails and Telephone Calls

- If you should receive emails or telephone calls that are threatening or disturbing while on campus, please report these immediately to MHCC's Public Safety Department at (503) 491-7310. Do not confront the individual.
- Document all conversations, including date and time the call came in, what was said, and caller contact number.
- Save all messages. Do not delete.
- Forward all email and telephone messages and other documentation to MHCC's Public Safety Department PublicSafety2@mhcc.edu

Report Suspicious Activities

- Be alert for unusual events or suspicious items or packages.
- Do not confront the situation by yourself.
- Do not go near the area or attempt to open or inspect suspicious items.
- Immediately report any unusual, suspicious or obvious threatening or criminal activities to MHCC's Public Safety Department at (503) 491-7911 if a situation is in progress; or (503) 491-7310 if the incident has already occurred.

Safety Walks

- Gresham Campus: Public Safety Officers and Campus Watch volunteers are available to escort students, employees, and visitors 365 days a year between Gresham campus buildings and to their vehicles. For more information, please call (503) 491-7310, or from a campus telephone, call extension 7310.
- Maywood Park Center: A Public Safety Officer is available to escort students, employees and visitors Monday through Thursday evenings. For more information, please call (503) 491-7310.
- Bruning Center: Ask a classmate or co-worker to walk with you to your vehicle.

Crime Prevention Literature and Publications

MHCC's Public Safety Department provides articles for publication in the student newspaper and sends all-staff emails related to crime prevention tips and actions that individuals can use to make themselves less vulnerable to crime. Examples of topics include personal safety, vehicle security, drug and alcohol awareness, sexual assault awareness and prevention, protection of personal or College property, general safety-related issues, as well as campus crime information. Brochures, posters, fliers, and booklets are also available in the Public Safety Department in AC 2330 at the Gresham Campus, and at the Maywood Park Center and Bruning Center locations. Brochures include:

- [Car Prowl Prevention](#)
- [Car Theft Prevention](#)
- [Bicycle Theft Prevention](#)
- [Resources for Problems in Public Spaces](#)
- [Crime Prevention for People with Disabilities](#)
- [911 and the Non-Emergency Number](#)
- [Identity Theft](#)
- [Understanding Stalking](#)

Victims Assistance Community Resources

Victims' assistance can be found at the [Oregon Department of Justice Crime Victims' Services](#). Public Safety can also assist with contacting community services.

Field Trips

MHCC employees escorting students on off campus travel provide the following forms to the Public Safety Department:

- [Van Itinerary Roster](#) that provide a student rosters, trip location, and students' emergency contact information.
- [Clery Act Travel Reporting Form](#) that provides locations and purpose of any travel that involves:
 - The rental of lodging for two or more nights or lodging for only one night, if there is repeated use by students
 - The College renting or leasing space for students participating in a MHCC sponsored study abroad program

Study Abroad Programs

The College shares the FBI's "Safety and Security for U.S. Students Traveling Abroad" brochure with students in MHCC's study abroad programs. The Study Abroad brochure and other information are also located on the FBI's Internet page:

- [Safety and Security for U S Students Traveling Abroad](#)
- [The Key to U.S. Student Safety Overseas](#)

Personal Safety Plans

MHCC's Public Safety Officers are available to meet with individual students and employees to discuss their specific safety concerns on campus and develop a personal safety plan. This includes individuals who have obtained restraining or stalking orders.

Campus Watch Program

The campus watch program increases security presence in crime prevention, vehicle and pedestrian traffic control, event and crowd management security, and emergency evacuations. They serve as extra eyes and ears and report any unusual, suspicious, or obvious threatening or criminal activities to the Public Safety Department.

Threat Assessment

The threat assessment team and behavioral intervention team investigates, evaluates, and manages situations of concern in order to develop strategies to ensure a safe campus and protect students, employees and visitors from random acts of violence. Immediate review of the concern is used to determine situational severity and proceed with one or more of the following actions: 1) reach out to the student; 2) convene the threat assessment team to make assessment to evaluate the threat and establish a plan; or 3) keep the information on file to be alert to emerging patterns of behavior.

Learn more about referral services and report threats, student conduct issues, behavioral concerns, and academic concerns to the behavioral intervention and threat assessment team (BITA) at [Community of Care](#). Reports of concern can also be made by talking to a MHCC counselor in AC 1152 (503-491-7432) or by contacting the Vice President of Student Development (503-491-6054) or emailing PublicSafety2@MHCC.edu or by calling 503-491-7310 or in person at the Gresham campus in room AC 2330.

Alcohol Policy

The Drug-Free Schools and Communities Act (DFSCA) of 1989 - also known as the Drug-Free Schools and Campuses Act - requires institutions of higher education to establish policies that address unlawful possession, use, or distribution of alcohol and illicit drugs. MHCC reviews its program biennially to determine its effectiveness, implement any necessary changes, and ensure that the required disciplinary sanctions are consistently enforced. The latest review can be found at [2021 Biennial Review](#).

MHCC's policies, procedures and Student Code of Conduct related to alcohol can be accessed on the College's website, as well as the following sites:

- [Alcoholic Beverages BP-3560](#)
- [Alcoholic Beverages AR-5040-B](#)
- [MHCC Student Code of Conduct](#)

The College is committed to an alcohol-free work and learning environment. The College strictly prohibits employees and students doing the following:

- Being under the influence of alcohol that adversely affects the individual's work performance, safety at work, the employer's regard or reputation in the community, and the students' safety in the learning environment.
- The unlawful manufacture, distribution, dispensing, possession, or use of alcoholic beverages while on College business or at any other time while in a College owned or controlled building, office, premise, site or vehicle, or at activities under the jurisdiction or sponsorship of the College unless specifically authorized by the President of the College. College property also

includes that portion of any other building occupied by the College on a permanent or temporary basis.

Off-Campus Activities

MHCC sponsored off-campus activities such as field trips and athletic events are considered College activities under the jurisdiction or sponsorship of the College. Students attending these off-campus events will adhere to the College's, regulations, and direction. Student alcohol use is prohibited for the entire duration of the off-campus activities, including travel to and from the college.

Employees who travel off-campus for College-sponsored activities such as conferences and field trips are permitted to consume alcohol in reasonable amounts so long as the official College business (e.g. a conference presentation or athletic event) has ended and no College students are present.

Driving under the influence of alcohol while traveling to and from activities under the jurisdiction or sponsorship of the College is prohibited.

Pre-approval exceptions to off-campus events and activities may be granted by the College President.

Alcohol Use in Programs of Study

The use of alcohol is permitted for educational purposes that encompass specific classroom syllabi under appropriate supervision and subject to approval by the College President.

College Assistance and Description of Alcohol Abuse Education Programs

- The College makes available information on an alcohol-free workplace.
- The College makes available coaching to managers and administrators to effectively address alcohol issues in the workplace and learning environments.
- The College may refer students and employees to community resources.
- The College may grant leave with or without pay to any employee who so requests to participate in an alcohol abuse assistance or rehabilitation program.
- Support groups for persons in recovery meet on the College campus. Information about these group meetings are posted on the MHCC web site and on posters around campus.

Community resources include:

- [AA \(Alcoholics Anonymous\)](#)
(212) 870-3400
- [Al-Anon/Al-Teen/Adult](#)
(503) 292-1333
- [Hooper-Detox Center](#)
(503) 238-2067
- [Portland Area Narcotics Anonymous](#)
(503) 345-9839

- [Codependents Anonymous](#)
(888) 444-2359
- [Mothers Against Drunk Driving \(MADD\)](#)
(541) 343-8115
- [Native American Rehabilitation Association](#)
(503) 231-2641

Sanctions

Sanctions may be imposed on students for violations of MHCC's Alcohol Policy, provisions of Administrative Regulations, Student Code of Conduct or violations related to State and Federal regulations. Sanctions include verbal or written warnings; disciplinary probation; payment for destroyed property; required counseling, treatment, or community service; suspension or temporary exclusion (removal from classes, privileges or activities for a specified period up to one year); and permanent expulsion from the College.

Any employee under the influence of alcohol that impairs judgment, performance, or behavior while on the College premises, or on College business, or who violates any of the provisions of this regulation, will be subject to sanctions which may include, but are not limited to, suspension, termination, or the requirement that the employee satisfactorily complete an approved alcohol rehabilitation program.

The College enforces the state under-age drinking laws on College premises. Oregon law allows fines for minors (persons under the age of 21) who possess or attempt to purchase alcohol. The sanction for providing liquor to a minor can be a fine or a fine and jail term, depending on the circumstances.

- [ORS 471.430 Purchase or Possession of Alcoholic Beverages by Person Under 21](#)
- [ORS 471.410 Providing Liquor to Person Under 21 or to Intoxicated Person](#)

Drugs and Controlled Substances Policy

MHCC's Board Policies, Administrative Regulations, and Student Code of Conduct speaking to drugs and controlled substances can be accessed on the College's website.

- [Drug-Free Environment and Drug Prevention Program BP-3550](#)
- [Use of Drugs and Controlled Substances AR-5040-A](#)
- [Student Code of Conduct](#)

The College is committed to a drug-free work and learning environment in keeping with the Drug-Free Workplace Act. Drugs considered to be controlled substances are listed in schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation 21 C.F.R.1308.11 through 1308.15

The College strictly prohibits employees and students from the following:

- Being under the influence of drugs and/or controlled substances on the College premises, while on College business or while operating College vehicles, adversely affects the

individual's work performance, safety at work, the employer's regard or reputation in the community; and the student's learning and safety in the learning environment.

- Unlawful manufacturing, distribution, dispensing, possession or use of drugs (licit or illicit), and/or controlled substances on College premises or at any other time while in a College owned or controlled building, office, premise, site or vehicle; or at activities under the jurisdiction or sponsorship of the College that adversely affects the individual's work performance or safety at work.
- The unlawful manufacture, distribution, dispensing, possession or use of drugs (licit or illicit), and/or controlled substances off College premises or College owned or controlled building, office, premise, site or vehicle that adversely affects the College's regard or reputation in the community.

Marijuana Prohibited on All College Properties

On July 1, 2015, the recreational possession and use of marijuana became legal in Oregon under state law for adults 21 years of age or older, with limited exceptions and with significant restrictions on amount of possession, use locations, etc. Here are the FAQs that appear on the [State of Oregon's website](#). Under the state law, marijuana cannot be used in public, including on MHCC campuses and our remote locations or when representing MHCC. In addition, marijuana remains illegal under federal law. MHCC's receipt of federal funds – including for student financial assistance – requires that the College continue to prohibit the possession, use or distribution of marijuana and other federally illegal drugs on all College properties or as part of College activities, whether recreational or medicinal. MHCC must follow federal laws regardless of the change in State of Oregon laws.

College Assistance and Description of Drug Abuse Education Programs

MHCC recognizes drug and other controlled substance dependencies as a treatable condition and offers programs and services for employees and students with substance dependency problems.

Students are encouraged to seek assistance as appropriate from counseling services available at the College or through referrals. Employees may seek assistance from MHCC's Employee Assistance Program. Information obtained regarding an employee or student during participation in such programs or services will be treated as confidential in accordance with Federal and State laws.

The College distributes information regarding:

- MHCC's policy of a drug-free workplace and penalties that may be imposed.
- Dangers and health risks of drug abuse.
- The availability for drug counseling, rehabilitation, and Employee Assistance Program for employees and their families. This service puts an employee or their dependents in touch with a skilled counselor who has training and experience in helping people. At no cost, a counselor will assist in defining and recognizing a problem. The counselor will offer up to five sessions of brief counseling and refer an individual to the appropriate agency or therapist if further help is necessary. This may range from a no-cost support group to private counseling. When assistance is requested, no information is reported to College officials or the Human Resources Department.
- Available insurance benefits for employees that may cover the cost of rehabilitation treatment programs.

Other assistance includes:

- Students are encouraged to visit the Career Planning and Counseling Center in AC1152 to seek help, utilize college resources and obtain information on community resources.
- Coaching to managers and administrators to effectively address drug-related issues in the workplace and learning environments.
- The College may grant leave with or without pay to any employee who so requests to participate in a substance abuse assistance or rehabilitation program.
- Several support groups, including Alcoholics Anonymous and Narcotics Anonymous, meet in the local community. Mothers Against Drunk Driving (MADD) provide valuable information on the impacts of drunk driving. There are many community resources (public, private nonprofit, and private for profit) also available. Information about these groups is available from the Career Counseling and Planning Center or by calling one of the following resources:
 - [Hooper-Detox Center](#)
(503) 238-2067
 - [Portland Area Narcotics Anonymous](#)
(503) 345-9839
 - [Co-Dependents Anonymous](#)
1-888-444-2359
 - [Native American Rehabilitation Association](#)
(503) 231-2641

Sanctions

Non-compliance with MHCC's Drug and Controlled Substance Use Policy, provisions of these Administrative Regulations, Student Code of Conduct, or violations of related State and Federal regulations, will be subject to sanctions that may include, but are not limited to the following:

- Sanctions that may be imposed on students for violations of this regulation include: verbal or written warnings; disciplinary probation; payment for destroyed property; required counseling; treatment or community service; suspension or temporary exclusion (removal from classes, privileges or activities for a specified period up to one year); and permanent expulsion from the College.
- No employee will report for duty or remain on duty if the employee uses any controlled substance, except as authorized by a physician who confirms that the employee's ability to perform will not be impaired by the prescribed substance.
- No employee will remain on duty if the employee tests positive for use of a controlled substance, unless a physician who confirms that the employee's ability to perform will not be impaired by the substance prescribes the substance.
- An employee may be required to satisfactorily complete an approved drug abuse assistance or rehabilitation program as a condition of continued employment.
- An employee may be reassigned.
- An employee may be required to agree to a "last chance agreement" as a condition of employment.
- An employee may be subject to immediate disciplinary action up to and including termination.
- Violators may also be referred for criminal prosecution and/or require the violator to participate in appropriate treatment programs.

- Organizations or groups violating alcohol policies or laws may be subject to sanctions by the College.
- Violators may be arrested or referred to local enforcement agencies.

Firearms, Weapons and Destructive Devices Free Environment Policy

MHCC Board Policies, Administrative Regulations, and Student Code of Conduct related to weapons can be accessed on the College's website:

- [Weapons on Campus BP-3530](#)
- [Firearms, Weapons and Destructive Devices Free Environment AR-5040-C](#)
- [Student Code of Conduct](#)

MHCC is committed to preventing workplace violence and to maintaining a safe work and learning environment. The College strictly prohibits any person, including students and employees, from being in possession of or giving the appearance of being in possession of any firearm, weapon, or destructive device as defined by law, while on College business, or at any other time while at College owned or controlled buildings, offices, premises, sites or vehicles; or at activities under the jurisdiction or sponsorship of the College. College property also includes that portion of any other building occupied by the College on a permanent or temporary basis. A sheriff, police officer, other duly appointed peace officer, or a corrections officer may possess a firearm on the College campus while acting within the scope of employment. Employees may possess and use tools such as knives, picks, shovels, and other implements necessary to perform his/her job.

Preventative Measures

MHCC will take necessary corrective action to reduce all identified risks. The following measures are taken to effectively implement this regulation and maintain a safe working and learning environment:

- Pre-employment screening, including criminal background and reference checks are conducted to reduce the risk of hiring individuals with a history of violent behavior.
- The College requires all contractors and sub-contractors to provide criminal checks on all of their employees who are working on a regular, ongoing basis.
- The College encourages employees to bring disputes or differences with other employees to the attention of their manager or the Human Resources Department in AC 2398 before the situation escalates into potential violence. Students are encouraged to bring disputes or differences with other students or staff to the attention of the Public Safety Department in AC2330 or the Career Planning and Counseling Center in AC1152 before the situation escalates into potential violence.
- All employees will be reminded each year to review the College's Emergency Procedures Safety Handbook.

Responsibility to Report

If you are a witness to a crime involving a weapon or destructive device, or if you see a weapon of any kind on campus, call 911 and the Public Safety Department at (503) 491-7911 immediately.

All MHCC employees are responsible for reporting to their manager and/or the Public Safety Department any knowledge that a person possesses or gives the appearance of being in possession of any firearm, weapon, or destructive device while that person is on College business, or at any other time while in College owned or controlled buildings, office, premises, sites or vehicles, or at activities under the jurisdiction or sponsorship of the College.

Students are responsible for reporting to MHCC's Public Safety Department office any knowledge that a person possesses, or gives the appearance of being in possession of any firearm, weapon, or destructive device while that person is on College business, or at any other time while in a College owned or controlled building, office, premises, site or vehicle, or at activities under the jurisdiction or sponsorship of the College.

Sanctions

Any person who violates this regulation is subject to:

- Disciplinary proceedings, which may include, but are not limited to: suspension, termination of employment, expulsion and/or criminal prosecution.
- Reassignment of job duties.
- Termination of any business relationship.
- An order to leave the immediate premises or property owned or controlled by the College by a person in charge of College property. They must remain off College premises pending investigation outcomes. The College will issue a decisive and appropriate response. Any person(s) failing to comply with an order to leave, and/ or to remain off the immediate premises or property owned or controlled by the District, by an in-charge person, are subject to arrest for criminal trespass.
- Possible arrest and referral to law enforcement agencies.

Sexual Assaults, Sexual Harassment, Stalking, Domestic Violence, and Dating Violence

MHCC Board Policies, Administrative Regulations, and Student Code of Conduct related to sexual assaults and sexual harassment can be accessed on the College's website:

- [Prohibition of Sexual Harassment BP-3433](#)
- [Prohibition of Sexual Harassment under Title IX AR-1090](#)
- [Responding to Harassment Based on Sex under Title IX AR-1090-A](#)
- Inappropriate student behavior is addressed in the [Student Code of Conduct](#)

Consent:

An understandable exchange of affirmative words or actions, which indicate a willingness to participate in mutually agreed upon sexual activity. Consent must be informed, freely and actively given. If coercion, intimidation, threats, or physical force are used, there is no consent.

Domestic Violence:

State Definition: Abuse between family or household members. Family or household members: Spouses or former spouses; adults related by blood, marriage or adoption, persons cohabitating or who have cohabitated; persons in a past or present sexually intimate relationship; unmarried parents

of a child. Abuse: The occurrence of one or more of the following acts within a domestic relationship: (a) attempting to cause or intentionally, knowingly or recklessly causing bodily injury. (b) Intentionally, knowingly or recklessly placing another in fear of imminent bodily injury. (c) Causing another to engage in involuntary sexual relations by force or threat of force.

Federal Definition: (1) A felony or misdemeanor crime of violence committed- (i) By a current or former spouse or intimate partner of the victim (ii) By a person with whom the victim shares a child in common (iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or a partner (iv) By a person similarly situated to a spouse of the victim under the domestic violence laws of the jurisdiction in which the crime of violence occurred, or (v) 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 in which the crime of violence occurred.

Dating Violence:

State Definition: There is no state of Oregon definition for Dating Violence.

Federal Definition: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. (1) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. (2) For purposes of this definition- (i) dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. (ii) Dating violence does not include acts covered under the definition of domestic violence. (3) For the purposes of complying with the requirements of this section, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Stalking:

State Definition: (1) A person commits the crime of stalking if: (a) The person knowingly alarms or coerces another person or a member of that persons immediate family or household by engaging in repeated and unwanted contact with the other person; (b) It is objectively reasonable for a person in the victims situation to have been alarmed or coerced by the contact; and (c) The repeated and unwanted contact causes the victim reasonable apprehension regarding the personal safety of the victim or a member of the victims immediate family or household.

Federal Definition: (1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to- (i) Fear for the person's safety or the safety of others; or (ii) Suffer substantial emotional distress (2) For the purposes of this definition- (i) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property. (ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. (iii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

Sexual Assault:

An offense that meets the definition of rape, fondling, incest, or statutory rape.

Rape: The 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 complainant.

Fondling: The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the complainant, including instances where the complainant is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest: Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Sexual intercourse with a person who is younger than 18 years of age and is not a spouse of the respondent.

Sexual Harassment:

Defined under college's [Administrative Regulation AR-1090](#) as 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.

Education

- Employees are required to complete online sexual harassment training upon hiring and every year thereafter.
- Educational information on stalking, domestic violence and dating violence is distributed to new students during orientation.
- Educational information on rape awareness and general sexual assault prevention is available at MHCC's Public Safety Department office in AC 2330 on the Gresham Campus and in the lobbies at Maywood Park Center and the Bruning Center.
- Educational posters are located in various locations at MHCC.
- MHCC staff members from the Title IX team attend ongoing Title IX training courses.
- MHCC sponsors a variety of special programs throughout the year that serve to educate the community about sexual assault.

Victims' Rights

The Federal Campus Sexual Assault Victims' Bill of Rights

The Campus Sexual Assault Victims' Bill of Rights was signed into law in July 1992. This law requires that all colleges and universities participating in federal student aid programs afford sexual assault victims certain basic rights. The "Campus Sexual Assault Victims' Bill of Rights" exists as a part of the Mt. Hood Community College campus security reporting requirements, commonly known as the Jeanne Clery Act.

In March 7, 2013, a bill was signed that strengthened and reauthorized the Violence Against Women Act (VAWA). Included in the VAWA legislation were amendments to the Clery Act which afford additional rights to campus victims of sexual violence, dating violence, domestic violence and stalking.

A student or employee victim/survivor of sexual assault, dating violence, domestic violence or stalking shall be afforded the following rights:

- Victims/survivors shall be notified of their option to decline to notify law enforcement.
- Accuser and accused are entitled to the same opportunities to have others present at any disciplinary proceeding or related meeting including an advisor of their choice.
- Both parties shall be notified simultaneously of the outcome of any disciplinary hearing, procedures to appeal, any change of results prior to final result and final results.
- Written notification to victims/survivors about victim/survivor rights, options, and assistance the College is required to provide, including the institution's obligation to arrange appropriate academic, living, working and transportation accommodations, after an alleged sexual assault, dating violence, domestic violence or stalking.
- Written notification to students and employees about existing resources and services on campus and within the local community, including counseling, medical, and mental health services, immigration and visa assistance and legal services.
- Information regarding how the institution will protect the confidentiality of victims/survivors, including how publicly-available recordkeeping will be accomplished without the inclusion of identifying information about the victim/survivor, to the extent permitted by law.
- Written information provided to victims/survivors of sexual assault, dating violence, domestic violence and stalking, providing all of the above information, regardless of whether the victim/survivor chooses to report the crime to police or law enforcement or whether the offense occurred on or off campus.

Confidentiality

Mt Hood Community College will protect the confidentiality of victims/survivors of sexual assaults, dating violence, domestic violence and stalking in accordance with federal and state laws. The confidentiality of students is also protected by FERPA (Family Educational Rights and Privacy Act), which means that the institution cannot disclose confidential information outside of an educational need to know basis without the written consent of the victim/survivor.

Vice President of Student Development

The office of the Vice President of Student Development's primary goal is to help provide support and services that foster student success. Only a few specially trained individuals will ever know that a victim/survivor reported to the college and will not divulge information unless required under mandated guidelines.

Public Safety Department

The MHCC Public Safety Department maintains the privacy of individuals who report crimes in accordance with state and federal law. However, if a report of a sexual assault, dating violence, domestic violence or stalking is reported, even if the victim/survivor does not want action taken by the Public Safety Department, substantive information provided in the report will be shared with the Title IX Coordinator to allow the Title IX Coordinator to perform follow-up in accordance with Title IX

mandates. Information concerning these types of incidents is also shared with the Vice President of Student Development who is required, by law, to provide college assistance and resources.

Title IX Coordinator and Investigators

The Title IX Coordinator and investigators strongly maintains confidentiality and will only share information with those individuals responsible for handling the College's response to the situation in order to meet its Title IX obligations. To honor a request for confidentiality may impair the College's ability to fully investigate and respond to the incident, including disciplining or taking other action against a perpetrator.

Affirmative Action Officer

The Affirmative Action Officer maintains confidentiality with respect to matters brought to its attention consistent with its obligations under state and federal law. There are, however, situations that may require the involvement of others in order to carry out a thorough and responsible process; under these circumstances the Affirmative Action and Equal Opportunity Officer is required to take appropriate action.

Counseling Services

Information shared with MHCC Counselors is confidential. College officials, teachers, parents, law enforcement officials, potential employers, and others have no access to any of your counseling records without your written permission. The only exceptions to this rule of confidentiality are the following:

- If you are clearly likely to do physical harm to yourself or another person in the near future, it is your counselor's duty to take steps to protect your safety and the safety of others.
- If you share information about currently-occurring abuse or neglect of any juvenile(s) or disabled adult(s), your counselor may be required by law to report that information to the Department of Social Services.
- If ordered to do so by a judge as part of judicial proceedings

Reporting

Provided below are reporting options for any member of the College who has experienced or who has knowledge about unwanted sexual behavior, sexual harassment, sexual assault, dating violence, domestic violence or stalking occurring on or off the campus. College students or employees victims/survivors, have the right to choose or decline to report the incident to the police.

Even if you decided not to press charges, it is encouraged that you file a report as soon as possible with the Public Safety Department at 503-491-7310 or the local law enforcement at (503)-823-3333. Victims or witnesses may call 911 for emergency assistance. If assistance is needed in notifying authorities, the Public Safety Department will assist with the process.

Students may report incidents of alleged sexual harassment, sexual assault, dating violence, domestic violence and stalking by and/or against MHCC students directly to the Title IX Coordinator at (503)-491-SAFE (7233). Confidential reporting of incidents involving alleged sexual harassment, sexual assault, dating violence; domestic violence and stalking may be made to the Office of Counseling Services at (503)-491-7432 or at an off-campus community resource listed below in this document.

All College employees have a duty to report incidents involving sexual harassment, sexual assault, dating violence, domestic violence and stalking to the Title IX Coordinator at (503)-491-SAFE (7233).

The College takes seriously all reports of sexual harassment, sexual assault, dating violence, domestic violence and stalking. Consistent with its obligations under Title IX, the College investigates incidents of sexual harassment, sexual assault, dating violence, domestic violence and stalking to the extent possible based on available information, takes steps to stop any inappropriate behavior and to remediate the effects of inappropriate behavior, and takes steps reasonably calculated to prevent any future inappropriate behavior. When sexual harassment, sexual assault, domestic violence, dating violence or stalking is committed, the first concern is the safety and wellbeing of the survivor. The College proceeds in a manner that is sensitive to the needs and impact on a survivor while also ensuring the ongoing safety of the community. Any member of the college community who has questions about Title IX or wishes to report a concern is invited to contact the MHCC Title IX Coordinator at 503-491-SAFE (7233).

Accommodations or Protective Measures Assistance

As a student or employee victim/survivor of sexual assault, dating violence, domestic violence or stalking, you may request that the College provide assistance and/or accommodations. After a sexual assault or incident of dating violence, domestic violence or stalking, the college will work with students and employees to address any issues that may impact the student's educational experience or the employee's work experience, including providing reasonable and available changes to academic and/or work accommodations.

The Title IX Coordinator at (503)-491-SAFE (7233) may offer various options and alternatives to a student victim/survivor, depending on the circumstances like changing the accused student's class schedule or prohibiting the accused student's presence at classes attended by the victim/survivor. The Title IX Coordinator may also assist with arranging off-campus resources and services, including counseling, medical and mental health services, immigration and visa assistance, legal services and employee assistance programs as applicable.

The Title IX Coordinator (503) 491-SAFE (7233) or Public Safety Department (503) 491-7310 can assist with developing a safety plan and contacting college and/or community resources.

The Affirmative Action Officer (503) 491-SAFE (7233) will explore various options, alternatives and solutions with employee victim/survivor, depending on the circumstances like changing an employee's work hours or days or providing an alternative work assignment and provide information to the employee about the College's Employee Assistance Program.

The College strictly limits access to information and records about any college assistance provided to a student or employee victim/survivor. Only those college staff directly involved with providing assistance and specific official administrators with a need to know are provided with or have access to information regarding assistance provided.

Procedures Victims/Survivors May Follow

- Find a safe place to go if you are in immediate danger, like a police station, friend's house, domestic violence shelter, fire station, or public area. If you cannot get out of danger, but can get to a phone, call 911.
- Report incidents immediately to the Public Safety Department at (503) 491-7911 or call 911. The Public Safety Department can assist with information and assistance in reporting incidents to appropriate law enforcement agencies.

- Preserve all physical evidence like the clothes worn during the sexual assault and try not to bathe, shower, douche or brush your teeth.
- Get medical treatment immediately. An exam will gather evidence, check for injuries and/or the presence of sexually transmitted diseases or pregnancy. It will aid in the investigation. If you think you have been drugged, let the police and medical personnel know. A sexual assault advocate is available to accompany victims/survivors to the hospital. The trained advocate on call will meet with the survivor to provide support during the evidence exam and law enforcement interview.
- Keep a diary of events. Write down dates, time, locations and details of what happened. Include information about any witnesses that can confirm what happened.
- Save letters, text messages, emails and take screen prints of other online messages like Facebook.
- When safe to do so take pictures of any injuries or damage to property.
- Consider obtaining a restraining or stalking order against the abuser to keep them away from you or to stop them from harassing you.
- Submit an official or confidential report of the incident to local law enforcement or MHCC public safety, Title IX Coordinator or counselor services.

College and Community Resources

College Resources

- Career Planning and Counseling Center (AC 1152)
(503) 491-7432
- Public Safety Department (AC 2330)
(503) 491-7310
- Title IX Coordinator (AC 2356)
(503) 491-SAFE (7233)
- Vice President of Student Development (AC 2275)
(503) 491-6054

Community Resources

- Sexual Assault Resource Center
(503) 640-5311
- Call to Safety (Crisis Line)
1-888-235-5333
- Legacy Mount Hood Medical Center
(503) 674-1122
- Adventist Medical Center
(503) 257-2500
- Providence Portland Medical Center
(503) 215-1111
- Multnomah County Crisis Intervention
(503) 988-4888
- Crime Victims Assistance
1-800-503-7983
- National Domestic Violence Hotline
1-800-799-7233
- Domestic Abuse Intervention Services (Gateway Center)
(503) 988-6400

- Stalking/Restraining Order, Multnomah County
(971) 274-0600
- Portland Area LGBTQ+ Resources: <https://www.portlandoregon.gov/71350>

Legal Assistance

- [Gateway Center for Domestic Violence](#)
- [Oregon Law Help](#)
- [Oregon Court Services](#)

Obtaining a Stalking or Restraining Order

Procedures are different from court to court. Check with your local court for filing instructions. A Stalking Protective Order (SPO) is a court order that tells a person who has made unwanted contact with you or a member of your immediate family or household to stop this behavior. You must file for a SPO in the courthouse in the county where the stalker lives or where the unwanted contacts took place. Getting a SPO is free unless you want to ask the court to award you damages.

To obtain a SPO under Oregon law, you must have been contacted by the person two separate times within the past two years. The law says stalking is: repeated and unwanted contact that is alarming (causes fear) or coercive (forceful) to you and it is reasonable for you to feel alarmed or coerced and the contacts cause you to reasonably fear for your physical safety.

If you have been a victim of physical abuse or threatened abuse, you may be able to get a restraining order under the Oregon Family Abuse Prevention Act if your situation meets the following criteria:

- **Age.** You are at least 18 years old, or you are younger than 18 and the person who abused you is at least 18 and 1 day) you are (or were) married to that person, or 2) you have been in a sexual relationship with that person. If you are over 18 and were protected by a restraining order as a child and that order is still in effect, you may ask the court to continue that order even if the person who asked for it does not want it continued.
- **Relationship.** The person who abused you is: 1) your husband, wife or domestic partner; or 2) your former husband, wife or domestic partner; or 3) an adult with whom you are living (or did live) in a sexual relationship; or 4) an adult with whom you have been in a sexual relationship in the last two years; or 5) an adult related to you by blood, marriage or adoption; or 6) the parent of your child.
- **What is meant by “abuse”?** If in the last 180 days, the person you wish to restrain has: physically injured you; or tried to physically injure you; or made you afraid that he or she was about to physically injure you or made you have sexual relations against your wishes by using force or threats of force. (Note that any time period in which the person who abused you was in jail or lived more than 100 miles from your home does not count as part of the 180-day period. This means you may still be able to get a restraining order even if it has been more than 180 days since you were abused.)
- **Ongoing Danger:** You are in danger of more abuse very soon, and the person who abused you is a threat to the physical safety of you or your children.

NOTE: A judge cannot give you a restraining order solely for threats to take your children, rude behavior, verbal or emotional abuse, or damaged property unless you were in fear that you were about to be physically injured.

A restraining order is a court order that tells the person who hurt you (the “respondent”) to leave you and your children alone. It can tell the respondent to move from your home and can deal with temporary custody and parenting time of your children. It can also require the respondent to stay away from your home, school, place of employment, or your children’s day care provider. You can ask the judge to add other orders (listed in the restraining order papers) that you think will help you stay safe. You also can ask the court to include an order that says the respondent cannot have guns. The court could also order that a police officer “stand-by” for probably no more than 15 minutes while you (or the abuser who has been ordered to leave) remove essential personal items from the home. A restraining order can only deal with custody and parenting time issues temporarily. To get “permanent” custody and parenting time orders, you need to file a family law case, such as a divorce or a custody case. You must file for a restraining order in the courthouse in the county where either you or the respondent live. Getting a restraining order is free.

Persons who apply for or obtain a restraining or stalking order that lists Mt. Hood Community College locations as being protected areas are required to provide the Public Safety Department with a copy of the petition and declarations used to seek the order, a copy of any temporary restraining or stalking order that is granted, and a copy of any restraining or stalking order that is made permanent.

If the Respondent does not obey either a temporary or final stalking or restraining order, it is a crime. If the Respondent acts in a way that the court order does not allow, you should call 911. Call MHCC Public Safety Department at 503-491-7310 if the Respondent violates the stalking protective order on campus. If you need information about what other safety steps you can take, you may want to contact a victim advocate in your community. For 24-hour hotline numbers, local resources and other information, go to [Oregon Domestic Violence Resources](#).

Bystander Intervention

Often people do not intervene if another person is in need of help because they may assume the situation is not a problem, or feel it is none of their business. They may assume that someone else will do something, or believe that other people were not bothered by the problem. In some cases, a person might feel their personal safety would be at risk if they were to intervene. When people do intervene in a situation, they often say that it was the right thing to do, and that they would want someone to intervene if the roles were reversed. Taking the time to safely intervene can make a significant difference in someone’s life. It also helps send a powerful message to the perpetrator and society about what social norms are acceptable and unacceptable. The goal is to safely stop bad behavior before it crosses the line.

Suggestions of ways to intervene

- Indirectly by distracting the aggressor
- Speak to the aggressor directly
- Seek others to engage
- Suddenly turn on the lights at a party
- Turn off the music
- Text your friend to check in and see if they’re ok with the situation
- Have a conversation beforehand and agreeing upon secret “cues” that will let your friend know that it’s time to go

- Use humor. In some situations, humor can be a really useful tool to defuse a situation because it can be perceived by the aggressor as less threatening than direct confrontation
- Call 911

Take personal safety into consideration when intervening. [One Student's Take on Bystander Intervention YouTube Video](#)

Student Disciplinary Proceedings

A person voluntarily becomes a student at MHCC and thereby assumes the obligation of abiding by the standards prescribed in the Student Code of Conduct. The College, generally through the office of the Vice President of Student Development, maintains the authority to impose sanctions for behaviors that violate the Student Code of Conduct.

The College has an interest in behavior, subject to the Student Code of Conduct, separate from that of the civil or criminal authorities and, therefore, has the right and responsibility to exercise its jurisdiction and take such action as is appropriate to protect its interest. Whenever appropriate, the College may report a discipline matter to civil or criminal authorities.

Members of the College community may file an allegation against any student for misconduct. A [Report of Concern](#) should be submitted as soon as possible after the event or behavior is discovered. The Student Conduct Administrator will investigate to determine if any student code of conduct was violated and will prepare charges if warranted. The Student Conduct Administrator may endeavor, if appropriate, to determine if the charges can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Student Conduct Administrator.

The Student Conduct Administrator will present all charges to the accused student in written form. The letter will request that the student schedule a hearing time and date within a specific time frame, generally within a two-week period of the receipt of the complaint. The Student Conduct Administrator will request witnesses and documentation from all parties involved in the complaint. Following the hearing, the Student Conduct Administrator may request more information from any of the parties. The Student Conduct Administrator's determination will be made on the basis of whether it is more likely than not that the Accused Student violated the Conduct Code. The Student Conduct Administrator may accommodate concerns for the particular safety, well-being, and/or fear of confrontation on the part of any of the participants. The complainant and the accused have the right to be assisted by an adviser they choose. Generally, the complainant does not appear at the hearing.

After the hearing, the Student Conduct Administrator will determine whether the student has violated any section of the Student Code of Conduct. The Student Conduct Administrator may recommend disciplinary action. The student will be notified in writing, within fourteen (14) calendar days of the determination, of the following:

- The findings and conclusion made as a result of the investigation.
- The discipline, if any, that is intended.
- The student may accept the disciplinary action or appeal the action to the Committee on Student Conduct. The disciplinary action is in force until the appeal is completed.

The accuser and accused have the same right(s) (if any), to have others present during a disciplinary hearing involving a sex offense. Both the accuser and the accused will be informed of the outcome of any College disciplinary proceeding brought alleging a sex offense. This outcome includes the College's final determination and any sanction against the accused.

Sanctions

Sanctions may be imposed under MHCC's Student Code of Conduct, including but not limited to: expulsion from the College, suspension from the College for a specified time, disciplinary probation for a specified time, psychological counseling and/or assessment, performance of community service, and prohibition against contacting the victim/survivor. A student may be suspended immediately for an interim period pending a hearing whenever the College determines that such action is required to protect lives or property and ensure the maintenance of order.

Any employee of MHCC who violates this policy is subject to disciplinary action, up to and including termination of employment. Employees will have due process under applicable collective bargaining agreements or employee handbooks. College imposed sanctions or discipline does not relieve the accused of possible criminal or civil liabilities from outside the College.

Sexual Offenders Registration Information

The State of Oregon requires sex offenders to register with the police in the jurisdiction in which they reside. Any person required to register under a State sex offender registration program must notify the state regarding each institution of higher education in the State of which the person is employed, carries on a vocation, or is a student. They must also alert the State of any change in enrollment or employment status. Under Oregon law, sex offender information can be obtained through local law enforcement agencies and the Oregon State Police by name, address, zip code, or county. Persons seeking information about registered sex offenders residing within a specific geographic area may contact the Oregon State Police Sex Offender Registration Unit in Salem, OR, by phone at (503) 934-1258. A list of all registered sex offenders residing within the specific zip code area(s) will be mailed to the requestor within two weeks. If the requestor desires to check on the status of an individual by name, they can call the Oregon State Police Sex Offender Registration Unit at (503) 934-1258. A search of the name provided will be conducted and the caller will be provided with available information. For additional information about sex offender registration, you may wish to contact:

Oregon State Police Sex Offender Registration Unit
255 Capitol St. NE
Salem, OR 97310
1-503-934-1258

Oregon law also mandates the posting of predatory sex offenders and sexually violent dangerous offenders to a public internet site. The site is available through the [Oregon State Police Website](#).

Questions can be emailed to Sexoffender.Questions@state.or.us or made by calling the above noted phone number.

- The following web site lists all predatory and other high-risk sex offenders who are currently on community supervision and are residing within the borders of Multnomah County, [Oregon Multnomah County Sex Offenders](#)
- Additional sex offender information can be obtained from the [Multnomah County Sex Offender Supervision Program Web Site](#)

Information is also available at the [Office of Sex Offender Sentencing-Monitoring-Apprehending-Registering and Tracking \(SMART\)](#), coordinated by the U.S. Department of Justice, a cooperative

effort between jurisdictions hosting public sex offender registries and the federal government. This Website is a search tool allowing a user to submit a single national query to obtain information about sex offenders through a number of search options.

To provide a safe environment for students, employees and visitors, MHCC's Public Safety Department require registered sex offenders on probation who are enrolled at the college to submit required documentation to the Public Safety Office at room AC 2330. This information includes special restrictions including off limit restricted areas, activities, and classes.

Retaliation Safeguards

Individuals complying with the Clery Act are protected from retaliation by the College.

Availability, Distribution and Notification of the Annual Disclosure of Crime Statistics

MHCC is required to publish and distribute to all current full and part-time students and employees the Annual Crime Statistics and Security Policies Report by October 1st of each calendar year. The Public Safety Department prepares this report to comply with the Clery Act. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and satellite locations and the Office of Student Development. The information collected includes those reported criminal offenses, arrests, and disciplinary actions required by the Clery Act. The Annual Campus Security Report Crime Statistics are submitted to the Department of Education, made available on the [Office of Post-Secondary Education \(OPE\) Campus Security Statistics Website](#) .

To comply with the Act, MHCC collects crime statistics from the College's Public Safety Department, campus security authorities and local law enforcement agencies reported from campus property either owned, or controlled by MHCC and public property immediately adjacent to our campuses. The report is made available to any student, prospective student, employee, or prospective employee. Notice regarding the availability of the annual report provided by the Advocate (the student newspaper), and by email to all current students and employees (see Appendix B). Copies of the report may be obtained free of charge at the College's Public Safety Department at 26000 SE Stark, Gresham, OR, room AC 2330 during normal business hours (Monday-Friday, 8:00 am-5:00 pm), or online at [Annual Security Report](#).

Daily Crime Log

The Daily Crime Log is a record of all crimes reported to the Public Safety Department. The log includes the nature of the crime, the date, time, and general location and the disposition of the complaint, if known. The Daily Crime Log includes crimes reported at all MHCC controlled locations including Gresham Campus, Maywood Park Center, and Bruning Center. It is available online at [MHCC Crime Logs](#). It is also available for review in the Public Safety Department Office, AC 2330 during normal business hours Monday through Friday, 8:00 am– 5:00 pm. Persons not on the Gresham campus wanting to view the Daily Crime Log should contact Public Safety Department at (503) 491-7310 and a copy will be faxed or mailed to their address.

Crime Statistics

Under the federal “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act”, MHCC must annually distribute statistics on the reported occurrences of the following offenses defined by the [Federal Uniform Crime Reporting \(UCR\)](#)

- Murder /Non-Negligent Manslaughter
- Negligent Manslaughter
- Rape
- Fondling
- Incest
- Statutory Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Hate Crimes-Race
- Hate Crimes-Gender
- Hate Crimes-Religion
- Hate Crimes-Sex Orientation
- Hate Crimes-Ethnicity
- Hate Crimes-Disability
- Domestic Violence
- Dating Violence
- Stalking

In addition, statistics are collected of reported violations resulting in an arrest or referred for College disciplinary actions/sanctions in these categories:

- Illegal Weapons Possession Violation
- Drug Law Violations
- Liquor Law Violations

The table in Appendix A reflects crime statistics for the previous three years. They are tabulated from statistical information compiled by the College’s Public Safety Department in addition to information received from state and local law enforcement agencies with jurisdiction in areas where the College has a presence. These statistics do not reveal the identity of victims or witnesses. This process includes collecting crime statistics from the following:

- Public Safety Department
- Office of Student Development
- Human Resources
- Campus Security Authorities
- Title IX Coordinator
- Gresham Police
- Multnomah County Sheriff
- Portland Police Bureau
- Oregon State Police
- Eastern Oregon University

These offenses are reported according to their occurrence in buildings or properties owned or controlled by MHCC and its adjacent public property including streets, sidewalks and parking lots.

Appendix A – General Crime Statistics for MHCC’s Gresham Campus, Bruning Center, and Maywood Park Center

CAMPUS: GRESHAM CAMPUS

26000 SE Stark St., Gresham OR 97030
 Security Officer Info – Safety and Security
 Mr. Wayne Feagle
 Title: Manager of Public Safety
 26000 SE Stark St.
 Gresham, OR. 97030
 Phone: 503.491.7399

CRIMINAL OFFENSES

Offense	Year	Campus Property	Public Property	Non-Campus Property
Murder/Non-negligent manslaughter	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Negligent Manslaughter	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Rape	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Fondling	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Incest	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Statutory Rape	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Robbery	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Aggravated Assault	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Burglary	2020	1	0	0
	2021	1	0	0
	2022	3	0	0
Motor Vehicle Theft	2020	2	0	0
	2021	2	0	0
	2022	2	0	0
Arson	2020	0	0	0

2021	0	0	0
2022	0	0	0

HATE CRIMES

Offense	Year	Campus Property	Public Property	Non-Campus Property
Hate Crimes	2020	0	0	0
	2021	1	0	0
	2022	0	0	0

VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT (VAWA) ON CAMPUS

Offense	Year	Campus Property	Public Property	Non-Campus Property
Domestic Violence	2020	1	0	0
	2021	0	0	0
	2022	1	0	0
Dating Violence	2020	1	0	0
	2021	0	0	0
	2022	0	0	0
Stalking	2020	2	0	0
	2021	0	0	0
	2022	3	0	0

ARRESTS AND DISCIPLINARY REFERRALS

Offense	Year	Campus Property	Public Property	Non-Campus Property
Arrest: Weapons/Carrying/Possessing/Etc.	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Disciplinary Referrals: Weapons/Carrying/Possessing/Etc.	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Arrest: Drug Abuse Violations	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2020	1	0	0
	2021	0	0	0
	2022	0	0	0
Arrest: Liquor Law Violation	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Disciplinary Referrals: Liquor Law Violation	2020	0	0	0
	2021	0	0	0
	2022	0	0	0

UNFOUNDED CRIMES

There were no unfounded crimes for years 2020, 2021, or 2022

CAMPUS: THE BRUNING CENTER FOR ALLIED HEALTH EDUCATION

1484 NW Civic Dr., Gresham, OR 97030

Security Officer Info – Safety and Security

Mr. Wayne Feagle

Title: Manager of Public Safety

26000 SE Stark St.

Gresham, OR. 97030

Phone: 503.491.7399

CRIMINAL OFFENSES

Offense	Year	Campus Property	Public Property	Non-Campus Property
Murder/Non-negligent manslaughter	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Negligent Manslaughter	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Rape	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Fondling	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Incest	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Statutory Rape	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Robbery	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Aggravated Assault	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Burglary	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Motor Vehicle Theft	2020	0	0	0
	2021	1	0	0
	2022	0	0	0
Arson	2020	0	0	0
	2021	0	0	0
	2022	0	0	0

HATE CRIMES

There were no reported Hate Crimes for years 2020, 2021, or 2022

VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT (VAWA) ON CAMPUS

Offense	Year	Campus Property	Public Property	Non-Campus Property
Domestic Violence	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Dating Violence	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Stalking	2020	0	0	0
	2021	0	0	0
	2022	0	0	0

ARRESTS AND DISCIPLINARY REFERRALS

Offense	Year	Campus Property	Public Property	Non-Campus Property
Arrest: Weapons/Carrying/Possessing/Etc.	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Disciplinary Referrals: Weapons/Carrying/Possessing/Etc.	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Arrest: Drug Abuse Violations	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Arrest: Liquor Law Violation	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Disciplinary Referrals: Liquor Law Violation	2020	0	0	0
	2021	0	0	0
	2022	0	0	0

UNFOUNDED CRIMES

There were no unfounded crimes for years 2020, 2021, or 2022

CAMPUS: MAYWOOD PARK CENTER**10100 NE Prescott St., Portland, OR 97220**

Security Officer Info – Safety and Security

Mr. Wayne Feagle

Title: Manager of Public Safety

26000 SE Stark St.

Gresham, OR. 97030

Phone: 503.491.7399

CRIMINAL OFFENSES

Offense	Year	Campus Property	Public Property	Non-Campus Property
Murder/Non-negligent manslaughter	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Negligent Manslaughter	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Rape	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Fondling	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Incest	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Statutory Rape	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Robbery	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Aggravated Assault	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Burglary	2020	0	0	0
	2021	0	0	0
	2022	1	0	0
Motor Vehicle Theft	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Arson	2020	0	0	0
	2021	0	0	0
	2022	0	0	0

HATE CRIMES

There were no reported Hate Crimes for years 2020, 2021, or 2022

VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT (VAWA) ON CAMPUS

Offense	Year	Campus Property	Public Property	Non-Campus Property
Domestic Violence	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Dating Violence	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Stalking	2020	0	0	0
	2021	0	0	0
	2022	0	0	0

ARRESTS AND DISCIPLINARY REFERRALS

Offense	Year	Campus Property	Public Property	Non-Campus Property
Arrest: Weapons/Carrying/Possessing/Etc.	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Disciplinary Referrals: Weapons/Carrying/Possessing/Etc.	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Arrest: Drug Abuse Violations	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Disciplinary Referrals: Drug Abuse Violations	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Arrest: Liquor Law Violation	2020	0	0	0
	2021	0	0	0
	2022	0	0	0
Disciplinary Referrals: Liquor Law Violation	2020	0	0	0
	2021	0	0	0
	2022	0	0	0

UNFOUNDED CRIMES

There were no unfounded crimes for years 2020, 2021, or 2022

Appendix B - Notice to Current Students and Employees

Mt Hood Community College 2023 Annual Security Report Available for Viewing

This report provides information regarding MHCC's compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The report contains statistics for the previous three years concerning reports of certain crimes, discipline referrals for certain law violations that allegedly occurred on- and off-campus, or property owned or controlled by MHCC, and on public property within or immediately adjacent to and accessible from its campuses. The report also includes policies concerning campus security, sexual assault, drug and alcohol abuse issues and other matters. You can view the report online at [Annual Security Report](#). You may obtain a free paper copy of this report by contacting the Public Safety Department in room AC2330 at 26000 S.E. Stark Street, Gresham, Oregon, 97030 or by calling (503)-491-7310.

TITLE IX NOTICE OF NON-DISCRIMINATION

In compliance with federal laws and regulations including the Americans with Disabilities Act (ADA), Title I, Title VI, Title VII, Title IX, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act, MHCC is an equal opportunity institution providing education and employment opportunities without regard to race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender, sexual orientation, marital status, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law.

MHCC does not discriminate on the basis of the aforementioned in employment or its educational programs and activities.

In order to fully comply with Title IX, MHCC affirms its commitment to this policy by prohibiting any form of sexual misconduct, which includes sexual harassment, sexual violence such as rape, sexual assault, sexual exploitation, coercion, dating violence, domestic violence, and stalking. Local, state, and federal laws will be enforced on MHCC's campuses.

Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice. You are encouraged to report all forms of discrimination, sexual harassment or sexual violence to:

Traci Simmons, Title IX Coordinator
Office AC 2356, 26000 SE Stark Street, Gresham, OR 97030
503-491-SAFE (7233), titleIX@mhcc.edu

Equity in Athletics Disclosure Act (EADA)

The Equity in Athletics Disclosure Act (EADA) is designed to make prospective students aware of a school's commitment to providing equitable athletic opportunities for its men and women students. Any co-educational institution of higher education that participates in a federal student aid program must prepare an EADA report by Oct. 15. MHCC must also report data to the U.S. Department of Education. Data collected will be published by the [Office of Postsecondary Education on the Equity in Athletics Data Cutting tool](#). A brief summary of the report can be found at [EADA](#).

The data collected in this report are provided by institutions in accordance with the EADA and may not be the same data used for determining compliance with other federal or state laws, including Title

IX of the Education Amendments of 1972. Copies of the EADA report and the Completion and Graduation Report for student athletes are available from the athletic department upon request.

Completion and graduation rates for student athletes are also available at [EADA](#) as part of the EADA disclosure requirement for institutions that provide athletically related student aid.

Student Rights and Responsibilities

MHCC provides a safe, supportive and engaging learning environment by respecting the confidentiality of student records in compliance with the [Family Educational Rights and Privacy Act](#), encouraging student expression of free speech through the [Student's Right and Responsibilities Policy](#), and by maintaining appropriate academic and behavioral standards through the [Student Code of Conduct](#).

The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Mt. Hood Community College receives a request for access. A student should submit to the registrar, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If MHCC decides not to amend the record as requested, MHCC will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before MHCC discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

MHCC discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the MHCC in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the MHCC who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of from education records, such

as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibilities for MHCC.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

MHCC includes the following as Directory Information:

- Student's current enrollment status
- Verification of certificate or degree earned
- Whether student is participating in officially recognized sports.
- Height and weight of members of athletic teams.

Appendix C – Campus Security Authorities

Responsibilities of Campus Security Authorities

[Clery Act Appendix for FSA Handbook](#) provides guidance on who should be designated as a Campus Security Authorities (CSA).

When CSAs observe any crime listed below, or if any person reveals that, they learned of, were the victim of, perpetrator of, or witness any crime listed below; **immediately** complete a [Report of Concern](#). This applies to crimes on any of our College campuses, public property adjacent to each of those campuses and locations at which other College activities are taking place.

Please do not investigate the crime or attempt to determine whether a crime, in fact, took place. Simply make the report. Appropriate college personnel may later contact you or others to gather additional information. Crimes that should be reported are:

- Murder and non-negligent manslaughter
- Negligent manslaughter
- Forcible sex offences
- Non-forcible sex offences
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Domestic Violence
- Dating Violence
- Stalking
- All hate crimes involving bodily injury
- All liquor, drug or weapons law violations resulting in arrest

If you are in doubt as to whether a crime is reportable, please err on the side of reporting the matter. With the exception of liquor, drug or weapons law violations, it is immaterial whether an arrest is made. For purposes of your reporting, please assume that a hate crime is any crime manifesting evidence that the victim was selected because of the victim's actual perceived race, religion, sexual orientation, gender, ethnicity/national origin or disability.

If you have any questions regarding reporting obligations, please contact Wayne Feagle, Manager of Public Safety at (503)491-7399. Thank you for your assistance in fulfilling this federal requirement.

Appendix D – Letter of Statistical Information Request from Law Enforcement Agency

January 4, 2023

[Commanding Officer of Police Department]

[Name and Address of Police Department]

Dear [_____],

Under the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), postsecondary schools are required to disclose statistics for certain crimes that occurred on campus and on public property within and immediately adjacent to school-owned buildings and property. In the statistics, we are required to include crimes that were reported to our department as well as crimes reported to local and state law enforcement agencies.

I am requesting that your department provide me with **crime statistics for 2022** for the following offenses that occurred on our campus or on public property within and immediately adjacent to our property:

- Murder/Non-Negligent Manslaughter
- Manslaughter by Negligence
- Rape
- Fondling
- Incest
- Statutory rape
- Robbery
- Burglary
- Aggravated Assault
- Motor Vehicle Theft
- Arson

Please specify if any of the above listed offenses were categorized as Hate Crimes. In addition, please include statistics for any incidents of Larceny-Theft, Simple Assault, Intimidation, or Destruction/Damage/Vandalism of Property that were classified as Hate Crimes. I also need the category of bias for each Hate Crime according to the eight categories for which we are required to report: Race, Religion, Sexual Orientation, Gender, Gender Identity, Disability, Ethnicity, and National Origin.

Please include statistics for **arrests** only for the following Uniform Crime Reporting (UCR) categories:

- Liquor Law Violations
- Drug Abuse Violations
- Weapons: Carrying, Possessing, Etc.

Please include separate statistics for all incidents of Domestic Violence, Dating Violence, and Stalking. For Clery Act reporting, we are required to use the following definitions for these terms:

Domestic Violence: The term “domestic violence” includes felony or misdemeanor crimes of 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 the jurisdiction receiving grant monies, 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.

Dating Violence: The term “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 shall be determined based on a consideration of the following factors:

- (i) The length of the relationship.
- (ii) The type of relationship.
- (iii) The frequency of interaction between the persons involved in the relationship.

Stalking: The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to—(A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.

Respectfully request the required statistics for the following locations:

Gresham Campus: 26000 SE Stark St, Gresham OR 97030

and

Bruning Center for Allied Health Education: 1484 NW Civic Dr, Gresham OR 97030

and

Maywood Park Center: 10100 NE Prescott, Portland OR 97220

and

Student Trip Locations: repeatedly used lodging or lodging used for two or more nights.

I would appreciate it if you would forward this information to me as soon as you get an opportunity. We are in the process of publishing our annual report, and we will need to include these statistics in the final draft.

In addition, if serious crime that may cause an ongoing threat to our campus community is reported to your department, we would appreciate it if you would notify our Public Safety Department immediately. The institution has a legal responsibility to notify the campus community in a timely manner about any crimes on and immediately around the campus that pose an ongoing threat to the community.