



**WILLAMETTE
UNIVERSITY**

**2019 Clery Report
Annual Campus
Safety and Security
Report and Fire
Safety Report**

Calendar Year 2019

Contents

Section I: Introduction

Section II: Role and authority of Campus Safety and Reporting Crimes

- A. Role, authority and training of Campus Safety staff (page 6)
- B. Where and how to report crimes (page 8)
- C. Campus Security Authorities (CSAs) (page 11)
- D. Crime Log (page 12)
- E. Working relationships with local, state, and federal law enforcement agencies (page 12)

Section III: Relevant Policies and Procedures (page 13)

- A. Timely warnings (page 13)
- B. Emergency response and evacuation (page 14)
- C. Sexual misconduct policy and protocol (page 18)
 - a. Programs to Prevent Domestic Violence, Dating Violence Sexual Assault and Stalking (page 23)
 - b. Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence Sexual Assault and Stalking Occurs (page 40)
 - c. Assistance for Victims: Rights and Options (page 44)
 - d. Accommodations and Protective Measures Available to Victims (page 48)
- D. Alcohol and other drugs (page 54)
- E. Missing residential student notification policy (page 56)
- F. Firearms and other weapons (page 57)
- G. Security of and Access to Campus Facilities Policy (page 57)
- H. Registered Sex Offender Information (page 58)
- I. Safety escorts (page 58)
- J. Campus security crime prevention and safety awareness programs (page 59)
- K. Student Housing Safety Information (page 59)
- L. Facilities Management - Security Considerations Used in the Maintenance of Campus Facilities (page 59)

Section IV: Disclosure and Preparation of Annual of Crime Statistics (page 60)

- A. Hate Crimes (page 61)
- B. Unfounded Crimes (page 62)
- C. Crime Statistics for the Salem (page 63); Zena (page 68); Portland (page 69); and Granada, Spain campuses (page 71)

Section V: Reporting Geography, Clery maps (page 73)

Section VI: Annual Fire Safety Report (page 78)

Section VII: Important Phone Number and Resources (page 87)

Appendix A1: Sexual Misconduct Policy and Procedures for Students (page 88)

Appendix A2: Human Resources

- A. Discriminatory Misconduct Policy and Protocol for Employees (Including Harassment, Sexual Harassment/Misconduct or Illegal Discrimination) (Page 94)
- B. Non-Discrimination Policy (page 100)
- C. Harassment Policy (page 101)
- D. Workplace Violence Policy (page 103)

Appendix B1: Alcohol and Drug Abuse, Drug-Free Schools and Community Act (page 105)

Appendix B2: Human Resources Drug-Free Workplace Policy (page 127)

Willamette University Alcohol Policy (page 129)

- A. ADDENDUM (A) Oregon and Federal Statutes (page 135)
- B. ADDENDUM (B) Alcohol Policy sanctions for students will be administered under the policies and procedures of the *Standards of Conduct*. (Page 139)

WILLAMETTE UNIVERSITY

SECURITY REPORT

(CLERY & HEOA REPORT)

For Calendar Year 2019

Introduction

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (20 USC Section 1092(f)) (“The Clery Act,” “Clery,” or “Act”) is a federal law that requires universities to maintain information regarding instances of certain criminal activity occurring on or near its facilities, and to file an annual report with the federal government, and, on a calendar-year basis, publicize crimes statistics. In addition, the Higher Education Opportunity Act (“HEOA”) requires universities to make public their fire safety information and fire statistics, also on an annual, calendar-year basis.

The following document represents Willamette University’s Annual Security and Fire Safety Report, pursuant to both the Clery Act and the HEOA. The report also includes information about university policies designed to promote the safety of our university community, as well as other information regarding personal safety, crime and fire prevention, and information on how to report suspicious activity. All policy statements contained in this report apply to all campuses unless otherwise indicated.

Willamette University publishes its Security and Fire Safety Report every October 1, and as required by Clery, includes relevant crime statistics for the last three calendar years – 2017, 2018 and 2019 (as opposed to academic years). We make copies of the report available at our Office of Campus Safety, located at the Service Center in the University Services Building, on the south side, or online at <https://willamette.edu/offices/safety/index.html>, and by emailing a link to the report to all students and employees.

At Willamette University, the personal safety of every member of our community is our highest priority. Campus Safety and other university departments work together to deter crime and fire events by constantly evaluating safety and security measures already in place, and whenever possible, adopting new policies and procedures representing best practices in the areas of crime prevention, reporting and safety. We encourage you to partner with Campus Safety in our goal of continually improving the safety of the Willamette community by reading this report and familiarizing yourself with the information it contains, as well as reporting any suspicious activity to the Office of Campus Safety at 503-370-6911 or 6911 from a campus phone, or safety@willamette.edu, or local police or fire services by calling 911.

There have been significant advancements made in the promotion of campus safety across all of higher education in the form of changes to federal law (beyond the Clery Act and HEOA), and as a consequence of the national discourse occurring regarding the impact of interpersonal violence on

university campuses. For example, legislation reauthorizing the Violence Against Women Act requires universities to include the crimes of stalking and relationship violence in the crime statistics they keep. Similarly, amendments to and reinterpretations of Title IX of the 1972 Federal Education Amendments to the 1964 Civil Rights Act ("Title IX") have resulted in the adoption of new policies at Willamette regarding the reporting, investigation and outcomes of incidents of sexual discrimination, harassment and interpersonal violence involving students and employees. Recent amendments made by the Department of Education regarding Title IX compliance do not materially impact the policies and practices Willamette has adopted over the past years.

It is important to note that although the Clery Act requires Willamette to include crime statistics for calendar years 2017, 2018 and 2019, the policies described or referred to in this report are current as of October 1, 2019. Regardless, the changes to federal regulation and the related national conversation regarding sexual discrimination, harassment and violence on America's college campuses has fostered at Willamette the development and implementation of survivor oriented policies and practices that encourage bystander intervention, connect victims to important remedies and support services and support institutional efforts to hold wrongdoers accountable.

If you have any questions, concerns or comments regarding this Security and Fire Safety Report, please feel free to contact Willamette University's Clery Compliance Officer, Ross Stout, Director of Campus Safety at 503-370-6911, or at rstout@willamette.edu. Additional information regarding Willamette University's compliance with Title IX may be found at: <https://willamette.edu/notalone/index.html>

Section II: Role and Authority of Campus Safety and Reporting Crimes

A. Role, Authority, and Training of Campus Safety Staff

The Office of Campus Safety provides safety, security and emergency response services for the university 24 hours a day, seven days a week, with seven full-time, unarmed, uniformed officers, an associate director and director. Officers are on duty patrolling the campus and are able to respond quickly to those needing assistance. Typical patrols are carried out on foot, bicycle or in marked Office of Campus Safety patrol vehicles.

The Office of Campus Safety staff members are first-responders, responsible for providing support services tailored to meet the needs of the Willamette community. In this capacity, Campus Safety staff:

- Coordinate emergency preparedness and response efforts for the campus
- Provide leadership for Emergency Preparedness
- Provide Emergency Notifications and Timely Warnings as required and/or warranted
- Maintain readiness of Blackboard Connect emergency notification system; performs tests and initiate system
- Coordinate drills of emergency plans including residence hall fire drills, campus emergency drills, and participation emergency response training for building representatives and residential staff
- Provide educational and informational emergency preparedness and response materials
- Manage the campus parking permit and parking regulation program
- Provide vehicle battery jump starts
- Investigate and document reports of vehicle accidents and damage
- Provide crime prevention information and programs
- Provide safety escorts
- Gather, maintain and disseminate information on safety and security policies and incidents of crime on campus as required
- Furnish security support and crowd control for university events or special projects
- Assist with building lockouts
- Maintain a lost and found
- Respond to activated intrusion, security and fire alarms for the entire campus

The Director of Campus Safety is the University's Clery Compliance Official, and as such, is responsible for compliance with the Clery Act and all associated requirements. Questions regarding Willamette University's compliance with the Clery Act may be directed to the Director of Campus Safety.

The Director of Campus Safety also routinely communicates with Salem Police, and shares information about criminal activity in and around the campus. It is the practice of Salem Police to

inform Willamette of any criminal activity involving Willamette University students or student organization is known to be involved. The Salem Police Department routinely shares information with Campus Safety about students whose activities may be disrupting neighbors or neighborhoods in the areas surrounding Willamette.

All Willamette University Campus Safety officers are certified by the State of Oregon's Department of Public Safety Standards and Training as private security officers and have the same powers to arrest as those of any other private citizen. Officers are able to detain suspects for crimes committed in their presence and must contact police without delay to turn the suspect over to law enforcement. All officers have first aid and CPR certification. Ongoing training is mandatory for all full-time campus safety officers.

In 2013, Campus Safety officers and staff began receiving revised specialized training about sexual harassment and sexual assault to comply with the University's ongoing efforts to fully comply with the requirements of Title IX. This training includes the use of the SILVER concept of response to the needs of victims of sexual assault. **SILVER** is an acronym which stands for: **Safety – Inform – Listen –Validate – Empower – Refer.**

Campus Safety staff is augmented by contract officers who assist with university events and other special assignments. Student staff provides office support, monitor parking and staff the guest parking areas. The department also uses a broad array of electronic devices, including security cameras, fire alarms, intrusion alarms, card access systems and blue-light emergency phones located throughout the campus.

Campus Safety officers have the authority to enforce University policies, but are not sworn officers, but they are responsible for enforcing university policies, and those policies include enforcing violations of the law. Campus Safety Officers document violations of University policy/law and contact local law enforcement agencies to report observed violations of federal laws and state laws. The Campus Safety Officers have jurisdiction to operate on Willamette University-owned or controlled property.

Campus Safety writes incident reports for all reported crimes and categorizes them according to the appropriate criminal classification. Incident reports are reviewed by the director and associate director of Campus Safety to determine if additional action or resources are required and also to whom the reported information should be forwarded.

Under the supervision of Campus Safety, Willamette University Emergency Medical Services (WEMS) operates as a student staffed, campus based agency, providing Basic Life Support (BLS) to students, faculty, staff, and guests of the Willamette community. WEMS members provide quick response emergency medical care on campus and immediate surrounding areas with one Supervisor EMT-Basic and/or two Emergency Medical Responders from the hours of 5 p.m. Friday to 5 p.m. Sunday, during the academic year. As a student service organization at Willamette University, WEMS provides education and training in pre-hospital emergency medical care. When WEMS is dispatched to a situation on campus, a Campus Safety officer always accompanies them to manage the scene and coordinate other emergency responders as needed.

B. Where and How to Report Crimes

All members of the WU community and all visitors are encouraged to accurately and promptly report potential criminal activity, suspicious behavior, and any emergencies on campus, on public property running through or immediately adjacent to the campus, or in other property that is owned or controlled by Willamette University. Campus Safety can determine whether another law enforcement agency should be contacted or advise the crime victim of their right to contact another law enforcement agency for additional assistance. Campus Safety Officers can be reached 24 hours a day by calling 503-370-6911 or by visiting us in the Service Center in the University Services Building, 750 Ferry Street SE, Salem, OR. Salem Police can be contacted to report a crime at 503-588-6123 or, for an emergency by dialing 911. The Salem Police Department is located at 555 Liberty St. SE in Salem.

To facilitate contact with Campus Safety in the event of an emergency, Willamette University maintains at least 26 exterior emergency telephones. Of the 26 exterior phones, eleven are Blue Light Emergency Telephones that provide a direct line to Campus Safety by simply pushing the red button on the face of the unit. These telephones connect to Campus Safety and can be used to report a criminal incident, a fire, or any other type of emergency.

Willamette University has established special provisions for reporting hate crimes and other bias-related concerns. In addition to normal reporting methods, such concerns may be reported via the university's online Bias Incident Report at:

<https://secure.willamette.edu/cgi-bin/datastore.cgi/biasreport>. Any Clery-related criminal activity received via the bias incident reporting form is conveyed to the Office of Campus Safety.

If the nature of the reported criminal activity presents a danger to the campus community, the Director of Campus Safety, or designate, will send a timely warning message to the campus community through an e-mail, or through the emergency notification system or other means. See page 13 for additional information about Willamette University's Timely Warning Policy.

Reporting of criminal activity to Campus Safety will be kept as confidential as is possible to protect the privacy of the reporting party and others involved. Strict confidentiality, however, cannot always be provided based on the nature of the crime and the specific circumstances of the situation. For victims of sexual misconduct who wish to report the incident confidentially, they may contact Bishop Wellness Center, the Chaplain's office, Willamette University SARA (Sexual Assault Response Allies) or the University Advocacy and Prevention Coordinator. See pages 9-10 of this Report for more information regarding confidential resources.

The Campus Safety encourages anyone who is the victim or witness of any crime to promptly report the incident to the police. Campus Safety does not have a voluntary, confidential reporting process because police reports are public records under state law, thus Campus Safety cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can be made to any campus security authorities (the primary CSAs are identified in the Reporting and Disclosure Procedures above). However, some of the CSAs are also Responsible Employees under Title IX, and they are obligated to share reported information involving sexual misconduct, domestic/dating violence and stalking, including information about the identity of the victim and accused, with the Title IX Coordinator. Reports to professional and pastoral counselors can be kept confidential. Professional and pastoral counselors are encouraged to inform their clients, if and when

they deem it appropriate, of the procedures to confidentially report crimes to primary CSAs, when they deem it appropriate.

Members of the community are helpful when they immediately report crimes or emergencies to Campus Safety for purposes of including them in the annual statistical disclosure and assessing them for issuing a Timely Warning Notices, when deemed necessary.

(HEOA) Notification to Victims of Crimes of Violence

The University will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by such institution against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as the result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of this paragraph.

Response to a Report

Campus Safety officers are available at these respective telephone numbers 24 hours a day to answer your calls. In response to a call, Campus Safety will take the required action, either dispatching an officer or asking the victim to report to Campus Safety to file an incident report. All reported crimes will be investigated by the University and may become a matter of public record. All Campus Safety incident reports are forwarded to the Dean of Students Office for review and referral to the Office of Student Judicial Services for potential action, as appropriate. Campus Safety Investigators will investigate a report when it is deemed appropriate. Additional information obtained via the investigation will also be forwarded to the Office of Student Judicial Services. If assistance is required from the LOCAL Police Department or the LOCAL Fire Department, Campus Safety will contact the appropriate unit. If a sexual assault or rape should occur, staff on the scene, including Campus Safety, will offer the victim a wide variety of services.

Confidential and Anonymous Reporting of Sexual Assault and Sexual Harassment

Anonymous reports of sexual assault and sexual harassment can be made online at the following website. You do not have to provide your identity, if you choose to remain anonymous:

https://publicdocs.maxient.com/reportingform.php?WillametteUniv&layout_id=5

WU has confidential reporting options these are the four reporting options:

- 1) Professional Counselors and Health providers at Bishop Health Center
- 2) The Chaplain and Associate Chaplain in the Office of the Chaplain
- 3) The Confidential Advocates in the Gender Resources and Advocacy Center
- 4) Sexual Assault Response Advocates (SARA) students

See more details at: <https://willamette.edu/notalone/resources.html>

Campus Safety neither encourages or discourages reporting to Campus Safety or law enforcement, but provides survivors a number of options to choose from. Should a survivor choose to report to Campus Safety and or law enforcement, they will be assisted in doing so.

Confidential resources report the number of Clery reportable crimes that are reported to them to assure that these crimes are counted in the annual crime statistics.

Campus “Pastoral Counselors” and “Professional Counselors,” when acting as such, are not considered to be a campus security authority for Clery Act purposes and are not required to report crimes for inclusion in the annual disclosure of crime statistics. As a matter of policy, the professional counselors at Willamette University are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary confidential basis to Campus Safety.

Pastoral Counselor

An employee of an institution, who is associated with a religious order or denomination, recognized by that religious order or denomination as someone who provides confidential counseling and who is functioning within the scope of that recognition as a pastoral counselor.

Professional Counselor

An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community, and who is functioning within the scope of his or her license or certification.

- Chaplain/pastoral counselor: Defined as “a person who is recognized by a religious order or denomination, or as Chaplain, and is someone who provides confidential counseling, and is functioning within the authorized scope of that recognition, by their responsibilities, job description, and title.” At Willamette, this definition includes the university Chaplain and Assistant Chaplain.
- Professional counselor: Defined as “a person whose official responsibilities are to provide mental health counseling to members of the university community, affirmed and authorized through their job description, and functioning within the scope of their license or certification.” This definition applies even to professional counselors who are not employees of the university, but are under contract to provide counseling at Willamette.

Confidential Advocates

- SARA (Sexual Assault Response Allies) volunteers. SARA is a group of students who are trained to provide information to people about sexual assault. They provide information about resources and offer referral assistance.
- Andrea Hugmeyer is the Director of the Gender Resource & Advocacy Center, Confidential Advocate. Daphne Van Veen is a Confidential Advocate. Both provide resources to students in the Gender Resource and Advocacy Center. The many resources available can be sometimes overwhelming, or difficult to navigate. As such, advocates can assist with navigating the many options available, helping to provide access to resources. With the advocacy and prevention coordinator, individuals can seek information, options and specific support about their rights and resources, including assistance contacting law enforcement, medical care or state services/programs off campus.

C. Campus Security Authorities (CSAs)

To facilitate efficient response, Willamette University encourages community members to promptly report all crimes and other emergencies directly to the Office of Campus Safety. We recognize, however, that some people may prefer to report incidents to individuals or offices other than Campus Safety. Accordingly, the Clery Act recognizes certain university officials and offices as Campus Security Authorities (CSAs). The function of CSAs is to report to the Office of Campus Safety any allegations of Clery Act crimes that are made in good faith. CSAs are not responsible for determining whether crimes actually took place, investigating crimes, apprehending perpetrators, or persuading victims to contact law enforcement. It is important to note that CSAs are not designated by position, but by function.

Any employee, including a student employee, who has significant responsibility for student and campus activities is considered a CSA. Any CSA who learns of a Clery-defined crime must report the incident to Campus Safety.

At Willamette, CSAs include (but are not limited to) the staff employed at the following offices and these specific positions:

- Office of Campus Safety
- Office of Housing and Conferences (including Resident Assistants)
- Office of Student Involvement
- Office of Multicultural Affairs
- Office of Campus Recreation
- Department of Athletics including all full-time and part-time coaches
- Faculty advisors to student organizations
- Director of Health and Counseling
- Human Resources management

Training is provided for these CSAs through an online training course that is provided by D. Stafford & Associates (DSA). The DSA training module is e-mailed to individuals who are designated as CSAs and they complete the required training. The training module system tracks who has successfully completed the training. Those individuals who do not complete the training within the designated time frame are sent e-mail reminders to do so. If the training is still not completed, the individual's supervisor is contacted for follow up.

D. Crime Log

The Office of Campus Safety maintains daily crime and fire logs of all crimes and fires reported to the Department. The log is available for public inspection during normal business hours of 8 a.m. to 4 p.m. Monday through Friday in the Campus Safety office, located in the Service Center in the University Services building, 750 Ferry Street SE, Salem, OR. A version of this log is also published weekly in the *Collegian* student newspaper, which is printed during the academic year.

The logs identify the type, location, time, and disposition (if known) for each criminal incident and fire reported to the Campus Safety. Dispositions of reported incidents are marked in the daily log. The dispositions generally fall into one of the following categories: cleared, under investigation, inactive, unfounded, and informational.

The most current 60 days of crime and fire information is readily available in the Campus Safety Office. Upon request, copies of any Daily Crime and Fire Log older than 60 days will be made available, within two business days of receipt of a request. Requests must be directed to the Director of Campus Safety.

Electronic versions of Willamette University's Daily Crime and Fire logs are maintained in a Filemaker database program. This database is stored on a virtual server by the university's IT department. The data is stored redundantly on two systems and is also backed up daily in an off campus location. Each incident report is also printed and stored in a file in the Campus Safety Office. Both the Director and Associate Director of Campus Safety are responsible for all aspects of maintaining Willamette University's Daily Crime and Fire logs.

E. Working Relationships with Local, State, and Federal Law Enforcement Agencies

The Office of Campus Safety maintains a working relationship with the Salem Police Department, and calls upon them for support when the need arises. Campus Safety communicates with Salem Police officers on the scene of incidents that occur in and around the campus area.

The Director of Campus Safety is an associate member of the Marion County Adult Threat Advisory Team. This team meets on a weekly basis and discusses individuals and situations that could pose a threat to individuals or the Salem community. Members of this team are available 24/7 to provide assessment and input into potentially threatening situations.

Written requests are sent to the Salem Police Department, Portland Police Bureau, Polk County Sheriff's Office and the Jefatura Superior de Andalucía Oriental in Granada, Spain requesting crime statistics for areas surrounding Willamette University property in each of these four jurisdictions where Willamette operates a physical campus or classroom setting. Salem Police, the Polk County Sheriff's Office and Portland Police have provided crime statistics for the area surrounding each of these campuses. There has been no response to written requests sent to the Jefatura Superior de Andalucía Oriental in Granada, Spain.

III: Relevant Policies and Procedures

Willamette University has adopted a number of policies, practices and procedures, summarized below, that help promote a safety conscious community environment.

A. Timely Warnings

In compliance with Clery requirements, the University issues timely warning reports to notify the campus community of Clery Act crimes or other serious incidents that the University determines to represent a serious and ongoing threat to the campus. The University will issue timely warning reports using a variety of means, including emails, the emergency notification system, flyers, and website announcements posted on the Campus Safety website <https://willamette.edu/offices/safety/index.html>. To report an incident that may warrant the issuing of a timely warning, immediately contact Campus Safety at 503-370-6911.

Timely warnings are typically issued on a case-by-case basis for Clery Act crimes or other serious incidents reported to Campus Safety, campus security authorities or local police agencies, and that pose *serious or continuing* threat to students and employees on or within the Willamette University's Clery Geography (On Campus, Public Property and Noncampus property). In deciding whether to issue a timely warning, the University considers all of the available facts surrounding the incident such as the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts. Incidents that may result in issuing a timely warning include the following Clery Act crimes:

- Murder/Non-Negligent Manslaughter
- Manslaughter by negligence
- Sexual Assault
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

The University will issue a timely warning when it determines there is **a serious or continuing threat** to students or employees Within the WU Clery Geography. The determination will be made based on the information that Campus Safety or the Salem Police Department has available to it at the time. The Director of Campus Safety or his/her designee is responsible for writing and distributing timely warning reports. Campus Safety may be reached at 503-370-6911.

The intent of a timely warning is to enable members of the campus community to protect themselves. A timely warning will include information that promotes safety and aids in the prevention of similar crimes, such as the following information:

- A brief statement of the incident
- Possible connection to other incidents, if applicable
- Physical description of the suspect, if available
- Composite drawing of the suspect, if available

- Date and time of the incident
- Other relevant information

Timely warnings are not issued for disclosures of information to privileged professional counseling and pastoral staff.

Timely Warning Notices will be distributed as soon as pertinent information is available, in a manner that withholds the names of victims as confidential, and with the goal of aiding in the prevention of similar occurrences.

B. Emergency Response and Evacuation Procedures

The Emergency Planning Committee serves as the university's emergency response team. The team includes the director of Campus Safety, the vice-president Human Resources and Risk Management, the dean of students, the vice-president of finance, the director of Housing and Conferences, the director of Dining Services, vice-president and chief information officer, chief of staff, vice-president for Communications and the University Registrar. Any member of the group can call for a gathering to respond to an emergency response.

The Emergency Planning Committee uses the University's Emergency Management Plan as a guide to respond to a campus emergency. The Emergency Management Plan is an "all hazards" plan and focuses on how to restore necessary services to the community, regardless of what situation has caused the disruption in these services. The full plan can be viewed at:

<https://willamette.edu/offices/safety/pdf/emergency-management-plan-for-all-hazards-aug2017rev.pdf>

An *Emergency Procedure Guide* has been created and posted in all classrooms and conference rooms on campus. This Guide describes the appropriate courses of action for many emergency situations, including evacuation. The topics covered in the Guide are:

- Reporting an Emergency
- Important Contact Information
- Civil Disturbances or Demonstrations
- Active Shooter: Run-Hide-Fight Procedures
- Utility Failure
- Suicide Threat or Attempt
- Fire
- Natural Hazards, Earthquakes, Flood, Severe Heat
- Criminal, Violent or Suspicious Activity
- Chemical or Bio-Hazardous Material
- Homeland Security Advisory System
- Bomb Threat or Suspicious Package
- Evacuation
- Medical Emergency and First Aid Instructions
- Campus Map

The full document in an unformatted form can be viewed at:

https://docs.google.com/document/d/1s3DbmuVRLntNefjFRcpTVp2xRuD6veEqOR_K4bBIARc/edit?usp=sharing

Willamette maintains an out-of-state telephone transfer agreement with Pacific Lutheran University to provide a means to keep family and friends of Willamette apprised of the status of the university, should a local natural disaster or other emergency affect local telephone service. Emergency information will be distributed through the university's emergency messaging system and posted on the university website.

The Emergency Response Plan guides the university community's response to a disaster that might occur on or near campus. The purpose is to protect life, property, and the environment and to maintain the basic operations of the university following a disaster. The intent is to make the plan flexible, so the details of specific incidents will dictate the level and type of response. However, the framework of the response organization, including establishing an Emergency Operations Center (EOC) and On-Scene Response and Policy Group will remain the same. The complete Emergency *Management Plan for All Hazards* is available at:

<https://willamette.edu/offices/safety/pdf/emergency-management-plan-for-all-hazards-aug2017rev.pdf>

Emergencies occurring on campus should be reported to the Office of Campus Safety at 503-370-6911.

Emergency Evacuation Procedures

The emergency evacuation procedures are tested annually. Students and employees learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. Campus Safety does designate in advance locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, Campus Safety staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of a fire or other emergency. Evacuation drills are used as a way to educate and train occupants on fire safety issues specific to their building. During the drill, occupants 'practice' drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm.

General Evacuation Procedures

At the sound of a fire alarm or if you are instructed to evacuate, leave your work area immediately and proceed to the nearest exit, and leave the building. If you are the first to recognize a fire situation, activate the alarm, evacuate to a safe location using the nearest exit, and notify Campus Safety at 503-370-6911 and, if appropriate dial 911.

1. Remain Calm
2. Do NOT use Elevators. Use the Stairs.
3. Assist the physically impaired. If he/she is unable to exit without using an elevator, secure a safe location near a stairwell, and immediately inform Campus Safety or the responding Fire Dept. of the individual's location.

4. Proceed to a clear area at least 150 feet from the building. Keep all walkways clear for emergency vehicles.
5. Make sure all personnel are out of the building.
6. Do not re-enter the building.

Shelter-in-Place Procedures –What it Means to “Shelter-in-Place”

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors because leaving the area may expose you to that danger. Thus, to “shelter-in-place” means to make a shelter of the building that you are in, and with a few adjustments, this location can be made even safer and more comfortable until it is safe to go outside.

Basic “Shelter-in-Place” Guidance

If an incident occurs and the building you are in is not damaged, stay inside in an interior room until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, access card, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit, and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest University building quickly. If police or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-in-Place”

A shelter-in-place notification may come from several sources, Campus Safety, Housing Staff members, other University employees, local police, or other authorities utilizing the University’s emergency communications tools.

How to “Shelter-in-Place”

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise, follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
 - An interior room;
 - Above ground level; and
 - Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms may be necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters, and fans.
5. Close vents to ventilation systems as you are able. (University staff will turn off the ventilation as quickly as possible.)
6. Make a list of the people with you and ask someone (hall staff, faculty, or other staff) to call the list into Campus Safety, so they know where you are sheltering. If only students are present, one of the students should call in the list.
7. Turn on a radio or TV and listen for further instructions.
8. Make yourself comfortable.

Emergency Notification

In the event of an emergency, Willamette University will initiate and provide, without delay, immediate notifications to the appropriate segment(s) of the University community upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees and visitors. However, if issuing a notification will, in the judgment of the first responders (including, but not limited to: Campus Safety, local police, and/or the local fire department and emergency medical services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency then an emergency notification will not be sent out.

An emergency notification system is in place to notify community members via e-mail, cell phone, office phone and home phone of an emergency situation. This notification system is provided by Blackboard Connect, which manages and maintains software to provide these notifications.

If time permits, the Director of Campus Safety, or designee, will in conjunction with other University administrators, and as appropriate, local first responders, Public Health Officials and/or the National Weather Service, to confirm that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the WU Community. They will collaborate to determine the content of the message and will use the Blackboard Connect system described above to communicate the threat to the entire WU Community. While some incidents would likely affect people who are currently on campus, emergency messages are sent to the entire campus community. At any particular time, it is not possible to determine who is on campus, so to err on the side of caution, emergency messages are sent to the entire group of current students and employees.

As a backup system, the software vendor provides an 800 number to call to verbally send messages if the internet is not accessible or not a desirable method to send emergency messages. Authorized Campus Safety personnel are able to interface with this software and send emergency messages when necessary.

All students and employees are provided with a Blackboard Connect account and are requested to provide a phone number (preferably a cell phone number) where they could be reached in the event of an on-campus emergency situation. This is not an opt-out system. Students and employees are issued an account that contains their Willamette University issued e-mail address and at least one telephone number. Additional phone numbers are encouraged, but only one is required.

An e-mail is also sent along with the telephone notification. This system is tested at noon, on the first business day of each month, during the academic year.

The nature of the emergency will dictate what the message(s) will say. The message(s) will provide information and necessary updates about what to do and where to go to maintain personal safety. Any time an emergency situation presents itself, the university will immediately determine if this notification system would provide an increased measure of safety for community members and will activate the system if necessary.

If the university activates its emergency notification system in response to a situation that poses an immediate threat to members of the campus community, organizations adjacent to campus are notified as appropriate. These include Salem Hospital, Willamette Heritage Center, and the Oregon State Capitol.

Emergency Preparedness and Response

The university periodically updates its emergency response plan and publishes it on the Campus Safety website. The university conducts emergency management exercises to test emergency procedures. Shelter-in-place exercises have been conducted with a number of campus departments. These exercises vary from year-to-year, and include departments from across the campus.

Willamette University participates in the local emergency drills when possible, as well as campus drills and training. Regular, unannounced fire drills that stress safe evacuation, assembly and accountability are held in the residence halls. Should a drill be conducted while you are on campus, please respond with a serious attitude. Your contribution will help make the training exercise more realistic and meaningful and help your overall preparedness.

In conjunction with other emergency agencies, the University conducts emergency response drills and exercises each year, such as tabletop exercises, field exercises, and tests of the emergency notification systems on campus. These tests, which may be announced or unannounced, are designed to assess and evaluate the emergency plans and capabilities of the institution.

Each test is documented and includes a description of the exercise, the date and time of the exercise, and whether it was announced or unannounced.

The campus publicizes a summary of the emergency response and evacuation procedures via an all-campus email and the Today@Willamette electronic newsletter at least once each year in conjunction with a test (exercise and drill) that meets all of the requirements of the Higher Education Opportunity Act.

C. JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT, AS AMENDED BY THE VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT OF 2013

Willamette University continually strives to foster a safe environment in which students can pursue their educational goals free from the detrimental effects of discrimination, intimidation, and violence, including sexual misconduct. To this end, the University has established its Sexual Misconduct Policy and Protocols for Students and reviews and revises it annually as necessary to meet the requirements of Title IX and other applicable laws and regulations. This policy is set forth in its entirety in Appendix A1 of this document and can also be viewed online at:

<https://willamette.edu/offices/studentaffairs/student-code-of-conduct/prohibited-conduct/index.html>

The University also has an institution-wide policy that covers issues of Title IX for employees. This policy is set forth in its entirety in Appendix A2 of this document and can also be viewed online at:

<https://willamette.edu/offices/hr/policies/policy-harassment/index.html>

The Sexual Misconduct Policy prohibits sexual misconduct of any kind against Willamette University community members of any sex, gender, gender identity, gender expression, or sexual orientation. Sexual misconduct includes sexual and gender-based harassment, sexual violence, non-consensual sexual contact – sexual assault, non-consensual sexual intercourse – rape, sexual exploitation, stalking, and interpersonal violence – dating and domestic partner violence.

Willamette University issues this statement of policy to inform the campus community of our programs to address domestic violence, dating violence, sexual assault and stalking as well as the procedures for institutional disciplinary action. If the person is a current student or employee, in cases of alleged dating violence, domestic violence, sexual assault, or stalking, then institutional disciplinary action will be followed regardless of whether the incident occurs on or off campus when it is reported to a University official.

The university is committed to confronting sexual misconduct in an effective manner. Accordingly, the university seeks to educate students, faculty, and staff about the dynamics of sexual misconduct and its effects, as well as how to prevent it, and respond appropriately should it occur. Our policies and procedures reflect input from students and we endeavor that they are written in a manner to be easily understood, fair to all involved, and provide a means of recourse for recipients of such behavior. The university reserves the right to respond with whatever measures it deems appropriate to prevent sexual misconduct and preserve the safety and well-being of students.

The purpose of Willamette University's Sexual Misconduct Policy is as follows:

- Identify support resources and remedy options for students who have been the recipients of unwanted behavior defined by this policy. For a listing of these resources with contact information for survivors of sexual misconduct, refer to this link:
<https://willamette.edu/notalone/get-help.html>
- Define, for purposes of this policy, sexual misconduct includes sexual and gender-based harassment, sexual and gender-based stalking, interpersonal violence, sexual exploitation, non-consensual sexual contact, and non-consensual sexual intercourse.
- Establish procedures for reporting incidents of sexual misconduct.
- Establish procedures for responding appropriately when incidents are reported.
- Affirm the university's commitment to preventing and addressing sexual misconduct.

Federal Clery Act Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking

The Clery Act defines the crimes of domestic violence, dating violence, sexual assault and stalking as follows:

- **Domestic Violence:**

- i. A Felony or misdemeanor crime of violence committed—
 - A) By a current or former spouse or intimate partner of the victim;
 - B) By a person with whom the victim shares a child in common;
 - C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
 - E) 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.
- ii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- i. The existence of such a relationship shall be 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.
- ii. For the purposes of this definition—
 - A) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - B) Dating violence does not include acts covered under the definition of domestic violence.
- iii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

- **Sexual Assault** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

- **Rape** is defined as 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 victim.
- **Fondling** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

- **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.
- **Stalking:**
 - i. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - A) Fear for the person’s safety or the safety of others; or
 - B) Suffer substantial emotional distress.
 - ii. For the purposes of this definition—
 - A) *Course of conduct* means two or more acts, including, but not limited to, acts 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.
 - B) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
 - C) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
 - iii. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Jurisdictional Definitions of Domestic Violence, Dating Violence, Sexual Assault and Stalking

- **Domestic Violence:** The State of Oregon defines domestic violence as follows:
Domestic Violence as defined by ORS 135.230 (<https://www.oregonlaws.org/ors/135.230>)
 1. Domestic violence means abuse between family or household members.
 2. Family or household members means any of the following:
 - a. Spouses.
 - b. Former spouses.
 - c. Adult persons related by blood or marriage.
 - d. Persons cohabiting with each other.
 - e. Persons who have cohabited with each other or who have been involved in a sexually intimate relationship.
 - f. Unmarried parents of a minor child.
 3. Abuse means:
 - a. Attempting to cause or intentionally, knowingly, or recklessly causing physical injury;
 - b. Intentionally, knowingly, or recklessly placing another in fear of imminent serious physical injury; or

c. Committing sexual abuse in any degree as defined in [ORS 163.415 \(Sexual abuse in the third degree\)](#), [163.425 \(Sexual abuse in the second degree\)](#), and [163.427 \(Sexual abuse in the first degree\)](#).

Dating Violence: The state of Oregon defines dating violence as follows. Under Oregon state law, there is no specific definition of dating violence. Oregon state law only defines teen dating violence, and requires public school district boards to adopt policies addressing it ([ORS 339.366](#)). ORS 147.450 ([oregonlaws.org/ors/147.450](#)) defines teen dating violence as:

1. Teen dating violence means: <https://www.oregonlaws.org/ors/163.415>

- A pattern of behavior in which a person uses or threatens to use physical, mental, or emotional abuse to control another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age; or
- Behavior by which a person uses or threatens to use sexual violence against another person who is in a dating relationship with the person, where one or both persons are 13 to 19 years of age. [2001 c.870 §23; 2007 c.71 §40; 2012 c.69 §2]

Sexual Assault: The state of Oregon defines sexual assault as follows:

Sexual Assault as defined by ORS 163.305 ([oregonlaws.org/ors/163.305](#))

1. Sexual assault means any unwanted sexual contact as defined in ORS 163.305 – ORS 147.450.
2. Deviate sexual intercourse means sexual conduct between persons consisting of contact between the sex organs of one person and the mouth or anus of another.
3. Forcible compulsion means to compel by:
 - Physical force; or
 - A threat, express or implied, that places a person in fear of immediate or future death or physical injury to self or another person, or in fear that the person or another person will immediately or in the future be kidnapped.
4. Mentally defective* means that a person suffers from a mental disease or defect that renders the person incapable of appraising the nature of the conduct of the person.
5. Mentally incapacitated* means that a person is rendered incapable of appraising or controlling the conduct of the person at the time of the alleged offense.
6. Physically helpless* means that a person is unconscious or for any other reason is physically unable to communicate unwillingness to an act.
7. Sexual contact means any touching of the sexual or other intimate parts of a person or causing such person to touch the sexual or other intimate parts of the actor for the purpose of arousing or gratifying the sexual desire of either party.
8. Sexual intercourse has its ordinary meaning and occurs upon any penetration, however slight; emission is not required. [1971 c.743 §104; 1975 c.461 §1; 1977 c.844 §1; 1979 c.744 §7; 1983 c.500 §1; 1999 c.949 §1; 2009 c.770 §1]

* These definitions are copied as written from government supplied documents and do not reflect Willamette University's commitment to inclusive language. We do not condone this language and use it only to reflect state laws.

- **Stalking:** The state of Oregon defines stalking as follows:

Stalking as defined by ORS 163.732 (oregonlaws.org/ors/163.732)

1. A person commits the crime of stalking if:
 - The person knowingly alarms or coerces another person or a member of that person's immediate family or household by engaging in repeated and unwanted contact with the other person;
 - It is objectively reasonable for a person in the victim's situation to have been alarmed or coerced by the contact; and
 - The repeated and unwanted contact causes the victim reasonable apprehension regarding the personal safety of the victim or a member of the victim's immediate family or household.
2. Stalking is a Class A misdemeanor.
 - Notwithstanding paragraph (a) of this subsection, stalking is a Class C felony if the person has a prior conviction for: i. Stalking; or ii. Violating a court's stalking protective order.
 - When stalking is a Class C felony pursuant to paragraph (i) of this subsection, stalking shall be classified as a person felony and as crime category 8 of the sentencing guidelines grid of the Oregon Criminal Justice Commission. [1993 c.626 §2; 1995 c.353 §2] Note. See second note under 163.730 ([Definitions for ORS 30.866 and 163.730 to 163.750](#)).

- **Consent:** is not defined in Oregon State Criminal Code.

Incapacity to consent as defined by ORS [163.315](#).

A person is considered incapable of consenting to a sexual act if the person is:

- Under 18 years of age;
- Mentally defective;
- Mentally incapacitated, or o Physically helpless.
- A lack of verbal or physical resistance does not, by itself, constitute consent but may be considered by the trier of fact along with all other relevant evidence. [1971 c.743 §105; 1999 c.949 §2; 2001 c.104 §52]

Programs to Prevent Domestic Violence, Dating Violence, Sexual Assault and Stalking

Willamette University prohibits domestic violence, dating violence, sexual assault, and stalking as those terms are defined for purposes of the Clery Act. The university is committed to maintaining a campus environment that emphasizes the dignity and respect of all people. Willamette University is committed to the principle that its educational facilities, activities and employment opportunities shall be offered without regard to race, color, religion, sex, national origin, marital status, veteran status, actual or perceived sexual orientation, gender identity, gender expression, or status with regard to pregnancy, disability or age. Willamette University does not discriminate on the basis of gender in its educational programs and sexual

harassment and sexual violence are types of sex and gender discrimination. These acts can be sexually based or not, and include dating violence, domestic violence, and stalking.

Willamette University provides primary prevention programs addressing dating violence, domestic violence, sexual assault, and stalking. For first-year undergraduate students, new transfer students, and graduate students, Willamette University requires a primary prevention and awareness program called “U Got This!” which is offered by Catharsis Productions:
<https://www.catharsisproductions.com/programs/u-got-this/>

Below is a list of the prevention education mandates that “U Got This!” currently addresses:

- Willamette University’s Title IX interpersonal violence policy, including what constitutes sexual violence, including same-sex sexual violence, and its definitions of sexual assault, dating violence, and stalking as defined under the school’s policies
- Willamette University’s definition of consent applicable to sexual conduct, including examples
- When unwelcome sexual conduct creates a hostile environment
- Reporting options, including formal reporting and confidential disclosure options
- The effects of trauma, including neurobiological changes
- The role alcohol and drugs often play in sexual violence incidents, including the deliberate use of alcohol and/or other drugs to perpetrate sexual violence
- Strategies and skills for bystanders to intervene to prevent possible sexual violence
- How students can most effectively support a survivor who discloses interpersonal violence

Beyond compliance expectations, the training prompts users to:

- Examine the attitudes and language that contribute to our cultural tolerance of sexual violence, intimate partner/dating violence, and stalking
- Explore opportunities to intervene across a diverse range of circumstances, populations and identities
- Identify their own best practices for intervention through active engagement across a range of relevant scenarios
- Understand their institution’s policies, resources, and commitment to ending interpersonal violence

Willamette University requires all employees to be trained on issues related to sexual violence and harassment prevention.

The university offers ongoing awareness and prevention programs for students and employees that focus on increasing the understanding of topics relevant to and skills for addressing dating violence, domestic violence, sexual assault, and stalking. All sexual violence prevention programming at Willamette University seeks to align with one or several themes listed below (see WU CARES). Comprehensive prevention programming addresses both root causes of sexual and interpersonal violence in addition to teaching healthy behaviors and skills. Various strategies are employed in our prevention programming that considers environmental risk and protective factors on the individual, relationship, institutional, community, and societal levels, which are also culturally relevant, informed by research, and responsive to community needs.

WU C.A.R.E.S. seeks to empower students and employees to foster a community where safety and respect are prioritized and those who commit acts of sexual and interpersonal violence are held accountable.

We believe...

C - Consent education is a necessary component to cultivating a healthy community that values respect, dignity, and nonviolence. Many of us use consent behaviors in everyday life. Enhancing those skills is necessary to building a community where everyone feels empowered to make the best decisions for themselves, especially in romantic and sexually intimate relationships.

A - Anti-Oppression and Awareness are vital to violence prevention efforts because we understand that sexual and interpersonal violence are consequences of oppression and that these tactics have been used historically, and presently, as a tool to maintain power and control of vulnerable groups in our communities. Awareness building that incorporates this lens is important, as is informing people of the dynamics of sexual and interpersonal violence in an effort to dismantle cultural myths and harmful stereotypes.

R - Relationships of all kinds that include healthy behaviors relying on trust, communication, respect, and equality are valid and important to cultivate in our community.

E - Enlisting self and others in our community is an essential component to preventing or disrupting violence as it occurs. We all have a responsibility to do something to end violence on our campus.

S - Sexual Health information, education, and care that is accurate and accessible should promote the idea that sex (or no sex!) is a normal, valued, and pleasurable aspect of any student's mental, physical, and emotional well-being.

For more information about violence prevention education, visit the [Gender Resource & Advocacy Center](#) or email grac-info@willamette.edu.

Primary and Ongoing Prevention and Awareness Programs for New Students

The following chart displays a summary of programs that are available throughout the year encompassing WU CARES initiatives:

2019 Programs for NEW Students				
Name of Program	Description	Date Held	Location Held	Which Prohibited Behavior* Covered?
U Got This!	This online training module is required for all new and transferring students. Content includes an overview of various forms of sexual violence, effects of trauma, consent, drug and alcohol connections to sexual violence, and how to report violations to the institution.	This program addresses healthy relationships, dating violence, domestic violence, and sexual assault.	Online training	DoV, DaV, SA, S
WU Student Organization Resource Fair	This is an annual tabling event for students to gather information about various organizations	September 5th, 2019	Jackson Plaza	DoV, DaV, SA, S

	and clubs on campus. Our peer advocates table at this event and recruit volunteers while also distributing information about resources for survivors.			
First Year Experience College Colloquium: Healthy Relationships & Sexual Citizenship	This program is for first year students only who participate in the mandatory college colloquium course in their first semester. The content examines the social expectations of sexuality, consent, and healthy relationships. The program discusses sexual agency, sexual health, and campus resources for support.	September 12th 2019	Eaton Hall Room 209	DoV, DaV, SA, S

Educational programming consists of primary prevention and awareness programs for all incoming students¹ and new employees and ongoing awareness and prevention campaigns for students and that:

A. Information regarding:

- a. procedures victims should follow if a crime of domestic violence, dating violence, sexual assault and stalking occurs (as described in “Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs” elsewhere in this document)
- b. how the institution will protect the confidentiality of victims and other necessary parties (as described in “Assistance for Victims: Rights and Options” elsewhere in this document);
- c. existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available for victims, both within the institution and in the community (as described in “Assistance for Victims: Rights and Options” elsewhere in this document); and
- d. options for, available assistance in, and how to request changes to academic, living, transportation, and working situations or protective measures (as described in “Assistance for Victims: Rights and Options” elsewhere in this document); procedures for institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault, or stalking (as described in “Adjudication of Violations” elsewhere in this document);

Primary and Ongoing Prevention and Awareness Programs and Campaigns

2019 Programs for Students				
Name of Program	Description of Program	Date Held	Location Held	Which Prohibited Behavior* Covered?
WU CARES: Bearcats Leading for Change	This program is done with various athletic teams to promote positive bystander intervention as a form of student leadership in the role of student athlete. The interactive program offers skill-building opportunities for participants.	August 20th, 2019	Ford Theater, Sparks Center	DoV, DaV, SA, S
WU Student Organization Resource Fair	This is an annual tabling event for students to gather information about various organizations and clubs on campus. Our peer advocates table at this event and recruit volunteers while also distributing information about resources for survivors .	September 5th, 2019	Jackson Plaza	DoV, DaV, SA, S
End the Silence, Bearcats Against Domestic	This program occurs during Domestic Violence Awareness Month, typically in the form of an athletic team	October 2nd - Women's Soccer;	Sparks Field; McCulloch Stadium;	DoV, DaV, SA, S

Violence	displaying support for survivors of DV by wearing purple warm-up t-shirts. Purple ribbons are distributed to spectators and tabling is done by staff from the Gender Resource & Advocacy Center to promote healthy relationships and provide resource information for anyone needing support.	October 12 - Football; October 26 - Men's Basketball	Cone Fieldhouse	
The Clothesline Project	The Clothesline Project provides evidence that incest, domestic violence, and sexual violence exists in our communities. It is an awareness building campaign of several t-shirts displayed in a visible place on campus with statistics or meaningful statements to support survivors and serves as a visual reminder of statistics that often get ignored.	October 28th-31st, 2019	Outside Eaton Hall	DoV, DaV, SA, S
WU CARES: Interrupting Violence, Changing Fraternity and Sorority Life Communities	This program supports the Fraternity and Sorority Executive Officers during an annual retreat. The program overviews red flags to consider among peers to reduce vulnerability of specific groups, understand the power dynamics associated with social identities, and ways to intervene as a positive bystander.	January 25th, 2019	Alumni Lounge, University Center	DoV, DaV, SA, S
WU CARES: Stalking Awareness	This is an annual tabling event where interactive methods are used to engage with students and employees to build awareness of stalking.	January 30th, 2019	Goudy Commons	DoV, DaV, SA, S
WU Campus Advocacy	This program is geared towards student leaders and employees so they adequately understand the effects of sexual violence on students, how to carefully respond to disclosures, and what an advocate can do to offer resources and support for a survivor.	February 12th, 2019	Ford Hall Room 122	DoV, DaV, SA, S
WU SlutWalk	This is an annual march around campus for students and employees to address victim blaming and slut shaming. The event occurs during Sexual Assault Awareness Month.	April 4th, 2019	Salem Campus, Jackson Plaza	DoV, DaV, SA, S

Denim Day	This is an annual event for students and employees that occurs during Sexual Assault Awareness Month where pieces of denim are displayed in a visible part of campus to raise awareness around instances of sexual assault and victim-blaming.	April 24th, 2019	Jackson Plaza	DoV, DaV, SA, S
Take Back the Night	This is an annual event that occurs during Sexual Assault Awareness Month where survivors of sexual violence are provided an opportunity to share about their experiences. Students and employees are welcome to attend. We address rates of sexual violence and raise awareness.	April 26th, 2019	Alumni Lounge, University Center	DoV, DaV, SA, S
WU CARES About Consent	This program is done with various student groups to promote consent behaviors among students. The interactive program offers skill-building opportunities for participants to practice enthusiastic consent in various settings.	Various times throughout the year	Eaton Hall Room 408	DoV, DaV, SA, S
Sexual Misconduct Dynamics and Reporting Options	This is a training program for student leaders in various roles like Resident Advisors, Orientation Leaders, various Student Group Coordinators, and Student Employees. The training addresses a brief scope of sexual misconduct dynamics, how to receive disclosures in trauma-informed ways, and non-confidential and confidential resource and reporting options for students who experience sexual misconduct.	Various times throughout the year	Ford Hall Room 102	DoV, DaV, SA, S
Let's Talk About Sex!	Trivia night with presentations from CAT and the SARA's, free condoms, planned parenthood info, bishop info, etc.	September 28, 2019	Residence Halls	

2019 Programs for Current Employees				
Name of Program	Description	Date Held	Location Held	Which Prohibited Behavior* Covered?
Sexual Misconduct and Reporting Responsibilities	This is a training program for <i>new employees</i> . The training addresses a brief scope of sexual misconduct dynamics, how to receive disclosures in trauma-informed ways, institutional sexual misconduct policy, mandatory reporting responsibilities, and non-confidential and confidential resource and reporting options for students who experience sexual misconduct.	Annually in the fall.	Online	DoV, DaV, SA, S

2019 Programs for NEW Employees				
Name of Program	Description	Date Held	Location Held	Which Prohibited Behavior* Covered?
Sexual Misconduct and Reporting Responsibilities	This is a training program for <i>new employees</i> . The training addresses a brief scope of sexual misconduct dynamics, how to receive disclosures in trauma-informed ways, institutional sexual misconduct policy, mandatory reporting responsibilities, and non-confidential and confidential resource and reporting options for students who experience sexual misconduct.	Upon hiring	Online	DoV, DaV, SA, S

*DoV means Domestic Violence, DaV means Dating Violence, SA means Sexual Assault and S means Stalking

Procedures Victims Should Follow if a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking Occurs

After an incident of sexual assault, dating violence or domestic violence, the victim should consider seeking medical attention as soon as possible at Salem Hospital where SANE (Sexual Assault Nurse Examiner) nursing staff are available. In Oregon, evidence may be collected even if you chose not to make a report to law enforcement. A victim of sexual assault is not required to participate in the criminal justice system or cooperate with law enforcement in order to be provided with a forensic medical exam and reimbursement for charges incurred for the exam.

It is important that a victim of sexual assault not bathe, douche, smoke, change clothing or clean the bed/linen/area where they were assaulted if the offense occurred within the past 96 hours so that evidence may be preserved that may assist in proving that the alleged criminal offense occurred/or is occurring or may be helpful in obtaining a protection order.

In circumstances of sexual assault, if victims do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted infections. Victims of sexual assault, domestic violence, stalking, and dating violence are encouraged to also preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to the University adjudicators/investigators and/or police.

As time passes, evidence may dissipate or become lost or unavailable, thereby making investigation, possible prosecution, disciplinary proceedings, or obtaining protection from abuse orders related to the incident more difficult. If a victim chooses not to make a complaint regarding an incident, he or she nevertheless should consider speaking with Campus Safety or other law enforcement to preserve evidence in the event that the victim decides to report the incident to law enforcement or the University at a later date to assist in proving that the alleged criminal offense occurred or that may be helpful in obtaining a protection order.

The following tables provide response options for survivors of Sexual Assault, Domestic Violence, Dating Violence, and Stalking:

Incident Being Reported	Procedures
Sexual Assault	<ol style="list-style-type: none">1. If in immediate danger, call 911.2. Get to a safe place and preserve evidence by saving text messages, instant messages, social networking pages, other communications, pictures, logs, or other copies of documents. If the survivor wishes to have forensic evidence collected, the survivor should not bathe, douche, smoke, change clothing, or clean the bed, linen, or area where the sexual assault occurred.3. Consider seeking medical care on campus at Bishop Wellness Center 503-370-6062. If Bishop Wellness Center is closed, consider seeking medical attention and obtaining a forensic exam at the following locations:<ol style="list-style-type: none">a. Salem Hospital Emergency Department, 503-561-5200, 890 Oak St. SE, Salem, OR.

- b. Sarah's Place, 541-812-4421, 1046 Sixth Ave SW, Albany, OR Sexual Assault Nurse Examiners (SANE) are on staff.
- 4. Consider filing a report with the University by contacting the Title IX Coordinator in the Office of Equity, Diversity, and Inclusion, Office of Student Affairs, or completing a report online.
 - a. Title IX Coordinator: 503-370-6195, 3rd Floor, University Center
 - b. Office of Student Affairs: 503-370-6447, 3rd Floor, University Center
 - c. Online report: https://cm.maxient.com/reportingform.php?WillametteUniv&layout_id=5
 - d. Once reported to the university, the following will occur:
 - i. Investigate alleged Title IX violations and sexual misconduct
 - ii. Help survivors find accommodations and information about their rights and options
 - iii. Can issue mutual or unilateral restricted contact orders
 - iv. Will provide the victim with a written explanation of the victim's rights and options
 - v. Will provide a copy of the policy applicable to Sexual Assault to the complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution
 - vi. Will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is
 - vii. Will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation
- 5. Consider contacting the Gender Resource & Advocacy Center, 503-370-6728, Montag Center.
 - a. Offers direct advocacy services from professional staff and peer advocates like crisis stabilization and confidential support
 - b. Connects survivors to counseling, medical, or legal assistance
- 6. Consider contacting Bishop Wellness Center (503-370-6062) for counseling needs. If made known to the university, the institution will provide the complainant with referrals to on and off campus mental health providers.
- 7. Consider contacting the Center for Hope and Safety, 503-399-7722 (24/7 hotline), 605 Center St. Salem, OR.
 - a. Provides confidential services and support for survivors
 - b. Provides education and leadership within the community to change conditions cultivating sexual and domestic violence
- 8. Consider reporting to law enforcement or Campus Safety. If made known to the university, the Institution will assist the complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department
 - a. Willamette University Campus Safety: 503-370-6911
 - i. Institution may provide a "no trespass" directive to an accused party if they are unaffiliated with Willamette University and pose a threat to self or any part of the Willamette community. If the accused party is affiliated with Willamette University, other protective measures may be taken as appropriate.
 - b. Salem Police Department, 503-588-6123 (non-emergency), 911 (emergency), 555 Liberty St. Salem, OR
 - c. Off campus: Marion County Sheriff's Office, 503-588-5094 (non-emergency), 911 (emergency), 100 High St. Salem, OR

	<ol style="list-style-type: none"> 9. Consider seeking a Restrictive Contact Order, Restraining Order, Stalking Protective Order, or Sexual Abuse Protection Order <ol style="list-style-type: none"> a. To request a Restricted Contact Order, contact the Office of Student Affairs at (503-370-6447) or Campus Safety (503-370-6911). Campus Safety is available 24-hours a day and can connect the student to the Dean On-Call directly without providing information to an officer; additionally, Resident Advisors are able to contact the Area Coordinator on-Call 24-hours a day who will then connect with the Dean in the Office of Student Affairs. A Confidential Advocate in the GRAC can assist with requesting a Restricted Contact Order. b. If the incident made known to the university, the institution will provide written instructions on how to apply for Protective Orders <ol style="list-style-type: none"> i. http://www.courts.oregon.gov/programs/family/domestic-violence/Pages/restraining.aspx ii. http://www.courts.oregon.gov/programs/family/domestic-violence/Pages/stalking.aspx iii. http://www.courts.oregon.gov/programs/family/domestic-violence/Pages/sexual-abuse.aspx c. The Restricted Contact Order listed above is not enforceable by law enforcement.
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Incident Being Reported	Procedures
Domestic Violence	<ol style="list-style-type: none"> 1. If in immediate danger, call 911. 2. Get to a safe place and preserve evidence by saving text messages, instant messages, social networking pages, other communications, pictures, logs, or other copies of documents. If the survivor wishes to have forensic evidence collected, the survivor should not bathe, douche, smoke, change clothing, or clean the bed, linen, or area where the sexual assault occurred. 3. Consider seeking medical care on campus at Bishop Wellness Center 503-370-6062. If Bishop Wellness Center is closed, consider seeking medical attention and obtaining a forensic exam at the following locations: <ol style="list-style-type: none"> a. Salem Hospital Emergency Department, 503-561-5200, 890 Oak St. SE, Salem, OR. b. Sarah's Place, 541-812-4421, 1046 Sixth Ave SW, Albany, OR Sexual Assault Nurse Examiners (SANE) are on staff. 4. Consider filing a report with the University by contacting the Title IX Coordinator in the Office of Equity, Diversity, and Inclusion, Office of Student Affairs, or completing a report online. <ol style="list-style-type: none"> a. Title IX Coordinator: 503-370-6195, 3rd Floor, University Center b. Office of Student Affairs: 503-370-6447, 3rd Floor, University Center c. Online report: https://cm.maxient.com/reportingform.php?WillametteUniv&layout_id=5 d. Once reported to the university, the following will occur: <ol style="list-style-type: none"> i. Investigate alleged Title IX violations and sexual misconduct

- ii. Help survivors find accommodations and information about their rights and options
 - iii. Can issue mutual or unilateral restricted contact orders
 - iv. Will provide the victim with a written explanation of the victim's rights and options
 - v. Will provide a copy of the policy applicable to Sexual Assault to the complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution
 - vi. Will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is
 - vii. Will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation
- 5. Consider contacting the Gender Resource & Advocacy Center, 503-370-6728, Montag Center.
 - a. Offers direct advocacy services from professional staff and peer advocates like crisis stabilization and confidential support
 - b. Connects survivors to counseling, medical, or legal assistance
- 6. Consider contacting Bishop Wellness Center (503-370-6062) for counseling needs. If made known to the university, the institution will provide the complainant with referrals to on and off-campus mental health providers.
- 7. Consider contacting the Center for Hope and Safety, 503-399-7722 (24/7 hotline), 605 Center St. Salem, OR.
 - a. Provides confidential services and support for survivors
 - b. Provides education and leadership within the community to change conditions cultivating sexual and domestic violence
- 8. Consider reporting to law enforcement or Campus Safety. If made known to the university, the Institution will assist the complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department
 - a. Willamette University Campus Safety: 503-370-6911
 - i. The institution may provide a "no trespass" directive to an accused party if they are unaffiliated with Willamette University and pose a threat to self or any part of the Willamette community. If the accused party is affiliated with Willamette University, other protective measures may be taken as appropriate.
 - b. Salem Police Department, 503-588-6123 (non-emergency), 911 (emergency), 555 Liberty St. Salem, OR
 - c. Off-campus: Marion County Sheriff's Office, 503-588-5094 (non-emergency), 911 (emergency), 100 High St. Salem, OR
- 9. Consider seeking a Restrictive Contact Order, Restraining Order, Stalking Protective Order, or Sexual Abuse Protection Order
 - a. To request a Restricted Contact Order, contact the Office of Student Affairs at (503-370-6447) or Campus Safety (503-370-6911). Campus Safety is available 24-hours a day and can connect the student to the Dean On-Call directly without providing information to an officer; additionally, Resident Advisors are able to contact the Area Coordinator on-Call 24-hours a day who will then connect with the Dean in the Office of Student Affairs. A Confidential Advocate in the GRAC can assist with requesting a Restricted Contact Order.
 - b. If the incident made known to the university, the institution will provide written instructions on how to apply for Protective Orders

	<ul style="list-style-type: none"> i. http://www.courts.oregon.gov/programs/family/domestic-violence/Pages/restraining.aspx ii. http://www.courts.oregon.gov/programs/family/domestic-violence/Pages/stalking.aspx iii. http://www.courts.oregon.gov/programs/family/domestic-violence/Pages/sexual-abuse.aspx <p>c. The Restricted Contact Order listed above is not enforceable by law enforcement.</p>
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Incident Being Reported	Procedures
Dating Violence	<ol style="list-style-type: none"> 1. If in immediate danger, call 911. 2. Get to a safe place and preserve evidence by saving text messages, instant messages, social networking pages, other communications, pictures, logs, or other copies of documents. If the survivor wishes to have forensic evidence collected, the survivor should not bathe, douche, smoke, change clothing, or clean the bed, linen, or area where the sexual assault occurred. 3. Consider seeking medical care on campus at Bishop Wellness Center 503-370-6062. If Bishop Wellness Center is closed, consider seeking medical attention and obtaining a forensic exam at the following locations: <ul style="list-style-type: none"> a. Salem Hospital Emergency Department, 503-561-5200, 890 Oak St. SE, Salem, OR. b. Sarah's Place, 541-812-4421, 1046 Sixth Ave SW, Albany, OR Sexual Assault Nurse Examiners (SANE) are on staff. 4. Consider filing a report with the University by contacting the Title IX Coordinator in the Office of Equity, Diversity, and Inclusion, Office of Student Affairs, or completing a report online. <ul style="list-style-type: none"> a. Title IX Coordinator: 503-370-6195, 3rd Floor, University Center b. Office of Student Affairs: 503-370-6447, 3rd Floor, University Center c. Online report: https://cm.maxient.com/reportingform.php?WillametteUniv&layout_id=5 d. Once reported to the university, the following will occur: <ul style="list-style-type: none"> i. Investigate alleged Title IX violations and sexual misconduct ii. Help survivors find accommodations and information about their rights and options iii. Can issue mutual or unilateral restricted contact orders iv. Will provide the victim with a written explanation of the victim's rights and options v. Will provide a copy of the policy applicable to Sexual Assault to the complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution vi. Will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is vii. Will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation 5. Consider contacting the Gender Resource & Advocacy Center, 503-370-6728, Montag Center.

- a. Offers direct advocacy services from professional staff and peer advocates like crisis stabilization and confidential support
 - b. Connects survivors to counseling, medical, or legal assistance
- 6. Consider contacting Bishop Wellness Center (503-370-6062) for counseling needs. If made known to the university, the institution will provide the complainant with referrals to on and off campus mental health providers.
- 7. Consider contacting the Center for Hope and Safety, 503-399-7722 (24/7 hotline), 605 Center St. Salem, OR.
 - a. Provides confidential services and support for survivors
 - b. Provides education and leadership within the community to change conditions cultivating sexual and domestic violence
- 8. Consider reporting to law enforcement or Campus Safety. If made known to the university, the Institution will assist the complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department
 - a. Willamette University Campus Safety: 503-370-6911
 - i. The institution may provide a "no trespass" directive to an accused party if they are unaffiliated with Willamette University and pose a threat to self or any part of the Willamette community. If the accused party is affiliated with Willamette University, other protective measures may be taken as appropriate.
 - b. Salem Police Department, 503-588-6123 (non-emergency), 911 (emergency), 555 Liberty St. Salem, OR
 - c. Off campus: Marion County Sheriff's Office, 503-588-5094 (non-emergency), 911 (emergency), 100 High St. Salem, OR
- 9. Consider seeking a Restrictive Contact Order, Restraining Order, Stalking Protective Order, or Sexual Abuse Protection Order
 - a. To request a Restricted Contact Order, contact the Office of Student Affairs at (503-370-6447) or Campus Safety (503-370-6911). Campus Safety is available 24-hours a day and can connect the student to the Dean On-Call directly without providing information to an officer; additionally, Resident Advisors are able to contact the Area Coordinator on-Call 24-hours a day, who will then connect with the Dean in the Office of Student Affairs. A Confidential Advocate in the GRAC can assist with requesting a Restricted Contact Order.
 - b. If the incident made known to the university, the institution will provide written instructions on how to apply for Protective Orders
 - i. <http://www.courts.oregon.gov/programs/family/domestic-violence/Pages/restraining.aspx>
 - ii. <http://www.courts.oregon.gov/programs/family/domestic-violence/Pages/stalking.aspx>
 - iii. <http://www.courts.oregon.gov/programs/family/domestic-violence/Pages/sexual-abuse.aspx>
 - c. The Restricted Contact Order listed above is not enforceable by law enforcement.

Incident Being Reported	Procedures
Stalking	<ol style="list-style-type: none"> 1. If in immediate danger, call 911. 2. Get to a safe place and preserve evidence by saving text messages, instant messages, social networking pages, other communications, pictures, logs, or other copies of documents. If the survivor wishes to have forensic evidence collected, the survivor should not bathe, douche, smoke, change clothing, or clean the bed, linen, or area where the sexual assault occurred. 3. Consider seeking medical care on campus at Bishop Wellness Center 503-370-6062. If Bishop Wellness Center is closed, consider seeking medical attention and obtaining a forensic exam at the following locations: <ul style="list-style-type: none"> ○ Salem Hospital Emergency Department, 503-561-5200, 890 Oak St. SE, Salem, OR. ○ Sarah's Place, 541-812-4421, 1046 Sixth Ave SW, Albany, OR Sexual Assault Nurse Examiners (SANE) are on staff. 4. Consider filing a report with the University by contacting the Title IX Coordinator in the Office of Equity, Diversity, and Inclusion, Office of Student Affairs, or completing a report online. <ul style="list-style-type: none"> ○ Title IX Coordinator: 503-370-6195, 3rd Floor, University Center ○ Office of Student Affairs: 503-370-6447, 3rd Floor, University Center ○ Online report: https://cm.maxient.com/reportingform.php?WillametteUniv&layout_id=5 ○ Once reported to the university, the following will occur: <ol style="list-style-type: none"> i. Investigate alleged Title IX violations and sexual misconduct ii. Help survivors find accommodations and information about their rights and options iii. Can issue mutual or unilateral restricted contact orders iv. Will provide the victim with a written explanation of the victim's rights and options v. Will provide a copy of the policy applicable to Sexual Assault to the complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution vi. Will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is vii. Will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation 5. Consider contacting the Gender Resource & Advocacy Center, 503-370-6728, Montag Center. <ul style="list-style-type: none"> ○ Offers direct advocacy services from professional staff and peer advocates like crisis stabilization and confidential support ○ Connects survivors to counseling, medical, or legal assistance 6. Consider contacting Bishop Wellness Center (503-370-6062) for counseling needs. If made known to the university, the institution will provide the complainant with referrals to on and off campus mental health providers. 7. Consider contacting the Center for Hope and Safety, 503-399-7722 (24/7 hotline), 605 Center St. Salem, OR. <ul style="list-style-type: none"> ○ Provides confidential services and support for survivors ○ Provides education and leadership within the community to change conditions cultivating sexual and domestic violence

8. Consider reporting to law enforcement or Campus Safety. If made known to the university, the Institution will assist the complainant with contacting local police if complainant requests AND provide the complainant with contact information for local police department
 - Willamette University Campus Safety: 503-370-6911
 - i. The institution may provide a "no trespass" directive to an accused party if they are unaffiliated with Willamette University and pose a threat to self or any part of the Willamette community. If the accused party is affiliated with Willamette University, other protective measures may be taken as appropriate.
 - Salem Police Department, 503-588-6123 (non-emergency), 911 (emergency), 555 Liberty St. Salem, OR
 - Off-campus: Marion County Sheriff's Office, 503-588-5094 (non-emergency), 911 (emergency), 100 High St. Salem, OR
9. Consider seeking a Restrictive Contact Order, Restraining Order, Stalking Protective Order, or Sexual Abuse Protection Order
 - To request a Restricted Contact Order, contact the Office of Student Affairs at (503-370-6447) or Campus Safety (503-370-6911). Campus Safety is available 24-hours a day and can connect the student to the Dean On-Call directly without providing information to an officer; additionally, Resident Advisors are able to contact the Area Coordinator on-Call 24-hours a day who will then connect with the Dean in the Office of Student Affairs. A Confidential Advocate in the GRAC can assist with requesting a Restricted Contact Order.
 - If the incident made known to the university, the institution will provide written instructions on how to apply for Protective Orders
 - i. <http://www.courts.oregon.gov/programs/family/domestic-violence/Pages/restraining.aspx>
 - ii. <http://www.courts.oregon.gov/programs/family/domestic-violence/Pages/stalking.aspx>
 - iii. <http://www.courts.oregon.gov/programs/family/domestic-violence/Pages/sexual-abuse.aspx>
 - The Restricted Contact Order listed above is not enforceable by law enforcement.

Involvement of Law Enforcement and Campus Authorities

Although the university supports all members of its community in reporting violations of this policy to Campus Safety and Salem Police, it is the victim's choice whether or not to make such a report. Furthermore, victims have the right to decline to notify law enforcement. However, Campus Safety will assist any victim with notifying law enforcement if the victim so desires. The Salem Police may also be reached directly by calling 503-588-6123, in person at 555 Liberty Street SE., Salem. Additional information about the Salem Police department may be found online at: <https://www.cityofsalem.net/report-crime>

Reporting Incidents of Domestic Violence, Dating Violence, Sexual Assault and Stalking

Students who have been the victim of domestic violence, dating violence, sexual assault, or stalking can report the incident to 1) the Title IX Coordinator, Jade Aguilar, Vice President for Equity, Diversity and Inclusion, 503-370-6195, aguilarj@willamette.edu; 2) to the Office of Student Affairs: 503-370-6447, 3rd Floor, University Center; 3) fill out an online report at

https://cm.maxient.com/reportingform.php?WillametteUniv&layout_id=5; or 4) by contacting Campus Safety at 503-370-6911. Reports of all domestic violence, dating violence, sexual assault and stalking will automatically be referred to the Title IX Coordinator regardless of if the complainant chooses to pursue criminal charges.

Procedures the University will Follow When a Crime of Domestic Violence, Dating Violence, Sexual Assault and Stalking is Reported

The university has procedures in place that serve to be sensitive to victims who report sexual assault, domestic violence, dating violence, and stalking, including informing individuals about their right to file criminal charges as well as the availability of counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services on and/or off campus as well as additional remedies to prevent contact between a complainant and an accused party (respondent), such as changes to housing, academic, protective orders, transportation and working situations, if reasonably available. The university will make such accommodations or protective measures, if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to Campus Safety or local law enforcement. Students should contact the Title IX Coordinator or Office for Student Affairs and employees should contact Human Resources for the accommodations. If a report of domestic violence, dating violence, sexual assault or stalking is reported to the university, below are the procedures that the university will follow:

Incident Reported	Procedure Institution will Follow
Sexual Assault	<ol style="list-style-type: none"> 1. Institution will assess the immediate safety needs of the complainant. 2. Institution will assess the need to implement safety/protective measures, if appropriate. 3. Institution will provide the complainant with contact information for the local police department and assist in contacting local police if the complainant requests. 4. Institution will provide the complainant with referrals to on and off-campus support services, including mental health providers. 5. Institution will provide written instructions on how to apply for a protective order. 6. Institution will provide a “no trespass” (PNG) directive to the accused party if deemed appropriate. 7. Institution will provide written information to the complainant on how to preserve evidence. 8. Institution will provide the complainant with a written explanation of their rights and options. 9. Institution will provide a copy of the policy applicable to sexual assault to the complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution. 10. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is. 11. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.

Stalking	<ol style="list-style-type: none"> 1. Institution will assess the immediate safety needs of the complainant. 2. Institution will assess the need to implement safety/protective measures, if appropriate. 3. Institution will provide the complainant with contact information for the local police department and assist in contacting local police if the complainant requests. 4. Institution will provide the complainant with referrals to on and off-campus support services, including mental health providers. 5. Institution will provide written instructions on how to apply for a protective order. 6. Institution will provide a “no trespass” (PNG) directive to the accused party if deemed appropriate. 7. Institution will provide written information to the complainant on how to preserve evidence. 8. Institution will provide the complainant with a written explanation of their rights and options. 9. Institution will provide a copy of the policy applicable to sexual assault to the complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution. 10. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is. 11. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.
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<p>Dating Violence</p>	<ol style="list-style-type: none"> 1. Institution will assess the immediate safety needs of the complainant. 2. Institution will assess the need to implement safety/protective measures, if appropriate. 3. Institution will provide the complainant with contact information for the local police department and assist in contacting local police if the complainant requests. 4. Institution will provide the complainant with referrals to on and off-campus support services, including mental health providers. 5. Institution will provide written instructions on how to apply for a protective order. 6. Institution will provide a “no trespass” (PNG) directive to the accused party if deemed appropriate. 7. Institution will provide written information to the complainant on how to preserve evidence. 8. Institution will provide the complainant with a written explanation of their rights and options. 9. Institution will provide a copy of the policy applicable to sexual assault to the complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution. 10. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is. 11. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.
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<p>Domestic Violence</p>	<ol style="list-style-type: none"> 1. Institution will assess the immediate safety needs of the complainant. 2. Institution will assess the need to implement safety/protective measures, if appropriate. 3. Institution will provide the complainant with contact information for the local police department and assist in contacting local police if the complainant requests. 4. Institution will provide the complainant with referrals to on and off-campus support services, including mental health providers. 5. Institution will provide written instructions on how to apply for a protective order. 6. Institution will provide a “no trespass” (PNG) directive to the accused party if deemed appropriate. 7. Institution will provide written information to the complainant on how to preserve evidence. 8. Institution will provide the complainant with a written explanation of their rights and options. 9. Institution will provide a copy of the policy applicable to sexual assault to the complainant and inform the complainant regarding timeframes for inquiry, investigation and resolution. 10. Institution will inform the complainant of the outcome of the investigation, whether or not the accused will be administratively charged and what the outcome of the hearing is. 11. Institution will enforce the anti-retaliation policy and take immediate and separate action against parties that retaliate against a person for complaining of sex-based discrimination or for assisting in the investigation.
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Assistance for Victims: Rights & Options

Regardless of whether a victim elects to pursue a criminal complaint or whether the offense is alleged to have occurred on or off-campus, the university will assist victims of sexual assault, domestic violence, dating violence, and stalking and will provide each victim with a written explanation of their rights and options. Such written information will include:

- the procedures victims should follow if a crime of dating violence, domestic violence, sexual assault or stalking has occurred;
- information about how the institution will protect the confidentiality of victims and other necessary parties;

- a statement that the institution will provide written notification to students and employees about victim services within the institution and in the community;
- a statement regarding the institution's provisions about options for, available assistance in, and how to request accommodations and protective measures; and
- an explanation of the procedures for institutional disciplinary action

Rights of Victims and the Institution's Responsibilities for Orders of Protection, "No Contact" Orders, Restraining Orders, or Similar Lawful Orders Issued by a Criminal, Civil, or Tribal Court or by the Institution

Willamette University complies with Oregon law in recognizing orders of protection and restraining orders and will assist university employees or students who obtain one from any U.S. state with information and safety planning. Any person who obtains an order of protection from Oregon or any other state should provide a copy to Campus Safety and the Title IX Coordinator. The university will maintain as confidential, any accommodations or protective measures provided to the survivor to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures. Personally identifiable information about the survivor will be shared only with persons who have a specific need to know because they are helping to support the details of a protective or restraining order.

A complainant may then meet with Campus Safety, the Title IX Coordinator or staff from the Office of Student Affairs, or the Confidential Advocate to develop a Safety Action Plan, which is a plan aimed to reduce risk of harm while on campus or coming and going from campus. This plan may include, but is not limited to: campus safety escorts, special parking arrangements, providing a temporary cell phone, changing classroom location or allowing a student to complete assignments from home, etc.) The University cannot apply for a legal order of protection, no contact order or restraining order for a victim from the applicable jurisdiction(s). Employees who are survivors of domestic and sexual violence may be eligible to take intermittent or continuous leave in order to secure restraining orders, attend court, or the like.

The following charts give information about the available types of orders, which are all free of charge, and how to obtain each one.

Sexual Abuse Protective Order

A Sexual Abuse Protective Order (SAPO) is available in certain cases where a person was subjected to unwanted sexual abuse by another person who is not a family member or intimate partner. A SAPO is a court order that tells the respondent to leave the petitioner, petitioner's children, and petitioner's family alone. It can order the respondent not to enter a reasonable area around the petitioner's residence. The petitioner can ask the judge to add other conditions (listed in the protective order) that they believe will help them stay safe.

Office to Contact

Marion County Courthouse
100 High St. NE

Salem, Oregon 97301

Information:

<https://www.courts.oregon.gov/programs/family/domestic-violence/Pages/sexual-abuse.aspx>

	<p>Application Packet: https://www.courts.oregon.gov/forms/Documents/SAPO-Obtain-Packet.pdf</p>
Filing Instructions	<p>A Sexual Abuse Protective Order may be filed independently by anyone over the age of 12. There is no time frame in which the abuse must have occurred in order to apply for a SAPO. There is no requirement to call the police in order to get a SAPO. The judge will not consider whether a report of abuse to law enforcement was made when deciding to provide the SAPO. In Marion County, SAPO requests must be filed at the Marion County Courthouse. Getting a SAPO is free. Review the requirements in the application packet (linked above). The Center for Hope and Safety, Marion County Victim's Assistance, and the Confidential Advocate(s) in the GRAC can help students and employees file an application.</p>
Enforcement	<p>If the respondent does not obey the SAPO, law enforcement should be called. The petitioner should not contact the respondent. The officer must arrest the respondent if there is probable cause (a good reason) to believe a violation has occurred. The respondent can be charged with contempt of court. If the court finds the respondent to be in contempt, the respondent can be fined, placed on probation, or put in jail.</p>
Restraining Order	<p>A Restraining Order is a court order to protect the petitioner's physical safety. It can tell the other person (the "respondent") to move and specify locations where the respondent cannot go. The petition for a Restraining Order includes other things the petitioner can ask for, if they believe it will help them stay safe, like ordering that the respondent cannot have guns. A restraining order can order temporary custody and parenting time.</p>
Office to Contact	<p>Marion County Courthouse 100 High St. NE Salem, Oregon 97301</p> <p>Information: https://www.courts.oregon.gov/programs/family/domestic-violence/Pages/restraining.aspx</p> <p>Application packet: https://www.courts.oregon.gov/forms/Documents/FAPA-APPLY-PACKET-Statewide.pdf</p>
Filing Instructions	<p>The applications should be filed at the circuit court courthouse in the county where either the petitioner or the respondent lives. In Marion County, Restraining Order requests must be filed at the Marion County Courthouse. Getting a Restraining Order is free. Review the requirements in the application packet (linked above). The Center for Hope and Safety, Marion County Victim's Assistance, and the Confidential Advocate(s)</p>

in the GRAC can help students and employees file an application.

Enforcement

To enforce a Restraining Order, law enforcement should be contacted. A law enforcement officer must arrest the respondent if the officer believes they violated the order.

Stalking Protective Order

A Stalking Protective Order 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.

Office to Contact

Marion County Courthouse
100 High St. NE

Salem, Oregon 97301

Information:

<https://www.courts.oregon.gov/programs/family/domestic-violence/Pages/stalking.aspx>

Application packet:

<https://www.courts.oregon.gov/forms/Documents/CivilStalkingFullPacket.pdf>

Filing Instructions

A Stalking Protective Order should be filed at the courthouse in the county where the respondent lives or where the unwanted contacts took place. In Marion County, Stalking Protective Order requests must be filed at the Marion County Courthouse. Getting a Stalking Protective Order is free. Review the requirements in the application packet (linked above). The Center for Hope and Safety, Marion County Victim's Assistance, and the Confidential Advocate(s) in the GRAC can help students and employees file an application.

Enforcement

If the respondent does not obey a Stalking Protective Order, it is a crime and law enforcement should be called. Police must arrest the respondent if they have reason to believe the respondent violated the order.

Mutual Restricted Contact Order *Not enforceable by law enforcement*

A university-issued directive that describes the set of expectations given between two or more student parties to not contact or communicate with one another, including directly, through third parties, or online. Restricted Contact Orders are usually reciprocal (mutual) and generally cannot be lifted without the express consent of all named parties. Certain WU administrators are authorized to issue No Contact Orders that prohibit contact between students when a student is the recipient of threats or persistent unwanted or harassing contact, or have made allegations against one another. This directive is outlined in the Code of Student Conduct and is designed as a protective measure to mitigate potential problematic interactions in the future.

Office to Contact	<p>Office of Student Affairs</p> <p>3rd Floor, University Center</p> <p>503-370-6447</p> <p>notalone-info@willamette.edu</p> <p>Information:</p> <p>https://willamette.edu/notalone/faqs/restricted-contact-order.html</p>
Filing Instructions	<p>To request a Restricted Contact Order, contact the Office of Student Affairs at (503-370-6447) or Campus Safety (503-370-6911). Campus Safety is available 24-hours a day and can connect the student to the Dean On-Call directly without providing information to an officer; additionally, Resident Advisors are able to contact the Area Coordinator on-Call 24-hours a day who will then connect with the Dean in the Office of Student Affairs. A Confidential Advocate in the GRAC can assist with requesting a Restricted Contact Order.</p>
Enforcement	<p>To enforce a Restricted Contact Order, an individual should report any violations to the Student Conduct CARE and Case Manager or Human Resources, if relevant for employees. Violations of Restricted Contact Orders issued by Willamette University are not criminal offenses and are not enforceable by law enforcement officers. Willamette University will normally honor requests for Restricted Contact Orders and enforce violations of university-issued Restricted Contact Orders. If the University receives a report that such an institutional no contact order has been violated, the University will initiate disciplinary proceedings appropriate to the status of the accused (student, employee, etc.) and will impose sanctions if the accused is found responsible for violating the restricted contact order.</p>

Accommodations and Protective Measures Available for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Willamette University will provide written notification to students and employees about accommodations available to them, including academic, living, transportation, protective orders and working situations. The written notification will include information regarding the accommodation options, available assistance in requesting accommodations, and how to request accommodations and protective measures (i.e., the notification will include the name and contact information for the individual or office that should be contacted to request the accommodations).

At the victim's request, and to the extent of the victim's cooperation and consent, university offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, living, working, protective measures or transportation situations regardless of whether the victim chooses to report the crime to campus authorities or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving

to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc.

To receive assistance in requesting accommodations or to directly request changes to academic, living, transportation and/or working situations or protective measures, a victim should contact one of the following university services:

- Title IX Coordinator: 503-370-6195, 3rd Floor, University Center
- Office of Student Affairs: 503-370-6447, 3rd Floor, University Center
- Gender Resource & Advocacy Center: 503-370-6728, Montag Center
- Human Resource: 503-370-6210, University Services Building

Additionally, Willamette University is committed to the full access and inclusion of all students in its processes and services. Accessible Education Services will assist with the coordination of reasonable and appropriate accommodations for students with documented disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973 (504) and the Americans with Disabilities Act of 1990 (ADA). For questions or assistance, please contact accessible-info@willamette.edu.

On and Off-Campus Services for Victims

Upon receipt of a report of domestic violence, dating violence, sexual assault or stalking, Willamette University will provide written notification to students and employees about existing assistance with and/or information about obtaining resources and services including counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and assistance in notifying appropriate local law enforcement. These resources include the following:

ON CAMPUS	Type of Services Available	Service Provider	Contact Information
Counseling	Bishop Wellness Center	https://willamette.edu/offices/counseling/index.html	Baxter Hall, Willamette University, 900 State Street Salem Oregon 97301 503-370-6062
Health (STI testing, emergency contraception and other limited health services available. See off-campus resources for accessing certified forensic nurse exams.)	Bishop Wellness Center	https://willamette.edu/offices/health/index.html	Baxter Hall, Willamette University 900 State Street Salem Oregon 97301 503-370-6062

Mental Health	Bishop Wellness Center	https://willamette.edu/offices/counseling/index.html	Baxter Hall, Willamette University, 900 State Street Salem Oregon 97301 503-370-6062
Victim Advocacy	Gender Resource and Advocacy Center	https://willamette.edu/student-life/diversity/grac/about/index.html	Montag Loft Willamette University 900 State Street Salem Oregon 97301
Legal Assistance	None Available	None Available	
Visa and Immigration Assistance	Office of International Education	https://willamette.edu/offices/oie/intl/handbook/immigration/index.html	Office of International Education Global Learning Center Willamette University 900 State Street Salem Oregon 97301 503-375-5493
Student Financial Aid	Office of Financial Aid	https://willamette.edu/offices/financialaid/index.html	1st Floor Waller Hall Willamette University 900 State Street Salem Oregon 97301 503-370-6273
Other Office of Student Affairs	Student Affairs	https://willamette.edu/offices/studentaffairs/index.html	University Center 3rd Floor Willamette University 900 State Street Salem Oregon 97301 503-370-6447

OFF CAMPUS	Type of Services Available	Service Provider	Contact Information
Counseling	Northwest Human Services	http://www.northwesthumanservices.org/Hotline.html	694 Church St NE Salem, OR 97301 503 581-5535
Health (Comprehensive health services with access to a certified forensic nurse examiner. Police reports do	Salem Hospital Emergency Department	https://www.salemhealth.org/services/emergency-room	890 Oak St. SE 1st floor, Building A (503) 561-5200

not have to be filed to obtain a forensic exam.)			
Mental Health	Marion County Psychiatric Crisis Center	https://www.co.marion.or.us/HLT/MH/pcc	1118 Oak St. SE, Salem, OR, 97301 Ph: (503) 585-4949
Victim Advocacy	Center for Hope and Safety	https://hopeandsafety.org/	605 Center St NE, Salem, OR 97301 24/7 Hotline:503-399-7722
Legal Assistance	Marion County District Attorney Victim Assistance	https://www.co.marion.or.us/DA/victimassistance	555 Court St NE, Suite 3231 Salem, OR 97301 (503) 588-5253
Visa and Immigration Assistance	Oregon Law Center	https://oregonlawcenter.org/	494 State St., Suite 410 Salem, OR 97301 (503) 485-0696
Other Human Services	Oregon Department of Human Services	https://www.oregon.gov/dhs/Pages/index.aspx	500 Summer St. NE E-15 Salem, OR 97301 Phone: 503-945-5600

Other resources available to persons who report being the victim of sexual assault, domestic violence, dating violence, or stalking, include:

<http://www.rainn.org> – Rape, Abuse and Incest National Network

<https://www.justice.gov/ovw/sexual-assault> - Department of Justice

<http://www2.ed.gov/about/offices/list/ocr/index.html> Department of Education, Office of Civil Rights

Confidentiality

Victims may request that directory information on file with the University be withheld by request. This can be done via a Confidential Advocate, the University Registrar, or the Title IX Coordinator.

Andrea Hugmeyer, Confidential Advocate (ahugmeyer@willamette.edu)

Laura Jacob-Anderson, University Registrar (ljacobsa@willamette.edu)

Jade Aguilar, Title IX Coordinator, (aguilarj@willamette.edu)

Regardless of whether a victim has opted-out of allowing the University to share “directory information,” personally identifiable information about the victim and other necessary parties will be treated as confidential and only shared with persons who have a specific need-to-know, i.e., those who are investigating/adjudicating the report or those involved in providing support services to the victim, including accommodations and protective measures. By only sharing personally identifiable information with individuals on a need-to-know basis, the institution will maintain as confidential any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures.

The University does not publish the name of crime victims or other identifiable information regarding victims in the Daily Crime Log or in the annual crime statistics that are disclosed in compliance with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act*. Furthermore, if a Timely Warning Notice is issued on the basis of a report of domestic violence, dating violence, sexual assault or stalking, the name of the victim and other personally identifiable information about the victim will be withheld.

Adjudication of Violations

The university’s disciplinary process includes a prompt, fair, and impartial investigation and resolution process. In all instances, the process will be conducted in a manner that is consistent with the institution’s policy and that is transparent to the accuser and the accused. Usually, the resolution of domestic violence, dating violence, sexual assault and stalking complaints are completed within 60 days of the report. However, each proceeding allows for extensions of timeframes for good cause with written notice to the accuser and the accused of the delay and the reason for the delay. University officials involved in the investigation or adjudication of domestic violence, dating violence, sexual assault and stalking complaints are trained annually on the issues related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of the victim and promotes accountability. Furthermore, each policy provides that:

1. The accuser and the accused will have timely notice for meetings at which the accuser or accused, or both, may be present;
2. The accuser, the accused and appropriate officials will have timely and equal access to any information that will be used during formal and informal disciplinary meeting and hearings;
3. The institutional disciplinary procedures will not be conducted by officials who have a conflict of interest or bias for or against the accuser or the accused;
4. The accuser and the accused will have the same opportunities to have others present during any institutional disciplinary proceeding. The accuser and the accused each have the opportunity to be advised by an advisor of their choice at any stage of the process and to be accompanied by that advisor to any related meeting or proceeding. The University will not limit the choice of advisor or presence for either the accuser or the accused in any meeting or institutional

disciplinary proceeding. An advisor may provide support in a manner that does not disturb the proceedings of the hearing. An advisor may not ask questions or make statements before the hearing administrators. If an advisor fails to act in accordance with any of the hearing procedures, the advisor will not be allowed to be present. Any person involved in the hearing may be warned only once if the person is needlessly consuming time, sharing irrelevant, immaterial, or unduly repetitive information, or failing to adhere to requests by the hearing administrators. If a warning is disregarded, the hearing administrators may have the individual leave the hearing and proceed with the hearing in the person's absence.

5. The accuser and the accused will be notified simultaneously, in writing, of the any initial, interim and final decision of any disciplinary proceeding; and
6. Where an appeal is permitted under the applicable policy, the accuser and the accused will be notified simultaneously in writing, of the procedures for the accused and the victim to appeal the result of the institutional disciplinary proceeding. When an appeal is filed, the accuser and the accused will be notified simultaneously in writing of any change to the result prior to the time that it becomes final as well as of the final result once the appeal is resolved.

Whether or not criminal charges are filed, the university² or a person may file a complaint depending upon the status of the accused (student or employee).

Range of Protective Measures Available to a Victim Alleging Misconduct

At the victim's request, and to the extent of the victim's cooperation and consent, university offices will work cooperatively to assist the victim in obtaining accommodations. If reasonably available, a victim may be offered changes to academic, living, working, protective measures or transportation situations regardless of whether the victim chooses to report the crime to campus authorities or local law enforcement. Examples of options for a potential change to the academic situation may be to transfer to a different section of a class, withdraw and take a class at another time if there is no option for moving to a different section, etc. Potential changes to living situations may include moving to a different room or residence hall. Possible changes to work situations may include changing working hours. Possible changes in transportation may include having the student or employee park in a different location, assisting the student or employee with a safety escort, etc. During the adjudication process, protective measures may include but are not limited to participating from a remote location, having separate waiting areas, and permitting the presence of a support person. The aforementioned items are examples of potential protective measures available to victims reporting misconduct. The university will consider the context of the situation, personal experiences, the severity and pervasiveness of the allegations, and any continuing effects on the survivor in assisting a survivor and determining appropriate measures to take.

To receive assistance in requesting accommodations or to directly request changes to academic, living, transportation and/or working situations or protective measures, a victim should contact one of the following university services:

- Title IX Coordinator: 503-370-6195, 3rd Floor, University Center
- Office of Student Affairs: 503-370-6447, 3rd Floor, University Center

² Title IX states that if an institution knows or reasonably should know of sexual harassment, to include sexual violence, the institution has a duty to investigate. Consequently, whether a complainant chooses to cooperate or not should not be the deciding factor for whether or not disciplinary charges are brought against an accused party. If an investigation determines that it is more likely than not that the institution's sexual misconduct policy was violated, then the "University" may assume the role of the complainant.

- Gender Resource & Advocacy Center: 503-370-6728, Montag Center
- Human Resource: 503-370-6210, University Services Building

Additionally, Willamette University is committed to the full access and inclusion of all students in its processes and services. Accessible Education Services will assist with the coordination of reasonable and appropriate accommodations for students with documented disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973 (504) and the Americans with Disabilities Act of 1990 (ADA). For questions or assistance, please contact accessible-info@willamette.edu.

A full copy of the University's *Sexual Misconduct Policy and Procedures for Students* is printed in Appendix A1 of this document and is available online at:

<https://willamette.edu/offices/studentaffairs/student-code-of-conduct/prohibited-conduct/index.html>

The University's *Discriminatory Misconduct Policy and Protocol for Employees* (1.08). This document is printed in Appendix A2: <https://willamette.edu/offices/hr/policies/policy-harassment/index.html>

D. Alcohol and Other Drug Policies

The following is an excerpt from the University's policies regarding possession and use of alcohol and other drugs on campus. This policy is set forth in its entirety in Appendix B2 of this document and is also available at:

<https://www.willamette.edu/offices/policies/selected/all-campus/alcohol-on-campus/>. The University's policy on Alcohol and Drug Abuse is available in Appendix B1 or at: <https://portal.willamette.edu/offices/policies/Pages/alcohol-drug.aspx>

Willamette University does not approve of the illegal consumption of alcoholic beverages by underage persons, and condemns the abuse of alcoholic beverages. No person under the age of 21 years shall attempt to purchase or acquire an alcoholic beverage, and no person under the age of 21 years shall have personal possession of an alcoholic beverage.

Due to the persistence of underage consumption of alcoholic beverages, Willamette University's policy and procedures use an educational and a regulatory standard for addressing the use of alcohol. This alcohol policy is intended to serve the following objectives:

- To promote legal and responsible behavior among all members of the university community;
- To create programs and services that educate students concerning the use and effects of alcoholic beverages with an intent to encourage responsible decision-making;
- To aid individuals experiencing difficulties associated with the use of alcohol.

Although the personal use of marijuana is now legal in Oregon for people over the age of 21, assuming they follow the requirements of the law, marijuana is still illegal under federal law. Willamette University adheres to federal law and prohibits the possession or use of marijuana on any of its properties or at its sponsored events.

Educational programming takes place throughout the academic year to inform students about the use, abuse and dangers of alcohol and drugs. These are the programs that were provided in 2019:

2019 Programs for Students				
Name of Program	Description of Program	Date Held	Location Held	*Issues Addressed/ Covered?
Student Class Research	Provided A & D data and context for class project in partnership with student	January 31, 2019	Bishop Health Center	A&D ACHA trends, resources
Consent Across the Curriculum	Training with faculty to integrate conversations about consent into their classes	February 12, 2019	Montag	A&D ACHA trends, resources
IDS 105 Presentation	Presentation to IDS 105 Students	February 21, 2019	Ford Hall	A&D ACHA trends, resources
Athletics Presentation	Presentation to student athletes	March 22, 2019	Ford Hall	A&D ACHA trends, resources
Softball Team Presentation	Presentation to softball athletes	April 1, 2019	Sparks Center	A&D ACHA trends, resources
Softball Team Presentation	Presentation to softball athletes	April 15, 2019	Sparks Center	A&D ACHA trends, resources
Ex Officio	Presentation to student leaders	April 19, 2019	University Center, Autzen	A&D ACHA trends, resources
RA Training	Training to RAs	August 14, 2019	Kaneko Commons	A&D ACHA trends, resources
Transfer Colloquium	Presentation to all transfer students	August 30, 2019	Smullin Hall	A&D ACHA trends, resources
Healthy Relationships -- 4th Hour	Presentation to all first year students	September 12, 2019	Various	A&D ACHA trends, resources
IDS 105 Presentation	Presentation to IDS 105 Students	September 19, 2019	Ford Hall	A&D ACHA trends, resources
<u>Wake & Bake</u>	Trivia event focused around cannabis consumption with presentations from Bishop	November 10, 2019	Residence Halls	D

*A=Alcohol, D=Drugs, ACHA=American College Health Association

E. Missing Residential Student Notification Policy and Procedure

The Clery Act requires institutions that maintain on campus housing facilities to establish a missing student notification policy and related procedures. The missing residential student notification policy applies when a student lives in on-campus housing, is reported missing, or there is a concern that they have not been seen in their residence room for over 24 hours. When reported, the Office of Campus Safety will begin an investigation immediately.

Suspected missing students should be reported immediately to the Office of Campus Safety. If members of the WU community believe that a student has been missing for 24 hours, it is critical that they report that information to Campus Safety by calling 503-370-6911.

Students are advised that their first contact related to a person missing beyond 24 hours should be with Housing and Conferences, a Campus Life staff member, or the Office of Campus Safety. Housing and Conferences staff (Resident Assistants ("RAs") and Area Coordinators) are required to report the missing student up to their supervisory line to the Director of Housing and Conferences, who have the responsibility to inform the Director of Campus Safety in a timely manner.

Following this reporting, Campus Safety opens an investigation that may include delegating the task of making phone calls to all known phone numbers for the missing student, attempts at personal contact, phone calls to friends, a check of their card access, a check of their food service access records, a physical check for their vehicle on campus, a check of their classroom participation and activity participation.

All students who live on campus are advised annually that they have access to a website where they can provide the university with a confidential contact person. Only authorized Campus Safety officials and law enforcement officers, in the furtherance of a missing person investigation, may use this information. When students are informed of their option to provide a confidential contact, they are advised that their contact information will be registered confidentially, and that this information will be accessible only to authorized campus officials and law enforcement and that it may not be disclosed outside of a missing person investigation.

Students are able to access a webpage to add this information through the university's web portal. Their confidential contact person by accessing this webpage:

<https://collslfsrv.willamette.edu/Student/Account/Login?ReturnUrl=%2fStudent%2fUserProfile%2fEmergencyInformation%3fhideProxyDialog%3dfalse&hideProxyDialog=false>

Once the university has been informed that a student has been missing for over 24 hours, the university will attempt to contact the student and verify their whereabouts. If the university is not successful in reaching the student, the Office of Campus Safety will contact the Salem Police Department. The report will include status of the investigation, including all prior attempts to contact the student, and will be passed along to them.

If a student is under 18 and not emancipated, the institution will notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student. This policy is available at:
<http://willamette.edu/offices/housing/handbook/missing-res-student/index.html>

F. Firearms and Other Weapons Policy

Willamette University has a zero-tolerance policy regarding firearms and other weapons on campus. Firearms and other types of weapons are not allowed on university property, in university vehicles, or at any university-sponsored event off-campus.

This policy prohibits the possession, use or threatened use of firearms, ammunition, explosives, or other objects as weapons. Persons who possess a concealed-weapons permit are NOT allowed to carry weapons on the Willamette University campus, or on any space or property under our control. Possessing a weapon for the purpose of sport, hunting, personal protection, or any benign reason will not exempt a person from this policy.

Anyone who observes or has knowledge of someone on the Willamette University campus violating this policy should immediately report the incident to the Campus Safety office by dialing 503-370-6911. The complainant should be prepared to provide the Campus Safety office with any relevant information that caused them to observe or suspect the violation.

Campus Safety officers have the right to confiscate weapons from persons in violation of this policy. These weapons will be secured in the Campus Safety office while a thorough investigation of the incident is conducted.

Failure to adhere to the university's firearms/weapons policy or failure to cooperate in an investigation is grounds for disciplinary action, which, depending on the circumstances, may include termination of employment or expulsion.

Government Law enforcement officials who are on duty are the only exception to this policy.

G. Security of and Access to Campus Facilities Policy

Willamette, while a private university, is open and accessible during normal business hours and inviting and frequently hosts guests. Persons with legitimate business are welcome. However, campus access may be denied, and the trespass laws invoked for persons without legitimate reasons, or who are disruptive to the community. After normal business hours and during breaks, these facilities are locked and only accessible to authorized individuals. Campus Safety officers conduct routine security and safety patrols of the academic and administrative buildings to monitor conditions and report any unusual circumstances.

Students, faculty and staff are required to carry university identification with them when on campus. Identification checks are required for admission to athletic fitness facilities as well as to most campus events. Academic and business buildings are generally open during regular business hours. Students must obtain permission to use many departmental facilities after hours, although many of these buildings incorporate extended service hours.

Residential facilities are only accessible to building residents and their authorized guests and visitors. All residence halls are locked 24 hours a day. For the safety of all residents and the protection of personal property, no member of the campus community may prop open any locked door. Campus Safety officer patrols, and Housing and Conference staff, support efforts to enforce this policy. Campus Safety is called to assist students who live in residence halls when they are locked out of their room, or buildings. Students may call 503-370-6911 to receive this assistance.

The university owns four rental houses, all located in the near campus neighborhoods. These houses are rented primarily by visiting faculty and staff, however, in situations of housing demand, they are made available to undergraduate and graduate students. Access to these four rental houses are controlled by the individuals who rent the property, and only in emergency situations are university staff called upon to assist with access.

H. Registered Sex Offender Information/Access Related Information

The federal Campus Sex Crimes Prevention Act requires institutions of higher education to issue a statement advising the campus community where to find information concerning registered sex offenders.

Willamette Campus Safety is not a law enforcement agency, therefore the sex offender registration process must be conducted through the Oregon State Police, who notifies Willamette if a sex offender is enrolled or employed. Willamette University Campus Safety provides a link to the local sex offender registry may be accessed for free at: <http://sexoffenders.oregon.gov/>. In the State of Oregon, convicted sex offenders must register with their local law enforcement agencies. Megan's Law allows the public to access the registry. It also authorizes local law enforcement to notify the public about high-risk and serious sex offenders who reside in, are employed in, or frequent the community.

I. Safety Escort Program

The Office of Campus Safety operates a safety escort program for any community member seeking an alternative to walking alone on campus.

Campus Safety officers escort students throughout campus and up to two blocks off campus, during all hours of darkness. Escort service is available by calling 503-370-6911. At times, a Campus Safety Officer may be handling other campus related tasks, and cannot immediately respond. Generally, escorts are available in a timely manner for students.

Campus Safety also offers students who feel unsafe, or who need emergency access to a taxi, service through local taxi vendors, without the immediate requirement of payment. The taxi service invoices the university, and the cost is transferred to the student's account.

J. Campus Security and Crime Prevention Awareness Programs

During new student orientation and at various points throughout each school year, students are informed of services offered by Campus Safety. In addition, students are kept informed of crimes reportedly occurring on-campus and in the surrounding neighborhood through Timely Warnings and other notifications. Crime prevention and awareness programs are offered by various campus organizations throughout the year. A theme in orientation and training is building awareness and crime prevention programs that encourage students and employees to be aware of their responsibility for their own safety and the security of others and their belongings.

K. Student Housing Safety Information

Willamette houses approximately 1,700 students in 15 residence communities. Three professional staff directors (area coordinators) supervise 34 resident assistants (RAs) assigned to residence halls, with one professional Housing and Community Life staff member on duty 24 hours a day for Residence Halls. Resident assistants are on duty from 5:00 P.M. to 7:00 A.M. each day. Sorority house corporations employ a House Director to relay safety and security concerns to Campus Safety or to Housing and Conferences. All entrances to residences are locked 24 hours a day. To gain access, visitors must notify their hosts of their arrival and ask to be met at the door. Safety and security are included in community mentor staff, and house director staff training protocol each year.

During the winter break, all residence halls rooms are secured and closed. Many rooms are inspected for any fire code violations during the winter holiday break. Additional information regarding student housing and safety regulations can be found at:

https://willamette.edu/offices/housing/handbook/handbook_2019-20_updated.pdf

L. Facilities Management - Security Considerations Used in the Maintenance of Campus Facilities

The Facilities Department maintains the university buildings and grounds with an eye towards safety and security. Facilities staff inspect campus facilities regularly, promptly make repairs affecting safety and security, and respond to reports of potential safety hazards, such as lights out and broken windows and locks. Campus Safety officers assist Facilities personnel by reporting potential safety and security hazards. Facilities Services may be called directly (503-370-6003) to report any safety or security hazard.

Facility Services and Campus Safety share responsibility for compiling an on-going list of improvements and maintenance for fire/life safety systems. Campus Safety works with departments to

manage hazardous materials, SDS compliance, and hazardous waste removal. Generally, asbestos, lead paint abatement, and underground storage tank regulation issues are resolved through the effort of the Facilities Department and contracted experts.

Willamette works to ensure that security is given the appropriate consideration as we address and schedule routine maintenance and make upgrades to facilities. Landscaping and outdoor lighting on campus is designed to provide lighted routes from parking areas to buildings and from building to building. Groundskeeping personnel trim shrubs from sidewalks, walkways, and building entrances to provide a well-lighted route to buildings. All campus walkways are inspected regularly to ensure adequate lighting. Burned-out lights are replaced promptly. New street lights and pedestrian walkway lights are added as new parking areas and walkways are developed or as pathways are changed. The University Safety Committee meets monthly and may make recommendations for improvements to safety. These recommendations are forwarded to the Director of Campus Safety and then to the Vice President for Human Resources and Risk Management for follow-up.

We encourage community members to promptly report any safety or security concern, including concerns about locking mechanisms, lighting, or landscaping to Facilities Management at 503-370-6003, or after working hours to Campus Safety at 503-370-6911.

IV. Disclosure and Preparation of the Annual Disclosure of Crime Statistics

Crime statistics for three prior years are published in the annual security report by October 1 of each year and submitted annually to the campus community via an all community e-mail. The online, web based data reporting and collection system required by the Department of Education each fall was completed and submitted in October.

The procedures for preparing the annual disclosure of crime statistics include reporting statistics to the University community obtained from the following sources: the Campus Safety, the local police department, and Campus Security Authorities. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year the crime was reported. Written requests for crime statistics have been sent to the Salem Police Department, Portland Police Bureau, Polk County Sheriff's Office and the Jefatura Superior de Andalucía Oriental in Granada, Spain requesting crime statistics for public property within and adjacent to Willamette University property in each of these four jurisdictions.

All of the statistics are gathered, compiled, and reported to the University community via this report, which is published by Campus Safety. Campus Safety submits the annual crime statistics published in this brochure to the Department of Education. The statistical information gathered by the Department of Education is available to the public through their website.

Pursuant to the Clery Act, crimes are requested and reported in the following categories:

Definitions of Clery Reportable Crimes

- **Murder/Manslaughter** – defined as the willful killing of one human being by another.
- **Manslaughter by negligence** – defined as the killing of another person through gross negligence.
- **Sexual Assault** An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program. Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."
 - **Rape** is defined as 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 victim.
 - **Fondling** is defined as the touching of the private parts of another person for the purposes of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
 - **Incest** is defined as sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - **Statutory Rape** is defined as sexual intercourse with a person who is under the statutory age of consent.
- **Domestic Violence:**
 - i. A Felony or misdemeanor crime of violence committed—
 - A) By a current or former spouse or intimate partner of the victim;
 - B) By a person with whom the victim shares a child in common;
 - C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
 - E) 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.
 - ii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.
- **Dating Violence:**

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- i. The existence of such a relationship shall be 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.
- ii. For the purposes of this definition—
 - A) Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - B) Dating violence does not include acts covered under the definition of domestic violence.
- iii. For the purposes of complying with the requirements of this section and §668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

- **Stalking:**

- i. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
 - A) Fear for the person's safety or the safety of others; or
 - B) Suffer substantial emotional distress.
- ii. For the purposes of this definition—
 - A) *Course of conduct* means two or more acts, including, but not limited to, acts 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.
 - B) *Reasonable person* means a reasonable person under similar circumstances and with similar identities to the victim.
 - C) *Substantial emotional distress* means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- iii. For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

- **Robbery** – defined as taking or attempting to take anything of value from a person by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault** – defined as an unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm.
- **Burglary** – defined as the unlawful entry of a structure to commit a felony or a theft.
- **Motor Vehicle Theft** – defined as the theft or attempted theft of a motor vehicle.
- Arson – defined as any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

- **Larceny-Theft (Except Motor Vehicle Theft)**

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.

- **Simple Assault**

An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

- **Destruction/Damage/Vandalism of Property/Criminal Mischief**
To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.
- **Weapons: Carrying, Possessing, Etc.**
The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.
- **Drug Abuse Violations**
The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of State and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.
- **Liquor Law Violations**
The violation of State or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.
- **Hate Crimes** – includes all of the crimes listed above that manifest evidence that the victim was chosen based on one of the categories of bias listed below, **plus** the following crimes:
 - Intimidation—to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.
 - Larceny-Theft (Except Motor Vehicle Theft)
 - The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. Attempted larcenies are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.
 - Simple Assault
 - An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
 - Destruction/Damage/Vandalism of Property
 - To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

In addition to the crime categories above, if a person is victimized because of any of the following categories of prejudice, additional crime statistics are reported based on this discrimination.

These categories are:

- Race – A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.
- Gender – A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
- Gender Identity- A preformed negative opinion or attitude toward a group of persons about their sense of being a man or a woman, consisting primarily of the acceptance of membership into a category of people: male or female.
- Religion – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.
- Sexual Orientation – A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.
- Ethnicity- A preformed negative opinion or attitude toward a group of persons of the same race or ancestry who share common or similar traits, languages, customs and traditions.
- National origin – A preformed negative opinion or attitude toward a group of persons based on their national origin.
- Disability – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/ challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Unfounded crimes

Willamette University does not operate a certified police agency and therefore does not designate crimes in a manner where they are classified and investigated. Since this designation process does not exist, no crimes would need to be determined to be “unfounded.” Classification of incidents that occur on campus are determined by the definitions of criminal activity that are listed in *The Handbook for Campus Safety and Security Reporting, 2016 Edition*.

Crime Statistics for each of the four Willamette University campuses for the 2019 Calendar Year

Willamette University Crime Statistics			
Salem, Oregon Campus	Calendar Year 2019	Calendar Year 2018	Calendar Year 2017
Offense			
Murder (total)	0	0	0
On Campus	0	0	0
On Campus Student Housing Facilities	0	0	0
Noncampus	0	0	0
Public Property	0	0	0
Manslaughter by Negligence (total)	0	0	0
On Campus	0	0	0
On Campus Student Housing Facilities	0	0	0
Noncampus	0	0	0
Public Property	0	0	0
Sexual offenses, Rape (total)	2	7	12
On Campus	0	0	0
On Campus Student Housing Facilities	2	7	12
Noncampus	0	0	0
Public Property	0	0	0
Sexual offenses, Fondling (total)	8	2	1
On Campus	3	0	0
On Campus Student Housing Facilities	5	2	1
Noncampus	0	0	0
Public Property	0	0	0
Sexual offenses, Incest (total)	0	0	0
On Campus	0	0	0
On Campus Student Housing Facilities	0	0	0
Noncampus	0	0	0
Public Property	0	0	0
Sexual offenses, Statutory Rape (total)	0	0	0
On Campus	0	0	0
On Campus Student Housing Facilities	0	0	0
Noncampus	0	0	0
Public Property	0	0	0
Domestic Violence (total)	1	0	0
On Campus	1	0	0
On Campus Student Housing Facilities	0	0	0
Noncampus	0	0	0

Public Property	0	0	0
Dating Violence (total)	4	2	1
On Campus	1	0	0
On Campus Student Housing Facilities	3	2	1
Noncampus	0	0	0
Public Property	0	0	0
Stalking (total)	2	2	1
On Campus	2	0	0
On Campus Student Housing Facilities	0	2	1
Noncampus	0	0	0
Public Property	0	0	0
Robbery (total)	0	0	1
On Campus	0	0	1
On Campus Student Housing Facilities	0	0	0
Noncampus	0	0	0
Public Property	0	0	0
Aggravated Assault (total)	0	0	3
On Campus	0	0	0
On Campus Student Housing Facilities	0	0	0
Noncampus	0	0	0
Public Property	0	0	3
Burglary (total)	7	8	13
On Campus	2	2	4
On Campus Student Housing Facilities	1	0	5
Noncampus	0	0	0
Public Property	4	6	4
Motor Vehicle Theft (total)	3	10	4
On Campus	2	5	4
On Campus Student Housing Facilities	0	0	0
Noncampus	0	0	0
Public Property	1	5	0
Arson (total)	0	0	0
On Campus	0	0	0
On Campus Student Housing Facilities	0	0	0
Noncampus	0	0	0
Public Property	0	0	0
Liquor Law Arrests (total)	0	0	0
On Campus	0	0	0
On Campus Student Housing Facilities	0	0	0
Noncampus	0	0	0
Public Property	0	0	2

Drug Abuse Arrests (total)	3	7	7
On Campus	0	0	0
On Campus Student Housing Facilities	0	0	0
Noncampus	0	0	0
Public Property	3	7	7
Liquor Law Violations Referrals (total)	183	234	195
On Campus	90	3	16
On Campus Student Housing Facilities	93	229	176
Noncampus	0	0	0
Public Property	0	2	3
Drug Abuse Violations Referrals (total)	190	118	212
On Campus	98	3	19
On Campus Student Housing Facilities	89	115	193
Noncampus	3	0	0
Public Property	0	0	0
Weapons Possessions Referrals (total)	0	2	0
On Campus	0	0	0
On Campus Student Housing Facilities	0	0	0
Noncampus	0	0	0
Public Property	0	2	0

Willamette University Crime Statistics			
Zena Forest Campus	Calendar Year 2019	Calendar Year 2018	Calendar Year 2017
Offense			
Murder (total)	0	0	0
On Campus	0	0	0
Noncampus	0	0	0
Public Property	0	0	0
Manslaughter by Negligence (total)	0	0	0
On Campus	0	0	0
Noncampus	0	0	0
Public Property	0	0	0
Sexual offenses, Rape (total)	0	0	0
On Campus	0	0	0
On Campus Student Housing Facilities	0	0	0
Noncampus	0	0	0
Public Property	0	0	0
Sexual offenses, Fondling (total)	0	0	0
On Campus	0	0	0
Noncampus	0	0	0
Public Property	0	0	0
Sexual offenses, Incest (total)	0	0	0
On Campus	0	0	0
Noncampus	0	0	0
Public Property	0	0	0
Sexual offenses, Statutory Rape (total)	0	0	0
On Campus	0	0	0
Noncampus	0	0	0
Public Property	0	0	0
Domestic Violence (total)	0	0	0
On Campus	0	0	0
Noncampus	0	0	0
Public Property	0	0	0
Dating Violence (total)	0	0	0
On Campus	0	0	0
Noncampus	0	0	0
Public Property	0	0	0
Stalking (total)	0	0	0
On Campus	0	0	0
Noncampus	0	0	0
Public Property	0	0	0
Robbery (total)	0	0	0

On Campus	0	0	0
Noncampus	0	0	0
Public Property	0	0	0
Aggravated Assault (total)	0	0	0
On Campus	0	0	0
Noncampus	0	0	0
Public Property	0	0	0
Burglary (total)	0	0	0
On Campus	0	0	0
Noncampus	0	0	0
Public Property	0	0	0
Motor Vehicle Theft (total)	0	0	0
On Campus	0	0	0
Noncampus	0	0	0
Public Property	0	0	0
Arson (total)	0	0	0
On Campus	0	0	0
Noncampus	0	0	0
Public Property	0	0	0
Liquor Law Arrests (total)	0	0	0
On Campus	0	0	0
Noncampus	0	0	0
Public Property	0	0	0
Drug Abuse Arrests (total)	0	0	0
On Campus	0	0	0
Noncampus	0	0	0
Public Property	0	0	0
Liquor Law Violations Referrals (total)	0	0	0
On Campus	0	0	0
Noncampus	0	0	0
Public Property	0	0	0
Drug Abuse Violations Referrals (total)	0	0	0
On Campus	0	0	0
Noncampus	0	0	0
Public Property	0	0	0
Weapons Possessions Referrals (total)	0	0	0
On Campus	0	0	0
Noncampus	0	0	0
Public Property	0	0	0

Willamette University Crime Statistics			
Portland, Oregon Campus	Calendar Year 2019	Calendar Year 2018**	Calendar Year 2017
Offense			
Murder (total)	0	0	0
On Campus	0	0	0
Noncampus	0	0	0
Public Property	0	0	0
Manslaughter by Negligence (total)	0	0	0
On Campus	0	0	0
Noncampus	0	0	0
Public Property	0	0	0
Sexual offenses, Rape (total)	0	0	0
On Campus	0	0	0
On Campus Student Housing Facilities	0	0	0
Noncampus	0	0	0
Public Property	0	0	0
Sexual offenses, Fondling (total)	0	0	0
On Campus	0	0	0
Noncampus	0	0	0
Public Property	0	0	0
Sexual offenses, Incest (total)	0	0	0
On Campus	0	0	0
Noncampus	0	0	0
Public Property	0	0	0
Sexual offenses, Statutory Rape (total)	0	0	0
On Campus	0	0	0
Noncampus	0	0	0
Public Property	0	0	0
Domestic Violence (total)	0	0	0
On Campus	0	0	0
Noncampus	0	0	0
Public Property	0	0	0
Dating Violence (total)	0	0	0
On Campus	0	0	0
Noncampus	0	0	0
Public Property	0	0	0
Stalking (total)	0	0	0
On Campus	0	0	0
Noncampus	0	0	0
Public Property	0	0	0
Robbery (total)	1	0	0
On Campus	0	0	0

Noncampus	0	0	0
Public Property	1	0	0
Aggravated Assault (total)	0	0	0
On Campus	0	0	0
Noncampus	0	0	0
Public Property	0	0	0
Burglary (total)	0	0	0
On Campus	0	0	0
Noncampus	0	0	0
Public Property	0	0	0
Motor Vehicle Theft (total)	0	0	1
On Campus	0	0	0
Noncampus	0	0	0
Public Property	0	0	1
Arson (total)	0	0	0
On Campus	0	0	0
Noncampus	0	0	0
Public Property	0	0	0
Liquor Law Arrests (total)	0	0	1
On Campus	0	0	0
Noncampus	0	0	0
Public Property	0	0	1
Drug Abuse Arrests (total)	0	1	1
On Campus	0	0	0
Noncampus	0	0	0
Public Property	0	0	1
Liquor Law Violations Referrals (total)	0	0	0
On Campus	0	0	0
Noncampus	0	0	0
Public Property	0	0	0
Drug Abuse Violations Referrals (total)	0	0	0
On Campus	0	0	0
Noncampus	0	0	0
Public Property	0	0	0
Weapons Possessions Referrals (total)	0	0	0
On Campus	0	0	0
Noncampus	0	0	0
Public Property	0	0	0

** Portland Police Bureau provided a written report for the crime statistics for the Clery geographical area surrounding the Willamette University's Portland, Oregon campus. The results of the search for these statistics resulted in zero occurrences of these reportable crimes. We thought it important to clarify this as it could appear that these statistics were either not requested, or were not available.

Willamette University Crime Statistics			
Granada, Spain Campus**	Calendar Year 2019	Calendar Year 2018	Calendar Year 2017
Offense			
Murder (total)	NA	NA	NA
On Campus	NA	NA	NA
Noncampus	NA	NA	NA
Public Property	NA	NA	NA
Manslaughter by Negligence (total)	NA	NA	NA
On Campus	NA	NA	NA
Noncampus	NA	NA	NA
Public Property	NA	NA	NA
Sexual offenses, Rape (total)	NA	NA	NA
On Campus	NA	NA	NA
On Campus Student Housing Facilities	NA	NA	NA
Noncampus	NA	NA	NA
Public Property	NA	NA	NA
Sexual offenses, Fondling (total)	NA	NA	NA
On Campus	NA	NA	NA
Noncampus	NA	NA	NA
Public Property	NA	NA	NA
Sexual offenses, Incest (total)	NA	NA	NA
On Campus	NA	NA	NA
Noncampus	NA	NA	NA
Public Property	NA	NA	NA
Sexual offenses, Statutory Rape (total)	NA	NA	NA
On Campus	NA	NA	NA
Noncampus	NA	NA	NA
Public Property	NA	NA	NA
Domestic Violence (total)	NA	NA	NA
On Campus	NA	NA	NA
Noncampus	NA	NA	NA
Public Property	NA	NA	NA
Dating Violence (total)	NA	NA	NA
On Campus	NA	NA	NA
Noncampus	NA	NA	NA
Public Property	NA	NA	NA
Stalking (total)	NA	NA	NA
On Campus	NA	NA	NA
Noncampus	NA	NA	NA
Public Property	NA	NA	NA
Robbery (total)	NA	NA	NA

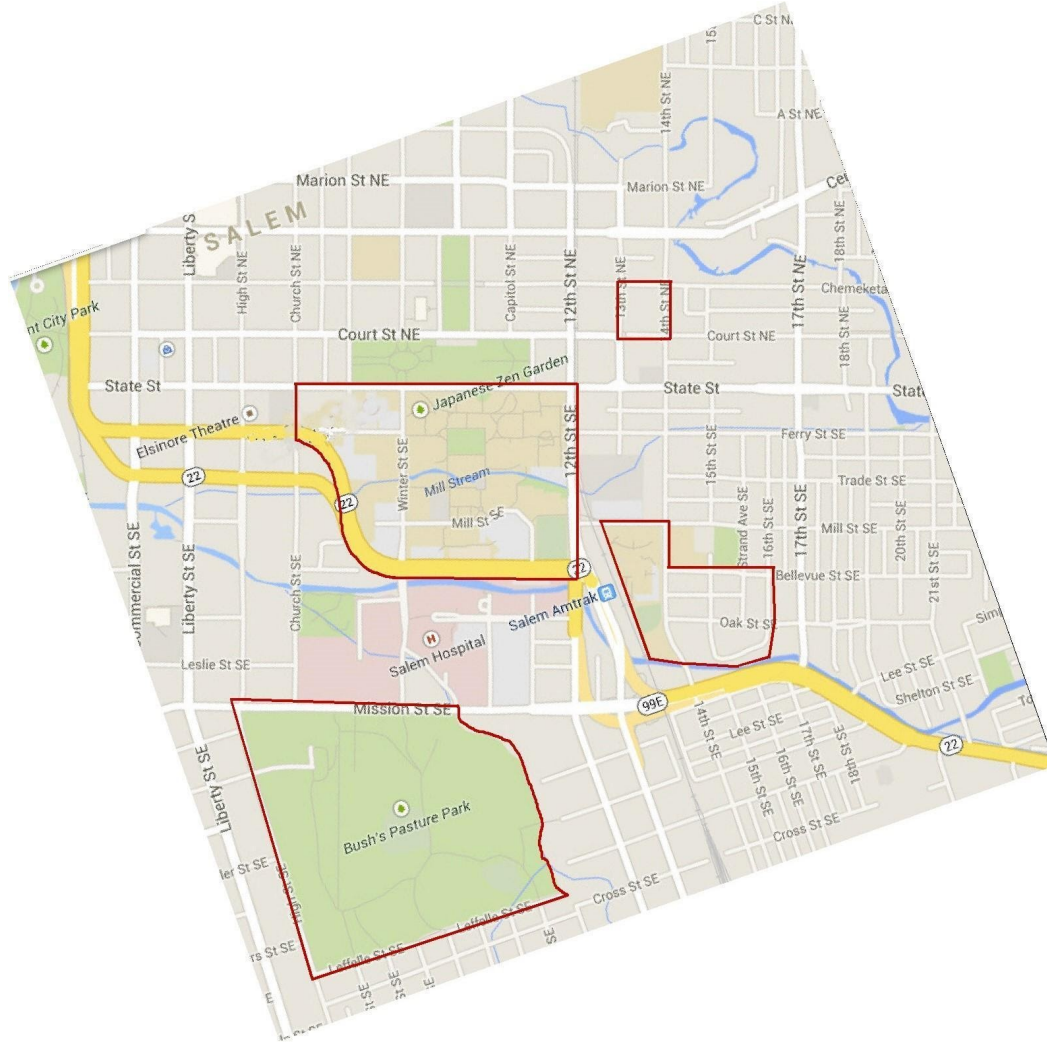
On Campus	NA	NA	NA
Noncampus	NA	NA	NA
Public Property	NA	NA	NA
Aggravated Assault (total)	NA	NA	NA
On Campus	NA	NA	NA
Noncampus	NA	NA	NA
Public Property	NA	NA	NA
Burglary (total)	NA	NA	NA
On Campus	NA	NA	NA
Noncampus	NA	NA	NA
Public Property	NA	NA	NA
Motor Vehicle Theft (total)	NA	NA	NA
On Campus	NA	NA	NA
Noncampus	NA	NA	NA
Public Property	NA	NA	NA
Arson (total)	NA	NA	NA
On Campus	NA	NA	NA
Noncampus	NA	NA	NA
Public Property	NA	NA	NA
Liquor Law Arrests (total)	NA	NA	NA
On Campus	NA	NA	NA
Noncampus	NA	NA	NA
Public Property	NA	NA	NA
Drug Abuse Arrests (total)	NA	NA	NA
On Campus	NA	NA	NA
Noncampus	NA	NA	NA
Public Property	NA	NA	NA
Liquor Law Violations Referrals (total)	NA	NA	NA
On Campus	NA	NA	NA
Noncampus	NA	NA	NA
Public Property	NA	NA	NA
Drug Abuse Violations Referrals (total)	NA	NA	NA
On Campus	NA	NA	NA
Noncampus	NA	NA	NA
Public Property	NA	NA	NA
Weapons Possessions Referrals (total)	NA	NA	NA
On Campus	NA	NA	NA
Noncampus	NA	NA	NA
Public Property	NA	NA	NA

**A letter was sent to local law enforcement in Granada, Spain, by the director of that program requesting crime statistics. There was no response to the inquiry.

V. Clery Reporting Geography

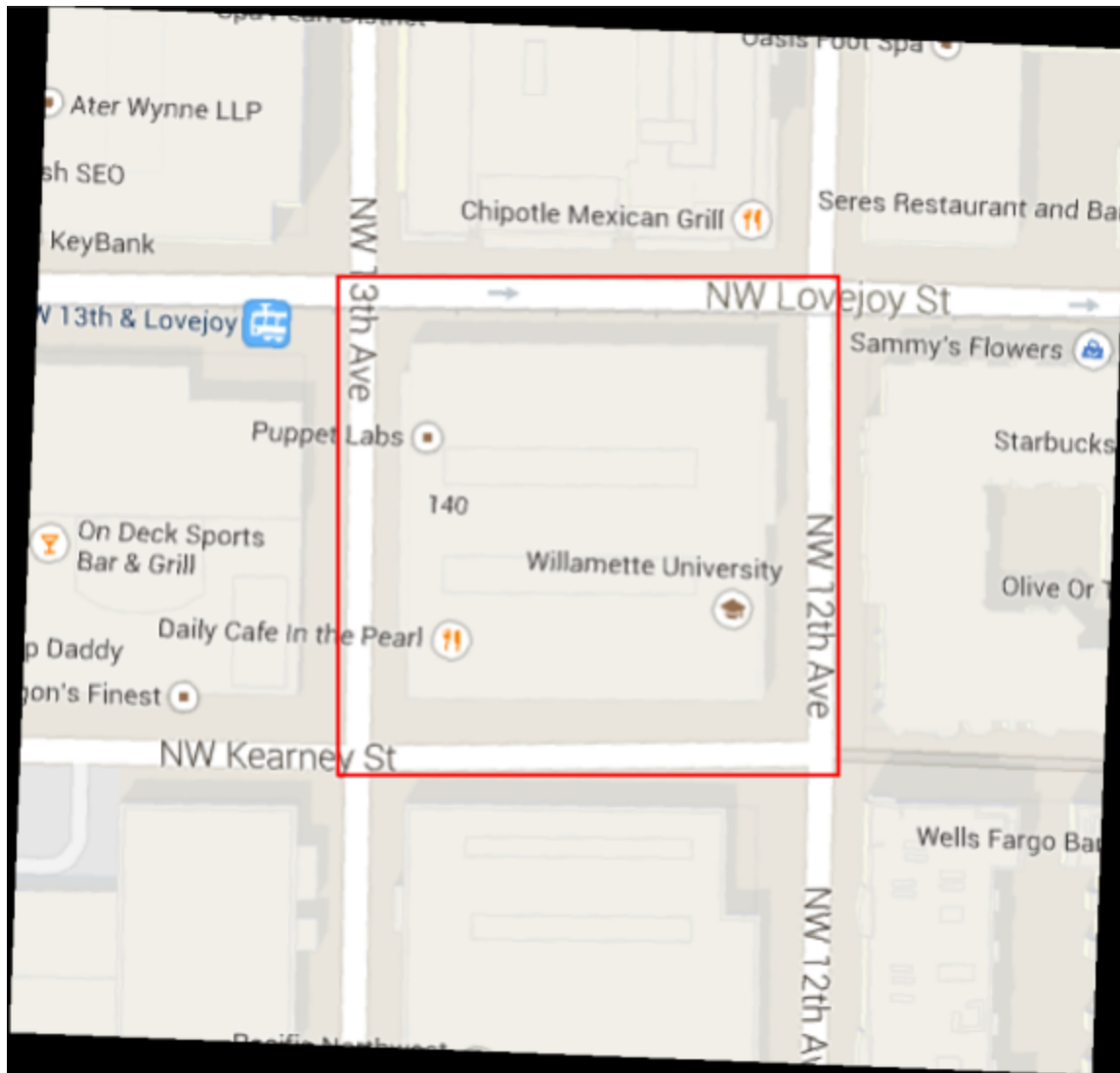
The Clery Act defines the geographic area for which the university must report crimes specified in the Act, and requires the institution to include a description of this geographic area in its annual Clery report. The following is a description of each of our four campuses, followed by maps showing the Clery geographic reporting areas.

Main Campus in Salem, Oregon



The core Willamette University campus consists of more than 60 academic, athletic, business and residential structures comprising more than 1.45M square feet. The areas owned and leased contain sports fields, greenscapes, parking lots, roadways, paths and structures, situated on approximately 84 acres, in the community of Salem, Oregon. The university also owns residential properties near campus that are rented to Willamette community members and guests. These are located at 510 & 520 14th Street SE, 1401 Bellevue Street SE, 1480 Bellevue Street SE, 525 15th Street SE and 1391 Court Street, NE.

Portland, Oregon Campus



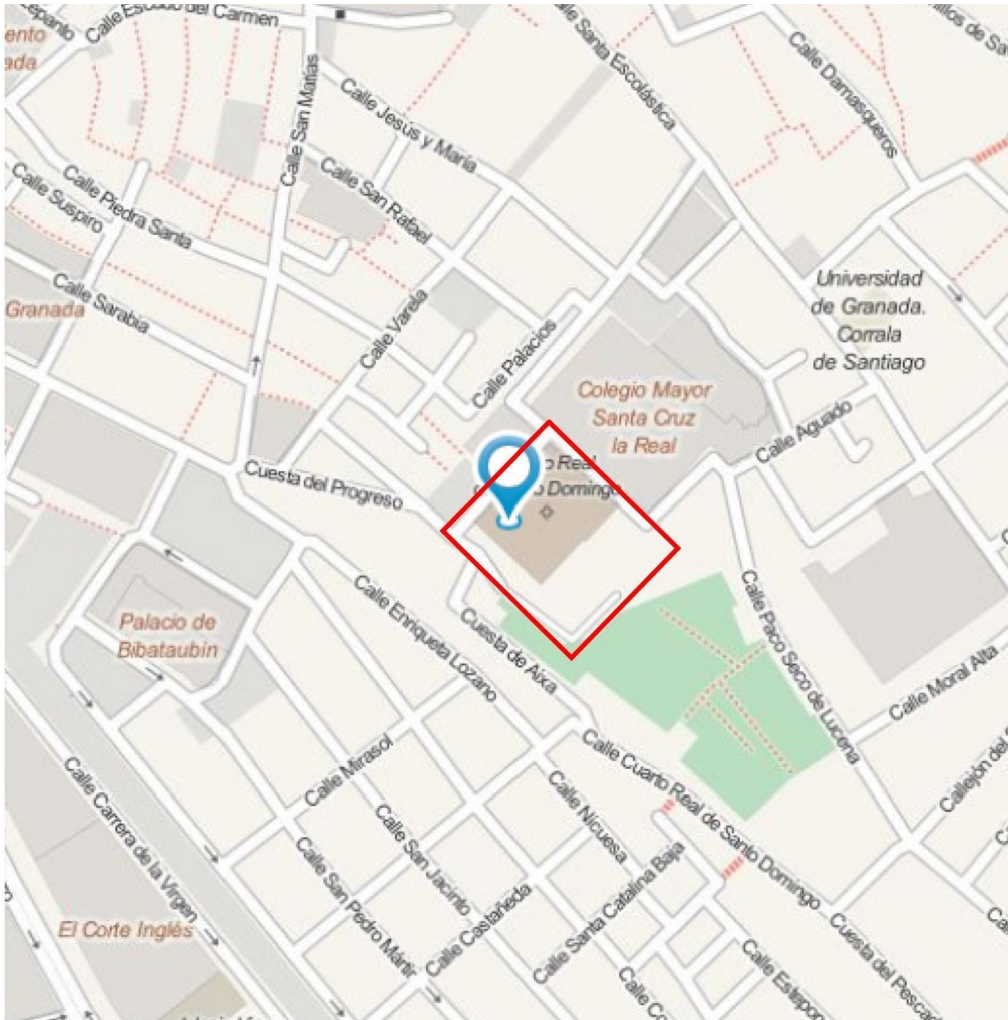
The university leases 5070 square feet, located at 905 NW 12th Avenue in Portland, Oregon. This serves as our Portland office, providing classroom facilities for executive education, and the approximately 50 students enrolled in the Willamette MBA program, affiliated with the Atkinson Graduate School of Management.

Zena Farm and Forest Property



Willamette owns a separate 304 acre Zena Forest and Farm located approximately ten miles northwest of the main campus. This property offers students, faculty, and staff opportunities for academic research, experiential learning and other kinds of co-curricular learning.

Granada, Spain Campus



Willamette leases space in Spain for its Granada Exchange Program classroom location. This program, in Granada Spain, is for Willamette students and students enrolled at the Northwest Consortia partner colleges. The Willamette University Granada facility is situated at Plaza de los Campos, 4 – 2º A, 18009 Granada, Spain. It is 132 square meters in size (1500 sq. feet) and contains an entrance hall, two administrative offices, one large classroom, one smaller classroom, a bathroom and a storeroom. There are two full-time WU employees and part-time support for academic and/or administrative tasks, operating from September to May. In recent years there have been 80 - 85 participating students per year. Granada Program students receive training from on-site staff related to cultural awareness, security, safe conduct, and safety awareness while enrolled in the program.

Each of these geographic areas is designated as campus property for the purpose of this report. Public property that is adjoining and adjacent to campus property for one block in all directions is included within the adjacent public property portion of crimes reported.

Section VI. ANNUAL FIRE SAFETY REPORT

The Higher Education Opportunity Act enacted on August 14, 2008, requires institutions that maintain on-campus student housing facilities to publish an annual fire safety report that contains information about campus fire safety practices and standards of the institution. The following report details all information required by this act for Willamette University.

For the health and safety of all members of the community, students are expected to comply with all fire and safety regulations required by the university or applicable local, state and federal law. All campus fires are to be immediately reported to the Office of Campus Safety, regardless of how minor the fire might appear, or appeared to have been. Fire drills are held throughout the year. Use of fire alarms and firefighting equipment without the existence of an actual fire is a violation of Oregon Law. Triggering a false fire alarm could result in misdemeanor charges, fines, and/or disciplinary action.

All residents must evacuate the residence hall in the event a fire alarm is activated, whether for the purpose of a drill or in the case of an actual fire. Residents and their guests must meet at their hall's designated meeting location to check-in and to receive further instruction from a staff member.

Students who fail to comply with this policy will be referred to the Office of Student Care and Conduct. A fine may be assessed for any person who does not exit a building during a fire alarm.

Portable fire extinguishers are installed for resident protection. Only trained residents should use this equipment. Smoke detectors are present in common areas of each residence hall. Smoke detectors are potential life saving devices. To ensure that smoke detectors are used appropriately and serve their designed function, residents are prohibited from covering, dismantling, removing batteries, suspending objects from or tampering with detectors.

Residents who are responsible for misusing smoke detectors will be charged for repair and/or replacement costs and face disciplinary action. Please report any problems with smoke detectors to Campus Safety immediately. Fire doors are not to be propped open or blocked, and exits, hallways or stairwells may not be blocked. Students may decorate their residence hall rooms with posters and similar decorations as long as they do not cause damage to the room, are not considered a fire hazard and do not violate any Housing and Conferences policies.

All persons are prohibited from disabling and/or tampering with fire safety equipment (including, but not limited to, fire extinguishers, smoke detectors, and sprinklers) or causing a false fire alarm to be sounded or reported. All persons must evacuate the building when an alarm is sounded. Those who do not exit may incur a fine.

Prohibited Items and Activities in Residence Halls and Student Rooms

The following fire-safety related items are prohibited in campus residences and/or on university property. Violations may result in conduct action or could, depending on the severity, result in removal from on-campus housing.

- Violations of the City Fire Code and university Safety Guidelines, (a) that prohibit the use of an unfused and/or ungrounded extensions, splitters, or power strips, (b) that prohibit storage and/or use of flammable materials, (c) that include non-compliance with fire safety inspection violations.
- Stoves and ovens in warming kitchens must not be left unattended while in use.
- Burning and Open Flames pose a serious risk to life and property. In addition to disciplinary action, residents and guests can be held responsible for criminal and financial liability for creating fire hazards. Residents and guests are prohibited from burning anything or using an open flame in campus housing. This includes but is not limited to candles, oil lamps, and incense.
- Barbecue grills and open flame cooking devices is prohibited within campus housing, including on balconies and porches. Possession of barbecues, propane or charcoal is prohibited. When available, residents are permitted to use community barbecues on the outside grounds away from buildings. Propane must be stored in Campus Safety.
- Candles and incense.
- The use of portable electrical equipment such as window/evaporative coolers, air-conditioners, electric grills, electric fry pans, espresso makers, convection/roisserie/toaster ovens, hot plates or any type of exposed burners or open flame devices that present a fire hazard or that overload the electrical capacity of the building. (Sealed unit coffee pots, hot pots and popcorn poppers with automatic shut offs are permitted if extreme caution is used.)
- Halogen lights (i.e., desk, floor), sun lamps, lava lamps, 5-light floor lamps or any other similar product that is a fire safety risk, any light without a glass or metal shade.
- The storage of motor vehicles/scooters in any part of a residential facility.
Vehicles/scooters found on the premises will be removed and stored at the owner's expense.
- Tampering with and/or blocking light fixtures, smoke detectors, sprinklers, fire safety equipment, fire alarms, fire fighting equipment in any manner or removing automatic door closures.
- Remaining in the building during a fire alarm or drill.
- Blocking egress. Using bathrooms, hallways, stairways, landings or doorways for recycling, bicycles, or any items that block egress.
- Blocking emergency exits in any way.
- Hanging items from pipes, vents, conduits, smoke detectors, sprinklers or other building structures.
- The use of roof areas of buildings, porches, fire escapes (in non-emergency situations) or covered walkways.

- Smoking, including the use of vaporizers, is prohibited on all campus property as of January 1, 2016.
- Using windows as exits or entrances (except in emergencies) or throwing anything into or out of a window or onto and off any balconies (this includes any use of roof or overhang areas or ledges).
- Irons without automatic shut offs. Irons with automatic shut offs may only be used in laundry rooms.
- Cooking in student rooms, suites, bathrooms, hallways or lounges, or on roofs, balconies or ledges.

Fire Reporting

Anyone knowing about a fire (including evidence of extinguished fires) should immediately report the incident to the following:

- Report a Fire in Progress immediately to 911.
- Office of Campus Safety 503-370-6911.

Procedures Students and Employees Should Follow in Case of a Fire

In the event of a fire, the University expects that all campus community members will evacuate by the nearest exit, closing doors and activating the fire alarm system (if one is present) as they leave. Once safely outside a building, it is appropriate to contact 911 and Campus Safety.

- Know the location of the fire emergency resources in your area:
 - Fire Alarm pull stations
 - Fire extinguishers
 - Fire exits
 - Evacuation routes
 - Assembly site
- Emergency Actions – If a fire occurs or you detect smoke or a burning odor:
 - Pull the closest fire alarm to initiate building evacuation.
 - Call 503-370-6911 and report the location of the fire and the suspected cause and current status of the fire, and your name and phone number.
 - Do NOT use elevators.
 - Use a fire extinguisher to fight the fire, if there is no danger to your personal safety in doing so.
 - Move away from the exterior doors of the building to allow emergency responders to access the building.
 - Encourage others to move away from the doors as well.

- Follow the instructions of Campus Safety and fire department personnel. Do not re-enter the building until you are informed that it is safe to do so.
 - Guidelines Specific to Individuals with Mobility Impairments:
 - These buildings offer safe areas: Collins Science Center and Hatfield Library.
 - Individuals who use wheelchairs or other assistive technology for mobility should be directed to those designated safe areas.
 - Buildings where there are commonly guests, like the libraries and Sparks Center, an employee(s) must be designated on each floor to make a thorough check of carrels, book stacks, locker rooms, etc. to make certain there are no individuals needing special assistance in the area.
 - The procedures listed below should be followed. The Fire Department will carry out the evacuation.
- Assign a student to immediately call 503-370-6911.
 - Report that there is an individual who uses a wheelchair or other assistive device in the Hall.
 - Instruct the student to report to:
 - The professor (or an assigned person) is to remain in the room with the student while the class follows usual evacuation procedures. KEEP the door closed.
 - Never enter an elevator. It commonly stops working when the fire alarm rings.
 - If the fire is in the room with the student, the student and professor should go into the hall to the nearest stairwell and wait for assistance. (All hallway doors should be closed.)
 - Never carry an individual unless it's a matter of imminent danger. If someone must be carried, leave the wheelchair behind and follow the instructions of the individual as to how he/she is best transported.

Student Housing Emergency Evacuation

Upon activation of the residence hall fire alarm system all students and their guests must exit the building through the nearest safe exit and proceed to an assembly point and check-in and receive further instructions from staff or Campus Safety. Campus Safety Officers assist in the evacuation process and verify that all students have safely evacuated. Practice drills help reinforce good evacuation behavior and present an opportunity to ask questions. Students who intentionally fail to evacuate face disciplinary measures including a fine.

Fire Safety Education & Training Programs

Housing and Community Life staff receive safety training which includes fire safety awareness; fire prevention; fire and emergency response; disaster preparedness; and how and when to use a fire extinguisher. Academic and administrative buildings have one fire drill per year.

Plans for Improvement to Fire Safety

Willamette has concluded a four year program to install fire sprinkler systems in all Residence Hall buildings. When budget allows, we aspire to make improvements to the notification/control panels in residences and academic buildings. This improvement would allow for two way annunciation, for improved and more sophisticated monitoring of smoke and alarm systems, and for this reason, improved fire safety.

There are several elements to fire safety in Willamette residence halls including building fire detection and suppressions systems, training, regular fire drills, mandatory evacuations for any fire alarm activations, and fire safety and fire reporting policies.

Buildings are equipped with fire detection systems including smoke and heat detectors. All student rooms are equipped with smoke detectors. Building fire alarm devices are supervised and report a trouble signal to the panel should any devices be damaged or removed. Fire doors are kept open with magnetic door holders until the fire alarm system is activated, at which time they release, close and latch, limiting the spread of smoke and fire. This system is effective in preventing fire doors from being propped open.

Residence halls are equipped with whole buildings or partial fire sprinkler systems. A few buildings are equipped with kitchen hood fire suppression systems.

Fire Statistics for On-Campus Student Housing Facilities

2019 Residential Facilities (Name and Address)	Total Number of Fires in Each Building	Fire #	Cause of Fire	Number of Injuries that Required Treatment at a Medical Facility	Number of Deaths Related to a Fire	Value of Property Damage Caused by Fire (in USD)
Alpha Chi Omega	0		NA	NA	NA	NA
920 Mill Street SE						
Baxter Hall	0		NA	NA	NA	NA
201 12th Street SE						
Belknap Hall	0		NA	NA	NA	NA
285 12th Street SE						
Cascadia Hall	0		NA	NA	NA	NA
285 12th Street SE						
Court Street Apartments	0		NA	NA	NA	NA
1391 Court Street NE						
Delta Gamma (Offline in 2019)	0		NA	NA	NA	NA
880 Mill Street SE						
Doney Hall	0		NA	NA	NA	NA
260 Winter Street SE						
Kaneko Commons	1	1	1	0	0	\$0-\$99
1300 Mill Street SE						
Lausanne Hall	0		NA	NA	NA	NA
250 Winter Street SE						
Lee House	0		NA	NA	NA	NA
350 Winter Street SE						
Matthews Hall	0		NA	NA	NA	NA
285 12th Street SE						
McCulloch Stadium Apt.	0		NA	NA	NA	NA

700 Mission Street SE						
Northwood Hall	0		NA	NA	NA	NA
201 12th Street SE						
Pi Beta Phi	0		NA	NA	NA	NA
999 Mill Street SE						
Southwood Hall	0		NA	NA	NA	NA
201 12th Street SE						
Terra House	0		NA	NA	NA	NA
285 12th Street SE						
University Apartments	0		NA	NA	NA	NA
425 Winter Street SE						
University Cottage 1401	0		NA	NA	NA	NA
1401 Bellevue SE						
Univ. Duplex 510 & 520	0		NA	NA	NA	NA
510 & 520 14th Street SE						
University House 1480	0		NA	NA	NA	NA
1480 Bellevue SE						
Westwood Hall	0		NA	NA	NA	NA
201 12th Street SE						
WISH House	0		NA	NA	NA	NA
960 Mill Street SE						
York House	0		NA	NA	NA	NA
350 Winter Street SE						

Causes of Fire: 1 = Unintentional, 2= Intentional, 3= Undetermined
Value of Property Damage Due to Fire: \$0-99, \$100-999, \$1000-9,999,
\$10,000-24,999, \$25,000-49,999, \$50,000-99,999, \$100,000-249,999,
\$250,000,499,999, \$500,000,999,999, >\$1,000,000

Fire Safety Systems in Residential Facilities (2019)

- 1) Partial Sprinkler Systems is defined as having sprinklers in common areas only.
 2) Full Sprinkler Systems is defined as having sprinklers in both common areas and in individual rooms.

Housing Facility	Fire Alarm Monitoring Done on Site	Partial Sprinkler System ¹	Full Sprinkler System ²	Smoke Detection	Fire Extinguisher Devices	Evacuation Plans and Placards	Number of evacuation (fire) drills each calendar year
Alpha Chi Omega 920 Mill Street SE	XX		XX	XX	XX	XX	2
Baxter Hall 201 12th Street SE	XX		XX	XX	XX	XX	2
Belknap Hall 285 12th Street SE	XX		XX	XX	XX	XX	2
Cascadia Hall 285 12th Street SE	XX		XX	XX	XX	XX	2
Court Street Apts. 1391 Court Street NE				XX	XX		0
Delta Gamma (Offline in 2019) 880 Mill Street SE	XX		XX	XX	XX	XX	0
Doney Hall 260 Winter Street SE	XX		XX	XX	XX	XX	2
Kaneko Commons 1300 Mill Street SE	XX		XX	XX	XX	XX	2
Lausanne Hall 250 Winter Street SE	XX		XX	XX	XX	XX	2
Lee House 350 Winter Street SE	XX		XX	XX	XX	XX	2
Matthews Hall 285 12th Street SE	XX		XX	XX	XX	XX	2
McCulloch Stadium Apt. 700 Mission Street SE	XX		XX	XX	XX		0

Northwood Hall 201 12th Street SE	XX		XX	XX	XX	XX	2
Pi Beta Phi 844 Mill Street SE	XX		XX	XX	XX	XX	2
Southwood Hall 201 12th Street SE	XX		XX	XX	XX	XX	2
Terra House 285 12th Street SE	XX		XX	XX	XX	XX	2
University Apartments 425 Winter Street SE	XX		XX	XX	XX	XX	2
University Cottage 1401 1401 Bellevue Street SE				XX	XX		0
Univ. Duplex 510 & 520 510 & 520 14th Street SE				XX	XX		0
University House 1480 1480 Bellevue Street SE				XX	XX		0
Westwood Hall 201 12th Street SE	XX		XX	XX	XX	XX	2
WISH House 960 Mill Street SE	XX		XX	XX	XX	XX	2
York House 350 Winter Street SE	XX		XX	XX	XX	XX	2

Section VII: Important Phone Numbers & Other Contact Information

Police/Fire/Medical Emergency	911
Alcoholics Anonymous	503-399-0599
Alanon (for friends, family)	503-370-7363
Bishop Wellness Center	503-370-6062
Center for Hope and Safety	503-399-7722
Crisis & Information Hotline (24 hour)	503-581-5535
Marion County Mental Health Crisis Line	503-588-4949
Poison Center	800-222-1222
Safe Rides (Yellow Cab)	503-362-5411
Safety Escorts	503-370-6911
Salem Hospital Drug/Alcohol Hotline	800-621-1646
Salem Parking Enforcement	503-588-6471
Salem Police Non-emergency	503-588-6123
S.A.R.A Sexual Assault Response Allies	503-851-4245
Weather/Campus Closure Advisories	503-370-6000
WU Accessible Education Services	503-370-6471
WU Safety Committee	503-370-6907

Appendix A1

Sexual Misconduct Policy for Students

Table of contents

- Introduction
- Standard 9. Sexual Misconduct
- Consent Defined
- Force Defined
- Incapacitation Defined
- Amnesty
- Standard 10. Harassment
- Statement Regarding Accessibility

Introduction

The Sexual Misconduct Policy for Students (“policy”) prohibits sexual and gender-based harassment, sexual and gender-based stalking, interpersonal violence (including dating and domestic partner violence), sexual exploitation, non-consensual sexual contact, non-consensual sexual intercourse, and retaliation against a person for the good faith reporting of any of these forms of conduct or participation in any investigation or proceeding under this policy and associated procedures. This policy protects individuals of any sex, sexual orientation, gender identity, gender expression, or sexual orientation from sexual misconduct.

Reports of sexual misconduct will be processed using the policy in effect at the time an alleged situation occurred. The most current procedures will be used to investigate and adjudicate alleged behavior covered by the policy. Willamette University reserves the right to determine, based on the information available, what constitutes prohibited conduct under the following definitions.

Standard 9. Sexual Misconduct

Prohibited Conduct – Definitions

1. **Sexual or Gender-Based Harassment** - Any unwelcome sexual advance, request for sexual favors, or other unwelcome verbal, physical, or other conduct of a sexual or gender-based nature when the condition outlined in i. or ii. below is present.
 1. Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, evaluation of academic work, or participation in programs or activities or is used as the basis for decisions affecting the individual; or
 2. Such conduct has the purpose or effect of creating a hostile environment. A "hostile environment" exists when the conduct is sufficiently severe, persistent, or pervasive that it unreasonably interferes with, limits, or deprives an individual from participating in or benefiting from the university's employment, academic or social environment. In evaluating whether a hostile environment exists, the university will consider the totality of known circumstances.
 - The effect will be evaluated based on the perspective of a reasonable person (objective perspective) with similar identities and circumstances in the position of a claimant (subjective perspective).
 - The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the harassment is physical.
 - A single or isolated incident of sexual or gender-based harassment may create a hostile environment if the incident is sufficiently severe.
2. **Sexual or Gender-Based Stalking** (including via electronic means or on-line activity) – A course of conduct (more than one behavior) targeted at an individual by an individual or group using various forms of contact to pursue, harass, or to make unwelcome contact with another person in an unsolicited fashion that would cause a reasonable person with similar identities and circumstances to feel harassed or afraid, or cause fear for or by a third party.
3. **Interpersonal Violence** (including Dating and Domestic Partner Violence) – Harm or threat of harm by a current or former partner or spouse, or a person who is or has been in a social relationship of a romantic or intimate nature. The harm or threat of harm can involve physical, sexual, psychological, economic, emotional, or other aspects.
4. **Sexual Exploitation** – Taking non-consensual or abusive sexual advantage of another person for one's own or another's advantage or benefit.
5. **Non-Consensual Sexual Contact** (or attempt) – Any intentional sexual contact that occurs without consent or capacity to give consent or by use of force. Sexual contact

includes touching of a person's intimate parts (including genitalia, groin, breast, or buttocks, or clothing covering any of those areas), or using force to cause a person to touch their own or another person's intimate parts.

6. **Non-Consensual Sexual Intercourse** (or attempt) – Penetration of the vagina or anus with any object or body part, or oral copulation (mouth to genital contact or genital to mouth contact) without consent or capacity to give consent or by use of force.
7. **Retaliation** – Any adverse action taken against a person making a complaint of sexual misconduct, cooperating in an investigation or hearing of alleged sexual misconduct, or against any individual perceived to be involved in reporting, in an investigation, or hearing of sexual misconduct. Retaliation includes but is not limited to, confirmed or implied behaviors or actions (including electronic or on-line activity) which intimidate, threaten, or harass, or result in other adverse actions threatened or taken. An individual reporting sexual misconduct is entitled to protection from any form of retaliation following a report that is made in good faith, even if the report is later not substantiated based on the available evidence. Retaliation does not include good faith actions lawfully pursued in response to a report of prohibited conduct.

Consent Defined (for sexual activity)

Willamette University defines consent as an informed **agreement between participants** to willingly and actively participate in sexual activity established through continuous communication using mutually understandable words or actions **that create clear permission**. The purposes for which this definition is used include any alleged offense of the Code of Student Conduct, training and educational purposes including prevention outreach.

About Consent

- It is the responsibility of all parties to obtain consent prior to sexual activity and to ensure consent is conveyed throughout the entirety of the experience.
- The use of force or coercion, whether actual or inferred, immediate or future, physical harm, a threat, or intimidation does not constitute consent.
- Silence, or a lack of physical or other resistance on the part of a participant, does not constitute consent.
- If any participant communicates a desire to end a sexual activity, it should be stopped immediately.
- The use of alcohol or other drugs by any participant does not change the need to obtain consent for sexual activity.
- Incapacitation can be a result of a mental or physical condition, a voluntary or involuntary consumption of alcohol, or other drugs.

- Consent cannot be given by someone who is under the age of 18 years of age unless where allowed by law (Ore. Rev. Stat. § 163.345 (2018)).
- Consent cannot be given by someone who is known to be or should have known to be mentally or physically incapacitated.
- Consent is required regardless of current or previous dating relationship or history of sexual contact between participants.

Force Defined

Force includes the use of (a) physical violence, (b) threats, (c) intimidation, or (d) coercion.

a) Physical violence means that a person is exerting control over another person through the use of physical force. Examples of physical violence include hitting, punching, slapping, kicking, restraining, choking/strangulation, and brandishing or using any weapon.

b) Threats are words or actions that would compel a reasonable person in similar circumstances to engage in unwanted sexual activity. Examples include threats to harm a person physically, to reveal private information to harm a person's reputation, or to cause a person academic or economic harm.

c) Intimidation is an implied threat that menaces or causes reasonable fear in another person. A person's size, alone, does not constitute intimidation; however, a person's size may be used in a way that constitutes intimidation (e.g., blocking access to an exit).

d) Coercion is the use of an unreasonable amount of pressure to gain sexual access. Coercion is more than an effort to persuade, entice, or attract another person to engage in sexual behavior. When a person makes clear a decision not to participate in a particular form of sexual contact or sexual intercourse, a decision to stop, or a decision not to go beyond a certain sexual interaction, continued pressure can be coercive. In evaluating whether coercion was used, the university will consider:

- The frequency of the application of the pressure;
- The intensity of the pressure;
- The degree of isolation of the person being pressured; and
- The duration of the pressure.

Incapacitation Defined

Incapacitation is a state where one cannot make reasoned decisions due to lack of ability to understand the who, what, when, where, why, or how of the sexual interaction. Incapacitation is a state beyond drunkenness or intoxication. A person who is physically or mentally incapacitated as a result of alcohol or other drug consumption (voluntary or involuntary), or who is unconscious, unaware, or otherwise

physically helpless, is incapable of giving consent. If it is unclear whether or not a person is incapacitated, assume the person is unable to give consent.

Assessment of Incapacitation

In evaluating consent in cases of alleged incapacitation, the university asks two questions; if the answer to either of these questions is “YES,” consent was absent and the conduct is likely a violation of this policy:

- Did the person initiating sexual activity know that the other party was incapacitated? and if not,
- Should a sober, reasonable person in the same situation have known that the other party was incapacitated?

Amnesty

To encourage reporting, individuals who report sexual misconduct as claimants or witnesses/third parties, will not be subject to disciplinary action by the university for their personal consumption of alcohol or other drugs at or near the time of reported incidents, provided any such violations did not and do not place the health or safety of any other person at risk. Educational resources regarding alcohol or other drugs will be offered as appropriate.

Harassment

Willamette University recognizes that harassing conduct related to an individual's sex, sexual orientation, gender identity, gender expression, or sexual orientation may occur in conjunction with conduct related to an individual's race, color, ethnicity, national origin, religion, age, disability, or other protected status. Targeting individuals on the basis of these characteristics, in isolation or in conjunction with sexual misconduct, is a violation of the university's Standards of Conduct. In these situations, the university will usually address, at the investigation and hearing stages, the harassing conduct related to the targeted individual's sex, sexual orientation, gender identity, gender expression, or sexual orientation, together with the conduct related to the targeted individual's race, color, ethnicity, national origin, religion, age, disability, or other protected status.

Standard 10. Harassment

Behavior that is so severe, persistent, or pervasive that it interferes with or limits a person's ability to participate in or benefit from the university's educational or employment opportunities, programs or activities; includes harassment on the basis of sex, race, cultural background, religion, political creed, marital status, age, sexual orientation, gender expression, or disability, as well as the existence of a hostile environment that is created, encouraged, accepted, tolerated or left uncorrected.

Statement Regarding Accessibility

Willamette University is committed to the full access and inclusion of all students in its processes and services. Accessible Education Services will assist with the coordination of reasonable and appropriate accommodations for students with documented disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973 (504) and the Americans with Disabilities Act of 1990 (ADA). If you have questions or need assistance, please contact accessible-info@willamette.edu

Appendix A2

Discriminatory Misconduct Policy and Protocol for Employees (1.08) **(Including Harassment, Sexual Harassment/Misconduct or Illegal Discrimination)**

Purpose:

Willamette University strives to provide a community where students, faculty, staff and others work, learn, and live together in an environment free of all forms of harassment, exploitation, intimidation and discrimination. Harassment and discrimination is demeaning to all persons involved, and subverts the mission of the University. Tolerance and respect for individual dignity and worth are guiding principles for our relations with each other.

The University can fulfill its distinctive mission only in an arena where ideas are vigorously debated, including those which some may find offensive, and where staff, students, and faculty respect one another's dignity in their common membership in a community of inquiry. We must take great care neither to stifle discussion nor to make it dangerous to speak one's mind. However, discriminatory harassment, as described herein, creates the potential of hostile employment or educational environments, compromising academic freedom and damaging the trust that we place in one another and will not be tolerated. Furthermore, discriminatory harassment is a violation of state and federal law.

Policy:

Willamette University prohibits and will not tolerate harassment or discrimination against any individual in the University community, including employees, applicants for employment or admission, students, volunteers, visitors, contractors, or other people engaged in University activities. This policy applies to all Willamette University employees and addresses all types of discriminatory misconduct, including harassment based on race, color, religion, sex, national origin, marital status, veteran status, actual or perceived sexual orientation, gender identity, gender expression or status with regard to pregnancy, disability, age, or any other basis protected by applicable local, state or federal law. This prohibition includes sexual harassment and discrimination.

The University also prohibits other forms of sexual misconduct including non-consensual sexual contact, non-consensual sexual intercourse and sexual exploitation, which includes domestic violence, sexual assault, dating violence, and stalking. These prohibitions may extend to reports of such behaviors outside Willamette's employment environment such that employees may be subject to adverse employment actions for these violations even if occurring away from the workplace.

This policy addresses discriminatory misconduct between supervisors and employees, between fellow employees, between employees and students, between employees and candidates for employment, and between third parties such as vendors or visitors and employees or students. Willamette expects contractors and other third-party employers doing business on Willamette's campus to abide by this policy. This policy applies to conduct which is or could be a violation of Title IX (gender), Title VI (race, color and national origin-based discrimination), Title VII of the Civil Rights Act, the Rehabilitation Act and Americans with Disabilities Act (disability-based discrimination), and to any other classifications protected by federal, state law, or Willamette University policy.

Procedure:

1. Policies concerning discriminatory misconduct involving Willamette University students, whether enrolled or visiting, may be found under the student policy titled (and linked) "[Sexual Misconduct Policy & Protocol for Students](#)." If a complaint involves both employee(s) and student(s), or a student who is also an employee of the University, a determination will be made as to the applicable policy and process. In general, if the respondent in a complaint is an employee, this policy shall govern. If the respondent is a student, the student policy shall govern. If the complaint is made by or about a student employee involved in a potential violation that has occurred in the course of his/her job, this policy will also govern. In any of these cases, both the Office of Human Resources and Student Affairs will typically be involved in the process of inquiry and any investigation where both students and employees are involved in the matter as respondents or complainants.
2. Any staff member, faculty member or student who believes he or she has been the subject of discrimination or harassment by an employee of the University should report the circumstances immediately to his/her supervisor, the supervisor of the person with whom he/she is having difficulty, or the Director of Human Resources. Likewise, any employee who feels that he/she has been harassed by a student or another member of the community should report such circumstances to his/her supervisor and/or Human Resources.
3. The University will not tolerate any retaliatory treatment or adverse consequences against a person who in good faith reports harassment or discrimination, provides information related to an incident, or participates in an investigation of an incident. Retaliation is a very serious violation and will result in disciplinary action if a person is found to be in violation of this policy, up to and including discharge.
4. Reports of harassment or retaliation will be promptly, thoroughly and impartially investigated. The University may be required to act upon receiving a report, even if the claimant does not want the

University to take action. Inquiries will proceed pursuant to the, [Procedural Guidelines for Addressing Claims of Harassment Involving Staff or Faculty at Willamette University](#) (1.08a), which are considered part of this policy.

5. Prompt and appropriate corrective action will be taken for any conduct determined to be in violation of this policy. Sanctions for policy violations will take into account the respondent's history including any other policy violations, as well as the severity of the conduct found to be a policy violation and could include termination of employment. The university will take remedial action to protect against and eliminate the adverse effects of policy violations. Sanctions may include, but are not limited to warning (verbal or written), performance improvement plan, required counseling, required training or education, probation, loss of annual pay increase, loss of position or demotion, suspension with pay, suspension without pay, or termination.
6. Confidentiality will be maintained to the extent possible. Dissemination of information concerning complaints, investigations, and corrective actions will be limited to those with a legitimate operational need-to-know.
7. Any employee affected by prohibited conduct may contact the following confidential resources for aid or assistance, including assistance in deciding whether or not to come forward with a complaint:
 1. University Employee Assistance Program: (800) 433-2320
 2. Salem Hospital: Sexual Assault Nurse Examiner (SANE Program): Confidential medical response, 24/7, at the Emergency Department. No appointment necessary. Location: 890 Oak St. Salem (across Bellevue St. on the south-side of campus. You have a right to have a support person during the process. Support advocates are available from the Marion County District Attorney's Office and Mid-Valley Women's Crisis Service.
 3. Center for Hope & Safety: which provides support for people of all genders, is an off-campus resource which is also confidential – their 24-hour hotline is 503-399-7722 or toll free in Oregon at 866-399-7722.
 4. National Sexual Assault Hotline provides anonymous and confidential support – their 24-hour hotline is 800-656-4673.
 5. National Domestic Violence Hotline and online chat 800-799-7233
8. This policy is in addition to any other remedies available to a person affected by prohibited conduct which includes the right to file a criminal or civil complaint. The university will support a person's decision to file such complaints and will provide assistance if desired. This policy is also

in addition to the right to file complaints with the Office for Civil Rights of the Department of Education, the EEOC or Oregon's Bureau of Labor and Industries (BOLI).

9. Supervisors and other University officials receiving complaints of potential harassment or other discriminatory misconduct are required to consult with the Director of Human Resources, or a responsible Vice President or Dean, immediately upon receiving a complaint. A supervisor should not attempt to resolve a complaint of harassment without assistance from the Director of Human Resources, a Vice-President or Dean, or other Human Resources designee.

Managers and supervisors are encouraged to take prompt and appropriate action to address isolated instances of conduct that might, if repeated or continued, become a policy violation. Any supervisor who has reason to suspect conduct that may constitute harassment or discrimination under this policy has happened must likewise immediately report such conduct to the Director of Human Resources, or designee. The standard in determining whether isolated instances constitute a more serious violation of our policy is based on the severity, pervasiveness, and frequency of occurrences.

10. If an employee hears about sexual misconduct occurring in the student environment (non-work), all employees are required to report it to a [Title IX officer](#). Any reports of sexual misconduct may also be made through the University's online sexual misconduct reporting form.
11. If the report involves the sexual abuse of a minor (under the age of 18), in accordance with state law, employees have additional responsibilities as mandatory reporters of suspected child abuse (see [Duty to Report Suspected Child Abuse and Sexual Assault/Harassment](#)).
12. While non-supervisory employees are not required to report incidents between fellow employees in the employment environment (that do not involve a student), we strongly encourage that you refer coworkers to confidential resources that can assist them in assessing their situation.

Definitions related to this Policy:

Discrimination – Discrimination is treatment or consideration of, or making a distinction in favor of or against, a person based on the group, class, or category to which that person belongs, as defined in the University's [Non-Discrimination Policy](#), such that the distinction has an adverse effect on employment or access to educational services.

Harassment – Harassment is verbal or physical conduct that demeans or shows hostility toward an individual because of his/her race, color, religion, gender or gender identity, national origin, age, disability, sexual orientation, or that of his/her relatives, friends, or associates, or any other category protected by law and that:

- (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment;
- (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or
- (3) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to, the following:

- (1) epithets, slurs, negative stereotyping, demeaning comments or labels, threatening, intimidating or hostile acts that relate to race, color, religion, gender or gender identity, national origin, age, disability, sexual orientation or any other category protected by law and:
- (2) written or graphic material that demeans or shows hostility or aversion toward an individual or group because of race, color, religion, gender or gender identity, national origin, age, disability, sexual orientation or any other category protected by law and that is placed on walls, bulletin boards, or elsewhere on the University's premises, or circulated in the workplace.

Sexual Harassment – Sexual harassment is a particular form of harassment as described above, but it is gender (sex) based. For the purposes of this policy, and utilizing the definitions established by the Equal Employment Opportunity Commission (EEOC), Willamette defines sexual harassment as follows:

1. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to sexual conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement, (2) submission to or rejection of sexual conduct influences employment or academic decisions affecting the individual, or (3) sexual conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive work or academic environment.
2. Sexual harassment, like the broader "harassment", may also include behaviors which create a hostile work or educational environment. Such behaviors include, but are not limited to, sexual jokes, calendars, posters, cartoons or magazines; derogatory or physically descriptive comments about or towards another individual; sexually suggestive comments; inappropriate use of University communications including e-mail and telephone, unwelcome touching or physical contact; sexual slurs; or comments that are demeaning which involve negative sexual stereotyping. Sexual misconduct may also take the form of more severe behaviors.

Where one party is in a position to extend academic or employment benefits to another, even a welcome, consensual, romantic or sexual relationship may raise, at a minimum, the appearance of impropriety and can create an unwelcome appearance of favoritism and bias. Such a relationship can lead to sexual harassment allegations if it later becomes unwelcome. Sexual harassment is not limited to situations where there is an unequal power relationship between parties, but such a relationship may make sexual harassment more likely. See Willamette's [Consensual Relationships Policy](#) for more information about specific prohibitions and process.

Domestic Violence – Domestic violence is defined as a pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

Sexual Assault – Sexual assault is defined as any type of sexual contact or behavior that occurs by force or without consent of the recipient of the unwanted sexual activity. Falling under the definition of sexual assault is sexual activity including forced sexual intercourse, sodomy, child molestation, incest, fondling, and attempted rape. It includes sexual acts against people who are unable to consent either due to age or lack of capacity.

Dating Violence – Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship
- The type of relationship
- The frequency of interaction between the persons involved in the relationship

Stalking – Stalking is defined as a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear or suffer emotional distress.

Willamette University Institution-Wide Policy Statement of Non-Discrimination

Willamette University is committed to the principle that its educational facilities, activities and employment opportunities shall be offered without regard to race, color, religion, sex, national origin, marital status, veteran status, actual or perceived sexual orientation, gender identity, gender expression, or status with regard to pregnancy, disability or age. Willamette is firmly committed to adhering to the letter and spirit of all federal and state equal opportunity and civil rights laws, including but not limited to Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967 (ADEA), the Age Discrimination Act of 1975, the Americans with Disabilities Act (ADA) of 1990, and their implementing regulations.

Reporting and Possible Sanctions

Unlawful discrimination is strictly prohibited by the University. Treating an employee or student differently in the terms or conditions of his or her employment or education on the basis of any protected status described above, or otherwise defined by law, constitutes unlawful discrimination and may result in disciplinary action, up to and including discharge. Further, retaliation against any individual for making a complaint of harassment or of any unlawful discrimination, or for assisting in the investigation of such a complaint, is strictly forbidden and will likewise result in disciplinary action.

For information on this or any other policy, contact the Office of Human Resources, Willamette University, 900 State Street, Salem, OR 97301, 503-370-6210. Reports of violations of this policy may be made to the Director of Human Resources, or through our online [Bias Incident Reporting system](#).

Statement of Title IX Compliance

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on gender in educational programs which receive federal financial assistance. Areas of the institution where Title IX may have application include athletics, student recruitment and admissions, financial aid, scholarships, course offerings and access, employment, and housing and residential services. Title IX also protects students and employees, both male and female, from unlawful sexual harassment in school programs and activities, as well as sexual assault, which are both forms of unlawful discrimination under Title IX.

Willamette has established a committee of Title IX Coordinators each of whom have specific knowledge to respond to concerns in all areas described herein. Inquiries related to this policy can be directed to the Associate Dean of Student Affairs, who serves as chair of the Title IX Coordinating Committee and is the University's central Title IX Coordinator.

HARASSMENT POLICY (2.7)

This policy addresses harassment involving staff and/or faculty of Willamette University only. Policies related to student-student harassment may be found in the Selected Policies Manual issued by the Office of Campus Life.

Prohibition of Harassment Including Sexual Harassment

Willamette University will not tolerate harassment of any individual. Tolerance and respect for dignity and worth should be the guiding principles for our relations with each other. The University strives to provide a community where students, faculty, staff and others work and live together in an environment free of all forms of harassment, exploitation, intimidation and discrimination.

Harassment is demeaning to all persons involved, and subverts the mission of the University.

The University can fulfill its distinctive mission only in an arena where ideas are vigorously debated, including those which some find offensive, and in an arena where staff, students, and faculty respect one another's dignity in their common membership in a community of inquiry. We must take great care neither to stifle discussion nor to make it dangerous to speak one's mind. However, harassment compromises academic freedom and damages the trust that we must all repose in one another and will not be tolerated. Furthermore, harassment is a violation of state and federal law.

(a) Harassment

Harassment is verbal or physical conduct that demeans or shows hostility toward an individual because of his/her race, color, religion, gender, national origin, age, disability, sexual orientation, or that of his/her relatives, friends, or associates, and that: (1) has the purpose or effect of creating an intimidating, hostile, or offensive working environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to, the following: (1) epithets, slurs, negative stereotyping, demeaning comments or labels, or threatening, intimidating or hostile acts that relate to race, color, religion, gender, national origin, age, disability, or sexual orientation and (2) written or graphic material that demeans or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, disability or sexual orientation and that is placed on walls, bulletin boards, or elsewhere on the University's premises, or circulated in the workplace.

(b) Sexual Harassment

Sexual harassment is a form of gender (sex) discrimination. The Equal Employment Opportunity Commission has defined sexual harassment as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to sexual conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement, (2) submission to or rejection of sexual conduct influences employment or academic decisions affecting the individual, or (3) sexual conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive work or academic environment.

Prohibited sexual harassment may include, but is not limited to sexual jokes, calendars, posters, cartoons, magazines; derogatory or physically descriptive comments about or towards another individual; sexually suggestive comments; inappropriate use of University communications including e-mail and telephone, unwelcome touching or physical contact; punishment or favoritism on the basis of an individual's sex; sexual slurs; negative sexual stereotyping.

Harassment will not be tolerated at Willamette University. It is against the policies of the University for any individual to harass another individual. This includes acts between supervisors and employees, between fellow employees or between employees and students, and between third parties such as vendors or visitors and employees or students.

Where one party is in a position to extend academic or employment benefits to another, even a completely welcome, consensual, romantic or sexual relationship raises at least the appearance of impropriety and can create an unwelcome appearance of favoritism and bias. Such a relationship can lead to sexual harassment allegations if it later becomes unwelcome. Sexual harassment is not limited to situations where there is an unequal power relationship between parties, but such a relationship may make sexual harassment more likely.

Any staff member, faculty member or student who believes he or she has been the subject of harassment by an employee of the University should report the circumstances immediately to his/her supervisor, the supervisor of the person with whom he/she is having difficulty, or the Director of Human Resources. A staff member, faculty member or student may contact the Director of Human Resources without first contacting his/her supervisor. The University will not tolerate any retaliatory treatment or adverse consequences as a result of acting in good faith to report harassment or participating in an investigation.

Reports of harassment or retaliation will be promptly, thoroughly and impartially investigated. Consistent with the University's need to conduct an adequate investigation and, where a reasonable person would consider an action to be in violation of this policy, prompt corrective action to rectify any harassment or retaliation will take place. Confidentiality will be maintained to the extent possible. Inquiries will proceed pursuant to the Procedural Guidelines for Addressing Claims of Harassment Involving Staff or Faculty at Willamette University, provided as an appendix to this policy manual. Any supervisor who sees or hears about conduct that may constitute harassment under this policy must immediately report such conduct to the Office of Human Resources.

Any staff or faculty member found in violation of this policy will be subject to discipline up to and including discharge.

WORKPLACE VIOLENCE POLICY (2.11)

Willamette University is committed to maintaining a safe environment for all faculty, staff and students, and will not tolerate any form of workplace violence committed by or against its employees. Any observed or reported form of workplace violence will be taken seriously and thoroughly investigated. Any confirmed offenders will be dealt with through the current Willamette University disciplinary process, and local law enforcement procedures, as appropriate. Workplace violence includes, but is not limited to, the following: harassment; stalking; physical violence; the use of weapons of any kind; the direct or implied threat of physical violence toward any member of the student body, staff or faculty of Willamette University. This list of behaviors, while not inclusive, provides examples of conduct that is prohibited by this policy:

- Causing physical injury to another person;
- Making threatening remarks;• Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress;
- Intentionally damaging employer property or property of another employee;
- Committing acts motivated by, or related to, sexual harassment or domestic violence. Any potentially dangerous situations must be reported immediately to a supervisor, the Campus Safety office, or the Director of Human Resources. Reports or incidents warranting confidentiality will be handled appropriately and confidentiality will be maintained to the extent possible.

Appendix B1

Willamette University abides by the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, as a condition of receiving funds or any other form of financial assistance under any federal program, to certify that it has adopted and implemented a program to prevent the unlawful possession, use, sale or distribution of illicit drugs and alcohol by students and employees. Laws related possession of drugs and enforcement of laws are addressed in Addendums A and B at the end of this Appendix.

In compliance with the Drug Free Schools and Communities Act, Willamette University publishes information regarding the University's educational programs related to drug and alcohol abuse prevention; sanctions for violations of federal, state, and local laws and University policy; a description of health risks associated with alcohol and other drug use; and a description of available treatment programs for WU students and employees. A complete description of these topics, as provided in the University's annual notification to students and employees, is available online at: [INSERT URL HERE](#).

Drug-Free Schools and Community Act Amendments

Willamette University abides by the Drug-Free Schools and Communities Act Amendments of 1989, Public Law 101-226, as a condition of receiving funds or any other form of financial assistance under any federal program, to certify that it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. At a minimum, the University must annually distribute the following to each student and employee:

- Standards of Conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on University property or as any part of University activities;

- A description of the applicable legal sanctions under local, State, and Federal law for unlawful possession, use, or distribution of illicit drugs and alcohol;
- A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
- A description of any drug and alcohol counseling, treatment, or rehabilitation programs that are available to students and employees; and
- A clear statement that the University will impose sanctions on students and employees (consistent with local, State, and Federal law) and a description of these sanctions, up to and including expulsion or termination of employment and referral for prosecution for violations of the Standards of Conduct.

Alcohol and Drugs: An Informational Guide

The use of mood-altering chemicals is common in our society. Willamette University takes seriously its responsibility to educate and inform members of its community – students, faculty and staff – about the hazards of chemical use. The following text describes various drugs of abuse, hazards and short and long-term effects. For further information, you may wish to check out the web site at:

www.drugfreeamerica.org. For further information, contact the staff of the Bishop Wellness Center or any of the resources listed below.

1. Self-Help Groups

The following resources can be of help to people with substance abuse problems or to their friends and family. In Salem, call these self-help groups:

- Alcoholics Anonymous 503-399-0599
- Alcohol Abuse 24 Hour Assistance and Treatment1-800-234-1253
- Alcohol & Drug Helpline/Youthline 1-800-923-HELP
- Alanon/Alateen (for friends, family) 503-370-7363
- Cocaine Anonymous 503-662-2463
- Substance Abuse Helpline 1-800-888-9383
- Narcotics Anonymous 503-990-0861
- Crisis Hotline-NW Human Services 503-581-5535
- TDD 503-588-5833

2. Outpatient Treatment

- Bishop Wellness Center Health Services (for students) x6062
- Counseling Services (for students) x6471
- Employee Assistance Program, Cascade Centers, Inc..... 503-588-0777
- (for Willamette University employees) 1-800-433-2320
- Creekside Counseling (in Salem)..... 503-371-4160

3. Inpatient Treatment

- Pacific Recovery, Inc. (Dana Point, CA)..... 800-793-5596
- Pacific Ridge (Jefferson, OR)..... 503-361-7758
- Serenity Lane (Salem, OR)..... 503-588-2804
- Serenity Lane (Eugene, OR)..... 1-800-453-9905
- Sundown Ranch (near Yakima, WA) 1-800-326-7444

4. Where to go for help

Students

If you believe that you, a friend, or a family member is harmfully involved with alcohol or other drugs, seek help. There are resources available. Willamette University offers no-cost professional assessment, counseling and referral services to all students. There is an on-campus group for Adult Children of Alcoholics, an abstinence support group, and members of Alcoholics Anonymous willing to talk with you. We can work with you to find appropriate treatment services in Salem or in your hometown, if you prefer.

Counseling Services is located in the Bishop Wellness Center, southside of the Baxter Complex, and is open Monday through Friday, 8 a.m.-5 p.m. Students may call 503-370-6471 for an appointment. Indicate if it is urgent and you will be seen immediately. In case of an after hours emergency, contact your

Resident Assistant for immediate help. Counseling staff will be contacted. Senior Residence Life staff are also available 24 hours a day in case of an emergency.

In an after-hours emergency, call Campus Safety, 503-370-6911, or go directly to Salem Hospital, 890 Oak Street SE (phone 503-5200 or 503-814-1572). If someone needs medical help immediately, call 911.

Employees

For employees, the University provides counseling and referral services through Cascade Counseling Center. This is a completely confidential service. An employee or family member can call directly for an appointment, 503-588-0777. In case of an after-hours emergency, call 1-800-826-9231.

Index

Type of Drug	Classification
Alcohol	depressant
Amphetamine	stimulant
Cocaine	stimulant
Codeine	narcotic
Dalmane	narcotic
Demoral	narcotic
Dextroamphetamine	stimulant
Ecstasy/MDMA (3-4 methylenedioxymethamphetamine)	stimulant
Heroin	narcotic
Librium	depressant (barbiturate/sedative)
Lysergic Acid Diethylam (LSD)	hallucinogen
Marijuana	hallucinogen
Mescaline	hallucinogen
Methamphetamine	stimulant
Morphine	narcotic
Mushrooms	hallucinogen

Peyote	hallucinogen
Psilocybin	hallucinogen
Rohypnol	depressant (barbiturate/sedative)
Valium	depressant (barbiturate/sedative)
Xanax	depressant (barbiturate/sedative)

A significant risk of all drug and alcohol use is accidental injury. Alcohol or drug use impairs perception and motor coordination. Driving and operating motorized equipment under the influence of drugs and alcohol is the leading cause of accidents and Emergency Room admissions in all age groups. The purity of street drugs is always suspect as drugs are almost always cut with other substances, including rat poison and baking soda.

1. Depressants

Barbiturates, sedatives and alcohol are central nervous system depressants. There are over 2500 different forms of barbiturates. Barbiturates and sedatives have long been used for medical reasons. The medical use ranges from treatment of migraine headaches, peptic ulcers and as an anticonvulsant. The method of administration is oral, intravenous or intramuscular. Examples: Valium, Librium, Xanax, Rohypnol.

Psychological effects

- Calming effects ranging from less tension and anxiety to the euphoria of a “high”
- Hypnotizing effect, which impairs judgment
- Sense of “no worry”
- Disinhibition

2. With the progression of use there are increased mood swings, depression, irritability, manipulation, abusive behavior and drug-seeking behavior.

Physical effects

Short term:

- Calm anxiety
- Relax muscles
- Induce sleep
- Affect brain stem-inducing sleep
- Speech and movement
- Affect brain stem, including heart and lungs
- Tolerance (develops quickly)

3. Long term:

- Cardiovascular: bradycardia, hypertension
- Digestive: nausea, vomiting and constipation
- Nervous: agitation, confusion, ataxia, nightmares and nervousness
- Reproductive: fetal abnormalities, infant will experience withdrawal symptoms
- Respiratory: hypoventilation, apnea
- Other: liver damage, anemia

4. Psychological and physical dependence and addiction

High potential for both

When combined with alcohol, there is a high potential for toxic overdose and death because the combined effect is stronger than either alone.

5. Alcohol

Alcohol is the oldest and most commonly used central nervous system depressant. Within the last month approximately 98 million Americans consumed some form of alcoholic beverage. About 5,000,000 college students also had a drink, as did approximately one half of the 2,500,000 high school students. Last week 1,500,000 college students had 5 or more drinks during one sitting. Yesterday about \$200,000,000 was spent on alcoholic beverages.

Psychological effects

Alcohol affects the body and mind upon consumption. Effects include:

- Euphoria
- Increased risk-taking behavior
- Aggressive humor/behavior
- Feeling of decreased inhibitions
- Delusion
- Denial
- Tolerance
- Blackouts (amnesiac state during which individual appears to be functioning with awareness, but has no memory of any events at a later time)

6. Tolerance, blackouts and morning tremors are signs of the development of physical dependency.

Physical effects

Short term:

- Alteration of perception
- Feelings of no fear
- Sleepiness
- Increased urine output
- Elevated heart rate
- Lowered motor coordination

7. High levels can cause coma and death.

Long term:

- Mouth oral lesions run the risk of becoming cancerous

- Deterioration of the stomach lining, can cause hemorrhage and ulceration
- Kidney: inflammation and possibility of waste accumulating in the body
- Increased risk of high blood pressure, strokes and arteriosclerosis
- Calcium depletion causing brittle bones and increased fractures and back pain
- Loss of muscle tone
- Hormonal changes

Psychological and physical dependence/addiction

When combined with sedatives or narcotics, there is a high potential for toxic overdose and death because the combined effect is stronger than either alone.

Rohypnol

A sedative (related to benzodiazepines, i.e., Valium, Xanax) that is legal in Europe but not in the United States. Its legal use is for sleep disorders and as an anesthetic. It is known currently for its abuse as a drug used to rape, because the victims are quickly incapacitated and have impaired memory. In these instances, it has been put into the drink of the intended victim. It is also taken intentionally for the sedating effects. Street names are Rophies, LaRoche.

Physical effects

Same as other sedatives, but impaired memory, especially when used with alcohol, is severe, and may last 8-24 hours.

Physical dependence and addiction

High potential. When combined with alcohol, there is a high potential for toxic overdose and death.

Psychological dependence

Moderate to high dependence potential.

Hallucinogens

The only approved medical use of hallucinogens was as an anesthetic. The medical use of PCP was discontinued due to the hallucinogenic side effects. Native Americans use the hallucinogens, peyote and mescaline, during religious ceremonies. Examples: LSD, mushrooms, psilocybin, PCP.

General symptoms of users

- Trance-like states
- Confusion
- Hallucinations
- Euphoria
- Depression
- Dilated pupils
- Increased pulse
- Incoordination
- Labile mood
- Time/space distortion

Psychological effects

- Distortions in perceptions
- Euphoria
- Disturbed judgment
- Impaired short term memory
- Depression

Physical effects

- Increased pulse
- Withdrawal
- Tolerance

Severe adverse effects

- Anxiety reaction
- Flashbacks
- Accidents
- Schizophrenia-like episode; sometimes long-lasting and difficult to treat
- Irrational acts done while under the influence

Physical dependence and addiction

None or low potential

Psychological dependence

Low to moderate potential

Marijuana

The psychoactive components of marijuana are actually hallucinogens; the difference lies in their effective dose. Cannabis is less potent and must be taken in very large doses to obtain all the effects caused by the other hallucinogens. Method of ingestion is smoking or eating.

Psychological effects

- Mild euphoria
- Decreased inhibitions
- Depression
- Acute panic reactions
- Toxic psychosis
- Amotivational syndrome

Neurological effects

- Incoordination
- Involuntary movements
- Tremors
- Headaches
- Light sensitivity

- Short-term memory impairment
- Numbness Mild slowing in alpha-wave frequency
- Dizziness
- Increase in stage 4 sleep and decrease in REM sleep

Physical effects

- Disruption of menstrual cycle
- Possible infertility or difficulty with conception
- Long-term use may result in birth defects similar to Fetal Alcohol Syndrome
- Lowering of body temperature (compounding problem of infectious disease)

Physical and psychological dependence and addiction

Low to moderate potential. (Withdrawal effects reported. Moderate to high potential for psychological dependence.)

8. Narcotics

Narcotics vary in potency, speed by which effects are produced, the degree to which they are effective, and the duration of action. They are unique in their ability to reduce or eliminate severe physical pain, which is their major medical use. Ingested by smoking, orally or intravenously. Examples: morphine, codeine, dalmane, demoral, heroin (see below).

Psychological effects

- Euphoria

Physical effects

- Drowsiness
- Lethargy
- Slurred speech
- Bobbing head
- Constipation
- Flushing skin, face, neck, chest, pupils
- Nausea Rapid tolerance

High and rapid physical and psychological dependence and addiction

High potential for both. When combined with sedatives or alcohol, there is a high potential for toxic overdose and death because the combined effect is stronger than either alone.

Heroin

Heroin is a highly addictive drug derived from morphine, which is obtained from the opium poppy. It is a “downer” that affects the brain’s pleasure systems and interferes with the brain’s ability to perceive pain.

Psychological effects

- Euphoria
- Clouded mental functioning

Physical effects

Short term:

- Flushing of the skin
- Heavy extremities
- Dry mouth
- Alternating wakeful/drowsy
- Slowed, slurred speech
- Constricted pupils
- Slow gait
- Vomiting
- Constipation

Long term:

- Collapsed veins
- Infection of the heart lining/valves
- Abscesses
- Cellulite
- Liver disease

Physical dependence and addiction

Highly addictive – with regular use, tolerance develops and the abuser must use more heroin to achieve the same effect

Steroids

These are psychoactive chemicals made of male hormones.

Effects

- Elevated mood
- Aggressiveness, rage
- Difficulty concentrating
- Paranoia
- Liver cancer
- Females – increase in body hair, lowered voice
- Males – testicular atrophy

High risk of injury because muscle mass is all that increases; tendon strength remains the same.

Physical and psychological dependence and addiction

High potential

Stimulants

Synthetic CNS stimulants consist of amphetamines, methamphetamines, Ecstasy and dextroamphetamine. These include diet pills, Cylert, Ritalin and Preludin.

Natural CNS stimulants are caffeine:

- Chocolate
- Coffee
- Colas
- No Doz, Alert, Vivarin Tea
- Chai

Nicotine:

- Chewing tobacco
- Cigarettes, cigars
- Pipe tobacco
- Snuff

(Cocaine is the best known CNS stimulant and will be addressed below.)
Methods of administration are drinking, snorting, injecting and smoking.

Psychological effects

- Anxiety
- Irritability
- Insomnia
- Loss of appetite
- Paranoia
- Excitability
- Toxic psychosis

Physical effects

- Increased motor activity
- Increased and rapid speech
- Dilated pupils
- Dry mouth
- Tolerance develops quickly

Physical and psychological dependence and addiction

High potential for both

Cocaine

Cocaine is sometimes cut with amphetamine or local anesthetics such as benzocaine or lidocaine. It is also sometimes mixed with heroin to intensify effects; this is called “speedballing.” The reactions to cocaine and route of ingestion are similar to other CNS stimulants.

Chronic high dose use:

- Hyperstimulation
- Intense paranoia
- Headaches
- Auditory and visual hallucinations
- Loss of appetite
- Nosebleeds
- Irregular heart beat
- Seizures/convulsions
- Shortness of breath
- Intense anxiety and depression
- Cardiac arrest

These reactions can occur the second or third time a person uses cocaine. Some individuals are highly sensitive to cocaine.

Physical and psychological dependence and addiction

High potential for both

MDMA-Ecstasy (3-4 methylenedioxymethamphetamine)

This amphetamine-like drug is an analogue of MDA. Street names include MDMA, MDA, Adam, Ecstasy and XTC. It produces LSD effects (minus the hallucinations) such as increased self-awareness, removes communication barriers and seems to remove fear response. Synthesized about 70 years ago for use as an appetite suppressant, Ecstasy is now sold in tablets and capsules. The effects last about six hours. Recent studies suggest usage of this drug may have long-term damaging effects on the brain.

Physical effects

- Increased heart rate
- Increased blood pressure
- Irregular heart beat

Psychological effects

- Panic attacks
- Anxiety
- Sleep disorders
- Drug craving
- Rebound depression

Methamphetamine

Methamphetamine (meth) is a synthetic drug manufactured in clandestine labs,

and is categorized as a central nervous system stimulant. It is known as “speed” or “crystal” when it is swallowed or sniffed; as “crank” when it is injected; and as “ice” when it is smoked. All forms are extremely dangerous and induce long-lasting, debilitating effects.

Physical effects

- Increased blood pressure
- Increased pulse/heart beat
- Increased respiration
- Sweating
- Dry mouth

Psychological effects

- Mental confusion
- Severe anxiety
- Paranoia
- Potential for violent behavior
- Depression

Physical and psychological dependence and addiction

High potential for both

What Is Dependence?

Dependence results from continued, prolonged use of alcohol and/or other mood-altering drugs. Genetic predisposition is an additional risk factor.

Experimentation: learning the mood swing

- Use of a mind-altering chemical two-three times.

Social use: seeking the mood swing

- One knows the effect of the chemical and uses it to feel the related effect.
- Use of chemicals with others and/or at social events.
- Controlled use of mind-altering chemicals.
- Chemical use does not interfere in any aspect of one's life.
- Chemical use does not interfere with relationships.
- Chemical use is open.

Abuse: harmful use

- Socializing is increasingly focused on the chemical of choice being available.
- Chemical abuse is interfering with many aspects of a person's life.
- Use is interfering with relationships (people are voicing concern about use).
- Chemical user is hiding his/her use, minimizing the amount and time spent using.
- Thinking errors are being employed to continue one's use (justifying, rationalizing, minimizing, denial of level of use and its consequences).
- Chemical users are developing self-made contracts (i.e., "I will only use on weekends").
- Positive social activities are being discontinued.
- Tolerance and preoccupation are occurring.

Dependence: using to feel normal

- Failing self-made promises to reduce or quit use.
- Social activities are replaced or consumed with chemical use.
- Use is interfering with relationships and major areas of life (school, work, etc).
- Chemical use is occurring when one is alone and prior to attending social events.
- Tolerance, physical and/or psychological dependence exists.

Appendix B2

Human Resources Drug-Free Workplace Policy

2.8 DRUG-FREE WORKPLACE POLICY

Willamette University is committed to maintaining a safe, healthful and drug-free professional and educational environment for all faculty, staff and students. While few at the University are involved with illegal drugs, those who are involved in usage or trafficking at the University adversely affect the University's professional and educational environment. Such individuals impair our ability to maintain a safe campus that is free from the effects of drugs. To carry out this commitment, and to comply with our obligation under the Drug-Free Workplace Act of 1988, the unlawful use, sale, possession, manufacture, distribution, dispensation, or being under the influence of illegal drugs or controlled substances while on the job, on University property or at University-sponsored activities is strictly prohibited, and will be subject to immediate disciplinary action. The type of disciplinary action taken will depend on the situation. However, it might include termination, suspension, probationary conditions, required rehabilitation, referral for prosecution or a combination of these measures. As a condition of employment on government contracts (Federal grants), employees must abide by the terms of this statement and must notify the employer of any criminal drug conviction within five days of the conviction. Recognizing that there may be employees who have a drug problem, the University stands willing to assist in the resolution of that problem and encourages anyone to seek help. The University's employee medical insurance plans may include coverage for treatment of chemical dependencies. Additionally, the University's employee assistance program (EAP) provides free, confidential alcohol and drug assessment and counseling services for employees and their family members. See the complete text of the *University's Alcohol on Campus at University Events* policy at:

<https://www.willamette.edu/offices/policies/selected/all-campus/alcohol-on-campus/>

Alcohol on Campus and at University Events

Purpose

Willamette University is committed to the health, safety, and well-being of each member of the university community. In order to further student learning, development and success and to promote the University's academic mission, the University fosters an environment of personal and collective responsibility and respectful citizenship. All members of the university community have a role in safeguarding a healthy learning and work environment free of the consequences of alcohol misuse. This alcohol policy is intended to support this environment and serve the following objectives:

- To promote legal and responsible behavior around alcohol use by members of the University community;
- To provide standards for the use and service of alcohol in our community, with an intent to encourage responsible decision-making;
- To aid individuals experiencing difficulties associated with the use of alcohol.

Definitions

Residential Space - For the purpose of this policy, a “residential space” is defined as a student’s contracted room, suite, or apartment in a residence hall.

Non-Residential Space - A “non-residential space” is defined as any location on campus other than a residential space as defined above. non-residential spaces include, but are not limited to, hallways, kitchens, lounges, bathrooms, and study

rooms in residential facilities, campus grounds, athletic fields, student organization offices and facilities, faculty/staff offices, and all other University buildings, grounds, and vehicles.

Registered Event - A registered event is an event on the University campus or sponsored by the University, its employees, or students as part of their employment, education, or student activities, that has been approved through the process outlined in this policy.

Policy

Prohibited Use and Possession of Alcohol

1. The University prohibits the unlawful use, abuse, sale, purchase, transfer, possession, manufacture, distribution, or dispensing of alcohol by students and employees on University property or as part of any University activity. The legal drinking age in the state of Oregon is twenty-one (21) years of age. In accordance with Oregon law, providing alcohol to any person who is under the age of 21 or who is visibly intoxicated is prohibited. Any person under 21 years of age is likewise prohibited from possessing or consuming alcohol.
2. The University prohibits the use of common source containers, such as kegs, on campus except with the prior written permission as outlined below.

Permitted Use of Alcohol on Campus and at University Events

1. Alcohol use and possession is allowed only in the following circumstances: residential spaces on campus if all individuals present are over the age of 21. Persons under 21 years of age are not permitted to host or participate in

events involving alcohol in residential spaces. Common source containers are prohibited in residential spaces.

2. Employees over the age of 21 may consume alcohol at Registered Events or in the course of official University business. Employees must exhibit responsible behavior and good judgment when representing Willamette University and must always be fit to perform their duties during working hours and at University events.
3. Alcohol may be served and consumed in non-residential spaces at registered events that have been approved by the Alcohol Review Committee. The Alcohol Review Committee is comprised of representatives from: Student Affairs, Campus Safety, University Scheduling, and the University's food service partner (e.g., Bon Appetit), and other members as deemed appropriate by the Vice President for Student Affairs.

How to Register an Event:

Alcohol may be served and consumed at an approved Registered Event. To register an event for approval:

1. Each event must identify a host/organizer. A host must submit an [Alcohol Request Form](#) for review by the Alcohol Review Committee.
2. For students: Only currently registered students and employees at least 21 years of age may register an employment-related or student-affiliated event that includes alcohol. Proof of age may be required. For student-affiliated events, the university assigned advisor and department/school (e.g., WUCL, CAS, AGSM) must approve the request in advance prior to advancing to the Alcohol Review Committee.
3. Requests must be submitted at least twelve (12) days in advance of the event. Scheduling, licensing with Oregon Liquor Control Commission (OLCC), and other considerations determine how much time is necessary for planning. Any

proposal submitted less than 14 days before the planned event is not guaranteed a review.

4. The request must confirm the following University rules will be followed:
 1. If there are any charges (for entry, alcohol, etc.), event planners must explicitly outline this in their request in advance of the planned event.
 2. Student Fees at Willamette University will not be used to purchase alcoholic beverages (although they may be used to pay set-up and other fees associated). Alcoholic beverages must be sold on a “no-host” basis and may not be included in the price of admission for events hosted by student organizations.
 3. Alcohol will not be the sole focus of the event. Non-alcoholic drinks (excluding mixers) must be made available in quantity, prominence, and accessibility at least equal to that of the alcoholic beverages to be served.
 4. Food in sufficient quantity and quality is available for the number of guests anticipated whenever alcoholic beverages are to be served and will be a consideration in the approval process. (Please see the [OLCC requirements](#) for more information.)
5. The Alcohol Review Committee shall respond in writing informing the host whether the event has been approved as a Registered Event or has been denied. *Notes:* Advertised events involving the distribution of alcoholic beverages must be approved before publicity is distributed. In an event of sufficient size and/or depending on the location (example: Hallie Ford), security may be required as part of the approval process in order to ensure the safety of others and property.

Host Responsibilities:

An event's host(s) is/are responsible for the event and must be available and able to respond to concerns for the duration of the event. In the case of a student-organized event, at the discretion of the approving administrative office, an event of sufficient size may be required to have multiple individuals fulfilling host responsibilities.

Specifically, for all events the host(s) agrees to ensure:

1. All applicable laws, policies, and procedures are followed.
2. Alcoholic beverages are served and consumed in approved designated spaces that have been reserved and approved for the function. The area where alcohol is consumed must be clearly marked and controlled entrances/exits.
3. The Registered Event only occurs during the approved time period.

For on-campus events, the host agrees to ensure:

1. A copy of the approved registration form (and, if applicable, the OLCC special events permit) must be posted in a readily visible place (i.e., in close proximity to the place where alcohol is likely to be present) at all registered events for the duration of the event.
2. The entity licensed by OLCC and contracted by the University (e.g., Bon Appetit) is utilized in the sale or distribution of alcohol at an on-campus event. Sale in this context is broadly defined to include any charge or fee for service, membership, admission, cups, club dues, donations, beverages, etc. An OLCC certified server must be present to dispense drinks. The server is responsible for checking proof of legal age for anyone who wishes to drink alcoholic beverages.
3. The area used for an activity at which alcohol is served or consumed will be cleaned by users immediately following the activity unless an alternative written arrangement has been made. This includes removal of all alcohol from

public areas. The host, or the host's department or student organization is responsible for damages and cleaning expenses.

For off-campus events, the host agrees to ensure:

1. The entity serving alcohol is licensed by OLCC for the sale or distribution of alcohol. Sale in this context is broadly defined to include any charge or fee for service, membership, admission, cups, club dues, donations, beverages, etc. An OLCC certified server must be present to dispense drinks. The server is responsible for checking proof of legal age for anyone who wishes to drink alcoholic beverages.
2. Alcohol will not be contracted for without an approved alcohol permit and an approved certificate of insurance.

Note: For further information or questions on this policy and the procedures described, please consult with the Office of Student Affairs. Campus Safety officers or other authorized University staff members may terminate any event if they determine that the event does not adhere to this policy or other Campus rules.

University Resources for Community Members

The University has resources to educate members of the University community about the dangers of alcohol abuse and available resources for alcohol counseling, rehabilitation, and employee assistance programs.

ADDENDUM (A)

Oregon and Federal Statutes

1. Oregon Statutes

In Oregon, the Controlled Substance Schedule upon which the drugs appear determines penalties for possession and distribution of illicit drugs. In the discussion below, the term “controlled substance” is employed instead of “illicit drugs.” Alcohol sanctions are listed separately.

- Manufacture or distribution of controlled substances
 - Schedule I (including heroin, LSD, peyote, mescaline, and psilocybin)
 - Class A felony (up to 20 years and up to \$100,000 fine plus twice the value of any resulting gain of property or money).
 - Schedule II drugs (including opium, cocaine, methamphetamine):
 - Class B felony (up to 10 years and up to \$100,000 fine plus twice the value of any resulting gain of property or money)
 - Schedule III drugs (including amphetamine, depressants, PCP):
 - Class C felony (up to 5 years and up to \$100,000 fine plus twice the value of any resulting gain of property or money).
 - Schedule IV drugs (including various prescription drugs):
 - Class B misdemeanor (up to 6 months and up to \$1000 plus twice the value of any resulting gain of property or money).
 - Schedule V drugs (including other less dangerous prescription drugs and small amounts of certain drugs):
 - Class C misdemeanor (30 days and up to \$500 plus twice the value of any resulting gain of property or money).
- Unlawful possession of controlled substances
 - Schedule I drugs
 - Class B felony (up to 10 years and up to \$100,000 fine plus twice the value of any resulting gain of property or money).
 - Schedule II drugs
 - Class C felony (up to 5 years and up to \$100,000 fine plus twice the value of any resulting gain of property or money).
 - Schedule III drugs
 - Class A misdemeanor (up to 1 year and up to \$2500 plus twice the value of any resulting gain of property or money).
 - Schedule IV drugs

- Class C misdemeanor (up to 30 days and up to \$500 plus twice the value of any resulting gain of property or money).
- Schedule V drugs
 - Violation (\$250 plus twice the value of any resulting gain of property or money).

In addition to the penalties set out above, the court may order the defendant to pay the cost of prosecution, and the defendant's vehicle used in the crime may be forfeited to the state.

Marijuana – Oregon State Law

- Possession and use of marijuana is allowed for persons over the age of 21. Up to eight ounces of usable marijuana is allowed in your home, and up to one ounce in your possession outside your home.
- Use of marijuana is allowed only on private property and out of view of the public.
- A total of four marijuana plants are allowed per residence and must be out of public view.
- Recreational marijuana can neither be bought nor sold in the State of Oregon at this time. A licensing process for retail sales is underway and will begin sometime in 2016. Until that time, only sharing or giving away marijuana to another person is legal.
- Marijuana cannot be transported over state lines. Although marijuana can be legally purchased in the State of Washington and legally possessed in the State of Oregon, it is a violation of Federal law to transport marijuana across state lines.
- Although the use of marijuana is legal in Oregon, you can be arrested for Driving under the Influence of Intoxicants (DUI) if you are found to be driving a vehicle impaired. This includes bicycles and boats operated on streets, waterways or other property open to the public.

Marijuana – U.S. Federal Law

- It is still illegal to possess, purchase or sell marijuana according to United States Federal law.
- Willamette University complies with federal laws regarding the possession of marijuana. ***Possession or use of marijuana on Willamette University property is prohibited at all times.***

Minors in possession of alcohol

Under Oregon law, any attempt to purchase alcohol by a person less than 21 years of age is a violation and may carry a fine of up to \$250. Providing liquor to a person under 21 years of age is a Class A misdemeanor with jail time up to 1 year and a fine plus restitution and community service.

The mandatory minimum fines are based on the number of convictions:

- First conviction: \$350
- Second conviction: \$1000
- Third or subsequent conviction: \$1000 and 30 days.

Driving Under the Influence of Intoxicants

A person commits the offense of driving while under the influence of intoxicants (DUI) if he or she drives a vehicle while having a blood alcohol level of .08 or higher. This statute extends both to alcohol and controlled substances. For drivers under the age of 18 years, any detectable amount of alcohol (above .00 blood alcohol level) is grounds for losing their licenses until they are 18. There are also sanctions against drinking alcohol in a motor vehicle upon a highway and having open containers of alcohol in an automobile upon a highway.

Providing Alcohol to Others

The law opens the door to the possibility of a social host being liable for damages incurred or caused by intoxicated guests. A critical element in this statute is service of an alcoholic beverage to a person while he or she is visibly intoxicated.

Federal Statutes

The federal system establishes penalties for possession and distribution of controlled substances based on the Schedule of the drug (see above) and the amount involved. In addition, the statutory penalties for possession and distribution are subject to the "Sentencing Guidelines for U.S. Courts." Use of these guidelines may lead to higher offense levels and to stricter penalties than otherwise indicated. Courts must make adjustments in the offense level for victim-related considerations, defendant's role in the offense, multiple counts, obstruction and acceptance of responsibility. The guidelines establish sentences for each offense based on the defendant's criminal history.

Federal penalties range as follows:

Manufacture, distribution, or trafficking of large amounts of heroin, cocaine, PCP, methamphetamine, Schedule I and II hallucinogens, marijuana, hashish, or any of their derivatives: 30 years to life regardless of the defendant's criminal history

Possession of any Schedule III, IV, or V drug if the defendant has the lowest level of criminal history: 0 to 4 months

If serious injury or death results from the crime, minimum sentences of up to 10 years (in the case of serious injury) and 20 years (in the case of death) plus a fine of up to \$4,000,000 may be added. These penalties may be doubled for defendants with past felony drug convictions. Penal sanctions in the federal system are "real time" with reductions in sentences only for good behavior. Federal defendants may also be required to pay restitution if convicted of a drug-related crime. Their property gained or used in the crime may be forfeited to the federal government.

ADDENDUM (B)

Alcohol Policy sanctions for students will be administered under the policies and procedures of the Standards of Conduct.

- Sanctions will be administered for the abusive use of alcohol.
 - Sanctions generally include an educational component.
 - Sanctions may include suspension of privileges to serve, possess or consume alcohol on campus in University-owned facilities, or at University-sponsored events.
 - Repeat or egregious violations or behaviors by students may require more comprehensive educational sanctions including outpatient treatment and assessment.
 - The University may require students to not be present where alcohol is served or consumed, including but not limited to, their own private residences on campus.
 - Egregious or unhealthy use of alcohol, or repeated violations of this policy, may cause the University to contact a student's parent/guardian in accordance with FERPA guidelines.
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- Repeated or egregious violations by students may lead to suspension or dismissal.