

**Lane Community College  
Annual Security Report  
2020 Calendar Year**

**Report Date  
September 30, 2021**



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**1. Introduction – The Clery Act:** The *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act)* requires educational institutions to provide current and prospective students and employees with the security policies, regulations and crime statistics of the college. Lane Community College Public Safety protects individuals and property by providing a range of public safety services and information. LCC Public Safety believes that an informed community is a safer community. The following policies, procedures, statistics and programs are intended to increase awareness of, and to provide data on, the incidence of reported crimes, and certain arrests on college property, in areas adjacent to the campus and at college-sponsored events.

For more information regarding LCC Public Safety or to request a printed copy of this report, contact the LCC Public Safety Office at (541) 463-5558. Additional information about LCC Public Safety and links to this report may also be found at [www.lanec.edu/psd](http://www.lanec.edu/psd).

## **2. Campus Public Safety Office Mission:**

LCC Public Safety’s mission is to promote a safe, secure, and respectful learning environment by providing professional public safety and emergency services

### Public Safety will accomplish this Mission by:

Preserving individual rights and embracing diversity while engaging in community caretaking. Serving the communities and campuses that Public Safety serves by protecting life, maintaining order, and safeguarding property

**2.1 Vision Statement.** LCC Public Safety’s Vision is to preserve a safe education environment through the honorable delivery of professional Public Safety services to all persons.

**2.2 Contact Information.** The LCC Public Safety Office at Lane Community College Main Campus is located in Building #12 2<sup>nd</sup> Floor. The office is open from 8 am – 5 pm Monday through Friday, excluding recognized holidays. LCC Public Safety Officers are on the Main Campus (30th Ave, Eugene) 24 hours a day, 7 days a week. Officers are also stationed at the Downtown Campus as scheduled. Officers may be contacted during business hours by calling (541) 463-5558 and at (541) 463-5555 for emergencies. LCC Public Safety has contracted for after-hours and evening dispatch services with the Lane County Sheriff’s Office.

**2.3 Services Provided by LCC Public Safety.** LCC Public Safety services provided include: patrol service; criminal investigation; traffic law enforcement; parking enforcement; lost and found; key management; management of the access control system; monitoring alarm systems for the main and satellite campuses; after hours entry assistance; provision of portable battery packs (jump-start) for checkout; criminal record checks (including fingerprinting and criminal history); emergency response (i.e. fire, medical, public safety, disaster); conducting safety escorts; and presenting educational presentations to departments, groups, and organizations.

### 3. Reporting Criminal Actions, Crimes & Other Emergencies

#### 3.1 Crime Reporting Procedure ([www.lanecce.edu/copps/documents/crime-reporting](http://www.lanecce.edu/copps/documents/crime-reporting)).

All crimes occurring on Lane Community College property, or at Lane Community College sponsored events, should be reported to LCC Public Safety by calling (541) 463-5555 or 911 if it is an emergency (See Emergency Plan - <http://www.lanecce.edu/copps/documents/emergency-plan>). For non-emergency situations, call (541) 463-5558 or make a report in person (Building 12, 2nd Floor) to report crimes, or violations of the Student Code of Conduct: <http://www.lanecce.edu/copps/student-code-conduct>. Non-emergency reports should be done within 24 hours of occurrence of the incident.

**Main Campus:** LCC Public Safety emergency only number is (541) 463-5555 or 911.

There are several emergency “BLUE” telephones located outside on the main Lane Community College Campus. These phones connect directly to Emergency dispatch for LCC Public Safety.

Emergency “RED” phones are located inside buildings throughout the main campus and connect directly to the LCC Public Safety Emergency line: (541) 463-5555.

All main campus emergency elevator phones connect directly to the LCC Public Safety Emergency line: (541) 463-5555.

Emergency numbers and law enforcement information for other College locations:

Mary Spilde Center:

Eugene Police Department  
300 Country Club Rd, #100,  
Eugene, OR  
Dial: 911

Aviation Academy:

Eugene Police Department  
300 Country Club Rd, #100,  
Eugene, OR  
Dial: 911

Florence Center:

Florence Police Department  
900 Greenwood Street  
Florence, OR 97439  
Dial: 911

KLCC Radio Station:

Eugene Police Department  
300 Country Club Rd, #100,  
Eugene, OR  
Dial: 911

Cottage Grove Center:

Cottage Grove Police Department  
400 East Main Street  
Cottage Grove, OR 97424-2034  
Dial: 911

LCC Dental Clinic

Eugene Police Department  
300 Country Club Rd, #100,  
Eugene, OR

Dial: 911

When a crime is reported, whether by calling LCC Public Safety or by making a report in person at Building 12, 2nd Floor, Public Safety Officers will determine the appropriate level of investigation and will report crimes of serious impact to the Lane County Sheriff's Department, the Eugene Police Department, or other appropriate jurisdictional law enforcement. A written incident report may be available to crime victims for assistance with insurance claims, crime reporting, and other actions. To request a written incident report, contact LCC Public Safety at (541) 463-5558. There is a service charge for all incident report copies. No reports will be released for cases under active investigation.

All persons have the right to report a crime directly to the Lane County Sheriff's Office, or other law enforcement agency within their jurisdiction, when a crime is committed against them or their personal property while on Lane Community College property, or at a Lane Community College sponsored event. LCC Public Safety encourages individuals to report all crimes against them or their personal property that occur on Lane Community College property or at a Lane Community College event to Lane Community College Public Safety Office, the Lane County Sheriff's Office, or other law enforcement agency. Crimes may be reported to the Lane County Sheriff's Office at: 125 East Eighth Avenue, Eugene, Oregon, 97401 or by calling 911 for emergencies or (541) 682-4150 for non-emergencies.

All losses of college owned property, for any reason, should be reported to Lane's Chief Financial Officer at (541) 463-5516. The Chief Financial Officer will review applicable insurance coverage (see Insurance: Property and Liability- <http://www.lanecc.edu/copps/documents/insurance-property-and-liability>). All losses of college owned property as the result of a possible crime should also be reported to LCC Public Safety within 24 hours of knowledge of the occurrence.



**3.2 Persons and Organizations That Can Assist with Reports of Criminal Offenses or Other Emergencies.** In addition to calling in an emergency or a crime report to LCC Public Safety at (541) 463-5555 or making a report in person at the LCC Public Safety Office (Building 12, 2nd Floor), students and employees may report to any of the following persons or organizations:

**CAMPUS ORGANIZATIONS/AGENCIES WHERE CRIMES MAY BE REPORTED**

<b>Department</b>	<b>Title</b>	<b>Location</b>	<b>Phone Number</b>
Department of Public Safety	Chief Public Safety Officer	Bldg 12 Rm 200	(541) 463-5558 (Dispatch) (541) 463-5555 (Emergency)
Student Affairs	AVP of Student Affairs	Bldg 1, 2 <sup>nd</sup> Floor	(541) 463-5900
Office of Vice President of Finance & Operations	Vice President of Finance & Operations	Bldg 3, 2 <sup>nd</sup> Floor	(541) 463-5310
Office of the Provost	Provost and Executive Vice President	Bldg 3, 2 <sup>nd</sup> Floor	(541) 463-5276
International Student Program	Student Advisor	Bldg 11, Rm 242-235	(541) 463-3404
The Gender Equity Center	Coordinator of Gender Equity Center	Bldg 1, Rm 202	(541) 463-5353
Student Health Clinic	Health Clinic Manager	Bldg 18, Rm 101	(541) 463-5666
Mary Spilde Center	Dean of Extended Learning	101 W. 10 <sup>th</sup> Avenue Eugene, OR	(541) 463-6115
Florence Center	Dean of the Florence Center	3149 Oak St. Florence, OR	(541) 997-8444
Cottage Grove Center	AVP of Career Tech & Workforce Development	Bldg 4, 2nd Floor	(541) 463-5375
Aviation Academy	AVP of Career Tech & Workforce Development	Bldg 4, 2nd Floor	(541) 463-5375
KLCC-FM	KLCC General Manager	136 W 8 <sup>th</sup> Ave, Eugene, OR	(541) 463-6006

In addition, the following individuals have significant responsibility for student and campus activities. Alleged serious crimes that are reported to these individuals are reported to LCC Public Safety in the form of an incident report. “Serious crimes” refers to those crimes required to be reported by the *Clery Act*.

### 3.3 *Campus Security Authorities*

Name, Title and Department	Email	Phone Number
Laura Greene <i>Director</i> Student Health Clinic	<a href="mailto:greenel@lanecc.edu">greenel@lanecc.edu</a>	(541) 463-5666
Joan Aschim <i>Public Information Officer</i> Marketing/Public Relations	<a href="mailto:aschimj@lanecc.edu">aschimj@lanecc.edu</a>	(541) 463-5850
Jim Rondeau <i>General Manager</i> KLCC-FM	<a href="mailto:jrondeau@klcc.org">jrondeau@klcc.org</a>	(541) 463-6006
Grant Matthews <i>Associate VP</i> Career Tech & Workforce Development	<a href="mailto:matthewsG@lanecc.edu">matthewsG@lanecc.edu</a>	(514) 463-5441
Lori Tapahonso <i>Program Coordinator</i> Native American Student Association (NASA)	<a href="mailto:tapahonsol@lanecc.edu">tapahonsol@lanecc.edu</a>	(541) 463-3360
Patrick Blaine <i>Dean</i> Curriculum, Assessment, and Grant Development	<a href="mailto:blainep@lanecc.edu">blainep@lanecc.edu</a>	(541) 463-5418
Shane Turner <i>Chief Human Resources Officer</i> Human Resources	<a href="mailto:turnerms@lanecc.edu">turnerms@lanecc.edu</a>	(541) 463-5115
Christopher Rehn <i>Division Dean</i> Advanced Technology	<a href="mailto:rehnc@lanecc.edu">rehnc@lanecc.edu</a>	(541) 463-5305
Jennifer Falzerano <i>Dean</i> Gender Equity Center	<a href="mailto:falzeranoj@lanecc.edu">falzeranoj@lanecc.edu</a>	(541) 463-3413
Paul Jarrell <i>Provost &amp; Executive Vice-President</i> Academic Affairs	<a href="mailto:jarrellp@lanecc.edu">jarrellp@lanecc.edu</a>	(541) 463-5302
Lawrence Rasheed <i>Director</i> Black Student Union (BSU)	<a href="mailto:rasheedl@lanecc.edu">rasheedl@lanecc.edu</a>	(541) 463-5340
Tia Gomez Zeller <i>Director</i> International Programs	<a href="mailto:gomezzellert@lanecc.edu">gomezzellert@lanecc.edu</a>	(541) 463-3458
James Garcia <i>Faculty Instructor</i> Movimiento Estudiantil Chicano de Aztlán (MEChA)	<a href="mailto:garciaj@lanecc.edu">garciaj@lanecc.edu</a>	(541) 463-5144
Jessica Alverado <i>Faculty Instructor</i> Counseling	<a href="mailto:alveradoj@lanecc.edu">alveradoj@lanecc.edu</a>	(541) 463-5802
Josh Rickert <i>Faculty Instructor</i> Aviation Academy	<a href="mailto:rickertj@lanecc.edu">rickertj@lanecc.edu</a>	(541) 463-4319
Jennifer Falzerano <i>Dean</i> Student Engagement	<a href="mailto:falzeranoj@lanecc.edu">falzeranoj@lanecc.edu</a>	(541) 463-3413
Terrie Minner <i>Associate Dean</i> Mental Health & Wellness Center/Title IX Coordinator	<a href="mailto:minnert@lanecc.edu">minnert@lanecc.edu</a>	(541) 463-3010

***Campus Security Authorities (Continued)***

Name, Title and Department	Email	Phone Number
Mindie Dieu <i>Associate VP</i> Student Affairs	<a href="mailto:dieum@lanecc.edu">dieum@lanecc.edu</a>	(541) 463-5902
Anna Gates-Tapia <i>Dean</i> Academic Learning Skills Specialized Support Services	<a href="mailto:Gates-tapiaa@lanecc.edu">Gates-tapiaa@lanecc.edu</a>	(541) 463-5515
Mark Van Den Hende <i>Dean</i> Extended Learning and Continuing Education	<a href="mailto:vandenhendem@lanecc.edu">vandenhendem@lanecc.edu</a>	(509) 531-8093
Deborah Butler <i>Interim Vice-President</i> College Services	<a href="mailto:butlerd@lanecc.edu">butlerd@lanecc.edu</a>	(541) 463-5608
Greg Evans <i>Associate VP</i> Diversity, Equity Inclusion	<a href="mailto:evansg@lanecc.edu">evansg@lanecc.edu</a>	(541) 463-5307
Phil Martinez <i>Division Dean</i> Social Science	<a href="mailto:martinezp@lanecc.edu">martinezp@lanecc.edu</a>	(541) 463-5430
Carl Yeh <i>Director</i> Student Standards/Title IX Coordinator	<a href="mailto:yehc@lanecc.edu">yehc@lanecc.edu</a>	(541) 463-5787
Jennifer Frei <i>Associate VP</i> Arts & Sciences	<a href="mailto:frei@lanecc.edu">frei@lanecc.edu</a>	(541) 463-5306
Jessica Hopkins <i>Division Dean</i> Science, Math, and Engineering	<a href="mailto:hopkinsj@lanecc.edu">hopkinsj@lanecc.edu</a>	(541) 463-5394
Grant Matthews <i>Division Dean</i> Career Tech & Workforce Development	<a href="mailto:matthewsg@lanecc.edu">matthewsg@lanecc.edu</a>	(541) 463-5618
Christopher Rehn <i>Division Dean</i> Business and Computer Information Technology	<a href="mailto:rehnc@lanecc.edu">rehnc@lanecc.edu</a>	(541) 463-5305
Jane Reeder <i>Interim Dean</i> TRiO/Counseling /Student Success	<a href="mailto:reederj@lanecc.edu">reederj@lanecc.edu</a>	(541) 463-3133
Lisa Rupp <i>Director</i> Public Safety & Emergency Preparedness	<a href="mailto:ruppl@lanecc.edu">ruppl@lanecc.edu</a>	(541) 463-5558
Patsy Slaughter <i>Administrative Assistant</i> Specialized Support Services	<a href="mailto:slaughterp@lanecc.edu">slaughterp@lanecc.edu</a>	(541) 463-5101
Public Safety Officers <i>All Public Safety Officers</i>	<a href="mailto:lccpublicsafety@lanecc.edu">lccpublicsafety@lanecc.edu</a>	(541) 463-5558
Ellen Osterkamp <i>Dean</i> Arts & Humanities	<a href="mailto:osterkampe@lanecc.edu">osterkampe@lanecc.edu</a>	(541) 463-5139
Justin Chin <i>Director</i> High School Connections	<a href="mailto:chinj@lanecc.edu">chinj@lanecc.edu</a>	(503) 930-2371

***Campus Security Authorities (Continued)***

Name, Title and Department	Email	Phone Number
Anna Gates-Tapia <i>Dean</i> Academic Learning Skills Specialized Support Services	<a href="mailto:Gates-tapiaa@lanecc.edu">Gates-tapiaa@lanecc.edu</a>	(541) 463-5515
Mark Van Den Hende <i>Dean</i> Extended Learning and Continuing Education	<a href="mailto:vandenhendem@lanecc.edu">vandenhendem@lanecc.edu</a>	(509) 531-8093
Deborah Butler <i>Interim Vice-President</i> College Services	<a href="mailto:butlerd@lanecc.edu">butlerd@lanecc.edu</a>	(541) 463-5608
Greg Evans <i>Associate VP</i> Diversity, Equity Inclusion	<a href="mailto:evansg@lanecc.edu">evansg@lanecc.edu</a>	(541) 463-5307
Phil Martinez <i>Division Dean</i> Social Science	<a href="mailto:martinezp@lanecc.edu">martinezp@lanecc.edu</a>	(541) 463-5430
Carl Yeh <i>Director</i> Student Standards/Title IX Coordinator	<a href="mailto:yehc@lanecc.edu">yehc@lanecc.edu</a>	(541) 463-5787
Jennifer Frei <i>Associate VP</i> Arts & Sciences	<a href="mailto:frei@lanecc.edu">frei@lanecc.edu</a>	(541) 463-5306
Jessica Hopkins <i>Division Dean</i> Science, Math, and Engineering	<a href="mailto:hopkinsj@lanecc.edu">hopkinsj@lanecc.edu</a>	(541) 463-5394
Grant Matthews <i>Division Dean</i> Career Tech & Workforce Development	<a href="mailto:matthewsg@lanecc.edu">matthewsg@lanecc.edu</a>	(541) 463-5618
Christopher Rehn <i>Division Dean</i> Business and Computer Information Technology	<a href="mailto:rehnc@lanecc.edu">rehnc@lanecc.edu</a>	(541) 463-5305
Jane Reeder <i>Interim Dean</i> TRiO/Counseling /Student Success	<a href="mailto:reederj@lanecc.edu">reederj@lanecc.edu</a>	(541) 463-3133
Lisa Rupp <i>Director</i> Public Safety & Emergency Preparedness	<a href="mailto:ruppl@lanecc.edu">ruppl@lanecc.edu</a>	(541) 463-5558
Patsy Slaughter <i>Administrative Assistant</i> Specialized Support Services	<a href="mailto:slaughterp@lanecc.edu">slaughterp@lanecc.edu</a>	(541) 463-5101
Public Safety Officers <i>All Public Safety Officers</i>	<a href="mailto:lccpublicsafety@lanecc.edu">lccpublicsafety@lanecc.edu</a>	(541) 463-5558
Ellen Osterkamp <i>Dean</i> Arts & Humanities	<a href="mailto:osterkampe@lanecc.edu">osterkampe@lanecc.edu</a>	(541) 463-5139
Justin Chin <i>Director</i> High School Connections	<a href="mailto:chinj@lanecc.edu">chinj@lanecc.edu</a>	(503) 930-2371
Greg Sheley <i>Dean</i> Athletics	<a href="mailto:sheleyg@lanecc.edu">sheleyg@lanecc.edu</a>	(541) 463-5546
Titan Court Management <i>Community Assistants, Residence Manager, Admin Staff</i>	CALL	(541) 344-2828
Russ Pierson <i>Dean</i> Florence Center	<a href="mailto:piersonr@lanecc.edu">piersonr@lanecc.edu</a>	(541)-463-4805

3.3.1 **Victim Resources.** Victims of crimes are advised that the following web pages and agencies describe crime victims' rights, their legal recourses, and

other resource information.

Victim Bill of Rights:

Oregon Department of Justice Crime Victim Services

<http://www.doj.state.or.us/victims/pages/index.aspx>

Oregon Department of Justice

1162 Court Street NE

Salem, OR 97301-4096

General phone number: (503) 378-4400

Victim Information and Notification Everyday (VINE)

<http://www.doj.state.or.us/victims/pages/vine.aspx>

Telephone: 1(877) 674-8463

**3.4 Confidential Reporting to Counselors.** Students and staff may report crimes to Counseling staff employed by the College's Counseling Department. Counselors will keep information reported to them by a client confidential in accordance with Oregon law. Students and staff are welcome to ask for clarification of the confidentiality guidelines if they have concerns. Counselors are encouraged to provide LCC Public Safety with non-identifying summary information of any criminal activity on College property. This anonymous reporting will allow the LCC Public Safety Department to address campus safety issues and to include the reported crime in its Annual Crime Statistics report. Reporting a crime also allows LCC Public Safety to provide timely warning notices to the College community when appropriate.

**3.5 Accurate and Prompt Crime Reporting** (<http://www.lanec.edu/copps/documents/crime-reporting>). Community members, students, faculty, staff and guests are encouraged to report all crimes, public safety and security related incidents to the LCC Public Safety Office in a timely manner.

LCC Public Safety will investigate a report when it is deemed appropriate, and may forward reports involving students to the Associate Dean of Students Affairs for review and potential action.

If assistance is required from other agencies, LCC Public Safety will contact the appropriate unit. If a sexual assault should occur, staff on the scene, including LCC Public Safety, will offer the victim a wide variety of services. The LCC Public Safety Office has access to sexual assault support services available to assist a victim 24 hours a day.

Crimes should be reported to LCC Public Safety to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

**3.6 Confidentiality of Crime Reports.** When a criminal incident is reported to the Main Campus Public Safety Department (that occurred or is occurring on Lane Community College property or at Lane Community College sponsored events) LCC Public Safety will investigate and will share the information with law enforcement partners in the appropriate jurisdiction law enforcement. Victims or witnesses may report crimes on a voluntary or confidential basis to the Associate Dean of Academic and Student Affairs at (541) 463-5746, the Women’s Center (541) 463-5353; the Counseling Center (541) 463-5322 or the Human Resources Department at (541) 463-5211. Information reported to these sources will be included in the annual campus crime data and will be used to assess and modify safety measures on campus, including timely warnings. **However**, no formal police investigation or LCC Public Safety incident report will be generated, if the victim wishes the information to remain confidential.

**3.7 Timely Warnings.** In the event that a situation arises, either on or near campus, that, in the judgment of the Director of Emergency Preparedness, the LCC Chief Public Safety Officer, or members of the Emergency Preparedness Team constitutes an ongoing or potential threat to members of the campus community, a campus wide “timely warning” will be issued. The timeliness of the warning depends on the urgency of the circumstances.

Most emergency communications to the campus are verified by two members of the Emergency Planning Team, the Chief Public Safety Officer or designate, before being communicated. Verification includes a review of the available information, potential threat to the community, and the decision for employment of communication channels.

When an immediate warning is needed, the College has broadcast capabilities for every building on its main campus. This system also includes an external publication address system for persons outside of buildings on the main campus. Notification of an immediate, urgent threat of harm to the campus community will be done using the broadcast system. The College also has the capability to send immediate email and text messages to students and staff within minutes.

When LCC Public Safety becomes aware of any less-immediate threat to campus safety and/or security, bulletins (known as Lane Crime Alerts) are sent by e-mail, and up-to-date information may be posted at [www.lanecc.edu](http://www.lanecc.edu). Local media outlets, including the Torch, an independent student newspaper circulated widely on the LCC campus, and local television and radio stations may be employed to further disseminate information in and around the campus area. Additionally, *The Lane Weekly*, an online staff newsletter, is used to notify LCC staff of public safety information.

The Chief Public Safety Officer or designate will communicate Lane Crime Alerts to the community and determine and use the communication channels appropriate to the emergency.

Notifications include specific information about time, location, the nature of the threat and, when

available, a general physical description of the suspect or suspects. In compliance with the provisions of the *Clery Act*, the decision to issue a timely warning will be made considering a number of factors, including the possible risk of compromising: law enforcement efforts, victim assistance, emergency response efforts, or otherwise prevent efforts to mitigate the emergency.

Notices may also be posted around the campus as needed. LCC Public Safety Officers and other college officials take these steps when students, faculty and staff members need to take steps necessary to protect their safety.

In all emergent cases representatives of the Emergency Preparedness Team will determine which community members are at risk, the most effective communication methods, the content of the messages/broadcasts/publications, and the duration of such notifications. Such broadcasts will be issued without delay and as quickly as possible and will be issued with consideration to the safety of community members.

The message will be edited and reviewed by team members. Generally, team members evaluate the threat to community members, the most important elements for communication, and then compose and quickly review communications. In cases involving campus emergencies where the threat has been observed or dangerous conditions exist, the Chief Public Safety officer or designate will also initiate emergency broadcasts with contemporaneous notification to Emergency Preparedness Team members.

### **3.7.1 List of Persons Authorized to Transmit Timely Warnings and Other Emergency Messages to Lane Community College**

All members of the Emergency Planning Team including:

- Chief Public Safety Officer or their designates
- Director of Emergency Preparedness
- Vice-President of Finance and Administration
- Chief Human Resources Officer
- Director Government Relations
- Director of Public Affairs
- Public Information Officer or their designates
- Director of Facilities, Planning, and Management or their designates
- Satellite Center Deans
- Information Technology Manager
- Health Clinic Director
- Assistant to the Vice-President for Finance and Operations

### 3.7.2 Procedures to Test Emergency Notification Systems

All alert notification systems under the control of Lane Community College are tested frequently. Testing consists of allowing system users to practice skills, mechanical verification of technologies, “test” broadcast messages, and system utilization during planned drills and exercises.

Examples of testing procedures include:

- Quarterly testing of the building and external mass notification system
- Annual systems testing and evaluation during the Earthquake Drill
- Quarterly additional campus building testing during mandatory fire drills
- Regular practice use and testing by members of the Emergency Planning Team during team meetings
- Test exercise messages to the Campus Community Emergency Response Team, HAZMAT Team, and Public Safety Officers

In each of these cases, tests and exercises are evaluated, documented, and lessons learned are used to improve system integrity.

**3.8 Daily Crime Log.** The Daily Crime Log is a record of all crimes reported to LCC Public Safety. It is available for review in the LCC Public Safety Office, Building #12 2<sup>nd</sup> Floor, at all hours the office is open. The Daily Crime Log includes crimes reported to LCC Public Safety at all LCC controlled locations including the Main Campus (30th Ave), Downtown Campus, Florence Center, Cottage Grove Center, and LCC Flight Technologies. Persons not on the Main Campus who wish to view the Daily Crime Log should contact LCC Public Safety at (541) 463-5558 and a copy will be faxed, emailed, or mailed to the person making the inquiry.

A Daily Crime Log is maintained at the LCC Public Safety Office, Building 12, 2nd Floor, and is available for inspection by the public at any time the LCC Public Safety Office is open to the public (typically this means 8:00 a.m. to 5:00 p.m., Monday-Friday). The Daily Crime Log contains all crimes reported to LCC Public Safety and includes:

- Date
- Time
- Nature of the incident
- General location
- And the disposition of the incident (if known)

In most cases the incident information will be available in the Daily Crime Log no later than two business days after a crime is reported. There are exceptions to this policy. Daily Crime Log information may be withheld when such information:



- Is prohibited by law from disclosure;
- Would jeopardize the confidentiality of a victim;
- Would jeopardize an ongoing investigation or the safety of an individual;
- Would cause a suspect to flee or evade detection; or
- Would likely result in the destruction of evidence.

**3.9 Lane Community College Emergency Communication Systems.** LCC places the safety of its students, employees and visitors as its highest priority. To keep you informed in emergency situations LCC has developed a comprehensive emergency communication system. The purpose of the system is to keep students, faculty and staff informed about critical campus safety issues. The emergency communication system includes the following methods of communication:

**3.9.1 “Lane Alert!”** is a text notification system, provided by AlertSense Connect-Ed that allows the college to send emergency text messages to students, faculty and staff through their registered personal cellular devices.

**3.9.2 Lane Annunciation** is a broadcast system that allows the college to broadcast emergency messages to all buildings on the main campus.

**3.9.3 Smart Classroom Alerts** exist in several classrooms around campus that are considered “smart classrooms” because they have control panels that control all of the technology in the room including computers, projectors, televisions, DVD players and lights. The control panels in the rooms can display emergency alert information that can be used in conjunction with **Lane Alert!** messages to make sure that faculty and students in classrooms can be alerted that a **Lane Alert!** message has been sent.

**3.9.4 LCC Homepage Alerts** allows the LCC Emergency Management staff to post emergency alerts on the LCC home page from any Internet-connected computer.

**3.9.5 E-Mail** - LCC has the ability to send mass distribution emails to students, faculty and staff members with [www.lanecc.edu](http://www.lanecc.edu) email or personal email addresses.

**3.9.6 Campus Radio and Local Media** – Local media includes the LCC FM radio station (KLCC 89.7) as well as other local radio and television media outlets.

***LCC Public Safety Department's goal is to communicate emergency information in many different ways to ensure that the most people receive emergency notifications as quickly as possible.***

Anyone with information warranting a timely warning should report the circumstances to LCC Public Safety by phone at **(541) 463-5555** or in person at the LCC Public Safety Office in Building 12, 2nd Floor.

### ***3.10 Reporting Annual Crime Statistics.***

**3.10.1 The Clery Act.** LCC Public Safety is responsible for gathering statistics on criminal activity on and near campus, identifying reportable crimes and delivering reports of this data annually. *The Clery Act* requires the college to submit crime statistics reports to the U.S. Department of Education and to provide an Annual Security Report to members of the campus community that includes crime statistics for incidents that occur on College property, on adjacent public property and on student organization properties. *The Clery Act* also requires reports of student disciplinary referrals, and student arrests for drug, alcohol, and weapons offenses. Finally, *The Clery Act* requires reports of any hate crimes. Lane Community College does not have any off-campus buildings or properties owned or leased by an officially recognized student organization.

**3.10.2 The Annual Security Report.** The LCC Public Safety Department collects crime statistics each summer for the previous calendar year to be reported in its Annual Security Report. In addition to LCC Public Safety Department records, data for the Annual Security Report is collected from the Office of Academic and Student Affairs, the Human Resources Department, local law enforcement agencies and reports from campus security authorities (See Section 3.3). As this data is statistical only, it does not include the names of any of the individuals involved. When criminal activity occurs outside of the jurisdiction of LCC Public Safety, a local law enforcement agency follows its own procedures to create a police report for each incident. The LCC Public Safety office receives this data, and reviews it to ensure that there are no duplications in reporting efforts between LCC Public Safety and outside reporting agencies.

When a crime is reported to LCC Public Safety, individual reports may be forwarded to other law enforcement agencies and other areas of Lane Community College and/or other agencies for follow-up. In some cases involving lesser offenses and students, the report may be forwarded to the Judicial Advisory Team in the office of the Executive Dean of Academic and Student Affairs for adjudication

through the campus's student disciplinary referral process. Refer questions or comments regarding crime statistics reports to the LCC Chief Public Safety Officer at (541) 463-5558.

The Annual Security Report is released on October 1st of each year, and includes crime statistics for the preceding three years. The full text of this report can be located on the LCC Public Safety web site at: [www.lanecc.edu/sites/default/files/psd/clery.pdf](http://www.lanecc.edu/sites/default/files/psd/clery.pdf).

Hard copies of this report may be picked up at the Public Safety Office in Building 12, 2nd Floor during normal business hours.

**3.10.3 Notice of the Annual Security Report.** Notice of the availability of the college's Annual Security Report is published each term in the College Catalog, The Community Education Class Schedule, the college's class schedule, which is mailed to all residents in Lane County, Oregon with the exception of Florence residents. In Florence, a campus class schedule is mailed to all residents in the Florence area that includes a notice of the availability of the college's Annual Security report. By October 1st of each year, all enrolled students and employees receive an email notification regarding the content and availability of the Annual Security Report. The email provides information regarding how to access the report via the Internet and how to request a printed copy of the report. To request a printed copy of this report, contact the LCC Public Safety Office at (541) 463-5558.

The electronic postcard (see below) is distributed via email to:

- All faculty and staff
- All students (currently enrolled and those who have applied by October 1st)
- Prospective students who do not fall into the above category receive the notification as part of an information packet. This notification is posted in the following locations:
  - Human Resources Website (for prospective employees)
  - Admissions Website (for prospective students)

The content of the notice is:

**Dear Lane Community College Faculty Member, Staff Member, Student, or Prospective Student:**

In compliance with federal law, Lane Community College prepares an annual report on campus security programs and services. Originally enacted in 1990, the federal law was amended in 1998 and renamed the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. A copy of the 2019 Lane Community College Annual Security Report (reflecting information through 2018) is available online at <http://www.lanecc.edu/sites/default/files/psd/clery.pdf>. This report includes

statistics for the previous three years concerning reported campus crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Lane Community College; and on public property within or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security such as policies regarding alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters.

You can obtain a copy of this report by accessing the above website, or by contacting the Lane Community College Public Safety Office at (541) 463-5558 or writing to us at 4000 East 30th Avenue, Eugene, OR 97405.

#### **4 Campus Access**

([www.lanecc.edu/copps/documents/building-keys-access-cards-and-surveillance-cameras](http://www.lanecc.edu/copps/documents/building-keys-access-cards-and-surveillance-cameras)),  
([www.lanecc.edu/copps/documents/hours-30th-ave-campus](http://www.lanecc.edu/copps/documents/hours-30th-ave-campus))

LCC's Main Campus on 30th Avenue. The main campus is open to the public daily from 6 a.m. to 11 p.m. LCC Public Safety Officers securely lock all entry gates that provide parking lot access at 11:00 p.m. and open the gates at 6:00 a.m. the following morning.

Buildings are open to the public on days classes are in session and other days as posted. Campus buildings are closed to the public during designated holiday periods and other times as posted. Admittance to secure buildings is obtained by a College-issued metal key, electronic access control card or with the assistance of an LCC Public Safety Officer. LCC Public Safety Officers will not admit the general public or students to secured buildings without the supervision of a staff person. Identification will be required unless the person is known to the officer.

The Downtown Campus, Cottage Grove and Florence campuses have separate posted hours. Admittance after hours is obtained with a College-issued key or with staff permission.

2013 marked the first complete year that LCC maintained and operated a residential facility. Access at this facility, Titan Court, is restricted to residents, Titan Court Staff, authorized Lane Community College service staff, and residential guests.

Titan Court access is provided mainly by electronic access control cards and to a much lesser extent, through metal keys.

Facilities Management and Planning is responsible for maintaining all campus property including doors, locks, exterior lighting, keys, and grounds. LCC Public Safety is responsible for issuing access control cards to campus facilities. All persons on campus are encouraged to report possible safety and security hazards to either LCC Public Safety at (541) 463-5558 or Facilities Management and Planning at (541) 463-5000.

**4.1 Main Campus Building Access Procedure.** LCC Public Safety has an established procedure for building access that is designed to protect all college buildings, facilities and equipment and to preserve the safety of individuals while on campus. The procedure ensures that college facilities and property are used for authorized purposes and that proper supervision by appropriate staff members is provided.

**4.1.1 Daily Campus Access.** By 8 a.m., Monday through Friday, except days of school closure, most outside doors to the college will be opened for the business day. Faculty and Staff may exclude specific doors from being unlocked by contacting Facilities Management and Planning at (541) 463-5562 or by sending a work order or request to: <http://www.lanec.edu/copps/documents/building-access>

The Facilities Department is responsible for unlocking exterior doors that are not included in the access control system, during regular-schedule days Monday through Friday. LCC Public Safety Department is responsible for unlocking scheduled doors on weekends and holidays.

**4.1.2 Securing Procedure, Day/Evening.** Most college buildings are secured beginning at 5:00 p.m., Monday-Friday.

**4.1.3 Evening Program.** During the hours of 6:30 p.m. to 10:30 p.m., only the rooms that have been scheduled for classes or activities on 25-Live (Computer space management program) will be opened. All evening program building/room access must be set up in advance through 25-Live.

**4.1.4 After-Hours Access.** To prevent unsupervised use of facilities (such as labs and classrooms after hours and weekends), LCC Public Safety Officers will not open any department area for student use unless the activity has been scheduled through 25-Live (event management system) and the designated staff supervisor is present. Any persons requesting building access during after-hours or weekends must be referred to the LCC Public Safety Officer on duty.

**4.1.5 Summer Schedule.** During the summer months only, rooms that have been scheduled for classes or activities on 25-Live will be opened. For those departments that will be open for only a portion of the summer, this should be so noted on 25-Live.

**4.1.6 Individual Access Requests.** Before a Public Safety Officer admits any staff member to any area of the College, the Public Safety Officer will positively identify the staff member and record this information in the Calls for Service Log. This log information includes the staff member's name, the area and/or building accessed and the purpose of entry. No Public Safety Officer will permit student entry into any department area that is closed or unstaffed unless the student is a College employee who has been granted permission to access an area without a regular faculty or staff member present (i.e. student assistant preparing a classroom) or the time of day is within fifteen (15) minutes of a scheduled event in the space.

**4.2 Key Procedure.** Control of keys is necessary to maintain campus security and safety and to safeguard all College buildings, equipment, and other facilities. The distribution and tracking of keys is the responsibility of Facilities, Management, and Planning. Maintenance of locking devices and the production of keys is the responsibility of the Facilities, Management, and Planning Department. The possession and use of keys is the responsibility of each individual key holder. Typically, department heads, deans and other members of the management team will request and authorize keys for subordinate employees at the College. Requests for keys to desks and other furniture, safes, lockers, special storage units, building service areas or to equipment such as vehicles should be made directly to Facilities Management and Planning.

**4.2.1 Supervisor Responsibility.** When a staff person retires or terminates employment with the College, the retiring/terminating staff person's immediate supervisor should notify LCC Public Safety prior to the employee's last day of work. The notice should state the day on which the leaving staff person will bring his or her keys to Facilities Management and Planning to turn them in.

**4.2.2 Individual Key Users Responsibility.** Persons issued College keys should safeguard these keys against loss or theft. If a loss or a theft occurs, it should be reported to LCC Public Safety immediately and Facilities Management and Planning. Any staff person possessing keys that have not been authorized is subject to disciplinary action.

## 5 Campus Law Enforcement.

**5.1** <http://www.lanecc.edu/psd> LCC Public Safety Officers are the primary security and law enforcement providers on campus. LCC Public Safety Officers are authorized under ORS 341.300 to enforce traffic laws, traffic control and parking, as well as College regulations and rules on College property. LCC Public Safety Officers have authority to enforce the Student Code of Conduct (<http://www.lanecc.edu/copps/student-code-conduct>) which prohibits violating federal, state or local law on College premises, including drug and alcohol violations and weapons violations. LCC Public Safety Officers may use arrest authority under ORS 133.225. LCC Public Safety Officers may also act under the direction of or pursuant to an agreement with a law enforcement agency such as the Lane County Sheriff's Office or Eugene Police Department (for example, closing public roads or directing traffic on public roads during an emergency).

LCC Public Safety's authority covers the geographical boundaries of Lane Community College's properties (including land, structures, parking facilities, and parking lots). Officers may legally request

and require driver and vehicle identification and verification of vehicle registration and insurance.

LCC Public Safety has authority for the enforcement and investigation of College Policies and Procedures, where those procedures meet one or more of the following criteria:

- a) the alleged act is concomitantly a violation of local, state or federal law;
- b) the alleged act is an “internal matter” where the primary rule violation is listed in COPPs and/or Human Resources, Academic Student Affairs, or another College Administrative area that routinely adjudicates or determines disciplinary outcomes for members of the Lane Community College community. In these cases when the matter is not a violation of law and the administrative area requests assistance, Public Safety will provide support.

*Special Note: LCC Public Safety is not a sworn agency and may not unfound any reported crime within its geographical jurisdiction.*

LCC Public Safety works in conjunction with other state and local law enforcement agencies in the reporting, investigation and resolution of reported criminal activity. Lane County Sheriff’s Deputies respond to incidents on the Main Campus. Eugene, Florence, and Cottage Grove Police Officers respond to incidents at the College locations within their respective jurisdiction.

LCC Public Safety employs students as Public Safety Aides. These students assist LCC Public Safety Officers with parking enforcement, building security and safety escorts.

**5.2 LCC Public Safety First-Responder Services.** LCC Public Safety Officers deliver first-responder emergency services, patrol service, and perform a wide range of public safety functions. Criminal offenses are investigated by LCC Public Safety, often in tandem with other agencies such as the Lane County Sheriff’s Office, the FBI, Eugene Police Department, and other local, state, and federal agencies. LCC Public Safety has interagency radio communication with several local law enforcement agencies and with the local fire service. LCC Public Safety Officers provide primary response to the following offenses committed on the College’s premises: aggravated assault, forcible rape (all sexual assaults), murder, robbery, arson, burglary, larceny/theft, and motor vehicle theft, simple assault, curfew offenses and loitering, embezzlement, forgery and counterfeiting, disorderly conduct, driving under the influence, drug offenses, fraud, gambling, liquor offenses, offenses against the family, prostitution, runaways, sex offenses, stolen property, vandalism, and weapons offenses. LCC Public Safety Officers will also respond to public fighting, and several other misdemeanors and felonies not represented on this list.

Public Safety has a written agreement with the Lane County Sheriff’s office and will respond to emergencies in the vicinity of the campus on county lands, until the Lane County Sheriff’s Office or Oregon State Police units can respond. At that point, Public Safety will leave or continue to assist depending on the wishes of the responding agency.

**5.3 LCC Public Safety Criminal History Search Authority.** LCC Public Safety maintains a Law Enforcement Data System (“LEDS”) terminal. Through this system, LCC Public Safety personnel can access the National Crime Information Computer system, which includes criminal history data, wants and warrants, stolen vehicle information, nationwide police records, driver/vehicle identification information, as well as other local, state and federal law enforcement information.

**5.4 LCC Public Safety Enforcement of Student Code of Conduct and College Policies.** LCC Public Safety authority also includes the enforcement and investigation of all aspects of the Student Judicial Code of Conduct and other College regulations. When violations are committed by a College student, LCC Public Safety Officers may issue an Order to Appear to or refers the individual by incident report to the Judicial Advisory division of Office of Student Affairs. LCC Public Safety may also pursue the matter as a criminal offense, or may do both depending on the nature of the violation.

Officers will routinely exercise authority in areas where public safety (where “public” means any person on a LCC campus), maintenance of order, the interests of a peaceful community, or the safety of others are concerned.

LCC Public Safety will exercise authority and responsibility for incident command, scene command, or support staff for disasters, and potential disasters (such as, but not limited to: bomb threats and other terrorist threats).

Lane Community College does not have any recognized off-campus student organizations.

**5.5 LCC Public Safety Mandatory Reporting Requirements.** LCC Public Safety is a mandatory reporting agency and therefore must report instances of alleged assault or abuse of:

- a) Children under the age of 18;
- b) Elderly, 65 and over;
- c) Adults with developmental disabilities;
- d) Adults with mental illness;
- e) Residents in nursing facilities.

**5.6 Off-Campus Criminal Activity.** The Lane County Sheriff’s Office (for the Main Campus) and Eugene Police Department (for the Downtown Campus and Flight Aviation Facilities at the Eugene Airport) have primary Law Enforcement jurisdiction in all areas within county or city limits, respectively. At the Cottage Grove Center and Florence Center, the Cottage Grove Police Department and the Florence Police Department respectively have primary Law Enforcement jurisdiction of those areas within their city limits. The LCC Public Safety Department enjoys a close working relationship with other law enforcement agencies, utilizing a cooperative team approach with the Lane County Sheriff’s Office, Oregon State Police, and local city police departments when violations of federal, state, or local laws arise.



## 6 Crime Prevention and Security Awareness ([www.lanecc.edu/psd](http://www.lanecc.edu/psd))

**6.1 Security Awareness.** The LCC Public Safety Department is a community-oriented, public safety agency that practices a community-oriented policing approach to fully engage the campus community. This collaborative process identifies and addresses many community problems.

LCC Public Safety is committed to a problem-solving model that integrates LCC Public Safety services into the learning experience. LCC Public Safety Officers are encouraged to try new and otherwise non-traditional law enforcement methods in working closely with the community they serve.

Persons who feel threatened or frightened by the behavior of any person while on the LCC campus, should contact LCC Public Safety at (541) 463-5558 or in an emergency, (541) 463-5555. If another person is frightened or is threatened by the behavior of another person, individuals may contact LCC Public Safety on that person's behalf. It is the responsibility of each person to contribute to the safety of the entire community by taking action to prevent crime. Campus safety and security is a shared responsibility.

Security Awareness and Crime Prevention information is distributed to the campus community via the staff newsletter *Lane Weekly*, the student newspaper *The Torch*. Information is also presented through several LCC Public Safety presentations throughout the year and by LCC Public Safety Officers who utilize crime prevention cards to identify and correct unsecure conditions.

**6.1.1 Staying Safe on Campus.** When crimes occur on campus, the campus community will be informed. It is LCC Public Safety's goal to keep community members informed so that they may take precautions and avoid becoming a crime victim. LCC Public Safety tracks, evaluates, and distributes crime data. For questions or additional information, call at (541) 465-5558 or email LCC Public Safety at [lccpublicsafety@lanecc.edu](mailto:lccpublicsafety@lanecc.edu).

### 6.1.2 Safety Tips

- Stay alert and plan ahead for "What if..."
- Always be aware of your surroundings.
- Use the "buddy system" while out and about. There really is "strength in numbers."
- If possible, do not walk or jog alone after dark. If you go out alone,

let someone know where you are going and when you are going to return.

- If you witness something suspicious, call 9-1-1.
- If threatened, attract attention by making loud noises or by screaming. Use of an LED flashlight or a whistle can also attract attention.
- If you feel threatened, seek out a safe place or a place where there are a lot of people, like a business. Call 9-1-1 immediately.
- Take appropriate steps to secure your personal property. Never leave valuables unattended for any amount of time.
- Never leave valuables in plain view inside your vehicle. Always lock your doors and windows.
- If you use a bicycle, use only a U-Bolt type lock. Steel cable locks can be easily cut in less than 3 seconds.
- Take note of the four (4) emergency blue-light telephone boxes on campus. Do not hesitate to use them when needed.
- If you must walk at night, remember the following:
  - Always carry a fully charged cell phone, with emergency numbers pre-programmed.
  - Do not wear head phones while walking or jogging.
  - Avoid isolated or dark areas.
  - Walk near curbs, away from alleys and doorways.
  - Walk at a brisk pace; be aware of anyone walking behind you.

**6.2 Crime Prevention Programs.** LCC Public Safety services include several crime prevention programs. Programs include:

**6.2.1 Orientation to LCC Public Safety Services with Q/A Session.** Officers will share an overview of LCC Public Safety responsibilities, operations, and objectives. Officers will explain how LCC Public Safety differs from the security and police agencies. They will explain what services LCC Public Safety will provide.

- 6.2.2 General Crime Prevention.** Officers will present general information on keeping offices, personal belongings and vehicles secure on campus. Officers will discuss typical criminal methods for common crimes, crime on campus, and easy strategies for preventing and discouraging criminal activity.
- 6.2.3 Violence in the Workplace.** Officers will provide information on violence in the workplace in the United States. They will also share information about escape strategies, de-escalation, collaborative efforts to defuse situations, safety considerations in the workplace, description training, communicating with LCC Public Safety, reporting concerns, and other important aspects of recognizing and responding to escalated or potential violent situations. **Note:** Participants will be required to role play and practice skills learned.
- 6.2.4 Personal Safety.** Officers will provide tips and strategies for maximizing personal safety in the class room, work area, en-route to your vehicle and in transit home. Officers will share information about Orders for Protection, Temporary Restraining Orders, telephone harassment, threats, and stalking. In addition, Officers will broadly discuss and give context to personal safety incidents that have occurred on campus.
- 6.2.5 Preparing for an Active Shooter/Violent Actor.** Officers will discuss recommended procedures and individual roles in response to an Active Shooter on campus. Safe rooms, evacuation routes, finding shelter decisions, various characteristics and motivations of Active Shooters, and the role of LCC Public Safety will be discussed. Departments may collaborate with LCC Public Safety to produce a department response plan. **Note:** This orientation is designed to raise awareness. It is the responsibility of each staff to develop and practice their own unique response plan.
- 6.2.6 Sexual Assault Prevention and Response.** Officers will present information on sexual assault in the United States. Topics include: Date rape, acquaintance-rape, date-rape drugs, stalking, and what to do if an individual is assaulted. (<http://www.lanecc.edu/psd/crime-prevention-programs-and-activities>)
- 6.2.7 Self Defense.** Officers will discuss ways to escape from an aggressor and (failing that) a few basic moves to disengage, kick, strike, and summon assistance. Session will require all participants to practice a few select moves until proficiency is accomplished.
- 6.2.8 Security Survey – This service is by appointment.** Officers will conduct a survey of employee work areas, building interiors and exteriors. A report will be generated with specific recommendations.

Programs are free and are both scheduled events as well as delivered on request. Programs are offered to students, faculty, staff, and student organizations. Information about LCC Public Safety programs are found at ([www.lanecc.edu/psd/](http://www.lanecc.edu/psd/)).

In addition, LCC Public Safety provides free of charge to students, staff, and faculty, safety escorts and battery jump starter units. Emergency red phones are distributed through buildings and blue phones are located in parking lots L, N, the LTD bus station, and outside of building 3.

### **6.2.9 Domestic Violence Prevention and Response**

Officers provide instruction to prepare for and respond to domestic violence incidents. This training includes best practices for escape, countering stalking, seeking help, and local referrals. Information on the current issues and concerns about preparing and preventing domestic violence is also offered.

## **6.3 Crime Prevention Tips**

**6.3.1 Office Security.** Personal safety and the protection of personal and campus property starts with a few simple steps:

- Keep purses, wallets, or other valuables on your person at all times or lock them in a drawer or closet.
- Never leave your keys lying around.
- Cash left on your desk or in an unlocked drawer is a great temptation to thieves.
- Identify the authority, authorization, or sponsor of persons asking for confidential information or from delivery or repair people who want to enter a restricted area.

### **6.3.2 Key Control**

(<http://www.lanecc.edu/copps/documents/building-keys-access-cards-and-surveillance-cameras>)

- Do not leave keys or access control cards unattended or in unsecure areas such as: on top of desks, inside drawers, or within locks or keyholes.
- Do not loan LCC assigned keys or access control cards to others.
- If keys or access control cards are lost or stolen notify LCC Public Safety and Facilities Management and Planning immediately.

**6.3.3 Property Protection.** Theft is always a concern on campus. To prevent theft:

- Engrave personal property, such as a coffee pot, radio, or calculator, with your Driver's License number, (i.e.: **OR123456DL**.)
- Keep a written record of all valuables, including descriptions and serial numbers.

#### **6.3.4 Bicycle Theft**

- Lock your bike! It only takes a moment to steal an unlocked bicycle.
- U-lock style bike locks are best. Cables and padlocks can be easily cut.
- Register your bicycle with LCC Public Safety. This is a free theft prevention and recovery program.
- Lock bicycle frames to bike racks. Remember, front wheels can be easily removed.

#### **6.3.5 Personal Safety.** The most effective deterrence against crime is an aware and alert public. These additional precautions will assist individuals with personal safety.

- Employees who work late should arrange to leave with a co-worker or call LCC Public Safety for a safety escort. Lock office doors and windows if working late alone.
- Refrain from getting in elevators with people who look out of place or behave in a strange or threatening way. Always *immediately* report suspicious people or conditions to LCC Public Safety.
- Individuals, who believe they are being followed, should go to an office where there are other people and contact LCC Public Safety.
- Vary walking routes to home, transit, and parking areas.
- Be alert to suspicious persons or vehicles.
- Carry a fully charged cell phone with emergency numbers preprogrammed into the device and ready to dial.

#### **6.3.6 Parking Lot Safety**

- Keep motor vehicles locked.
- Keep keys in your hand when you return to your vehicle. Check the

interior before entering your car.

- Report suspicious persons lurking in the parking lot to LCC Public Safety.
- Remove all valuables from your car. Leave them at home or lock them in the trunk.
- If you work late, ask a co-worker to escort you to the parking lot or call LCC Public Safety for a safety escort.

### **6.3.7 Feel Threatened?**

- Stay calm. Pay attention to your instincts and feelings about the perceived threat.
- Decide what to do in various situations before they occur. Try role-playing with a friend.
- If you are confronted by someone who wants property, give it to them.
- Try to get an accurate description of the assailant and the assailant's vehicle. If a vehicle is involved, get the license number and call LCC Public Safety.

### **6.3.8 Incident Reporting (<http://www.lanecc.edu/copps/documents/crime-reporting>)**

- Report all crimes, no matter how minor they may seem. Notify LCC Public Safety of all suspicious persons or activity.
- If you notice any suspicious people or activity, notify LCC Public Safety immediately.
- Post 9-1-1 and LCC Public Safety emergency phone number (541) 463-5555 near your phone.
- Report any broken or flickering lights, dimly lit corridors, doors that don't lock properly, etc. to Facilities Management and Planning at (541) 463-5000.
- For additional information regarding LCC Public Safety's crime reporting policies visit <http://www.lanecc.edu/copps/documents/crime-reporting>.

## 7. Alcoholic Beverages and Controlled Substances Policy.

(<https://www.lanecc.edu/board/policies/bp420>)

Board of Education Policy No. D.050 provides: No person may bring onto college property or into any college-owned facility or to any college-sponsored class or activity any intoxicating beverage, controlled substances or volatile inhalants, for the purpose of mind or mood alteration, except in the situations specified in this policy. No person may appear on college property or in any college-owned facility or in any college-sponsored class or activity under the influence of any of the above mentioned substances. Under no circumstances shall alcohol be served at college-sponsored activities to underage minors as defined by state law. Exceptions to the policy are as follows:

### **6.4 *Alcoholic Beverages may be Used/Served:***

**6.4.1** For cooking and/or instructional purposes in food preparation labs or classes related to the science and/or service of alcoholic beverages.

**6.4.2** At college-sponsored activities using procedures specified in administrative rules at college activities catered by legally licensed and insured businesses or agencies, using procedures specified in administrative rules (ex: <https://www.lanecc.edu/copps/documents/alcoholic-beverages-campus>).

**6.4.3** With appropriate documentation, prescription opiates, or other psychoactive medications, may be used as legally prescribed by a licensed practitioner. However, according to statute, marijuana cannot be ingested on campus even with a medical marijuana card.

**6.4.4** Glue and thinners may be used in class-related lab environments and in facilities construction and maintenance.

**6.5 *Enforcement of Drug Laws.*** LCC Public Safety will refer all student alcohol or illegal substance violations of College policy or federal, state and local law to the Executive Dean for Student Affairs for judicial review. In addition, LCC Public Safety may also refer the matter to another local law enforcement agency for investigation and prosecution. For more information go to: <https://www.lanecc.edu/board/policies/bp420> and to the Student Code of Conduct at <http://www.lanecc.edu/copps/student-code-conduct>.

**6.6 *Drug and Alcohol Education Programs.*** Lane Community College maintains drug and alcohol abuse educational programs in compliance with Section 120(a) of the HEA. A description of these programs may be found at: <http://www.lanecc.edu/copps/student-statement-prevention>.

## 6.7 SUBSTANCE ABUSE PREVENTION PROGRAM ATTENDANCE

	January 1, 2018 to December 31, 2018	January 1, 2019 to December 31, 2019	January 1, 2020 to December 31, 2020
Enrolled in “Intro. to Addictive Behavior” and/or “Understanding Addictive Behavior” course(s)	<i>No report</i>	<i>No report</i>	<i>No report</i>
12-Step Program Student Attendance	<i>No report</i>	<i>No report</i>	<i>No report</i>
Students using counseling services for substance issues	<i>No report</i>	<i>No report</i>	<i>No report</i>
Substance related counseling sessions held	<i>No report</i>	<i>No report</i>	<i>No report</i>

### Student Code Stats:

Student Conduct Code substance abuse violations	<i>No report</i>	<i>No report</i>	<i>No report</i>
Students involved with substance abuse violations	<i>No report</i>	<i>No report</i>	<i>No report</i>
Students receiving sanctions arising out of substance abuse violations	<i>No report</i>	<i>No report</i>	<i>No report</i>
Student Conduct Code substance abuse violations, “no show” to hearing, no actions taken.	<i>No report</i>	<i>No report</i>	<i>No report</i>

***Substance Abuse Prevention Policy.*** Lane distributes a Substance Abuse Prevention statement annually to both students and staff in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

- 6.7.1 **Student Statement.** The Student Statement is published in the College catalog and in each class schedule. The master electronic copy resides in Institutional Research, Assessment and Planning. The office of Substance Abuse Prevention is responsible for updating that copy.
- 6.7.2 **Staff Statement.** The Staff Statement is published and distributed by the Substance Abuse Prevention office. The original electronic copy resides in the Substance Abuse Prevention office.



- 6.7.3 **Voluntary Counseling.** Counseling services are available on a drop-in basis during open hours at the College’s Counseling Department in Building 1. What is discussed with a counselor will remain private and confidential unless: (a) the counselor is given permission to share it with others; (b) there is potential danger to self or others; (c) it involves child or elder abuse; or (d) disclosure is requested by court order.

As a matter of policy, counselors are encouraged to inform the person being counseled of the procedures to report crimes on a voluntary basis for inclusion in the college’s annual crime statistics.

## **7 Sexual Assault, Domestic Violence, Dating Violence, Stalking Information, and Prevention and Response Policy**

### **Title IX (Title-Nine provision)**

Title IX is a federal law prohibiting discrimination on the basis of sex in education. Title IX addresses sexual violence and requires schools to proactively address, remedy, and eliminate sexual violence on their campuses. You are protected under Title IX, regardless of your gender and how you identify. For more information on your Title IX Rights please visit,

<https://www2.ed.gov/about/offices/list/ocr/docs/know-rights-201404-title-ix.pdf>.

### **7.1 Definitions**

- 7.1.1 **Sexual Assault** means an offense that meets the definition of Rape, Fondling, Incest or Statutory Rape as used in the FBI’s UCR program and included in Appendix A of 34 CFR Part 668. In specific: 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. This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.

Sexual assault also includes: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

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

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

C. Statutory Rape—Sexual intercourse with a person who is under the statutory age of consent.

7.1.2 **Domestic Violence** includes asserted violent misdemeanor and felony offenses committed by the victim’s current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

7.1.3 **Dating Violence** means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

7.1.4 **Stalking** is described as a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or other’s safety, or to suffer substantial emotional distress.

7.1.5 **Bystander** is a person who is present but not taking part in a situation or event.

7.1.6 Lane Community College supports and encourages bystanders to recognize situations of potential harm, understand conditions that facilitate violence and take actions to intervene, and decrease bystander inaction.

7.1.7 Recognition of signs of abusive behavior and how to avoid potential attacks.

7.1.8 Ongoing prevention and awareness campaigns for students and faculty on all of the above.

## 7.2 **Sexual assault prevention training and domestic violence prevention training includes information from multiple sources at the College**

7.2.1 Lane Community College promotes awareness of dating violence, domestic violence, sexual assault, and stalking, by making presentations about these topics at in-services, by distributing posters and brochures (Titan Awareness Safety Knowledge or T.A.S.K. information), as well as educational programs specifically for students throughout the year. For more information on prevention and training of sexual assault and domestic violence please visit the following websites;

[https://www.lanecc.edu/sites/default/files/sexualrespect/task\\_handout4-23-18c.pdf](https://www.lanecc.edu/sites/default/files/sexualrespect/task_handout4-23-18c.pdf)

<https://www.lanecc.edu/psd/sexual-assault-awareness-and-prevention>

<https://www.lanecc.edu/psd/domestic-violence>

7.2.2 The College prohibits all violations of law, including but not limited to: sexual assault, dating violence, stalking, and domestic violence.

### 7.3 Defining Consent

7.3.1 In reviewing possible violations of sexual misconduct, the College considers consent as the voluntary, informed, un-coerced agreement through words and actions freely given, which a reasonable person would interpret as a willingness to participate in mutually agreed-upon sexual acts. Consensual sexual activity happens when each partner willingly and affirmatively chooses to participate.

Indications that consent is not present include: when physical force is used or there is a reasonable belief of the threat of physical force, when duress is present, when one person overcomes the physical limitations of another person, and when a person is incapable of making an intentional decision to participate in a sexual act, which could include instances in which the person is in a state of incapacitation.

Important points regarding consent include:

- Consent to one act does not constitute consent to another act.
- Consent on a prior occasion does not constitute consent on a subsequent occasion.
- The existence of a prior or current relationship does not, in itself, constitute consent.
- Consent can be withdrawn or modified at any time.
- Consent is not implicit in a person's manner of dress.
- Accepting a meal, a gift, or an invitation for a date does not imply or constitute consent.
- Silence, passivity, or lack of resistance does not necessarily constitute consent.
- Initiation by someone who a reasonable person knows or should have known to be deemed incapacitated is not consent.

In the context of this procedure, incapacitation is the state in which a person's perception or judgment is so impaired that they lack the cognitive capacity to make or act on conscious decisions. The use of drugs or alcohol can cause incapacitation. An individual who is incapacitated is unable to consent to a sexual activity. Engaging in sexual activity with an individual who is incapacitated (and therefore

unable to consent), where a person knows or ought reasonably to have understood the individual is incapacitated, constitutes sexual misconduct.

NOTE: Oregon state law considers persons under the age of 18 to be "incapable of consenting to a sexual act" (ORS §163.315) and states that if lack of consent is solely a result of the age of the victim, it is a defense to certain crimes that the actor was less than three years older than the victim at the time of the alleged offense (ORS §163.345). <https://www.lanecc.edu/sexualrespect>

## **7.4 LCC Public Safety Response Recommendations and information for Victims and Responders**

**7.4.1 Reporting Sexual Assault, Dating Violence, Domestic Violence, or Stalking** Any student or staff member who feels they are a victim of any form of sexual assault is strongly encouraged to report this immediately to the Public Safety Department Building 12, 2nd Floor; (541) 463-5558, Lane County Sheriff's Department, or other appropriate law enforcement agency. Public Safety will assist victims in contacting a specific law enforcement agency and will provide security to victims while awaiting law enforcement assistance. Non-emergency reports must be made within 24 hours. Non-emergency numbers of local police departments are given here for convenience:

- Eugene Police Department: (541) 682-5111
- Florence Police Department: (541) 997-3515
- Cottage Grove Police Department: (541) 942-9145
- Lane County Sheriff: (541) 682-3775

In addition to filing a complaint with a law enforcement agency, victims of all forms of sexual assault under this policy may contact the College's Title IX Coordinator, Jerry DeLeon at his e-mail [deleonj@lanecc.edu](mailto:deleonj@lanecc.edu) or (541) 463-3010, or schedule a meeting in person in Building 1, Room 218C. Complaints of unwanted sexual contact that do not rise to the level of assault should be handled through the College's [Sexual Misconduct, Sexual Harassment and Gender-Based Discrimination Complaint Process](#). The Complaint Procedure provides for both [formal complaint resolution](#) and [informal complaint resolution](#). Complaints may be filed with the Title IX Coordinator.

### **7.4.2 Guidance for Victims of Sexual Assault, Dating Violence, Domestic Violence The VICTIM(S) SHOULD:**

- a) Get to a safe place.
- b) Call 5555 on the main campus, or is not on a campus phone, call 541-463-5555, (911 on all other campuses).
- c) Get medical attention (LCC Public Safety or other law enforcement can assist you with this).
- d) Wrap in something warm, such as a blanket or coat.

### **The VICTIM(S) SHOULD NOT:**

- a) Shower or bathe.

- b) Brush or comb hair.
- c) Douche or go to the bathroom.
- d) Change clothes.
- e) Eat or drink anything.
- f) Brush or rinse teeth.
- g) Touch things at the crime scene.

### **7.4.3 Guidance for Responders to Sexual Assault, Dating Violence, Domestic Violence**

Where a sexual assault, domestic violence, or dating violence incident has occurred, responders (including LCC Public Safety Officers) will follow these guidelines:

- a. Ensure that the victim is safe and has access to immediate medical attention.
- b. Take a report of the incident and a preliminary statement from the victim and any witnesses.
- c. Present information to the victim about on and off campus resources and victim rights.
- d. Take no action that would disturb or eliminate evidence associated with fingerprints, bite marks, broken fingernails, documents, blood/body fluids, blood/fluid splatters, firearms, tool marks, hair, fibers, paint or glass.
- e. Collect evidence of assaulter's behavior and/ or actions.
- f. Safeguard any potential crime scene. If appropriate, Public Safety will issue an alert to the campus.
- g. Take photos or sketch the scene if appropriate.
- h. If necessary, seal off the area notify and provide support for responding Lane County Sheriff's deputies or other law enforcement units.
- i. Order for Protection/ Restraining Order information will be given to the victim.
- j. Victim will be offered a Personal Safety Plan.

### **7.4.4 Guidance for Responder to a Stalking incident**

Where a stalking incident has occurred, responders (including LCC Public Safety Officers) will follow these guidelines:

- a. Ensure that the victim is safe and has access to medical attention.
- b. Take a report of the incident and a preliminary statement from the victim and any witnesses.

- c. Present information to the victim about on and off campus resources and victim rights.
- d. Collect evidence of the crime and information of stalker including behaviors/actions.
- e. Order for Protection/Restraining Order information will be given to the victim.
- f. Victim will be offered a Personal Safety Plan.

7.4.5 **Victim/Survivor Information** Lane Community College has procedures survivors or victims of dating violence, domestic violence, sexual assault, or stalking, can follow. See "Reporting Sexual Assault" at: <https://www.lanec.edu/copps/documents/sexual-assault>. Survivors should also do their best to preserve any evidence that may assist in proving that the alleged criminal offense occurred or may be helpful in obtaining a protective order.

7.4.6 **Victims' Rights** Victims of Sexual Assault, Domestic Violence, Dating Violence and Stalking have the following rights:

- Right to notify proper law enforcement authorities, including on-campus and local police.
- Right to be assisted by campus authorities in notifying law enforcement if the victim/survivor chooses.
- Right to decline to notify such authorities.
- Right to learn and work in a safe environment. Lane Community College follows a zero tolerance policy for all forms of sexual misconduct and gender-based discrimination.
- Right to a prompt and fair investigation. Lane Community College is required to investigate all reports of sexual misconduct within 60 college work days.
- Right to file a complaint without fear of retaliation. Complainant or witnesses who report sexual misconduct are protected from retaliation under the law.
- Right to access support and health services. Lane Community College offers confidential counseling services and can connect individuals with on- and off-campus resources to help the healing process.

- Right to receive written notification about options for, available assistance in, and how to request changes to academic, living, transportation and working situations or protective measures.
- Right to have accommodations or such protective measures if the victim requests them and if they are reasonably available, regardless of whether the victim chooses to report the crime to Public Safety or other local law enforcement.
- To be free from any suggestions that victims must report the crimes in order to be assured of any other right provided under this policy and to have any allegations of sexual assault treated seriously.
- To be treated with dignity.
- To be free from any suggestion that victims are responsible for the commission of crimes against them.
- To be free from pressure from campus personnel to:
  - Report crimes if the victim does not wish to do so;
  - Report crimes as lesser offenses than the victim perceives the crime
  - Refrain from reporting crimes to avoid unwanted personal publicity.

For additional information on protective measures go to:

[https://www.lanec.edu/sites/default/files/sexualrespect/task\\_handout4-23-18c.pdf](https://www.lanec.edu/sites/default/files/sexualrespect/task_handout4-23-18c.pdf)

**7.4.7 Education and Assistance** Information and assistance to advise and assist victims/survivors of these offenses is available through the following college offices, which also are available to present educational and risk-reduction programs for staff and students.

Title IX Coordinator (541) 463-5870

Counseling Center (541) 463-5322

Public Safety (541) 463-5558

Health Clinic (541) 463-5665

Multicultural Center (541) 463-5276

Director of Student Standards (541) 463-5787

**7.4.8 Medical Services** Victims of rape or any form of sexual assault are strongly encouraged to seek immediate medical assistance from Student Health or the nearest hospital. For assaults occurring on college property after hours contact Public Safety and they will contact emergency service personnel to respond and assist.

## Support services and contact numbers

### On campus:

Counseling Center (541) 463-5322

Public Safety (541) 463-5558 or (541) 463-5555 for emergencies

Health Clinic (541) 463-5665

### Off campus:

Sexual Assault Support Services (541) 343-7277 or (800) 788-4727

Victims Assistance Program (541) 682-4523

McKenzie Willamette Hospital (541) 726-4400

Sacred Heart Hospital (541) 686-6931

Peace Harbor – Florence (541) 997-8412

Cottage Grove Community Hospital (541) 942-0511

Department of Homeland Security, U.S. Citizenship and Immigration Services:

- 1-800-375-5283 or 1-800-767-1833 (TDD for the deaf or hard of hearing).
- 1455 NW Overton Street Portland, OR 97209.

Bureau of Education and Cultural Affairs: **U.S. Ambassadors Fund for Cultural Preservation**

- E-mail: [afcp@state.gov](mailto:afcp@state.gov); (202) 632-6301

## 7.5 Sanctions

Sanctions for violations include possible arrest and prosecution as well as the institutional process sanctions referenced below.

- 7.5.1 Student Sanctions – All possible college sanctions for violation of this policy for students are included in the documents appended to this report. In particular, please see: Code of Conduct Pages 16 through 31
- 7.5.2 Staff and Faculty Sanctions – Sanctions for staff are based on human resource established processes and the classified and faculty contracts along with the manager terms of employment and include job actions that include documented reprimands, loss of pay, demotion, and other measures up to and including termination of employment.
- 7.5.3 Lane Community College addresses the procedures for the institutional disciplinary actions in cases of alleged dating violence, domestic violence, sexual assault, and stalking. For more information please visit the following webpages.

<https://www.lanec.edu/copps/documents/sexual-misconduct-sexual-harassment-and-gender-based-discrimination-complaint-process>

<https://www.lanec.edu/copps/documents/sexual-respect-sexual-misconduct>

<https://www2.ed.gov/about/offices/list/ocr/docs/know-rights-201404-title-ix.pdf>

**9. Sexual Offender Registration.** Under current state law, computerized sex offender information can be obtained through the Oregon State Police through the sex offender



registration information line at (503) 378-3720 extension 4429 or through the Oregon State Police web-search at <http://sexoffenders.oregon.gov/>. This computerized database can access sex offender information by name, address, zip code or county. For additional information about sex offender registration you may wish to contact:

Oregon State Police Sex Offender Registration Unit Oregon State Police; **General Headquarters**

3565 Trelstad Ave SE, Salem, OR 97317

Lane County Health and Human Services Community Corrections - Adult Probation and Parole, 165 E.

7<sup>th</sup> Avenue, Room 300 Eugene, OR 97401; phone (541) 682-3040.

## 10. Emergency Response

**10.1 Emergency Response Plan.** The college's emergency plan is available to college employees ("E-Plan"). The E-Plan provides detailed operational procedures and protocols for the following emergencies: Active Shooter, Aircraft Incidents, Bomb Threat, Fire or Explosion, Hazardous Material Accidents, Natural Disasters, Severe Weather, and Utility Failures. College response to other types of emergencies, including but not limited to the following are also detailed in the online E-Plan: Criminal Activities, Physical Injuries and Medical Emergencies, and Psychological and Emotional Trauma. The Lane Community College E-Plan includes a separate Employee Emergency Manual that provides quick reference information and is distributed to all employees; and a separate Management Emergency Manual (Red Book) for the Emergency Planning Team (ERT), containing more detailed procedures for their use. The College conducts "practice" evacuation procedures monthly when possible but not less than once per quarter *term*.

### ***10.1.1 Evacuation Drills and Shelter in Place***

Evacuation drills are held a minimum of 4 times per year on each campus. The drills are announced to community members, planned, and monitored by Public Safety. Drill documentation is maintained by Public Safety. Documentation includes a critique on the effectiveness of the drill, whether it was announced or unannounced, problems for correction, and the date and time of each evacuation activity. Typically such drills are conducted during fire drills.

The Public Safety Department regularly conducts training and exercises that informs campus members the procedures for sheltering in place during an emergent situation.

**10.2 Emergency Contact Numbers.** For any emergency, use the following contact numbers from a campus telephone. If calling from a telephone off-campus, include **(541) 463** before dialing the four digit number:

- Police, Fire, Medical 911 Emergencies 5555
- Medical Emergencies 5555
- Counseling / Consultation 8888
- Public Safety Department 5558
- Facilities Management 5000
- After Hours Emergencies 5555
- Campus Operator 0

**10.3 *Emergency Planning Team.*** The College has an ongoing Emergency Planning Team (“EPT”) that is comprised of the following key campus personnel:

- Director of Public Safety
- Public Safety Officers on duty
- Public Information Officers
- Facilities: Director of Facilities Management and Planning
- Vice President of College Services
- Assistant to the Vice President of College Services
- Government Relations
- Downtown Campus Representatives
- College Public Information Officer
- Health Clinic Director
- Risk Management Specialist
- Student Representative

When a potential or actual emergency is identified, students or staff should immediately notify the Director of Emergency Preparedness or LCC Public Safety Director at (541) 463-5555. The Emergency Director consults with the Emergency Planning Team (EPT) to determine the nature and extent of any emergency. If it is determined that an emergency exists, the Emergency Planning Team convenes at the pre-determined location listed in the Red Book. The EPT then decides on an appropriate course of action, the content of a public statement and appropriate actions given the nature of the situation.

**10.4 *Evacuation.*** Physical emergencies may warrant evacuation of a building or campus. A decision to evacuate will be communicated to all affected individuals. The methods of communication will depend on the event, potential harm to people and property, and the urgency required. Specific evacuation procedures have been developed for physically impaired people and their property. These procedures are governed, in part by the nature of the emergency and the urgency required.

**10.5 *Decision Making for Evacuation.*** The Emergency Planning Team (EPT) will assess the event and determine if evacuation of all or part of the campus is indicated. If evacuation is deemed necessary, LCC Public Safety and Facilities, Management, and Planning personnel will

coordinate this activity and request appropriate local government agency support as necessary. Additional information about Emergency Planning and Response found at: <http://www.lanecc.edu/epal>

**10.6 *Communications for Evacuations.*** The LCC Director of Public Safety or designee will, when circumstances warrant: Initiate evacuation of a building, buildings or the entire campus upon direction of the EPT; Ensure all students, employees and visitors are safely evacuated from the affected area(s) including rapid response to individuals with physical impairment; and notify Facilities, Management, and Planning and local agencies to provide support as necessary.

**10.7 *To Ensure the Safety of the Community During an Evacuation, Take the Following Steps:***

10.7.1 Do not use building elevators in case of fire or earthquake, use nearest stairway.

10.7.2 Walk, do not run, to the nearest exit.

10.7.3 Leave the building and move a safe distance away, preferably to the nearest parking lot. Do not obstruct emergency personnel or vehicles.

10.7.4 Take purses and backpacks when evacuating. Close doors but do not lock them.

10.7.5 You may return to a building when you are told it is safe to do so by LCC Public Safety, Facilities, Management, and Planning, Executive Team, other responding emergency management personnel, or when the alarm stops sounding.

**10.8 *When Evacuation of Persons with Disabilities is Necessary, Staff are Instructed to:***

10.8.1 Remain calm and reassuring;

10.8.2 Give assistance to persons with disabilities. Ask them what their needs are;

10.8.3 Request assistance from those near you, if needed;

10.8.4 Exit building if possible; if not, proceed to the nearest evacuation area or move toward the nearest marked exit (these are evacuation areas). Do not use the elevator in case of fire or emergencies that might affect electricity;

a) The wheelchair occupant or person with disability may use the building elevators only if it can be done safely;

b) The wheelchair occupant or person with disabilities should remain in the evacuation area until rescue personnel arrive. All evacuation areas will be checked first by emergency personnel.

**11. Missing Persons.** Any student that is suspected of being missing from Lane Community College Student Housing, Titan Court, must be reported immediately to Lane Community College Public Safety Department (LCC PSD). Specific guidelines allow 24 hours from the time of notification to follow through, however, such policies and procedures involving missing persons may be enacted sooner than 24 hours. With this in mind, LCC PSD will immediately follow this protocol when a student in Titan Court residential housing is reported as possibly missing. Public Safety may be reached by calling: **541-463-6267 or 541-463-5558**.

11.1 A reporting party does not need to wait any particular length of time to issue a Missing Student report; instead, LCC PSD will take a Missing Student report and initiate appropriate follow up investigation and notifications.

11.2 A missing person is anyone whose absence is contrary to his/her usual pattern of behavior and it is suspected that unusual circumstances may have caused the absence.

11.3 Collection of information Lane Community College and its agents will ask student residents of Titan Court to provide contact information, strictly for missing person's purpose, as part of the lease, as well as, a general emergency contact. The contact information will be held confidential; only accessible by authorized personnel.

11.4 Investigation. The LCC PSD will receive the initial report and notify the Eugene Police Department (EPD) at the time the initial report is received. The Titan Court (Housing Staff) will assist both LCC PSD and the EPD with the subsequent investigations. This assistance includes, but is not limited to:

11.4.1 A cursory inspection of the resident's living area for the sole purpose of ensuring that the student is not ill or deceased on the premises (LCC PSD and Housing Staff).

11.4.2 Subsequent detailed inspection of premises by law enforcement (LCC PSD and EPD) in accordance with ORS (Oregon Revised Statutes).

11.4.3 Interview of persons that live in proximity to the missing person; friends, witnesses, and/or any person who may have information (LCC PSD and/or EPD).

### **11.5 Notification**

11.5.1 Notifying police. In the event a student resident is considered to be missing, Housing staff will notify Public Safety who will coordinate to make subsequent notifications to College Officials and Eugene Police.

11.5.2 Notifying missing person's contact on record. LCC PSD or Housing Staff will notify the missing person's contact within 24 hours of determination that the student is missing.

11.5.3 Notifying parents or guardians. Public Safety or Housing will notify the parents or guardian within 24 hours of determination that the student is missing if the missing person is under 18 years of age and not emancipated.

**11.6 Within 24 Hours of Reported Possible Missing Person - Specific Procedures and Responsibilities for LCC PSD.** LCC PSD conducts initial investigation.

11.6.1 Checks room, interviews persons, files report, attempts to contact missing person, contacts person on contact card, and notifies EPD after preliminary steps have been taken.

11.6.2 Contacts PIO (Public Information Officer) and Executive Dean Student Affairs to advise on report.

11.6.3 Advises Housing Staff to alert LCC PSD should the individual return.

11.6.4 Advises suitemates to alert LCC PSD should the individual return.

11.6.5 Produces image for LCC PSD Officers for Police officers.

## **12. Reporting and Compliance Requirements – Violence Against Women Act**

### **12.1 VAWA's SaVE Act provision imposes new reporting requirements:**

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

**12.1.2** "Domestic violence" includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law.

"Sexual Assault", means an offense that meets the definition of Rape, Fondling, Incest or

Statutory Rape as used in the FBI’s UCR program and included in Appendix A of 34 CFR Part 668. In specific: 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. This definition includes any gender of victim or perpetrator. Sexual penetration means 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. This definition also includes instances in which the victim is incapable of giving consent because of temporary or permanent mental or physical incapacity (including due to the influence of drugs or alcohol) or because of age. Physical resistance is not required on the part of the victim to demonstrate lack of consent.

“Sexual Assault” also includes: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

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

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

C. *Statutory Rape*—Sexual intercourse with a person who is under the statutory age of consent.

**12.1.3** “Dating violence” means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was such relationship will be gauged by its length, type, and frequency of interaction.

**12.1.4** “Stalking” means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or other’s safety, or to suffer substantial emotional distress.\*

**12.2** *All sexual assault prevention training and domestic violence prevention training includes:*

12.2.1 A statement that the institution prohibits those offenses.

12.2.2 The definition of those offenses in the applicable jurisdiction.

12.2.3 The definition of consent, with reference to sexual offenses, in the applicable jurisdiction.

12.2.4 “Safe and positive” options for bystander intervention an individual may take to “prevent harm or intervene” in risky situation.

12.2.5 Recognition of signs of abusive behavior and how to avoid potential attacks.

12.2.6 Ongoing prevention and awareness campaigns for students and faculty on all of the above.

**13. Crime Statistics.** The LCC Public Safety Department is responsible for collecting and reporting campus crime reports. In particular, the Chief Public Safety Officer and designates coordinate campus-wide and community data collection and aggregation.

The definitions used for reporting crimes are in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program and other federal crime reporting definitions as set forth in Appendix A to Subpart D of 34 CFR 668: "Crime Definitions in Accordance With the Federal Bureau of Investigation's Uniform Crime Reporting Program." This includes revised definitions of "Rape, sodomy, fondling, and sexual assault". Crime definitions are provided here:

***13.1 Crime Definitions from the Summary Reporting System (SRS) User Manual from the FBI's UCR Program***

***Arson***

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

***Criminal Homicide—Manslaughter by Negligence***

The killing of another person through gross negligence.

***Criminal Homicide—Murder and Non-negligent Manslaughter***

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

***Rape***

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

***Robbery***

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

***Aggravated Assault***

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

***Burglary***

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.



### ***Motor Vehicle Theft***

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joyriding.)

### ***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. Source: (<https://secure.sos.state.or.us/oard/viewSingleRule.action?ruleVrsnRsn=212397>)

## **14 The Crime Statistics Report for Lane Community College campuses is derived from the following sources:**

- a. Lane County Sheriff's Department
- b. Eugene Police Department
- c. Florence Police Department
- d. Cottage Grove Police Department
- e. Lane Community College Public Safety Department
- f. Office of Academic & Student Affairs
- g. Human Resources Department
- h. Campus Security Authorities
- i. Oregon State Police
- j. Title IX Officer

The information is cross-checked to eliminate double-counting reports from the same incident. Also, a review of all reports is made to verify the crime classification for each type of incident as it relates to the Clery reporting guidelines.

# On Campus Property

Criminal Offenses	Main Campus			Cottage Grove			Florence Campus			Flight Technology		
	18	19	20	18	19	20	18	19	20	18	19	20
<b>On-Campus</b>	18	19	20	18	19	20	18	19	20	18	19	20
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	2	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	1	0	0	0	0	0	0	0	0	0
Motor vehicle theft	4	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Weapons [Arrest/Referral]	1A 1R	0	0	0	0	0	0	0	0	0	0	0
Drugs [Arrest/Referral]	2A 6R	10R	1R	0	0	0	0	0	0	0	0	0
Alcohol [Arrest/Referral]	2R	1R	0	0	0	0	0	0	0	0	0	0
Hate Crimes	2	0	1	0	0	0	0	0	0	0	0	0
Domestic Violence	1	1	1	0	0	0	0	0	0	0	0	0
Dating Violence	1	1	0	0	0	0	0	0	0	0	0	0
Stalking	5	1	2	0	0	0	0	0	0	0	0	0
Notes												

## Public Property(s)

Criminal Offenses Public Property	Main Campus			Cottage Grove Campus			Florence Campus			Flight Technology		
	18	19	20	18	19	20	18	19	20	18	19	20
<b>Near Campus</b>	18	19	20	18	19	20	18	19	20	18	19	20
Murder/Non-negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Weapons [Arrest/Referral]	0	1A	0	0	0	0	0	0	0	0	0	0
Drugs [Arrest/Referral]	0	0	0	0	0	0	0	0	0	0	0	0
Alcohol [Arrest/Referral]	0	0	0	0	0	0	0	0	0	0	0	0
Documented Hate Crimes	0	0	0	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0
Notes												

## Down Town/Titan Court

Criminal Offenses	Downtown Campus New Public Property Academic			Downtown Campus New On Campus Academic (Total includes Residential)			Downtown Campus New On Campus Residential (Only)		
	18	19	20	18	19	20	18	19	20
Murder /Non-negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Rape	3	1	0	0	0	0	0	0	0
Fondling	1	2	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	1	0	0	0	0	0	0	0	0
Robbery	3	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	1	0	1	1	0	0	1
Motor vehicle theft	2	1	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Weapons [Arrest/Referral]	0	1A	1A	0	0	0	0	0	0
Drugs [Arrest/Referral]	11A	9A	4A	4R	3R	0	4R	3R	0
Alcohol [Arrest/Referral]	3A	4A	0	1R	2R	0	1R	2R	0
Hate Crimes	0	0	0	0	0	0	0	0	0
Domestic Violence	0	2	1	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
Notes									