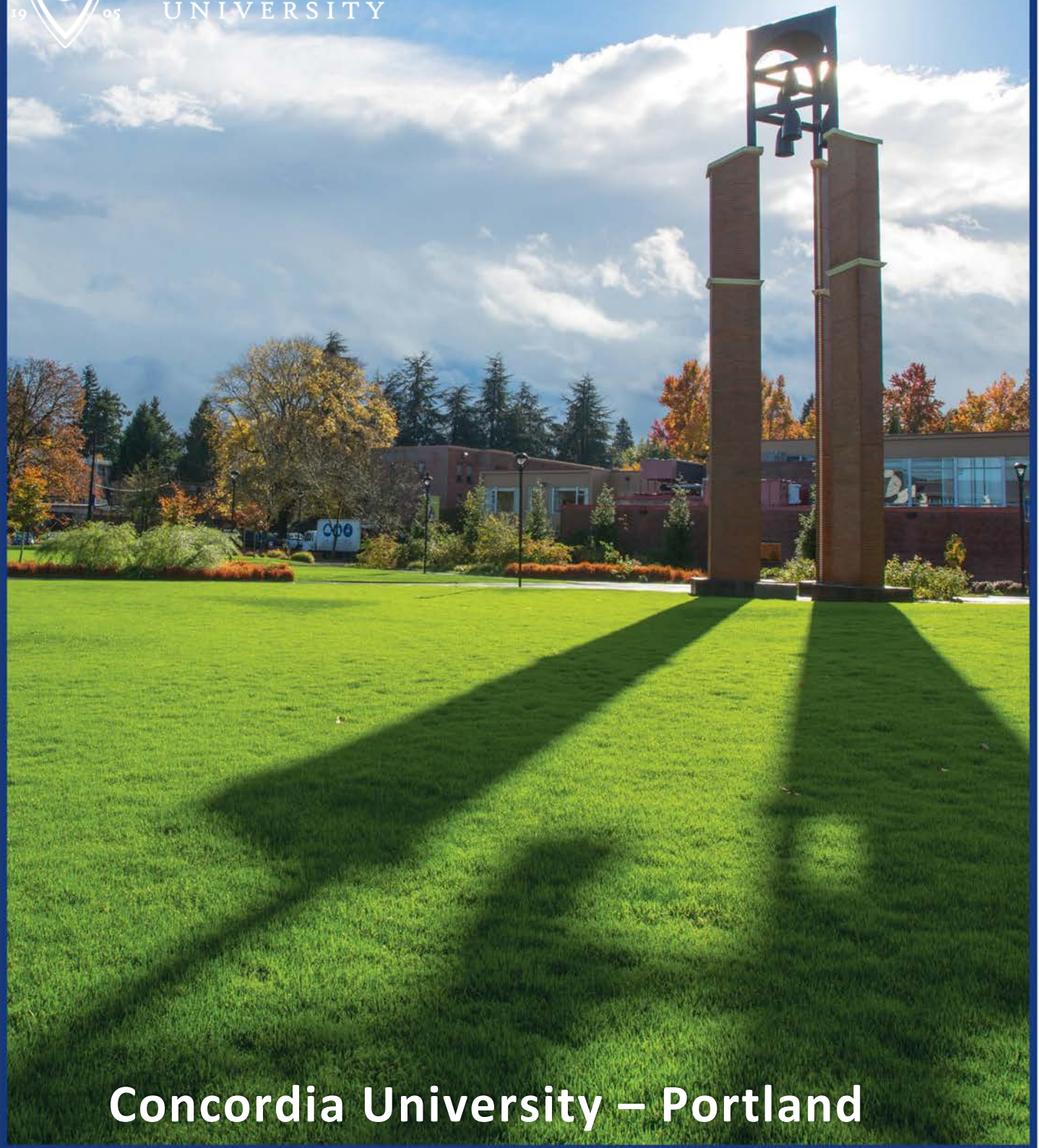




CONCORDIA  
UNIVERSITY



# Concordia University – Portland

2016 Annual Security & Fire Safety Report

# 2016 Annual Security & Fire Safety Report

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## Public Safety

### Mission Statement

Concordia University will provide an environment that optimizes the safety and welfare of all campus members and visitors. Concordia University continues to establish policies, procedures and services designed to ensure that every reasonable precaution is taken to protect persons and property on campus.

The mission of the Concordia Public Safety Department is to maintain and improve campus livability by working with students, staff, faculty, and the community to preserve life, promote a safe environment, respond to emergencies, promote human dignity, protect property, and foster individual responsibility and campus commitment.

### Organization

The Vice President for Campus Safety and Emergency Management reports to the Chief Operating Officer. The Concordia University Public Safety Department works closely with entire University community to ensure that safety and security procedures are inculcated into everything we do. The Public Safety Department offices are located in Hagen Center.

Public Safety Department Officers are responsible for all safety and security services to the University campus, and all properties normally used by the University for the conduct of its primary business. This includes all crime report investigations, medical emergencies, fire emergencies, traffic collisions and accidents that occur on campus. Their duties also include the enforcement of all University policies.

### Police Authority

The members of the Concordia University Public Safety Department cooperate fully with members of the Portland Police Bureau, the Multnomah County Sheriff's Office, the District Attorney's Office of Multnomah County, and other local and federal law enforcement agencies. Crime reports are taken and written by members of the Public Safety Department and are forwarded to those agencies as appropriate.

Public Safety Officers are certified as Private Security Officers by Oregon's Department of Public Safety Standards and Training. Arrest powers are granted by the Oregon Legislature. See Oregon Revised Statutes (ORS) 133.005, 133.220, 133.225, 161.249, 161.255 and other applicable laws that were enacted to assist private security and campus law enforcement. Concordia Public Safety Officers are not armed.

### Federal Campus Safety Legislation

This report and summary of policies have been provided to comply with the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (1990; last amended 1998), the *Drug-Free Schools and Communities Act Amendments of 1989* (PL101-226), and the *Violence Against Women Reauthorization Act of 2013* (VAWA) as stated in the Department of Education Final Rule 34 CFR Part 668 as published in the *Federal Register* Vol. 79 No. 202 October 20, 2014. Information is reviewed and updated annually.

The *Annual Security and Fire Safety Report* is prepared by the Department of Public Safety with the assistance and input of professional staff from the Student Affairs Department, including the Dean of Students, Title IX Coordinator, Director of Equity Compliance, Coordinator for Equity and Advocacy, Director of Counseling, and Director of Health/Wellness. This 2016 Report contains comparative crime and fire safety data from the prior three years—2015, 2014, and 2013.

### Registered Sex Offender Information

Information concerning registered sex offenders may be obtained by contacting the Sex Offender Registration Unit of the Oregon State Police at 503-378-3720, extension 4429. By providing the Zip Code of Concordia University (97211), the Oregon State Police will be able to provide a list of supervised and



non-supervised registered sex offenders in the immediate area.

### **Crime Reporting:**

Campus Public Safety officers submit written police reports which are transmitted to the Portland Police Bureau (PPB). PPB maintains all crime statistics occurring on or near the campus in their Portland Police Data System (REGION). They routinely forward these reports and statistics to the Oregon Law Enforcement Data System (LEDS), the Oregon Department of Motor Vehicles (DMV) and the National Crime Information Center (NCIC) as dictated by standing agreements.

Concordia University directs anyone with knowledge of criminal activity, safety or medical emergencies, and suspicious circumstances occurring on campus, report this information immediately by calling Public Safety at 503-280-8517 or 911. Additionally, persons may come to the Public Safety Help Desk to report crimes on a voluntary, confidential basis. Confidential reports will be logged in the Public Safety report log, and included in the University's annual crime statistics. If a student reports being the victim of a crime which occurs in or on non-campus property, is not within the same reasonably contiguous geographic area of the University, but is used in direct support of, or in relation to, the institution's educational purpose, then this report will be included in the Public Safety annual crime statistics. Those statistics will be added to the Portland Police Bureau and Student Affairs statistics forwarded to and compiled for this report by the Department of Public Safety.

### **Emergency Numbers**

*Concordia Public Safety:* x8517 (503-280-8517) Portland Police Bureau: 911

### **Non-Emergency Numbers**

*Concordia Public Safety:* x8535 (503-280-8535) Portland Police Bureau: 503-823-3333

### **Campus Security Authorities**

In addition to statistical recording of crimes that are reported to or by the Department of Public Safety, the [Clery Act](#) also requires reporting of crimes by Campus Security Authorities. By definition, a Campus Security Authority (CSA) is anyone, including someone in a student leadership position, who by function (not title) has contact with students and significant responsibility for student and campus activities. At Concordia University, in addition to Public Safety staff, these are defined as:

- **Student Affairs**  
(Dean, Associate Dean, Residential Life Staff, Academic Advisors, Disability Services, Director-Student Activities, Intramural supervisor)
- **Office of Service Leadership**  
(Director, Asst. Directors, Program Coordinators)
- **Athletics**  
(Director, Assistant Directors, Coaches, Trainers,)
- **Staff & Faculty**  
(Advisors to Student Clubs and Organizations)

A CSA must report all of the crime categories contained in the *Annual Security & Fire Safety Report* reported to them by a student if it occurred:

- On Campus
- In On-Campus Student Residences
- On Public Property adjacent to the campus
- At Off-Campus Venues routinely used for Athletic Events & Activities
- On Property Owned or Controlled by Concordia University

Campus Security Authorities are also encouraged to offer referrals to campus assistance and support resources, including:

- Victims' Assistance programs for sexual harassment & assault and hate crimes
- Available Medical Treatment
- Counseling Services

The [Clery Act](#) exempts Licensed Mental Health Counselors and Pastoral Counselors from the CSA requirements unless preempted by specific legal requirements. These counsellors are encouraged to inform persons they are counselling of the procedures to report crimes on a voluntary and confidential basis.

At Concordia University, a letter and reporting form is sent at the beginning of the Fall semester to designated Campus Security Authorities reminding them of their obligations under the Clery Act. During the Spring semester, a letter and reporting form is sent to CSA's asking them to verify reports occurring in any prior calendar year and were reported to them.

## Security and Access to Campus Facilities

All campus academic and administrative buildings are unlocked each morning and locked each evening by Campus Public Safety personnel. The University has installed electronic control locks on all classroom, library, gym facilities and residence halls so they can be secured, unlocked, and monitored automatically. Electronic control locks are installed on exterior entrances of campus residence halls and apartments. Authorized people may enter using their access card during the authorized hours. University apartments and residence rooms are individually keyed and those keys are issued to the residents by Student Affairs. Security surveillance cameras are installed throughout campus in exterior and interior locations; video footage is accessed and maintained on an internally maintained server. Emergency call phones are flush mounted at exterior entrances of dorms and high frequency use buildings.

Public Safety Officers and Resident Assistants patrol and respond to security, safety, and livability issues.

The Physical Plant Services Department maintains buildings and grounds with a concern for safety. They provide access cards to authorized maintenance company contractor personnel, but only during maintenance visitation hours.

## Crime Prevention

The cooperation and involvement of the entire campus community in campus crime prevention is absolutely necessary. The Public Safety Department is committed to more than just reacting to reported suspicious activity and crimes. It also attempts to deter the opportunity for criminal activity. Public Safety provides timely notice to the campus community on crimes considered threats to security by issuing e-mail and text alert messages.

The Public Safety Department and Student Affairs provide presentations to the campus community on criminal activity and crime prevention.

### Escort Program

Officers will provide escorts to students, faculty, and staff to and from their vehicles or buildings.

### **Presentations**

Crime prevention presentations, materials, and reports are made to groups upon request and during student and staff orientations.

### **Women Strength Classes**

These classes are free and designed for teens and adult women. Female students, faculty and staff may register by calling 503-823-0296.

### **Brochures/Pamphlets**

Crime prevention materials are available upon request at the Public Safety Office and in the Student Affairs Office. Materials include topics of rape, date rape, suicide, drug laws, alcohol, carjacking, how to protect your car, first aid, university emergency procedures, and others.

## **Emergency Preparedness and Response**

### **Emergency Notification System**

Concordia University is committed to comprehensive, real-time communication in the event of a campus emergency including severe weather, natural disasters, weapons-bearing individuals, and other situations that pose an immediate threat to the security and safety of those on campus. **CU Alert** is an automated communication system using **Blackboard Connect** that has the ability to simultaneously send voice, text, and email messages to students, faculty and staff to notify you in the event of a campus emergency.

A **CU Alert** will be sent **as quickly as is reasonably possible** for any situation or incident that constitutes and imminent threat to life, health or safety, including any Clery act crime that is reported to Campus Public Safety or local law enforcement. Campus public safety will be informed of the messaging, and will validate the details and provide any corrected or updated information.

Alerts are also sent when there is a police, fire, or medical response on or nearby campus in order to clarify for the campus community the nature of the event, provide specific directions for safety, describe active suspects or vehicles, and to alleviate any undue concern.

Emergency Notification can occur independently or in coordination with the *Critical Incident Management Team* noted below under Emergency Response Protocol. The Chief Academic Officer, Chief Student Affairs Officer, or the Dean of Students will devise content, approve, and send the alert. They will also determine what segment of the campus community will receive the message. The Director of Public Safety and the Public Information Officer may provide context and input into the message. The Public Information Officer is responsible for crafting and disseminating campus messages, as appropriate, to the broader community through customary media and social media channels. Select faculty and staff receive alerts as members of the *Critical Incident Management Team*.

Public Safety and any member of the *Critical Incident Management Team* can send an (informational) **FYI** or **Pre-Alert Blackboard Connect** (be prepared to...) message to members of the Team, so a determination can be made on issuing a **CU Alert** and/or activating the Team.

Concordia University has requested the local police notify the Public Safety Department of events in the community that would alter the institution's emergency posture.

### **Active Shooter on Campus**

Specific response protocols for students, staff and faculty are posted on-line as is a Department of Homeland Security produced video presentation. 911 and Campus Public Safety are immediately called. Decisions to shelter-in-place and/or evacuate are dictated by the incident dynamics and proximity to the active threat. Additional training on appropriate response is provided to students, staff and faculty.

### **Emergency Management Plan**

Concordia University has an *Emergency Management Plan* designed to effectively and efficiently coordinate the use of CU and community resources to protect life and property immediately following and during a critical event on the CU campus. It is put into effect whenever an event affecting the CU Campus cannot be controlled through normal channels and procedures.

The plan also provides a management structure for coordinating and deploying essential resources which is consistent with established practices relating to coordination of resources through the use of the Incident Command System (ICS) as specified by the National Incident Management System (NIMS) and also the Multiagency Coordination System (MACS) functions to ensure cooperative response efforts with external agencies.

### **Response Protocol**

As specified by the NIMS, CU uses the Incident Command System (ICS) as its management structure during an operational response to an emergency situation or incident. This provides an orderly and predetermined alignment of responsibilities among key CU management personnel and facilitates coordination with external emergency response agencies and organizations as needed. A *Critical Incident Management Team* (CIMT) is activated by the Incident Commander as dictated by the severity and/or scope of an emergency situation or incident.

Emergency Situations or Incidents are events that 1) cause significant disruption of university facilities, infrastructure and/or operations or that 2) may or have caused serious bodily harm, injury or illness. The CIMT is trained to assist the University in preparation, response, and recovery operations. As is the philosophy of the NIMS, our response is scalable so the University is prepared to activate the resources necessary as dictated by the magnitude of the event.

### **Drills, Testing, and Evacuation Procedures**

Residential Life professional staff coordinate unannounced fire/evacuation drills four times per year in each of the on campus housing units. Manual pull stations are activated in the building, students exit the building via stairwells and proceed to the designated evacuation assembly areas. Residential Life and Public Safety staff monitor the efficiency of the evacuation and conduct head counts at the evacuation meeting area. The drills are documented. In addition, the Fire Alarm sensors and sprinkler systems are inspected annually by an outside vendor.

Announced and unannounced drills and exercises may also be conducted of other buildings on campus for emergency evacuation in the event of a fire, active shooter, earthquake, catastrophic event, or other emergency. A routine message is distributed notifying the campus of drills. Public Safety Department will be notified of all drills, and will maintain a log indicating the type of drill or exercise, the date and time, and whether it was an announced or unannounced exercise. In addition, the Critical Incident Management Team meets monthly and often conducts Tabletop Exercises and/or Emergency Simulations.

## **Drug and Alcohol Policy**

For the benefit of the health, safety and well-being of faculty, staff, students, and community, Concordia University takes a strong stand against illegal drugs, the abuse of alcohol, and the other harmful substances. There is to be no possession, transportation, distribution, manufacture, consumption or sale of alcohol or illegal mood altering substances on property owned or controlled by the University, or as part of any university activities. This standard of conduct applies to all students, staff, faculty, conferees, guests and visitors. Disruptive or self-abusive behavior including intoxication and display or storage of alcoholic beverage containers anywhere on campus is a violation of University policy. This policy reflects our conviction that the use of these substances within the context of this community is inappropriate for moral, educational, and developmental reasons. This policy also applies to those who are of legal age 21 for possession of alcohol and marijuana in the State of Oregon.

Sanctions imposed for any violations of University policies or standards of conduct include one or more of the following:

- requirement to complete an educational workshop
- requirement to participate in other special educational programming
- referral for prosecution
- separation from the University

Students, staff, and faculty should refer to the student, staff, or faculty handbook for further information. [Student Handbooks](#) are available through Student Affairs. Faculty and staff may obtain a handbook from the Director of Human Resources. Concordia University extends support and assistance to individuals who encounter problems resulting from misuse of, or addiction to, alcohol and other drugs.

While sanctions are outlined to assure clarity about the consequences the university may invoke, it is hoped that intervention with a student or employee will be a cooperative effort in which the university's offer of help will be met with a willingness on the part of the individual to secure needed assistance. Students need to contact the nurse, counselor, or Student Affairs personnel for assistance. To further this intent in the case of employees, and their families, refer to your health plan for assistance or check with the CU Human Resources Department Benefits and Compliance Specialist.

In compliance with the *Drug-Free Campus Schools Act* the University provides the following: Driving under the influence of intoxicants can occur with a .08 blood alcohol concentration. For drivers under 21, any detectable alcohol in the bloodstream is grounds for losing your driver's license.

Adults can be convicted of misdemeanors, subject to fines, and in some situations be jailed for providing a minor with alcohol.

Information on the health risks of alcohol and drugs, Concordia University and community resources, and University policies in these areas can be found at <http://www.cu-portland.edu/sites/default/files/pdf/AlcoholOtherDrugs.pdf>.

## **Dating Violence and Sexual Assault**

Concordia University has a policy and detailed processes to address dating violence, domestic violence, stalking, sexual harassment, and sexual assault. Detailed information may be found in the document *The Concordia University Policy and Procedure for Civil Rights Equity Grievance and Resolution* that can be accessed under Student Affairs on the Concordia University website <http://www.cu-portland.edu/student-affairs/title-ix-and-equity-protection>. The document lists the University officials and staff who are campus reporting authorities and conduct investigations and hearings. They have undergone training for these



responsibilities and provide campus education programs to promote the awareness of rape, acquaintance rape, domestic violence, sexual assault and stalking.

Campus student education programs include a brochure, *You are Not Alone*, which define sexual misconduct, options for reporting it, and campus and Portland area resources & contact information. In addition, as part of college orientation all new students under age 21 undergo a mandated training, *It's On Us*, which addresses relationships, consent, sexual assault, alcohol use and promoting awareness of sexual misconduct and behavioral interventions. Concordia University requires incoming students to complete an on-line training module on the Campus SaVE Act. Education and prevention efforts are also incorporated into relevant courses. For example, students enrolled in ESS 260 – Health and Fitness for Life complete an online training module titled Lasting Choices, Preventing Sexual Assault and participate in a 1 hour seminar on sexual assault prevention. Targeted trainings are also conducted periodically for students serving as Resident Advisors (RAs) and Public Safety Officers. Students will be made aware of the importance of preserving evidence that may assist in proving that the alleged criminal offense occurred or support the issuance of a protection or restraining order. A session on *Bystander Intervention* is included in the Fall in the Student Success Seminars and during *Sexual Assault Prevention Week*. This dedicated week also includes seminars and film discussions on cultivating a community that does not tolerate sexual violence and supporting survivors of sexual assault. New employee orientation includes a mandated on-line training module on *Sexual Harassment in the Workplace*. Concordia regularly seeks venues to provide education and outreach to employees through relevant presentations during staff retreats, faculty meetings and ad hoc employee gatherings as appropriate.

As part of the Concordia University Title IX Policy, “Sexual Misconduct” also includes Relationship Dating (dating and/or domestic) and Stalking. This policy specifically prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking.

Definitions:

- **Dating Violence** is committed by a person who is or has been in a social relationship of a romantic or intimate relationship with the victim; it includes but is not limited to, sexual or physical abuse or the threat of such abuse.
- **Domestic Violence** occurs between family or household members related by blood, marriage, or adoption; or persons cohabitating or in a past or present sexually intimate relationship. It includes attempts or acts of bodily injury, placing a person in fear of imminent bodily injury, or engaging in involuntary sexual relations by force or threat of force.
- **Stalking** is repeated and unwanted contact that causes the victim reasonable apprehension regarding their personal safety or a member of the victim’s immediate family or household.
- **Consent** is knowing, voluntary and clear permission by word or action, to engage in mutually agreed upon sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to make certain that the other has consented before engaging in the activity. For consent to be valid, there must be a clear expression in words or actions that the other individual consented to that specific sexual conduct.

A person cannot consent if he or she is unable to understand what is happening or is disoriented, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs. An

individual who engages in sexual activity when the individual knows, or should know, that the other person is physically or mentally incapacitated has violated this policy.

It is not an excuse that the individual responding party of sexual misconduct was intoxicated and, therefore, did not realize the incapacity of the other. Incapacitation is defined as a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how: of their sexual interaction). This policy also covers a person whose incapacity results from mental disability, involuntary physical restraint and/or from the taking of incapacitating drugs.

Consent to some sexual contact (such as kissing or fondling) cannot be presumed to be consent for other sexual activity (such as intercourse). A current or previous dating relationship is not sufficient to constitute consent. The existence of consent is based on the totality of the circumstances, including the context in which the alleged incident occurred and any similar previous patterns that may be evidenced. Silence or the absence of resistance alone is not consent. A person can withdraw consent at any time during sexual activity by expressing in words or actions that he or she no longer wants the act to continue, and, if that happens, the other person must stop immediately.

Concordia University expects all community members to take reasonable and prudent actions to prevent or stop an act of harassment, discrimination and/or sexual misconduct. Taking action may include direct intervention, calling law enforcement, or seeking assistance from a person in authority (examples: Public Safety Officers, Residence Life Staff, Title IX Coordinator, etc.). Community members who choose to exercise this positive moral obligation will be supported by the University and protected from retaliation.

Both the accuser and accused may have an advocate of their choice present during the internal disciplinary hearing & any related meeting, receive written notice of the outcome, may appeal the results, and receive notice when the results are final. If a reporting party would like the details of an incident to be kept confidential, the reporting party may speak with on-campus counselors, campus health service providers, off-campus local rape crisis counselors, domestic violence resources, local or state assistance agencies, or on or off-campus members of the clergy/chaplains. Campus counselors, campus health service providers, and the campus pastor will submit anonymous statistical information for Clery Act purposes unless they believe it would be harmful to their client, patient or parishioner.

Victims of dating violence, domestic violence, stalking, sexual harassment, or sexual assault have the option to:

- Notify proper law enforcement authorities including on campus authorities
- Be assisted by campus authorities in notifying law enforcement
- Decline to notify authorities or
- Request local authorities to issue a no contact or restraining order.

Any accommodations or protective measures will remain confidential to the greatest extent possible. In the event the victim requests confidentiality, then only Clery required non-personally identifiable information will be retained.

The results of any disciplinary hearing conducted by the University against the alleged perpetrator of a

violent crime, sexual assault or sexual misconduct will be made available to the alleged victim or to the victim's next of kin, if the victim is deceased.

## **STUDENT CONDUCT PROCESS**

It is the policy of Concordia University to conduct this disciplinary process in a prompt, fair, and impartial manner. The Dean of Students and designated Student Affairs staff will train annually in this disciplinary policy.

### **Step 1 – Documentation:**

All students and staff can document conduct incidents by completing a General Report Form (GRF). Another form of documentation which may initiate the judicial process is a Public Safety report. When the GRF or Public Safety report has been completed it is given to the Dean of Students or other designated Student Affairs staff. The Dean of Students makes a determination as to what further action should be taken with those involved. Every effort will be made to insure the privacy of both accuser and the accused.

### **Step 2 – Student Conduct Meeting:**

Those listed on the GRF or Public Safety report as potentially being involved in an alleged conduct incident will be asked to attend a judicial meeting within ten business days. This meeting will be with the Dean of Students or other designated Student Affairs staff. Receiving notification about a judicial meeting does not pronounce responsibility. Instead, it is an opportunity for those potentially involved to share their side of the story and clarify their personal involvement in the situation.

### **Step 3 – Conduct Decision:**

The Dean of Students or designated Student Affairs staff will then make a decision regarding responsibility in the reported incident within five working days. This decision will take into account the information presented in the report(s) and the information shared during the judicial meeting(s). Each individual will be found either "responsible" or "not responsible" for the violation of University policy based on the preponderance of available information. This standard essentially asks the question, "Is it more likely than not that a policy violation occurred?"

### **Step 4 – Conduct Sanctions:**

An individual who is found "responsible" for violating University policy will receive an appropriate sanction. Sanctions will be determined based on the nature of the policy violation(s), compliance with University Officials and personal history of policy violations. Please read the "Student Conduct Sanction" section.

### **Step 5 – Appeals:**

Students may appeal a conduct decision and sanction within four (4) working days of the date on the decision and sanction letter. The designated Conduct Officer hearing the appeal will contact the student within one week concerning the status of the appeal. Appeals must meet specific criteria. Please read the "Appeals" section for further information.

## **STUDENT CONDUCT SANCTIONS**

### **General Sanctioning Guidelines**

Because of the serious threat to health and safety and disruption of the educational living environment that policy violations entail, usually one or more educational sanctions and a monetary sanction will be assigned. Sanctions should be imposed in a timely manner. The Dean of Students or their designee will make simultaneous notification in writing to both accuser and accused of any discipline imposed and the appeal process, and any change resulting from an appeal, when the result

becomes final, and provide any accuser or reporter of their rights and options. Aside from this required notification, disciplinary actions will request the privacy of all involved to the greatest extent possible.

### **1. Educational Sanctions**

Educational sanctions are utilized as a means of holding students accountable for their actions. Students may be given “community restitution” projects designed to give them a better understanding of how their behavior impacts the community as well as “giving something back to the community.” The goals of educational sanctioning are to create positive learning experiences in which the student can obtain the skills to become responsible and accountable for their actions and behavior.

### **2. Monetary Sanctions**

- Violations of the residential Visitation policy and/or non-compliance are usually sanctioned at the first offense of at least \$25 and the second offense of at least \$50. Violations of the Alcohol and Drug Policy and any other illegal activity are usually sanctioned at the first time offense of at least \$50 and second offense of at least \$100 (note: first-time drug offenses may result in \$125 monetary sanction in addition to other sanctions, including drug testing).
- Destructive and Violent Behaviors are usually sanctioned at a first time offense of \$50 plus the amount of restitution needed to repair the situation
- Violations of other University Policy may involve monetary sanctions.
- Repeated Violations and multiple policy violations will usually involve a larger range of sanctions including the total cost of each offense and each policy violation.
- Students hosting a party/gathering where policy is being violated may be held to a higher level of responsibility. This may result in additional monetary fines and educational sanctions.
- Students not completing educational sanctions may incur additional monetary sanctions

### **3. Disciplinary Warning**

This level of sanction gives notice to the student that he/she has violated University policy and that further violations will result in more severe disciplinary action.

### **4. Disciplinary Probation**

When the behavior of a student is a serious detriment to community (either the overall CU community or within a residence hall) and other sanction levels have been exhausted, he/she may be placed on Disciplinary Probation. A specified term will be worked out as well as criteria for getting off probation. Probation is the level of sanction that would usually precede suspension or expulsion from the University. It may include limiting access to certain areas of the campus. In cases related to alcohol or drug violations, parental notification will likely accompany Disciplinary Probation. Note: In some cases, resident students may be evicted from the residence halls. In this event, there will be no housing refund for the current term and the return of one’s housing deposit of \$250 remains contingent on following the proper check-out procedures and condition of the room.

## **ACADEMIC SANCTIONS FOR BEHAVIOR INCIDENTS**

Pertaining to habitual violations of campus policies, dangerous or threatening behavior, or violations of criminal law by residential or commuter students, the following sanctions are available only to the Dean of Students or Chief Student Affairs Officer.

### **1. Short Term Suspension**

This would mainly consist of a time period, no more than one school week in length, where a student would be banned from attending classes. Suspensions are defined as follows: the student has no access to campus services (housing, dining services, etc.) or faculty members; it is the responsibility of the student to make up any school work; faculty members are under no obligation to facilitate make-up work or missed tests.

## **2. Long Term Suspension**

Long term suspension will last at least until the end of the current term and usually no longer than two additional terms. In some cases, in order to create an environment free from the fear of harassment, suspension may last several terms.

## **3. Expulsion**

Expulsion could be appealed to the Vice President for Student Affairs and ultimately the Chief Academic Officer.

In the event of long term suspension, or expulsion, the financial policies stated in the Concordia University Catalog under Tuition and Fees-Refund Policy will be utilized. In all of these cases, these sanctions will only be utilized when other courses of action have been exhausted or proven inadequate to the violation or behavior.

## **NOTICE OF APPEAL**

“Notice of Appeal” forms are available in Student Affairs. They should be given to the Dean of Students (or the Conduct Officer hearing the appeal) within four (4) working days from the date on the sanction letter. The Conduct Officer hearing the appeal will contact the student within one week concerning the status of the appeal. They will be granted if they meet the appeal criteria:

### **Appeal Criteria**

1. Standard procedures were not adhered to.
2. Unusual conditions or the addition of evidence or information which would have influenced the outcome of the case.
3. Sanctions were considered too severe.

### **Appeal Hearing**

Appeals are usually heard at the next level following the original conduct meeting.

1. Dean of Students
2. Vice President for Student Affairs
3. The final appeal is made to the Chief Academic Officer

The following are the usual sanctions that may be imposed upon students or organizations singly or in combination:

- **Warning:** A formal statement that the behavior was unacceptable and a warning that further infractions of any University policy, procedure or directive will result in more severe sanctions/responsive actions.
- **Probation:** A written reprimand for violation of the Code of Student Conduct, providing for more severe disciplinary sanctions in the event that the student or organization is found in violation of any University policy, procedure or directive within a specified period of time. Terms of the probation will be specified and may include denial of specified social privileges, exclusion from co-curricular activities, non-contact orders and/or other measures deemed appropriate.



- **Suspension:** Termination of student status for a definite period of time not to exceed two years, and/or until specific criteria are met. Students who return from suspension are automatically placed on probation through the remainder of their tenure at University. This sanction will be noted as a Conduct Suspension on the student's official transcript.
- **Expulsion:** Permanent termination of student status, revocation of rights to be on campus for any reason or attend University-sponsored events. This sanction will be noted as a Conduct Expulsion on the student's official transcript.
- **Withholding Diploma:** The University may withhold a student's diploma for a specified period of time and/or deny a student participation in commencement activities if the student has a grievance pending, or as a sanction if the student is found responsible for an alleged violation.
- **Revocation of Degree:** The University reserves the right to revoke a degree awarded from the University for fraud, misrepresentation or other violation of University policies, procedures or directives in obtaining the degree, or for other serious violations committed by a student prior to graduation.
- **Organizational Sanctions:** Deactivation, de-recognition, loss of all privileges (including University registration), for a specified period of time.
- **Other Actions:** In addition to or in place of the above sanctions, the University may assign any other sanctions as deemed appropriate.

## Missing Student Notification

Concordia University has a policy to provide procedures for reporting, investigating and making emergency notifications regarding any resident student who is believed to be missing. If you believe a student is missing you should notify the Department of Public Safety (503-280-8517), Student Affairs (503-280-8512), or the Dean of Students (503-280-6286). Regardless of who receives this report, any report of a missing student must be referred to Campus Public Safety.

Reasonable measure will be taken to determine whether or not the student is at their on-campus place of residence and whether or not someone familiar with the student has seen or heard from the student recently or are aware of where he or she may be. If the reported missing student is not a Resident Student, Public Safety will conduct a preliminary investigation to verify the situation and determine the relevant circumstances.

A student in on-campus housing, regardless of age, may identify one or more individuals as an emergency contact other than a custodial parent or guardian for strictly missing person purposes. Students have the option annually to make such designation or upon moving into on-campus housing during the school year.

Emergency contact information is registered confidentially; is accessible only to authorized campus officials; and may only be disclosed to law enforcement personnel in furtherance of a missing person investigation.

If a determination is made that a student is missing, the following will occur with 24 hours:

- The missing student's designated emergency contact will be notified as soon as possible.
- The student's custodial parent or guardian will also be notified if that person is not the designated emergency contact and the student is under 18 years of age and not an emancipated individual.
- Appropriate local law enforcement will be notified even if the student has not registered a contact person in their *My.CU* account.

**Concordia University - Portland, Oregon**  
**Crime Reported During Calendar Years 2013, 2014, and 2015**

<b>Criminal Offenses Reporting Matrix</b>					
OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON-CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
MURDER / NON-NEGLIGENT MANSLAUGHTER	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
MANSLAUGHTER BY NEGLIGENCE	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
RAPE	2013	0	0	0	0
	2014	0	0	0	0
	2015	1	0	0	0
FONDLING	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
INCEST	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
STATUTORY RAPE	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
ROBBERY	2013	0	0	0	2
	2014	0	0	0	0
	2015	0	0	0	1
AGGRAVATED ASSAULT	2013	0	0	0	3
	2014	0	0	0	1
	2015	0	0	0	0
BURGLARY	2013	1	1	0	0
	2014	3	2	0	0
	2015	0	0	0	0
MOTOR VEHICLE THEFT	2013	0	0	0	1
	2014	1	0	0	0
	2015	1	0	0	0
ARSON	2013	0	0	0	1
	2014	0	0	0	0
	2015	0	0	0	0

### VAWA Offenses Reporting Matrix

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON- CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
DOMESTIC VIOLENCE	2013	n/a	n/a	n/a	n/a
	2014	0	0	0	0
	2015	0	0	0	0
DATING VIOLENCE	2013	n/a	n/a	n/a	n/a
	2014	2	2	0	0
	2015	0	0	0	0
STALKING	2013	n/a	n/a	n/a	n/a
	2014	1	1	0	0
	2015	0	0	0	0

### Arrests and Disciplinary Referrals Reporting Matrix

OFFENSE	YEAR	GEOGRAPHIC LOCATION			
		ON- CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
ARRESTS: WEAPONS: CARRYING, POSSESSING, ETC.	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
DISCIPLINARY REFERRALS: WEAPONS: CARRYING, POSSESSING, ETC.	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
ARRESTS: DRUG ABUSE VIOLATIONS	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
DISCIPLINARY REFERRALS: DRUG ABUSE VIOLATIONS	2013	8	8	0	0
	2014	5	5	4	0
	2015	3	3	0	0
ARRESTS: LIQUOR LAW VIOLATIONS	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
DISCIPLINARY REFERRALS: LIQUOR LAW VIOLATIONS	2013	20	20	0	0
	2014	32	31	0	0
	2015	42	42	0	0

## Hate Crimes Matrix

Motivation	YEAR	GEOGRAPHIC LOCATION			
		ON- CAMPUS PROPERTY	ON-CAMPUS STUDENT HOUSING FACILITIES	NONCAMPUS PROPERTY	PUBLIC PROPERTY
Race	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Gender	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Religion	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Sexual Orientation	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Sexual Identity	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Ethnicity	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
National Origin	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0
Disability	2013	0	0	0	0
	2014	0	0	0	0
	2015	0	0	0	0

Data Sources: Portland Police Bureau Statistical Analysis Unit; Concordia University Public Safety and Student Affairs Departments

# Higher Education Opportunity Act Campus Fire Safety Annual Compliance Report

## Reporting Year 2015

### Overview

The Higher Education Opportunity Act (Public Law 110-315) became law in August 2008. It requires all United States academic institutions to produce an Annual Fire Safety Report outlining fire safety practices, standards, and all fire-related on-campus statistics. The following public disclosure report details all information required by this law as it relates to Concordia University in Portland, Oregon.

### General Statement of Concordia University Resident Housing

At Concordia University, all residence halls (East, Coates, Weber, Elizabeth, Neils, Concordia Place) are covered with a fire detection system and all but Neils have a fire suppression system. Fire detection systems are tested monthly by Public Safety, Residence Life staff and the alarm monitoring company and have an annual certified inspection by an external vendor. Fire suppression systems are inspected monthly by Public Safety and have an annual certified inspection by an external vendor. Fire extinguishers are present in all halls, are inspected monthly by Public Safety and replaced yearly by an external vendor.

### Residence Hall Fire Safety Systems

Facility	Fire Detection System (smoke, heat, Ion)	Fire Suppression System	Fire Extinguishers	Redundant Monitoring System	Evacuation Drills Conducted Each Year	Evacuation Plans and Placards
East Hall	Yes	Yes	Yes	Yes	4	Yes
Coates Apts	Yes	Yes	Yes	Yes	4	Yes
Weber Hall	Yes	Yes	Yes	No	4	Yes
Elizabeth Hall	Yes	Yes	Yes	No	4	Yes
Neils Hall	Yes	Yes	Yes	No	4	Yes
Concordia Pl. Apts	Yes	Yes	Yes	Yes	4	Yes

### Residence Hall Fire Drills

Fire drills are a supervised evacuation held four times a year at the beginning of each academic calendar term (Fall, Spring, Summer). Fire drills are also conducted for classroom and other buildings on campus. Residence Hall fire drills are scheduled by Student Affairs in conjunction with Public Safety and the City of Portland Fire Bureau.

Emergency procedures in case of a fire are posted in each resident room telling what action to take, how to evacuate, and where to assemble.

### Fire Safety Education

Residence Life Policy on Fire safety is stated in the Student Handbook and prohibits, smoking, open flames, usage of open element appliance, candles with burned ends, propane grills, charcoals BBQ's, and space heaters.

Residence Life Policy on Evacuation from residence halls is stated in the Student Handbook and is discussed with students when they move into the halls. Residence Life Fire Safety Inspections conducted



periodically to ensure resident compliance with safety regulations.

New employees are briefed regarding fire safety, evacuation, and fire prevention as part of their new employee orientation. Individual facility emergency plans are briefed annually as part of the campus's ongoing emergency preparedness program.

### **Reporting a Fire**

Students reporting a fire should contact Campus Public Safety. If the fire event is no longer a danger they should contact their Resident Hall Advisor (RA) to report the incident to Public Safety.

### **Fire Log**

A Fire log is kept at the Public Safety Department and is open to the public during normal business hours.

### **Fire Safety Improvements and Upgrades**

Concordia University annually reviews the fire systems in our residence halls and makes upgrades, repairs, or revision when problems are identified.

### **Statistics and Reports of On-Campus Student Housing Fires**

During the Calendar Year 2015 there were no fires, fire-related injuries or property damage in Concordia University Residence Halls.

Appendix A: Letter requesting local police records

July 26, 2016

Greg Stewart  
Sergeant, Statistical Service Division  
Portland Police Bureau  
1111 S.W. Second  
Portland, Oregon 97201

Dear Sergeant Stewart,

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

I am requesting that your department provide me with **crime statistics for 2015** for the following offenses that occurred on our campus or on public property within and immediately adjacent to our property:

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

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

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

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

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

**Domestic Violence:** The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

**Dating Violence:** The term “dating violence” means violence committed by a person—

(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

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

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

I am requesting the required statistics for the following areas that are considered to be “on campus”:

- 6300-6700 Blocks of NE 27<sup>th</sup> Avenue
- 2800-2900 Blocks of NE Dekum St.
- 6300-6700 Blocks of NE 29<sup>th</sup> St.
- 2900 Block of NE Rosa Parks Way
- 6300-6500 Block of NE 30<sup>th</sup> Avenue
- 2800-3100 block of NE Holman Avenue

I also need crime statistics for the following specific addresses:

9140 NE Sunderland Ave, 97211

11703 NE Glenn Widing Dr, 97220

The following house numbers on NE 27<sup>th</sup> Ave

6315, 6325, 6349, 6405, 6410, 6430, 6455, 6501, 6551, 6617, 6623, 6635, 6705

The following house numbers on NE 29<sup>th</sup> Ave

6340, 6349, 6400, 6400A, 6504, 6700

The following house numbers on NE 30<sup>th</sup> Ave

5949, 6433, 6443

The following house numbers on NE Liberty

2715, 2800

The following house numbers on NE Dekum

2636, 2705, 2715

The following house numbers on NE Holman

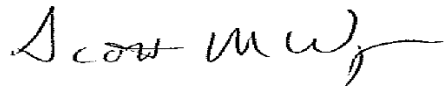
2811, 2823, 2903, 2907, 2921

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

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

Thank you for your attention to this matter.

Sincerely,



Scott Winegar  
Vice President, Campus Security and Emergency Management  
Concordia University  
2811 NE Holman St  
Portland, Or 97211  
503-493-6243

**From:** [Stewart, Greg](#)  
**To:** [Scott Winegar](#)  
**Subject:** RE: Request for statistics  
**Date:** Wednesday, July 27, 2016 7:24:07 AM

Sir,

I regret to inform you that we are not providing 2015 Clery Act statistics at this time due to our records management system migration. We anticipate having access to these data sometime in 2017.

Best,





CONCORDIA  
UNIVERSITY

-PORTLAND, OREGON-

**Department of Public Safety**

Concordia University | 2811 NE Holman Street | Portland, Oregon 97211