WILLAMETTE UNIVERSITY

FIRE SAFETY

and

SECURITY REPORT

for Calendar Year 2013

October 1, 2014
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WILLAMETTE UNIVERSITY SECURITY AND FIRE SAFETY REPORT
(CLERY & HEOA REPORT)
FOR CALENDAR YEAR 2013

Introduction

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

The following document represents Willamette University’s annual Security and Fire Safety Report, pursuant to both the Clery Act and the HEOA. The report also includes information about university policies designed to promote the safety of our university community, as well as other information regarding personal safety, crime and fire prevention, and information on how to report suspicious activity.

Willamette University publishes its Security and Fire Safety Report every October 1st, and as required by Clery, includes relevant crime statistics for the last three calendar years – 2011, 2012 and 2013 (as opposed to academic years). We make copies of the report available at our Office of Campus Safety, located at the Service Center between Doney and Lausanne Halls, on the south side, or on line at http://www.willamette.edu/dept/safety/, and by emailing a link to the report to all students and employees.

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

Over the last eighteen months, there have been significant advancements made in the promotion of campus safety across all of higher education in the form of changes to federal law (beyond the Clery Act and HEOA), and as a consequence of national discourse regarding interpersonal violence on university campuses. For example, legislation reauthorizing the
Violence Against Women Act requires universities to track reports of stalking and relationship violence in the crime statistics they keep. Similarly, amendments to and reinterpretations of Title IX of the 1972 Federal Education Amendments to the 1964 Civil Rights Act ("Title IX") have resulted in the adoption of new policies at Willamette regarding the reporting, investigation and discipline of incidents of sexual discrimination, harassment and interpersonal violence involving students and employees.

It is important to note that although the Clery Act requires Willamette to disclose crime reporting statistics for calendar years 2011, 2012 and 2013, the policies described or referred to in this report are current as of October 1, 2014. Regardless, the changes to federal regulation since 2011 and the related national conversation regarding sexual discrimination, harassment and violence on America’s college campuses has fostered at Willamette the development and implementation of survivor oriented policies and practices that encourage bystander intervention, connect victims to important remedies and support services and support institutional efforts to hold wrongdoers accountable. The work Willamette has done since the U.S. Dept. of Education’s watershed Dear Colleague letter of April 2011 not only addresses the new federal requirements, it demonstrates this community’s commitment to fostering a campus climate free of harassment and violence; one where those victimized by sexual violence, should it occur, feel comfortable coming forward.

There have been, however, some revisions to the interpretation of federal regulations impacting Clery reporting that have produced reporting confusion among institutions of higher education seeking to comply with federal requirements. More specifically, in April of 2011, the Department of Education issued interpretation guidance that caused a few universities, including Willamette, to include in their Security and Fire Safety Reports for 2012, reports of sexual assault made to university support service providers considered confidential in nature (e.g. university health care providers or chaplains). Last year, Willamette included these reports of sexual assault in an aggregated, non-identifying form, in its Clery data.

Earlier this year, the Department of Education issued a follow up regulatory interpretation indicating that universities need not include in their Clery data sexual assault disclosures made to confidential recipients, such as the staff at Bishop Wellness Center or the university’s chaplains. Therefore, Willamette did not include confidential sexual assault disclosures in its this year’s crime statistics data for 2013. Not including this data reduced the number of reported sexual assaults indicated in our 2013 statistics by three incidents. We continue to include in our Clery data all anonymous reports of sexual assault received by the university, although anonymous reports may duplicate others the university has received. Willamette’s Clery data for all reportable crimes, including sexual assault, for calendar years 2011, 2012 and 2013 can be found on pages 28-33 of this document.

If you have any questions, concerns or comments regarding this Security and Fire Safety Report, please feel free to contact Willamette University’s Clery Officer, Ross Stout, Director of Campus Safety at 503-370-691, or 6911 from a campus phone, or at rstout@willamette.edu.
Section II: Role and Authority of Campus Safety and Reporting Crimes

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

The Office of Campus Safety provides safety, security and emergency response services for the university 24 hours a day, seven days a week, with 6 full-time, unarmed, uniformed officers, an associate director and director. Officers are on duty patrolling the campus and are able to respond quickly to those needing assistance. Typical patrols are carried out on foot, bicycle or in marked Office of Campus Safety patrol vehicles.

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

- Coordinate emergency preparedness and response efforts for the campus
- Provide leadership for Emergency Preparedness
- Provide Emergency Notifications and Timely Warnings as required and/or warranted
- Maintain readiness of Blackboard Connect emergency notification system; performs tests and initiate system
- Coordinate drills of emergency plans including residence hall fire drills, campus emergency drills, and participation emergency response training for building representatives and residential staff
- Provide educational and informational emergency preparedness and response materials
- Manage the campus parking permit and traffic regulation program
- Provide vehicle battery jump starts
- Investigate and document reports of vehicle accidents and damage
- Provide crime prevention information and programs
- Provide escorts/support
- Gather, maintain and disseminate information on safety and security policies and incidents of crime on campus as required
- Furnish security support and crowd control for university events or special projects
- Assist with building lockouts
- Maintain a lost and found
- Respond to activated intrusion, security and fire alarms for the entire campus and university-owned houses
- Transport to medical care any sick or injured students living on campus
The Director of Campus Safety is the University’s Clery Official, and as such, is responsible for compliance with the Clery Act and all associated requirements. Questions regarding Willamette University’s compliance with the Clery Act may be directed to the Director of Campus Safety.

The Director of Campus Safety also routinely communicates with Salem Police, and shares information about criminal activity in and around the campus. It is the practice of Salem Police to inform Willamette of any criminal activity wherein a Willamette University student or student organization is known to be involved. The Salem Police Department routinely shares information with Campus Safety about students whose activities may be disrupting neighbors or neighborhoods in the areas surrounding Willamette.

All full-time Willamette University safety officers are certified by the State of Oregon as private security officers and have the same powers to arrest as those of any other private citizen. All officers have first aid and CPR certification. Ongoing training is mandatory for all full-time campus safety officers.

In 2012, Campus Safety officers and staff began receiving revised specialized training about sexual harassment and sexual assault to comply with the University’s ongoing efforts to fully comply with the requirements of Title IX.

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

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

**B. Where and How to Report Crimes**

Willamette encourages victims of crime to report the crime as soon as possible to Campus Safety. Campus Safety can determine whether another law enforcement agency should be contacted, or advises the crime victim of their right to contact another law enforcement agency for additional assistance. Campus Safety Officers can be reached 24 hours a day by calling 503-370-6911, or 6911 from a campus phone, or by visiting us in the Service Center in Doney Hall. Salem Police can also be contacted to report a crime at 503-588-6123 or, for an emergency by dialing 911. The Salem Police Department is located at 555 Liberty St. SE in Salem.
To facilitate contact with Campus Safety in the event of an emergency, Willamette University maintains at least 25 exterior emergency telephones. Of the 25 exterior phones, six are Blue Light Emergency Telephones that provide a direct line to Campus Safety by simply pushing the red button on the face of the unit. These telephones connect to Campus Safety and can be used to report a criminal incident, a fire, or any other type of emergency.

Willamette University has established special provisions for reporting hate crimes and other bias-related concerns. In addition to normal reporting methods, such concerns may be reported via the university’s online Bias Incident Report (https://secure.willamette.edu/cgi-bin/datastore.cgi/biasreport).

If the nature of the reported criminal activity presents a danger to the campus community, the Director of Campus Safety, or designate, will send a timely warning message to the campus community through an e-mail, or through the emergency notification system or other means. See page 10 for additional information about Willamette University’s Timely Warning Policy.

Reporting of criminal activity to Campus Safety will be kept as confidential as is possible to protect the privacy of the reporting party and others involved. Strict confidentiality, however, cannot always be provided based on the nature of the crime and the specific circumstances of the situation. Victims of sexual misconduct who wish to report the incident confidentially may contact Bishop Wellness Center, the Chaplain’s office or a Willamette University SARA (Sexual Assault Response Allies). Campus Safety personnel are not confidential resources in these situations and are required to report disclosures of sexual violence, harassment to university’s Title IX officials. See page 8 of this Report for more information regarding confidential resources.

Anonymous reports of sexual assault and sexual harassment can be made online. Unless you are an employee or agent of the university and therefore required to report such disclosures to the university’s Title IX officials, you may choose to report online without disclosing your identify: https://publicdocs.maxient.com/reportingform.php?WillametteUniv&layout_id=5

C. Campus Security Authorities (CSAs)

To facilitate efficient response, Willamette University encourages community members to promptly report all crimes and other emergencies directly to the Office of Campus Safety. We recognize, however, that some people may prefer to report incidents to individuals or offices other than Campus Safety. Accordingly, the Clery Act recognizes certain university officials and offices as Campus Security Authorities (CSAs). The function of CSAs is to report to the Office of Campus Safety any allegations of Clery Act crimes that are reported in good faith. CSAs are not responsible for determining whether crimes actually took place, investigating crimes, apprehending perpetrators, or persuading victims to contact law enforcement. It is important to note that CSAs are not designated by position, but by function.
Any employee, including a student employee, who has significant responsibility for student and campus activities is considered a CSA. Any CSA who learns of a Clery-defined crime must report the incident to Campus Safety.

At Willamette, CSAs include the staff employed at the following offices and these specific positions:

- President, Deans, Assistant and Associate Deans, Vice Presidents, Assistant and Associate Vice Presidents
- Office of Campus Safety
- Office of Residence Life (including Community Mentors)
- Office of Rights and Responsibilities
- Office of Residential Services
- Office of Student Activities
- Office of Multicultural Affairs
- Office of Campus Recreation
- Office of Community Outreach
- Department of Varsity Athletics
- Faculty

The following may have significant responsibility for student and campus activities, but are exempted from reporting because they are considered a confidential reporting resource:

- Chaplain/pastoral counselor: Defined as “a person who is recognized by a religious order or denomination, or as Chaplain, and is someone who provides confidential counseling, and is functioning within the authorized scope of that recognition, by their responsibilities, job description, and title.” At Willamette, this definition includes the university Chaplain and Assistant Chaplain.

- Professional counselor: Defined as “a person whose official responsibilities are to provide mental health counseling to members of the university community, affirmed and authorized through their job description, and functioning within the scope of their license or certification.” This definition applies even to professional counselors who are not employees of the university, but are under contract to provide counseling at Willamette.

- Medical staff at Bishop Wellness Center

- SARA (Sexual Assault Response Allies) volunteers. SARA is a group of students who are trained to provide information to people about sexual assault. They provide information about resources and offer referral assistance.
D. Crime Log

The Office of Campus Safety maintains daily crime and fire logs of all crimes and fires reported to the Department. The log is available for public inspection during normal business hours of 8 a.m. to 5 p.m. Monday through Friday in the Campus Safety office, located in the Service Center in Doney Hall. A version of this log is also published weekly in the Collegian student newspaper during the academic year.

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

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

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

Both the Director and Associate Director of Campus Safety are responsible for all aspects of maintaining Willamette University’s Daily Crime and Fire logs.

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

The Office of Campus Safety maintains a close working relationship with the Salem Police Department and calls upon them for support when the need arises. Campus Safety staff members occasionally work with other law enforcement agencies, including the Marion County Sheriff’s Office. Campus Safety communicates regularly with Salem Police officers on the scene of incidents that occur in and around the campus area. Campus Safety works closely with the investigative staff at Salem Police as necessary.

Consistent with federal regulations and best practices, a Memorandum of Understanding (MOU) between Willamette and the Salem Police Department specifically related to Title IX response has been developed, however, the MOU is still being reviewed by the City of Salem. This MOU articulates respective roles and expectations regarding a collaborative response to
incidents of sexual misconduct, harassment and violence where a police report has been filed by
the victim. Similar agreements are contemplated for other law enforcement agencies in
jurisdictions where the university owns or leases property. Willamette continues to
collaborate with area survivor support and advocacy groups, law enforcement, and county
prosecutor offices to strengthen services for survivors of sexual misconduct and hold
wrongdoers accountable.

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

Written requests are sent to the Salem Police Department, Portland Police Bureau, Polk
County Sheriff’s Office and the Jefatura Superior de Andalucía Oriental in Granada, Spain
requesting crime statistics for areas surrounding Willamette University property in each of
these four jurisdictions where Willamette operates a physical campus or classroom setting.
Salem Police and Portland Police have provided crime statistics for the area surrounding each
of those campuses. Polk County Sheriff’s office has responded that they do not have the
resources to provide statistics. There has been no response to written requests sent to the
Jefatura Superior de Andalucía Oriental in Granada, Spain.

Section III: Relevant Policies and Procedures

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

A. Timely Warnings

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

Timely warnings are issued on a case-by-case basis for Clery Act crimes or other serious
incidents reported to campus security authorities or local police agencies, and that pose serious
and ongoing threats to students and employees on campus or immediately adjacent to campus
property. In deciding whether to issue a timely warning, the University considers all of the facts
surrounding the incident such as the nature of the crime, the continuing danger to the campus community, and the possible risk of compromising law enforcement efforts. Incidents that may result in issuing a timely warning include the following Clery Act crimes:

- Murder
- Criminal homicide
- Negligent manslaughter
- Forcible sex offenses
- Nonforcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

The University will issue a timely warning as soon as it determines there is a serious and ongoing threat to students or employees on campus and/or in the immediate campus community. The determination will be made based on the information that Campus Safety or the Salem Police Department has available to it at the time. The Director of Campus Safety or his/her designee is responsible for preparing and distributing timely warning reports. Campus Safety may be reached at 503-370-6911, or 6911 from a campus phone.

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

- A brief statement of the incident
- Possible connection to other incidents, if applicable
- Physical description of the suspect, if available
- Composite drawing of the suspect, if available
- Date and time of the incident
- Other relevant information

B. Emergency Response and Evacuation Procedures

The Administrative Council serves as the university’s emergency response team. It includes the Vice President of Academic Affairs/Dean of the College; Dean of the College of Law, Dean of the Atkinson Graduate School of Management, Vice President of Information Technology; Vice President of Administrative Services; Vice President for Advancement; Dean
of Campus Life; Vice President for Enrollment and University Communications, Vice President and Executive Assistant to the President; Senior Vice President for Administration & Finance, and the President. Any member of the group can call for a gathering to respond to an emergency response.

The Office of Campus Safety compiles emergency procedure guidelines that describe the appropriate courses of action for many emergency situations, including evacuation. This information is reviewed and updated each year and available online at: [http://www.willamette.edu/dept/safety/doc/Emergency+Management+Plan+for+All+Hazards+_Aug+2014+rev_.pdf](http://www.willamette.edu/dept/safety/doc/Emergency+Management+Plan+for+All+Hazards+_Aug+2014+rev_.pdf)

Information on how to report or respond to an emergency situation is distributed annually to all offices and to all full time employees through the Fusser’s Emergency Reference Guide. The online version is available at: [http://www.willamette.edu/dept/safety/pdf/emergency_prep_guide.pdf](http://www.willamette.edu/dept/safety/pdf/emergency_prep_guide.pdf)

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

The Emergency Response Plan guides the university community’s response to a disaster that might occur on or near campus. The purpose is to protect life, property, and the environment and to maintain the basic operations of the university following a disaster. The intent is to make the plan flexible, so the details of specific incidents will dictate the level and type of response. However, the framework of the response organization, including establishing an Emergency Operations Center (EOC) and On-Scene Response and Policy Group will remain the same. The complete Emergency Management Plan for all Hazards, is available at: [http://www.willamette.edu/dept/safety/doc/Emergency+Management+Plan+for+All+Hazards+_Aug+2014+rev_.pdf](http://www.willamette.edu/dept/safety/doc/Emergency+Management+Plan+for+All+Hazards+_Aug+2014+rev_.pdf)

An emergency notification system is in place to notify community members via e-mail, cell phone, office phone and home phone of an emergency situation. This notification system is provided by Blackboard Connect, which manages and maintains software to provide these notifications. Authorized Campus personnel in Willamette Integrated Technology Services (WITS) and the Director of Campus Safety, are able to interface with the software and send emergency messages through the internet. All students are provided with an account on this system and are required to provide a phone number (preferably a cell phone number) where they could be reached in the event of an on-campus emergency situation. An e-mail is also sent along with the telephone notification. This system is tested at noon, on the first business day of each month, during the academic year.
The nature of the emergency will dictate what the message(s) will say. The message(s) will provide information and necessary updates about what to do and where to go to maintain personal safety. Any time an emergency situation presents itself, the university will immediately determine if this notification system would provide an increased measure of safety for community members and will activate the system if necessary.

The university annually updates its emergency response plan and publishes it on the Campus Safety website. The university conducts emergency management exercises to test emergency procedures. These include participation in and sponsoring CERT (Community Emergency Response Team) training exercises. Ham Radio training and exercises have been sponsored on campus. Shelter-in-place exercises have been conducted with a number of campus departments. These exercises vary from year-to-year, and include departments from across the campus.

Willamette University participates in the local emergency drills when possible as well as campus drills and training. Regular, unannounced fire drills that stress safe evacuation, assembly and accountability are held in the residence halls. Documentation of the drills is kept in the Campus Safety offices. Should a drill be conducted while you are on campus, please respond with a serious attitude. Your contribution will help make the training exercise more realistic and meaningful and help your overall preparedness. Willamette runs an active CERT training program and has over 40 CERT certified employees and students. Willamette has an ongoing building representative program with 56 employees involved. Campus Safety facilitates ongoing training for these employees in areas such as spotting emergency issues, supporting evacuation and facilitating communication.

Willamette University Emergency Medical Services (WEMS) is a student-staffed, campus based, professionally licensed EMS agency in the State of Oregon, providing Basic Life Support (BLS) to students, faculty, staff, and guests of the Willamette community. WEMS members provide quick response emergency medical care on campus and immediate surrounding areas with one Supervisor EMT-Basic and two First Responders from the hours of 5 p.m. Friday to 5 p.m. Sunday. As a student service organization at Willamette University, WEMS provides education and training in pre-hospital emergency medical care.

Fire/evacuation drills are conducted in academic and residential buildings one time each semester. Fire/evacuation drills are unannounced. Additional exercises will be held annually and will vary by type, campus location and the topics being tested. These drills may or may not be announced in advance, but will include a post drill assessment, that will be publicized to the campus community.

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

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

The University also has an institution-wide policy which covers issues of Title IX for employees. This policy is set forth in its entirety in Appendix A of this document and can also be viewed online at: https://willamette.edu/dept/hr/policies/policy_harassment/index.html

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

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

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

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

A full copy of the University’s Sexual Assault Policy for students is printed in Appendix A of this document and is available online at: http://www.willamette.edu/dept/policies/selected/students/sexual_conduct.html
The university’s Sexual Harassment Policy for employees is available online at: http://www.willamette.edu/dept/hr/policies/policy_harassment/index.html

D. Alcohol and Other Drug Policies

The following is an excerpt from the University’s policies regarding possession and use of alcohol and other drugs on campus. This policy is set forth in its entirety in Appendix B of this document, and is also available at: http://www.willamette.edu/dept/policies/selected/all_campus/alcohol.html
The University’s policy on Alcohol and Drug Abuse is available in Appendix B or at: http://www.willamette.edu/dept/policies/selected/all_campus/alcohol_drug.html

Willamette University does not approve of the illegal consumption of alcoholic beverages by underage persons, and condemns the abuse of alcoholic beverages. No person under the age of 21 years shall attempt to purchase or acquire an alcoholic beverage, and no person under the age of 21 years shall have personal possession of an alcoholic beverage.
Due to the persistence of underage consumption of alcoholic beverages, Willamette University’s policy and procedures use an educational and a regulatory standard for addressing the use of alcohol. This alcohol policy is intended to serve the following objectives:

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

E. Missing Residential Student Notification Policy

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

Students are advised that their first contact related to a person missing beyond 24 hours
should be with Residence Life or Campus Life staff member, or the Office of Campus Safety. Residence Life staff members (Community Mentors (“CMs”) and Area Coordinators) are required to report the missing student up their supervisory line to the Director of Residence Life, who has responsibility informing the Director of Campus Safety in a timely manner.

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

All students who live on campus are notified of their option to provide the university with a confidential contact person. This is the person they choose to have notified in the event of an emergency, and this is also used if the student is determined to be missing. Only authorized Campus Safety officials and law enforcement officers, in the furtherance of a missing person investigation, may use this information. The Dean of Campus Life may choose to notify or contact others, in order to make the greatest impact on finding the missing student.

Students are notified through email, that they may enter and update their confidential contact person by accessing the “Fusser’s Guide Update” in “JASON” on the university Services section of the website.

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

If a student is under 18 and not emancipated, the institution will notify a custodial parent or guardian within 24 hours of the determination that the student is missing, in addition to notifying any additional contact person designated by the student.

This policy is available at:  http://www.willamette.edu/dept/resservices/missing_student.html

F. Firearms and Other Weapons Policy

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

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

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

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

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

G. Access to Campus Policy

Willamette, while a private university, is open and inviting and frequently hosts guests. Persons with legitimate business are welcome. However, campus access may be denied and the trespass laws invoked for persons on campus without legitimate reasons, or who are disruptive to the community.

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

All residence halls are locked 24 hours a day. For the safety of all residents and the protection of personal property, no member of the campus community may prop open any locked door. Campus Safety officer patrols, and Residence Life staff, support efforts to enforce this policy. Campus Safety is called to assists students who live in residence halls when they are locked out of their room, or buildings. Students may call 503-370-6911, or 6911 from a campus phone, to receive this assistance.

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

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

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

I. Safety Escort Program

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

Campus Safety officers offer escorts throughout campus and up to two blocks off campus, during all hours of darkness. Escort service is available by calling 503-370-6911, or 6911 from a campus phone. At times a Campus Safety Officer may be handling other campus related task, and cannot immediately respond. Campus Safety also offers the option to any community member who feels unsafe, or who need emergency access to a taxi, service through local taxi vendors, without the immediate requirement of payment. The taxi service invoices the university, and the cost is transferred to the student’s account.

J. Campus Security and Crime Prevention Awareness Programs

During new student orientation and at various points throughout each school year, students are informed of services offered by Campus Safety. In addition, students are kept informed of crimes reportedly occurring on-campus and in the surrounding neighborhood through Timely Warnings and other notifications. Crime prevention and awareness programs are offered by various campus organizations throughout the year. A theme in orientation and training is building awareness and crime prevention programs that encourage students and employees to be aware of their responsibility for their own safety and the security of their belongings. A list of related programs for the 2013 calendar year are listed in Appendix C.
K. Student Housing Safety Information

Willamette houses approximately 1,500 students in 20 residence communities. Four professional staff directors supervise 34 community mentors assigned to residence halls, with one professional Residence Life staff member on duty 24 hours a day for Residence Halls. Community Mentors are on duty from 5:00 P.M. to 7:00 A.M. each day. Sorority house corporations employ a House Director to respond to safety and security concerns. All entrances to residences are locked 24 hours a day. To gain access, visitors must notify their hosts of their arrival and ask to be met at the door. Safety and security are included in community mentor staff, and house director staff training protocol each year.

During the winter break, all residence halls rooms are secured and closed. Rooms are inspected for any fire code violations during the winter holiday break. Additional information regarding student housing and safety regulations can be found at: http://www.willamette.edu/dept/resservices/handbook/index.html.

L. Facilities Management

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

Facility Services and Campus Safety share responsibility for compiling an on-going list of improvements and maintenance for fire/life safety systems. Campus Safety works with departments to manage hazardous materials, MSDS compliance, and hazardous waste removal. Generally, asbestos, lead paint abatement, and underground storage tank regulation issues are resolved through the effort of the Facilities Department and contracted experts.

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

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

IV. Annual Disclosure of Crime Statistics

As noted above, crime statistics for three prior years are published in the annual security report by October 1 of each year and submitted annually to the campus community and the U.S. Department of Education. The online, web based data reporting and collection system required by the Department of Education each fall was completed and submitted on September 10, 2013. This confirmation message was received: “The Campus Safety and Security data for Willamette University (Main Campus) 210401001 were locked on Thursday, September 10, 2013. Thank you for your participation in the 2013 data collection.”

Written requests for crime statistics have been sent to the Salem Police Department, Portland Police Bureau, Polk County Sheriff's Office and the Jefatura Superior de Andalucía Oriental in Granada, Spain requesting crime statistics for public property within and adjacent to Willamette University property in each of these four jurisdictions.

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

**Federal Definitions of Reportable Crimes**

- Murder/Manslaughter – defined as the willful killing of one human being by another.
- Negligent Manslaughter – defined as the killing of another person through gross negligence.
- Forcible sex offenses – defined as any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent. Including: forcible rape, forcible sodomy, sexual assault with an object, forcible fondling.
- Non forcible sex offense – defined as unlawful, non-forcible sexual intercourse, including, incest and statutory rape.
- Domestic Violence – violent or aggressive behavior, typically involving the violent abuse of a spouse or partner.
- Dating Violence - assaultive and/or controlling behaviors that one person uses against another in order to gain or maintain power and control in the relationship. The abuser intentionally behaves in ways that cause fear, degradation and humiliation to control the other person.
- Stalking - repeated and unwanted contact that causes a person reasonable
apprehension regarding their personal safety or a member of their immediate family or household.

- **Robbery** – defined as taking or attempting to take anything of value from a person or persons by force or threat of force or violence and/or by putting the victim in fear.

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

- **Burglary** – defined as the unlawful entry of a structure to commit a felony or a theft.

- **Motor Vehicle Theft** – defined as the theft or attempted theft of a motor vehicle.

- **Arson** – defined as any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

- **Hate Crimes** – includes all of the crimes listed above that manifest evidence that the victim was chosen based on one of the categories of bias listed below, plus the following crimes:
  - **Larceny/Theft**—includes, pocket picking, purse snatching, shoplifting, theft from building, theft from motor vehicle, theft of motor vehicle parts or accessories, and all other larceny.
  - **Simple Assault**—an unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration or loss of consciousness.
  - **Intimidation**—to unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.
  - **Destruction/Damage/Vandalism or Property (except Arson)**—to willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

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

- **Race** – A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind.

- **Gender** – A preformed negative opinion or attitude toward a group of persons because those persons are male or female.

- **Gender Identity** – A preformed negative opinion or attitude toward a group of persons about their sense of being a man or a woman, consisting primarily of the acceptance of membership into a category of people: male or female.
• Religion – A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.
• Sexual Orientation – A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.
• Ethnicity/national origin – A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions.
• Disability – A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/ challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.
V. Clery Reporting Geography

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

Main Campus in Salem, Oregon

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

The university leases 5070 square feet, located at 905 NW 12th Avenue in Portland, Oregon. For the first 6 months of 2013, the university leased 5005 square feet of space, at 1120 NW Couch Street, Portland Oregon. This serves as our Portland office, providing classroom facilities for executive education, and the approximately 50 students enrolled in the Willamette MBA program, affiliated with the Atkinson Graduate School of Management.
Zena Farm and Forest Property

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

Willamette leases a space in Spain for its Grenada Exchange Program classroom location. This program, in Grenada Spain, is for Willamette students and students enrolled at the Northwest Consortia partner colleges. The Willamette University Grenada facility is situated at Plaza de los Campos, 4 – 2º A, 18009 Granada, Spain. It is 132 square meters in size (1500 sq. feet) and contains an entrance hall, two administrative offices, one large classroom, one smaller classroom, a bathroom and a store room. There are two full-time WU employees, and part-time support for academic and/or administrative tasks, operating from September to May. In recent years there have been 80 - 85 participating students per year. We currently have 41 students utilizing the facilities, and 35 students are expected to be enrolled in spring 2014. Grenada Program students receive training from on-site staff related to cultural awareness, security, safe conduct, and safety awareness while enrolled in the program.

Each of these geographic areas is designated as campus property for the purpose of this report. Public property that is adjoining and adjacent to campus property for one block in all directions is included for within the adjacent public property portion of crimes reported.
## Crime Statistics, 2013

**CRIME AND FIRE STATISTICS**

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<th>Calendar Year</th>
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* Tracking of these categories began in 2013.
** Includes reports submitted anonymously, which may be duplicative.
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*None reported to campus safety authorities. Statistics from Polk County Sheriff's office are not available.
## Willamette University Crime and Fire Statistics

### Portland, Oregon Campus

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<tr>
<td>Drug Abuse Violations (total)</td>
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</table>
On campus | 0 | 0
Adjacent to Campus | 0 | 4
**Weapons Possessions (total)** | 0 | 2
On campus | 0 | 0
Adjacent to Campus | 0 | 2
**Fires (total)** | 0 | 0
Unintentional | 0 | 0
Undetermined | 0 | 0
Resulting Deaths | 0 | 0
Resulting Injuries | 0 | 0
Value of Property Damaged | $0 | $0
*Data collection for these categories began in 2013.*

**Granada, Spain Campus**

No crime statistics from local law enforcement are currently available for the Granada, Spain campus. Crime statistics have been requested from local law enforcement agencies in this jurisdiction; there has been no response.

**Reported Hate Crimes**

2013: No hate crimes reported on campus, however, Salem Police reports one incident of intimidation based on race in 2013 in an area adjacent to campus. No Willamette community members were implicated.

2012: One report of intimidation in a residence hall, characterized by ethnicity bias.

2011: No hate crimes reported.
Section VI. ANNUAL FIRE SAFETY REPORT

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

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

All residents must evacuate the residence hall in the event a fire alarm is activated, whether for the purpose of a drill or in the case of an actual fire. Residents and their guests must meet at their hall’s designated meeting location to check-in and to receive further instruction from a staff member. Students who fail to comply with this policy will be referred to the Office of Rights and Responsibilities. A fine may be assessed for any person who does not exit a building during a fire alarm.

Portable fire extinguishers are installed for resident protection. Only trained residents should use this equipment. Smoke detectors are present in common areas of each residence hall. Smoke detectors are potential life saving devices. To ensure that smoke detectors are used appropriately and serve their designed function, residents are prohibited from covering, dismantling, removing batteries, suspending objects from or tampering with detectors. Residents who are responsible for misusing smoke detectors will be charged for repair and/or replacement costs and face disciplinary action. Please report any problems with smoke detectors to Campus Safety immediately. Fire doors are not to be propped open or blocked, and exits, hallways or stairwells may not be blocked. Students may decorate their residence hall rooms with posters and similar decorations as long as they do not cause damage to the room, are not considered a fire hazard and do not violate any Residential Services or Residence Life policies.

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

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

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

- Smoking in campus residences, including the balconies at Kaneko Commons. (Smoking is allowed 25 feet away from university buildings.)
- Using windows as exits or entrances (except in emergencies) or throwing anything into or out of a window or onto and off any balconies (this includes any use of roof or overhang areas or ledges).
- Irons without automatic shut offs. Irons with automatic shut offs may only be used in laundry rooms.
- Cooking in student rooms, suites, bathrooms, hallways or lounges, or on roofs, balconies or ledges.

Fire Reporting

Anyone knowing about a fire should immediately report the incident to the following:

- Report a Fire in Progress immediately to 911.
- Office of Campus Safety 503-370-6911, or from a campus phone at 6911.
- Know the location of the fire emergency resources in your area:
  - Fire Alarm pull stations
  - Fire extinguishers
  - Fire exits
  - Evacuation routes
  - Assembly site
- Emergency Actions – If a fire occurs or you detect smoke or a burning odor:
  - Pull the closest fire alarm to initiate building evacuation.
  - Call 503-370-6911, or from a campus phone: 6911 and report the location of the fire and the, fire, the suspected cause and current status of the fire, and your name and phone number
  - Do NOT use elevators.
  - Use a fire extinguisher to fight the fire, if there is no danger to your personal safety in doing so.
  - Move away from the exterior doors of the building to allow emergency responders to access the building.
  - Encourage others to move away from the doors as well.
  - Follow the instructions of Campus Safety and fire department personnel. Do not re-enter the building until you are informed that it is safe to do so.
- Guidelines Specific to Individuals with Mobility Impairments:
  - These buildings offer safe areas: Collins Science Center and Hatfield
 ✓ Individuals who use wheelchairs or other assistive technology for mobility should be directed to those designated safe areas.
 ✓ Building where there are commonly guests, like the libraries and Sparks Center, an employee(s) must be designated on each floor to make a thorough check of carrels, book stacks, locker rooms, etc. to make certain there are no individuals needing special assistance in the area.
 ✓ The procedures listed below should be followed. The Fire Department will carry out the evacuation.

- Assign a student to immediately call 503-370-6911, or 6911 from a campus phone.
- Report that there is an individual who uses a wheelchair or other assistive device in Hall.
- Instruct the student to report to:
  ✓ The professor (or an assigned person) is to remain in the room with the student while the class follows usual evacuation procedures. KEEP the door closed.
  ✓ Never enter an elevator. It commonly stops working when the fire alarm rings.
  ✓ If the fire is in the room with the student, the student and professor should go into the hall to the nearest stairwell and wait for assistance. (All hallway doors should be closed.)
  ✓ Never carry an individual unless it’s a matter of imminent danger. If someone must be carried, leave the wheelchair behind and follow the instructions of the individual as to how he/she is best transported.

**Student Housing Emergency Evacuation**

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

**Fire Safety Education & Training Programs**

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

Willamette is concluding a four year effort to place sprinklers in Residence Hall buildings. All residence buildings but one, are now sprinkled. When budget allows, we aspire to make
improvements to the notification/control panels in residences and academic buildings. This improvement would allow for two way annunciation, for improved and more sophisticated monitoring of smoke and alarm systems, and for this reason, improved fire safety.

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

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

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

Fire Statistics for On-Campus Student Housing Facilities

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<th>Year</th>
<th>Fires Intentional</th>
<th>Fires Unintentional</th>
<th>Fires Undetermined</th>
<th>Fire Caused Deaths</th>
<th>Fire Caused Injuries</th>
<th>Values of Damage Caused by Fire</th>
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Fire Safety Systems in Residential Facilities
Willamette University, 2013

1) Partial sprinkler Systems is defined as having sprinklers in the common areas only.
2) Full Sprinkler System is defined as having sprinklers in both the common areas and individual room

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<th>Fire Alarm Monitoring Done on Site</th>
<th>Partial Sprinkler System¹</th>
<th>Full Sprinkler System²</th>
<th>Smoke Detection</th>
<th>Fire Extinguisher Devises</th>
<th>Evacuation Plans and Placards</th>
<th>Number of evacuation (fire) drills each calendar year</th>
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### Section VII: Important Phone Numbers & Other Contact Information

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<td>Alcoholics Anonymous</td>
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<td>Alanon (for friends, family)</td>
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<td>Poison Center</td>
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Appendix A1

SEXUAL MISCONDUCT POLICY & PROTOCOL FOR STUDENTS

Seeking Support for Sexual Misconduct

- **Confidential Support Resources**
- **Non-Confidential (Private) Support Resources**

Introduction

Willamette University continually strives to foster a safe environment in which students can pursue their educational goals free from the detrimental effects of discrimination, intimidation, and violence, including sexual misconduct. This policy prohibits sexual misconduct of any kind against Willamette University community members of any sex, gender, gender identity, gender expression, or sexual orientation. Sexual misconduct includes sexual and gender-based harassment, sexual violence, non-consensual sexual contact – sexual assault, non-consensual sexual intercourse – rape, sexual exploitation, stalking, and interpersonal violence – dating and domestic partner violence.

The university prohibits sexual misconduct on the part of any student or employee and is committed to confronting and addressing it effectively. To that end, the university seeks to educate students, faculty, and staff about the dynamics of sexual misconduct and its effects, as well as how to prevent it, and respond appropriately should it occur. These policies and procedures reflect input from students and seek to be easily understood, fair to all involved, and provide a means of recourse for recipients of such behavior. The university reserves the right to respond with whatever measures it deems appropriate to prevent sexual misconduct and preserve the safety and well-being of students.

Purpose

- To identify support resources and remedy options for students who have been the recipients of unwanted behavior defined by this policy (Resources).
- To define, for purposes of this policy, sexual misconduct which includes: sexual and gender-based harassment, sexual and gender-based stalking, interpersonal violence, sexual exploitation, non-consensual sexual contact, and non-consensual sexual intercourse.
- To establish procedures for reporting incidents of sexual misconduct.
- To establish procedures for responding appropriately when incidents are reported.
- To affirm the university’s commitment to preventing and addressing sexual misconduct.
Scope of Policy

The university is the convener of every action under this policy. This policy applies to students who have allegedly engaged in sexual misconduct and to individuals who report having been the recipients of unwanted behavior as covered under this policy.

Members of the Willamette University community, including students, who believe they have been harassed or subjected to other sexual misconduct from an employee of the university, including a student who is employed by the university, are encouraged to immediately report the issue through the online Sexual Misconduct Report Form or by contacting Keith Grimm, Director of Human Resources, 503-370-6210, kgrimm@willamette.edu. Student employees who violate this policy within the course and scope of their employment role will be accountable under both this policy as a student and under Human Resources policy as an employee.

Seeking Support for Sexual Misconduct

- Confidential Support Resources
- Non-Confidential (Private) Support Resources
- To report any incident of sexual misconduct on your own behalf or on behalf of another, please use the online Sexual Misconduct Report Form
- Contacts for Non-Discrimination and Title IX

Personal Jurisdiction

This policy applies to all university undergraduate and graduate students and student organizations. The term “student” throughout the policy shall refer to an individual student or student organization. “Student(s)” includes persons enrolled in credit or non-credit courses or educational programs offered through Willamette University. Student status, for purposes of enforcement of the Standards of Conduct, continues whether or not the university is in session and includes persons who were enrolled during the immediately preceding semester, who are not officially enrolled for a particular semester but have a continuing relationship with Willamette University, or who have been notified of their acceptance for admission.

“Student organization” includes any group of students that is officially recognized by Willamette University or a group of students acting as a collective. The university may take action against a student organization under this policy when an alleged violation may reasonably be held to be a collective act of that organization. Student organizations may be held responsible through the rights and responsibilities process when any of the following situations, exist:

- Members of the organization act in concert to violate Willamette University Standards of Conduct.
- A violation arises out of an event sponsored, financed, or endorsed by the organization.
- An organization leader has knowledge of the act or incident before or while it occurs and fails to take corrective action.
- The incident occurs at a facility, on or off campus, which is owned, leased, rented, or used by the student organization.
• A pattern of individual violations is found to have existed without proper or appropriate organization remedy or sanction.

• Members of the organization attempt to cover up or fail to report improper conduct to the appropriate Willamette University officials.

**Geographic Jurisdiction**

Generally, university jurisdiction shall attend to student conduct that occurs on university premises, at university-sponsored, or university-supervised events (including off-campus university-sponsored internships, university-sponsored post-sessions and study abroad programs), or other off-campus settings in which the behavior has an adverse impact on the university community, its members, or the pursuit of its objectives.

**Timeliness of Reporting**

Community members are encouraged to report sexual misconduct as soon as possible to increase the likelihood that the recipient of the unwanted behavior receives support and access to resources, and also to maximize the university’s ability to respond promptly and effectively. There is no time limit to invoking this policy in responding to complaints of alleged sexual misconduct as long as the university has jurisdiction over the individual involved; however, the longer someone waits to report an alleged offense, the more difficult it becomes to investigate and resolve.

**Timely Warning**

If a report of misconduct involves a serious or continuing threat to the community, the university may issue a campus-wide timely warning to protect the health and safety of the community. The timely warning will not include any identifying information about the person who was the recipient of unwanted behavior as defined by this policy (claimant).

**Time Frame for Resolution**

The university seeks to resolve all reports within 60 calendar days of receiving an initial report. “Resolve” may also mean, at the reporting person's request, taking no further action. Extenuating circumstances may arise that require an extension beyond 60 days. Extenuating circumstances may include the complexity and scope of the allegations, the number of witnesses involved, the availability of the involved parties or witnesses, the effect of a concurrent criminal investigation, any intervening university break or vacation, or other unforeseen circumstances. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness and fundamental fairness with promptness.

**Remedies/Interim Measures**

To receive remedies/interim measures a person must report a concern to an on-campus confidential or non-confidential resource. Upon receipt of a report of alleged sexual misconduct, the university will implement remedies and responsive actions. Such actions are determined by the context of the situation and will be based on ensuring the student has full access to educational resources and experiences as they would have had if the unwanted behavior had not occurred. Remedies and interim measures may be provided or imposed regardless of whether formal action is sought by the person who experienced the unwanted behavior or the university.
Remedies may include, but are not limited to:

- No contact/restricted contact order.
- Room change for involved students. Under this policy, supported by Title IX, a student who allegedly engaged in behavior prohibited by this policy may be required to be moved.
- Assistance with arrangements with faculty for academic work (extended deadlines, rescheduled exams, etc.).
- Taking an incomplete in a course.
- Other accommodations for safety as necessary.

Privacy, Confidentiality, & Anonymity

Willamette University is committed to respecting to the greatest extent possible an individual’s privacy and opportunities to choose options for support and to report. The terms privacy, confidentiality, and anonymity have specific definitions under the university’s sexual misconduct policy.

Privacy
Privacy generally means information related to a report of alleged sexual misconduct brought to the university’s attention will only be shared with a limited number of trained university professionals who “need to know” in order to provide support for the individual and to ensure safety for individuals and the community as well as legal compliance. The circle of people with knowledge of the situation will be limited as much as possible to preserve privacy and ensure safety. University employees serve as required reporters who are responsible to maintain the privacy of students’ information. Required reporters include all employees of the university (full-time, part-time, and adjunct faculty, full-time and part-time classified and administrative staff, contract employees, and student employees) and volunteers working under the auspices (authority) of the university.

Confidentiality
Confidentiality means information shared by an individual with designated campus or community professionals cannot be revealed to any other entity without the express permission of the individual, unless required by law. These campus and community professionals include mental health and health care providers, ordained clergy, and attorneys (within established professional-client privilege), all of whom must keep information confidential by virtue of their professions and licenses. Students seeking confidential assistance may do so by speaking with the Chaplain, the Assistant Chaplain, the staff of the Bishop Wellness Center, and the Sexual Assault Response Allies (SARAs). SARAs are specially-trained Willamette University student volunteers. These individuals are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others, or if a report involves suspected abuse of a minor under the age of 18. Confidential entities, like many other professions, including employees in higher education, are required by state law to notify Child Protective Services or local law enforcement in cases of suspected child abuse.

Anonymity
Anonymous reports may be submitted via the Sexual Misconduct Report Form. Anonymous reports can include information about an incident without including the reporting party’s identity. This information may be useful to track patterns or identify high risk locations, situations, or activities. Although anonymous reports are accepted, it is important to understand that the university's ability to investigate and respond meaningfully to an anonymous
complaint is limited. University required reporters may not make anonymous reports unless they are reporting for themselves as recipients of unwanted behavior covered by this policy.

Options – Seeking Support

The most important reason to disclose an incident of sexual misconduct is to connect with support resources as quickly as possible. A person who has been the recipient of unwanted behavior has multiple support options including on and off campus confidential resources and on and off campus non-confidential (private) resources. Students are encouraged to obtain immediate medical attention and seek support and care by connecting with support resources.

- **Confidential Support Resources**
- **Non-Confidential (Private) Support Resources**

The university is committed to helping students connect with the resources they want and need while respecting students’ wishes regarding what next steps they choose to make. If students want to move forward with an accountability process, any on-campus confidential or non-confidential resource person can assist with reporting. A report can also be made using the on-line **Sexual Misconduct Report Form**.

It is important to note, if an individual reports to a required reporter (an on campus non-confidential resource) an assessment of the following risk factors may result in further action, including investigation and adjudication through conduct, if there are concerns regarding:

- Level of ongoing risk to the community or to the individual involved (risk criteria include use of a weapon, threats, or violence).

- Evidence of pattern or predation.

- A university employee is involved (Federal law requires investigation).

- A person under age 18 was a recipient of the unwanted behavior (the university is required to notify law enforcement).

**On-Campus CONFIDENTIAL Support Resources**

- **Sexual Assault Response Allies (SARAs),** specially-trained Willamette University student volunteers
- **Weekend Hotline:** 503-851-4245 (available from Friday evening at 5 p.m. through Monday morning at 8 a.m. during the academic year)

- **Open Office Hours:** Wednesdays from 6-9 p.m. in the Women's Resource Center located in UC3 (University Center, 3rd floor)
- **Online Services:** [Chat online with a SARA](#), Monday-Thursday 8-10 p.m.
• **Counseling Services**: Bishop Wellness Center provides confidential counseling for students who are survivors, friends, partners, and individuals accused of sexual misconduct, by appointment and emergency appointments available for urgent needs. Bishop is located on the south side of Baxter Hall Complex and is open Monday-Friday 8 a.m.-5 p.m., Telephone: 503-370-6471.

• **Health Services**: in Bishop Wellness Center can perform a medical examination for injury post assault (note: this does not include forensic evidence collection). Medications for possible sexually transmitted infection exposure and pregnancy prevention are offered to survivors at no cost. Bishop is located on the south side of Baxter Hall Complex and is open Monday-Friday 8 a.m.-5 p.m., Telephone: 503-370-6062.

• **The Chaplain and Assistant Chaplain**: The university's chaplains welcome all members of the Willamette community, non-religious and religious (of all kinds) regarding spiritual, ethical, vocational, and personal issues. Located in UC2 (University Center, 2nd floor), they are available Monday through Friday, from 8 a.m. - 5 p.m., Telephone: 503-370-6213.

**Off-Campus CONFIDENTIAL Support Resources**

• **Salem Hospital**: Sexual Assault Nurse Examiner (SANE Program): Confidential medical response, 24/7, at the Emergency Department. No appointment necessary. Location: 890 Oak St. Salem (across Bellevue St. on the south-side of campus. You have a right to have a support person during the process. Support advocates are available from the Marion County District Attorney's Office and Mid-Valley Women's Crisis Service.

• **Mid-Valley Women's Crisis Service**: which provides support for people of all genders, is an off-campus resource which is also confidential – their 24-hour hotline is 503-399-7722 or toll free in Oregon at 866-399-7722.

• **National Sexual Assault Hotline** provides anonymous and confidential support – their 24-hour hotline is 800-656-4673.

• **National Domestic Violence Hotline** and online chat 800-799-7233

**NON-CONFIDENTIAL (Private) Support Resources**

The term "non-confidential" can be distressing. In this context, it means information about a report of unwanted harassing or non-consensual behavior may be shared with key staff members who have the ability and responsibility to help in some way. Individuals who provide support in cases of sexual misconduct are carefully trained to respect the reporting person's rights while assessing if follow up steps are needed to ensure safety for individuals and the community as well as legal compliance.

Non-confidential, required reporters will work with a reporting party to access support and resources the reporting party wants, and also create a report of what information was shared about the incident by submitting a **Sexual Misconduct Report Form**. Students are in control of what and how much information they share with a non-confidential resource person. Students will not be pressured to provide more information than they want to give. The report, based on the information provided, may be shared with key staff members to ensure the reporting party has access to resources, remedies, and available options.
• **Campus Safety**: located in Doney Service Center, available 24 hours a day, 7 days a week, at 503-370-6911, or 6911 from a campus phone.

• **Salem Police Department**: available 24 hours a day, 7 days a week at: 911 (for emergency) or 503-588-6123 (for any situation where the crime has already occurred and the alleged perpetrator is not present).

• Cynthia Stinson, Deputy Title IX Coordinator and Director of Educational Equity Assurance, UC 3, 503-370-5361, cstinson@willamette.edu. Cynthia Stinson is the university's lead investigator for sexual misconduct incidents.

• Elizabeth Trayner, Deputy Title IX Coordinator and Director of Residence Life, Doney Hall, 503-370-6212, etrayner@willamette.edu. Willamette's Deputy Title IX Coordinators in Campus Life help manage the university's response to reports of sexual misconduct.

• Lori Johnson, Director of Rights and Responsibilities, Doney Hall 101, 503-370-6212, johsonl@willamette.edu. Lori Johnson coordinates university conduct processes; she can provide information about reporting options, resources, and accountability processes.

• Kristen Grainger, Title IX Coordinator and Vice President & Executive Assistant to the President, Office of the President, 5th Floor, Waller Hall, 503 370-6209, kgrainge@willamette.edu. Willamette's Title IX Coordinator oversees, facilitates and monitors the university's compliance with Title IX, and is the appeals officer for sexual misconduct disciplinary cases involving university employees.

• Keith Grimm, Director of Human Resources, 1st Floor Waller Hall, 503-370-6210, kgrimm@willamette.edu. Willamette's Director of Human Resources oversees and monitors compliance with Title IX for employees at Willamette University.

• **US Department of Justice**, Office for Victims of Crime, Sexual Assault Resource Service

• **US Department of Education**, Office for Civil Rights, 1-800-421-3481.

**Standard 9. Sexual Misconduct**

**Prohibited Conduct - Definitions and Examples**

This policy prohibits sexual misconduct of any kind including sexual and gender-based harassment, sexual or gender-based stalking, interpersonal violence – dating and domestic partner violence, sexual exploitation, non-consensual sexual contact – sexual assault, and non-consensual sexual intercourse against individuals of any sex, gender, gender identity, gender expression, or sexual orientation. The university reserves the right to determine, based on the information available, what constitutes prohibited conduct under the following definitions.

a. **Sexual or Gender-Based harassment** is any unwelcome sexual advance, request for sexual favors, or other unwelcome verbal, physical, or other conduct of a sexual or gender-based nature when:
i. Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual’s employment, evaluation of academic work, or participation in social or extracurricular activities;

ii. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual; or

iii. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance by creating an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic or social environment.

The effect will be evaluated based on the perspective of a reasonable person with similar identities and circumstances in the position of a claimant. The more severe the conduct, the less need there is to show a repetitive series of incidents to prove a hostile environment, particularly if the harassment is physical. A single or isolated incident of sexual or gender-based harassment may create a hostile environment if the incident is sufficiently severe.

b. **Sexual or Gender-Based Stalking** (including cyber/on-line activity) – is a course of conduct (more than one behavior) targeted at an individual by an individual or group using various forms of contact to pursue, harass, or to make unwelcome contact with another person in an unsolicited fashion that would cause a reasonable person with similar identities and circumstances to feel harassed or afraid, or cause fear for or by a third party. ([Oregon Law regarding Stalking](#))

c. **Interpersonal Violence** (including Dating and Domestic Partner Violence) – is harm or threat of harm by a current or former partner or spouse, or a person who is or has been in a social relationship of a romantic or intimate nature. The harm or threat of harm can involve physical, sexual, psychological, economic, emotional, or other aspects.

d. **Sexual Exploitation** – is taking non-consensual or abusive sexual advantage of another person for one’s own or another’s advantage or benefit.

e. **Non-Consensual Sexual Contact** (or attempt to commit same) – is any intentional sexual contact that occurs without consent or capacity to give consent or by threat or use of force. Sexual contact includes touching of a person’s intimate parts (including genitalia, groin, breast, or buttocks, or clothing covering any of those areas), or using force to cause a person to touch their own or another person’s intimate parts.

f. **Non-Consensual Sexual Intercourse** (or attempt to commit same) – is penetration of the vagina or anus with a penis, finger, tongue, or other object, or oral copulation (mouth to genital contact or genital to mouth contact) without consent or capacity to give consent or by threat or use of force.

**Standard 10. Harassment**

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

- Statement of Non-Discrimination – Institution-Wide Policy
- Information regarding contacts to report discrimination
- Submit a Bias Incident Report

Consent Defined

The university defines consent as a freely and affirmatively communicated willingness to participate in sexual activity, expressed by mutually understandable, unambiguous words or actions.

Adjudication of Consent

- It is the responsibility of the initiator of the sexual activity to ensure any person involved has given consent to engage in sexual activity.

- Individuals must ensure they have consent from all parties involved throughout any sexual activity.

- At any time, a participant can communicate that the participant no longer consents to continuing the activity.

- Consent may not be obtained through the use of force (actual or implied, immediate or future), whether that force be physical, threats, intimidation, coercion, or manipulation.

- Consent may not be given by someone who is not of legal age or who is mentally or physically incapacitated, including incapacitation caused by voluntary or involuntary consumption of alcohol, other drugs, or any other condition.

- A person who engages in sexual activity with someone who is known to be – or should have been known to be – mentally or physically incapacitated (including by alcohol or other drug use, sleep, unconsciousness, blackout, or other condition) is in violation of this policy.

- Silence, previous or current dating, or sexual relationship will not be considered indicators of consent.

- A lack of physical or other resistance on the part of a participant does not constitute consent.

- The use of alcohol or other drugs does not diminish responsibility to obtain consent for sexual activity.
Force Defined

Force is the use of physical violence or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats), coercion, or manipulation that overcomes resistance. Coercion is unreasonable pressure for sexual activity. Coercion is the use of emotional manipulation to persuade individuals to do something they may not want to do, such as being sexual or performing certain sexual acts. Being coerced into having sex or performing sexual acts is not consenting to having sex and is considered sexual misconduct. Examples of coercion include threatening to “out” someone based on sexual orientation, gender identity, or gender expression or threatening to harm oneself if the other party does not engage in the sexual activity.

Incapacitation Defined

Incapacitation is a state where one cannot make rational, reasonable decisions due to lack of ability to understand the who, what, when, where, why, or how of the sexual interaction. If it is unclear whether or not a person is incapacitated, assume the person is unable to give consent.

Sexual activity with someone who one should know to be – or based on the circumstances should reasonably have known to be – mentally or physically incapacitated constitutes a violation of this policy.

Amnesty for Alcohol and Other Drug Policy Violations

The university community encourages the reporting of prohibited conduct under this policy. It is in the best interest of this community that as many claimants as possible choose to report to university officials, and that witnesses come forward to share what they know. To encourage reporting, individuals who report sexual misconduct, as claimants or third parties, will not be subject to disciplinary action by the university for their personal consumption of alcohol or other drugs at or near the time of reported incidents, provided any such violations did not and do not place the health or safety of any other person at risk. Educational resources regarding alcohol or other drugs will be offered as appropriate.

Freedom from Retaliation

It is a violation of university policy to retaliate against any person making a complaint of sexual misconduct, cooperating in an investigation or hearing of alleged sexual misconduct, or against any individual perceived to be involved in reporting, in an investigation, or hearing of sexual misconduct. An individual reporting sexual misconduct is entitled to protection from any form of retaliation following a report that is made in good faith, even if the report is later not substantiated based on the available evidence. For the purpose of this policy, retaliation includes but is not limited to, confirmed or implied behaviors or actions (including on-line activity) which intimidate, threaten, or harass, or result in other adverse actions threatened or taken. Sanctions for retaliation may include, but are not limited to, warning, probation, suspension, or dismissal from the university.

If a person accused of prohibited conduct under this policy (respondent) experiences negative ramifications as a result of involvement with an investigation or conduct process, please report the situation to the investigator(s) immediately so problematic behavior can be addressed. A respondent may also access other university resources for support.
Examples of Retaliation

- A student cooperating with an investigation finds out a group of students (who are friends with the respondent) have shared derogatory pictures and drawings of the person via Snapchat.

- After logging in to Facebook, a claimant finds that friends of the respondent have sent messages telling the claimant not to pursue any further action with the university against their friend, or they will spread rumors about the claimant.

- A respondent follows a claimant to classes and also asks one of the claimant’s friends where the claimant’s off campus apartment is located.

- When studying in the library, a witness in an investigation starts to feel nervous when friends of the respondent sit at each of the tables surrounding where the witness is studying. When the witness packs up their study materials to leave, the friends follow the witness outside and past the UC, but do not approach the witness.

- Friends, of a student who has been accused of sexual misconduct, confront the reporting student at a dance, tell the reporting student to drop the case, and threaten to cause problems for the reporting student’s partner.

- A person serving as a witness in an investigation is told by the respondent, if the person provides information, the respondent will report that the witness sells marijuana.

Reporting Sexual Misconduct

For individuals seeking resources for support who have not yet decided to report an incident, please see **Options – Seeking Support** section of this policy.

- **Confidential Support Resources**
- **Non-Confidential (Private) Support Resources**

Willamette University community members have the right, and can expect, to have incidents of sexual misconduct taken seriously by the university when reported, and to have those incidents investigated and properly resolved in a timely manner through administrative procedures.

Individuals who have been the recipient of unwanted behavior covered under this policy are encouraged to disclose the situation to someone who can help, and are also encouraged to report to law enforcement, and the university. All of the university offices and individuals listed in the **resources list** are able to assist with connecting to resources including the police. A person who has been the recipient of unwanted behavior as covered by this policy has the right to choose to report to law enforcement, to the university, to both, or to neither. To report an incident complete the **Sexual Misconduct Report Form**. In addition to filling out the Sexual Misconduct Report Form, students may choose to speak with any university employee they feel comfortable with and trust to initiate a report of sexual misconduct. Please be aware all university employees, including faculty, staff, and administrators, student employees, and volunteers are required to share with a member of the Title IX team or via the on-line report form, any report of sexual misconduct they receive or of which they become aware.
While every effort will be made to respect a student’s privacy, confidentiality cannot be assured if a student discloses to a required reporter.

**Students involved in incidents of sexual misconduct have the right to:**

1. **A safe environment** – The university will take whatever measures it deems reasonable and feasible to protect the safety of the campus community and the well-being and rights of students. Such measures may include but are not limited to, modification of living arrangements, changing an academic or work schedule, or restricted-contact or no-trespass orders.

2. **Respect** – All parties involved in an incident of sexual misconduct will be treated with dignity, respect, and fairness.

3. **Be taken seriously** – The university will treat all complaints seriously and will investigate allegations of sexual misconduct.

4. **Access to university resources and support** – All parties will have full access to campus services designed to assist in such cases, including the Bishop Wellness Center Health and Counseling Services, the Office of the Chaplains, the Office of Rights and Responsibilities (coordinates the hearing process), and the Office of the Dean of Campus Life.

5. **A fair process** – The university will inform all parties about the investigation and adjudication processes and their options, rights, and responsibilities therein.

6. **File a complaint with the police** – The university will not discourage students from nor pressure students into taking legal action off campus.

7. **Privacy** – The university is committed to protecting the privacy of all individuals involved in a report of sexual misconduct. All university employees who are involved in the university’s sexual misconduct response receive specific instructions about respecting and safeguarding private information. Sexual misconduct investigations and hearings are closed to the public. No information shall be released from such proceedings except as required or permitted by law and university policy.

**Sexual Misconduct Investigation Process**

Any individual may report an allegation under the Sexual Misconduct Policy and trigger an investigation. After the Deputy Title IX Coordinator receives a report of sexual misconduct, a preliminary inquiry (this is not an investigation) will be initiated in accordance with the university’s process which could lead to a full investigation and charging a student with allegedly violating this policy. The university will investigate all reports of sexual misconduct in a thorough, impartial, and prompt manner. All investigations will take place in compliance with applicable laws and university policies, including laws and policies pertaining to student privacy.

Based on an assessment of the reported situation and, to the greatest extent possible, the wishes of the individual who was the recipient of unwanted behavior, the university will take appropriate interim measures to protect the parties involved. Interim measures may include, but are not limited to, restricted contact, residential relocation, or immediate restriction of access for an individual or organization to campus facilities, programs, or services. See **Student Rights & Responsibilities – Immediate Restriction**

The university’s responsibility to investigate all allegations of sexual misconduct exists regardless of whether that investigation culminates in a hearing, and it exists independently of any pending criminal justice process. In every
case, a preliminary inquiry will proceed to the point where a reasonable assessment of the safety of the individual and of the campus community can be made.

An inquiry generally will not move into a full investigation unless the person involved wants to move forward with the process, however, if there are concerns regarding the university’s obligation to provide a safe and non-discriminatory environment for all members of the community, the SMART – Title IX Team will evaluate the need to complete a full investigation based on an assessment of following aspects of the situation:

- Level of ongoing risk to the community or to the individual involved (risk criteria include use of weapons, threats, or violence).
- Evidence of pattern or predation.
- A university employee is involved (Federal law requires investigation).
- A person under age 18 was the recipient of the unwanted behavior (the university is required to notify law enforcement).

If an investigation is warranted, the claimant (person who experienced unwanted behavior) and the respondent (person who allegedly violated this policy) will be notified by the investigator or designate of the accusation and apprised of the investigation procedures, their rights and responsibilities, and the possibility of a hearing.

Sexual Misconduct Adjudication Process – Administrative Hearing

**Administrative Hearing**: An administrative hearing process is used to adjudicate complaints of alleged student sexual misconduct and any other violations of the university’s Standards of Conduct that occurred in the course of the alleged sexual misconduct. Sexual misconduct administrative hearing panels are comprised of two trained sexual misconduct hearings administrators. Sex and gender balance will be carefully considered during the selection of panel members. Administrative hearings involve a review of the investigative report and any additional evidence not available at the time of the investigation. Administrative hearings will not follow a courtroom model, and formal rules of evidence will not be observed. Hearing Administrators will review in advance of the hearing all of the written materials provided to them by the Director of the Office of Rights & Responsibilities or designate. The claimant and respondent will have reviewed or been provided the opportunity to review these materials prior to the hearing. The parties will be expected not to repeat undisputed details or non-material circumstances that would merely duplicate information contained in the Investigative Report or in other written materials.

**Evidentiary Standard**: The preponderance of the evidence standard is used in determining whether or not a respondent charged with an allegation of sexual misconduct is responsible for a violation. The respondent is presumed not responsible for any violation unless or until responsibility is established by a conscientious and rational judgment on the whole record indicating it is more likely than not the alleged behavior occurred.

**Administrative Hearing Goals** are: a) to allow both the claimant and the respondent the opportunity to present their experiences, discuss the investigative report, and to ask questions pertinent to the incident(s) in question; b) to have the matter considered and decided by an impartial panel; and c) to determine whether a violation of University Standards of Conduct has occurred and if so, determine appropriate sanctions.
Administrative Hearing Rights

Claimants’ and respondents’ rights in the hearing process include:

- To be assured of privacy in accordance with university policy, the terms of the federal Family Educational Rights and Privacy Act, and Oregon State law.

- To be notified in writing of the time, date, and location of the hearing, the names of administrators who will hear the case, and all alleged charges.

- To request that a specific administrator(s) be replaced due to a conflict of interest. (This request should be made in writing to the Director of the Office of Rights and Responsibilities within two working days of the notice having been sent.)

- To be provided a reasonable opportunity to participate in the hearing, in person or by electronic means. (If a claimant or respondent does not respond or does not attend the hearing after having been duly notified, the case may be heard in absence of the individual at the discretion of the hearing administrators. In this case, all available evidence will be considered when deciding the outcome.)

- Claimants and respondents may have one support person present throughout the hearing process.

- At no point in the hearing process will the claimant or respondent be required to be in the same room at the same time, or required to speak with the other party. Claimants and respondents may submit questions in advance of and during the hearing to the hearing administrators. Hearing administrators are empowered to disallow or reframe any questions that are irrelevant or redundant.

- Claimants and respondents may choose to not answer questions. In this case, all available evidence will be considered when deciding the outcome.

- In the event of new information not available at the time of the investigation, the right to present supporting evidence that pertains directly to the events in question.

- To have equitable opportunities to present evidence and witnesses.

- To be apprised of all known evidence at the time of the hearing.

- To equal access to evidence, written statements, and testimony.

- To submit an impact statement to be reviewed only in the sanctioning phase of deliberations, if the respondent is found responsible for the charge(s).

- To be informed in writing and in a timely fashion of the outcome of the hearing.

- An opportunity to request an appeal of the hearing outcome based on the appeal criteria. There is no appeal of an appeal outcome by any party.

- To be informed in writing of appeal request(s).
To be informed in writing of appeal outcome.

Sanctioning Process

If a student is found responsible for violating the sexual misconduct policy, the university will initiate a sanctioning process with the intent to eliminate the misconduct, prevent its recurrence, and remedy its effects. Hearing administrators may consider any record of past violations of the Standards of Conduct, as well as the nature and severity of such past violation(s). The hearing administrators will also consider, as part of its deliberations, whether the sanction will (a) bring an end to the violation in question, (b) reasonably prevent a recurrence of a similar violation, and (c) remedy the effects of the violation on the claimant and the university community. This approach to sanctions supports the Willamette University educational mission and fulfills its Title IX obligations. Just as there is a range of behaviors which violate this policy (e.g. sexual and gender-based harassment, sexual and gender-based stalking, sexual exploitation, interpersonal violence - including dating and domestic partner violence, non-consensual sexual contact – sexual assault, and non-consensual sexual intercourse - rape), there is a range of sanctions which may be imposed. General categories of sanctions include educational intervention, warning, probation, suspension, and dismissal.

Sanctioning Guidelines

- Any student found responsible for violating the policy on Non-Consensual Sexual Intercourse will likely face a recommended sanction of suspension or dismissal.*

- Any student found responsible for violating the policy on Non-Consensual Sexual Contact (where no intercourse has occurred) will likely face a recommended sanction ranging from probation to dismissal, depending on the severity of the incident, and taking into account any previous policy violations.*

- Any student found responsible for violating the policy on sexual harassment, interpersonal violence, or sexual exploitation will likely face a recommended sanction ranging from warning to dismissal, depending on the severity of the incident, and taking into account any previous policy violations.*

* The Office of Rights & Responsibilities reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating or aggravating circumstances. Suspensions, if given, are based on satisfying conditions rather than solely on a period of time. Neither the initial hearing administrators nor any appeals body or administrator(s) will deviate from the range of recommended sanctions unless compelling justification exists to do so.

Transcript Notation

If a student is dismissed from the university as a result of a conduct hearing, a notation of “dismissal” will be placed on the student's academic transcript. If official transcripts are sent by the Registrar’s Office prior to recording of the dismissal decision, a good faith effort will be made to send updated official transcripts, including the dismissal notation, to academic institutions from which Willamette University received a request for official transcripts and that received official transcripts prior to the conclusion of the conduct process. Current students may access and print unofficial transcripts. If an institution accepts a student’s unofficial transcript for admission or enrollment and an official transcript was not requested, the institution may not receive an updated, official transcript from Willamette University.
Appeal Request Process

The **claimant** and the respondent involved in a sexual misconduct hearing have a right to request an appeal of the outcome and sanction(s). While an appeal is pending, a student found responsible for violation of policy must comply with the sanctions previously imposed and deemed necessary by the Director of the Office of Rights and Responsibilities.

A written request for an appeal must be filed with the Assistant to the Dean of Campus Life within three working days from the date the hearing outcome letter is issued. The request must be made directly by the student and must explain the basis for the request based on the following:

**Appeal Criteria**
The grounds for appeal must meet at least one of the following criteria:

1. A significant procedural error occurred that reasonably may have impacted the outcome.
2. Newly discovered information exists which is sufficient to alter a decision and which by due diligence could not have been discovered in time for the hearing. Deliberate omission of information by an appealing party is not sufficient grounds for appeal.
3. The sanction is inappropriate or disproportionate given the details of the case.

**Appellate Body**
The Dean of Campus Life or designee will determine the most appropriate person/group to serve as the appellate body from the list below:

- Dean of Campus Life or designee
- Director of the Office of Rights & Responsibilities (only an option if the director was not involved in the investigation or hearing)
- Individual faculty, staff, or administrator trained to serve as a sexual misconduct appeal administrator
- Administrative panel of two or more faculty, staff, or administrators trained to serve as a sexual misconduct appeal panel

**Progression of an Appeal**
The assigned appellate body will determine if one or more of the criteria has been met. If none has been met, the request for an appeal is denied and the determination of the conduct hearing is final. If a request for an appeal is granted on the basis of newly discovered information, the matter may be referred back to the original conduct hearing administrator(s) for reconsideration of the determination or sanction.

If the request for an appeal is granted on the basis of a significant procedural error or a sanction which is inappropriate or disproportionate given the details of the case, the appellate body shall determine the appeal process from the options below:

- Conduct a new hearing
- Refer the matter to another administrator(s) or board to conduct a new hearing, or
- Revise the sanction if the issue of responsibility is not in dispute.
Definitions

- **Administrative Hearing** – An administrative hearing process is used to adjudicate complaints of alleged student sexual misconduct. Sexual misconduct administrative hearing panels are comprised of two trained administrators. Sex and gender balance will be carefully considered during the selection of panel members. Administrative hearings involve a review of the Title IX Investigative Report and any additional evidence not available at the time of the investigation.

- **Claimant** – an individual who has been identified as having been the recipient of unwanted behavior as defined by this policy.

- **Confidentiality** – Information shared by an individual with a support person who is a confidential resource cannot be revealed to any other entity without the express permission of the individual, unless required by law. Individuals who serve as confidential resources are prohibited from divulging information unless there is an imminent threat of harm to self or others, or if a report involves suspected abuse of a minor under the age of 18. Confidential entities are required by state law to notify Child Protective Services or local law enforcement in cases of suspected child abuse.

- **Confidential Resources** – Willamette University confidential resources include the staff at Bishop Wellness Center, the Chaplain and Assistant Chaplain, and SARAs (Sexual Assault Response Allies). SARAs are specially-trained Willamette University student volunteers.

- **Consent** – The university defines consent as a freely and affirmatively communicated willingness to participate in sexual activity, expressed by clear, mutually understandable, unambiguous words or actions.

- **Incapacitation** – Incapacitation is a state where one cannot make rational, reasonable decisions because the person lacks the ability to understand the who, what, when, where, why, or how of the sexual interaction. If it is unclear whether or not a person is incapacitated, assume the person is unable to give consent. Sexual activity with someone who one should know to be – or based on the circumstances should reasonably have known to be – mentally or physically incapacitated constitutes a violation of this policy.

- **Initial Inquiry** – In every case of reported sexual misconduct, an initial inquiry will proceed to the point where a reasonable assessment of the safety of the individual and of the campus community can be made. Thereafter, an investigation may or may not ensue, depending on a variety of factors, such as the wishes of the claimant and the continued risk to the claimant or campus community.

- **Investigation** – An investigation is a fact-finding process conducted by a trained investigator (two, in most cases). In investigating allegations of sexual misconduct, assigned investigators collect information relevant to the allegation of sexual misconduct. This includes but is not limited to interviews, statements, and physical evidence. The investigator(s) will write an investigative report which includes information and evidence collected. The respondent and claimant will have an opportunity to review the investigative report prior to a hearing.
• **Hearing Administrators** – Hearing administrators include faculty and staff members who receive yearly training regarding sexual misconduct and general conduct processes and procedures. Hearing administrators determine if a violation of the Standard of Conduct occurred based on a preponderance of the evidence and if a violation occurred, determine appropriate sanction(s).

• **OCR** – The Office for Civil Rights enforces several Federal civil rights laws that prohibit discrimination in programs or activities that receive federal financial assistance from the Department of Education. Discrimination on the basis of race, color, and national origin is prohibited by **Title VI** of the Civil Rights Act of 1964; sex discrimination is prohibited by **Title IX** of the Education Amendments of 1972; discrimination on the basis of disability is prohibited by **Section 504** of the Rehabilitation Act of 1973; and age discrimination is prohibited by the **Age Discrimination Act** of 1975. These civil rights laws enforced by OCR extend to all state education agencies, elementary and secondary school systems, colleges and universities, vocational schools, proprietary schools, state vocational rehabilitation agencies, libraries, and museums that receive U.S. Department of Education funds.

• **Privacy** – The university will attempt to protect the identity of claimants and respondents and ensure the actions resulting from the initiation of a sexual misconduct allegation are kept private, informing only those officials and individuals with a need to know in order to respond to the case. The university will protect the private status of all educational records except as directed by appropriate legal authority.

• **Report or Sexual Misconduct Report** – A report is information submitted to a university employee or otherwise conveyed via a university web form by an individual or third party reporting on someone’s behalf regarding an alleged incident of sexual misconduct. Reports of sexual misconduct are forwarded to the Sexual Misconduct/Assault Response Team (SMART - Title IX Team) for review and response. Student disclosures of sexual misconduct shared with confidential resources on campus including staff at Bishop Wellness Center, SARAs, or the university Chaplains will not be forwarded to the SMART - Title IX Team; these disclosures remain confidential.

• **Required Reporters** – Required reporters include all employees of the university (full-time, part-time, and adjunct faculty, full-time and part-time classified and administrative staff, contract employees, and student employees) and volunteers working under the auspices (authority) of the university.

• **Respondent** – an individual who has been identified as allegedly engaging in conduct prohibited under this policy.

• **SMART – Title IX Team** – Willamette University’s Sexual Misconduct/Assault Response - Title IX Team meets regularly to ensure consistent and timely application of the policy to all individuals so that the university responds promptly and equitably to eliminate sexual misconduct, prevent its recurrence, and address its effects. The Title IX team coordinates the review, investigation, and resolution of reports and ensures appropriate interim measures are implemented.

• **Standards of Conduct** – Refers to Willamette University’s Standards of Conduct, as enforced by the Office of Rights & Responsibilities.
• **Support Person** – A support person may be any individual who is not directly involved in a report being investigated or adjudicated. A support person may accompany an individual to an initial inquiry, an investigation, and hearing. A support person who accompanies a claimant or respondent during a hearing may not serve as a witness during the hearing. A support person may not directly address the investigator(s), hearing administrators, question witnesses, or otherwise actively participate in the processes. A support person is there for the limited purpose of providing support. When choosing a support person, ensure the individual can attend the scheduled investigative meetings and the hearing; meetings may not be scheduled to accommodate a specific support person’s schedule.

• **Third Party** – Refers to any person (other than the claimant and respondent) including witnesses to the incident or individuals who make a report on behalf of someone else, or who are involved in an inquiry, investigation, or hearing.

• **Title IX** – Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs and activities that receive federal financial assistance, “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” Examples of the types of discrimination that are covered under Title IX include sexual harassment (dating and domestic partner violence, stalking, sexual exploitation, and sexual violence), the failure to provide equal opportunity in athletics, and discrimination based on pregnancy. Title IX prohibits retaliation for filing an OCR complaint or for advocating for a right protected by Title IX. To enforce Title IX, the U.S. Department of Education maintains an Office for Civil Rights, with headquarters in Washington, DC and 12 offices across the United States.

• **Title IX Report/Title IX Investigative Report** – In investigating allegations of sexual misconduct, assigned investigators collect information relevant to the complaint of sexual misconduct. This includes but is not limited to interviews, statements, and physical evidence. The investigator(s) will write an investigative report which includes information and evidence collected.

• **Title IX (SMART) Team** – Willamette University’s Sexual Misconduct/Assault Response - Title IX Team meets regularly to ensure consistent and timely application of the policy to all individuals so that the university responds promptly and equitably to eliminate sexual misconduct, prevent its recurrence, and address its effects. The Title IX team coordinates the review, investigation, and resolution of reports and ensures appropriate interim measures are implemented. The Title IX team is an interdepartmental team consisting of:
  - Cynthia Stinson, Deputy Title IX Coordinator and Director of Educational Equity Assurance
  - Elizabeth Trayner, Deputy Title IX Coordinator and Director of Residence Life
  - Margaret Trout, Director, Bishop Wellness Center
  - Lori Johnson, Director, Office of Rights and Responsibilities
• Ross Stout, Director of Campus Safety

• Kristen Grainger, Title IX Coordinator and Vice President & Executive Assistant to the President

• If a university employee is named in a report of sexual misconduct involving a student, Keith Grimm, Director of Human Resources is added to the team to help assess the situation.
Appendix A2

Prohibition of Harassment Including Sexual Harassment

This policy addresses Title IX (discrimination on the basis of gender), including sexual harassment and violence, involving staff and faculty (employees) of Willamette University only. Policies concerning such conduct involving a Willamette University student or students, whether enrolled or visiting, may be found at Sexual Misconduct Policy & Protocol for Students. If the matter involves both employee(s) and student(s), or a student who is also an employee of the University, please contact Keith Grimm, Director of Human Resources, kgrimm@Willamette.edu, or Kristen Grainger, Title IX Coordinator, kgrainge@willamette.edu.

If you know the student in question to be under the age of 18 (a minor), you have additional responsibilities as a mandatory reporter of suspected child abuse in accordance with state law: Duty to Report Suspected Child Abuse and Sexual Assault/Harassment. Sexual misconduct of any kind can be reported via our online Incident Report Form.

If the instance of possible discrimination occurred on the basis of something other than sex, (i.e., race or other protected status), please contact Keith Grimm, Director of Human Resources (when employees are involved), or David Douglass, Dean of Campus Life (when students are involved.). You may also file a Bias Incident report online at https://secure.willamette.edu/cgi-bin/datastore.cgi/biasreport.

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

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

(a) Harassment

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

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

(b) Sexual Harassment

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

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

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

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

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

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

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

Any staff or faculty member found in violation of this policy will be subject to discipline up to and including discharge.
Appendix B1: Alcohol and Drug Policies

Alcohol and Drug Abuse

Drug-Free Schools and Community Act Amendments

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

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

Alcohol and Drugs: An Informational Guide

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

1. Self-Help Groups

The following resources can be of help to people with substance abuse problems or to their friends and family. In Salem, call these self-help groups:
• Alcoholics Anonymous ................................................................. 503-399-0599
• Alcohol Abuse 24 Hour Assistance and Treatment .................... 1-800-234-1253
• Alcohol & Drug Helpline/Youthline ........................................... 1-800-923-HELP
• Alanon/Alateen (for friends, family) .............................................. 503-370-7363
• Cocaine Anonymous ................................................................. 503-662-2463
• Substance Abuse Helpline ......................................................... 1-800-888-9383
• Narcotics Anonymous ............................................................... 503-990-0861
• Crisis Hotline-NW Human Services ......................................... 503-581-5535 or 800-560-5535
• TDD ........................................................................................... 503-588-5833

2. Outpatient Treatment

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

3. Inpatient Treatment

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

4. Where to go for help

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

Counseling Services is located in the Bishop Wellness Center, South side of the Baxter Complex, and is open Monday through Friday, 8 a.m.-5 p.m. Students may call 503-370-6471 for an appointment. Indicate if it is urgent and you will be seen immediately. In case of an after-hours emergency, contact your Resident Assistant for immediate help. Counseling staff
will be contacted. Senior Residence Life staff are also available 24 hours a day in case of an emergency.

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

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

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

1. **Depressants**

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

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

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

**Physical effects**
Short term:
- Calm anxiety
- Relax muscles
- Induce sleep
- Affect brain stem-inducing sleep
• Speech and movement
• Affect brain stem, including heart and lungs
• Tolerance (develops quickly)

Long term:

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

Psychological and physical dependence and addiction
High potential for both

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

2. Alcohol

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

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

• Euphoria
• Increased risk-taking behavior
• Aggressive humor/behavior
• Feeling of decreased inhibitions
• Delusion
• Denial
• Tolerance
• Blackouts (amnesiac state during which individual appears to be functioning with awareness, but has no memory of any events at a later time)
Tolerance, blackouts and morning tremors are signs of the development of physical dependency.

**Physical effects**
Short term:

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

High levels can cause coma and death.

Long term:

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

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

3. **Rohypnol**

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

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

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

**Psychological dependence**  
Moderate to high dependence potential.

4. **Hallucinogens**

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

**General symptoms of users**
- Trance-like states
- Confusion
- Hallucinations
- Euphoria
- Depression
- Dilated pupils
- Increased pulse
- Incoordination
- Labile mood
- Time/space distortion

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

**Physical effects**
- Increased pulse
- Withdrawal
• Tolerance

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

**Physical dependence and addiction**
None or low potential

**Psychological dependence**
Low to moderate potential

5. **Marijuana**

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

**Psychological effects**
• Mild euphoria
• Decreased inhibitions
• Depression
• Acute panic reactions
• Toxic psychosis
• Amotivational syndrome

**Neurological effects**
• Incoordination
• Involuntary movements
• Tremors
• Headaches
• Light sensitivity
• Short-term memory impairment
• Numbness Mild slowing in alpha-wave frequency
• Dizziness
• Increase in stage 4 sleep and decrease in REM sleep

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

**Physical and psychological dependence and addiction**
Low to moderate potential. (Withdrawal effects reported. Moderate to high potential for psychological dependence.)

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

**Psychological effects**
• Euphoria

**Physical effects**
• Drowsiness
• Lethargy
• Slurred speech
• Bobbing head
• Constipation
• Flushing skin, face, neck, chest, pupils
• Nausea Rapid tolerance

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

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

**Psychological effects**
• Euphoria
• Clouded mental functioning
Physical effects

Short term:

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

Long term:

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

Physical dependence and addiction

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

8. Steroids

These are psychoactive chemicals made of male hormones.

Effects

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

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

**Physical and psychological dependence and addiction**

High potential

9. **Stimulants**

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

**Natural CNS stimulants are caffeine:**

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

**Nicotine:**

• Chewing tobacco
• Cigarettes, cigars
• Pipe tobacco
• Snuff

(Cocaine is the best known CNS stimulant and will be addressed below.)

Methods of administration are drinking, snorting, injecting and smoking.

**Psychological effects**

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

**Physical effects**

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

**Physical and psychological dependence and addiction**
High potential for both

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

**Chronic high dose use:**
• Hyperstimulation
• Intense paranoia
• Headaches
• Auditory and visual hallucinations
• Loss of appetite
• Nosebleeds
• Irregular heart beat
• Seizures/convulsions
• Shortness of breath
• Intense anxiety and depression
• Cardiac arrest

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

**Physical and psychological dependence and addiction**
High potential for both

11. **MDMA-Ecstasy (3-4 methylenedioxymethamphetamine)**
This amphetamine-like drug is an analogue of MDA. Street names include MDMA, MDA, Adam, Ecstasy and XTC. It produces LSD effects (minus the hallucinations) such as increased self-awareness, removes communication barriers and seems to remove fear response. Synthesized about 70 years ago for use as an appetite suppressant, Ecstasy is now sold in tablets and capsules. The effects last about six hours. Recent studies suggest usage of this drug may have long-term damaging effects on the brain.
Physical effects
- Increased heart rate
- Increased blood pressure
- Irregular heart beat

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

12. Methamphetamine
Methamphetamine (meth) is a synthetic drug manufactured in clandestine labs, and is categorized as a central nervous system stimulant. It is known as “speed” or “crystal” when it is swallowed or sniffed; as “crank” when it is injected; and as “ice” when it is smoked. All forms are extremely dangerous and induce long-lasting, debilitating effects.

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

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

Physical and psychological dependence and addiction
High potential for both

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

Experimentation: learning the mood swing
• Use of a mind-altering chemical two-three times.

**Social use: seeking the mood swing**
• One knows the effect of the chemical and uses to feel the related effect.
• Use of chemical with others and/or at social events.
• Controlled use of mind-altering chemical.
• Chemical use does not interfere in any aspect of one’s life.
• Chemical use does not interfere with relationships.
• Chemical use is open.

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

**Dependence: using to feel normal**
• Failing self-made promises to reduce or quit use.
• Social activities are replaced or consumed with chemical use.
• Use is interfering with relationships and major areas of life (school, work, etc.).
• Chemical use is occurring when one is alone and prior to attending social events.
• Tolerance, physical and/or psychological dependence exists.
Appendix B2: Alcohol Policy

Purpose

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

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

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

This alcohol policy is incorporated into the University Standards of Conduct and its procedures. The policy applies to all students, faculty, staff, and administrators. Failure to observe these policies, procedures, and regulations shall constitute a violation of the University policy and may subject the individual(s) or group(s) to sanctions outlined in the Standards of Conduct, and the appropriate employee handbook. A community member’s familiarity or understanding of laws, or these policies, procedures and regulations, does not constitute an excuse for irresponsible/illegal behavior, or violations of this policy and its procedures and regulations.

Policies Governing Use of Alcohol

- Individuals twenty-one (21) years of age or older may consume alcohol in accordance with this policy.
- Individuals not of legal drinking age (not yet 21 years old) are not permitted to consume, or be under the influence of alcohol.
- No person shall misuse or abuse alcohol.
- No person shall sell, give or otherwise make available any alcoholic beverage to a person under the age of 21 years.
- No person shall sell, give or otherwise make available any alcoholic beverage to any person who is “under the influence” as defined in 4-1 of this policy.
• Applicable state and federal laws related to alcohol or other drugs, required for compliance with the Drug Free Schools and Campus Act, are found in Addendum A of this policy.

1. **Use in individual student rooms in residences that include fraternity and sorority houses, residences, and apartments**

   1. Consistent with, and following Oregon State law, private gatherings in individual student rooms will not be considered social functions and need not be registered. Occupants and participants are responsible for abiding by all University policies.
   
   2. Any gathering in an individual student room where alcohol is present may not exceed a safe and manageable occupancy for that room. The University defines “safe and manageable occupancy” as no more than three (3) times the residential occupancy for that room.
   
   3. Regardless of the number of persons in an individual student room, a University employee may enter a room to ensure compliance with health and safety standards, or if there is reason to believe that there have been violations of University policy or state and federal law.
   
   4. Open containers of alcoholic beverages are not permitted in public areas. A student room or apartment is considered public if the door to the hallway is open.

2. **Use in other University Facilities/Common Areas**

   1. When alcohol is to be served in any Willamette University approved facility or function, the Alcohol Use Request must be submitted **online** ten (10) working days prior to the event and receive final approval by the Vice President for Administrative Services or designee. Approval verification may be sent to the following offices as deemed appropriate: campus safety, food service, an appropriate building manager, and the director of scheduling, event, and conference services.
   
   2. Consistent with the general alcohol policy regulations, alcohol may be served at catered events (i.e., receptions, dinners), in the following buildings (excluding classrooms) Upon approval of the Alcohol Request Form:

   - University Center
   - Playhouse
   - Art Building
   - Smith Fine Arts Building
   - Law School
   - Mudd Building
   - Waller Hall
   - McCulloch Stadium patio
   - Montag Center recreation area
   - Thetford Lodge
   - Kaneko Commons Atrium
Portland Center
• Ford Hall special event area
• Goudy Commons
• Sparks Recreational Center
• Mary Stuart Rogers Music Center
• Hallie Ford Museum of Art
• Residential Common Areas
• Hatfield Room in the Hatfield Library
• Concrete areas outside of Rogers Rehearsal Hall, Law School Student Lounge and Atkinson Graduate School
• YWCA/Carnegie Building
• Legal Arts Building
• Atkinson Annex
• Portland Center

3. A notice of the approval of the Alcohol Request Form shall be displayed at the event.
4. In instances where a registered event is only utilizing a portion (i.e., room) of a building, the serving and consumption of alcohol must be confined to the specific registered or designated area (i.e., room).

3. **Use at on/off-campus University sponsored events & travel**

   1. This alcohol policy is also in effect on/off-campus, and at University sponsored events.
   2. Employees should consult and review applicable employee handbooks policy guidelines, and review this alcohol policy and its associated procedures, prior to consuming alcohol on a university trip/travel, or at University-sponsored events on/off campus.
   3. Students should review the University Standards of Conduct, including review of this alcohol policy and procedures, prior to consuming alcohol on a university trip/travel, or at a University-sponsored event on/off campus.
   4. Employees and students will be held responsible for their behavior during University travel, and at on/off-campus University events or functions.
   5. Students driving on University business, or driving vehicles on behalf of the University, are prohibited from consuming alcoholic beverages before driving.
   6. University employees are expected to be professionally responsible when consuming alcohol during work hours, when they are representing the University, or, at University-sponsored events.
   7. Consumption of alcohol at events where employees represent the University, or at events sponsored by the University, shall not violate the consumption limits defined in section 4.1 of this policy, or violate any applicable laws and regulations.
8. When University controlled money is used to obtain alcohol for an event or activity, even in private residences, then an alcohol permit is required.

4. **Regulations and Procedures**

1. The University defines “under the influence” as any noticeable level of alcohol where perceptible impairment of mental or physical capacity is present.
2. Any noticeable level of alcohol in an underage student (not yet 21) is a violation of this policy.
3. Alcohol may not be served or consumed in any outdoor areas of the campus during the academic year except those specifically defined in 2.2.
4. Direct or indirect sale of alcohol is prohibited without the written permission of the vice president for Administrative Services.
5. To request an activity or event where alcohol will be served, access the Alcohol Use Request form online, submitting it at least ten (10) working days prior.
6. When alcohol is to be consumed on campus, or when a contract is engaged for alcohol to be provided off campus through another third party vendor, an Alcohol Use Request form must be submitted and approved at least 10 days prior to scheduling, or contracting, for the event.
7. No contracted use of alcohol, on or off campus, is permitted without an approved Alcohol Request form.
8. Alcohol must be distributed through a Willamette approved third party vendor, unless otherwise approved by the vice president for Administrative Services.
9. When alcohol has been approved to be served in University facilities or sponsored events, it is approved with the intent that participants will not leave the facility or event, and operate a vehicle under the illegal influence of alcohol, as defined in section 4.1 of this policy.
10. Alcoholic beverages will not be served or consumed at events where attendance is open to those other than members of the Willamette community and approved guests of the University.
11. Willamette participants in a sponsored event may be required to produce current Willamette University ID. A guest of any Willamette University community member must produce identification (e.g., driver’s license, University ID) verifying at, or above age status, when asked.
12. Willamette University community members are responsible for the conduct of their guests. The University reserves the right to require guests to leave an event.
13. Alcoholic beverages or offering of alcoholic beverages will not be mentioned or implied in publicity or announcement of an event.
14. Alcohol will not be the main focus of an event.
15. Appealing non-alcoholic beverages and food must be served at all events while alcohol is being consumed or served. Food and non-alcoholic drinks must be displayed as prominently as alcoholic beverages.
16. The area where alcohol is served or consumed must be cleared and cleaned immediately following the event. Sponsors of the event will clear and clean this area or will make arrangements to have this done.
17. The presence, possession, or use of common source containers of/or alcoholic beverages (including, but not limited to kegs, beer/party ball, bulk containers requiring a tapping or spigot device, punch bowls, trash cans, or other containers
used to dispense alcohol greater than 1.5l), by individuals or groups, other than at a registered and approved event, is prohibited on the University campus, without the express written permission of the vice president for Administrative Services.

18. The availability and use of common source containers at approved events will be at the sole discretion of the University.

19. Student body activity fees, or any special fee or levy initiated through University-sponsored or supported student organizations, may not be used for purchase of alcoholic beverages.

20. An event where alcohol is present may not exceed a safe and manageable number of people at any one time. The University will determine this number.

21. All entrances and exits of University facilities where alcohol is served must be monitored. In the case of a large event (as defined by the University), organizers must arrange with Campus Safety for security officers for the duration of the event.

22. A member of the University staff shall take measures to stop an activity where alcohol is served or consumed if there are problems or violations that cannot be readily corrected. Food Service staff also has the responsibility of monitoring the use of alcohol at catered events and are authorized to suspend alcohol distribution.

23. Students, faculty, staff and administrators will be held directly responsible for the destruction of personal or public property, the violation of the safety or rights of other persons, the violation of any state or federal law, or the violation of any other campus regulations, which may occur while they are under the influence of alcohol. Such behavior will result in disciplinary action by the University or by local, state or federal law enforcement.

24. All events must comply with applicable Oregon Liquor Control Commission guidelines.

25. Open containers of alcoholic beverages are not permitted in public areas. A student room or apartment is considered public if the door to the hallway is open.

26. Students and guests consuming alcohol may be required to present identification and verification of age.

Procedures for Enforcement

- The vice president for Administrative Services shall be responsible for the enforcement of the Alcohol Policy. Any other member of the University community may refer violations of this policy to the vice president for Administrative Services for possible action.

- Violations of the Alcohol Policy by students or student groups will be adjudicated through the Standards of Conduct Policies and Procedures.

- Violations of the Alcohol Policy by University employees, departments, or department-sponsored groups will be addressed by the vice president for Administrative Services and referred to a dean/administrator for action.

Any questions or suggestions for changes to this policy should be directed to the Vice President for Administrative Services. This policy was updated August 12, 2013
Student sanctions and notification under FERPA

Sanctions will be administered under the policies and procedures of the Standards of Conduct,

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

The University may require additional sanctions.

ADDENDUM

Oregon and Federal Statutes

1. Oregon Statutes

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

A. Manufacture or distribution of controlled substances

- Schedule I drugs except marijuana (marijuana is on Schedule I but is treated separately under the law. Examples: heroin, LSD, peyote, mescaline, and psilocybin):
  - Class A felony (up to 20 years and up to $100,000 fine plus twice the value of any resulting gain of property or money).
  - Schedule II drugs (including opium, cocaine, methamphetamine):
• Class B felony (up to 10 years and up to $100,000 fine plus twice the value of any resulting gain of property or money)

• Schedule III drugs (including amphetamine, depressants, PCP):
  • Class C felony (up to 5 years and up to $100,000 fine plus twice the value of any resulting gain of property or money).

• Schedule IV drugs (including various prescription drugs):
  • Class B misdemeanor (up to 6 months and up to $1000 plus twice the value of any resulting gain of property or money).

• Schedule V drugs (including other less dangerous prescription drugs and small amounts of certain drugs):
  • Class C misdemeanor (30 days and up to $500 plus twice the value of any resulting gain of property or money).

B. Marijuana

• Delivery for consideration:
  • Class B felony (up to 10 years and up to $100,000 fine plus twice the value of any resulting gain of property or money).

• Delivery not for consideration:
  • Less than 1 oz.: Class A misdemeanor (up to 1 year and up to $2500)
  • Less than 5 gm.: Violation and fine of at least $500 but not more than $1000.

C. Unlawful possession of controlled substances

- Schedule I drugs
  • Class B felony (up to 10 years and up to $100,000 fine plus twice the value of any resulting gain of property or money).

- Schedule II drugs
  • Class C felony (up to 5 years and up to $100,000 fine plus twice the value of any resulting gain of property or money).

- Schedule III drugs
  • Class A misdemeanor (up to 1 year and up to $2500 plus twice the value of any resulting gain of property or money).

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

- Schedule V drugs
• Violation ($250 plus twice the value of any resulting gain of property or money).

• Marijuana (less than 1 oz.) Violation ($500 to $1000 plus twice the value of any resulting gain of property or money).

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

D. Alcohol

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

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

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

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

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

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

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

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

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

The following are a list of programs provided by the university related to the security and safety of the campus are listed below:

Residence Hall Fire Drills, Spring 2013: Staff assures that all residents evacuate safely and go over safety plans for the building

Fraternity/Sorority Advisor Training, January 13, 2013: Volunteer alumni advisors from each of the seven chapters were trained by Don Thomson, Director of Counseling, on current trends in college student mental health and resources available.

SARTs Webinar, January 31, 2013: Webinar to examine the ins and outs of reviewing sexual assault cases in a SART. This webinar discussed the rules, restrictions, and laws that shape the way we can discuss cases, focusing on the need for confidentiality.

Health and Safety Presentations to American Studies Students from Tokyo International University, February 6, 2013: Program required of all ASP students during their orientation. Director of Bishop Wellness Center discusses safety around alcohol, sexual harassment and assault, and crime prevention tools.

Sorority Presidents Meeting, February 2013: Chapter presidents were trained on eating disorders and resources available by Don Thomson, Director of Counseling.

Vagina Monologues, February 22, 2013: This Obie Award-winning play by Eve Ensler is based on interviews with 200 women about their views on sex, relationships and violence against women.

Health and Safety presentation given by Bishop Wellness Center to students who will be traveling abroad next term: April 3 and 11, 2013.

Clothesline Project: April 8-19, 2013 - Program created to address the issue of interpersonal violence. It is a vehicle for members of the community affected by violence to express their emotions by decorating a shirt. They then hang the shirt on a clothesline to be viewed by others as a testimony to the problem of personal power-based violence.

Take Back the Night: April 18, 2013 - This program allows survivors of sexual assault, relationship/partner violence, stalking, or other forms of power-based personal violence to tell their story in a supportive environment in order to begin the process to reclaim control over what occurred.
Brief Alcohol Screening and Intervention of College Students (BASICS), May 22, 2013: 8-Hour training on a preventive alcohol abuse intervention program. It is aimed at students who drink alcohol heavily and have either experienced or are at risk for alcohol-related problems such as poor class attendance, missed assignments, accidents, sexual assault, and violence. BASICS is designed to help students make better alcohol-use decisions.

Green Dot Train the Instructor Training, July 7-July 12, 2013: A nationally acclaimed bystander-intervention program aimed at reducing episodes of reducing power-based personal violence, including sexual violence, domestic violence, dating violence, stalking, child abuse, elder abuse and bullying. This four-day workshop included 18 members of the Willamette University community along with colleagues from Western Oregon University and certified participants as instructors.

Green Dot Training for Opening Days Leaders August 2013 - 1 hour training with tools for Bystander Intervention

Faculty Retreat- presentation on power based personal violence and Title IX August 8, 2013

Bystander Intervention Training: August 14, 2013 - 2 hour training with CMs on basics of Green Dot

Green Dot Bystander Intervention Training: November 23, 2013-The first 8-hour, interactive bystander intervention training was held to equip targeted participants with the necessary connection, knowledge and skill to increase their proactive and reactive bystander behaviors. Throughout the training - video, role-plays, and other exercises are utilized to maximize the level of engagement of participants and help them apply the concepts in the curriculum to their own lives and practice the skills they need to be proactive bystanders.

Association of Title IX Administrators (ATIXA) Investigator Training, March 31-April 1, 2013, July 24-25, 2013 and October 28-29, 2013: 60 members of the Willamette University community have participated in a 2-Day training on best practices in Title IX investigations.

Health and Safety Presentations to Incoming International Students, August 13 and 21, 2013: Program required of all international students during their orientation. Director of Counseling Services, Bishop Wellness Center, and Campus Safety discuss fire and crime prevention.

Orientation Panels for Volleyball, Soccer and Football Parents, August 13 & 14, 2013: University staff hosted a dinner and program for parents to ask questions about campus resources.

Community Mentor Training on Fire Safety, August 14, 2013: Staff was trained on how to use fire extinguishers and what to look for in residential rooms. CMs were trained on their role in emergency situations and proper protocol for reporting emergencies. This training included
hands on learning on how to put out a real fire.

Community Mentor Training on Alcohol and Marijuana, August 15, 2013: This training covered the definition of a drink and how to respond when a resident is showing signs of alcohol poisoning. This session allowed the staff to visually identify some commonly found drugs & paraphernalia, and recognize the signs and symptoms of alcohol and other drug abuse and high risk behaviors. By the end of the session staff was able to identify resources on campus, policies associated and how to best handle situations in the residence halls.

Community Mentor Training on Hazing, August 15, 2013: This session addressed concerns around hazing. Topics included defining and identifying hazing and exploring ways that CMs might encounter hazing in their communities.

Community Mentor Training on Mental Health, August 16, 2013: Managing mental health issues in college & university residence halls may be a difficult issue for residence life student staff who serve on the front lines of residence hall management. This session gave Community Mentors a basic introduction to the realm of student mental health and psychology in the residence halls.

Community Mentor Training on Sexual Assault, August 16, 2013: This session helped staff define sexual assault and consent and allow them to identify, locate and access campus resources for survivors of sexual assault. Staff is able to distinguish when to and how to complete referrals when necessary. Staff is able to empower survivors to make informed decisions that are comfortable for the survivors. Staff learned about prevention/awareness programming options available at WU and beyond.

Community Mentor Training on Eating Disorders, August 16, 2013: Eating disorders affect people of all ages, but are especially prominent among college students. The earlier eating disorders are diagnosed and treated, the more likely it will be that they will recover completely. In this session, staff learned about the different types of eating disorders and were equipped with the knowledge for recognizing warning signs.

Community Mentor Training on Rights & Responsibilities & Confrontation, August 17, 2013: Training on policies related to their positions, how to confront difficult situations, and the systems for reporting.

Community Mentor Training on Behind Closed Doors, August 19, 2013: This was a hands on opportunity for the staff to put all of their new knowledge into practice in a safe and supportive environment. They were able to confront situations which they may encounter as a staff member so they’re prepared in the event of an actual situation. Situations included sexual assault, noise, confronting parties, roommate conflicts, alcohol poisoning, suicide, disordered eating, domestic violence, and peer confrontation.
Opening Days Leader Training, August 20, 2013: Orientation leaders trained by Residence Life staff about basic bystander intervention.

CLA Faculty Retreat on Sexual Misconduct, August 20, 2013: Overview of required reporting, sexual misconduct website, the life of a report, and resources

Opening Days Health & Safety Presentation, August 22, 2013: A panel of staff from Counseling, Residence Life, and Campus Safety share information about their respective departments and answer questions.

Opening Days Parent Programming: Campus Safety, August 23, 2013: Director of Campus Safety presented information about safety resources for students.

Willamette University Title IX Response Team Training, August 23, 2013: 4-Hour training on Willamette’s processes related to sexual misconduct for those who serve as process advisors, investigators, hearing administrators, and appeals administrators.

Reality Check, August 25, 2013: Orientation program with required participation by all first-year students. This session addresses many of the situations students may encounter such as drinking, struggling with academics, roommate concerns, sexual assault, disordered eating and many others.

Sex Signals, August 26, 2013: Orientation program with required participation by all first-year students; covers risk factors and prevention options related to sexual misconduct, including information related to alcohol consumption, consent, personal safety, communication, etc.

The Real Buzz, August 29, 2013: Alcohol Awareness program with required participation by all first-year students. Information conveyed includes campus policies governing consumption of alcohol and other drugs, campus response mechanisms (e.g., Willamette Emergency Medical Services, transport options, etc.), physical effects of consumption, resources for addressing alcohol problems, etc.

Residence Hall Health & Safety Checks, Fall 2013: Staff enters all residential rooms to check for fire hazards and other safety concerns that may exist in each room.

Residence Hall Health & Safety Checks, Spring 2013: Staff enters all residential rooms to check for fire hazards and other safety concerns that may exist in each room.

Residence Hall Fire Drills, Fall 2013: Staff assures that all residents evacuate safely and go over safety plans for the building.

Progress Report: Creating a Culture of Safe and Healthy Sexuality on Campus, September 5, 2013: Convocation dedicated to addressing changes that have been implemented since spring
2013.

Fraternity/Sorority Advisor Orientation, September 8, 2013: Volunteer alumni advisors from each of the seven chapters were trained on resources available to students and advisors.


Community Discussion, September 2013: Community discussion of substance use and community impact in Shepard.

OUS Sexual Misconduct Prevention/Response Best Practices Conference: October 31, 2013 - Attendees at this conference had the opportunity to learn from national experts, share promising practices occurring in Oregon, address current concerns related to prevention, response and reporting work, and work with colleagues from across the state.

AGSM Sexual Misconduct Policy and Protocol Training: November 22, 2013 - Overview of required reporting, sexual misconduct website, the life of a report, and resources

Synthetic Drug Unknown Chemical, Effects and Risks Training October 25, 2013 - This workshop gave participants the opportunity to learn about synthetic drugs such as bath salts and spice. Attendees were introduced to what they are, where they come from, and the health hazards associated with them.

President’s working group on Sexual Assault and Harassment, September 10, 2013, October 15, 2013 and November 19, 2013: Training on sexual misconduct, bystander intervention, university processes, law enforcement and other resources.

“Real People Wear Purple”, October 7-13, 2013: A sexual assault and domestic violence awareness week sponsored by Alpha Chi Omega in partnership with Mid-Valley Women’s Crisis Service, S.A.R.A., Students for Feminism, WU Residence Life, and Bishop Wellness Center.

OUS Sexual Misconduct Prevention/Response Best Practices Conference, October 31, 2013: This one-day training included a keynote from the perspective of a survivor along with opportunities to discuss policies and protocols from the various institutions in attendance. Additionally, best practices in approaching sexual misconduct were presented to the group. The training was attended by five staff including the Title IX Coordinator and two deputies, the rights and responsibilities Director and an Area Coordinator

Health and Safety Session for Outgoing Study Abroad Participants: Program required of all students participating in study abroad programs offered several times each semester. Director
of Counseling Services and Bishop Wellness Center discuss tools to decrease risks while traveling.

Student Organization Orientation Sessions, January-April 2013 (monthly) & September-November 2013 (monthly): Topics include University resources and policies, such as event planning, travel off-campus, and risk management. All registered student organizations are required to send one leader to an orientation session if they wish to receive student government funding.

Student-Athlete Code of Conduct - All student-athletes sign a code of conduct at the beginning of every academic year that details departmental expectations related to alcohol and drug use, hazing and other university, Northwest Conference and NCAA rules and guidelines.

Threat Assessment Training, October 15-17, 2013: A multidisciplinary team (education, law-enforcement, mental health, campus security, court staff, and parole & probation) presented on the basics of threat assessment, the application of the research and recommendations into the use of higher education, K-12 and community threat assessment protocols, training on developmental procedures necessary to implement a successful multidisciplinary, multi-agency threat assessment and management system on higher education campuses, in K-12 school districts and within the community, and multiple threat assessment labs and audience participation exercises.

Evacutrack Training, October 22, 2013: Training on how to use the Evacutrack in the event of an emergency.

Student Leader Prevention Symposium, November 15, 2013: A symposium about addressing high risk drinking and substance abuse issues on campus. Jason Kilmer, Ph.D., shared the latest research on high risk drinking in college settings. Attendees chose a relevant breakout session including prevention programming and bystander training.


Sexual Health Program, November 2013: A residential program on sexual health.

Webinar Beyond Victim Blaming: Examining the connections between alcohol use and sexual assault among college students, December 10, 2013:

Community Meeting, December 2013: Community meeting with Rich Dennis from Campus Safety on community safety and awareness.

Residential Safety passive programming, December 2013: Following a community meeting with Rich Dennis, educational materials were posted in the community promoting safety and security in the building and on campus.
Intramural Supervisor Orientation Training, August 24-25, 2013: Topics include creating safe spaces, managing conflict, injury/risk management, social dynamics, and emergency protocols. In addition, issues of safety are address around being at the football stadium at night as well as walking back to campus late at night.

Steppin’ Out Training, August 14-18, 2013: Training that covers many risk management and safety topics including van safety, lost person protocols, social dynamics, creating safe spaces, emergency protocols, and safety in the wilderness. This training is geared at working with incoming students to Willamette University.

Intramural Supervisor Trainings, Weekly January-May 2013 & August 2013-December 2013: Continual and ongoing training from the initial training session. Topics include creating safe spaces, managing conflict, injury/risk management, social dynamics, and emergency protocols. In addition, issues of safety are address around being at the football stadium at night as well as walking back to campus late at night.

Steppin’ Out Decision Making Training, August 14, 2013: Explained different models to help students understand appropriate risk and safety decisions Steppin’ Out leaders need to make. Focus is on appropriate safety decision making in outdoor settings given the many factors at any given time (time, weather, location, access, situation, etc.)

Jump Start Bishop Wellness Training, August 14, 2013: Don Thomson provided resources for leaders on how to recognize students that may need help, and when to react and help when there are challenging behaviors.

Steppin’ Out Training, August 2013: Training that covers many risk management and safety topics including van safety, lost person protocols, social dynamics, creating safe spaces, emergency protocols, and safety in the wilderness. This training is geared at working with incoming students to Willamette University.

Intramural Supervisor Trainings, Weekly January-May 2013 & August-December 2013: Topics include creating safe spaces, managing conflict, injury/risk management, social dynamics, and emergency protocols. In addition, issues of safety are address around being at the football stadium at night as well as walking back to campus late at night.

Outdoor Program Leadership Trainings: Sept 29, 2013; Nov 2, 2013: Training that covers many risk management and safety topics including van safety, lost person protocols, social dynamics, creating safe spaces, emergency protocols, and safety in the wilderness. In addition, training focuses on sustainable practices in the outdoors that includes aspects of wellness and health.

Campus Rec First Aid/CPR certification, Offered Oct 6, 2013; Nov 17, 2013
Sport Club Council Meetings, Monthly Spring/Fall Semesters 2013: Meetings covered many safety and health topics including injury/risk management protocols, vehicle safety protocols, coaching protocols, etc.

Outdoor Activities Council Meetings, Monthly Spring/Fall Semesters 2013: Meetings covered many safety and health topics including injury/risk management protocols within outdoor environments, vehicle safety protocols, etc.

Take-A-Break Food Handler’s Certification online training: February, 2013

Take-A-Break leadership first aid/CPR training: February 2, 2013; Training for all advisors and leadership attending each of the five Take-A-Break Trips in Spring, 2013

NSOCO Training, August 14-18, 2013: Training that covers many risk management and safety topics including van safety, social dynamics, creating safe spaces, emergency protocols, and safety when working with various populations in need. This training is geared at working with incoming students to Willamette University.

Tiger Club Volunteer Orientation: January 22 and 24, 2013: Overview of appropriate behaviors and expectations when working with under-aged youth, as well as Mandatory Reporting.

Tiger Club Volunteer Orientation: September 17 and 19, 2013: Overview of appropriate behaviors and expectations when working with under-aged youth, as well as Mandatory Reporting.

Take-A-Break Van Training: November 2, 2013: van dos and don’ts, information on how to safely drive the van, what puts students at greater risk vs. less risk, actual van-driving time

Community Service Learning Harassment Training: October 2013; Training for student workers on identifying and reporting sexual misconduct and harassment

Community Service Learning Food Handler’s Permit Training: November 1, 2013

Take-A-Break Food Handler’s Certification online training: November, 2013

CSL Working with Homelessness-Personal safety: September 10, 2013; Program designed to reduce risk to student volunteers working with people experiencing homelessness including managing personal information, appropriate relationship/boundaries, when to seek out a University staff, clothing, jewelry guidelines, etc.

Sexual Misconduct Website: www.willamette.edu/sexualmisconduct is a website designed to provide information about resources related to sexual misconduct, how to get help, how to help someone, related policies, and how to report an incident.

New Employee Orientation: September 17, 2013 - Overview of required reporting, sexual misconduct website, the life of a report, and resources

Students for Feminism - Raises awareness of gender inequality and its intersections through discussion and dialogue, ultimately working to empower all individuals. Engages the Willamette community with events such as “Love Your Body Days,” The Vagina Monologues, and Take Back the Night. They meet every Monday at 5:30 pm in the Women's Resource Center on the third floor of the University Center.