

2021 Campus Safety Report

Includes Annual Security and Fire Safety Information



The Multnomah University (MU) Annual Campus Security and Fire Safety Report is published each year to provide crime and fire statistics and information on safety and security related services offered by the university, in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

This report is prepared with data and information provided by the MU Emergency Management and Campus Safety Department, Student Life Department and various law enforcement agencies that provide services to MU properties within their jurisdictions. The report summarizes university, campus safety and security programs and contains policies and procedures designed to enhance personal safety at Multnomah University.

The 2021 Annual Campus Security and Fire Safety Report can be accessed at <https://www.multnomah.edu/student-services-and-care/campus-safety-and-prevention/> or at the Campus Safety Office.

For more information regarding campus safety or to request a paper copy of the report, contact Multnomah University Campus Safety at 503-251-6499, e-mail campussafety@multnomah.edu, or write to the department at 8435 NE Glisan Street, Portland, OR 97220.



8435 N.E. Glisan Street
Portland, OR 97220

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Campus Safety Department Objectives

INSTITUTIONAL MISSION STATEMENT:

Multnomah University's mission is to educate, equip, and enrich Christian students through accessible undergraduate and graduate education to become biblically competent, academically proficient, spiritually formed, and culturally engaged servant leaders, shaped to be a transforming force for their church, community, and world.

CAMPUS SAFETY MISSION STATEMENT AND OBJECTS:

The mission of the Multnomah University Department of Emergency Management and Campus Safety is to provide and foster a climate that allows individuals to live, study, work, and visit campus in a safe environment. Areas of focus include workplace safety, fire safety, weather safety, and safety from crime.

Campus Safety strives to meet these mission goals by:

1. Providing 24-hour patrol every day of the year. The patrol function of the Campus Safety Department is designed in such a way that each officer checks each campus building at least twice per shift, patrol the parking areas, and each officer maintains a randomized patrol pattern that is monitored through a QR scanning system.
2. Each officer is trained and equipped to respond to emergency situations involving application of basic First-Aid, CPR and AED devices. Officers are also trained to recognize, evaluate and handle other types of events that include but are not limited to performing valve shut offs for water and gas emergencies. The Campus Safety Department also conducts annual evacuation/fire drills of major buildings, as well as monthly inspections of all fire extinguishers, emergency exit lighting, and emergency exits. The department also inspects outside lighting and reports to maintenance any deficiencies .
3. Providing safety escorts throughout the campus as well as off-campus escorts under certain, authorized circumstances.
4. Maintaining detailed reports for every crime and incident as well as a daily log.
5. Providing a crime awareness presentation to parents and in-coming freshmen as a part of their orientation. Bulletin boards are also displayed for the Multnomah Community and are updated to provide current safety related information.

6. Each officer being trained and certified by the Oregon Department of Public Safety Standards and Training as required by Oregon state law in addition to receiving on-going, in-service training in emergency response and campus public safety.

Campus Crime Statistics

The **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act** is the landmark federal law, originally known as the Campus Security Act that requires colleges and universities across the United States to disclose information about crime on and around their campuses.

Because the law is tied to participation in federal student financial aid programs, it applies to most institutions of higher education both public and private. It is enforced by the U.S. Department of Education. The "Clery Act" is named in memory of 19-year-old Lehigh University freshman Jeanne Ann Clery, who was raped and murdered while asleep in her residence hall room on April 5, 1986.

Jeanne's parents, Connie and Howard, discovered that students hadn't been told about 38 violent crimes on the Lehigh campus in the three years before her murder. They joined with other campus crime victims and persuaded Congress to enact this law, which was originally known as the "Crime Awareness and Campus Security Act of 1990."

(For more information on this, please see <https://clerycenter.org/policy-resources/the-clery-act/#:~:text=The%20Clery%20Act%20is%20a%20actively%20foster%20campus%20safety>.)

Key:

A. On-Campus
B. On-Campus Resident Hall
C. Public Property
D. Disciplinary Action/ Judicial Referral On-Campus
E. Disciplinary Action/ Judicial Referral Public Property

Portland, Oregon Campus	2018				2019				2020			
Criminal Offenses	A	B	C		A	B	C		A	B	C	
Murder and Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	1	1
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses (Forcible)	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses (Non-Forcible)	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	12	12
Burglary	0	0	0	0	0	0	1	1	0	0	3	3
Motor Vehicle Theft	1	0	6	7	1	0	6	7	3	0	4	7
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Total Criminal Offenses	1	0	6	13	6	0	3	9	3	0	20	23

Hate Offenses	A	B	C		A	B	C		A	B	C	
Murder and Non-negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses (Forcible)	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses (Non-Forcible)	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism	0	0	0	0	0	0	0	0	0	0	0	0
Total Hate Offenses	0	0	0	0	0	0	0	0	0	0	0	0

<i>Portland, Oregon Campus</i>	2018							2019							2020					
Arrests	A	B	C	D	E			A	B	C	D	E			A	B	C	D	E	
Illegal Weapons	0	0	0	0	0	0		1	0	0	0	0	1		0	0	0	0	0	0
Drug Law Violations	0	0	4	0	0	4		0	0	1	0	0	1		0	0	1	0	0	1
Liquor Law Violations	0	0	0	0	0	0		0	0	0	2	0	2		0	0	0	0	0	0
Total Arrests	0	0	4	0	0	4		1	0	1	2	0	4		0	0	1	0	0	1

Criminal Offenses - (VAWA Related Violations)	A	B	C				A	B	C				A	B	C		
Domestic Violence	0	0	0	0			1	0	0	1			0	0	0	0	
Dating Violence	0	0	0	0			0	0	0	0			0	0	0	0	
Stalking	2	0	0	2			0	0	0	0			0	0	0	0	
Total VAWA violations	2	0	0	2			1	0	0	1			0	0	0	0	

Neighborhood Crime Information

Since the source of nearly all of the crime committed at Multnomah comes from off campus, it is important to keep a close eye on what is happening **in** the neighborhood around us. A key tool used in this process is the online mapping program, which gives not only crime information but also other important information about the neighborhood www.portlandmaps.com. As has been the case for the last few years, burglaries and vehicle thefts are the most common crimes in our neighborhood.

Information about Portland registered sex offenders can be found at the following websites:
<http://sexoffenders.oregon.gov/>

<http://www.homefacts.com/offenders/Oregon/Multnomah-County.html>

" THE INFORMATION PROVIDED ON THESE SITES ARE PROVIDED AS A PUBLIC SERVICE ONLY AND SHOULD NOT BE USED TO THREATEN, INTIMIDATE, OR HARASS. MISUSE OF THIS INFORMATION MAY RESULT IN CRIMINAL PROSECUTION"

Crime Reporting

All students, faculty, and staff are strongly encouraged to report all incidents of crime occurring on school property immediately (or, at a maximum, within a 24-hour period).

The campus community will be notified by email and/or other public notices issued within two business days or less where appropriate when crimes against a person have occurred.

Important Contact Numbers

Portland Police - Emergency: 911
Non-emergency: 503-823-3333

Campus Safety - On Campus: ext. 6499
Off Campus: 503-251-6499

If you witness a crime in progress, contact the Portland Police by calling 911.

If you have become a victim of crime and are not in immediate danger, contact Campus Safety at ext. 6499 or 503-251-6499.

Important: Contact Campus Safety immediately if you observe someone you do not recognize in an area they do not belong, or someone acting suspiciously. When reporting suspicious individuals, try to have the following information:

- Gender, race, height, weight, hair color, and clothing description (any distinguishing clothes the person may be wearing)

Anonymous Reporting:

If you are the victim of a crime and you do not want to pursue action within the University System or the criminal justice system, you may still want to consider making a report. Accessing a reporting system online at Multnomah.edu under Campus Safety "Helpful Links" will allow you to file a report with Campus Safety on the details of the incident. If you wish to report without revealing your identity, you can print the form and turn it in to the Campus Safety Office or the Post Office addressed to Campus Safety.

The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the institution.

Crime Reports/ Statistics

The Director of Campus Safety will publish an annual report on campus crime by Oct. 1 of each year. The report will include all required information as prescribed by the Campus Right to Know and Clery Act. This report will include criminal incidents reported to the Campus Safety Department and other campus authorities. The report also includes crime statistics that are gathered from the results of a request made to the Portland Police Bureau each year. This report will be distributed electronically, and a paper copy will be available at the Campus Safety Office. A Daily Crime and Fire log is also available for viewing at the Campus Safety Office.

Crime Prevention

It is important that everyone assumes responsibility for their own personal safety and the security of their personal property. The following precautions provide guidance.

1. Report all suspicious activity to Campus Safety **immediately.**
2. Do not prop doors open and leave unattended. Never prop doors open on Dorms and Residential Buildings
3. Never take personal safety for granted.
4. Try to avoid walking alone at night. Call for an on-campus escort by a Campus Safety officer available 24-hours a day (503-251-6499).
5. Carry only small amounts of cash.
6. Never leave valuables (wallets, purses, books, calculators, etc.) unattended.
7. Carry your keys at all times and do not lend them to anyone.
8. Lock up bicycles and motorcycles. Lock car doors and close windows when leaving your car.
9. Always lock the door to your dorm room. Keep doors and windows closed and locked when you are not home and at night.
10. Do not leave valuables in your car, especially if they can be easily noticed.
11. Engrave serial numbers or owner recognizable numbers such as a driver's license number on items of value.
12. Inventory your personal property and insure it appropriately with personal insurance coverage.

Security Awareness, related information and presentations are provided throughout the school year via various forms of media and personal presentations depending on the subject matter and intended audience.

Facilities Access Policy

Campus Access

CORONAVIRUS PANDEMIC: THE FOLLOWING ARE DEFINITIONS OF NORMAL OPERATIONS UNDER NORMAL CIRCUMSTANCES. THE UNIVERSITY IS UNDER PROTOCOLS AND GUIDELINES SET OUT BY THE FEDERAL GOVERNMENT AND THE STATE OF OREGON. THESE REGULATIONS CHANGE REGULARLY DEPENDENT ON THE STATUS OF THE PANDEMIC AND ARE COMMUNICATED TO THE CAMPUS COMMUNITY THROUGH EMAIL AND OTHER FORMS OF MEDIA.

Building Access

Classrooms, buildings, and other facilities of Multnomah University are available for educational purposes to employees and students. Under normal circumstances, the buildings will be opened (outside doors) for business, scheduled activities, classes, labs and library hours as required. After-hours access to the buildings may be gained through the use of an authorized issued key or by calling Campus Safety (department head authorization required).

Department Heads Authorized to Grant Access

Note: This is not an exhaustive list

President, Craig Williford.....	Entire School
VP of Finance and Administration, Ted Allen	Entire School
Seminary Dean, Derek Chin... ..	Travis Lovitt and Classrooms
Dean of Arts & Science, Dan Scalberg	Travis Lovitt and Classrooms
VP of Advancement, Robby Larsen... ..	Advancement Offices
VP of Student Life, Joe Slavens.....	Student Life Offices, Student Housing
Librarian, Pam Middleton	Library
Human Resources Director, Tracy Moreschi	Sutcliffe
Executive Director of Facilities/Operations, Eric Linman.....	Entire School
Athletic Director, Mike Anderson.....	Gym
IT Services Director, Sudha Peethala.....	IT Dept. Offices & Closets
Emergency Management/Campus Safety, Josh Harper.....	Entire School

Gym

The gym will only be open to the public when a gym monitor is present. The gym may be rented out to on- or off-campus groups without a gym monitor being present; however, the group will designate a lead contact person.

After Hours Access

Only authorized persons will be granted access after buildings are closed. Department heads and managers must submit the names of individuals who will be granted access for after-hours entry.

Housing Access and Key Policy

The following policies represent the normal policies, procedures and protocols for Multnomah University housing. However, certain policies and procedures have been temporarily changed or implemented due to the State of Emergency by the State of Oregon relating to the Coronavirus Pandemic. Because these revisions are temporary and fluid in nature, they are not included in this report but are contained in the

Student Housing (General)

All students living in school-owned housing will be issued a key to their specific residence. Residents who lock themselves out of their room or apartment can call Student Life to gain access after they have been properly identified and their residency has been established. School ID cards and/or driver's licenses will be checked before or immediately after access has been granted.

Campus Dorms

Campus dormitories are not open to the public. Exterior doors are always locked and never should be propped open. Guests are authorized only when accompanied by a current dorm resident, campus safety, resident staff, or recruitment staff. School employed maintenance staff will enter in pairs and announce their presence when entering dorms occupied by the opposite gender. Such access will be limited to between the hours of 10 a.m. and 5 p.m. unless the Executive Director of Operations has granted specific permission. During summer and winter breaks (when the dorms are not occupied), a single maintenance worker may access dorms alone.

Key Policy

Keys to various campus facilities may be obtained at the Campus Support Services Office after a key request has been submitted and approved by the appropriate supervisor. Please allow 1-2 business days for key requests to be processed.

Important note: *Lost or stolen keys must be reported to Campus Safety and Campus Support immediately.* There is a charge for any and all lost keys: Key holders will be held responsible for property loss and/or damage due to negligent management of issued keys. This includes the loaning of

keys to unauthorized personnel, loss, or the improper securing of keys.

Security of the campus must be a priority for all employees. The person to whom the keys are issued is responsible for the keys and the security of the areas opened by the keys. *Keys should not be borrowed, nor should they be loaned out to other employees.* In the event that an employee is unavailable (i.e. illness or vacation) for a period of time during which others in the department might need access to an area, then Campus Support Services should be contacted and a plan be mutually agreed upon for the temporary reissuing of the keys in question. A Multnomah Campus Safety Officer may always be contacted to open any door where there is a genuine need for access by an employee and other options are not available.

Missing Student Policy

In compliance with Title IV; Multnomah University will provide every student living in on-campus student housing the opportunity and means to identify a missing student contact to be used in the event the student is reported missing. Missing student contact information will be registered confidentially and will be accessible only to authorized University officials and may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.

Missing persons contact info may be updated at any time by contacting the Registrar's office, and students will be prompted to update this information each time they register for courses. In accordance with the procedures established within this policy, within 24 hours after a student living in on-campus student housing has been reported missing and the student is not known to have returned to the University or otherwise been located, the Assistant Dean or his/her designee will notify the individual the student has designated as his/her missing person contact. If the missing student is under 18 years of age and not an emancipated individual, the Assistant Dean or his/her designee will also notify the student's custodial parent or guardian. The student also has the option to identify the same individual for both their general emergency contact and missing student contact.

Campus Safety shall investigate all reports of missing students and will notify and cooperate with other law enforcement agencies, as necessary, to further the investigation.

Procedures: Any individual who believes a student living in on campus student housing may be missing should immediately contact Campus Safety. Campus Safety may notify the Assistant Dean upon receipt of a missing student report. When receiving such report, both the Assistant Dean and Campus Safety will attempt to determine whether the student is, in fact, missing. Among other steps that may be taken depending on the circumstances:

- Assistant Dean or his/her designee will attempt to contact the student through all reasonable and available means.

- Campus Safety will investigate the validity of the missing person report and manage the information according to its established investigative standards.

- Campus Safety may notify appropriate University personnel and seek their aid in the investigation (e.g., Student Affairs, Residence Life, Counseling and Psychological Services, etc.)

- Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, Campus Safety will notify local law enforcement agencies within 24 hours of the determination that the student is missing, unless the local law enforcement agency was the entity that made the determination that the student is missing. If, within 24 hours of the report, Campus Safety is unable to locate the missing student and the student is not known to have returned to the University or otherwise located, Campus Safety will notify the Assistant Dean and he/she or his/her designee will take the following action(s):

- The Assistant Dean or his/her designee will promptly notify the individual the student has designated as his/her missing person contact and document the date and time of the notification.

- If the missing student is under 18 years of age and not an emancipated individual, the Assistant Dean or his/her designee will also notify the student's custodial parent or guardian and document the date and time of the notification.

Campus Safety and the Assistant Dean will coordinate their efforts to locate the missing student. The Assistant Dean will notify the Vice President of Student Life and update him/her on the status of the investigation as appropriate.

When the missing student is located, the Assistant Dean or his/her designee will contact the student to offer any appropriate support, as well as the emergency contacts and/or parents to confirm the student has been located.

If the initial investigation is unsuccessful in locating the missing student, Campus Safety will continue to investigate according to established police procedures. The Assistant Dean will decide what further

action, if any, should be taken by the Office of Student Life. While this policy applies only to students living in on campus student housing, reports of students missing from off-campus residences will be referred to the police department having jurisdiction over the student's local residence, if known, or the student's permanent residence if a local residence cannot be determined, and the University will cooperate within its legal limitations with any subsequent investigation.

*Adapted from Missing Persons Policy from Penn State University and Rochester Institute of Technology.

Campus Safety Policy

Multnomah University's Campus Safety Department is tasked with providing and fostering a climate that allows individuals to live, study, work, and visit campus in a safe environment. Areas of focus include: workplace safety, fire safety, weather safety, and safety from crime.

Multnomah University Campus Safety Officers do not generally provide campus safety services off campus. On campus, Campus Safety officers have the authority to ask persons for identification and to determine whether individuals have lawful business at the university.

Multnomah University officers have the authority to issue parking tickets, which are billed to financial accounts of students, faculty, and staff. Campus Safety Officers do not possess arrest power other than that of a private citizen. Criminal incidents are referred to the local police, who have jurisdiction on the campus. The Campus Safety Department at Multnomah University maintains a highly professional working relationship with the Portland Police Bureau and Multnomah County Sheriff's Office. All crime victims and witnesses are strongly encouraged to immediately report the crime to the Campus Safety Department and the appropriate police agency. Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics.

Multnomah University Campus Safety Officers occasionally work with other law enforcement agencies in the Portland Metro area to include the FBI, Portland Transit Police, Portland Park Ranger program, Oregon State Police and others as the situations arise.

Meetings with members and leaders of these agencies are held on both a formal and informal basis. The officers of the Multnomah Campus Safety Department communicate regularly with these agencies on the scene of incidents that occur in and around the campus area. Campus Safety Officers work closely with outside agency officers to investigate criminal activity when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, as deemed necessary. There is no written memorandum of understanding between these agencies and the Multnomah University Campus Safety Department.

Security Awareness Programs

Crime Prevention Programs on personal safety, theft and other safety prevention issues are sponsored by various campus organizations. Campus Safety personnel facilitate related programs for students, parents, faculty, new employees and student organizations throughout the year.

Tip: To enhance personal safety, and especially after an evening class, walk with friends or someone from class that you know well, or call the Multnomah University Campus Safety Department for an escort.

Drug and Alcohol Abuse Policy

Multnomah University fully complies with the Drug-Free Schools and Communities Act Amendments. This Act, along with these and other policies, seek to prevent the use of illegal drugs and the abuse of alcohol and other recreational substances which may impair functioning (such as marijuana) by students and employees. Although the use of marijuana is now legal in the state of Oregon, Multnomah University complies with federal law as well as our institutional standards that prohibit the use of marijuana on or off campus while enrolled as a student at Multnomah University. If a student has a prescription for the medical use of marijuana, that student must meet with a Dean in Student Life to present a doctor's prescription and to discuss appropriate use in light of the student's health concerns and university policy.

The unlawful manufacture, distribution, dispensation, possession, or use of an illegal substance is prohibited in and on Multnomah University owned or controlled property or while on University business. Being under the influence of or impaired by a substance is also prohibited. No employee or student will be allowed in or on University property or to conduct University business while under the influence of or impaired by drugs, alcohol, marijuana or other impairing substances.

Violation of these policies by a student will be reason for mandatory testing, evaluation and/or treatment at the student's expense; or for judicial action up to and including campus housing eviction and/or dismissal from the University. The University will support all local, state, and federal laws relating to illegal drug and alcohol abuse. Penalties for drug violations in Oregon can result in substantial fines and/or time in prison. The Higher Education Amendments of 1998 amended FERPA to allow institutions to notify parents or legal guardians of any student who is under 21 years of age and has committed a judicial violation governing the use or possession of alcohol or an illegal drug. Illegal drugs include those illegal under state, federal or local law or prescription drugs unlawfully obtained or used in a manner inconsistent with their prescribed dosage or purpose.

Illegal drug and alcohol abuse bring many dangers to an individual's mental and physical health. Common results of abuse are: addiction, delusions, hallucinations, toxic psychosis, depression, convulsions, loss of appetite,

cirrhosis, emphysema, heart disease, various cancers, panic reactions, brain damage, bone marrow disorders, lowered resistance to diseases, abscesses, infections, hepatitis, proneness to accidents and death.

The Student Life Department maintains a list of community resources if students have concerns about illegal drug and alcohol issues. Employees and students, by their affiliation with the University, hereby consent to drug or alcohol testing when requested by the administration upon a reasonable suspicion determination made in our sole discretion.

Fire Safety

In October 2008, the Higher Education Opportunity Act went into effect, requiring all postsecondary institutions to provide fire safety information with respect to campus fire safety practices and standards, including statistics for each on-campus student housing facility. Information and/or reports are to include a description of each on-campus student housing fire safety system, the number of required fire drills, policies and rules for electrical appliances, smoking, and open flames, and plans for future improvements in fire safety and fire safety education.

Fire Prevention Policy

In Case of Fire

- If there is a fire, try to contain it by closing doors and activating the building fire control system (pull the fire alarm).
- DO NOT attempt to put the fire out unless you have received specific fire extinguisher training.
- Exit the building safely and calmly.
- Call 911 as soon as you can after exiting the building. Be prepared to tell them which building is on fire and where the fire is in the building.
- DO NOT re-enter the building for any reason until the "ALL CLEAR" is given by the fire department.

Open Flames

- Due to fire regulations, open flame lamps, candles, and incense burning are not allowed **at any time** in any campus building. The use of "plug-in" air fresheners is also not allowed.

Emergency Exits

- Fire exits and hallways must be kept clear at all times. Do not prop open or obstruct fire exits. Please report blocked exits to your supervisor, a residential assistant, campus safety, or a member of the Safety Committee.

Evacuation Plans

- All campus buildings have posted emergency evacuation plans that are specific for that building.

Extension Cords and Electrical Appliances

- Long term use of extension cords is not allowed.
- Only extension cords with built-in fuses can be used.
- For questions on proper extension cord set up, please contact Campus Support Services at ext. 6490.

Fire Drills

- Two fire drills (one per semester) are conducted in on-campus dorm halls each year.

Fire Safety Training

- All Resident Hall staff and Campus Safety officers receive annual fire safety training, including fire extinguisher use and identifying fire safety hazards in the dorms.

Each year college and university students (on and off campus) experience hundreds of fire related emergencies nationwide. There are several specific causes of fires on college campuses: cooking, intentionally set fires, and open flames. Overall, most college-related fires are due to a general lack of knowledge about fire safety and prevention.

Fire Preparedness

Most fires can be prevented before they even start. Be sure that your living/work space complies with current fire codes. To prepare for a fire emergency, everyone should be familiar with the nearest fire extinguishers and alarm pull stations.

In the event of a fire emergency one of the following plans will commence:

Containable Fire (Inside or Outside)

- Activate the fire alarm system by pulling the nearest pull station.
(Note: It is still important to evacuate the building due to smoke and the rapid spreading of fire).
- Follow the *Evacuation Procedure*.
- Call 911 and then Campus Safety
- If the fire is the size of or smaller than a small garbage can, you may attempt to use a fire extinguisher to extinguish the flames.
- If the flames have been completely extinguished, still notify Campus Safety. If the flames cannot be extinguished with a **single** fire extinguisher follow instructions below. **DO NOT ATTEMPT** to use multiple fire extinguishers.

Non-Containable Fire Inside of a Building

- Activate the fire alarm system by pulling the nearest pull station.
- Follow the *Evacuation Procedure*.
- Once outside of the building, call 911. Often times the fire alarm will notify emergency personnel, but it's always a good idea to call 911 just in case. After 911 has been called, call the Campus Safety department.

Non-Containable Fire Outside of a Building

- Call 911
- Call the Campus Safety Department - *keep everybody away from the fire area until emergency personnel arrive on the scene.*

Notification in case of a fire

Per federal law, Multnomah University is required to annually disclose statistical data on all fires that occur in on-campus student housing facilities. Listed below are the **non-emergency** numbers to call to report fires that have already been extinguished in on-campus student housing. These are fires for which you are unsure whether the Multnomah University Campus Safety Office may already be aware. If you find evidence of such a fire or if you hear about such a fire, please contact the following: Multnomah Campus Safety 503-251-6499.

IMPROVEMENTS IN FIRE SAFETY

Multnomah University's Emergency Preparedness Committee has trained in the Incident Command System (ICS) for schools. This training will enable a smooth transition with emergency services coming on campus as ICS is practiced by emergency responders and is an integral part of the National Incident Management System (NIMS). In addition, the Emergency Preparedness Committee, in conjunction with other university departments, will be auditing the current training and information provided to students, faculty and staff to establish and streamline information sharing. Best Practices and methods of instruction are continually being researched and monitored in order to give the Multnomah Community the most up to date and effective tools to keep the campus safe from fire and fire hazards.

Residence Hall Fire Information

Aldrich Hall Dorms

Aldrich Hall is fully equipped with a monitored wet/dry fire sprinkler system. There are monitored smoke and heat sensors throughout the building, and light strobes are activated in addition to an audible alarm when the system is activated. One fire drill is conducted each semester in these dorm buildings.

Memorial Dorm

Built in 1961, Memorial Dorm was retrofitted in the summer of 2005 with a monitored fire system. In the later part of 2017 and early 2018, the building's fire alarm system was completely replaced with new equipment and panel. The building does not have fire sprinklers. However, it does have fire hoses and fire extinguishers available throughout the building. One fire drill is conducted each semester in this dorm building.

2016 Fire Stats:

On-Campus Residential Housing	Total Fires Each Building	Fire Number	Date	Time	Cause of Fire
Aldrich Hall	1	N/A	09/08/2015	N/A	Electrical/Cooking
Memorial Dorm	0	N/A	N/A	N/A	N/A
Scruggs Building A	0	N/A	N/A	N/A	N/A
Scruggs Building B	0	N/A	N/A	N/A	N/A
Scruggs Building C	0	N/A	N/A	N/A	N/A
Scruggs Building D	0	N/A	N/A	N/A	N/A
Scruggs Building E	0	N/A	N/A	N/A	N/A
Scruggs Building F	0	N/A	N/A	N/A	N/A
Goodrich-Spencer North	0	N/A	N/A	N/A	N/A
Goodrich-Spencer South	0	N/A	N/A	N/A	N/A

2017 Fire Stats:

On-Campus Residential Housing	Total Fires Each Building	Fire Number	Date	Time	Cause of Fire
Aldrich Hall	0	N/A	N/A	N/A	N/A
Memorial Dorm	0	N/A	N/A	N/A	N/A

2018 Fire Stats:

On-Campus Residential Housing	Total Fires Each Building	Fire Number	Date	Time	Cause of Fire
Aldrich Hall	0	N/A	N/A	N/A	N/A
Memorial Dorm	0	N/A	N/A	N/A	N/A
Ambassador bldg. A	0	N/A	N/A	N/A	N/A
Ambassador bldg. B	0	N/A	N/A	N/A	N/A

2019 Fire Stats:

On-Campus Residential Housing	Total Fires Each Building	Fire Number	Date	Time	Cause of Fire
Aldrich Hall	0	N/A	N/A	N/A	N/A
Memorial Dorm	0	N/A	N/A	N/A	N/A
Ambassador bldg. A	0	N/A	N/A	N/A	N/A
Ambassador bldg. B	0	N/A	N/A	N/A	N/A

2020 Fire Stats:

On-Campus Residential Housing	Total Fires Each Building	Fire Number	Date	Time	Cause of Fire
Aldrich Hall	0	N/A	N/A	N/A	N/A
Memorial Dorm	0	N/A	N/A	N/A	N/A
Ambassador bldg. A	0	N/A	N/A	N/A	N/A
Ambassador bldg. B	0	N/A	N/A	N/A	N/A

Sex Offense Policy

Non-Harassment Policy Statement

It is the policy of Multnomah University to maintain the university environment as a Christian community that provides a place for spiritual growth, work and study free of all forms of harassment, including sexual harassment, sexual intimidation and exploitation. All students, staff and faculty should be aware that the university is prepared to take action to prevent such harassment and those individuals who engage in such behavior are subject to discipline.

Other protected class harassment includes taunting, teasing, effigies, and other behavior that shows hostility to those in a protected class or is based upon or references their age, race, disability or other protected class status. None of these actions reflect a Christian attitude or commitment, and all adversely affect the working or learning environment. Coercive behavior, including suggestions that academic or employment reprisals or rewards will follow the refusal or granting of sexual favors, or conduct that unreasonably interferes with an individual's work or academic performance or creates an intimidating, hostile or offensive work environment constitutes a violation of the University's spiritual and/or educational standards, objectives and goals; and such misconduct will not be tolerated.

Under the direction of the appropriate administrator, Multnomah University will thoroughly investigate any such report and will take whatever corrective action is deemed necessary, including disciplining or discharging any individual who is found to have violated this prohibition against harassment. The reporting student or employee will be informed of the action taken. These university officials will also take action to protect the reporting student or employee, to prevent further harassment or retaliation, and as appropriate, to redress any harm done.

It is the policy of Multnomah University to not tolerate harassment, and appropriate disciplinary action will be taken whenever such harassment is demonstrated. Any individuals engaging in such conduct contrary to the university policy may be personally liable in legal action brought against them. A student or employee who feels that he or she has been sexually harassed may meet with a person officially designated to receive reports of discrimination, and to work for resolution in such situations.

Statement on Sexual Violence and Assault

Sexual assault is a criminal act that violates the standards of our community and is unacceptable at the University. Sexual assault can be devastating to the person who experiences it directly and can be traumatic to the person's family, friends, and larger community as well. Sexual assault is defined as engaging in sexual contact with any person without that person's consent. Consent requires participants who are fully conscious, are equally free to act, have clearly communicated their willingness, cooperation, or permission to participate, and are able to cease ongoing consensual activity at any time. Refusal to consent does not have to be verbal; it can be expressed with gestures, body language, or attitude. A prior sexual history between two people does not constitute consent. Sexual assault violations follow the aforementioned procedures outlined above in the Title IX discrimination and harassment section. The Title IX Coordinator/Deputy Coordinator will request Multnomah University Campus Safety to work in conjunction with the Deputy Coordinator in the investigation of all matters involving sexual assault and sexual violence.

UNIVERSITY AND COMMUNITY RESOURCES

The needs of someone who has been sexually assaulted vary from person to person and may vary over time. The University offers services and external resources, many of which may be accessed 24 hours a day, so that a person may choose what she or he would find most helpful and healing.

The University urges anyone who has been sexually assaulted to seek professional support as soon as possible to minimize and treat physical harm, assist with processing the unique and complex emotional aftermath, and help preserve and understand options for legal recourse including criminal prosecution and/or civil litigation. Even if the victim does not wish to report the event to the police or pursue civil litigation or formal University action, seeking medical attention as soon as possible is important. At any point that an individual is ready to come forward, Multnomah is prepared to help her or him.

The University offers educational resources to the campus community through Student Life and Campus Safety.

Other Available Resources:

Multnomah University Counseling Center
503.251.5311

Campus Support Building
Multnomah Campus Safety Department:
503.251.6499

Response: Multnomah Campus Safety external emergency line:
503.251.6499

National Sexual Assault Hotline:
1.800.656.HOPE

Sexual Assault Resource Center
24-Hour Response Line: 503.640.5311

Local hospitals that have a SART (Sexual Assault Response Team):
Providence Medical Group
Pott/and Providence Access Triage
503.214.9235
4805 NE Glisan St.
Pott/and, OR 97213

CONFIDENTIALITY/LEGAL REPORTING REQUIREMENTS

The University will make every reasonable effort to preserve an individual's privacy and protect the confidentiality of information related to sexual assault. The degree, to which confidentiality can be protected, however, depends upon the professional role of the person being consulted. The professional being consulted should make these limits clear before any disclosure of facts. An individual can speak confidentially with certain persons in legally protected roles. They include all levels of counselors at the Multnomah Counseling office, medical clinicians, clergy and sexualassault counselors. Exceptions to maintaining confidentiality are set by law; for example, physicians and nurses who treat a physical injury sustained during sexual

assault are required to report to Law enforcement. Also, physicians, nurses, psychologists, psychiatrists, professional counselors, and social workers must report a sexual assault committed against a person under 18 years of age to a child protective agency. Information shared with other individuals is not legally protected from being disclosed.

Sexual Harassment

Definition of Sexual Harassment: Sexual harassment can vary with particular circumstances, but, generally, it is defined as unwelcome or offensive sexual advances, requests for sexual favors, unwanted or uninvited verbal suggestions or comments of a sexual nature, or objectionable physical contact. This includes sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual's employment or education
- Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for academic or employment decisions affecting that individual, or
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating what a reasonable person would perceive as an intimidating, hostile, or offensive employment, education, or living environment.

Examples of sexual harassment: Some examples of sexual harassment include:

- Pressure for a dating, romantic, or intimate relationship
- Unwelcome touching, kissing, hugging, or massaging
- Pressure for sexual activity
- Unnecessary references to parts of the body
- Sexual innuendos or sexual humor
- Obscene gestures
- Sexual graffiti, pictures, or posters
- Sexually explicit profanity
- Asking about, or talking about, sexual fantasies
- Email and Internet use that violates this policy
- Sexual violence/assault (as defined below)

Sexual Violence/Assault

Definition of sexual violence/assault: Sexual violence/assault is a form of prohibited sexual harassment. Sexual violence/assault includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity or because of his or her youth.

Examples of sexual violence/assault: Some examples of sexual violence/assault include:

- Sexual intercourse (anal, oral, or vaginal) by a man or woman upon a man or woman without consent
- Unwilling sexual penetration (anal, vaginal, or oral) with any object or body part that is committed by force, threat, or intimidation
- Sexual touching with an object or body part, by a man or woman upon a man or woman, without consent
- Sexual touching with an object or body part, by a man or woman upon a man or woman, committed by force, threat, or intimidation
- Prostituting another student
- Non-consensual video or audio-taping of sexual activity
- Knowingly transmitting a sexually transmitted disease to another

Definition of "consent": Lack of consent is a critical factor in determining whether sexual violence/assault has occurred. Consent is informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. Consent is not passive. Consent requires participants who are fully conscious, are equally free to act, have clearly communicated their willingness, cooperation, or permission to participate, and are able to cease ongoing consensual activity at any time. Refusal to consent does not have to be verbal; it can be expressed with gestures, body language, or attitude. A prior sexual history between two people does not constitute consent. Furthermore:

- If coercion, intimidation, threats, and/or physical force are used, there is no consent.
- If a person is mentally or physically incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent.
- If a person is asleep or unconscious, there is no consent.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.

- Consent can be withdrawn. A person who initially consents to sexual activity is deemed not to have consented to any sexual activity that occurs after he or she withdraws consent.

Domestic Violence, Dating Violence, and Stalking

Crimes relating to domestic violence, dating violence, and stalking can also constitute sexual harassment when motivated by a person's sex. These crimes, no matter the motivation behind them, are a violation of this policy.

Definition of domestic violence: "Domestic violence" includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of a victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse or the victim under the domestic or family violence laws of the jurisdiction [...], or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. For state law definitions covering domestic violence see Oregon Revised Statutes [\(ORS\) § 107.705](#).

Definition of dating violence: "Dating violence" means violence committed by a person: (A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors:

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

For state law definitions covering dating violence see Oregon Revised Statutes [\(ORS\) § 339.366](#).

Definition of stalking: "Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to: (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress. For state law definitions of stalking see Oregon Revised Statutes (ORS) § 163.732.

Alleged or Suspected Violations of this Policy: Multnomah University is committed to investigating all possible violations of this policy about which the school knows or reasonably should know (also referred to in this policy as "alleged or suspected violations of this policy"), regardless of whether a complaint alleging a violation of this policy has been filed and regardless of where the alleged conduct occurred. Multnomah's ability to investigate in a particular situation, or the extent of the investigation in any given situation, may be affected by any number of factors, including whether the complainant is willing to file a complaint or to consent to an investigation, the location where the alleged conduct occurred, and Multnomah's access to information relevant to the alleged or suspected violation of this policy. Multnomah is nonetheless committed to investigating all alleged and suspected violations of this policy to the fullest extent possible under the circumstances.

Students, faculty or staff who have a complaint against a student, faculty, staff member, or other individual involving allegations of harassment and discrimination, including but not limited to sexual discrimination, unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment, and discrimination or harassment based upon one's race, color, religion, national origin, gender identity, age, genetic information, veteran status, or disability in violation of this policy should contact the Deputy Coordinator. In addition to contacting the Deputy Coordinator, individuals who have experienced sexual harassment or other acts of sexual assault may contact the proper law enforcement authorities such as the local police department.

Any person who believes he/she has been discriminated against or harassed may file a complaint with the Title IX Senior Coordinator or Deputy Coordinator. In order for a complaint to be processed, the complaint must be filed within 120 days of the alleged unlawful discriminatory action or sexual harassment, or within 120 days of the complainant learning of the discriminatory action or sexual harassment unless unusual circumstances exist that would extend the time for the filing of such a complaint as determined by the Senior Title IX Coordinator.

Additionally, individuals are strongly encouraged to report alleged incidents of sexual assault immediately to the department of Campus Safety and/or other local law enforcement. Campus Safety personnel will assist and advice regarding the importance of preserving evidence for the proof of a criminal offense and to whom the alleged offense should be reported.

However, it is the individual's decision whether or not to file a police report or to pursue civil action against the alleged perpetrator. Individuals will have access to support and referral services on campus regardless of whether or not she/he decides to report the incident to local law enforcement.

Reporting a Complaint

A student, faculty member or staff member who has a complaint against a student, faculty, staff member or other individual involving a suspected violation of this policy or of retaliation should contact a Deputy Coordinator. Faculty and staff are required to report any suspected violations of this policy. Although there is no specific time limit for reporting a suspected violation of this policy, an employee or student who believes that he or she has been subjected to conduct that violates this policy is encouraged to contact the Deputy Coordinator as soon as possible after the alleged act to discuss the available options for proceeding. For more information about the complaint process, please see the current version of the Multnomah University Student Handbook <https://www.multnomah.edu/student-resources/>

Any student wishing to file a complaint against another student or employee of the University that is not related to harassment should contact the Vice President of Student Life. A student may choose to have an informal discussion or formally submit a complaint in writing. All formal complaints must be submitted in writing. Once the complaint has been submitted, the Dean will begin an investigation. If a violation of a community standard has occurred, the complaint may be used as evidence in a disciplinary hearing or may be shared with appropriate staff, faculty, or administrators to help bring resolution to the issue. Any inquiries regarding this policy should be directed to one or more of the Coordinators identified below. These Coordinators will be available to meet with students regarding issues relating to Title IX and this policy.

Senior Coordinator

The Title IX Senior Coordinator is responsible for implementing and monitoring compliance of the policy on behalf of the college. This includes responsibility for training, education, communication and administration of grievance procedures for the handling of complaints alleging violations of this policy.

Grant Burns
Assistant Dean of Residence Life and Community Standards
Multnomah University
8435 NE Glisan Street
Portland, OR 97220

Deputy Coordinators

Deputy Coordinators are responsible for implementing and monitoring policy compliance on behalf of the university, and administration of grievance procedures for the handling of complaints alleging violations of this policy. Deputy Coordinators are responsible for informing the Senior Coordinator of alleged violations and procedures to address those violations. Deputy Coordinators will assist alleged victims in making contact with law enforcement and in accessing an advocate, counseling or other resources available on campus or elsewhere (for more information, see Section 5 of this policy document).

For undergraduate student (or applicant) complaints: Assistant Dean of Residence Life and Community Standards, Grant Burns, Address: Student Services, Multnomah University, 8435 NE Glisan St. Portland, OR 97220, (Joseph C. Aldrich Student Center), Phone: x5340, E-mail: grantburns@multnomah.edu

For graduate and seminary student (or applicant) complaints: Dean of Seminary Students, Dr. Karen Fancher (Address: Multnomah University, 8435 NE Glisan St. Portland, OR 97220, (Travis-Lovitt Hall), Phone: x5312, E-mail: kfancher@multnomah.edu).

For faculty, administration and staff: Director of Human Resources, Tracy Moreschi (Address: Human Resources, Multnomah University, 8435 NE Glisan St. Portland, OR 97220, (Sutcliffe Hall), Phone: x5309, E-mail: tmoreschi@multnomah.edu).

For Athletics: Athletic Director, Mike Anderson (Address: Multnomah University, 8435 NE Glisan St. Portland, OR 97220, (Lytle Gymnasium), Phone: x5396, E-mail: 5396).

For safety or security: Deputy Director of Campus Safety, Gill Smith (Address: Multnomah University, 8435 NE Glisan St. Portland, OR 97220, (Campus Safety), x6499 E-mail: (joshuaburke@multnomah.edu).

For discrimination based on a disability: Dean of Seminary Students, Dr. Derek Chin (Address: Multnomah University, 8435 NE Glisan St. Portland, OR 97220, (Travis-Lovitt Hall), Phone: x5312, E-mail: dchin@multnomah.edu).

Emergency Notification Policy

Departments involved in fulfilling the obligations of this Standard Operating Procedure include the:

- Multnomah University Campus Safety Department
- Director of Information Technology
- Vice President of Enrollment, and
- Marketing and Communications Department

There is a separate procedure governing timely warning notices sent to Multnomah University (MU) community members notifying them about serious crimes committed on campus. Timely Warnings are sent when it is determined by MU Campus Safety that the incident may pose an ongoing threat to its community members.

If a serious crime, a natural disaster, or a man-made emergency occurs that poses an immediate threat to the health and safety of the Multnomah University community, or any segment thereof, Federal Law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation. *If the institution implements the procedures regarding notification of the Multnomah University community for an immediate threat, the institution is not obligated to implement the timely warning notice procedures.*

The types of incidents that may cause an immediate threat to the Multnomah University community could include but are not limited to emergencies such as:

- | | |
|-----------------------------------------------------------------------------|--------------------------------|
| 1. An active shooter on campus situation | 9. A hostage/barricade |
| 2. A riot | 10. A fire or explosion |
| 3. A tornado | 11. A suspicious death |
| 4. A volcanic eruption | 12. A gas leaks |
| 5. Significant flooding | 13. A hazardous material spill |
| 6. A biological threat (anthrax, etc.) | 14. Etc. |
| 7. A suspicious package with confirmation of a device | |
| 8. Structural damage to a Multnomah University owned or controlled facility | |

All members of the Multnomah University community are notified on an annual basis that they are required to notify the Multnomah University Campus Safety Department of any situation or incident on campus that may result in a significant emergency or dangerous situation that might cause an immediate or ongoing threat to the health and safety of students and/or employees on campus. Multnomah University Campus Safety has a responsibility to respond to such incidents to determine if the situation does in fact pose an immediate threat to the community.

The MU Campus Safety Supervisor on duty is responsible for immediately notifying the MU Director of Campus Safety of any situation that poses an immediate threat to the community. The Director is responsible for immediately notifying the following individuals who are responsible for developing the content of the message to the community using the prescribed forms of media:

- The Director of Facilities
- The Director of Information Technology
- The Vice President of Enrollment Management
- The Director of Marketing and Communications

If in the judgment of the Director of Campus Safety an immediate notification must be sent out before other departments can be reached, he/she has the authority to do so.

The Director of Campus Safety, along with the Director of Facilities, the Vice President of Enrollment, the Director of Information Technology and the Director of Marketing and Communications will determine the content of the message and will use some or all of the systems described below to communicate the threat to the Multnomah University Community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

Multnomah University will take into account the safety of the community, determine the content of the notification and initiate the notification system unless issuing a notification will, in the judgment of the first responders (including, but not limited to: MU Campus Safety, Portland Police, and/or Portland Fire and Rescue), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

The various systems that the institution has in place for communicating information quickly to the Multnomah University community include:

- Network emails
- Emergency Text Messages
- Emergency messages that scroll across computer screens
- "Emergency Notification System"
- Handheld "bull horns"
- Patrol Vehicle PA System

Some or all of these methods of communication may be activated in the event of an immediate threat to the Multnomah University campus community.

MU Marketing and Communications will post updates on the Multnomah University web and intranet site during a critical incident. Individuals are also advised to call Multnomah University's information line at 503-251-3911. MU will conduct regular tests to ensure that all systems are functioning properly.

Timely Warning Policy

The Multnomah University Director of Campus Safety or a designee will develop timely warning notices to notify university community members about serious crimes that have occurred on or adjacent to campus - where it is determined that the incident may pose an ongoing threat to members of the Multnomah University community. These warnings will be distributed if the incident is reported to Multnomah University Campus Safety either directly or indirectly through a campus security authority or The Portland Police Bureau.

The department issues/posts Crime Alerts for incidents of:

- *Criminal Homicide*
- *Aggravated assault*- cases involving assaults among known parties, such as two roommates fighting which results in an aggravated injury, will be evaluated on a case by case basis to determine if the individual is believed to be an on-going threat to the larger Multnomah University community
- *Robbery* involving force or violence - cases including pick pocketing and purse snatching will typically not result in the issuance of a Crime Alert, but will be assessed on a case by case basis
- *Burglary*
- *Vehicle Theft*
- *Sex Offense* - considered on a case by case basis depending on the facts of the case, when and where the incident occurred, when it was reported, and the amount of information known by the MU Campus Safety Department and/or the Portland Police Department
- *Arson*
- Major incidents and other crimes as determined necessary by the Director of Campus Safety or his or her designee in his or her absence

A timely warning notice will typically include the following unless issuing any of this information would risk compromising law enforcement efforts:

- Date and time or timeframe of the incident
- A brief description of the incident
- Information that will promote safety and potentially aid in the prevention of similar crimes (crime prevention or safety tips)
- Suspect description(s) when deemed appropriate and if there is sufficient detail (see below)
- Police/Public Safety agency contact information
 - Other information as deemed appropriate by the Director or his/her designee

The description of subjects in a case will only be included in the alert if there is a sufficient amount of detail to describe the individual. If the only known descriptors are sex and race, that will not be included in the alert.

Multnomah University Campus Safety will draft an email containing the proposed Crime Alert and forward it to the MU community electronically via a campus-wide email. Updates to the Multnomah University community about any particular case resulting in a crime alert also may be distributed electronically via campus-wide email or posted on the University's website.

Crime Alerts may also be posted in campus buildings, when deemed necessary. When a Crime Alert is posted in campus buildings, it shall be printed on yellow paper and be posted in the lobby/entrance area of the affected building(s) for seven (7) days.

Crime Alerts are filed with a copy of the corresponding incident report.

The Campus Safety Department does not issue Crime Alerts for the above listed crimes if:

- The subject(s) is apprehended and the threat of imminent danger for members of the Multnomah University community has been mitigated by the apprehension.
- If a report was not filed with the MU Campus Safety Department or if MU Campus Safety was not notified of the crime in a manner that would allow the department to post a "timely" warning for the community. A report that is filed more than five days after the date of the alleged incident may not allow the MU Campus Safety Department to post a "timely" warning to the community. This type of situation will be evaluated on a case by case basis.

The department also maintains a daily crime log which is normally updated each business day and contains all crimes reported to the Multnomah University Campus Safety Department.

This report is published annually by the Campus Safety Department in accordance with the ***Jeanne Clery*** and ***Campus Right to Know*** Acts.

Hardcopies will be presented to anyone upon request and can be obtained through the Campus Safety Office or the Human Resources Office.

It is also available on-line at <http://www.multnomah.edu/resources/safety/>

Multnomah University Campus Safety

8435 Northeast Glisan Street

Portland, Oregon 97220

Office: 503.251.6498

Duty Officer: 503.251.6499

Fax : 503.251.6447

Email : campussafety@multnomah.edu

Campus Safety Quick Reference Guide

Campus Safety Contact Information

Patrol Phone: 503.251.6499 (ext. 6499 from campus phone)

Campus Support Services

Office Phone: 503.251.6490

Portland Police

Emergency Line: 911

Non-Emergency: 503.823.3333

Important Websites

Portland Crime Map: <http://www.portlandoregon.gov/police/29795>

Department of Education Campus Crime Site: www.ope.ed.gov/security
