

## AP 3515 Reporting of Crimes

### References:

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998;  
20 United States Code Section 1232g;  
34 Code of Federal Regulations Parts 99.31(a)(13), (14) and 668.46;  
Campus Security Act of 1990;  
NWCCU Standard 2.D.2

Members of Clatsop Community College who are witnesses or victims of a crime should immediately report the crime to local law enforcement at 911.

The College shall publish warnings to the campus community about the following crimes:

- Criminal homicide – murder and non-negligent manslaughter;
- Criminal homicide – negligent manslaughter;
- Sex offenses – forcible and non-forcible sex offenses;
- Domestic violence, dating violence and stalking;
- Robbery;
- Aggravated assault;
- Burglary;
- Motor vehicle theft;
- Arson;
- Arrests for liquor law violations, drug law violations, and illegal weapons possession;
- Persons who were not arrested for liquor law violations, drug law violations, and illegal weapons possession, but who were referred for campus disciplinary action for same;
- Crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability and involve larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, or any other crime involving bodily injury;
- Those reported to the Astoria Police Department and Seaside Police Department; and
- Those that are considered to represent a continuing threat to other students and employees.

In the event that a situation arises, either on or off campus, that, in the judgment of the Vice President of Finance and Operations or designee constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through the college e-mail system to students, faculty, and staff. The information shall be disseminated by the Director, Computer Services and the Director, Communications & Marketing in a manner that aids the prevention of similar crimes.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Director, Communications & Marketing or designee may also post a notice on the College web site at: [www.clatsopcc.edu](http://www.clatsopcc.edu), providing the community with more immediate notification. Anyone with information warranting a timely warning should report the circumstances to local law enforcement by phone 911 or in person at Vice President of Finance and Operations or designee, 1651 Lexington Avenue, Astoria, OR 97103, Building Lower Library, Office 110.

The College shall not be required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

If there is an immediate threat to the health or safety of students or employees occurring on campus, the College shall follow its emergency notification procedures.

The College shall annually collect and distribute statistics concerns crimes on campus. All college staff with significant responsibility for student and campus activities shall report crimes about which they receive information.

The College shall publish an Annual Security Report every year by October 1 that contains statistics regarding crimes committed on campus and at affiliated locations for the previous three years. The Annual Security Report shall also include policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims’ assistance program, student discipline, campus resources and other matters. The College shall make the report available to all current students and employees. The College will also provide perspective students and employees with a copy of the Annual Security Report upon request. A copy of the Annual Security Report can be obtained by contacting the Vice President of Finance and Operations, 1651 Lexington Avenue, Astoria, OR 97103 or at the Website address published in <https://www.clatsopcc.edu/about-ccc/student-consumer-information/safety-report>.

**To Report a Crime:**

Contact local law enforcement at Astoria Police Department at 503-325-4411 or Seaside Police Department at 503-738-6311 (*non-emergencies*) and dial 911 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to the physical plant at 503-791-3320 or 503-338-

2489. In addition, students, employees, and members of the campus community may report a crime to the following areas:

- **Vice President, Finance and Operations**  
Location: 1651 Lexington Avenue, Astoria, OR 97103  
Building: Lower Library, office 110  
(503) 338-2421  
[reportcrime@clatsopcc.edu](mailto:reportcrime@clatsopcc.edu)
  
- **Director, Physical Plant**  
Greg Dorcheus  
Location: 1651 Lexington Avenue, Astoria, OR 97103  
Building: Alder Hall  
Text Only: 503-440-9581  
[reportcrime@clatsopcc.edu](mailto:reportcrime@clatsopcc.edu)
  
- **Title IX Coordinator**  
Leslie Hall, Director, Human Resources  
Location: 1651 Lexington Avenue, Astoria, OR 97103  
Building: Towler Hall, room 110B  
503-338-2450  
[title9@clatsopcc.edu](mailto:title9@clatsopcc.edu)
  
- **Dean of Students/Title IX Deputy Coordinator**  
Chris Ousley, Dean of Students  
Location: 1651 Lexington Avenue, Astoria, OR 97103  
Building: Columbia Hall, room 115B  
503-338-2336  
[deanofstudents@clatsopcc.edu](mailto:deanofstudents@clatsopcc.edu)

If you are the victim of a crime and do not want to pursue action within the College's System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the College Counseling Office can file a report on the details of the incident without revealing your identity. 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 College 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 crimes statistics for the institution.

The Dean of Students encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the police cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other campus authorities as identified below. Confidential reports of crime may also be made to Counseling (Confidential), Victims Advocate, 1651 Lexington Avenue, Astoria, OR 97103, Building: Towler Hall Room 104B, at 503-338-2409 or [counseling@clatsopcc.edu](mailto:counseling@clatsopcc.edu).

The College may disclose the final results of disciplinary proceeding to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, regardless of the outcome. The College may also disclose to anyone, the final results of a disciplinary proceeding in which it concludes that a student violated College policy with respect to a crime of violence or non-forcible sex offense. The offenses that apply to this permissible disclosure are:

- Arson;
- Assault offenses;
- Burglary;
- Criminal homicide – manslaughter by negligence;
- Criminal homicide – murder and non-negligent manslaughter;
- Destruction, damage, or vandalism of property;
- Kidnapping or abduction;
- Robbery;
- Forcible sex offenses.

The disclosure may only include the final result of the disciplinary proceeding with respect to the alleged criminal offense. The College shall not disclose the name of any other student, including a victim or witness, unless the victim or witness has waived his/her right to confidentiality.

**Adopted: September 11, 2018**  
**Last Revised: September 11, 2018**

President's Cabinet Adoption Date: \_\_\_\_\_  
College Council Adoption Date: \_\_\_\_\_