



AP 3515 Reporting of Crimes

References:

- Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998;
- 20 U.S. Code Section 1094 subdivision (a)(26);
- 20 U.S. Code Section 1232g;
- 34 Code of Federal Regulations Sections 99.31(a)(13), (14) and 668.46;
- Campus Security Act of 1990;

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

Clatsop Community 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, gender identity, religion, sexual orientation, ethnicity, national origin, or disability and involve larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, or any other crime involving bodily injury;
- Those reported to **local**; Astoria Police Department or Seaside Police Department or other local law enforcement agencies and;
- Those that are considered to represent a continuing threat to other students and employees.

Notification:

In the event that a situation arises, either on or off campus, that, in the judgment of the President 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, staff and the College emergency communication system. The information shall be disseminated by the President or designee 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 President or designee may also post a notice on the web site at www.clatsopcc.edu and other digital means, providing the community with more immediate notification. Anyone with information warranting a timely warning should report the circumstances to the administrator on duty at (503) 338-2555.

Clatsop Community 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, Clatsop Community College shall follow its emergency notification procedures.

Security Report:

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

Clatsop Community 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. Clatsop Community College shall notify all current students and employees when the Annual Security Report is available. Clatsop Community College will also provide prospective students and employees with a copy of the Annual Security Report upon request. A copy of the Annual Security Report can be obtained at the College in person at the main desk of each campus or on the website www.clatsopcc.edu.

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) or dial 9-1-1 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to the administrator on duty at (503) 338 - 2555. All those reporting crimes or suspicious activities should also complete an incident report, found on the College website.

In addition, students, employees, and members of the campus community may report a crime to the following areas by email to reportcrimes@clatsopcc.edu or in person at Facilities, Human Resources or the First Stop.

Confidential Reporting:

If you are the victim of a crime and do not want to pursue action within Clatsop Community College's system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Administrator on Duty at (503) 338 – 2555 can file a report on the details of the incident without revealing your identity if that is possible within the confines of the mandatory reporting law. 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 Clatsop Community 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 crime statistics for the institution.

Under special circumstances confidential reports may be made to The Harbor at (503) 325-5735.

The Administrator on Duty 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, local law enforcement 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 above.

Disciplinary Proceeding Disclosures:

Clatsop Community College may disclose the final results of a student disciplinary proceeding to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, regardless of the outcome. Clatsop Community College may also disclose to anyone, the final results of a student disciplinary proceeding in which it concludes that a student violated Clatsop Community 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; and
- Forcible sex offenses.

The disclosure may only include the final result of the disciplinary proceeding with respect to the alleged criminal offense. Clatsop Community 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.

END OF PROCEDURE

Originally Adopted: September 10, 2018

OCCA Revised 11/19, 10/21

NWCCU Standard removed 5/20

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Policies and Procedures Committee Approved: May 18, 2026

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