



## 2017 Annual Campus Security Report

# At A Glance

### Crime Report Statistics

The following table is the statistical report of crimes occurring on Sumner College's campus (both the Cascade and Parkway locations and as reported to the campus administration and/or the police department). The table reflects crimes reported for the three previous years. The categories of crime are those required by the Clery Act.

	ON-CAMPUS			NON-CAMPUS			PUBLIC PROPERTY		
	2014	2015	2016	2014	2015	2016	2014	2015	2016
<b>Criminal Offences</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Murder/Non-Negligent manslaughter	0	0	0	0	0	0	0	0	0
Forcible sex offenses (including forcible rape)	0	0	0	0	0	0	0	0	0
Nonforcible rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Domestic violence	0	0	0	0	0	0	0	0	0
Dating violence	0	0	0	0	0	0	0	0	0
Sexual assault	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
<b>Arrests</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Liquor law violations	0	0	0	0	0	0	0	0	0
Drug abuse violations	0	0	0	0	0	0	0	0	0
Illegal weapons possessions	0	0	0	0	0	0	0	0	0
<b>Hate Offenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Murder/Non-Negligent manslaughter	0	0	0	0	0	0	0	0	0
Negligent manslaughter	0	0	0	0	0	0	0	0	0
Sex offenses - Forcible	0	0	0	0	0	0	0	0	0
Sex offenses - Non forcible	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor vehicle theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Larceny-theft	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/damage/vandalism of property	0	0	0	0	0	0	0	0	0

### Jeanne Clery Disclosure of Campus Security Policy Annual Campus Crime Security Report

Sumner College is providing the following information to all of its employees and students as part of Sumner College's commitment to safety and security pursuant to the requirements of the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. If you should have any questions about any of the information provided in this material, please contact the Director of Operations at 503-223-5100.

The Jeanne Clery Act Disclosure of Campus Security Policy and Campus Crimes Statistic Report are distributed to every student and employee of the college on an annual basis and are available to prospective employees and students at their request. All employees receive these via email. The report is distributed to all students via email and can be found at the Sumner College website: [www.sumnercollege.edu](http://www.sumnercollege.edu).



### WHO TO NOTIFY

#### CAMPUS SECURITY AUTHORITY (CSA)

On Duty Managers:

Carlie Jones, Title IX Coordinator

**503.223.5100**

Joanna Russell, President

**503.972.6230**

#### SEXUAL ASSAULT RESOURCES

Emergency

**911**

Portland Police Non-Emergency

**503.823.0000**

National Sexual Assault Hotline

**1-800-656-4673**

Portland Women's Crisis Line

**1-888-235-5333**

Sexual Assault Resource Center

**1-888-640-5311**

Oregon Law Help

<http://oregonlawhelp.org/>

#### SEXUAL HARRASSMENT & VIOLENCE

Carlie Jones, Title IX Coordinator

**503.223.5100**

Joanna Russell, President

**503.972.6230**

#### ALCOHOL & DRUG RESOURCES

Alcohol Drug Hotline

**503.244.4645 or 1.800.923.4357**

Clackamas Women's Services

**503.654.2288 or 1.888.654.2288**

Portland Women's Crisis Line

**503.256.5333 or 1.888.235.5333**

Department of County Human Services

Mental Health & Addiction Services Division

**503.9888.3999 EX: 24264**

Providence Substance House Treatment

**503.574.9200**

Addiction Prevention & Treatment Programs,

Volunteers of America, Oregon

**503.235.8655**

Siloam International, Inc.

Substance Abuse Treatment

**503.227.6111**



## **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Security Report**

Sumner College's commitment to safety and security, pursuant to the requirements of the Federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, is to provide all employees and students with detailed information regarding the college's campus security policy and the annual campus crime security report.

### **Reporting Criminal Actions or Other Emergencies**

A safe environment is everyone's responsibility. Students, faculty, and staff are encouraged to report all criminal acts, suspicious activities or emergencies promptly, and have the right to report these matters confidentially. Victims or witnesses to a crime are encouraged to file a report of the incident. Reports can be filed on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics by contacting the Director of Operations. Reports are kept in a secure location in the office of the Director of Operations. Names of victims or witnesses are not disclosed in the crime report. It is the policy of Sumner College that all criminal acts or other emergencies be properly documented and reported to local authorities as required by law.

If a student is a victim of a crime and does not want to pursue action with the criminal justice system or Sumner's system, the student still may want to consider making a confidential report. With the student's permission, the Director of Operations can file a report on the details of the incident without revealing the student's identity. The purpose of the confidential report is to comply with the student's wish to keep the matter confidential, while taking the steps to ensure the safety of the student and that of others. Reports filed in this manner are counted and disclosed in the annual campus security report for Sumner College. Reports are kept in a secure location in the office of Director of Operations.

Sumner College maintains a Daily Crime Log of all criminal incidents reported to the institution. The Daily Crime Log includes the date and time the incident occurred, the nature of the offense, the location of the offense and the offense allegedly committed. The Daily Crime Log is available for public inspection in the Director of Operation's office during normal business hours.

### **Relationships with Local and State Police**

Both College campuses are located within the city limits of Portland, OR. Sumner College maintains a working relationship with the Portland and Tigard Police Department with periodic contact initiated by Sumner College personnel to ensure the college is aware of criminal offenses and arrests occurring on or near the campus so that they can be properly reported, and if necessary, provide for timely warning reports on crimes that represent a continuing threat. The college does not have any agreements or memoranda of understanding with law enforcement.

### **Programs to Inform Students about Campus Security**

All new Sumner College students and employees are instructed on crime awareness, prevention and campus security during orientation, and are encouraged to take responsibility for their own security, as well as the security of their fellow classmates. During the New Student Orientation process new students receive information on campus security policies and procedures, suggestions on how to avoid becoming a crime victim, evacuation plans, and procedures for reporting any criminal activity or emergency.

The Director of Operations encourages victims or witnesses to report crimes on a voluntary, confidential basis for inclusion on the annual disclosure of campus security. However, the names of the victims or witnesses who provide the

## Jeanne Clery Disclosure of Campus Security

### Policy and Campus Crime Security Report

information on criminal offenses are not disclosed in the annual disclosure of campus security and are maintained by Sumner College in a secure location.



#### Weapons Policy

With the single exception of on-duty law enforcement personnel who may be on the college campus to teach or assist in teaching a class or for some other law enforcement purpose and regardless of any person's status as a concealed weapons permit holder, the possession of firearms and/or other personal weapons is strictly prohibited on the premises of Sumner College. No student, staff, or faculty member is permitted to carry or possess such a weapon within the campus facilities. This policy extends to all extern, clinical rotation, practicum, and preceptor sites used by the college in conjunction with a college sponsored educational activity.

#### Drug & Intoxicants Policy

Sumner College is a drug free environment for students, staff, and faculty. The possession or use of any illegal drugs, intoxicants, or other substances is strictly prohibited. Students, staff, and faculty are not to be under the influence of any legal or illegal intoxicants including alcohol, or any other medication on the premises of Sumner College. The use of alcohol or medical marijuana on the campus or within the college facilities, including all extern, clinical rotation, practicum, and preceptor sites used by the college in conjunction with a college sponsored educational activity is likewise prohibited by this policy regardless of whether a person is deemed to be intoxicated or not. A violation of this policy may subject the violator the immediate expulsion and/or dismissal from the college and may also result in the matter being referred to the proper law enforcement authorities. For more information on Sumner's Drug and Intoxicants Policy including definitions and links for addiction help, please refer to the Drug Policy at [www.sumnercollege.edu](http://www.sumnercollege.edu)

#### Programs and Procedures Regarding Sexual Violence

Dating violence, domestic violence, sexual assault, and stalking are prohibited by Sumner College. Sexual offenses involve the physical contact of a sexual nature which is against one's will or without one's consent. Consent is defined as intelligent, knowing, and voluntary agreement to engage in specific activity and shall not be construed to include submission obtained by force, intimidation, threat, blackmail, extortion, or any other method of coercion. Giving in is not the same as giving consent.

*Sexual activity that is nonconsensual would include, but is not limited to:*

- Nonconsensual sexual intercourse or penetration (vaginal, oral, or anal) by any means;
- Nonconsensual sexual contact (any touching or intimate body parts with any body part or object without consent);
- Sexual contact with a person while knowing or having reason to know that the person is incapacitated by any means including alcohol or other drugs.

Sexual violence can be perpetrated by a stranger or acquaintance. Both men and women can be victims or perpetrators.

#### Definitions:

**Sex Offenses:** Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.

**Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

## **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Security Report**



*Incest:* Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

*Statutory Rape:* Sexual intercourse with a person who is under the statutory age of consent

*Robbery:* Taking or attempting to take anything of value from the care, custody, or control of a person(s) by force or threat of force or violence and/or by putting the victim in fear.

*Aggravated Assault:* An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury.

*Burglary:* The unlawful entry of a structure to commit a felony or a theft.

*Motor Vehicle Theft:* The theft or attempted theft of a motor vehicle.

*Arson:* Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft or personal property of another.

*Hate Crimes:* Include any of the above crimes that manifest evidence that the victim was intentionally selected because of the perpetrator's bias.

- ◆ Race
- ◆ Gender
- ◆ Gender Identity
- ◆ Religion
- ◆ Sexual Orientation
- ◆ Ethnicity
- ◆ National Origin
- ◆ Disability

*Larceny-theft:* The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

*Simple Assault:* An unlawful physical attack by one person on 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 of property:* To willfully and 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.

*Dating Violence:* Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

*Domestic Violence:* A felony or misdemeanor crime of violence committed –

- By a current or former spouse or intimate partner of the victim
- By a person with whom the victim shares a child in common
- By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
- By a person similarly situated to a spouse of a victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred
- 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 in which the crime of violence occurred

## **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Security Report**



*Stalking*: is a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress. Stalking includes the concept of cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, cell phones, texts, or other similar devices or forms of contact are used.

Students are encouraged to speak to staff at Sumner College to file a report of sexual assault. Students have the right to expect that incidents of sexual assault will be taken seriously by the College when reported and to have those incidents investigated and properly resolved through administrative procedures. Students are encouraged to seek medical attention after being assaulted to preserve any evidence that may prove a criminal offense.

Brochures on sexual assault issues are available in the Student Services department should a student or employee report to the institution that he or she has been a victim of domestic violence, dating violence, sexual assault or stalking. It is the student's option to notify the appropriate law enforcement authorities, including on-campus authorities and local police. At the student's request, Director of Operations or other Sumner College officials will assist in notifying the proper authorities. Victims of sexual assault or rape should follow these recommended steps:

- Go to a safe place following the attack
- Do not shower, bathe, or destroy any of the clothing you were wearing at the time of the attack. It is important that evidence be preserved for proof of a criminal offense or assistance in obtaining a protection order.
- Go to a hospital emergency room for medical care.
- A medical examination is the only way to ensure you are not injured and it could provide valuable evidence should you decide to prosecute. Even if you do not opt for forensic evidence collection, health care providers can still treat injuries and take steps to address concerns of pregnancy and/or sexually transmitted disease.
- Call someone to be with you; you should not be alone.
- You are also encouraged to preserve evidence by saving text messages, instant messages, social networking pages, other communications, and keeping pictures, logs or other copies of documents, if they have any, that would be useful to hearing boards/investigators or police.

It is also recommended that victims call the Rape Crisis Hotline at 1-800-656-4673. It is open 24 hours a day and their counselors can help answer medical and emotional questions at any hour and in complete confidence. Reporting a rape to the police is up to the victim, but it is important to remember that reporting a rape is not the same as prosecuting a rape. Victims are strongly encouraged to call the police and report the rape. If the victim requests, Sumner College staff will assist the victim in notifying law enforcement authorities. If the victim needs additional counseling services beyond those identified below, Sumner College staff will assist in identifying off campus counseling services or mental health services.

If the victim does not want to pursue action with Sumner College's system or the criminal justice system, the student may still want to consider making a confidential report. With the student's permission, The Director of Operations can file a report on the details of the incident without revealing the student's identity. The purpose of the confidential report is to comply with the student's wish to keep the matter confidential while taking steps to ensure the safety of the student and that of others.

Any member of the college community may file a complaint against any student, staff, or faculty member.

## **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Security Report**



- The complaint shall be prepared in writing or in an incident report and directed to the Title IX Coordinator or his/her delegate.
- The written complaint or incident report should include the nature of the offense, date, approximate time and location of the incident. The name of the victim, offender, and any witness/s may be included.

Once a report is filed, the college official receiving the report or another appropriate official will provide the following information:

- Clear explanation of the university investigative and hearing procedures
- Where to access medical care
- Information about legal options
- Where to access support services on and off campus

There may be circumstances in which the college must take immediate action to protect the college community prior to a formal hearing. Actions such as interim suspension and/or removal from campus may be deemed necessary by a senior college official.

After reporting sexual assault, a student may request the following:

- Transfer to a different class section when available, without academic penalty
- Determine feasibility of incompletes or leave of absence
- Student may request pastoral counseling services

If after filing a report a student expresses reluctance or unwillingness to proceed, the college, in accordance with the belief that a victim of sexual assault should be given this right, may comply with this request after appropriate investigation, as long as doing so maintains the health and safety of the college community.

### **Procedures Taken By Sumner College Once Sexual Assault, Dating Violence, Domestic Violence, or Stalking Has Been Reported; Disciplinary Action and Sanctions**

Upon learning of possible sexual violence involving a student, regardless of whether the victim chooses to report he incident to law enforcement, Sumner College will take immediate action to investigate or otherwise determine what happened. Such action may include, but is not limited to, speaking with the alleged victim, hereby referred to as the “Complainant”, the alleged perpetrator, hereby referred to as the “Respondent”, and other potential witnesses as appropriate and reviewing other evidence if available.

Pending a final determination, the Title IX Coordinator or designee will take appropriate interim measures. These measure may include, but are not limited to, the imposition of a no-contact order and/or employment, transportation, or academic modifications. The Title IX Coordinator or designee may limit a student or organization’s access to certain Sumner College facilities or activities pending resolution of the matter. The Title IX Coordinator may impose an Interim Suspension on the Respondent pending the resolution of an alleged violation when the Title IX Coordinator determines, at their sole discretion, that it is necessary in order to protect the safety and well-being of members of the Sumner College community.

## **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Security Report**



On-campus disciplinary procedures against students will be in accordance to Sumner College's policy on sexual violence, which are prompt, fair, and impartial from the initial investigation to the final result. The Title IX Coordinator will receive annual training related to domestic violence, dating violence, sexual assault, and stalking as well as how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

The Respondent will receive written notice of the report and the nature of the alleged misconduct. He/She will be advised in writing of the investigation process and opportunity to provide any relevant evidence.

The investigation will generally be conducted by the College President and Director of Education (or any other individual appointed by the Title IX Coordinator) if the Respondent is a student. If the Respondent is a faculty or staff member, Human Resources will also participate in the investigation. The investigator will separately interview Complainant and Respondent. Both parties will be able to provide evidence and suggest other witnesses to be interviewed. The investigator will interview other relevant witnesses and review any other available relevant evidence. Both the Complainant and Respondent can have another individual present during their own respective interviews. If the Complainant or Respondent elects, they may have an attorney present during their own interview, but said attorney may not advocate during the interview.

The investigator will present all evidence to the Title IX Coordinator (or his/her designated Deputy Title IX Coordinator). In all cases, the Title IX Coordinator or the designated Deputy IX Coordinator will be appropriately trained regarding handling and considering sexual misconduct and relationship violence cases.

The Title IX Coordinator will weigh the evidence presented and decide whether additional evidence is necessary for consideration. The Title IX Coordinator will determine whether it is more likely than not that a violation occurred. The standard of evidence that will be used is preponderance of the evidence. This is a burden of proof in which it is determined to be more likely than not, or at least 51% certain, that the violation has in fact occurred.

The College reserves the right to convene a Determination Panel to review the evidence and make the determination in appropriate circumstances.

If Sumner College determines that sexual violence may have occurred, the College will take steps proactively designed to promptly and effectively end the sexual violence or threat of sexual violence, prevent its recurrence, and address its effects regardless of whether the alleged actions are subject to criminal investigation.

For this purpose, the outcome of a disciplinary proceeding means only Sumner College's final determination with respect to the alleged sexual offense and any sanction that is imposed against the accused. Sanctions, which may be imposed following a final determination may include but are not limited to coaching, training, probation, suspension, or expulsion in students or coaching, training, written warning, demotion, or termination in case of employees.

Both the Complainant or Respondent will be notified in writing of the outcome of the investigation and of the sanction imposed, if any.

## Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Security Report



### Information Regarding Registered Sex Offenders

Information regarding registered sex offenders under section 170101 (j)) if the Violent Crime Control and Law Enforcement Act of 1994 is available from the Oregon State Police Sex Offender Registration Unity. Information is also available online at: <http://sexoffenders.oregon.gov/SorPublic/Web.dll/main>. On-campus computer labs with Internet access are available for your to view the above Website in the library.

To file a report, a Sumner College employee, whether staff or faculty, should report the sexual assault to the Director of Operations or College President.

A student should file a report of sexual assault either of these college offices:

- Director of Operations Office / College Title IX Coordinator / Campus Security Authority  
15115 SW Sequoia Pkwy, Ste 200  
Portland, OR 97219
- President's Office / Campus Security Authority  
8338 NE Alderwood Road, Ste 100  
Portland, OR 97220

*Sumner College encourages all students, faculty, and staff to protect themselves at all times using these common sense guidelines:*

- Always remove the keys from your car ignition
- Roll up all windows
- Lock all car doors
- Try to park in a well-lit area
- Avoid leaving property in the vehicle where it is visible
- Remove all valuables from your car
- Whenever possible, walk among groups of people
- Be conscious of your surroundings
- Have your keys ready to unlock your car
- Before getting into your vehicle, look inside to make sure no one is hiding inside. Once inside, lock all doors
- If you notice anything that seems suspicious, report the incident to the school administration

### ***If you have been the victim of sexual assault, you can find help:***

If it is an emergency, call 911

For non-emergencies:

National Sexual Assault Hotline 1-800-656-4673 (<https://rainn.org/get-help/national-sexual-assault-hotline>)

Portland Women's Crisis Line: 1-888-235-5333 (<http://pwcl.org/>)

Sexual Assault Resource Center: 1-888-640-5311 (<http://sarcoregon.org/>)

Oregon Law Help: <http://oregonlawhelp.org/>

**Pastoral counseling is available upon request. Please see VAWA/Title IX Coordinator to learn more.**



# Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Security Report



## **Bystander Accountability**

*What is a bystander?* A person present but not directly involved in an event, who has the capacity for moral decisions and is therefore responsible for rational thought and action.

*Why should bystanders be accountable?* In the past, people were comfortable in a passive role, only being responsible for themselves. The bystander approach acknowledges the fact that we are all interdependent and can all have a positive impact on each other.

If we keep our eyes open to potentially dangerous situations, we can step in before something bad happens. As people feel empowered to become “active” bystanders, it will, in turn empower others surrounding them.

The goal of this program is engaging members of our campus community to realize its true potential to influence others, and in many cases, save lives. As this culture shift begins, passivity will no longer be the norm and will no longer be to sit back with content, but rather to jump at the chance to act.

### **5 Steps to Accountability:**

1. *Notice the event.*
2. *Recognize it as a risky situation.*
3. *Take responsibility for helping in the situation.*
4. *Have the skills necessary to intervene.*
5. *Take Action!*

### **Intervening in Any Situation**

- ◆ Gather details about the situation.
- ◆ Ask for help from other bystanders or friends.
- ◆ Be sensitive and understanding.
- ◆ Intervene early and in a safe manner.
- ◆ Consider multiple options.

### **Non-emergency Intervention**

- ◆ Don't make assumptions about the people involved or the situation.
- ◆ Keep your eyes open for red flags.
- ◆ Set a goal or a plan.

In conversations, keep in mind that it is about mutual respect.

### **Emergency Intervention**

- Try to keep everyone calm.
- Know your exit strategies.
- Understand that situations can escalate quickly.
- Be clear and concise when asking for help.
- Keep yourself and others safe.
- Tell whoever involved that you are committed to helping them.
- Encourage value-based decisions.

# Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Security Report



## Why don't people intervene?

*Attention:* People don't notice what's going on around them.

*Interpretation:* People don't interpret the event as an emergency or as a serious problem.

*Fear:* People are afraid of what others will think if they do intervene.

*Irresponsibility:* People think someone else will help the person.

*Skills:* People don't know how to intervene.

*Blame:* People blame the person for getting him/herself into the bad situation.

*Avoidance:* People assume it is none of their business.

## The Five-Point Formula of Intervention

*Adapted from University of Massachusetts, Amherst Health Services,  
Virginia Alcohol Safety Action Program, and The BACCHUS Network.*

### I Care

Let the person know you care about him/her, and because of the significance of your relationship, you need to discuss something very important. Both starting and ending the discussion with an emphasis on your genuine concern, caring and respect sandwiches the difficult feedback you're giving between two strong positives. Choose words you are comfortable with that fit your style.

### I See

Report and review the actual events with your friend, as you perceive them. Remember, you are evaluating the behavior, not the person. Try to limit your statements to observable, irrefutable facts. The more you have the better.

### I Feel

Tell the person your own feelings using "I-statements" to reveal your feelings. I-statements begin with the word "I" and can be used when you wish to be assertive, but don't want to put your listener on the defense. You can use I-statements to take "ownership" of your feelings, rather than making an impression that they were caused by your listener.

### I Want

Tell the person what you would like to see happen.

### I Will

Specify what you will or will not do. Only set ultimatums if you can, and will, stick to them.

## Bystander Accountability Information

- ◆ Step Up Program (University of Arizona)  
<http://www.stepupprogram.org/>

## What You Need to Know Recognize and Avoid Abusive Behavior Such As:

1. Frequent yelling directed at a partner
2. Blaming partner for own faults
3. Name calling
4. Consistently accusing partner of infidelity
5. Kicking, holding, slapping, or scratching
6. Use of verbal/abusive comments
7. Forcible sex

## Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Security Report



**Robbery – Strong arm:** muggings, and similar offenses in which personal weapons such as hands, arms, feet, fists, and teeth are used or use is threatened to deprive the victim of possessions.

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

*To Count in Reporting:* One offense per victim, Only crimes meeting UCR definitions, Offense per victim even if injury does not result if a weapon is used that could have caused serious personal injury

*Do not count in Reporting:* Offenses based on local law classifications or policy definitions

We consider these factors in our reports:

1. The type of weapon used or use of an object as a weapon
2. Seriousness of the injury
3. Intent of the assailant to cause injury

**Aggravated assault – Firearm:** all assaults in which a firearm of any type is used or is threatened to be used (Revolvers, automatic pistols, shotguns, zip guns, rifles, etc. are included in this category).

**Aggravated assault – Knife or cutting instrument:** assaults wherein weapons such as knives, razors, hatchets, axes, cleavers, scissors, glass, broken bottles, and ice picks are used as cutting or stabbing objects or their use is threatened.

**Aggravated assault – Other dangerous weapon:** assaults resulting from the use of threatened use of any object as a weapon in which serious injury does or could result (weapons in the category include, but are not limited to: mace, pepper spray, clubs, bricks, jack handles, tire irons, bottle or other blunt instruments used to club or beat victims. It also includes attacks by explosives, acid, lye, poison, scalding, burnings, etc.)

**Aggravated assault – Hands, fists, feet, etc.:** attacks using personal weapons (hands, fists, feet, etc.) that result in serious or aggravated injury.

**Burglary:** the unlawful entry of a structure to commit a felony or a theft.

*To Count in Reporting:* One offense per distinct operation, Only crimes meeting UCR definitions, One offense for each structure if more than one was entered

*Do not count in Reporting:* More than one offense per academic building regardless of the number of classrooms or offices entered, Offenses based on local law classification or institutional policy definitions

**Forcible entry:** All offenses where force of any kind of issued to unlawfully enter a structure for the purpose of committing a theft or felony. Include entry through the use of tools; breaking or forcing windows, doors, transoms, or ventilators; cutting screens, walls, or roofs; and, where known, using master keys, picks, unauthorized keys, celluloid, a mechanical contrivance such as a pass or skeleton key, or any device that leaves no outward mark but forces a lock. Include concealment inside a building followed by exiting the structure.

**Unlawful Entry – No Force:** The entry of structure by use of an unlocked door or window. Element of trespass to the structure is essential in this category, which includes thefts from open garages, open warehouses, open or unlocked dwellings (such as residence hall rooms), and open or unlocked common basement areas where entry is achieved by someone other than the tenant who has lawful access.

## Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Security Report



**Murder/Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human being by another.

*To Count in Reporting:* Once offense per victim, Deaths caused by injuries received in a fight, argument, quarrel, or commission of a crime.

*Do not count in Reporting:* Suicides, traffic fatalities, fetal deaths, situational hear attacks, accidental deaths, assaults, attempts to murder and justifiable homicide.

**Negligent Manslaughter:** The killing of another person through gross negligence.

*To Count in Reporting:* One offence per victim

*Do not count in Reporting:* Deaths due to own negligence, accidental deaths not resulting from gross negligence and traffic fatalities.

**SEX OFFENSES:** any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

**Rape:** The penetration, no matter how slight, of the vagina or anus with any part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

*To Count in Reporting:* Victims not offenders, Include males and females

**Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

*To Count in Reporting:* Victims not offenders, Include males and females

**Incest:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

*To Count in Reporting:* Victims not offenders, Include males and females

**Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

*To Count in Reporting:* Victims not offenders, Include males and females, Victims that fit Oregon's statutory limit

**Robbery:** The taking of attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

*To Count in Reporting:* One offence per distinct operation (incident), including attempts, Carjacking only as robbery and not as motor vehicle theft.

*Do not count in Reporting:* The number of victims robbed, those present, or the number of offenders, If force or threat does not exist, such as a pick-pocket or purse snatching., If injury results in death – that would be counted as homicide.

**Robbery – Firearm:** use of any firearm as a weapon or employed as a means of force to threaten the victim or put the victim in fear.

**Robbery – Knife or cutting instrument:** use of a knife, broken bottle, razor, ice pick, or other cutting or stabbing instrument as a weapon or as a means of force to threaten the victim or put the victim in fear.

**Robbery – Other dangerous weapon:** use of a club, acid, explosive, brass knuckles, mace, pepper spray, or other dangerous weapon or its use is threatened.

## **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Security Report**



**Attempted Forcible Entry:** Situations where a forcible entry burglary is attempted but not completed.

**Motor Vehicle Theft:** the theft or attempted theft of a motor vehicle.

*To Count in Reporting:* One offense for each stolen vehicle, All incidents where a motor vehicle is taken by a person who does not have lawful access or consent, Thefts or attempted thefts and joyriding, even if the vehicle is recovered, One crimes using UCR definitions

*Do not count in Reporting:* Thefts from motor vehicles, Embezzlement of vehicles, Farm equipment, bulldozers, air-planes, construction equipment, or water craft such as motorboats, sailboats, house boats, or jet skis

**Arson:** 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.

*To Count in Reporting:* One offense for each distinct arson operation originating within the reporting jurisdiction, Only fires determined through investigation to have been willfully or maliciously set

*Do not count in Reporting:* If origin is not in your jurisdiction

# **Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Security Report**



## **Director of Operations Contact Information / Title IX and VAWA Coordinator / Campus Security Authority**

Carlie Jones  
15115 SW Sequoia Parkway, Suite 200  
Portland, OR 97224  
503-223-5100  
cjones@sumnercollege.edu

## **President's Office / Campus Security Authority**

Joanna Russell  
8338 NE Alderwood Road, Suite 100  
Portland, OR 97220  
503-972-6230  
jrussell@sumnercollege.edu

## **Director of Education**

Bill Honeycutt  
8338 NE Alderwood Road, Suite 100  
Portland, OR 97220  
503-972-6230  
bhoneycutt@sumnercollege.edu

## **Human Resources**

Andy Hunt  
8338 NE Alderwood Road, Suite 100  
Portland, OR 97220  
503-972-6230  
ahunt@sumnercollege.edu

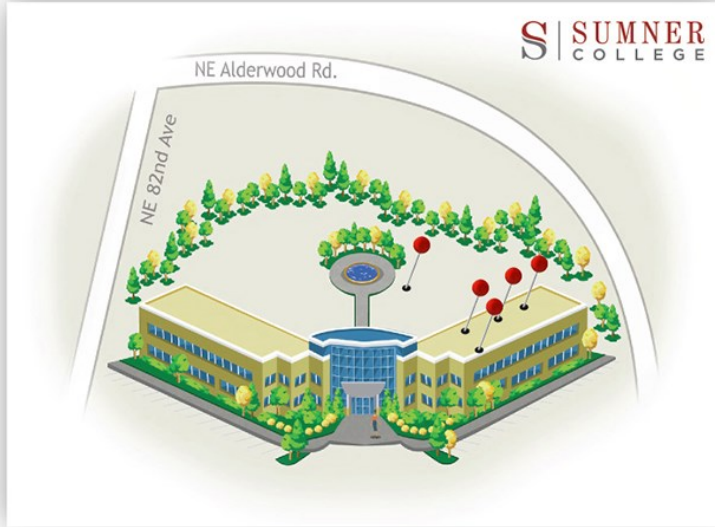
## **Director of Financial Aid**

Jodi Ruybal  
15115 SW Sequoia Parkway, Suite 200  
Portland, OR 97224  
503-223-5100  
jruiybal@sumnercollege.edu

# Campus Crime Statistics



## Cascade Campus



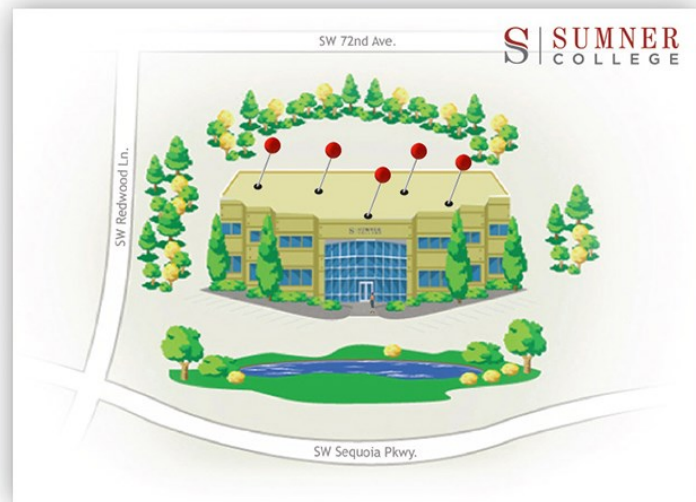
**Cascade Campus**  
8338 NE Alderwood Rd. Suite 100  
Portland, OR 97220

- Programs Offered**
- RN Nursing Program
  - PN Nursing Program

Crime	2014	2015	2016
Murder	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Car Theft	0	0	0
Liquor Law Violations	0	0	0
Drug Related Violations	0	0	0
Weapons Violations	0	0	0

Crime	2014*	2015	2016
Murder	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Car Theft	0	0	0
Liquor Law Violations	0	0	0
Drug Related Violations	0	0	0
Weapons Violations	0	0	0

## Parkway Campus



**Parkway Campus**  
15115 SW Sequoia Parkway Suite 200  
Portland, OR 97224

- Programs Offered**
- PN Nursing Program
  - Court Reporting Program
  - Paralegal On-Line Program

**Both campuses include surrounding parking lots.**

\*2014 data was gathered for the previous Barbur Campus. Sumner College gathered crime data for the Parkway Campus, which opened in 2015 as well showing zero findings. For more information, please visit the financial aid office.

## Evacuation Procedures for Parkway and Cascade Campuses



When the alarm sounds, IMMEDIATELY walk to the nearest stairwell. Do not return to your desk to retrieve your purse, cell phone, or other personal items.

At the stairwell, remove any high-heel shoes and calmly and quickly proceed down the stairs, staying to the right side down to the first floor. To ensure adequate space for safe evacuations of the Parkway and Cascade Campuses, do not stop on the stairs or at the landing. If you cannot evacuate down the stairs, identify a safe location to remain and notify a staff or faculty member of your location.

### *Parkway Campus*

Exit the building through the first floor lobby into the parking lot and keep going until you reach the sidewalk on Sequoia Parkway. If you leave out the back of the campus, proceed through the parking lot to the sidewalk on Sequoia Parkway.

### *Cascade Campus*

Exit the building through the first floor lobby into the parking lot and keep going until you reach the side walk on Alderwood Road. If you leave out the side of the campus, proceed through the parking lot to the sidewalk on Alderwood Road.

Once outside the building at either campus, wait for instructions from a staff or faculty member. Only when the “all clear” has been given by the fire commander can you re-enter the building.

### *Campus Alert System*

Sumner College has a mobile text alerting system that can alert our students, staff, and faculty of any campus emergency.

Depending on the nature of the emergency, the College President, Director of Operations, or Director of Education will determine if the notification would compromise the ability to contain the emergency or endanger additional students or staff members.

After conferring with the President, the Director of Education, Director of Operations, or other member of senior staff will use radio, TV, social media, and text alerts to advise the community of the emergency. In addition, in the event of an emergency requiring Sumner College to temporarily close, the College President will contact the Director of Education, Director of Operations, or other senior staff member who will generate an announcement of the duration of the closure to be listed on the college’s website.

The emergency response and evacuation procedures are publicized on an annual basis to all students and faculty through dissemination of the report via email.

The campus emergency notification protocols and procedure are reviewed with each staff member at orientation and subsequently in staff and faculty meetings. Practice drills are conducted at least annually to assure effectiveness of the plan. A description of the practice drill exercise along with a record of the date, time and whether it was announced or unannounced is maintained by the Director of Operations.

Copies of the evacuation route for the Parkway and Cascade Campuses are on the following two pages. To ensure staff, faculty, and students are aware of both exits, a tour is provided at new employee and new student orientation.



# Mobile Text Alerting System



Sumner College has implemented a mobile text alert messaging system that will notify students, staff and faculty of important events relevant to the following:

- Campus safety and security
- School delays or closures due to inclement weather or power outages
- Holidays and Breaks
- Major accidents that may delay arrival time to the college

Text messages with the number 98975 are from the Sumner College Text Alert Messaging System.

You may opt out of receiving text alert messages; however, we strongly recommend that you NOT opt out of these text alerts so you can stay informed of events at the college.

If you choose to opt out, text STOP to 781-728-9542. Opt out instructions will also be included in the text messages.