

# UWS Annual Campus Security Report

Reporting Statistics for Calendar Year 2017



2900 NE 132nd Avenue | Portland, Oregon 97230 | [www.uws.edu](http://www.uws.edu)

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## Introduction

University of Western States (UWS) is committed to providing safe work and learning environments and recognizes crime prevention is the individual and collective responsibility of employees, students and visitors of the university. Crime prevention is best served by the vigilant surveillance of the premises and reporting any suspicious behavior.

The information contained in this report is provided to assist students and employees in making decisions that may affect their personal safety when considering enrollment or employment at UWS. The report provides current students, employees and prospective students with information to help them avoid becoming victims of crime on campus. UWS does not offer on-campus housing.

The report is available electronically on the UWS website under the Campus Safety section under the Campus menu: <https://www.uws.edu/community/safety/>. The webpage includes a link to the annual Campus Safety and Security Survey, which includes data collected from internal and external sources. Internal sources include campus safety, student services, campus operations, human resources, and reports from faculty, students, staff and clinicians in response to accidents or incidents occurring on campus. The Portland Police Bureau and the Gresham Police Bureau also provide Clery crime statistics. UWS office of campus safety is committed to preserving a safe and secure environment on behalf of every person who works and learns at the university.

## What is the Clery Act?

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or “**Clery Act**” requires post-secondary schools participating in Title IV student financial aid programs to publish an annual statistical report of crimes occurring on or near the institution’s campus and to provide information about security policies, procedures and programs.

*This report includes data for calendar years 2015, 2016 and 2017.*

There have been several amendments to the Clery Act since it was originally passed under The Higher Education Act (HEOA) of 1965. HEOA most recently amended the Clery Act in February 2011 to create additional safety and security related requirements for institutions of higher education. Further changes to update, clarify and improve the current regulations were made to the Clery Act by the Violence Against Women Reauthorization Act of 2013. These amendments afford additional rights to campus victims of sexual violence, dating violence, domestic violence and stalking. UWS makes good faith efforts to incorporate legislation regarding the Violence Against Women Act (VAWA). More information on the Clery Act can be found on the U.S. Department of Education website at: <http://clerycenter.org/>.

## UWS Policies Related to Clery Act Reporting

The university is committed to providing a safe environment for learning and working. The policies described in this report address campus safety and security at UWS. These policies may be updated throughout the year and are available at <https://www.uws.edu/uws-policies/>.

Most UWS policies apply to the UWS community regardless of location. However, there are additional policies and procedures noted in this report for Health Centers of UWS – Salem, which was located on the Chemeketa Community College campus in building 8 until September 30, 2016.

## How UWS Compiles Clery Campus Crime Statistics

Crime statistics are obtained externally from the Portland Police Bureau and Gresham Police, and internally from student services, facilities and campus safety and from incident reports submitted to the vice president for planning and operations.

## Locations

<b>Main Campus</b>	2900 NE 132nd Avenue, Portland, Ore.
<b>Health Centers of UWS</b>	
East Portland	12615 NE Halsey Street, Portland, Ore.
Gresham	1304 NW Civic Drive, Gresham, Ore.
Downtown ( <i>closed in 2017</i> )	315 SW 4th Avenue, Portland, Ore.
Salem ( <i>closed in 2016</i> )	On the campus of Chemeketa Community College 4000 Lancaster Dr. NE Building 8, Room 104, Salem, Ore.

## Information about campuses

The 22-acre campus includes 11 buildings and is located within the Russell Neighborhood of Portland, Ore. UWS offers a number of academic programs including:

Doctor of Chiropractic  
EdD, Sport and Performance Psychology  
MS, Exercise and Sport Science  
MS, Human Nutrition and Functional Medicine  
MS, Diagnostic Imaging and Residency  
MS, Sport and Performance Psychology

- UWS leased clinic office space and one classroom in building 8 of Chemeketa Community College (CCC) in Salem, Oregon through September 30, 2016 to conduct the massage therapy program and to provide patient services. The CCC office of public safety responded to all calls for service originating on CCC-owned property.
- In December 2016, UWS relocated the East Portland clinic from 12141 NE 122nd Avenue, Portland, Ore. to 12615 NE Halsey Street, Portland, Ore. 97230.
- In December 2017, the downtown clinic location was closed due to scheduled construction of the building in which the clinic was located.

***UWS does not have residential or housing facilities on-or off-campus.***

## Reporting Criminal Offenses

### Main Campus Crime Reporting

UWS encourages accurate and prompt reporting of all crimes and concerns to campus safety and appropriate police agencies.

Situation	Contact
Immediate life-threatening or emergency	Call 911, then call Campus Security at 503-206-3206 or 211 from a campus phone
Criminal offense occurred in the past (burglary, etc.)	Campus Security at 503-206-3206 or 211 from a campus phone

Details of incidents can be submitted via an online threat assessment, incident management and prevention services reporting software known as TIPS, hosted by Awareity. TIPS is available directly through the UWS website under the "Inside UWS" dropdown menu, at the bottom of the UWS main page, or on the [campus safety webpage](#). This reporting software is available to all UWS students, employees, neighbors and visitors and allows for confidential reporting of all incidents or safety concerns. This software will allow for anonymous reporting; however, users are encouraged to leave their contact information so that they can be contacted with follow-up information regarding their report.

UWS identifies and trains campus security authorities (CSA) on an annual basis to report crimes on campus.

### Off-Campus Crime Reporting

While UWS does not have any off-campus student organizations, UWS does operate multiple off-campus health centers. For any emergencies at an off-campus location, call 911. Portland police officers are the first responders for any major safety and security issues at the UWS Health Center in East Portland. Gresham police officers are the first responders for any major safety or security concern for UWS Health Center in Gresham. Any incidents occurring at an off-campus location should also be reported using the TIPS reporting software.

Off-site Location	Police Jurisdiction	Non-Emergency Number
UWS Health Center – Eastside	Portland Police	503-823-3333
UWS Health Center - Gresham	Gresham Police	503-823-3333

### UWS Office of Campus Safety

The director of facilities oversees the office of campus safety located on the lower level of the science building. Campus safety can be reached at 503-206-3206 or by dialing 211 from a campus phone. During the day, facilities staff members trained in public safety response handle campus safety and security. Contracted security agents provide security coverage in the late afternoon, weekends and evenings during hours when students and staff may be on campus.

UWS campus security officers are not sworn officers and have no authority to make arrests. The Portland police have jurisdiction on the main campus located at 2900 NE 132nd Avenue. There is no memorandum of understanding in effect between UWS and the Portland police. Safety officers conduct foot patrols on the main UWS campus only.

The office of campus public safety provides:

- Personal escorts during the evening or after normal business hours from buildings to parked cars
- Distribution and tracking of university keys
- Access control for the anatomical sciences building
- Security for university facilities
- Logging and investigation of criminal incidents
- Responses to emergencies, fire and security alarms
- Reports of injuries or illness
- Investigation of traffic accidents
- Reports of safety hazards
- Crowd control
- Parking and traffic enforcement
- General information and other types of service calls

The VP for planning and operations chairs the safety and security committee. The VP is involved in the development of safety policies and procedures. Additionally, the director of facilities and the VP provide campus safety information during new student orientation.

### Campus Timely Warning and Notification System

UWS employs a campus notification system to alert members of the UWS community in the event of a weather-related campus closing or delayed opening, emergency situation or other important situation such as the occurrence of a crime. The university determines the content of the notification and initiates the notification system. Powered by Omnilert, the notification system is used to communicate important information during any potential emergency.

Participation in the campus notification system is optional, and participants must sign up to receive these important messages via text or email. Registration is completed online at <https://www.uws.edu/alerts/> on the UWS website. Notices are transmitted in the form of text messages sent to subscribers' emails and/or cell phones. The university does not charge participants to use the service. However, recipients of messages may be assessed a text-message fee by their cell phone provider.

## **Policy 3019 Timely Warning Notification**

[https://ftp.uws.edu/udocs/Public/Policies\\_Public\\_Access/Business\\_Facilities%20Polices\\_3000s/Policy3019\\_Timely\\_Warning\\_Notification.pdf](https://ftp.uws.edu/udocs/Public/Policies_Public_Access/Business_Facilities%20Polices_3000s/Policy3019_Timely_Warning_Notification.pdf)

UWS may issue timely warning notifications if a crime or other dangerous situation is considered a serious and on-going threat to students, faculty or staff at the main campus or off-site locations. Decisions regarding whether to issue an alert will be considered on a case-by-case basis.

Students and employees at an off-site location or separate campus site may also receive timely warning notifications from the office of campus public safety or similar designee at that location.

Such notifications will be issued via the campus emergency notification system and/or email to enable individuals to protect themselves. When possible, the date and time of the incident, location and nature of the crime or other dangerous situation will be provided. The full message will be posted to the UWS website and to all pertinent UWS social media sites to receive safety tips and updates regarding the situation and provide notification when the threat has passed.

The VP of academic affairs and VP for planning and operations, with consultation of external expert sources as necessary, determines whether to issue a timely warning notification. The VP for planning and operations or designee distributes the alert as directed by the VP of academic affairs. Questions regarding campus alerts should be directed to the VP for planning and operations.

When signing up for the campus notification system, enrollees are required to provide the following information:

- Name
- A User ID
- A Password
- Email
- Cell phone number

A confirmation text message is sent to the enrollee's cell phone when sign up is completed. The system asks the enrollee to submit a four-digit code via computer to complete the verification.

Circumstances in which notifications are issued may include hazardous weather, a lock down or any other safety or security concern requiring immediate notification. Such notifications are issued through the campus notification system as well as through the university email system. Campus administration tests the alert system twice a year.

## **Management of Campus Safety and Emergency Response**

### **UWS Safety and Security Committee**

The VP for planning and operations chairs the safety committee and has overall oversight of campus safety and security programs. Committee members include university faculty, staff, administrators and students. Meeting minutes are distributed electronically to all members of the safety committee to be shared with their respective departments.

### **Campus Training and Education**

Incoming on-campus students complete a campus safety orientation online. The training includes important contact information, safety awareness education, and how to handle accidents and injuries. The UWS Annual Security Report is posted on the university website and distributed via email on or before October 1 of each year. A safety-related email is sent at the start of each quarter to all students and employees. This email includes important contact information and how to submit incident reports, reminders and information regarding pertinent safety information for the time of year, and links to local resources. Additionally, the university updated its emergency preparedness plan and provided training to employees in November 2017. The information was also shared electronically with all students and employees and can be found online at <https://www.uws.edu/emergency-preparedness-uws/>.

Campus Security Authorities (CSA) are identified and trained using training materials provided by the Clery Center for Campus Safety.

### **On Campus Emergency Response – UWS Main Campus**

UWS responds to emergencies including accidents, injuries, life threatening situations and other unforeseen or dangerous occurrences on campus. The following procedures should be followed in the event of an accident/injury/incident on the UWS campus. The Accident/Injury/Incident Report form is available on the university portal.

### **Policy 1003 Accident/Injury/Incident Response**

[https://ftp.uws.edu/udocs/Public/Policies\\_Public\\_Access/Institutional\\_Policies\\_1000s/Policy1003\\_Accident\\_Injury\\_Incident\\_Response.pdf](https://ftp.uws.edu/udocs/Public/Policies_Public_Access/Institutional_Policies_1000s/Policy1003_Accident_Injury_Incident_Response.pdf)

If an accident/injury/incident which occurs on campus is an emergency, a threat to others, or a medical emergency, the following procedure should be observed:

1. Call 911 immediately.
2. Call UWS campus security 503-206-3206 or 211 from a campus phone.
3. Designated campus security personnel will respond to the emergency, assess the situation, and call 911 if others have not already done so. Campus designated security personnel will provide information to the police and responding agencies.
4. If an injured individual is unable to walk without further risk of injury, the person should only be moved by qualified personnel.
5. If an injured individual is able to walk without further risk of injury, the person should proceed to a UWS Health Center for evaluation or seek care elsewhere off campus.
6. The designated campus security officer notifies the provost or VP for planning and operations in the case of emergencies requiring hospital treatment or adverse impact to UWS property.
7. The provost or VP for planning and operations notifies the campus community of any emergencies that present a danger to others via the campus emergency notification system. The administration takes all necessary steps to ensure the safety of all constituents.
8. The designated campus security officer completes an incident report via TIPS reporting, takes witness information and statements, asks for police contact information, and collects all relevant information and reports at the scene.
9. If the affected person is a UWS employee, the designated campus security officer also notifies the director of human resources.
10. If the affected person is a student, the designated campus security officer notifies the office of student services.
11. Within 24 hours of the accident/injury/incident, the designated campus security officer submits a copy of all reports and information obtained at the scene to the VP for planning and operations.
12. Upon receipt of the TIPS report, the VP for planning and operations reviews the report and any associated materials and forwards the report to necessary parties. The VP for planning and operations investigates to resolve any questions, safety/security issues or concerns.
13. Designated campus security personnel note the date, time, and place of the accident/injury/incident in the safety log. The safety log and copies of all reports and materials are kept in a secure location in the campus safety office.

### **Clinic Responsibilities**

If the injured individual is subsequently evaluated at a UWS Health Center, the treating clinician should urge the individual to report the incident, if it has not already been reported, via the TIPS reporting tool. In the case of sexual assault, the clinician must notify the office of student services (if a student) or the office of human resources (if an employee).

### **In-Class Injuries**

If an injury occurs in class, these procedures are followed:

1. If a student reports the injury to an instructor, the instructor completes incident report via the TIPS reporting tool.
2. Within 24 hours of receiving the TIPS report, the VP for planning and operations will coordinate with the dean of the program in which the student is enrolled and other necessary parties to investigate and provide information as needed for adequate follow-up with the injured student.

### **Safety Issues and Repairs**

If an unsafe condition on campus contributed to the accident/injury/incident, these procedures are followed:

1. The designated campus security officer responding to the scene immediately notifies facilities/maintenance of the condition or repair issue if the condition presents an impending risk to others. The designated security officer will remain at the site until maintenance personnel arrive.
2. If a patient reports a campus safety condition at a UWS Health Center, the patient's clinician immediately notifies the clinic director who forwards the information to the VP for planning and operations.
3. If the condition does not present an immediate risk to others, the designated security officer places a visible barrier or marker at the site until the repair has been completed.
4. The VP for planning and operations verifies that the safety issue has been resolved.

### **Policy 3020 Closing Due to Inclement Weather or Emergency**

[https://ftp.uws.edu/udocs/Public/Policies\\_Public\\_Access/Business\\_Facilities%20Polices\\_3000s/Policy3020\\_Closing\\_due\\_to\\_Inclement\\_Weather\\_or\\_Emergency.pdf](https://ftp.uws.edu/udocs/Public/Policies_Public_Access/Business_Facilities%20Polices_3000s/Policy3020_Closing_due_to_Inclement_Weather_or_Emergency.pdf)

Circumstances beyond the university's control, such as inclement weather, national crisis or other emergencies, may cause it to be unsafe for employees and students to report to work/classes. The president or designee decides when and if conditions warrant official campus closure or delayed start of the workday.

### **Main Campus and Campus Health Center**

If a decision is made to close or delay campus opening, students and employees are notified by email and/or mobile phone text notice of campus closures and delays through the Omnilert alert system. Employees and students may sign up for automatic alerts through the university website: <https://www.uws.edu/alerts/>. Campus constituents must re-register once every two years. Students and employees may also check the following resources for information about university closings:

### **Media**

A delayed start or closure will be communicated to the major media outlets including TV and radio stations and their websites. The information will also be displayed on TV screen crawls.

### **Internet**

This information is readily accessible to students, faculty and staff on the internet at: <http://www.flashalert.net/news.html?id=383>.

### **Off-Campus Clinics**

If a decision is made to close or delay the opening of any off-campus clinic(s), the office of clinic affairs notifies staff, faculty, patients and interns by email and/or phone.

If the UWS campus is not closed and an employee believes s/he cannot safely get to work, the employee may take unpaid time off or use accrued vacation. The employee must notify their supervisor as soon as possible.

### **Safety Awareness and Crime Prevention**

Part of crime prevention is individual safety consciousness and awareness of one's immediate environment. UWS suggests the following crime prevention measures, which contribute to the safety and security of the entire UWS community:

- Students and employees should wear their UWS identification badge at all times.
- Do not park in isolated areas. At night, walk in well-lighted areas in groups and avoid short cuts and deserted areas. Students and staff may call campus public safety to provide a safety escort if desired.
- Lock your car immediately upon entrance to or exit from your vehicle.
- Keep your car keys and all personal identifying information with you at all times.
- Do not leave valuable items in your car.
- Do not carry more cash than necessary or advertise how much you have.
- Do not leave personal property unattended anywhere on campus. Keep your locker secured and do not store valuables or your ID in your locker.
- Do not bring any kind of weapon onto UWS property. Firearms and other weapons are prohibited under [Policy 1018 Weapons on Campus](#). Violators are subject to disciplinary action.
- Never confront someone suspicious. If necessary, call 911 from a safe location.

If anything makes you feel unsafe or threatened, call UWS campus public safety at 503-206-3206 or 211 from a campus phone. In an emergency situation, always call 911 first from a safe location.

Safety and crime prevention is of the utmost importance to the campus community. During normal business hours, UWS is open to students, employees, contractors, guests and invitees. Please contact UWS campus public safety during non-business hours to access campus facilities.

### **Tips to Prevent Sexual Violence**

Sexual violence affects both men and women. UWS prohibits the crimes of dating violence, domestic violence, sexual assault and stalking and is committed to providing an environment that is free from discrimination on the basis of sex. The university provides resources and training to address concerns related to discrimination on the basis of sex and sexual harassment, including acts of sexual violence, all of which are forms of sex discrimination prohibited by Title IX.

The Title IX coordinator can answer questions regarding the process of reporting, resources, investigation of complaints of sexual discrimination, sexual harassment, sexual assault, domestic violence, stalking or other potential Title IX violations. The dean of students serves as the UWS Title IX coordinator. The dean may be reached at 503-251-5790.

Below are some tips for everyone to help prevent sexual violence:

- Be aware of your surroundings. Knowing where you are and who is around you may help you find a way out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If you feel uncomfortable about a person or situation, remove yourself from the situation immediately. Don't be afraid to make a scene if you are confronted.
- Don't allow yourself to be isolated with someone you don't know or trust.
- Make sure your cell phone is with you and charged and that you have money for a cab ride, if needed.
- Avoid using headphones in both ears, so you can be more aware of your surroundings, especially if walking alone.
- Try not to load yourself down with packages or bags, as this can make you appear more vulnerable.

### **What to do if you are sexually assaulted:**

- **If you are in immediate danger, call 911.**
- **Get to a safe place.** Consider calling a friend or relative for support. This is not the time to be alone. 24-hour crisis lines have trained staff who can support you and explain your options.
- **Go to an emergency room.** Be examined and treated for injuries as soon as possible. If you decide to report the assault to the police, physical specimens collected soon after the assault will be valuable evidence. Do not shower or clean yourself first, or wash the clothes you were wearing.

- **Get medical attention.** Even if you don't intend to report the assault, take care of yourself. You can receive Plan B, pregnancy screening, and screenings for treatments for infections. These services are free for survivors of sexual assault.
- **Know the facts.** Hospitals store evidence for six months, so you can change your mind later.
- **Make space for healing.** You may experience many different emotions: fear, grief, guilt, shame and rage. There are many options for support: talk with a counselor, join a survivors' group, or talk with friends and family.
- **Be compassionate about yourself.** You are not to blame for the rape. Even if your body responded sexually or you believe you were naïve, not cautious or even foolish, it is not your fault. Your behavior did not cause the rape; the rapist caused the rape.

#### Be an ally to a victim:

- When attending a party, go with a group of friends and arrive together. Check in with each other frequently and leave together.
- Have a buddy system. Don't be afraid to let a friend know if you are worried about his or her safety.
- If you see someone who is intoxicated, offer to call him or her a cab.

#### If someone you know has been assaulted:

- Listen and be there. Don't judge or tell your friend what they should have done differently.
- Be patient. Remember, it will take your friend some time to deal with the crime.
- Help to empower your friend. Sexual assault is a crime that takes away an individual's power. It is important not to compound this experience by putting pressure on them to do things that they are not yet ready to do.
- Encourage your friend to report the rape to law enforcement and to seek medical attention. Offer to accompany them wherever they need to go (hospital, police station, campus security, etc.).

#### On-campus Resources Addressing Sexual Assault and Sexual Misconduct

UWS produces resources in writing and provides training opportunities throughout the year. Here are some examples:

- UWS publishes a brochure, 'Sexual Assault and Violence Prevention Resources,' which provide tips and resources to help the UWS campus community stay safe. This brochure is distributed to incoming students and available on campus at the student services office and on bulletin boards.
- The online orientation for incoming students addresses sexual assault prevention and support resources.
- New employees are required to take an online sexual harassment prevention training course.
- Student services sponsored a Safety Fair on June 23, 2014.
- UWS held a mandatory safety training for employees, which included information about sexual assault and sexual misconduct in January 2016.
- Six UWS employees completed the ATIXA Civil Rights Investigator Level One training for investigating and following procedures related to sexual assault and misconduct. This training prompted review and revision of several UWS policies.

#### Community Resources to Support Victims of Sexual Assault and Misconduct

The state of Oregon provides a website to identify sex offenders registered in the state. After agreeing to the terms of site use, you may search by name or list an address. When listing an address, the residences of any registered sex offender will show up with their location in proximity to the address provided. Here is the link: <http://sexoffenders.oregon.gov/>

#### Sexual Assault Resources in the Portland/Gresham Region

Organization	Services	Phone	Website
Portland Women's Crisis Line	Free, confidential 24-hr crisis line for men and women.	503-235-5333 888-235-5333	<a href="http://www.pwd.org">www.pwd.org</a>

RAINN Rape and Abuse National Network	Free, confidential 24-hr sexual assault hotline for men and women; referrals to local resources, information about sexual assault.	800-656-HOPE 800-656-4673	<a href="http://www.rainn.org">www.rainn.org</a>
Bradley-Angle House	Services for survivors of domestic violence including a 24-hr crisis line, an emergency shelter, support groups and LGBTQ services.	503-281-2442	<a href="http://www.bradleyangle.org">www.bradleyangle.org</a>
Men's Resource Center	Services for men and women, domestic violence counseling, anger management, therapy for individuals who were sexually abused as children.	503-235-3433	<a href="http://www.portlandmrc.com">www.portlandmrc.com</a>
Oregonians Against Human Trafficking	Free, confidential 24-hr hotline for information and help.	888-373-7888	<a href="http://www.oregonoath.org">www.oregonoath.org</a>

### Local Hospitals that Can Collect Evidence after a Sexual Assault

Below is a list of hospitals where UWS has confirmed that rape kits and training are available. This is not an exhaustive list and UWS does not advocate for any particular health care system.

Hospital	Address	Phone	Website
Portland Adventist	10123 SE Market St Portland, OR 97216	503-257-2500	<a href="http://www.adventisthealthnw.com">www.adventisthealthnw.com</a>
Kaiser Sunnyside	10180 SE Sunnyside Rd. Clackamas, OR 97015	503-652-2880	<a href="http://www.rainn.org">www.rainn.org</a>
Portland Providence Medical Center ER	4805 NE Glisan St. Portland, OR 97213	503-215-1111	<a href="http://www.kaiserpermanente.org">www.kaiserpermanente.org</a>
OHSU	3181 SW Sam Jackson Park Rd. Portland, OR 97230	503-494-8311	<a href="http://www.ohsu.edu">www.ohsu.edu</a>

### Sexual Assault Resources in the Salem Region

- **Canyon Crisis Center** 475 NE Santiam Boulevard, Mill City, OR 97360  
24-hour hotline: [503-897-2327](tel:503-897-2327) Office: [503-897-2327](tel:503-897-2327). Monday, Wednesday and Friday from 10 a.m. to 4 p.m. The center offers rape and suicide counseling, and services for domestic violence and abuse.
- **NW Human Services** 151 Kingwood Avenue N.W., Salem, OR 97304  
Office: [503-588-5816](tel:503-588-5816). Monday through Friday from 9 a.m. to 5 p.m. Counselors guide individuals, couples and families toward a sense of emotional health.
- **Crisis and Information Hotline** NW Human Services, 1049 Oak Street SE, Salem, OR 97301  
24-hour hotline: [503-581-5535](tel:503-581-5535) TDD: [503-588-5833](tel:503-588-5833) Toll-Free: [800-560-5535](tel:800-560-5535). This confidential crisis and information telephone service becomes an entry into the helping resources of the community.
- **Marion County Health Department** 3180 Center Street N.E., Salem, OR 97301 Salem [503-588-5342](tel:503-588-5342) Woodburn: [503-981-5851](tel:503-981-5851) Monday through Friday from 8:45-11 a.m. and 1-5 p.m. Counseling is one of many services this agency offers.
- **Mental Health Clinic - Polk County** 182 S.W. Academy Street, Suite 304, Dallas, OR 97338 [503-623-9289](tel:503-623-9289) Open Monday through Friday from 8 a.m. to 5 p.m. The clinic offers personal and crisis counseling, alcohol and drug counseling, and developmental disability case management.
- **AIDS Oregon Hotline.** 620 SW 5th Avenue, Suite 300, Portland, OR 97204 [800-777-2437](tel:800-777-2437) Open Monday through Friday from 10 a.m. - 6 p.m., and every other weekend from 3 - 6 p.m. The hotline offers access to HIV/AIDS related information statewide. Local community referrals are available.
- **Victim Assistance Program** Marion County District Attorney's Office 101 High Street NE, Salem, OR 97301 Salem [503-588-5253](tel:503-588-5253) Open Monday through Friday from 8:30 a.m. to 5 p.m. The office provides services to victims of violent crimes whose cases are being investigated or prosecuted in Marion County.

- **Mid-Valley Women's Crisis Service Center** 795 Winter Street NE, PO Box 851, Salem, OR 97308  
Salem: [503-378-1572](tel:503-378-1572) 24-Hour Crisis Line: [503-399-7722](tel:503-399-7722) Open Monday through Friday from 9 a.m. - 5 p.m. The service center offers counseling and shelter for physically and sexually abused women - including rape victims, and coordinates support groups. Victims may walk-in for assistance. Spanish, Russian and Japanese interpreters are available with other languages available upon request.

**Policy 1004 Nondiscrimination and Anti-harassment**

[https://ftp.uws.edu/udocs/Public/Policies\\_Public\\_Access/Institutional\\_Policies\\_1000s/Policy1004\\_Nondiscrimination\\_and\\_Anti-Harassment.pdf](https://ftp.uws.edu/udocs/Public/Policies_Public_Access/Institutional_Policies_1000s/Policy1004_Nondiscrimination_and_Anti-Harassment.pdf)

UWS is committed to maintaining a working and educational environment that is free of discrimination. In support of this commitment, the university prohibits all discrimination including harassment and retaliation based on such factors as: race, religion, color, sex, age, citizenship status, national origin or ancestry, genetic information, disability, veteran status, marital status, legal source of income, familial status, sexual orientation, gender identity or gender expression, or any other status protected by law.

All members of the university community are responsible for creating educational and work environments that do not discriminate and that emphasize mutual respect. All members of the university community will cooperate with university officials charged with investigating allegations of policy violations.

**University Obligations**

University of Western States will take prompt and appropriate action to thoroughly investigate complaints of discrimination described in this policy. UWS will prevent discrimination whenever possible, correct behaviors that fall outside of this policy, and if necessary, discipline individuals who violate this policy in accordance with existing disciplinary policies.

**Applicability and Enforcement of Policy**

This policy applies to:

- All university employees in all aspects of their employment relationship with the university
- All university students in all aspects of their participation in the university's educational programs and activities
- All university applicants, whether for employment or for admission to educational or university-sponsored programs, activities or facilities
- All persons or groups participating in or accessing university-sponsored programs, clinical services, activities or facilities
- All vendors or contractors in all aspects of their relationship with the university

**Reporting a Complaint**

**If you are in immediate danger call 911.  
UWS campus security can be reached at 503-206-3206**

An individual who believes that they have been subjected to discrimination, harassment or retaliation in violation of this policy should report the matter immediately. Contact the individuals listed below to file a complaint, obtain information about resolving concerns, and enable the university to take prompt remedial action.

<b>Complaints Involving Students:</b>	<b>Complaints Involving UWS Employees/ Outside Vendors/Others:</b>
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<p><b>Peter Szucs</b>  Dean of Students  Title IX Coordinator  503-251-5790  <a href="mailto:pszucs@uws.edu">pszucs@uws.edu</a></p>	<p><b>Kathleen Cannon</b>  Director, Human Resources  503-847-2557  <a href="mailto:kcannon@uws.edu">kcannon@uws.edu</a></p>
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Additionally, electronic reports should be made by victims and third parties using the online TIPS Reporting [website](#).

The university's Title IX coordinator oversees compliance with all aspects of the sex/gender harassment, discrimination and misconduct policy. The coordinator reports to the VP of enrollment and student services, and is housed in the office of student services. Questions about this policy should be directed to the Title IX coordinator.

In the event that an incident involves alleged misconduct by the Title IX coordinator or director of human resources, reports should be made directly to Dr. Colman Joyce, the VP of enrollment and student services at [cjoyce@uws.edu](mailto:cjoyce@uws.edu) or 503-206-3205.

Individuals experiencing harassment or discrimination also always have the right to file a formal grievance with government authorities:

Office for Civil Rights, Seattle Office  
U.S. Department of Education  
915 Second Avenue, Room 3310  
Seattle, WA 98174-1099  
Telephone: 206-607-1600  
Email: [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov)  
[www.ed.gov/ocr](http://www.ed.gov/ocr)

## **Prohibited Discrimination, Including Harassment, Retaliation and Sexual Misconduct**

### **Discrimination**

Discrimination occurs when an individual, or group of individuals, is treated adversely because they belong to a classification of individuals that is protected from discrimination by a federal or state statute or university policy as set forth above.

### **Harassment**

Harassment is unwelcome behavior based on an individual's protected classification that a reasonable person would perceive to be sufficiently severe or pervasive to create an intimidating, hostile or offensive environment for academic pursuits, employment or participation in university-sponsored activities.

Harassing conduct may take many forms, including verbal acts and name calling, as well as nonverbal behavior, such as graphic, electronic and written statements, or conduct that is physically offensive, harmful or threatening.

Sexual harassment consists of nonconsensual sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature on or off campus such as:

1. Conduct that has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating or hostile academic or work environment.
2. Submission to such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing.

3. Submission to or rejection of such conduct is used as the basis for employment decisions or for academic evaluation, grades or advancement.

Sexual harassment may be found in a single episode, as well as in persistent behavior.

### **Retaliation**

Retaliation occurs when members of the institution, including employees and students, intimidate, threaten, coerce or in any way discriminate against an individual because the individual has brought a concern or reported a possible violation of a federal civil right. This includes formal or informal reports of a violation and reports regarding a violation of your own rights or the rights of others.

### **Sexual Misconduct**

Sexual misconduct is a type of violence that uses power, control or intimidation to harm another. It includes sexual harassment, sexual assault, domestic violence, dating violence and stalking. It occurs when there is absence of consent. All individuals are protected from sexual misconduct, and sexual misconduct is prohibited regardless of the sex of the harasser.

Sexual misconduct may include nonconsensual sexual contact. However, physical contact is not necessarily a component of nonconsensual sexual contact. Inappropriate communication that is sufficiently severe or pervasive may constitute sexual misconduct. Making photographs, videos or other visual or auditory recordings of a sexual nature of another person without the person's consent constitutes sexual misconduct, even if the activity documented was consensual. Similarly, sharing such recordings or other sexually harassing electronic communications without consent is a form of sexual misconduct.

### **Definitions Associated with Sexual Misconduct**

**Sexual Assault:** Any sexual act; including rape, fondling and incest; directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

**Consent:** Consent is a free and clearly given yes, not the absence of a no. Consent is knowing, voluntary and clear permission to engage in mutually agreed upon sexual activity. Each person is responsible for gaining consent. A person cannot consent if they are unable to understand what is happening, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs.

**Domestic Violence:** Violence committed by the victim's current or former spouse or cohabitant.

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

**Stalking:** Intentional and repeated harassment, monitoring or following of another person, which places that person in reasonable fear of their safety or the safety of others or causes that person to suffer substantial emotional distress.

### **Education and Prevention**

The university offers education and primary prevention, risk reduction and awareness programs for students and employees concerning nondiscrimination and anti-harassment.

### **Policy 9009 Student Complaint/Grievance**

[https://ftp.uws.edu/udocs/Public/Polices\\_Public\\_Access/Student\\_Policies\\_9000s/Policy9009\\_Student\\_Grievance\\_and\\_Appeal.pdf](https://ftp.uws.edu/udocs/Public/Polices_Public_Access/Student_Policies_9000s/Policy9009_Student_Grievance_and_Appeal.pdf)

A grievance is a formal, written complaint by a student pertaining to the conduct of a member of the university students, faculty, staff, governing board, administration or third parties (i.e. individuals who are neither students nor employees, including but not limited to prospective students, guests, volunteers, contractors, and consultants). Retaliatory or adverse action may not be taken against a student for filing a complaint.

In the case of sexual misconduct, discrimination, or harassment, follow Policy 1004 Nondiscrimination and Anti-harassment.

**Written Notification**

A complaint must be submitted through the TIPS Reporting Tool or in writing and include the following information:

1. Date of complaint submission.
2. Name(s) and contact information of the individual/s submitting the grievance.
3. Date/s of incident(s).
4. A description of the conduct, policy violation, issue or any known circumstances surrounding the matter.
5. Steps that have already been taken toward resolving the situation, if any.
6. Supporting evidence of the alleged conduct, policy violation or issue.

If not submitted through TIPS, the written complaint must be submitted to the appropriate university administrator as described below or to the [Title IX coordinator](#) in cases of sexual misconduct.

Complaints Involving Students:	Complaints Involving UWS Employees:
<p><b>Peter Szucs</b>            Dean of Students            Title IX Coordinator            503-251-5790  <a href="mailto:pszucs@uws.edu">pszucs@uws.edu</a></p>	<p><b>Kathleen Cannon</b>            Director, Human Resources            503-847-2557  <a href="mailto:kcannon@uws.edu">kcannon@uws.edu</a></p>

In the event that an incident involves alleged misconduct by the Title IX coordinator or director of human resources, reports should be made directly to Dr. Colman Joyce, the VP of enrollment and student services at [cjoyce@uws.edu](mailto:cjoyce@uws.edu) or 503-206-3205.

**Issue, Policy Violation or Conflict Between a Student and Employee**

1. Prior to filing a formal grievance, students should attempt to resolve the matter with the employee unless the circumstances dictate otherwise (i.e. assault, sexual misconduct, harassment, discrimination).
2. If the matter is not resolved, the student may file a written complaint with the director of human resources.
3. The director of human resources will review the grievance and initiate the investigation process if appropriate.

**Issue, Policy Violation or Conflict Between Students**

1. Prior to filing a formal grievance, students should attempt to resolve the matter with the other student unless the circumstances dictate otherwise (i.e. assault, sexual misconduct, harassment, discrimination).
2. If the matter is not resolved, the student may file a written complaint with the dean of students.
3. The dean of students will review the grievance and initiate the investigation process if appropriate.

**Sexual Misconduct, Discrimination and Harassment Complaints**

If a complaint pertains to sexual misconduct, the individual must follow Policy 1004 Nondiscrimination and Anti-harassment.

### **Grievance Appeal**

An appeal is a written request to modify an institutional decision or disciplinary action. Disciplinary actions include, but are not limited to, warning, restitution, probation, disciplinary course failure, suspension, and/or dismissal. **Note:** See Policy 1211 – Grade Appeal for appeal of final course grades or other final comprehensive evaluation grade.

### **Right to Consult Legal Counsel**

Students have a right to consult legal counsel. Students assume all costs for legal counsel.

### **Right to Consult Higher Education Coordinating Commission.**

Students have a right to appeal final decision to Oregon Higher Education Coordinating Commission (HECC).

### **Drug and Alcohol Abuse Prevention Programs (DAAPP)**

University of Western States prohibits the possession, use, manufacture or distribution of marijuana, cannabinoids, other controlled substances or illegal drug paraphernalia, by students and employees in buildings, facilities, grounds or property controlled by the university, or as part of university activities. Controlled substances include, but are not limited to, marijuana, cannabinoids, cocaine, cocaine derivatives, heroin, amphetamines, barbiturates, LSD, PCP, tranquilizers and inhalants. The university is committed to preventing the abuse of alcohol, marijuana, cannabinoids, and the illegal use of controlled substances, marijuana, cannabinoids and/or alcohol by employees.

#### [UWS Policy 1008- Drugs Narcotics and Alcohol](#)

#### **Description of Sanctions**

In addition to any penalties under local, state, and federal law, employees or students found to be in violation of this policy may be subject to disciplinary sanctions consistent with applicable provisions of state laws and regulations (including the UWS Student Conduct Code, applicable collective bargaining agreements and applicable university policies, regulations and directives).

If imposed, sanctions will include appropriate action up to and including expulsion or termination of employment and referral for prosecution and may require participation in an approved drug or alcohol abuse assistance or rehabilitation program.

More information on the University of Western States DAAPP can be found on the university's [consumer information webpage](#).

#### **Policy 1008 Drugs, Narcotics and Alcohol**

[https://ftp.uws.edu/udocs/Public/Policies\\_Public\\_Access/Institutional\\_Policies\\_1000s/Policy1008\\_Drugs\\_Narcotics\\_and\\_Alcohol.pdf](https://ftp.uws.edu/udocs/Public/Policies_Public_Access/Institutional_Policies_1000s/Policy1008_Drugs_Narcotics_and_Alcohol.pdf)

University of Western States prohibits the unlawful possession, use, manufacture, or distribution of alcohol, marijuana, or other controlled substances by students and employees in buildings, facilities, grounds, or property controlled by the university, or as part of university activities. Controlled substances include, but are not limited to, marijuana, cocaine, cocaine derivatives, heroin, amphetamines, barbiturates, LSD, PCP, tranquilizers, and inhalants. The university is committed to preventing the abuse of alcohol, marijuana, and the illegal use of controlled substances, marijuana and/or alcohol by employees.

Any student or employee of the university found to be abusing alcohol or to be using, possessing, manufacturing, or distributing marijuana or other controlled substances on university property or at university-sponsored events, in violation of university policy or the law, shall be subject to disciplinary action in accordance with applicable laws or policies. Such disciplinary action includes, but is not limited

to: suspension, termination of enrollment or employment, referral for prosecution, and/or the completion of an appropriate substance abuse assistance or rehabilitation program at the individual's expense.

All students and employees must notify the university of any criminal drug statute conviction within five days of such a conviction for a violation occurring in buildings, facilities, grounds or property controlled by the university. In turn, the university will notify the applicable federal agency of the conviction. Appropriate action will be taken within 30 days of a report of a conviction or violation of this policy.

Any supervisor who notices a pattern of impaired work performance, unacceptable conduct, unexplained absence or excessive use of leave time is encouraged to consult with the office of human resources concerning appropriate procedures. In accordance with this policy, the emphasis in any intervention is on rehabilitation rather than on disciplinary or punitive action. The employee who enters treatment may be granted an unpaid leave for this purpose. Return to work will be contingent upon successful completion of treatment as certified by the treatment facility.

Any employee experiencing problems resulting from marijuana, other narcotic or alcohol abuse or addiction is strongly encouraged to seek treatment. Information about Portland metropolitan area treatment programs and facilities, and employee benefit insurance coverage for drug and alcohol treatment is available from the office of human resources. Employee inquiries about treatment programs are confidential.

#### **Student Violation Procedure**

Reports of substance abuse where a student's behavior or ability to function has been altered or the abuse is potentially harmful to the student or the community shall be provided to the office of student services. Any member of the campus community or persons not affiliated with the university may report incidents of student substance abuse in writing to the office of student services on the respective form (available Udocs or in the office of student services).

Upon receipt of a report regarding a purported substance abuser, the appropriate administrator will meet with the student and determine the necessary course of action, which may include, at the institution's discretion: no action, disciplinary warning, probation, suspension, voluntary leave of absence, or dismissal/termination.

#### **Employee Violation Procedure**

The following is the procedure to be followed if and when an employee is found to be under the influence of marijuana, illegal narcotics or alcohol on university premises.

1. An employee who is found to be under the influence of marijuana, other narcotics, or alcohol will be asked by their supervisor to cease work activities and move to a private area with another supervisor to inquire about the behavior, rumor or report. If there is evidence or suspicion of recent use and based upon the employee's response, the supervisor will arrange for the employee to be escorted home. The employee's supervisor will immediately document the occurrence on the respective form (available on Udocs or from the office of human resources) and forward the report to the office of human resources.
2. At the discretion of the president, a last chance agreement may be offered between the employee and the university. The agreement will state the terms and conditions necessary to the employee's continued employment at the university. If the employee states that they have problems resulting from marijuana or other narcotic use, or alcohol abuse, the office of human resources may assist the employee in seeking appropriate treatment.

Return to work will be predicated upon the successful completion of treatment as certified by the treatment facility. The employee will be advised that if they are found to be under the influence of marijuana or other narcotics or alcohol at any time in the future on university premises, they will be terminated immediately. If the employee refuses treatment, they will be terminated.

## **Policy 1017 Tobacco and Marijuana-Free Campus**

[https://ftp.uws.edu/udocs/Public/Policies\\_Public\\_Access/Institutional\\_Policies\\_1000s/Policy1017\\_Tobacco\\_and\\_Marijuana-Free\\_Campus.pdf](https://ftp.uws.edu/udocs/Public/Policies_Public_Access/Institutional_Policies_1000s/Policy1017_Tobacco_and_Marijuana-Free_Campus.pdf)

The use of tobacco or marijuana in any form including smoking, use of e-cigarettes (personal vaporizer, electronic nicotine delivery system and/or other similar devices), chewing tobacco and consuming marijuana-infused edibles is prohibited in all campus buildings and grounds, in off-campus health centers, locations where UWS has participant agreements, and at all university-sponsored events. Employees who choose to smoke or use tobacco or e-cigarette products during the workday must leave campus or their work location to do so.

This policy applies to all students, employees, volunteers, patients, vendors, contractors, visitors and campus guests. Individuals who fail to comply with this policy will be subject to appropriate disciplinary action up to and including being required to leave the campus grounds or facility (in the case of patients, volunteers, vendors, contractors and guests), dismissal from the university or termination of employment.

The university complies with all federal, state and municipal laws and regulations regarding possession and/or use of smoking and tobacco and marijuana products.

Note: In support of this policy, the university offers smoking cessation services or referral to resources through the office of human resources, the office of student services, and UWS Health Centers. Additional resources are available at the Oregon Tobacco Quit Line by calling 800-QUIT-NOW or registering at [quitnow.net/Oregon](http://quitnow.net/Oregon).

## **Policy 1009 Student Background Investigation and Verification Reporting Requirement**

[https://ftp.uws.edu/udocs/Public/Policies\\_Public\\_Access/Institutional\\_Policies\\_1000s/Policy1009\\_Student\\_Background\\_Investigation\\_and\\_Verification\\_Reporting\\_Requirement.pdf](https://ftp.uws.edu/udocs/Public/Policies_Public_Access/Institutional_Policies_1000s/Policy1009_Student_Background_Investigation_and_Verification_Reporting_Requirement.pdf)

To help create a safe campus community for patients, students, employees, guests and others, University of Western States requires background investigation and verification reports for all students. Applicants for admission into a UWS academic or clinical program are required to disclose any conviction, pending charges or indictments for crimes, and are required to disclose any notice by a governmental agency in any jurisdiction of exclusion or substantiated findings of perpetrating abuse, neglect, exploitation or abandonment.

Students applying for acceptance in all programs are required to submit to a background investigation and verification report upon conditional acceptance to the program. Refusing to submit to a background investigation or providing false or misleading information regarding background information are grounds for application denial or immediate dismissal from the university.

Once the initial background investigation is completed, students are required to report, in writing, any subsequent arrests, charges or indictment to the program director or dean within two business days of the incident. Failure to meet this requirement constitutes grounds for immediate dismissal.

Falsification of information, including omission of relevant information or the inclusion of misleading information, constitutes grounds for denial of admission or immediate dismissal from all academic programs. Students involved in criminal activity while in attendance at the university may be subject to disciplinary action, including immediate dismissal, in accordance with university policies.

A background investigation and verification report is valid for the duration of enrollment as long as the student is continuously enrolled, and the student reports any subsequent arrest or indictment. A student who has an interruption in enrollment is required to complete a new background check. An interruption in enrollment is defined as non-enrollment of two or more quarters in the academic program. An officially approved leave of absence is considered as having a break in enrollment if it lasts two or more quarters, for purposes of this policy. Students who apply to additional programs will

be required to complete an additional background check associated with the application to that program if there has been a break in enrollment.

Non-UWS facilities may require a repeat background check. The criteria used by rotation or internship sites not affiliated with UWS may be more stringent than those used by the university, and may prohibit some students from completing an internship or practicum.

Background investigation and verification reports may reveal findings and conditions that potentially preclude a student from obtaining a jurisdictional registration, permit, or license. Applicants and students are required to contact the appropriate regulatory or licensing body of the jurisdiction they intend to practice in to determine if any information contained in these background reports will negatively impact their ability to obtain a registration, permit, or license. University of Western States takes no responsibility to ensure that students or graduates meet background jurisdictional requirements for licensure or other related regulatory approval.

### **Rights**

Applicants and students have the right to review the information reported in the background investigation and verification report for accuracy and completeness, explain any findings in writing, and request authentication of the accuracy of the information contained in the report. Such review is afforded the applicant or student prior to any final decision of application denial or dismissal.

Based on the information contained in the background investigation and verification report, and any response from the applicant or student, the appropriate university officials will render a decision regarding approval of the student for acceptance to the program. Criteria for review shall include the nature of the crimes, how much time has elapsed, the circumstances relating to the crimes, age at time of crime, treatment and rehabilitation (if any), patterns of behavior, and any other facts or circumstances deemed relevant. The decision is subject to appeal in accordance with Policy 9009 Grievance and Appeal.

### **Confidentiality and Record Retention**

Background investigation and verification reports, along with any other submitted information, are confidential and are only reviewed by designated university officials and affiliated clinical facilities in accordance with the Family Educational Records and Privacy Act (FERPA). Background investigation and verification reports and other submitted information are maintained in accordance with Policy 1231 Student Record Retention and Disposal.

### **Appeal**

Students may appeal decisions related to this policy in accordance with Policy 9009 Grievance and Appeal.

### **Policy 3403 Criminal Records and Administrative Sanctions/Restrictions**

[https://ftp.uws.edu/udocs/Public/Policies\\_Public\\_Access/Human\\_Resources\\_Policies\\_3400s/Policy3403\\_Criminal\\_Records\\_Sanctions\\_or\\_Restrictions.pdf](https://ftp.uws.edu/udocs/Public/Policies_Public_Access/Human_Resources_Policies_3400s/Policy3403_Criminal_Records_Sanctions_or_Restrictions.pdf)

The university is committed to associating itself with faculty, staff and other authorized university representatives that comport themselves with integrity and exemplary professional conduct.

An employee or duly authorized university agent who, upon application for or during the course of employment and/or business relationship with the university must immediately disclose the final disposition of any such action noted below, regardless of its origin or nature, to their immediate supervisor, official university contact, and to the office of human resources. Such actions include:

1. Having been found guilty or responsible for wrongdoing by a criminal court.
2. Having been the subject of any disciplinary sanction or restriction by a jurisdictional licensing board or authority. Any such findings by an administrative authority or civil court (other than minor traffic citations) may subject the individual to disciplinary action by the university up to and including immediate

termination of employment for cause, and/or immediate termination of any business relationships with the university, depending on the nature, circumstances and severity of the offense.

The university may also choose to conduct an independent investigation into any matter involving alleged criminal or administrative misconduct and may, at the sole discretion of the university, impose disciplinary sanctions even in the absence of formal action by a criminal court or administrative authority.

### **Policy 1018 Weapons on Campus**

[https://ftp.uws.edu/udocs/Public/Policies\\_Public\\_Access/Institutional\\_Policies\\_1000s/Policy1018\\_Weapons\\_on\\_Campus.pdf](https://ftp.uws.edu/udocs/Public/Policies_Public_Access/Institutional_Policies_1000s/Policy1018_Weapons_on_Campus.pdf)

UWS desires to protect the well-being of all members of the UWS community and to ensure campus safety. To meet this goal, university policy prohibits firearms and other weapons on any campus or UWS non-campus location. A weapon is any firearm or implement as defined by Oregon statutes. Specifically, students, employees and others performing services for the university (including temporary employees, consultants, contractors and vendors) are prohibited from carrying, possessing or using guns or other dangerous weapons or devices for any purpose at any time on university premises. This includes weapons (e.g., firearms, including hunting rifles) kept in vehicles on university property.

Weapons and other dangerous devices are also prohibited off of university premises while on university business or at university-sponsored events. Persons who possess a concealed-weapons permit are requested voluntarily to comply with the intent of this policy. On-duty campus security officers and other law enforcement individuals are allowed to possess weapons on the UWS campus, if so legally empowered.

It is not the purpose of this policy to restrict knives, scalpels or other such objects used within the academic program, campus maintenance or maintenance of campus equipment, the preparation or consumption of food, utility tools or tools typically found in a vehicle trunk. Although these objects are used and allowed on the UWS campus, they should be used for their intended purposes and not as weapons.

Anyone who observes or has knowledge of someone violating this policy should immediately report the incident to the office of campus safety. The observer should be prepared to provide any relevant information that caused him or her to observe or suspect the violation.

Campus safety personnel, management staff and the president have the right to confiscate weapons from persons who are in violation of this policy. Weapons are held by the university while an investigation of the incident is conducted. Failure to adhere to the university's weapons policy or failure to cooperate in an investigation is grounds for disciplinary action, up to and including immediate termination of employment or suspension or dismissal from the academic program.

### **Policy 1013 (B) Equal Opportunity and Non-Discrimination**

[https://ftp.uws.edu/udocs/Public/Policies\\_Public\\_Access/Institutional\\_Policies\\_1000s/Policy1013B\\_Equal\\_Opportunity\\_and\\_Non\\_Discrimination.pdf](https://ftp.uws.edu/udocs/Public/Policies_Public_Access/Institutional_Policies_1000s/Policy1013B_Equal_Opportunity_and_Non_Discrimination.pdf)

University of Western States affirms and actively promotes the right of all individuals to equal opportunity in education and employment without regard to race, creed, color, sex, sexual orientation, gender identity, marital status, familial status, national origin, religion, age, physical and mental disability, genetic information, family medical history, legal source of income, veteran status, or other status protected by law.

This policy applies to all employees, students, board members, volunteers and contractors. All employees involved in hiring and promoting employees or involved in the development of university programs or activities are charged to support this effort. Any concerns about student discrimination or harassment should be reported to the dean of student services. Any concerns about employee discrimination or harassment should be reported to the director of human resources. Any other concerns about discrimination or harassment should be reported to the office of the president.

The Board of Trustees charges the administration to assure that non-discrimination is aggressively enforced in all aspects of the university.

## **Policy 9005 Counseling and Confidentiality**

[https://ftp.uws.edu/udocs/Public/Policies\\_Public\\_Access/Student\\_Policies\\_9000s/Policy9005\\_Counseling\\_and\\_Confidentiality.pdf](https://ftp.uws.edu/udocs/Public/Policies_Public_Access/Student_Policies_9000s/Policy9005_Counseling_and_Confidentiality.pdf)

Any member of the university community who provides counseling assistance to any other member of the university community or their spouse shall guard the information shared during such session and not divulge this information to anyone else unless expressly authorized to do so by the person(s) involved. Records of counseling sessions will be kept in a secure place and will be the personal property of the staff member who is providing the assistance. Records will not be made available to anyone else unless authorized by the person/s receiving the assistance.

### **Exception**

Anyone who offers assistance through the counseling center is legally and morally obligated to uphold the law and is compelled to act in such a manner as to prevent the death or injury of the person(s) seeking assistance as well as other persons and to prevent other criminal actions against other persons or property. Information which is offered during a counseling session will be used without the permission of those providing it to prevent any criminal acts as outlined above. Information which indicates a violation of university policy that does not involve a criminal act against one's self, other persons or property will be held in the strictest confidence.

## **Policy 9001 Student Conduct**

[https://ftp.uws.edu/udocs/Public/Policies\\_Public\\_Access/Student\\_Policies\\_9000s/Policy9001\\_Student\\_Conduct.pdf](https://ftp.uws.edu/udocs/Public/Policies_Public_Access/Student_Policies_9000s/Policy9001_Student_Conduct.pdf)

The demonstration of personal and professional ethics and integrity are considered an integral part of the academic programs of the institution. Students are required to conduct themselves in a professional manner throughout their enrollment.

The following list represents behaviors that are considered inappropriate. The list is not all-inclusive. Violations of the expectations for student behavior that are generally accepted by the university faculty and administration may subject the student to disciplinary action including dismissal. The university reserves the right to address any behavior it deems inappropriate.

### **The following behaviors or actions will not be tolerated:**

1. Disruption of the educational process (classes, labs, assemblies, seminars/workshops, registration, the operation of the university's clinics, online discussion forums, etc.).
2. All forms of academic cheating, fraud and dishonesty, including but not limited to plagiarism, copyright violation, buying and selling course assignments and research papers, performing academic assignments (including tests and examinations) for other persons, unauthorized disclosure and receipt of academic information, inappropriate use of technology and other practices commonly understood to be dishonest.
3. Falsification of identity whether in admissions application, or course enrollment, and/or on a test/examination or assignment including any distance (online) work.
4. Lying or falsification of academic or official records (applications, transcripts, reports, papers, examinations, registration or financial aid materials, forms, checks, clinic records, etc.)
5. Unlawfully providing any health care services or treatment.
6. Engaging in high-velocity low-amplitude joint manipulation in an unauthorized instructional or review setting.
7. Damage to or destruction of university property. Unauthorized entry to or use of university property or facilities, including but not limited to: buildings, grounds, files, offices, records, equipment or unauthorized possession of keys to same.
8. Theft of property, whether university property or another's personal property.
9. Disrespect or lack of consideration for fellow students, staff members, faculty members, administrators or patients. Students who have disagreements or disputes with fellow students, faculty members or administrators are to make every reasonable attempt to resolve the situation in a calm

and professional manner. Students are to make use of established appeal and grievance (complaint) procedures.

10. Verbal abuse or use of profanity.
11. Indecent, disorderly, lewd or obscene conduct.
12. Personal threat, coercion or intimidation, sexual misconduct, physical assault or injury.
13. Failure to comply with official requests or university policies.
14. Smoking or other forms of tobacco or marijuana use on campus.
15. Being under the influence of alcohol, marijuana or illicit drugs while on-campus or off-campus at university sponsored clinical or educational activities.
16. Unauthorized placement or removal of postings on campus.
17. Gambling on campus.
18. Conviction of a felony while enrolled.
19. Lack of personal hygiene and personal grooming, unkempt and/or otherwise inappropriate attire. Students are to maintain a level of cleanliness, grooming and appearance that is consistent with standards of a health care professional. Additionally, students in clinical rotations are to comply with the dress code outlined in applicable clinic manuals under the discretion of the clinic faculty and administration.

Violations of the above conduct standards are to be reported in writing to the dean of students.

### Addendum A - Crime Statistics: 2015-2017

Note: the shaded lines represent the total count of each non-shaded section immediately below.

#### 2017 University of Western States Clery Act Offenses

ID	Address/Location	Murder/Non-negligent Manslaughter	Negligent Manslaughter	Sex Offenses	Robbery	Aggravated Assault	Burglary	Motor Vehicle Theft	Arson	Illegal Weapons Possession Arrests
	<b>Main Campus; Portland, OR</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>
1	2900 NE 132nd Avenue	0	0	0	0	0	1	1	0	0
	<b>Health Centers of UWS - Downtown; Portland, OR</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>
2	315 SW 4th Avenue	0	0	0	0	0	0	0	0	0
2A	300 Block SW 4th Avenue	0	0	0	0	0	0	0	0	0
2B	SW Oak Street & SW 4th Avenue	0	0	0	0	0	0	0	0	0
2C	SW Stark Street & SW 4th Avenue	0	0	0	0	0	0	0	0	0
	<b>Health Centers of UWS - East; Portland, OR</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>
3	12141 NE Halsey Street	0	0	0	0	0	0	0	0	0
3A	NE Halsey Street & NE 122nd Avenue	0	0	0	0	0	0	0	0	0
3B	12615 NE Halsey Street	0	0	0	0	0	0	0	0	0
	<b>Health Centers of UWS - Gresham; Gresham, OR</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>
4	1304 NW Civic Drive	0	0	0	0	0	0	0	0	0

#### 2017 University of Western States Clery Act Offenses

ID	Address/Location	Illegal Weapons Possession Referrals	Drug Law Arrests	Drug Law Referrals	Liquor Law Arrests	Liquor Law Referrals	Hate Crimes	Domestic Violence	Dating Violence	Stalking
	<b>Main Campus; Portland, OR</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>
1	2900 NE 132nd Avenue	0	0	0	0	0	0	0	0	0
	<b>Health Centers of UWS - Downtown; Portland, OR</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>
2	315 SW 4th Avenue	0	0	0	0	0	0	0	0	0
2A	300 Block SW 4th Avenue	0	0	0	0	0	0	0	0	0
2B	SW Oak Street & SW 4th Avenue	0	0	0	0	0	0	0	0	0
2C	SW Stark Street & SW 4th Avenue	0	0	0	0	0	0	0	0	0
	<b>Health Centers of UWS - East; Portland, OR</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>
3	12141 NE Halsey Street	0	0	0	0	0	0	0	0	0
3A	NE Halsey Street & NE 122nd Avenue	0	0	0	0	0	0	0	0	0
3B	12615 NE Halsey Street	0	0	0	0	0	0	0	0	0
	<b>Health Centers of UWS - Gresham; Gresham, OR</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>
4	1304 NW Civic Drive	0	0	0	0	0	0	0	0	0

#### 2016 University of Western States Clery Act Offenses

ID	Address/Location	Murder/Non-negligent Manslaughter	Negligent Manslaughter	Sex Offenses	Robbery	Aggravated Assault	Burglary	Motor Vehicle Theft	Arson	Illegal Weapons Possession Arrests
	<b>Main Campus; Portland, OR</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
1	2900 NE 132nd Avenue	0	0	0	1	0	1	0	0	0
	<b>Health Centers of UWS - Downtown; Portland, OR</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
2	315 SW 4th Avenue	0	0	0	0	0	0	0	0	0
2A	300 Block SW 4th Avenue	0	0	0	0	0	0	0	0	0
2B	SW Oak Street & SW 4th Avenue	0	0	0	0	0	0	1	0	0
2C	SW Stark Street & SW 4th Avenue	0	0	0	0	1	0	0	0	0
	<b>Health Centers of UWS - East; Portland, OR</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
3	12141 NE Halsey Street	0	0	0	0	0	0	0	0	0
3A	NE Halsey Street & NE 122nd Avenue	0	0	0	0	1	0	0	0	0
3B	12615 NE Halsey Street	0	0	0	0	0	0	0	0	0
	<b>Health Centers of UWS - Gresham; Gresham, OR</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>
4	1304 NW Civic Drive	0	0	0	0	0	0	0	0	0
	<b>Health Centers of UWS - Salem; Salem, OR</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>
5	4000 Lancaster Dr. NE Building 8	0	0	0	0	0	0	0	0	0

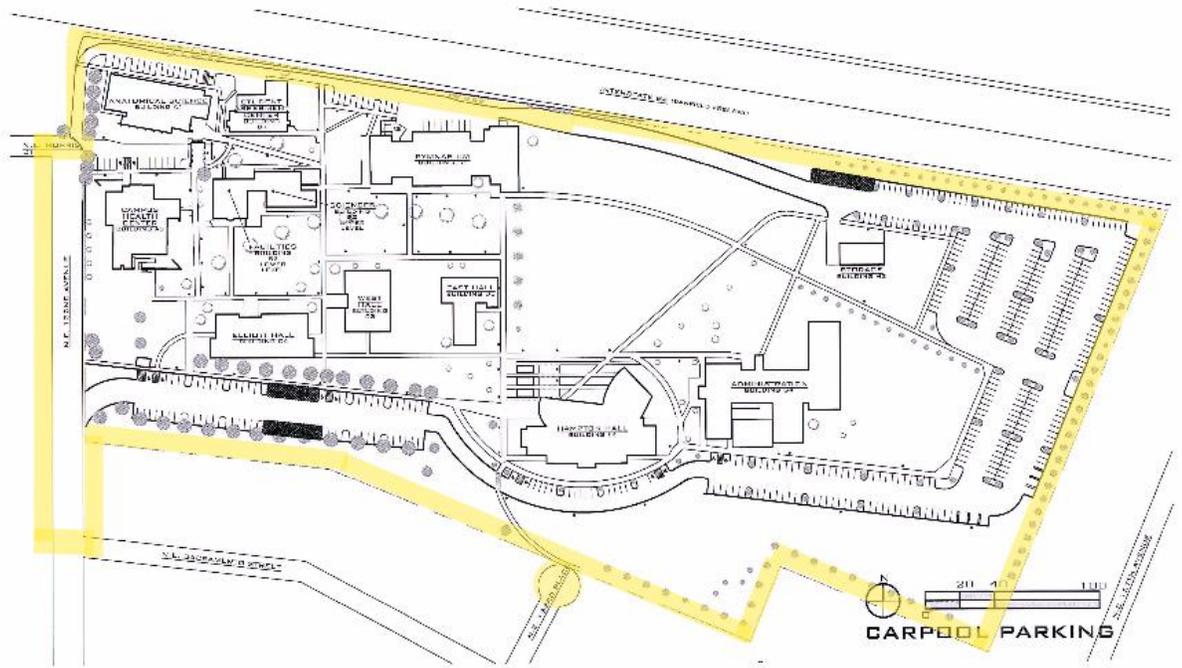
2016 University of Western States Clery Act Offenses											
ID	Address/Location	Illegal Weapons Possession Referrals	Drug Law Arrests	Drug Law Referrals	Liquor Law Arrests	Liquor Law Referrals	Hate Crimes	Domestic Violence	Dating Violence	Stalking	
	<b>Main Campus; Portland, OR</b>	0	0	0	0	0	0	0	0	1	
1	2900 NE 132nd Avenue	0	0	0	0	0	0	0	0	1	
	<b>Health Centers of UWS - Downtown; Portland, OR</b>	0	1	0	10	0	0	0	0	0	
2	315 SW 4th Avenue	0	0	0	0	0	0	0	0	0	
2A	300 Block SW 4th Avenue	0	0	0	1	0	0	0	0	0	
2B	SW Oak Street & SW 4th Avenue	0	1	0	2	0	0	0	0	0	
2C	SW Stark Street & SW 4th Avenue	0	0	0	7	0	0	0	0	0	
	<b>Health Centers of UWS - East; Portland, OR</b>	0	3	0	0	0	0	0	0	0	
3	12141 NE Halsey Street	0	0	0	0	0	0	0	0	0	
3A	NE Halsey Street & NE 122nd Avenue	0	3	0	0	0	0	0	0	0	
3B	12615 NE Halsey Street	0	0	0	0	0	0	0	0	0	
	<b>Health Centers of UWS - Gresham; Gresham, OR</b>	0	0	0	0	0	0	0	0	0	
4	1304 NW Civic Drive	0	0	0	0	0	0	0	0	0	
	<b>Health Centers of UWS - Salem; Salem, OR</b>	0	0	0	0	0	0	0	0	0	
5	4000 Lancaster Dr. NE Building 8	0	0	0	0	0	0	0	0	0	

2015 University of Western States Clery Act Offenses											
ID	Address/Location	Murder/Non-negligent Manslaughter	Negligent Manslaughter	Sex Offenses	Robbery	Aggravated Assault	Burglary	Motor Vehicle Theft	Arson	Illegal Weapons Possession Arrests	Illegal Weapons Possession Referrals
	<b>Main Campus; Portland, OR</b>	0	0	0	0	0	1	2	0	0	0
1	2900 NE 132nd Avenue	0	0	0	0	0	1	2	0	0	0
	<b>Health Centers of UWS - Downtown; Portland, OR</b>	0	0	0	0	0	0	0	0	0	0
2	315 SW 4th Avenue	0	0	0	0	0	0	0	0	0	0
2A	300 Block SW 4th Avenue	0	0	0	0	0	0	0	0	0	0
2B	SW Oak Street & SW 4th Avenue	0	0	0	0	0	0	0	0	0	0
2C	SW Stark Street & SW 4th Avenue	0	0	0	0	0	0	0	0	0	0
2D	225 W Burnside Avenue	0	0	0	0	0	0	0	0	0	0
	<b>Health Centers of UWS - East; Portland, OR</b>	0	0	0	0	0	0	0	0	0	0
3	12141 NE Halsey Street	0	0	0	0	0	0	0	0	0	0
3A	NE Halsey Street & NE 122nd Avenue	0	0	0	0	0	0	0	0	0	0
3B	5847 NE 122nd Avenue	0	0	0	0	0	0	0	0	0	0
	<b>Health Centers of UWS - Gresham; Gresham, OR</b>	0	0	0	0	0	0	0	0	0	0
4	1304 NW Civic Drive	0	0	0	0	0	0	0	0	0	0
	<b>Health Centers of UWS - Salem; Salem, OR</b>	0	0	0	0	0	0	0	0	0	0
5	4000 Lancaster Dr. NE Building 8	0	0	0	0	0	0	0	0	0	0

2015 University of Western States Clery Act Offenses											
ID	Address/Location	Illegal Weapons Possession Referrals	Drug Law Arrests	Drug Law Referrals	Liquor Law Arrests	Liquor Law Referrals	Bias Crimes	Domestic/Dating Violence	Stalking		
	<b>Main Campus; Portland, OR</b>	0	0	0	0	0	0	0	1		
1	2900 NE 132nd Avenue	0	0	0	0	0	0	0	1		
	<b>Health Centers of UWS - Downtown; Portland, OR</b>	0	2	0	2	0	0	1	0		
2	315 SW 4th Avenue	0	0	0	0	0	0	0	0		
2A	300 Block SW 4th Avenue	0	0	0	0	0	0	0	0		
1	SW Oak Street & SW 4th Avenue	0	1	0	1	0	0	0	0		
2C	SW Stark Street & SW 4th Avenue	0	1	0	1	0	0	1	0		
2D	225 W Burnside Avenue	0	0	0	0	0	0	0	0		
	<b>Health Centers of UWS - East; Portland, OR</b>	0	2	0	0	0	0	1	0		
3	12141 NE Halsey Street	0	0	0	0	0	0	0	0		
3A	NE Halsey Street & NE 122nd Avenue	0	2	0	0	0	0	1	0		
3B	5847 NE 122nd Avenue	0	0	0	0	0	0	0	0		
	<b>Health Centers of UWS - Gresham; Gresham, OR</b>	0	0	0	0	0	0	0	0		
4	1304 NW Civic Drive	0	0	0	0	0	0	0	0		
	<b>Health Centers of UWS - Salem; Salem, OR</b>	0	0	0	0	0	0	0	0		
5	4000 Lancaster Dr. NE Building 8	0	0	0	0	0	0	0	0		

Addendum B – Maps

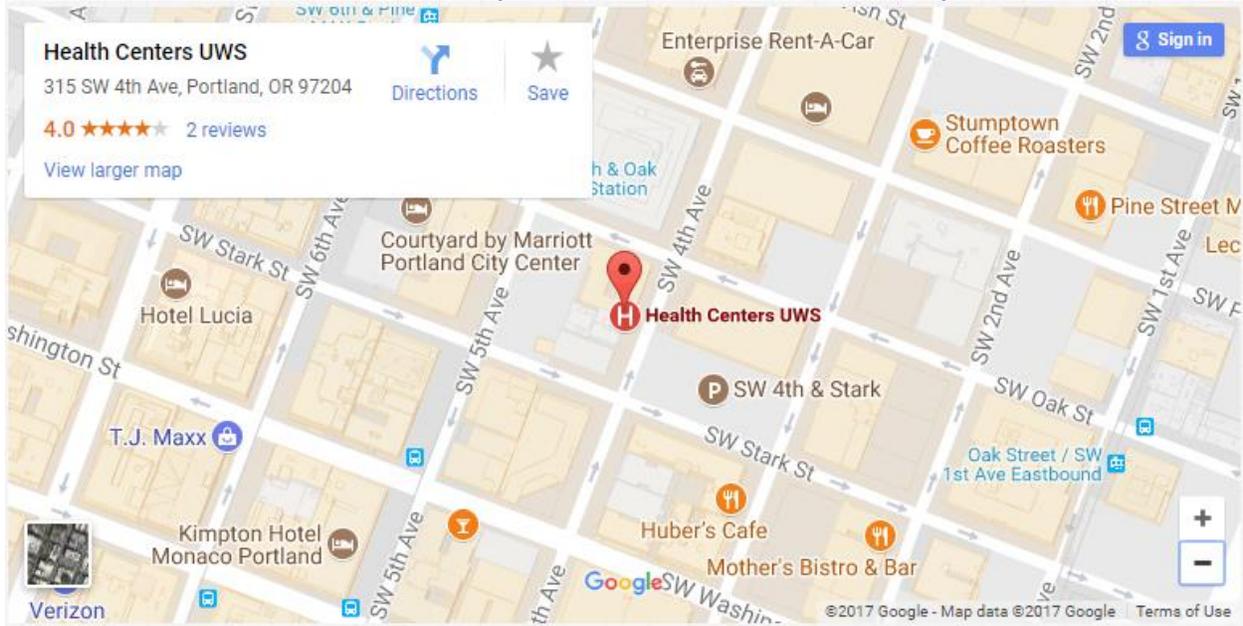
1. University of Western States - Main Campus (2900 NE 132nd Avenue; Portland, Ore.)



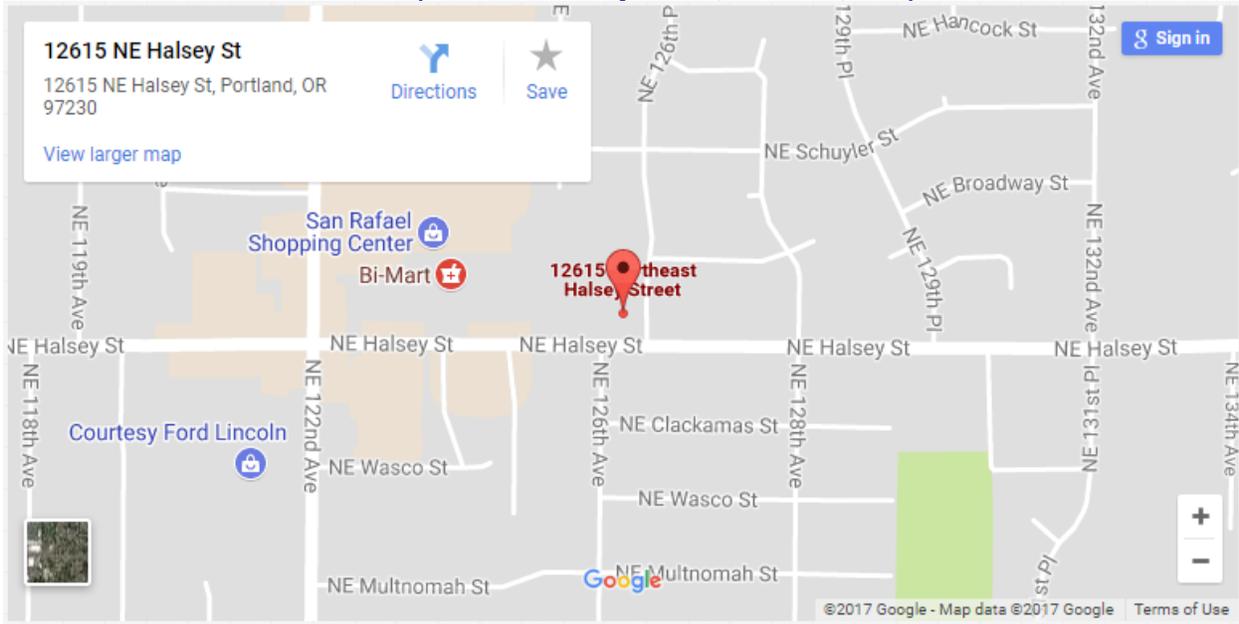
UNIVERSITY OF WESTERN STATES  
Main Campus Clery Boundary Map

ORIGINAL ISSUE DATE: 04/09/2015  
REVISION DATE: 04/09/2015

2. Health Centers of UWS – Downtown (315 NW 4th Avenue; Portland, Ore.)



**3. Health Centers of UWS – East (12615 NE Halsey Street; Portland, Ore.)**



**4. Health Centers of UWS – Gresham (1304 NW Civic Drive; Gresham, Ore.)**

