



## ANNUAL SECURITY REPORT

### WHAT YOU NEED TO KNOW ABOUT

#### CAMPUS SAFETY AND SECURITY

**541-517-5197**

#### PUBLIC SAFETY

Bushnell University is committed to the safety and welfare of all campus members and visitors. Bushnell contracts campus security with Premier Security. The VP for Enrollment & Student Development and the Director of Residence Life & Student Services work closely with Premier to provide a comprehensive campus security program for our campus.

#### CAMPUS SAFETY RESPONSE

**For Emergency help, dial 911.**

**Campus Safety and Security, 24 hours/day, 7 days/week: call 541-517-5197.**

Campus Security is provided by Premier Security. Premier provides a number of services to students, staff, and faculty. Included are checking buildings to ensure they are locked after hours, responding to trespassers on University property, providing escort to or from various places on campus after dark, and assisting with any safety-related incident on campus. Premier officers are equipped with a cellular phone so they can be reached in an emergency, as well as call 911 for emergency assistance. Campus security procedures and practices are reviewed annually at hall meetings and can be found in the Bushnell Student Handbook.

**Residence Life at 541-517-1379.**

Additionally the Residence Life staff has a Resident Assistant (RA) on call every evening and on weekends. RAs can be reached by cell phone at 541-517-1379.

**Local Police, 24 hours/day emergency services.**

Because of our proximity to the University of Oregon, police patrols of the campus neighborhoods are frequent and on a 24-hour-a-day basis. Our local police substation may be called during the daytime from 9:00 a.m. to 5:00 p.m. at 541-682-8350. Lane County operates a 911 emergency phone service for police, fire and medical assistance.

#### REPORTING CRIMES

In the event that a situation arises, either on or off campus, that, in the judgment of the VP for Enrollment & Student Development or his/her designee constitutes an ongoing continuing threat, a campus-wide "timely warning" will be issued. The warning will be issued through the University Emergency Messaging System and/or an email to students, faculty, staff and/or through postings in prominent locations throughout campus buildings. Anyone with information warranting a timely warning should report the circumstances to the Student Life Office at 541-684-7345 or Campus Security at 541-517-5197.

#### Reporting crimes on a voluntary, confidential basis

If you are the victim of a crime and do not want to pursue action within the University judicial system or the criminal justice system, you may still want to consider making a confidential report. With your permission, Campus Security or the VP for Enrollment & Student Development (or his/her designee) can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the University can keep accurate records of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus "Pastoral Counselors" and Campus "Professional Counselors," when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged; if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics.

#### SECURITY AND ACCESS TO CAMPUS FACILITIES

During business hours, the University (excluding certain residence halls) will be open to students, parents, employees, contractors, guests, and invitees. During non-business hours access to all University facilities is by key, if issued.

Residence halls are monitored 24 hours a day. Campus Security and Residence Life Staff patrol and respond to security, safety, and livability issues. The Facilities Department maintains buildings and grounds with a concern for safety. University will test emergency response and evacuation across campus through unannounced annual

drills. Emergency response and evacuation procedures are outlined in the Bushnell Emergency Response Plan.

Over extended breaks, the doors of all halls will be secured 24/7. Some facilities may have individual hours, which may vary at different times of the year. Examples are the Library and Morse Center. In these cases, facilities will be secured according to schedules developed by the department responsible for the facility. Emergencies may necessitate changes or alterations to any posted schedules.

#### FEDERAL CAMPUS CRIME AWARENESS AND CAMPUS SECURITY ACT

This brochure and summary of policies have been provided in an effort to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (1990; last amended 1998) and the Drug-Free School and Communities Act Amendments of 1989 (PL 101-226). Information is reviewed and updated annually. If you have information you want included or have questions, comments or remarks, please contact the VP for Enrollment & Student Development (or his/her designee) at (541) 684-7345.

#### POLICE AUTHORITY

The Eugene Police Department has law enforcement jurisdiction over all parts of the Bushnell campus. Students and staff must cooperate with officers investigating an accident or crime.

Bushnell Campus Security officers have the authority to ask persons for identification and to determine whether individuals have lawful business at Bushnell. Officers do not possess arrest power. Criminal incidents are referred to the local police who have jurisdiction on the campus. Officers maintain a professional working relationship with the Eugene Police Department.

Students and staff are urged to promptly contact Campus Security (541-517-5197) and/or the Director of Residence Life & Student Services (541-684-7345) regarding a crime on campus. Failure to do so will compromise the security and safety of the campus community and perhaps the community at large.

#### ALCOHOL AND/OR CONTROLLED SUBSTANCES EDUCATIONAL PROGRAMMING & ASSISTANCE

Bushnell's Student Life Office offers educational programming regarding alcohol/illegal drugs in the form of informational programs and bulletin boards. Bushnell's Counseling Clinic offers assessment and counseling for faculty, staff, or students who seek help with substance abuse or addiction.

#### ALCOHOL AND CONTROLLED SUBSTANCES

Bushnell requires students to conduct themselves as role models in faith and practice in the church and world. As a result, promotion, distribution, sale, possession, underage use of alcohol, use of controlled substances, or misuse of

prescription medications is prohibited. Intoxication on campus or at University-sponsored events is prohibited.

- Campus standards do not allow alcoholic beverages, including empty alcohol containers, on campus. Any incident in which a student is found to be in possession of alcohol will be documented as a policy violation. All alcohol and items containing alcohol will be disposed and/or confiscated by University officials (e.g. Resident Assistants and Security).
- Use or possession of alcohol by students off campus is subject to local laws and University disciplinary policies.
- Undesirable behavior resulting from on or off-campus use of alcohol is subject to University disciplinary action.
- No alcohol, drug-related, or similarly offensive posters, stickers, caps, lights, etc. may be displayed in campus housing windows or on the outside of doors. Bottle caps are not allowed on ceilings or walls.
- Due to the risks involved to the health and safety of Bushnell students, competitive drinking events are prohibited both on and off campus. Planning or participating in such events will result in University disciplinary action for organizers and all participants.
- Controlled substances include all recreational/street drugs, including marijuana, plus the NCAA banned drug list (adopted by the NAIA). The use, possession, or trafficking of non-prescription amphetamines and barbiturates, narcotics, LSD, and/or other hallucinogenic agents is a violation of state and/or federal laws. The possession, usage and/or trafficking of any of the above agents is in violation Bushnell policies and can result in suspension, dismissal, or expulsion from the University. All drugs will be confiscated and/or destroyed.
- Possession of drug-related paraphernalia is considered a violation of this policy and will be confiscated and destroyed. Other sanctions may also be imposed at Bushnell's discretion.
- Being under the influence of illicit drugs is considered a violation of this policy.

#### Hosting Gatherings Involving Drugs/Alcohol

Persons who host or in any way assist or promote a gathering (on or off campus) that includes alcohol given to underage persons, underage consumption of alcohol, illegal drug usage, or any drunkenness will be subject to disciplinary action. Those living at the location where the party is held

may be held responsible as host regardless of who provides the alcohol.

### **Marijuana**

Marijuana use or smoking of any kind, including edibles and all vapor products is prohibited according to federal law.

### **Tobacco**

Tobacco use or smoking of any kind, including smokeless tobacco and all vapor products is prohibited on campus.

### **ALCOHOL/SUBSTANCE DRUG TESTING POLICY**

The intent of this policy is to prevent substance use and abuse by students through education, testing, and professional guidance. The University recognizes its responsibility to provide educational programming that will support a positive decision making process. Bushnell University and the Athletic Department believe that drug testing based on reasonable suspicion is appropriate to ensure the health, safety, and welfare of students; to promote fair competition in intercollegiate athletics; to affirm compliance with applicable rules and regulations on drug and alcohol abuse; to identify students who are improperly using drugs or alcohol; and to assist them before they harm themselves or others. Professional counseling is an essential element of an effective program of treatment and rehabilitation.

- Education – providing students and athletic staff with accurate information about problems associated with substance use in general and in sport, promoting health and safety.
- Testing – analyzing biological specimens to detect prohibited substances students may introduce to their bodies and punitive consequences resulting from use.
- Professional Referral – facilitating appropriate treatment and rehabilitation of students.

### **Dietary Supplements**

The University or Athletic Department personnel shall not encourage or advise any student to take performance-enhancing or non-therapeutic drugs. Furthermore, they shall not issue or assist students in obtaining any performance-enhancing or non-therapeutic drugs. Many dietary supplements or ergogenic aids contain banned substances and could result in a positive drug test. Often times the labeling of dietary supplements is not accurate and is misleading. Student athletes currently taking dietary supplements or intending to take any should review the product with the team physicians and/or athletic training staff prior to use. Additional information about dietary

supplements may be found at [www.drugfreesport.com/](http://www.drugfreesport.com/).

### **POLICIES & PROCEDURES REGARDING SEXUAL ASSAULT & TITLE IX**

#### **What is Title IX?**

*“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any education program or activity receiving Federal financial assistance.” (20 U.S.C. Sec. 1691)*

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination on the basis of sex in federally funded education programs and activities, including but not limited to athletic programs that receive federal funding. Under Title IX, discrimination on the basis of sex can include sexual harassment, sexual assault and sexual violence.

#### **Institutional Compliance with Title IX**

It is Bushnell University’s policy to provide an educational environment free of all forms of sex discrimination, including but not limited to unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communications constituting sexual harassment, as defined in this policy and as otherwise prohibited by state and federal statutes. Sexual harassment, including acts of sexual assault and sexual violence, is a form of sex discrimination and is prohibited at Bushnell. This prohibition against discrimination on the basis of sex applies to all students, faculty and staff, to other members of the Bushnell community, and to contractors, consultants, and vendors doing business or providing services to the school.

In accordance with Title IX, the president of Bushnell University has designated the following Title IX Coordinator as the primary contacts responsible for implementing and monitoring Bushnell’s compliance with Title IX:

Jocelyn Hubbs, Assistant Vice President for Financial Services

The Title IX Coordinator is responsible for the coordination of training, education, communications, and administration of the complaint and grievance procedures for the handling of suspected or alleged violations of Title IX. Bushnell’s Student Life Office in partnership with the Title IX Coordinator offers educational programming regarding Title IX issues, including survivor support, bystander intervention, and the prevention of dating violence, domestic violence, sexual assault and stalking in the form of informational programs and bulletin boards.

#### **When Should I Contact a Title IX Coordinator?**

Any student, faculty or staff member who has concerns about sex discrimination, including but not limited to acts of

sexual harassment, sexual assault, or sexual violence, is encouraged to seek the assistance of the Title IX Coordinator identified above.

#### **Contact a Title IX Coordinator if you:**

- Wish to understand your options if you think that you may have encountered sex discrimination, sexual harassment, sexual assault, or sexual violence.
- Learn of a situation that you feel may warrant an institutional investigation.
- Need help on how to handle a situation in which you are indirectly affected.
- Want information about possible informal remedies or administrative measures to de-escalate or alleviate a difficult situation.
- Have questions about Bushnell’s policies and procedures.

Abusive sexual behavior is harmful to both the learning environment and the sense of community the University seeks to foster among students, faculty, staff and administration. All members of the University community have an obligation to act responsibly in the realm of sexuality. Any student who, either individually or in concert with others, participates in any of the following misconduct is subject to University discipline including suspension, dismissal, and/or expulsion.

#### **Confidentiality**

Conversations with all University employees that are related to Title IX are kept as confidential as possible, but information about incidents of suspected violations of Title IX are legally mandated to be shared to the extent necessary to conduct an investigation and take any corrective action deemed appropriate by the University. The only two categories exempt from reporting a suspected violation of Title IX are counseling sessions that take place within the Counseling Center and pastoral counseling sessions with the Campus Pastor in the Office of Student Life.

#### **Confidential On-Campus Support**

- Counseling Center
- Pastoral Support via Office of Student Life

#### **Off-Campus Support**

- Sexual Assault Support Services (SASS) 24/7 Hotline (541-343-7277, 1-800-788-4727)
- Lane County Victim’s Assistance Programs (541-682-4523)
- Department of Human Services (541-686-7555)
- Eugene City Victim’s Assistance Program (541-682-8432)

#### **Reporting Options**

- Title IX Coordinator:  
Jocelyn Hubbs, Assistant Vice President for Financial Services (541-684-7219)
- Office of Student Life (541-684-7345)
- Security (541-517-5197)
- Non-Emergency Eugene Police (541-682-5111)

#### **Filing a Report**

To initiate an investigation regarding a Title IX violation or sexual assault, please contact one of the reporting options above or submit an online report via the website or on MyBushnell. For more information on Bushnell’s Title IX procedures, please visit [www.bushnell.edu/knowmore](http://www.bushnell.edu/knowmore).

#### **Consent**

Consent means informed, freely and actively given, mutually understandable words or communications by a person capable of giving consent that indicate a willingness to participate in mutually agreed upon sexual activity. Consent obtained through use of force (actual or implied, immediate or future), whether that force consists of physical force, threats, intimidation, or coercion, is invalid. Consent may not be demonstrated by lack of resistance, silence, a previous relationship, or a current relationship. Intoxication may invalidate consent and does not negate the need to obtain consent. A person who is not of legal age, who is incapacitated by physical or mental illness, who is mentally or physically incapacitated, or who is unconscious or unaware, is incapable of giving consent.

#### **Remember: Sexual assault is NEVER the survivor’s fault.**

Sexual assault can happen to anyone. There is no typical survivor. Statistics indicate that anywhere from 85-90% of all sexual assaults occur between people who know each other.

If a friend has been assaulted or raped:

- *Listen and be supportive.*
- *Encourage your friend to immediately contact the appropriate resources.*
- *Stay with your friend during interviews and examinations if she or he wants you to do so.*
- *Take care of yourself. You may need to talk with someone about how this has affected you. The resources listed in this section are for you as well.*

If you have been assaulted or raped, you have control of the choices you can make. Following are recommendations to assist you in dealing with this crime:

- *Do not blame yourself. Sexual assault is NEVER the survivor's fault.*
- *Go to a safe location.*
- *Seek medical attention immediately.*

### Reporting Sexual Misconduct to Law Enforcement

If you have experienced sexual misconduct, know that Bushnell is here to help. You have choices in who you report the incident to, if you report the incident, and the steps you choose to take.

Students are encouraged to report any prohibited conduct that may constitute a crime to local law enforcement immediately. Police have unique legal authority to seek and execute search warrants, to collect forensic evidence and to make an arrest when supported by probable cause to believe a crime has been committed. Police can also assist when seeking a Personal Protection Order (PPO).

A Protective Order is a legal order issued by a court which requires one person to stop harming another. PPOs can be requested through the Lane County District Attorney. Forms are available at the Lane County Courthouse information booth located on the second floor of the Lane County Courthouse (125 E. 8th Ave, Eugene). Trained advocates in Victim Services (located on the fourth floor of the Courthouse) are available to provide assistance with the forms and refer you to available community resources. If you are unsure as to what type of protective order you qualify for, please ask. Protective Orders are FREE in Oregon.

For questions about PPOs and the process, please contact the Lane County District Attorney Victim Services Program at (541) 682-4523.

### Forensic Sexual Assault Examinations

Forensic and other evidence may be collected even if you chose not to make a report to law enforcement. Having evidence collected before it is lost is very important because it reserves your right to have evidence available until you are ready to make a decision.

If you are interested in a forensic sexual assault examination, please visit PeaceHealth Sacred Heart Medical Center.

Things to Know Before Your Forensic Exam

If the sexual assault occurred within the past 72 hours, it is important that you NOT:

bathe  
 douche  
 smoke  
 discard or wash clothing (store in a paper bag)  
 clean the bed/linen/area where you were assaulted (if applicable)

Refraining from the above will preserve evidence which could strengthen your case if you decide to obtain a personal protection order or in proving that the alleged criminal offense occurred or is occurring.

### Academic or Campus Housing Changes

The Director of Residence Life will work with all parties involved to make academic or housing accommodations to provide for the wellbeing of each student during and after an investigation.

### SEXUAL HARASSMENT

Any sexual advances, requests or demands for sexual favors and/or other physical, verbal or visual conduct of a sexual nature constitute sexual harassment when:

1. Such conduct has the purpose or effect of substantially interfering with an individual's work or academic performance, creating an intimidating, hostile or offensive work, learning, living, or campus environment.
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting the individual.
3. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic program.

The University prohibits the following behaviors:

#### *Verbal Sexual Harassment:*

- Conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments, obscene phone calls or voice mail or e-mail messages.
- Threats or demands to submit to sexual requests as a condition of continued employment or academic advancement, or to avoid some other loss.
- Offers of preferential treatment in return for sexual favors and/or retaliation for having reported or threatened to report harassment.

#### *Non-verbal/Visual Sexual Harassment:*

- Display of or references to derogatory and/or sexuality-oriented posters, photographs, cartoons, drawings or gestures.
- Exposure (i.e. "mooning", "streaking"), or other lewd behaviors.

#### *Physical Sexual Harassment:*

- Conduct such as unwanted touching, blocking normal movement or interfering with work or study.

### ***Pertinent Federal Legislation***

The Student Right-to-Know and Campus Security Act of 1990 and the Campus Sexual Assault Victim's Bill of Rights Amendment of the 1992 Higher Education Reauthorization

Act (copies of which can be found in the Residence Life Office) require Universities to report accurate statistics regarding sexual assaults and rapes.

### SEX OFFENDER REGISTRATION

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the *Jeanne Clery Act* and the Family Educational Rights and Privacy Act of 1974, Bushnell is providing a link to the Oregon State Police Sex Offender Information website. This act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already required to register in a State to provide notice of each institution of higher education in that State at which the person is employed, carries a vocation, or is a student. Registry information provided under this section shall be used for the purposes of the administration of criminal justice, screening of current or prospective employees, volunteers or otherwise for the protection of the public in general and children in particular. **Unlawful use of the information for purposes of intimidating or harassing another is prohibited and willful violation shall be punishable by law.** The Oregon State Police is responsible for maintaining this registry. Follow the link below to access the Oregon State Police website.

<http://egov.oregon.gov/OSP/SOR/faqs.shtml>

### CRIME PREVENTION

Both residential and commuter students are given information about campus security each year after arriving on campus. Additionally, campus security is outlined in the student handbook, which is available online. Campus security is discussed in staff meetings and faculty meetings as needs arise.

Crime prevention programs, alcohol or drug abuse educational programs, and sexual assault prevention programs are offered through the Student Life Office. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. When time is of the essence, information is released to the University community through security alerts posted prominently throughout campus and through emails.

**ESCORT PROGRAM:** Campus Safety will provide escorts to students, faculty, and staff to and from their vehicles or campus buildings.

### MISSING STUDENT GUIDELINES

If a person has reason to believe that an on-campus student is missing, efforts will be made to locate the student through the collaboration of the Student Life Office and campus security.

Individuals may report that a student has been missing for 24 hours by calling Campus Security at 541-517-5197 or the VP for Enrollment & Student Development or the Director of Residence Life by calling 541-684-7345. Should the University determine that the student is missing, Bushnell will notify the Eugene Police Department immediately. Bushnell University will contact the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, Bushnell University will notify the student's parent or legal guardian no later than 24 hours after the student is determined to be missing. On-campus residential students have the option to register a confidential contact person to be notified in the case that the student is determined to be missing by contacting the Director of Residence Life at 541-684-7345. Only authorized campus officials and law enforcement officers may have access to the confidential contact information provided by the residential student. The local police department with assistance and cooperation of the University will retain status as the primary investigative unit in missing student cases. If located, verification of the student's state of health and intention of returning to campus will be determined. When appropriate, a referral may be made to the Counseling Center.

