



2012

Annual Security and
Fire Safety Report

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I. INTRODUCTION

Federal law (the “Clery Act”) requires educational institutions to provide all current and prospective students and employees with the security policies and procedures of the College, and crime statistics. These security measures are designed to enhance the safety of all individuals at Linfield College. Further information on the Clery Act may be obtained at <http://clerycenter.org/summary-jeanne-clery-act>.

Observance of College policies, as well as federal, state, and local law is required in order to fulfill the purposes of the educational institution. Although the College strives to provide a safe environment, everyone must take responsibility for their own safety and personal belongings.

This report is prepared by the Linfield College Public Safety Department (“CPS”), in cooperation with local law enforcement agencies, the Office of Student Affairs, and the Office of Environmental Health and Safety.

The Annual Security Report is available on the Internet to all current students and employees of the college at <http://www.linfield.edu/college-public-safety/annual-report.html>. Prospective students may request a copy of the report at the Office of Admission; prospective employees may request a copy at the Office of Human Resources. You may also obtain a copy of this report by contacting CPS, 900 SE Baker Street, McMinnville, Oregon 97128, or (503)-883-7233.

II. LINFIELD COLLEGE PUBLIC SAFETY

For additional information on College policies and procedures, consult the Linfield College personnel policies and procedures documents and handbooks, available online at <http://www.linfield.edu/policy.html>.

A. Department of College Public Safety’s Mission Statement

The mission of Linfield College Public Safety is to foster a safe and secure environment that supports an exceptional educational experience. CPS will establish partnerships with our campus communities based on mutual respect, cooperation, and a commitment to safety. We will do so with the following values:

- **Professionalism** – We will develop our skills, knowledge, and training to best serve the community as public safety professionals.
- **Integrity** – We will conduct ourselves in a manner that is fair, ethical, and legal. We will exhibit the duty and honor for the position entrusted to us, gaining and keeping the community’s trust and confidence.
- **Communication** – We will always listen to the needs and the concerns of our community and follow through to make sure those needs and concerns are addressed.
- **Service** – We will always recognize the significance of serving the public. As such, we are committed to providing excellent service. We will employ processes, policies, and procedures that best serve students, faculty, staff and the public.

All CPS staff members are certified by Oregon’s Department of Public Safety Standards and Training. The McMinnville Campus is staffed 24/7 by CPS. The Portland Campus is staffed 24/7 by Legacy Good

Samaritan Hospital Security with an assigned liaison officer from CPS. CPS patrol persons are not armed; they conduct foot, bike, alternative vehicle and vehicular patrols of campus areas regularly. In addition, a courtesy ride service is provided 24 hours a day. CPS patrol persons enforce college policies, rules and regulations. Local police departments are contacted for any arrest relating to violations of city or state laws. More information can be found on the CPS webpage at: <http://www.linfield.edu/college-public-safety.html>.

B. Reporting Incidents and Emergencies

Any person in immediate danger due to crime or emergency should contact local law enforcement IMMEDIATELY by dialing 911. When the emergency has subsided, the victim should also report the crime as soon as possible to CPS.

For non-emergency situations, any person who is a victim, witness or has knowledge of any criminal activity or other emergency on campus should report it immediately to CPS.

C. Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the College system or the criminal justice system, you may still want to consider making a confidential report. With your permission, the Director or a designee of CPS can file a report on the details of the incident without revealing your identity. A confidential report will preserve your privacy, while assisting the future safety of yourself and others. With such information, the College can keep an accurate record 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. Please note that campus "Professional Counselors" and "Pastoral Counselors," when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion in annual crime statistics. 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 in annual crime statistics.

D. Sexual Misconduct Reporting

Every employee has a responsibility to report incidents of sexual harassment, discrimination and/or misconduct perpetrated against a Linfield student.

Any member of the College community may initiate a case by filing a complaint with one of the following people:

Susan Hopp, Title IX Coordinator/Dean of Students, Melrose 110, (503) 883-2278

Jeff Mackay, Deputy Title IX Coordinator/Assoc. Dean/Director of Residence Life, Melrose 110 (503) 883-2436

Brenda DeVore Marshall, Deputy Title IX Coordinator, Ford Hall 105 (503) 883-2290

Linda Powell, Deputy Title IX Coordinator, Melrose 102 (503) 883-2627

Rebecca Wale, Director of College Public Safety, Cozine 102, (503) 883-2602

The form at http://www.linfield.edu/assets/files/safety/misconductform_-_linfield.pdf can be used to report relationship violence or sexual misconduct on and around campus. It is not necessary for you to be the alleged victim to complete this information. Once completed, the form should be returned to one of the offices below.

Sexual Assault Task Force
Linfield College
900 SE Baker St, Unit A611
McMinnville, OR 97128

Office of Student Affairs
110 Melrose Hall
900 SE Baker St, Unit A490
McMinnville, OR 97128

The two options with this form are as follows:

- Formally report the incident information to the Dean of Students by including the survivor AND offender names in the last section, allowing official contact to be made with the survivor and with the alleged offender.

—OR—

- Anonymously report the incident information to the Sexual Assault Response Team (SART) by leaving the names of the survivor and alleged offender blank in the last section; neither you nor any of the individuals involved will be contacted/provided resources

Please note: You will not be contacted by the College and no conduct report can be filed, unless you provide your contact information. Completing this form does NOT constitute a police report.

- To file an official report for criminal action, contact the Crime Victim Assistance Program at (503) 434-7510.

E. Missing Person 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 Office of Student Affairs and CPS. The local police department (in McMinnville or Portland), with assistance and cooperation of the College, will be the primary investigative unit in missing student cases.

Linfield students have the option to identify an individual to be contacted by the College in the event the student is determined to be missing. Students who wish to identify a confidential contact can do so through the Office of Student Affairs. The College 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, the College will notify the student's parent or legal guardian no later than 24 hours after the student is determined to be missing.

If located, verification of the student's state of health and intention of returning to campus will be determined. When appropriate, a referral maybe made to the Student Wellness and Counseling Center.

More information can be found at:

<http://www.linfield.edu/college-public-safety/missing-person-guidelines.html>.

F. Emergency and Non-Emergency Information

CPS may be contacted from McMinnville campus phones at extension 7233, and at (503) 883-SAFE (7233) from off-campus or cell phones. Officers are available 24 hours a day, 7 days a week, and will respond to all reports of crimes and emergencies. We ask that all crimes and suspicious circumstances be reported as soon as possible.

All McMinnville campus residence halls are equipped with a yellow Emergency call box. Blue Light Emergency call stations are located at various locations on campus. Pushing the “Emergency” button on either of these devices will connect you with CPS. To contact the McMinnville Police Department for non-emergencies, call (503) 434-7307.

The Portland campus community can contact the Legacy Good Samaritan Security Department Dispatch, 24 hours per day, 7 days per week at (503) 413-7911, who will dispatch security officer(s). The Portland Police Bureau can be reached by dialing 911 for life threatening situations, crimes in progress or situations where an officer is needed immediately. For non-emergency matters in the Portland metro area, call (503) 823-3333.

G. Notification of College Emergencies

The College has established an Emergency Notification System, CATALERT, which provides multiple notice methods to students, faculty and staff about situations that may pose a substantial threat to our community. Linfield community members registered on this system can be notified via email, phone call (land-line, cellular), and/or text message.

In case of an emergency on or near campus, Linfield College officers will authorize voice and/or text messaging and/or email communication through the emergency notification system. Registered students, staff and faculty will receive the message very quickly – typically within minutes of transmission.

Depending upon the communication method used by the College (voice, text and/or email), registered individuals will receive the following: voice mail message at registered telephone numbers; email messages at campus and up to one additional email address if registered; and a text message on registered cell telephones that accept SMS messaging.

Emergency notifications will be limited to matters such as severe weather alerts, campus closures, delayed starts, emergency building concerns, or intruders. The system is tested periodically.

To register for the Emergency Notification System, log in to Web Advisor by going to <https://webadvisor.linfield.edu>. Click the “Log In” tab at the top right of the screen and use your CatNet ID and password to log in.

- Staff and Faculty: Click on the “Employees” or “Faculty” button. Select the “Emergency Notification System” link which is located under the “Employee Information” section. Follow the instructions on the page to update your information.
- Students: Click on the “Students” button. Select the “Emergency Notification Info” link which is located under the “Academic Profile” section. Follow the instructions on the page to update your information.

H. Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of law enforcement or the College, constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning may be issued through the college CATALERT system to students, faculty, and staff; in person notification by College Public Safety and/or Residence Life staff; and/or the use of portable address systems. Timely warnings may also be posted on the College website: <http://linfield.edu>.

The website is accessible via computer by all faculty, staff and students and printed copies of the notice may also be posted in each residence hall and/or at other conspicuous locations through the campus as the situation permits.

I. Responding to Emergencies

Knowing what to do in case of an emergency is critical.

To evacuate:

1. Take personal belongings
2. Do not use elevators, use the nearest stairs
3. Evacuate the building using the nearest accessible exit
4. Follow directions given by college personnel
5. Go to designated evacuation point, and do not return to building until instructed to do so
6. Assist persons with disabilities
7. Every person must evacuate the building

To shelter in place:

1. Stay in the building and if possible, close and lock windows/doors
2. Move into an interior room away from windows
3. Remain in shelter until emergency personnel announce “all clear”.

Please see the following information on how to respond to other emergencies:



EVACUATION INFORMATION

- Take personal belongings (keys, books, wallet, etc.)
- Do not use elevators, use nearest stairs.
- Follow directions given by designated evacuator.
- Evacuate the building using the nearest accessible exit.
- Go to designated evacuation point, and do not return to building until instructed to do so.
- Assist persons with disabilities.
- Every person **MUST** evacuate the building.

SHELTER IN PLACE

- Stay in building, and if possible close and lock windows/doors.
- Move into an interior room away from windows.
- Make a list of who is there and call CPS at ext. 7233 to report this information.
- Remain in shelter until emergency personnel announce "ALL CLEAR."

BOMB THREAT OR SUSPICIOUS OBJECT

- Report all threatening calls to 911.
- If suspicious object is found, do NOT handle, call 911.
- Be sure to ask a caller:
 - *When is the bomb going to explode?*
 - *Where is the bomb?*
 - *What kind of bomb is it?*
 - *What does it look like?*
 - *Why did you place the bomb?*
- Be attentive to caller for recall when questioned by the police.

MEDICAL EMERGENCY

- Dial 911.
- Be ready to describe the nature and severity of medical problem, and provide estimated age/gender.
- Stay calm.
- Look for emergency medical ID.

EARTHQUAKE

- **DROP COVER HOLD.**
- Take cover under a table or desk or against an interior wall until shaking stops (do NOT stand in a door way).
- After shaking stops, check yourself and others for injuries.
- **EVACUATION IS NOT AUTOMATIC**, evacuate only if the fire alarm is sounding or if directed by emergency personnel.
- Do not use elevators.
- If you are outdoors, find a spot away from buildings, trees, streetlights and power lines.
- Be prepared for aftershocks!

LINFIELD COLLEGE EMERGENCY PROCEDURES

EMERGENCY NUMBER

911

ACTIVE SHOOTER

- Dial 911.
- Take cover and hide behind something that will hinder a bullet, play dead if needed.
- If safe to leave, escape through window or door.
- **REMEMBER** responding POLICE will not know who you are – **ALWAYS** show your hands and **FOLLOW** their commands.

FIRE

Fire extinguisher instructions:

P pull safety pin from handle.

A aim nozzle at base of fire.

S squeeze the trigger handle.

S sweep from side to side (watch for re-flash).

- Evacuate building; do not return until authorized by emergency personnel.

GENERAL HAZARDS

- If you discover a chemical spill, smell gas, observe down electrical power lines, etc.
Call 911 IMMEDIATELY.
- If you observe a safety hazard: flooding, ice on sidewalks/steps, building/room electrical issues, etc., contact Facility Services 8 a.m. - 5 p.m.

AFTER HOURS CONTACT CPS AT 503-883-7233

PHONE USE

- During an emergency avoid using the any phone service except for life safety and emergency calls.

J. Crime Log

CPS maintains a Crime Log that records, by date the crime was reported, all crimes and serious incidents that occur on campus, on non-campus properties, on public property adjacent to campus, and within the CPS patrol jurisdiction.

The Crime Log includes the nature, date, time, and general location of crimes reported to CPS, as well as the disposition of the complaint, if the information is known at the time the data is entered into the log. Specific incidents are entered within two business days of the initial report. CPS reserves the right to exclude reports or specific information from the Crime Log in certain circumstances.

The Crime Log is available for inspection by the general public at the CPS Office in Cozine Hall, 900 SE Baker Street, McMinnville, Oregon.

K. Partnership with Local Law Enforcement

Linfield enjoys a close working relationship with several law enforcement agencies. The CPS Director works closely with members of local law enforcement agencies to review community crime trends and mitigate risks at Linfield, including off-campus locations where student organizations are active.

The McMinnville Campus is under the jurisdiction of CPS, McMinnville Police Department, Yamhill County Sheriff Department and the Oregon State Patrol. The Portland campus is under the jurisdiction of the Legacy Good Samaritan Hospital Security Department, Portland Police Bureau, Multnomah County Sheriff and the Oregon State Patrol.

In the event of a criminal incident, students may pursue redress through the criminal justice system and/or the College's conduct system. However, the College's conduct system cannot establish whether a criminal act has occurred. That system is designed to hear cases only when college regulations have been violated. When an individual believes that a crime has been committed, the College encourages that person to file charges with the appropriate civil authorities. For a complete discussion of the College's student conduct process and sanctions, please refer to the Linfield College student handbook available at: <http://www.linfield.edu/assets/files/policy/student-handbook.pdf>.

The College will, upon written request, disclose to the victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the College against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the College will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

L. Crime Reduction Programs

Crime prevention is a proactive strategy designed to eliminate or minimize criminal opportunities before a crime actually occurs. CPS has developed programming and a webpage to give students, staff, faculty and parents information about crime prevention, personal safety, and links to other resources. Below are some programs available from CPS.

CPS Courtesy Program. The CPS Courtesy Program provides a personal courtesy ride or walking escort for Linfield students, faculty, and staff who are concerned about their safety. The program is offered from one location to another on the McMinnville Campus seven days per week.

To request a ride or walking escort on the McMinnville campus, please call 503-883-7233. Portland campus community can request the same service from Legacy Good Samaritan Hospital Security by calling (503) 413-7911.

Crime Prevention Presentations. Members of CPS are available to talk to any student or employee group on any of our campuses. These talks are designed to educate members of the campus communities about security and safety issues, and various techniques that can be used to prevent crime on campus.

Crime Prevention Through Environmental Design (CPTED) Surveys. Comprehensive safety and security audits of campus offices, buildings and grounds are conducted by the CPS Department on a continual basis utilizing new generation CPTED principles.

Operation Identification. Operation Identification, which is the engraving of serial numbers or owner-recognized numbers on items of value, is promoted and made available free-of-charge.

Personal Defense Class. Linfield College CPS facilitates a self-defense class for students each semester. See Registrar's Scheduled Course Offering.

If you would like more information about any of the crime prevention programs and services, please contact CPS at 503-883-7233, during regular business hours.

M. Emergency Management and Preparedness

The safety of every member of the college community is of utmost importance. Linfield engages in comprehensive emergency planning and response in accordance with the National Incident Management System. CPS and the Office of Environmental Health and Safety work together to ensure the emergency protocols and plan are updated as needed. Under the guidance of the Emergency Planning Committee, several departments and offices work together to prepare for, prevent, respond to, and recover from emergency situations. In conjunction with local responding agencies, Linfield College is prepared to respond to a full range of emergencies.

N. Access to College Facilities

Academic Facilities - Linfield's academic buildings and facilities are open to students, staff, faculty and guests during normal business hours. Facilities are secured at all other times, unless for scheduled college approved events. Most academic facilities are equipped with a computerized card access system controlled by CPS. After-hours access to these facilities is granted to individuals with prior written authorization from the applicable academic departments.

Certain facilities are secured by an automated system at all times. Access to these areas is granted to authorized faculty, staff, and students, and during class times only.

Residential Facilities - All Linfield residence halls are equipped with an automated card access control system. Residents and authorized staff have 24-hour access via this computerized system. All students have residence hall access during limited hours only. Guests and other visitors may visit residence halls

as long as a member of the Linfield community has authorized their visit. Exterior doors to student residence halls remain locked 24 hours per day.

Only residents of the individual apartments and authorized staff have 24-hour access to residence halls. Residential housing facilities have standard locks and keys with the exception of the Hewlett Packard Apartments that are equipped with automated card access. Students are responsible for securing their individual rooms. The responsibility for securing individual residences falls to the student/renters.

O. Maintenance of College Properties

College facilities and landscaping are maintained so as to minimize hazardous conditions. CPS officers, as part of their general patrol procedure, will generate a work order to Facilities Services when they note any defective lighting or unsafe condition on campus. Students, faculty, and staff are also encouraged to report any safety or security concern to the Office of Environmental Health and Safety, ext. 2431 or CPS at ext. 7233.

For additional information on College policies and procedures, consult the Linfield College personnel policies and procedures documents and handbooks, available online at <http://www.linfield.edu/policy.html>.

III. LINFIELD COLLEGE POLICIES

A. Alcohol Policy

In keeping with the mission of the college, Linfield is committed to providing an environment which is safe and fosters excellence in learning for its students and in work performance for all of its employees. Therefore, the misuse and illegal use, possession, transportation, distribution, manufacture, or sale of alcohol and other drugs is not permitted on property owned or controlled by the college, or while representing the college on business or any college sponsored activity. The use of alcohol on College owned or controlled property or at events associated with Linfield programs is restricted to those of legal drinking age.

Those under 21 years of age may not consume alcohol (except in foreign locations with permission from the on-site director and within the laws of that location). Providing alcohol to minors or providing a location where minors can consume alcohol is prohibited and is a violation of the alcohol policy. Information can be found in the student handbook located at: <http://www.linfield.edu/policy.html>.

B. Bias Incidents

Bias crimes, also known as hate crimes, are criminal activity motivated by the perpetrator's bias toward certain actual or perceived personal characteristics of the victim. College policy and federal and state law prohibit crimes motivated by bias on the basis of race, color, sex or gender, age, ancestry, national origin, religious belief or practice, disability, sexual orientation, or political persuasion. The College is required to report annually on the statistical incidence of bias crimes on or around campus under the Clery Act.

The Clery Act defines hate crimes as any of the crimes otherwise reportable under the Clery Act or any bodily injury to any person in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity or disability of the victim. Please report all bias incidents to CPS, or Residence Life staff immediately.

C. Controlled Substance Policy

Linfield College is a drug-free workplace. Any member of the College community who manufactures, possesses, has under his/her control, sells, furnishes, or facilitates the use of a narcotic or dangerous drug or drug paraphernalia on College property, in a College residence hall, suburb housing, at a College-sponsored function, either on or off campus, is subject to disciplinary action up to and possibly including separation from the College. At a minimum, all non-alcohol drug infractions are reported to the police and are referred to the College Judicial Council. All drug violations fall under the same minimum sanctioning guidelines. Furthermore, a person who manufactures, possesses, sells, distributes, or facilitates the use of narcotics or dangerous drugs, or who is found under the influence of narcotics or dangerous drugs is in violation of the law and can be subject to severe penalty by a criminal court. More information can be found in the Student Handbook available at: <http://www.linfield.edu/assets/files/policy/student-handbook.pdf>.

D. Harassment Policy

It is the policy of Linfield College to maintain a work and academic environment free from harassment for its employees, students, visitors, and vendors. Discriminatory harassment, including sexual harassment, is a violation of state and federal law. No form of discriminatory harassment, including sexual harassment, will be tolerated by Linfield College. Any and all complaints or allegations of harassment, including sexual harassment, will be investigated promptly. Appropriate, corrective action will be implemented based upon the result of the investigation in the event harassment in violation of this policy is found to have taken place.

As a College that prides itself on fostering academic freedom, including freedom of speech and freedom of conscience, Linfield especially recognizes these values insofar as the classroom and learning environment is concerned. Students and faculty should refer to the section "Anti-harassment Protection and Academic Freedom" in their respective policy handbooks for consideration of the importance of academic freedom, freedom of speech, and freedom of conscience. More information can be found in the Student Handbook available at: <http://www.linfield.edu/policy.html>. Title IX of the Education Amendments of 1972 prohibits discrimination based on gender in educational programs which receive federal financial assistance. Title IX can apply in areas such as athletics, student recruitment and admissions, financial aid, scholarships, course offerings and access, employment, and housing and residential services. Title IX also protects students and employees, both male and female, from unlawful sexual harassment in school programs and activities, as well as sexual assault, which are forms of unlawful discrimination under Title IX.

E. Sexual Misconduct Policy

In keeping with its mission, Linfield commits itself to providing an environment which is safe and which fosters excellence in learning for its students and in work performance for its employees. Linfield's expectations of civility among community members exceed those applied to the public at large. It is the policy of Linfield College that no member of the College community shall engage in sexual misconduct against another member of the College or larger community and that, should this occur, the College will, to the extent it is able, support the complainant and pursue sanctions against the respondent. To this end, the College shall annually apprise its students, faculty, administrators and staff of this policy, and inform them about the meaning and effects of sexual misconduct. For the protection of the community, the College may take action against those who commit such an assault. In taking action, the College will make every attempt to provide as much anonymity for the complainant(s) and respondent(s) as possible. In fulfilling this policy and its procedures, the College shall seek to avoid creating a climate or take actions that could, in themselves, have the effect of further harming a complainant.

Reporting a sexual assault to CPS may help to prevent another assault. Reporting the incident does not mean that the victim must proceed with a disciplinary process or a criminal prosecution. Immediately following an attack, the victim should try to write down everything she or he remembers about the incident, including the physical description of the suspect(s) and any further information about the identity or location of the suspect(s).

The following people can assist victims of sexual assault:

Crisis Response (24 hours):

Linfield Area Director on Duty: 503-883-LIFE (5433)

Linfield College Public Safety (CPS): 503-883-SAFE (7233)

Yamhill County Crime Victim Services: 503-434-7510 Medical Emergency/Police: 911

• To Report with Total Confidentiality On Campus:

Linfield Counseling Center, Walker 124: 503-883-2784 (8AM-5PM, Mon-Fri)

Linfield Student Health Center, Walker 105: 503-883-2535 (9AM-3PM, Mon-Fri)

Linfield Chaplain, Melrose 110: 503-883-2259 (8AM-5PM, Mon-Fri)

• To Report with Total Confidentiality Off Campus:

Northwest Human Services Crisis Line (Anonymous): 1-800-560-5535

Henderson House Crisis Line (Anonymous): 503-472-1503

• To File a Police Report*:

Linfield College Public Safety (CPS): 503-883-SAFE (7233) for assistance contacting police

OR -- McMinnville Police -- 911 Emergency or 503-434-6500

OR -- Yamhill County Victim Assistance Program 503-434-7510 (Monday through Friday, 8AM–5PM) or 503-434-6500 (Evenings/Weekend)

The Linfield College Sexual Misconduct Policy, while prohibiting offenses forbidden by Oregon law, also prohibits conduct that may not be a crime under Oregon law. As a result, Linfield requires a higher standard of conduct for members of the Linfield community than those applied to the public at large. Law enforcement agencies contacted about a sexual assault at Linfield will follow Oregon law, not Linfield College's Sexual Misconduct Policy. For more information about sexual misconduct policy refer to the Student Handbook available at: <http://www.linfield.edu/policy.html>.

F. Sex Offender Registration Information

Under current state law, computerized sex offender information can be obtained through local law enforcement agencies and the Oregon State Police through their sex offender registration information line at (503) 378-3720 extension 4429. This computerized database can access sex offender information by name, address, zip code or county.

For additional information about sex offender registration, you may wish to contact: Oregon State Police, Sex Offender Registration Unit, 400 Public Service Bldg., Salem, OR 97310, 503-378-3720. In addition, a searchable Internet database is available at <http://sexoffenders.oregon.gov>.

G. Weapons Policy

In keeping with its mission, Linfield College wants to provide a safe environment to foster excellence in learning for students and work performance for employees. Therefore, the possession or use of any firearm or other weapon (including but not limited to those listed in the below link) is prohibited on any College property, in any vehicle on a College property, and at any College sponsored event at any location. This policy also applies to anyone possessing a valid permit to carry a concealed weapon. For more information about the weapons policy, refer to: <http://www.linfield.edu/policy.html>.

IV. ANNUAL CRIME STATISTICS

Definitions of reportable crimes under the Clery Act can be found at the following Department of Education webpage: <http://ope.ed.gov/security/glossaryPopup.aspx>

McMinnville Campus:

McMinnville Campus Clery Reportable Incidents	On Campus									Non Campus			Public Property		
	Student Housing			Other			Total			2012	2011	2010	2012	2011	2010
	2012	2011	2010	2012	2011	2010	2012	2011	2010						
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	1	9	4	0	0	4	1	9	8	1	1	1	0	0	0
Non-Forcible Sex Offense	0	0	2	0	0	0	0	0	2	0	0	0	0	0	0
Robbery	1	0	0	1	0	0	2	0	0	0	0	0	0	0	0
Aggravated Assault	1	0	0	0	0	0	1	0	0	0	0	0	0	0	0
Burglary	3	2	0	3	1	0	6	3	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	3	0	2	3	0	2	0	0	0	0	0	1
Arson	0	0	1	0	0	0	0	0	1	0	0	0	0	0	0
Liquor Law Arrests	11	13	1	3	0	1	14	13	1	0	1	0	1	1	4
Drug Law Arrests	9	1	5	2	1	0	11	2	5	0	0	0	0	2	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Referrals	94	61	99	20	9	5	114	70	104	0	0	6	0	1	1
Drug Law Referrals	32	14	17	0	5	6	32	19	23	0	0	0	0	0	0
Illegal Weapons Possession Referrals	3	0	0	0	0	0	3	0	0	0	0	0	0	0	0

Bias Crimes:

On Campus Categories	Race			Gender			Religion			Sexuality			Ethnicity			Disability		
	2012	2011	2010	2012	2011	2010	2012	2011	2010	2012	2011	2010	2012	2011	2010	2012	2011	2010
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction of Property	0	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Off Campus Categories	Race			Gender			Religion			Sexuality			Ethnicity			Disability		
	2012	2011	2010	2012	2011	2010	2012	2011	2010	2012	2011	2010	2012	2011	2010	2012	2011	2010
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offense Non-Forcible	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Larceny	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Destruction of Property	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Portland Campus:

Portland Campus Clery Reportable Incidents	On Campus									Non Campus			Public Property		
	Student Housing			Other			Total			2012	2011	2010	2012	2011	2010
	2012	2011	2010	2012	2011	2010	2012	2011	2010						
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Forcible Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	2	0	0	2	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	2	1
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	5	0	0	0	0	0	5	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Referrals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Referrals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Referrals	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0

No bias motivated crimes were reported for 2010, 2011, or 2012. Bias crimes include race, gender, religion, sexuality, ethnicity, and disability.

V. FIRE SAFETY

A. Introduction

It is the goal of Linfield College to provide a safe and healthy environment for all students, employees, and visitors.

Linfield seeks to recognize hazardous conditions and take appropriate action before such conditions result in an emergency, which includes fires. These efforts include timely fire evacuations, effective fire detection and alarm systems, fire prevention education and proactive fire hazard reduction.

B. Fire Evacuation Procedure

All students and their guests must evacuate immediately whenever a fire alarm is sounded. Use the nearest available exit to evacuate the building. Ignoring a fire alarm is grounds for severe disciplinary action to be determined by the Director of Residence Life or the Peer Community Standards Board. Students who may not be able to evacuate safely must contact college officials to make alternative arrangements.

You are expected to observe the building evacuation guidelines:

- 1) Leave room lights on
- 2) Close room door and windows
- 3) Leave blinds open
- 4) Wear shoes and carry/wear a coat
- 5) Move quickly to the designated assembly area
- 6) Once there, check in with a Residence Life Staff or CPS and wait for further instructions
- 7) Do not enter the building until directed to do so by Residence Life Staff or CPS.

Gather outside at the evacuation point identified below. This information is also provided on the building's Emergency Information/Exiting card.

Residence Hall	Evacuation Point
Anderson	Parking lot north of Anderson
Campbell	Open area just south of Campbell
Elkinton	Renshaw Field
Frerichs	Grassy area next to softball field
Grover	Intramural field
Hewitt	Grassy area next to softball field
Jane Failing	Intramural field
Larsell	Parking lot north of Larsell
Latourette	Intramural field
Mahaffey	Grassy area next to softball field
Memorial	Field between Anderson and Frerichs
Miller	Fire pit next to HHPA
Newby	East end of Oak Grove clear of trees
Pioneer	East end of Oak Grove clear of trees
Potter	East parking lot by White Apartments
Terrell	Renshaw Field
Whitman	Open area south of Campbell

If no alarm is sounding, notify emergency services by dialing 9-911 from a landline phone or 911 from any cell phone.

When a fire alarm is activated, the elevators will automatically recall to a pre-designated fire safe floor. Occupants should use the stairs to evacuate the building. If you are caught in the elevator, push the emergency phone button. The emergency phones in elevators on campus ring to a monitoring center and Linfield will be notified.

McMinnville Fire Department will alert Linfield College Public Safety. If a member of the Linfield community finds evidence of a fire that has been extinguished, and the person is not sure whether CPS has already responded, the community member should immediately notify CPS (7233 or 503-883-7233) to investigate and document the incident.

C. Fire Detection and Alarm Systems

On the McMinnville campus, all residence halls (Anderson, Campbell, Elkinton, Frerichs, Grover, Hewitt, Jane Failing, Larsell, Latourette, Mahaffey, Memorial, Miller, Newby, Pioneer, Potter, Terrell, Whitman, Dana, and the HP apartments) have integrated automatic sprinkler and fire detection and alarm systems throughout, which is monitored 24 hours per day, seven days per week. Monitored fire detection and alarms systems are present in the following apartments: 540 Quad, College Avenue, Blaine Street, and Legacy. The systems are monitored 24 hours per day, seven days per week.

The fire safety sprinkler systems in each building are integral to the safety of each resident. Under no circumstances should anything be tied to, hung from, or in any way obstruct a sprinkler head. If broken off, a sprinkler will expel 50 gallons of water a minute, resulting in considerable damage to surrounding areas. Also, balls, Frisbees, etc., should never be thrown inside of buildings, for risk of general damage, but also due to the fact that these items can break off a sprinkler head. Students causing such damage will be held responsible for damage to all College property and all personal property of residents, as well as cleaning and associated charges.

Annually, a contractor tests the fire alarm systems and detectors and all issues are corrected. Residence Life and Facilities Services also perform inspections at least once a year of every residence. The inspections are also used to identify safety issues as well as conditions that may be detrimental to the health or wellbeing of the wider residential community. The inspections include a visual examination of sprinkler heads, smoke detectors and other life safety systems. Facilities Services staff or an appropriate outside contractor correct any issues found.

Each residence room is equipped with smoke detectors. If yours malfunctions, contact the Resident Advisor so that it can be repaired. It is against the law to unplug or tamper with the smoke alarm. Doing so jeopardizes the safety of all residents and you may be fined up to \$500. It is wise to periodically check your smoke detector to be sure it is functioning properly. To do so, simply push the button. If it is working correctly, you will hear a loud beep. Misuse of fire and/or other safety equipment (fire escapes, fire-fighting equipment, sprinkler heads or pipes, exit signs, alarms) is strictly prohibited.

D. Fire Prevention Education

Fire drills are conducted at a minimum once during fall semester and spring semester, and are coordinated by CPS. Every residence hall has emergency evacuation maps installed in hallways and other common areas. On Linfield's Portland campus, fire drills in the residence hall, Peterson Hall, are conducted quarterly following the hospital's standard procedures.

Residence hall staff receives intensive and comprehensive fire safety training at the beginning of each year. Each first year resident is given a hard copy of the 'Guide to Living at Linfield', which includes information on fire safety and what appropriate action to take during a fire alarm or fire emergency. All returning students are directed to the online booklet available at:

http://www.linfield.edu/assets/files/reslife/guidetoliving_2013.pdf.

Fire safety training is also available to students, faculty and staff. This typically includes how to use a fire extinguisher and a demonstration of a simulated dorm room fire.

E. Policies on Portable Electric Appliances, Smoking and Open Flames

Because of the threat posed (i.e., personal safety and property), violation of any fire safety regulations may result in a fine of up to \$500, damage charges, and possible disciplinary action.

Open flames, including such items as candles, incense burners; laboratory burners, camp stoves, and torches may not be used in any campus residence. Due to the potential hazard, all fireplaces have been

closed off and are not to be used. The only exception to this are the gas fireplaces located in Terrell and Elkinton. Residents in those must use the gas fireplaces safely. In accordance with Yamhill County fire marshal directive, no BBQ grills may be used on any deck, landing, walkway or stairs connected to a college owned residence hall or apartment property or within 15 feet of any building.

Explosives, including firecrackers or other fireworks, and highly flammable and/or combustible materials may not be taken into residence halls or other College housing. This includes gas cans, motorbikes, motorcycles, and scooters. Students are also prohibited from hanging string, rope or neon lights, neon signs or any other decorative lights (Christmas, Halloween, etc.) on their walls.

The following items are specifically prohibited from College housing areas (for a complete list, please refer to the Guide to Living at Linfield College booklet.)

Prohibited Items:

Air conditioners	Illegal drugs
Any propellant guns (air soft, BB, paint ball)	Candles or candle warmers
Blenders and coffee makers*	Rice cookers*
Bikes stored in common areas or by doors	Sun lamps
Motorized scooters	Toasters*
Grills, including George Forman	Toaster ovens
Halogen lamps	Incense burners
Hot plates	
Extension cords, except for the heavy-duty kind with circuit breakers	
Decorative lights (Christmas lights, neon lights, rope lights, etc.)	
Explosives, fireworks, volatile chemicals or dangerous materials of any kind	

**not allowed in rooms, but are allowed in the common kitchen areas only or apartment kitchens.*

Smoking of any kind is prohibited inside all residence halls, apartments, and within 30 feet of building entrances and windows, out of courtesy for the community in keeping with Oregon Clean Air laws. Ashtrays are provided outside of each residence hall, and students are asked to use them to keep the campus clean.

In an attempt to assist privately owned fraternity houses maintain acceptable living conditions and safety standards, fraternities are required to comply with the following policies* (**2011-2012 Student Rights and Responsibilities Handbook*). It is the responsibility of each fraternity to ensure that its members maintain acceptable living conditions. As part of this responsibility, each fraternity should take all necessary steps to maintain its property in a safe, clean, and sanitary condition. This includes meeting all applicable fire codes. The fraternities are also required to have a fire safety walk through with the McMinnville Fire Department each year. Failure to comply with these policies could result in various penalties and sanctions, including closure by the College.

F. Fire Incident Reports

Statistics as reported to CPS and the Office of Environmental Health and Safety:

Residence Living Fires						
Year	McMinnville Campus			Portland Campus		
	2012	2011	2010	2012	2011	2010
Total Fires	0	3	1	0	1	0
Damages	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Injuries	0	0	0	0	0	0
Fatalities	0	0	0	0	0	0

2012 Residence Area Fires

Linfield College Residential Facilities	Total Fires	Fire ID	Date	Time	Cause	Injuries Treated an Medical	Deaths related to Fire	Value of Property Damage	Case #
540 Apts	0	N/A	N/A	N/A	N/A	0	0	\$0.00	N/A
Anderson Hall	0	N/A	N/A	N/A	N/A	0	0	\$0.00	N/A
Blaine St. Apts	0	N/A	N/A	N/A	N/A	0	0	\$0.00	N/A
Campbell Hall	0	N/A	N/A	N/A	N/A	0	0	\$0.00	N/A
College Ave. Apts	0	N/A	N/A	N/A	N/A	0	0	\$0.00	N/A
Dana Hall	0	N/A	N/A	N/A	N/A	0	0	\$0.00	N/A
Elkinton Hall	0	N/A	N/A	N/A	N/A	0	0	\$0.00	N/A
Emmaus House	0	N/A	N/A	N/A	N/A	0	0	\$0.00	N/A
Frerichs Hall	0	N/A	N/A	N/A	N/A	0	0	\$0.00	N/A
Grover Hall	0	N/A	N/A	N/A	N/A	0	0	\$0.00	N/A
Hewitt Hall	0	N/A	N/A	N/A	N/A	0	0	\$0.00	N/A
HP Park Apts	0	N/A	N/A	N/A	N/A	0	0	\$0.00	N/A
Jane Failing Hall	0	N/A	N/A	N/A	N/A	0	0	\$0.00	N/A
Larsell Hall	0	N/A	N/A	N/A	N/A	0	0	\$0.00	N/A
Latourette Hall	0	N/A	N/A	N/A	N/A	0	0	\$0.00	N/A
Legacy Apts	0	N/A	N/A	N/A	N/A	0	0	\$0.00	N/A
Loveridge Hall (PDX)	0	N/A	N/A	N/A	N/A	0	0	\$0.00	N/A
Mahaffey Hall	0	N/A	N/A	N/A	N/A	0	0	\$0.00	N/A
Memorial Hall	0	N/A	N/A	N/A	N/A	0	0	\$0.00	N/A
Miller Hall	0	N/A	N/A	N/A	N/A	0	0	\$0.00	N/A
Newby Hall	0	N/A	N/A	N/A	N/A	0	0	\$0.00	N/A
Pioneer Hall	0	N/A	N/A	N/A	N/A	0	0	\$0.00	N/A
Potter Hall	0	N/A	N/A	N/A	N/A	0	0	\$0.00	N/A
Terrell Hall	0	N/A	N/A	N/A	N/A	0	0	\$0.00	N/A
Whitman Hall	0	N/A	N/A	N/A	N/A	0	0	\$0.00	N/A

Fire Safety by Residence Building

Linfield College Residential Facilities	Fire Alarm Monitoring by:	Sprinkler System	Smoke Detection	Fire Extinguisher	Posted Evacuation Plans	Number of Evacuation Drills
540 Apts	Alarm Central		X	X		2
Anderson Hall	Alarm Central	Full	X	X	X	2
Blaine St. Apts	Alarm Central		X	X		2
Campbell Hall	Alarm Central	Full	X	X	X	2
College Ave. Apts	Alarm Central		X	X		2
Dana Hall	Alarm Central	Full	X	X	X	2
Elkinton Hall	Alarm Central	Full	X	X	X	2
Emmaus House	Alarm Central		X	X		2
Frerichs Hall	Alarm Central	Full	X	X	X	2
Grover Hall	Alarm Central	Full	X	X	X	2
Hewitt Hall	Alarm Central	Full	X	X	X	2
HP Park Apts	Alarm Central	Full	X	X		2
Jane Failing Hall	Alarm Central	Full	X	X	X	2
Larsell Hall	Alarm Central	Full	X	X	X	2
Latourette Hall	Alarm Central	Full	X	X	X	2
Legacy Apts	Alarm Central		X	X		2
Loveridge Hall (PDX)	Honeywell	Full	X	X	X	2
Mahaffey Hall	Alarm Central	Full	X	X	X	2
Memorial Hall	Alarm Central	Full	X	X	X	2
Miller Hall	Alarm Central	Full	X	X	X	2
Newby Hall	Alarm Central	Full	X	X	X	2
Pioneer Hall	Alarm Central	Full	X	X	X	2
Potter Hall	Alarm Central	Full	X	X	X	2
Terrell Hall	Alarm Central	Full	X	X	X	2
Whitman Hall	Alarm Central	Full	X	X	X	2

G. Helpful Telephone Numbers

EMERGENCY AT ANY CAMPUS LOCATION: 9-911

McMinnville Campus:

Police Department (Non-Emergency) 503-435-5800

Fire Department (Non-Emergency) 503-435-5800

Linfield College Public Safety ext. 7233 (SAFE) or 503-883-7233

Office of Environmental Health and Safety ext. 2431 or 503-883-2431

Portland Campus:

Police Department (Non-Emergency) 503-823-3333

Fire Department (Non-Emergency) 503-823-3700

Legacy Security ext. 37911 or 503-413-7911