

2016

# Annual Security Report



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National University of Natural Medicine

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## Policy Statements

### Mission Statement

NUNM is concerned about the safety and welfare of all campus members and guests and commits itself to promoting a safe and secure environment. The Office of Campus Safety strives to achieve this mission by means of community-friendly approach that enhances security through the visibility of safety officers, preventive patrols, positive conflict resolution and crime prevention and awareness programs. NUNM has developed a series of policies and procedures designed to ensure that every possible precaution is taken to protect the campus community.

### To Report a Crime

To report a crime, contact Campus Public Safety and Security at: 503-830-3613 or x1572 from any land line on campus. In the event of crime being committed in your presence or an emergency, call 911, then after the incident is reported to the local police contact the Campus Public Safety and Security department. A Security Officer will be sent to record the details of the incident and write a report. You may also make a report in person at the Security Office, in room 125 of the Academic Building at 049 SW Porter Street. If it's a confidential matter NUNM's Director of Security can be contacted at 503-552-2016. Campus Public Safety and Security encourages accurate and prompt reporting of all campus crime within 24 hours of an incident.

Security Officers may also assist a person in reporting crimes to local law enforcement at that person's request or if the victim of a crime is unable to immediately do so.

### Anonymous and Confidential Crime Reporting

If you wish to report a crime anonymously or confidentially you may submit an online incident report on the NUNM website at:

[https://nunm-advocate.symplicity.com/public\\_report/](https://nunm-advocate.symplicity.com/public_report/)

### Timely Warnings and the Importance of Reporting Crimes

NUNM believes that communicating with members of its university community is essential to maintaining a safe, secure and crime-free environment. Reports of certain crimes defined in the Clery Act may result in the timely warning of the entire campus community via the *Blackboard Connect* notification system. Additional warning notices may be placed throughout the campus. Timely warnings may be issued by the Director of Security or the Vice President of Marketing and Communications, or a

designee may be temporarily given credentials for issuing timely warnings. Some reports of Clery Act crimes may be minimally investigated and discussed by NUNM administrators prior to the issuing a Timely Warning. It is important to report all crimes to the Public Safety and Security Department within 24 hours so the decision to issue a timely warning may be evaluated.

### **Preparation of the Annual Security Report**

The Annual Security Report includes information on crime statistics for the campus and surrounding area for the previous three years. It also includes information on campus safety and security policies and procedures. The report is compiled yearly by the Director of Security and updated on October 1<sup>st</sup> to include crimes that occurred during the previous year. Crime statistics are gathered by reviewing reports made to the online incident reporting system, Campus Security Officers, as well as to the local police department. Portland Police Bureau information is gathered by retrieving information from the Public Records Request Division.

### **Daily Crime Log**

In addition to the annual reporting of the above referenced major crimes over the prior three year period, the Office of Campus Safety and Security maintains a daily crime log that lists daily safety activities and current reported crimes. This log can be accessed, upon request, from the Director of Security

### **Campus Security Authorities**

When reporting a crime that has taken place on campus, any person may report a crime to the following people for the purpose of inclusion in the Annual Security Report or for consideration of a timely warning.

Director of Security  
Lead Security Officer  
Security Officer  
Human Resources Director  
Research Administrative Assistant  
Clinic Services Representative  
Associate Vice President of Student Affairs / Dean of Students  
Director of Student Life and Inclusion  
Intercultural Engagement and Support Manager  
Student Life Administrative Assistant  
Faculty Representative to a Student Club

## **Campus Access Policy**

NUNM is private property but is generally open to the public during business hours and public events. Public Safety and Security has the authority to issue verbal or written trespass warnings to any individual who is behaving in a way that may compromise the safety of the NUNM community. Campus buildings are locked and unlocked at specified times during the day or night depending on the academic and event schedule of the building.

Security Officers patrol campus buildings, grounds and parking lots, ensuring the security of the campus throughout the day. Non-NUNM students or employees are contacted by Security Officers when seen entering areas restricted to NUNM community members. These areas include but are not limited to the 2<sup>nd</sup> floor of the academic building, 3<sup>rd</sup> floor of the academic building, employee offices, and conference rooms in the NUNM Clinic, the Services Building, and classrooms that do not have a scheduled activity.

NUNM students and employees should carry their student ID with them while on Campus. Campus Public Safety and Security Officers may ask for identification in order to ensure that appropriate access to certain areas is maintained.

## **Maintenance of Campus Facilities**

Public Safety and Security Department employees as well as Facilities Department employees make regular patrols of campus buildings in order to identify maintenance issues. Community members are encouraged to report maintenance issues to either the Public Safety and Security Department or the Facilities Department by email or telephone. Once a report is received, a Safety Officer or facilities employee will respond to the area and determine which course of action should be taken. Temporary measures may be implemented to mitigate any hazards, such as roping off an area with caution tape, before a permanent fix is found. Once the hazard has been identified and proper mitigation strategies implemented, the Safety Officer or Facilities employee will then make the proper arrangements to fix the hazard or ensure that it is no longer a danger to the community.

## **Community Safety Authority and Jurisdiction**

Public Safety and Security Officers have the authority to enforce university policy and rules, but are not sworn law enforcement officers and can perform only citizen's arrest, per Oregon law, for crimes which they are witnesses. However, Community Safety is able to call on Portland Police Bureau (PPB) for assistance with law enforcement. If a victim of a crime prefers, Public Safety and Security Officers may assist by reporting a crime to the PPB or the appropriate agency. The Public Safety and Security Department refers major crimes to PPB and collaborates in further investigation of these incidents. NUNM Officers do not carry weapons. We encouraged community members report a crime to the appropriate law enforcement agency as soon as possible.

Public Safety and Security Officers have jurisdiction on all NUNM owned property, including property leased by the university for academic purposes within the state of Oregon. Officers patrol along public

roads in order to perform their duties, in doing so they will take reports on any crimes reported to have occurred immediately adjacent to NUNM property.

### **Memorandums of Understanding**

NUNM is in the process of finalizing a partnership agreement with PPB.

### **Voluntary Confidential Reporting Through Counseling**

NUNM's Counseling Center counselors are not required to report campus crimes. They are encouraged, however, when appropriate, to inform counseled individuals about crime reporting procedures.

### **Crime Prevention and Security Awareness Programs**

During orientation students are informed of services offered by Campus Safety. In addition they're told about crime on campus and in the surrounding neighborhood. Numerous efforts are made to advise members of the community in a timely manner about campus crime and crime-related problems. All new staff and faculty are involved in a mandatory New Employee Training which includes safety and security information. All currently employed staff also receive a refresher training once a year on variety of topics which include crime prevention and security awareness. A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their own safety and the security of others.

Most of the information covered during the crime prevention and security awareness programs is also available online.

Other prevention and awareness programs take place throughout the year and may include things such as: posters, handouts, community hour presentations, or demonstrations.

### **Monitoring Off-Campus Criminal Activity for the Safety of Off-Campus Organizations**

Community Safety does not provide security services to off-campus student groups. Criminal activity in Portland is monitored and recorded by the Portland Police Bureau (PPB), with whom Public Safety and Security works with when violations of federal, state or local laws surface.

## Emergency Response Procedures

The administration of the NUNM recognizes the significance of maintaining an Integrated Structured Emergency Response and Evacuation Plan to ensure the safety and well-being of faculty, students, staff and visitors in the event of an emergency.

The Emergency Response and Evacuation Plan offers guidelines and procedures for responding to defined events that can threaten the safety and welfare of our community and/or disrupt school programs and activities. A full version of the Emergency Response and Evacuation plan is available on the NUNM website in the Public Safety and Security section.

### Emergency Communications

NUNM has implemented *Blackboard Connect*, a rapid broadcast alert and notification system, as part of its Emergency Response Plan. In the event of an emergency, *Blackboard Connect* enables immediate communication with individual members of the university community by voicemail, e-mail messages, and text messages to cell phones. Enrollment in the *Blackboard Connect* system is automatic for all students and staff.

In the event of an emergency, Public Safety and Security Officers will, without delay, assess the situation and report to the Director of Security. The Director of Security will determine if the community is in danger and if so respond by sending an Emergency Notification to effected segments of the community. Alternatively, if members of the Emergency Executive Council determine that there is a danger to the community they can request that the Director of Security, Vice President of Marketing or their designee issue an emergency notification. Due to the size of the campus, emergency notifications will typically be sent to all community members. In certain circumstances, the Director of Security may confer with Emergency Executive Council members and the Public Information Officer prior to issuing an emergency notification.

Emergency notification content is developed at the discretion of the Director of Security and the Vice President of Marketing upon the confirmation of a danger to the community. Templates of typical emergency notifications may be created prior to an emergency to allow for more expedient notification. When issuing statements to the public, outside of NUNM community members, the Public Information Officer will confer with the Emergency Executive Council to determine the best method, content and extent of such notifications.

### Emergency Types

The administration has used FEMA guidelines to identify specific types of emergencies as those most likely to either threaten or disrupt the university community.

1. Bomb Threat
2. Fire and Explosions
3. Hazardous Material Release
4. Suspicious Package

5. Adverse Weather Conditions
6. Major Threat or Incident in Metro Area
7. Utility Outage
8. Medical Emergency
9. Flooding
10. Workplace Violence
11. Gunfire (Active Shooter)
12. Hostage Situation
13. Death or serious injury
14. Earthquake

The Plan, based upon the FEMA Incident Command System, requires the appointment of an Incident Commander (IC), (designee), who is expected to bear responsibility for the management of each of the emergencies cited above. It also requires a Crisis Response Team (CRT) drawn from NUNM's senior administrative and academic leadership, whose roles are to coordinate the campus response in the event of major incidents. Depending upon the classification and nature of the emergency, the Incident Commander or his designee will mobilize the Crisis Response Team and the Executive Council. The Incident Commander will then work closely with the Executive Council to oversee any long term and executive level considerations. The Chair of the Crisis Response team will take command of the Crisis Response Team, who will focus on more immediate concerns including: accounting for students and staff, initiating stop gap measures, and make initial determinations on how each department is to function during the course of the emergency response. When the Incident Commander, or designee, activate the Crisis Response Team, team members would immediately report to the office of the Director of Security. Similarly, should the Incident Commander assemble the Executive Council, members would immediately report to the Administration Building conference room.

**In a state of emergency**, and when the Incident Commander requests its activation, the Executive Council functions as the university-wide, decision-making body.

#### **Crisis Response Team:**

The Crisis Response Team fulfills many operational functions during an emergency and is the primary vehicle for managing emergency response from an operational standpoint. The Crisis Response Team consists of the designated representatives from the following areas:

#### **Emergency Response Leadership Procedures**

In a state of emergency, the NUNM President, provides executive leadership for the entire emergency response process. The Director of Security or their designee, is the Incident Commander (IC). For purposes of coordination, the Incident Commander serves as the Executive Council team leader throughout the emergency and is responsible for the operational direction of the response. Incident Commander Succession is the CFO.



The Executive Council (CPT) functions as the university-wide policy making body for the emergency. The Crisis Response Team (CRT), drawn from the university's administrative personnel, coordinates the operational campus response to major incidents. The Plan identifies the specific positions and/or individuals that comprise both the Executive Council and the Crisis Response Team.

In the event of an emergency, the Incident Commander collects intelligence, evaluates the emergency, and determines whether to activate the Crisis Response Team. Simultaneously, the Incident Commander must determine whether to ask the President to convene all or part of the Executive Council. Again, this should occur after the Security and Facilities departments have assessed the emergency conditions. The nature of an emergency may change over time, so that the Incident Commander or the onsite resource may deal with a Level 1 emergency, but may have to activate the Crisis Response Team and request the activation of the Executive Council if the nature of an emergency escalates.

Throughout a declared emergency, the Incident Commander interfaces with the Executive Council and the Crisis Response Team. To facilitate this communication, the Incident Commander generally designates a team leader for the Crisis Response Team with skills appropriate to address the particular emergency event at hand.

Throughout a high-level emergency, the Incident Commander gathers intelligence from the Crisis Response Team, headquartered in the Primary Command Center, located in the office of the Director of Security. The Crisis Response Team addresses operational issues and is responsible for securing information to present to the Executive Council.

Throughout the emergency, as the Incident Commander receives information and disseminates it to the Executive Council, the Director of PR & Communications, with the advice of the President and the Executive Council, coordinates all decisions regarding external communication about the emergency. The Director of PR & Communications is responsible for communication with the university community, the public and the media, as necessary.

When emergency conditions abate, the Incident Commander—after appropriate consultation with the Executive Council—will determine the appropriate time to de-activate the Crisis Response Team.

### **The Emergency Operation Centers**

In cases of high-level emergency, the Incident Commander could direct the activation of one or more of the following Emergency Operation Centers (EOC), which serve as the central locations for the Executive Council and Crisis Response Team.

When activated, the Executive Council or Crisis Response Team members report to their designated Emergency Operation Centers. These teams can be activated to support campus-wide incidents or to support city/region-wide incidents.

The **Executive Council** in its Command Center makes policy decisions; the Director of PR & Communications manages the dissemination of information, as appropriate, to the media and the university community.

When the **Crisis Response Team** assembles in its EOC under the leadership of the Chair of the Crisis Response Team, its responsibilities are to:

- Determine and update information regarding the scope and impact of the incident
- Prioritize emergency actions
- Deploy and coordinate resources and equipment
- Communicate critical information and instructions through the appropriate command chain and to the Executive Council
- Monitor and re-evaluate conditions
- Coordinate actions with government agencies

### **Evacuation Procedures Overview**

In order to ensure an orderly evacuation process, this plan was developed to supplement the Emergency Response Plan and provide enhanced procedures for select NUNM staff. Management level positions in the evacuation process are filled by pre-designated staff who will receive yearly training. Many other positions including, Physicians, Door Monitors, Missing Persons Coordinators, and Service Assistants are assigned early in the evacuation process and within the scope of the persons' knowledge and ability. This page will give a brief overview of the evacuation procedures which are laid out in further detail later in this document.

1. An emergency occurs which requires evacuation (ie: fire, earthquake, utility service malfunction ect...).
2. Depending on the type of incident, the Incident Commander or his designee will order an evacuation of one or several buildings.
  - a. In cases where the fire alarm sounds immediate evacuation is expected.
  - b. If an earthquake occurs take cover and then evacuate when safe to do so.
  - c. If an active shooter incident occurs, the Evacuation Assembly Point will be the Helfgott building and the below evacuation procedures are not to be followed. The Crisis Response Team, outlined in the Emergency Response Plan, will be activated and follow a separate set of guidelines.
3. Each building's Zone Warden will be responsible for assisting in the successful evacuation of their building. Zone Wardens will take the Evacuation Binder (centrally located within their building) and notify people in the building to evacuate. They will then proceed to the Evacuation Assembly Area where they will stand near their building's assembly area sign and gather information on the actions being taken within their evacuee group.
  - a. The Zone Warden will assign Door Monitors and Missing Persons Coordinators positions to available staff.
    - i. Door Monitors will stand by each entrance to the building to prevent persons from returning prior to the all-clear. They will also direct evacuees to the Evacuation Assembly Area.
    - ii. Missing Persons Coordinators will document evacuees' names and take reports of missing persons.
4. The Evacuation Manager will oversee the overall response and ensure that the Zone Warden and Service Assistants positions are filled.
  - a. The Evacuation Manager will instruct Service Assistants to shut off utilities when necessary, as well as identify hazards and assist with the general response planning and implementation.

5. The Assembly Area Manager will ensure that the assembly area is properly set up and monitor the activity of the Missing Persons Coordinators and Door Monitors.
  - a. As possible missing persons are identified the Missing Persons Coordinators will report the information to the Assembly Area Manager who will decide on the best course of action.
6. The Casualty Area Manager will set up the Casualty Area and ensure the proper amount of resources and Physicians are available to treat evacuees.
7. Throughout the incident, Evacuation Team members will notify their superior about emergency-related concerns and share intelligence relevant to the evacuation.
8. When the Incident Commander indicates it is safe re-enter the building, Evacuation Team members will finish documenting their activities, gather any forms to be handed into the Evacuation Manager and clean up their area.
9. Evacuation Team members will complete an Incident Form (see school website) within 24 hours.

### **Emergency Drills**

The Director of Security will organize at least one emergency drill per a year. These drills may be announced or unannounced. Drill participation may vary from being limited to the Emergency Response Teams to the entire campus community. Tabletop drills will typically only include the Emergency Response Teams. Prior to any emergency response drill, the Emergency Response and Evacuation Plans will be sent to all participants. After a drill is completed a debriefing will take place to evaluate the effectiveness of the procedures and identify areas requiring improvement. The records for emergency response drills are kept with the Public Safety and Security Department.

# **Sexual Assault, Domestic Violence, Dating Violence and Stalking Policies**

## **Prevention and Awareness Programs**

The university, in cooperation with the Office of Student Life, the Counseling Center and the Office of Safety and Security, conducts campus safety programming. The campus safety programming is designed to inform and educate the campus of various ways to avoid, interrupt, and address safety issues on campus, including bystander intervention, reporting of violent crimes, and a description of personal safety measures. The campus safety programming addresses issues, prevention of, and training related to domestic violence, sexual assault, dating violence and stalking, which are required by Title IX laws and the Campus SaVE (Sexual Violence Elimination) Act. The educational outcome of the events is an understanding of how to prevent these issues from occurring, how to intervene if you witness an event occurring, and information how to reduce and recognize signs and of violence. These presentations occur annually and are open to all community members.

Additional programs take place throughout the academic year and range from posters or flyers distributed around campus to community discussions.

## **Reporting Procedures**

All NUNM students, faculty and staff are responsible for respecting the rights of one another. No NUNM student, faculty, staff, administrator or board member is exempt from this policy. Any student who believes that they are being or may be subjected to sexual harassment, discrimination or misconduct in violation of this policy should immediately report it to any one of the following: Dean of Students, Director of Human Resources, Director of Institutional Research and Compliance, Director of campus Security, or a program dean. Reports can also be filed online at [https://NUNM-advocate.symlicity.com/public\\_report/](https://NUNM-advocate.symlicity.com/public_report/).

In situations where an NUNM community member suspects that discrimination or harassment may be occurring, even when no one has made an individual complaint, NUNM will investigate the matter, and any findings of discrimination or harassment could result in disciplinary sanctions.

To ensure a prompt and effective response to allegations of sexual harassment and sexual violence, complaints will be investigated and conducted in a fair, and equitable manner. Although confidentiality cannot be guaranteed, complaints will be handled as discreetly and confidentially as practicable. If the university determines that there has been a violation of this policy, appropriate corrective or disciplinary action will be taken for all parties involved, up to and including expulsion.

Reporting to the Portland Police is NOT required to any victim of sexual assault, domestic or interpersonal violence with the exception of child or elder abuse. However, reporting to the Portland Police is always an option. The NUNM Public Safety and Security Department can also assist people by notifying the Portland Police or applicable law enforcement agency.

In most cases, the university will not wait until a criminal case is resolved before proceeding with the case. In addition, if a university official has a reasonable belief that a crime has been committed, she or he may be obligated to report that to law enforcement, if police have not already been notified. In cases where a police investigation has been conducted or is being conducted, law enforcement may be able to provide some information to the Title IX officer. The university's fact-finding investigation may be delayed for a short period of time upon a request from law enforcement, but we will promptly resume the investigation as soon as possible. Most sexual violence or sexual harassment investigations conducted take up to 60 days to be resolved, depending on the complexity of the case and the number of parties involved. The university will keep a complainant advised as to the status of the case as the complainant desires and as is reasonable. In addition, the complainant has the right to be informed of the outcome of the case in writing.<sup>1</sup>

NUNM will take remediated actions during the inquiry and investigation, which may include interim suspension, change student course/lab sections, no-contact orders, etc., pending the results of the investigation.

**Any reports of sexual misconduct towards or of a MINOR MUST be reported directly to campus safety and security and/or the Portland Police Bureau immediately. There are no exceptions to this policy. The Portland Police Bureau's non-emergency phone number is: 503.823.0000.**

#### **Importance of preserving evidence**

When considering whether to report an alleged criminal offense, it is important to attempt to preserve evidence related to the crime as much as possible. Properly preserving evidence may be helpful in proving an offense occurred as well as obtaining a protection order. NUNM has a Sexual Assault Nurse Examiner (SANE) on staff who can assist victims by completing an examination and documenting the appropriate evidence. Many SANE professionals are also available throughout the Portland metro area and at most hospitals. If able, clothing or other linens used or worn during an alleged criminal offense should be kept, unwashed, and in a paper bag. Time can also be a factor when preserving evidence. The sooner an alleged crime is reported the sooner evidence can be collect by law enforcement officials and maintained in a manner consistent with legal standards.

#### **Confidentiality**

Most reports are kept private unless risk of safety to student and/or campus community is determined by the Title IX Coordinator. Confidential reporting is only available during client/therapist meetings at the Counseling Center and during a patient visit at the NUNM Clinic. NUNM will take into account the complainant's individual wishes regarding inquiries/investigations to the greatest extent possible. For the purpose of generating this and subsequent Clery Act reports, no personally identifiable information will be disclosed.

## **Informed Consent**

NUNM's responsibility is to care and protect NUNM community members from sexual assault and misconduct. Received reports will be summarized and submitted to the Title IX Coordinator. The reporting individual will be invited to consider whether or not they would like names to be included in the summary, allowing them to determine the level of anonymity within the report summary.

## **Written Notifications**

NUNM will provide written notifications to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid, and other services available to victims, both within the institution and in the community. This information will be made available through the Student Life Department or Counseling Center for students and through the Human Resources Department for employees.

NUNM will provide written notification to victims about available options and assistance relating to the following: academic situations, living situations, transportation arrangements, working situations, and protective measures. This information will be made available through the Student Life Department or Counseling Center for students and through the Human Resources Department for employees. All accommodations or protective measures are made available to a victim if they requested as long as they are reasonable, regardless of whether a victim wishes or has made a report to local law enforcement. A notification of a student's or employee's rights and options will be issued to victims following a report of dating violence, domestic violence, sexual assault, or stalking, regardless of whether the offense occurred on or off campus.

## **Disciplinary Procedures**

In situations where an NUNM community member suspects that an incident of discrimination, harassment, domestic violence, dating violence, sexual assault, or stalking may be occurring, even when no one has made an individual complaint, NUNM is obligated to do a primary fact finding inquiry. The purpose of the inquiry into the incident is to assess if there is enough information to warrant a further, more comprehensive investigation and to provide immediate remedies and support. Any findings could result in disciplinary sanctions.

NUNM will take remediated actions during the inquiry and investigation, which may include interim suspension, change student course/lab sections, no-contact orders, etc., pending the results of the investigation.

NUNM uses a preponderance of evidence or a "more likely than not" standard in determining if sexual misconduct has occurred.

Complaints will be promptly investigated and conducted in a fair and equitable manner. Although confidentiality cannot be guaranteed, complaints will be handled as discreetly and classified as practicable. The complaint and respondent(s) participating in an inquiry or investigation may have as an

advisor or advocate of their choice during the interview process. Advisors sole purpose during the investigation process is supportive in nature. Advisors are not allowed to speak or otherwise participate in the proceeding or participate in the investigation.

Hostile environment caused by sexual harassment is assessed using the perspective of a “reasonable person” defined as a person who would act or feel the same as the person claiming the hostile environment considering all the circumstances. The more severe the conduct that interferes with or limits the complainant’s ability to participate or benefit from educational programming, the less need is required to show a repetitive series of events to prove a hostile environment caused by sexual harassment. This is particularly true if there is conduct of a physical nature. Therefore, a single or isolated incident of sexual violence may create a hostile environment.

When assessing if sexual misconduct has occurred, NUNM will use the following three thresholds in its determinations. Sexual misconduct will be considered occurring if one or more of the following threshold have been met. The three thresholds are: consent, incapacitation and force.

1. Consent has not been given as defined in Section 13.3;
2. Incapacitation:
  - i. Incapacitation is defined as the state of a person who is in a diminished capacity and receiving harm. Examples would be:
    1. Too drunk or drugged (examples: Blackout or completely out of it, vomiting, inability to walk)
    2. Lacking the capacity to give reasonable consent due to mental or physical disability
    3. Under the age of 18 (State of Oregon statute)
3. Force:
  - i. Force in terms of sexual misconduct is defined as unlawful affect or control over someone involving violence or threat. Examples of force would include:
    1. Threat: Overtly doing or saying whatever is needed in order to get a person to do what you want them to do when they have stated otherwise. Feeling as if harm will be done if the person doesn’t go along with the request.
    2. Intimidation: An implied threat,
    3. Coercion: The pressure to have sex with someone: an unreasonable application of pressure. Coercion is measured in terms of :
      - a. Intensity: HOW was the pressure used
      - b. Frequency: how OFTEN was the person asked
      - c. Duration: How LONG had the person been asking
    4. Isolation: Attempting or complete separating a person from others.

During the incident review and/or investigation, it may be determined that a no-contact order may be put in place as an immediate remedy for an on-going review. A no-contact order prohibits the involved and named parties from having any contact with one another until the contact has been lifted. Contact includes, but is not limited to:

- Intentional visual or physical presence of the other person;
- Communication with the other person in any written form, including hand written notes, electronic mail or text messages;
- Communication with university\*, business or government entities with the intent of affecting some right or interest of the other person;

- Communication with the other person through a third person; and/or
- Committing a crime against the other person or their property

\*Exception: Both students may communicate with university staff that “have a need to know” about the university no-contact order and other legal documents such as a restraining/stalking protective order. Students are allowed advocates, of their choice, to be present during the investigative process.

### **Outcome of Investigation**

If the university determines that there has been a violation of this policy, it will take reasonable, timely and effective corrective action, including steps tailored to the specific situation for all parties involved, up to and including expulsion. Both the accused student(s) and the reporting student will be notified in writing regarding the investigation outcome via a Findings and Determination Report. This will be issued at the conclusion of the investigation. The fact finding investigation, the investigation outcome and determinations, the plan to eliminate, remediate, and prevent reoccurrence, including sanctioning, normally concludes within a 60-calendar day period. If an investigation process is anticipated to exceed the normal 60-calendar day period, both parties will be notified of the delay, reasoning, and an anticipated completion date.

The accused student(s) and the reporting student have the right to appeal the sanctions of the Findings and Determination Report as described below.

### **Appeal Procedure for Sexual Misconduct**

When the outcome of an investigations results in a violation of the sexual misconduct policy, the sanctions (only) may be eligible for an appeal by accused student(s). In addition, the complainant has the same right to appeal as the respondent. Based on the Findings and Determination Report, student(s) found to be in violation, of the sexual misconduct policy or the complainant, have three options:

1. If the student accepts the findings and determination, then an appeal is unnecessary. All sanctions outlined in the final determination letter will be in place with outlined completion dates.
2. If the student accepts the findings and determinations in part, but disagrees with other parts, the student is entitled to a formal hearing process to address the contested pieces. Only the contested sanctions of the agreed upon findings and determinations are appealable.
3. If the student rejects the findings and determinations in its entirety, the student is entitled to a formal hearing process with access to any information that will be sent to the hearing board.

Both the respondent and complainant will receive a simultaneous written notification of the decision within five (5) business days of the appeal hearing.

### **Formal Hearing**

An accused student who has been found in violation of sexual misconduct, who rejects part or all of the final Findings and Determination Report sanctions, has a right to a formal hearing process. In addition,



the complainant has the right to appeal. The hearing board is composed of the chair of the Honor Council and two other trained Title IX investigators. Only sanctions are appealable. All outcomes of the formal hearing process are final and may not be appealed.

During a formal hearing, the Findings and Determination Report will be shared with the hearing board. The investigators will present the case on behalf of the complainant unless the complainant specifically requests to present on their own behalf. The hearing board will have the right to question both the investigators and the respondent. If witnesses are allowed, they will also be questioned. The hearing board will use the "Preponderance of Evidence" standard and make a final findings and determinations. The hearing board's decisions are final and not subject to appeal.

### **Amnesty Provision**

In order to encourage proper and timely reporting of sexual assaults, NUNM will not adjudicate or sanction the victim of the alleged assault/harassment for the admitted use of alcohol or drugs in the course of events of the alleged interaction, which otherwise may have been found in violation of campus policies, if the person reports being a victim of sexual assault/harassment and reports the incident to one or more of the following administrative staff members: the dean of students; director of human resources; director of institutional research and compliance; Director of campus safety and security; or a program dean.

### **Retaliation**

The university expressly prohibits retaliation, defined as any intentional or adverse action, taken against any individual who in good faith brings a complaint to the attention of the university or who participates in any resulting investigation. Any act of retaliation that is directed against a complainant, respondent, witness or participant in the process, by any party, will be treated as a separate and distinct charge. If the university determines that a student has engaged in retaliation, appropriate corrective or disciplinary action will be taken, up to and including expulsion.

In addition, the university will not retaliate against anyone who brings forth a complaint a Title IX complaint with the school, or any State or Federal agency or for participating in an investigation or proceeding.

If any person feels that their rights under the non-discrimination statement may have been potentially violated, they may contact the Office for Civil Rights (OCR) with or without working with NUNM to correct the issue. Information regarding OCR complaints can be found at: [www2.ed.gov/ocr/complaintintro.html](http://www2.ed.gov/ocr/complaintintro.html).

### **Sex Offender Registration**

Information regarding registered sex offenders is available through the Oregon State Police.

### **Standard of evidence**

A determination of responsibility is based on preponderance of evidence “more likely than not” that conduct constituting a violation occurred or that it did not occur.

## **Permissible Disciplinary Sanctions**

One or more of the following sanctions may be imposed upon any student for any single violation of the Code of Conduct or Honor Code. Sanctions may be imposed separately or in conjunction with any other sanction(s). Additional or alternative sanction may be imposed as deemed appropriate to the offense with the approval of the dean of students or designee.

### **Reprimand/Warning**

A reprimand/warning will be a written sanction warning that future conduct, which violates the proscriptions of the Code of Conduct or Honor Code, may result in consideration of increasingly severe sanctions. The official copy of this reprimand shall be kept by the registrar in the student’s official file throughout a student’s tenure, and until one year after the student has graduated from, or otherwise permanently left NUNM.

### **Restitution**

Restitution may be sanctioned in cases involving damaged, stolen or misappropriated property (including money). This could include situations such as failure to return a reserved space in proper condition. This is not a fee/fine but, rather, a repayment for labor costs and/or value of property destroyed, damaged, consumed or stolen.

### **Counseling**

This sanction may be fulfilled with either the NUNM Counseling Center or, upon the approval from the dean of students, a licensed mental health provider of the students choosing. The sanction letter will identify the specific ends to be achieved as a result of counseling, and the time period within which these ends are to be realized.

### **Community Service**

A student or organization may be required to complete a specific supervised university or community service. Community Education hours will not be issued for any sanctioned community service.

### **Confiscation of Prohibited Property**

Items whose presence is in violation of NUNM policy will be confiscated and will become property of the university. Prohibited items may be returned to the owner at the discretion of the dean of students and/or Campus Safety.

### **Loss of Privileges**

A student or student club/organization will be denied specified privileges for a designated period of time.

### **Behavioral Contract**

This pertains to required activities including, but not limited to, seeking academic counseling, professional development advising, mental health counseling, substance abuse screening, writing a letter of apology, etc.

### **Educational Program**

Requirement to attend, present and/or participate in a program related to the violation. It may also be a requirement to sponsor or assist with a program for others on campus to aid them in learning about a specific topic or issue related to the violation for which the student or organization was found responsible. Audience may be restricted and reason for participation will not be advertised.

### **Eligibility Restriction**

This sanction deems a student “not in good standing” with the university for a specific period of time. During this time, the student has specific limitations or exceptions in place that restricts the ability to represent the university. This conduct sanction may include, but is not limited to, the following:

- Ineligibility to hold any office in any student organization recognized by the university, or hold an elected or appointed office at the university; or
- Ineligibility to represent NUNM to anyone outside the university community in any way including: presenting community education opportunities, attending non-required conferences, representing the university in official capacity at a function or gathering, etc.

### **Exclusion from Campus**

A written notice issued as a means of intervention to direct disruptive persons away from parts of or the entire campus, and to provide protection, safety, and security for the welfare of the students, faculty, staff, and guests of NUNM.

### **Disciplinary Probation**

This sanction permits the student to remain at NUNM only upon condition that the student avoids further conduct that violates the Code of Conduct and/or the Honor Code. In appropriate cases, additional conditions of probation may be imposed when the circumstances of the student’s misconduct do not warrant suspension. A probationary period will be delineated. If a student is found to violate the Code of Conduct or Honor Council while on probation, the student may face suspension or expulsion.

### **Clinical Probation**

Clinical probationary status allows a student a 30-day opportunity to correct behaviors that have been identified as being problematic. If, after 30 days, the student has demonstrated improvement, the dean of students, program dean or chief medical officer may elect to remove the student from clinic probation. If, after the initial 30-day probationary period, the student has not demonstrated improvement, the dean of students, program dean, or chief medical officer may elect to either extend the student’s probation for an additional 30 days or to suspend the student from clinic. In the circumstances of probation, NUNM’s absence policy still applies. If a student has more than two absences while on probation, then a grade for that rotation may not be earned. In addition, current add/drop policies and fees may be applied.

### **Clinical Suspension**

Clinical suspension is an involuntary removal from all clinical rotations, patient care, or contact. During the clinical suspension, the student will be referred through the conduct hearing process, which could include additional sanctions, including by not limited to, suspension. In the circumstances of clinical suspension, NUNM’s absence policy still applies. If a student has more than two absences while on probation, then a grade for that rotation may not be earned. In addition, current add/drop policies and fees may be applied. Clinical suspensions are not appealable.

### **Interim Suspension**

This sanction imposes actions that can include separation from the institution or restriction on participation in the community for no more than ten (10) business days pending the scheduling of a campus hearing on alleged violation(s) of the Code of Conduct, Honor Code, or is exhibiting a serious threat to harm others.

A student who receives an interim suspension notification may request a meeting with the dean of students or designee to discuss the reason(s) and terms for the interim suspension. This meeting does not supersede the conduct hearing process.

During an interim suspension, as determined by the dean of students, a student may be denied access to NUNM campus/facilities/events, and the NUNM Clinic. This restriction may also include classes, university activities, and/or privileges for which the student might otherwise have been eligible. At the discretion of the dean of students and in collaboration with and approval from the appropriate dean(s), alternative coursework options may be allowed to minimize some impact on the student's academic progress.

### **Suspension**

Suspension is an involuntary dismissal from NUNM and terminates the student's rights and privilege at the university. Suspensions take effect immediately and may include the current term of enrollment. During the suspension period, the student is banned from university property, NUNM clinics, functions, events and activities without prior written approval from the dean of students. This sanction may be enforced with a trespass action as necessary. Eligibility to return from a suspension or reapply to NUNM may be contingent upon satisfaction of specific conditions noted at the time of suspension. If the suspension is for one (1) calendar year or more, reapplication for admission is required.

Re-admittance is considered by NUNM, based upon consideration of the nature of the underlying incident and the circumstances of the student's actions since suspension, relevant to the ability for re-admittance to contribute to the NUNM community without detrimental behavior. The student, in addition, will need to comply with all admissions procedures and requirements established by NUNM, including applying for admission. If sanctions are imposed as a condition of re-admittance, the student must also comply with any stipulations of that sanction before re-applying to NUNM. Re-admission to NUNM is not guaranteed. See Section 14.13 for the Re-admission policy.

If a student is readmitted to the university, the student is placed on disciplinary probation for the remainder of his/her NUNM career.

Upon suspension, fees will be refunded in accordance with the refund schedule.

### **Expulsion**

Expulsion terminates the individual's rights and privileges as a student of NUNM permanently. The individual may not apply for re-admittance to NUNM. The student is banned from university property, functions, events and activities.

**This sanction will be noted as a Conduct Expulsion on the student's official academic transcript.**

In addition to the above any of the following sanctions may also be imposed upon student groups or organization found to have violated the Code of Conduct or Honor Code:

- Deactivation, de-recognition, loss of all privileges (including status as a university registered group/organization) for a specified period of time.

### **Range of Protective Measures**

NUNM will take remediated actions during the inquiry and investigation, which may include interim suspension, change student course/lab sections, no-contact orders, etc., pending the results of the investigation.

### **Prompt, fair, impartial process**

In situations where an NUNM community member suspects that an incident of discrimination, harassment, domestic violence, dating violence, sexual assault, or stalking may be occurring, even when no one has made an individual complaint, NUNM is obligated to do a primary fact finding inquiry. The purpose of the inquiry into the incident to assess if there is enough information to warrant a further, more comprehensive investigation and to provide immediate remedies and support. Any findings could result in disciplinary sanctions.

To ensure a prompt and effective response to allegations of sexual harassment and sexual violence, complaints will be investigated and conducted in a fair, and equitable manner. Complaints will be promptly investigated and typically concluded within 60 calendar days of receiving the initial report.

Proceedings are conducted by officials with annual training.

### **Disclosures to Victims of Violent Crimes and Non-Forcible Sex Offense**

NUNM will, upon written request, disclose to the alleged survivor of a crime of violence (as that term is defined in section 16 of title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by NUNM against a student who is the alleged perpetrator of such crime or offense. If the alleged survivor is deceased as a result of such crime or offense, the next of kin of such survivor shall be treated as the alleged victim for purposes of this paragraph.

## **Drug and Alcohol Policies**

### **Drug-Free Schools and Communities Act, Drug-Free Workplace Act, and Oregon Health Authority**

NUNM is committed to providing a drug-free environment. Alcohol and/or drug abuse compromises the student's ability to learn and to practice as a health provider and thus is considered unprofessional conduct. In compliance with the Drug-Free Schools and Communities Act, as amended by Public Law 100-297, and the Improving America's Schools Act of 1994, Public Law 103-382, the federal Drug Free Workplace Act of 1988 and the Oregon Health Authority and Oregon Administrative Rules 409-030-0100, NUNM is legally required and professionally committed to prevent illicit or recreational drug use and the abuse of alcohol by both students and employees.

### **Illicit Drug and Alcohol Policy**

Students are prohibited from unlawfully possessing, using or distributing, or be under the influence of or inebriated by alcohol or drugs, whether prescribed, illicit, or used recreationally, or any other intoxicant on university property or at any university event. The sale or transfer of prescription and look-a-like drugs is also a violation of university policy. Students and employees are also prohibited from consuming alcohol or drugs on campus or at NUNM-sponsored events, (except when the event is authorized by special permit; see the Exemption Request for Alcohol at University Events and Receptions policy) or from being on university-controlled property while under the influence of alcohol or intoxicants. In addition, students may not attend class or clinic under the effect of alcohol or drugs. Violation of this policy by a student will result in sanctions up to, and including, suspension or expulsion from NUNM and referral for prosecution for violation of local, state and federal laws. If state and federal law differ in establishing which drugs are illegal, NUNM follows federal law in determining whether a substance is illicit.

Any student found in violation of this policy may be subject to sanctions as set forth in the Student Conduct Code.

### **Drugs/Intoxicant Violation**

Any student believed to be under the influence of or inebriated by alcohol or drugs, whether prescribed, illicit, or recreational, or any other intoxicant may be required to undergo a rapid urinary drug screen (RUDS). If the RUDS is found to be positive, the results will be confirmed by a second testing method completed at a DHHS-certified lab. If this testing also shows "positive," the student will be removed from class or clinic shift and subject to sanctions as set forth in the Code of Conduct.

If the UDS demonstrates the presence of a prescription drug, a valid prescription for the drug must be provided, and disciplinary measures may be invoked if the student is visibly inebriated or suffering cognitive impairment while on the medication.

The university's initial and foremost response to reported or observed violation is counseling in and conjunction with other disciplinary actions.

### **Alcohol Violation**

Any student whom NUNM has reasonable grounds to believe is intoxicated will be required to undergo a blood-alcohol test that will be administered at a facility designated by NUNM. Refusal to take this blood alcohol test can result in immediate suspension from NUNM. "Under the influence of alcohol," for the purposes of this policy, is defined as having a blood-alcohol test that shows more than .01 alcohol content. *If the student is working a clinic shift, having a test that shows any alcohol content will be considered "under the influence of alcohol."*

### **Legal Consequences**

There are both state and federal sanctions regarding the possession or distribution of illegal drugs. Oregon has strong laws that allow the seizure and forfeiture of vehicles used to transport illegal drugs by law enforcement agencies. Alcohol is an illegal drug for those under 21. For drivers under 18, any detectable amount of alcohol is grounds for losing an operator's license until age 18. Most "recreational" drugs are illegal, and criminal conviction may bar a student from their chosen career path.

### **Education and Rehabilitation**

Students who may be having difficulty with alcohol and/or drugs are encouraged to seek appropriate counseling. In addition, in compliance with federal law, NUNM is prepared to educate and inform its students and employees of the health risks associated with the use of various illicit drugs and the abuse of alcohol. NUNM is also prepared to refer students to counseling and treatment resources, and to inform students of legal penalties of noncompliance. Students are encouraged to avail themselves of an appropriate counseling, treatment or rehabilitation program. NUNM aims to share concern for those struggling with substance abuse and support their decision to enter counseling or recovery programs. Even so, drug and/or alcohol use and abuse is not tolerated on campus because of the inevitable effects on others.

Resources concerning treatment and rehabilitation programs are available in the Office of Student Life. University officials may consider a student's participation in such a program when applying sanctions for violations of this policy.

### **Drug-Testing**

In compliance with the Oregon Health Authority and Oregon Administrative Rules 409-030-0100, as of July 1, 2015, all incoming students are required to undergo a drug screen prior to matriculation at

NUNM. Students enrolled prior to July 1, 2015, they are required to undergo a drug screen prior to any clinical rotations or field-work experience.

Incoming students must submit a urine sample at a Department of Health and Human Services (DHHS)-certified lab in the 30 days prior to the beginning of their NUNM matriculation date. Refusal to take the required substance test will result in a revocation of the offer of admission to NUNM. The student will forfeit the enrollment deposit. Students are responsible for paying for the drug screening when they arrive at the lab.

Currently enrolled students may be required to undergo a drug screening prior to their first clinical rotation or field work experience. Refusal to take the required substance test may result in an interim suspension from NUNM and will prohibit the student from participating in clinical rotations or fieldwork at NUNM or any of its affiliates and a referral to Honor Council.

The 10-panel urinary drug screen must include the following eight substances: Amphetamines, including methamphetamines; Barbiturates; Benzodiazepines; Cocaine; Marijuana; Methadone; Opiates; Phencyclidine.

For incoming students, a refusal to take the required substance test may result in a revocation of the offer of admission to NUNM. For current students, a refusal to take the required substance test may result in an interim suspension from NUNM which prohibits the student from participating in courses, or clinical rotations, or fieldwork at NUNM or any of its affiliates.

### **Drug Screening Results for Current Students**

Students who receive a urinary drug screen that is “dilute-positive”, “dilute-negative” “positive”, or “invalid” in any way, are sent to a Medical Review Officer (MRO), an independent third-party licensed physician who is responsible for receiving and reviewing lab results generated by the urinary drug screen process. The MRO will contact only student producing something other than a negative result. Any prescribed medications that may appear on the 10-panel urinary drug screen can be submitted to the MRO. NUNM does not accept medical prescriptions for marijuana.

Students whose urinary drug screen is “dilute-positive”, “dilute-negative”, “positive”, or “invalid” in any way, the test is considered void. The student is responsible to take a subsequent drug test within 30 days of the void result. The student will be put on interim clinical suspension until a negative drug result is received. Failure to complete a subsequent urinary drug screen within this time period will result in clinical suspension and a referral to Honor Council.

Refusal to take the required substance test may result in an interim suspension from NUNM and will prohibit the student from participating in classes, clinical rotations, or fieldwork at NUNM or any of its affiliates.

All positive results are sent to a Medical Review Officer (MRO), an independent third-party licensed physician who is responsible for receiving and reviewing lab results generated by the urinary drug screen



process. The MRO will contact only student producing something other than a negative result. Any prescribed medications that may appear on the 10-panel urinary drug screen can be submitted to the MRO. NUNM does not accept medical prescriptions for marijuana.

Possession of marijuana, in any quantity, on any NUNM property or during classes, clinical rotations, or fieldwork is against the NCMM policy and the federal law. In addition, failure to comply with federal laws and regulations on marijuana possessions and use on campus jeopardizes the university's continued receipt of federal funds. Thus, NUNM does not accept medical prescriptions for marijuana.

### **Costs**

Students will be financially responsible for all drug screening fees. For current students, the lab fee for the urinary drug screenings will be added to each student's account.

### **Record Retention**

The Office of the Chief Medical Officer will maintain a database recording that the student has complied with all clinical entry requirements stipulated in OAR 409-030-0100.

This information can be shared with affiliated hospitals, clinics, and fieldwork sites that request this information to prevent students from having to comply with further drug testing at their facility and to assure affiliated hospitals, clinics, and fieldwork sites that the student has complied with the policy. Students who wish this information to be released to affiliated hospitals, clinics, and fieldwork sites can submit a Release of Information Form to the Chief Medical Officer's Office.

If a student receives a positive result from the confirmatory drug screening, the report will be forwarded to the dean for students for review and referral to the Honor Council.

### **Policy Review**

NUNM's Drug and Alcohol Abuse Program will be reviewed biennially to determine its effectiveness. Changes will be made as appropriate. The president will ensure that these disciplinary sanctions are consistently enforced through regular review of managers.

### **Exemption Policy for Request for Alcohol at University Events and Receptions**

NUNM complies with the Drug-Free Work Act of 1988, the Drug-Free Schools and Communities Act of 1989, and State of Oregon laws. NUNM prohibits the consumption or distribution of alcohol on university properties, whether or not it is an NUNM-sponsored event, and at off-site university sponsored events.

An event, in which the sponsoring organization or department would like to request an exemption to the no alcohol policy, may petition the appropriate office for exemption by submitting a NUNM Alcohol Use Permit form. This applies to all university-sponsored events on- or off-campus.

Exception for special consideration for exemption to this policy must be made no less than two (2) weeks prior to the event date to the appropriate office, and if approved, all delineated requirements must be met.

Any person or organization who wishes to have an event with alcohol, and petitions for exemption, must designate an event host. The event host is responsible for the overall management of the event as well as compliance to city, state and federal laws, and NUNM policies. The event host shall read, understand and agree to all policies and procedures, as well as submit the NUNM Alcohol Use Permit form for approval a minimum of two (2) weeks prior to the event.

All requests for exemption for alcohol require at least three signatures for final approval. In cases of events at which students are present, approval is required by the dean of students or designee; in cases of institutional or departmental events at which staff or faculty are present, approval by the director of human resources is required. If students and employees are present, both the director of human resources and the dean of students or designee must approve the form. In cases of non-NUNM events, approval is by the vice president for finance and administrative affairs or designee. The Office of Security and the Office of the President must also sign off on all petitions for final approval. Any violations of these requirements, or the regulations and policies outlined below, will result in disciplinary acts on the part of NUNM.

In addition to federal and state laws, the following regulations and policies shall be enforced when alcohol is present at any event.

1. No persons under the age of 21 shall possess or consume alcohol. All persons who attend the event must be prepared to show government-issued picture identification.
2. No student, employee or other person shall knowingly or intentionally furnish, sell, supply, give or provide alcohol to a person under the age of 21; or allow any person under the age of 21 to possess or consume alcohol.
3. No alcohol will be served to persons who appear to be intoxicated.
4. Non-alcohol beverages, in addition to water, must be prominently displayed and available during the event.
5. No less than two different types of substantial food shall be served at each event, with food services beginning prior to the consumption of alcohol and continuing until the end of the event.
6. "Different" means food items that differ in their primary ingredients and/or method of preparation (i.e., cheese pizza and pepperoni pizza are different).
7. "Substantial" means food items prepared or cooked and that are typically served as a main course or entrée (i.e., pizza and sandwiches are substantial however, chips and popcorn are not).
8. Alcohol service must be discontinued no later than 30 minutes prior to the end of the scheduled event.
9. Alcohol must be served by servers who hold current servers licensing, and only servers may serve alcohol. Receptions that are limited to less than 10 people and are closed, invitation-only events, do not require a licensed alcohol server. However, the event host is responsible for compliance with all laws and policies. Self-service and bring your own (BYO) is not permitted.

10. Servers will not consume alcohol while working, nor serve more than one alcohol beverage to a single person at one time.
11. NUNM employees shall not consume alcohol unless they have completed their normal work schedule. This is in compliance with the Drug-Free Workplace Act.
12. Sponsoring groups who wish to provide alcohol at events sponsored by the university or on university property must designate an event host. The event host is responsible for the submission of the NUNM Alcohol Use Permit form for approval to the approving body no fewer than two (2) weeks prior to the event. Failure to comply with the deadline may result in denial of permit.
13. The event host may not consume alcohol during the event to ensure all policies, procedures, regulations and laws are being followed.
14. No alcohol will be sold on university properties unless the events are catered through food service and have been approved through the NUNM process. NUNM does not hold a liquor license. The food service provider must apply for and receive a Temporary Sales License through the Oregon Liquor Control Commission office (OLCC). Events where donations or tickets are required for alcohol/entry to the event, or if alcohol is being raffled as a prize, an OLCC liquor license will be required.
15. Alcohol on university property will be limited to beer, wine and champagne only. No hard liquor or distilled spirits are allowed.
16. No student activities money shall be used for the purchase of alcohol without the approval of the dean of students; whether the event is on- or off campus.
17. No alcohol beverages shall be served at university student recruitment functions.
18. Publicity of events should focus on the entertainment, speeches, presentations and/or other activities and should not focus on alcohol. Advertisements cannot mention alcohol as a means of promotion of the event.
19. Alcohol beverages must be consumed in the designated event area(s) and must not leave the university property.
20. Alternative transportation options must be planned for and, if deemed necessary, provided by the event host to anyone who appears to be intoxicated. Alternative transportation fiscal responsibility is that of the event host.
21. Security may be required at the event, especially if there are minors present for the event. Fiscal responsibility for security may be the responsibility of the event host. Please contact the Director of Security to arrange for security for the event. Final approval for the event will not be granted until after the Director of Security has given authorization.
22. Failure to comply with all these established rules, regulations and laws will result in disciplinary action through either the Student Code of Conduct or through Human Resources as delineated in the student and employee handbooks.

Upon submission of the NUNM Alcohol Use Permit by the event hosts to either the dean of students, director of human resources or vice president for financial and administrative affairs, it will be reviewed. If approved, the event host will submit the form to the Office of Security for approval. If approved, the event host will then submit the form to the Office of the President for final approval. The form will be kept on file in the Office of the President with copies submitted to the approving bodies.

## Missing Student Notification

The safety of NUNM students is critical and if a student is believed to be missing, immediate steps will be taken to locate the student. A student may be considered missing if:

- The student is unreachable by phone, electronic communication (email, text, etc.), or in person for 24 hours or more when the student is otherwise expected to be on campus or at an NUNM related clinic shift/activity; or
- The student has not reached their specified destination for 24 hours or more past their anticipated arrival time; or
- Other factors that lead NUNM staff to believe the student is missing.

If any of these circumstances lead to the belief a student is missing, an immediate investigation will be conducted and efforts will be made to reach the student in question. The following steps will be taken:

- Notification of the emergency contact listed in SONIS.
- Notification of the Portland Police Bureau with a request for a wellness check to the student's residence. When the missing student is located, the CARE (Crisis Assessment and REsponse) Team will assess the state of health and safety of the student to return to campus. If appropriate, a referral to the Counseling Center may be made.

If you believe a student is missing, please contact the Office of Student Life or Campus Safety and Security immediately.

Students are required to submit a local address and emergency contact during orientation. Students are strongly encouraged to periodically review and update their emergency contact and address information on SONIS. If you have questions on how to update your information, please contact the Registrar's Office.

University officers may review student records on an as needed basis. Personal information about students will not be shared with third parties on or off campus except as directed in writing by the student, the courts or governmental agencies.

## Crime Statistics

In compliance with The Jeanne Clery Disclosure Act of Campus Security and Campus Crime Statistics Act, NUNM submits annual crime statistics. These are available at: <http://ope.ed.gov/security> as well as printed below. The intent of the report is to inform you of the extent of reported crimes occurring in the previous calendar year. Crime statistics are prepared by the NUNM Safety Department in cooperation with Portland Police Bureau (PPB). Data is collected from a variety of sources including Community Safety's internal incident reports, PPB reports and reports from campus security authorities.

### Crime Statistics for the Previous Three Years

Classification	Year	On Campus	Public Property	Non-Campus
Murder/Non-Negligent Manslaughter	2015	0	0	0
	2014	0	0	0
	2013	0	0	0
Negligent Manslaughter	2015	0	0	0
	2014	0	0	0
	2013	0	0	0
Forcible Sex Offenses	2015	0	0	0
	2014	0	0	0
	2013	0	0	0
Non-Forcible Sex Offenses	2015	0	0	0
	2014	0	0	0
	2013	0	0	0
Robbery	2015	0	0	0
	2014	0	0	0
	2013	0	0	0
Aggravated Assault	2015	0	0	0
	2014	0	0	0
	2013	0	0	0
Burglary	2015	2	0	0
	2014	1	0	0
	2013	0	0	1
Motor Vehicle Theft	2015	0	0	0
	2014	0	0	0
	2013	0	0	0
Arson	2015	0	0	0
	2014	0	0	0
	2013	0	0	0
Domestic Violence	2015	0	0	0
	2014	0	0	0
	2013	0	0	0
Dating Violence	2015	0	0	0
	2014	0	0	0
	2013	0	0	0

<b>Classification</b>	<b>Year</b>	<b>On Campus</b>	<b>Public Property</b>	<b>Non-Campus</b>
Stalking	2015	0	0	0
	2014	1	0	0
	2013	3	0	1
Liquor Law Arrests	2015	0	0	0
	2014	0	0	0
	2013	0	0	0
Liquor Law Referrals	2015	0	0	0
	2014	0	0	0
	2013	0	0	0
Weapon Possession	2015	0	0	0
	2014	0	0	0
	2013	0	0	0
Weapon Possession Referrals	2015	0	0	0
	2014	0	0	0
	2013	0	0	0
Drug Law Arrests	2015	0	0	0
	2014	0	0	0
	2013	0	0	0
Drug Law Referrals	2015	0	0	0
	2014	0	0	0
	2013	0	0	0
Hate/Bias Crimes	2015	0	0	0
	2014	0	0	0
	2013	0	0	0

For the purposes of compiling these statistics, no reports were omitted due to being declared unfounded by a law enforcement official.

NUNM does not currently have Residential Facilities; so this column has been omitted from the above table.

No hate or bias crimes have been reported for the last three calendar years. Such crimes would be described in narrative format below the table section for Hate/Bias crimes.