

## CLACKAMAS COMMUNITY COLLEGE

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The following symbol is used on some policies:

- \*\* As used in this policy, the term parent includes legal guardian or person in a parental relationship. The status and duties of a legal guardian are defined in ORS 125.005 (4) and 125.300 - 125.325. The determination of whether an individual is acting in a parental relationship, for purposes of determining residency, depends on the evaluation of the factors listed in ORS 419B.373. The determination for other purposes depends on evaluation of those factors and a power of attorney executed pursuant to ORS 109.056. For special education students, parent also includes a surrogate parent, an adult student to whom rights have transferred and foster parent as defined in OAR 581-015-0005 (18).

<b>Clackamas Community College</b>
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Code: **EB-AR**

Revised/Reviewed: 5/23/06

Orig. Code(s): AR 614-001

**Health and Safety Program** (Version 1)

(Please review proposed AR for additional language)

~~Clackamas Community~~**The** College recognizes that injury and illness losses from accidents are often costly and preventable. In order to ensure a safe, healthful campus for all its employees and students, the ~~e~~**C**College will maintain an effective health and safety program that involves all employees in the effort to eliminate workplace hazards. A central part of this program will be an active ~~E~~**n**vironmental ~~H~~**h**ealth and ~~S~~**s**afety ~~C~~**c**ommittee that includes management and labor representatives.

Committee responsibilities include:

1. •Recommending health and safety improvements in the workplace;
2. •Identifying hazards and unsafe work practices and conditions;
3. •Promoting accident prevention;
4. •Assisting the ~~e~~**C**College in evaluating its health and safety program.

Management responsibilities include:

1. •Considering all employee suggestions for achieving a safer, healthier workplace;
2. •Keeping informed about workplace health and safety hazards;
3. •Reviewing the ~~e~~**C**College health and safety program;
4. •Providing training opportunities in safe work practices;
5. •Enforcing ~~e~~**C**College rules and working to prevent workplace injuries and illnesses.

Employee responsibilities include:

1. •Participating and supporting the health and safety program activities;
2. •Reporting hazards, unsafe work practices; and accidents immediately to their supervisors;
3. •Informing a representative of the ~~E~~**n**vironmental ~~H~~**h**ealth/~~S~~**s**afety ~~C~~**c**ommittee or the ~~E~~**n**vironmental ~~H~~**h**ealth/~~S~~**s**afety ~~C~~**c**oordinator of any unsafe work practices or conditions;
4. •Wearing required personal protective equipment.

Approved by President's Council: \_\_\_\_\_  
(Date)

**Clackamas Community College**Code: **EB-AR**

Revised/Reviewed:

**Safety Committee** (Version 2)**Safety Officer**

The President shall designate a safety officer. The safety officer shall:

1. Establish a safety committee, advisory to the safety officer, to implement and monitor the safety program;
2. Be responsible for writing and implementing a safety program (The written program shall include reporting procedures and in-service safety training program.);
3. Coordinate all matters relating to safety and shall make, or cause to be made, periodic inspections of sites and review with the site safety manager the status of record keeping, reports and meeting agendas;
4. Maintain liaison with applicable agencies;
5. Assist all administrators and department supervisors as necessary in the preparation and implementation of their site safety programs;
6. Maintain the accident record system; make necessary report, personally investigate fatal, serious and potentially serious accidents; and check corrective action taken by teachers or other personnel to eliminate causes of accidents;
7. Establish specific goals for the College's safety program and evaluate goals and accomplishments on a regular basis.

**Safety Committee**

The safety committee shall be composed of an equal number of employer and employee representatives. Employee representatives shall be volunteers or elected by their peers, unless there is a provision in the collective bargaining agreement that addresses the selection of employee representatives. Members of the committee shall serve at least a continuous one year term. Terms shall be staggered to provide continuity. Members shall represent major areas of activity in the College whenever possible. There shall be a chair elected by the safety committee. Employee representatives attending safety committee meetings shall be compensated by the employer at the regular hourly wage for duties that extend beyond regular working hours.

The safety committee will:

1. Hold regular meetings at least once a month except months when quarterly workplace safety inspections are made. This does not exclude other months from safety committee meetings if more frequent safety inspections are conducted. Quarterly safety committee meetings may be substituted for monthly meetings when the committee's sole area of responsibility involves low hazard work environments such as the office;
2. Provide written agendas for each meeting which shall set the order of business;
3. Make written records of each meeting which the employer shall review and maintain for three years for inspection;
4. Post and send copies of meeting records to committee members;
5. Assist in creating a hazard-free work environment by:
  - a. Recommending to the employer how to eliminate hazards in the workplace and promote employee adherence to safe work practices; and
  - b. Using lines of communications to promote cooperative attitudes between all persons involved in the operations of the workplace.

Duties of the safety committee will include:

1. Establishing procedures for minimum quarterly workplace safety inspections of a safety committee inspection team to locate and identify safety and health hazards. The safety inspection team shall include employer and employee representatives and shall document the location and identity of the hazards and make recommendations as to how and when the hazards will be corrected;
2. Establishing procedures for investigating all significant safety-related incidents including injury accidents, illnesses and deaths for the purpose of recommending corrective action necessary to prevent similar events from recurring;
3. Evaluating employer policies which may affect safety and health in the workplace and make recommendations for changes to existing policies or adoption of new policies;
4. Evaluating all the accident and illness prevention programs brought to the committee's attention and making recommendations necessary to make the programs more applicable to the workplace;
5. Establishing a system whereby the safety committee can obtain information directly from all persons involved in the operations of the workplace that would help in creating a hazard-free work environment. The information obtained shall be reviewed at the next safety committee meeting;
6. Establishing procedures for the review of all safety and health inspection reports made by the committee and making necessary recommendations;

7. Establishing procedures for the review of corrective action taken on the committee's recommendations or determining the reasons why no corrective action was taken;
8. Making all reports, evaluations and recommendations of the safety committee a part of the minutes of the safety committee;
9. Evaluating employee/supervisor training needs.

### **Degree of Authority**

The site safety committee is authorized to make written suggestions to the safety officer, based on its experiences, inspections and input from other employees, students and patrons, as appropriate.

Approved by President's Council: \_\_\_\_\_  
(Date)

**Clackamas Community College**Code: **ECA-AR(1)**

Revised/Reviewed: 3/14/06

Orig. Code(s): AR 407-001

**Firearms, Destructive Devices and Other  
Dangerous Weapons on College Property**

Firearms, destructive devices and other dangerous weapons are specifically prohibited on all College premises except as allowed under ORS 166.360 to ORS 166.385. Pursuant to ORS 166.370(3)(a-f), this prohibition does not apply to the following:

1. A sheriff, police officer, other duly appointed peace officers or a corrections officer while acting within the scope of employment;
2. A person summoned by a peace officer to assist in making an arrest or preserving the peace, while the summoned person is engaged in assisting the officer;
3. An active or reserve member of the military forces of Oregon or the United States, when engaged in the performance of duty;
4. A person who is licensed under ORS 166.291 and ORS 166.292 to carry a concealed handgun;
5. Campus safety officers.

Prohibited weapons include all weapons included in the definition of “weapon” provided in ORS 166.360(5), including (but not limited to) any of the following:

1. Any firearms;
2. Any dirks, daggers, ice picks, slingshots, metal knuckles or any similar instruments or knives other than ordinary pocket knives or box cutters used by staff for authorized purposes, the use of which could inflict injury upon a person or property;
3. An electrical stun gun or any similar instrument;
4. A tear gas weapon as defined in ORS 163.211;
5. A club, baton, billy club, bludgeon, knobkerrie, nunchaku, nightstick, truncheon or any similar instrument, the use of which could inflict injury upon a person or property; and
6. A dangerous or deadly weapon as those terms are defined in ORS 161.015.

Approved by President's Council: \_\_\_\_\_

(Date)

Corrected 9/14/11

# Clackamas Community College

Code: ECA-AR(2)

Revised/Reviewed:

## Campus Security

*(This is definitely optional but does address a lot of the reporting requirements.)*

### College Security Procedures and Practices

To encourage students and employees to be responsible for their own security and the security of others, as well as to promote crime prevention, the Public Safety Department shall inform students and staff annually, through an Annual Security Report, about College security programs, procedures and practices through such means as handbooks and postings.

Public Safety shall also prepare, publish and distribute statistical reports to students and staff and to any applicant for enrollment or employment, upon request. Reports will identify the occurrence of crimes on campus, in or on noncampus buildings or property and on public property reported to Campus Security or local police agencies. The number of campus arrests during the most recent calendar year and the two preceding calendar years for criminal offenses will also be included, as specified in the Act of 1990. Information will include procedures for students and others to report criminal actions or other emergencies occurring on campus and the College's response to such reports.

### Annual Security Report

The annual security report published by the Public Safety Department will include the following information:

1. Statements of current policies regarding the following:
  - a. Procedures and facilities for students and others to report criminal actions or other emergencies occurring on campus and policies concerning the College's response to such reports;
  - b. Security and access to campus facilities, including campus residences, and security considerations used in the maintenance of campus facilities.
  - c. Campus law enforcement, including the enforcement authority of security personnel and their working relationship with State and local police agencies and prompt reporting of all crimes to the campus police and the appropriate agencies.
  - d. the monitoring and recording through local police agencies of criminal activity at off-campus student organizations which are recognized by the College and that are engaged in by students attending the College, including those student organizations with off-campus housing facilities.
  - e. Possession, use and sale of alcoholic beverages and enforcement of State underage drinking laws and possession, use and sale of illegal drugs and enforcement of Federal and State drug laws and a description of any drug or alcohol abuse education program.
  - f. The College's sexual assault programs, which shall be aimed at prevention of sex offenses and the procedures followed once a sex offense has occurred. This policy shall address the following areas:

- (1) The promotion of awareness regarding rape, acquaintance rape, and other sex offenses;
  - (2) Possible sanctions following a disciplinary procedure regarding a sex offense;
  - (3) Procedures students should follow when a sex offense occurs;
  - (4) Procedures for on-campus disciplinary action in cases of alleged sexual assault which affords the accuser and accused the same opportunities to have others present during the proceeding and which informs both of the outcome of the disciplinary outcome;
  - (5) Information regarding students options to contact the proper law enforcement authorities outside of school authorities;
  - (6) Information regarding existing counseling, mental health or student services for victims of sexual assault;
  - (7) Information regarding mental health services and assistance in changing academic and living situations after an alleged assault.
2. A description of the type and frequency of programs designed to inform students and employees about campus security procedures and practices and encouraging students and employees to be responsible for their own security and the security of others.
3. A description of programs designed to inform students and employees about the prevention of crimes.
4. Statistics concerning the occurrence on campus, in or on noncampus buildings or property, and on public property during the most recent calendar years for which data are available of the following criminal offenses reported to campus security authorities or local police agencies:
  - a. Murder;
  - b. Sex offenses, forcible or nonforcible;
  - c. Robbery;
  - d. Aggravated assault;
  - e. Burglary;
  - f. Motor vehicle theft;
  - g. Manslaughter;
  - h. Arson;
  - i. Arrests or persons referred for campus disciplinary action for liquor law violations, drug-related violations, and weapons possession; and
  - j. Tther crimes involving 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
5. A statement advising campus community where law enforcement agency information provided by a State concerning registered sex offenders may be obtained.



## Prevention and Response to Crime

To reduce the possibility that any student or employee may be exposed to potential hazards, the following steps have been developed:

1. All keys to classrooms, offices, laboratories, files, cabinets, etc. are issued by Public Safety. Staff members must sign for keys when they are issued and check them in at the close of the College year or whenever they are no longer needed. Keys to campus facilities are not to be given to students without the express permission of the [Vice President of Student Development and Services];
2. It is the responsibility of each staff member to see that windows are closed and latched, doors are locked and lights are out when not in use. These precautions are particularly important when leaving the work area for the day;
3. To prevent outside doors to buildings being left unlocked late at night or on weekends, all staff are to carefully observe the following guidelines:
  - a. A building unlocked for staff must be immediately relocked after entering. This will prevent the possibility of an unauthorized entry;
  - b. On leaving the building, staff are directed to not only lock the door, but also to try it afterwards to see that the safety latch is caught.
4. Staff members are encouraged to help students set up a “buddy system” when walking to and from classes. Instructors should include themselves in such planning;
5. All staff members and students are encouraged to lock vehicle doors, even when leaving vehicles only for a short time;
6. It is the responsibility of the safety committee to routinely inspect College facilities and grounds and make recommendations on safety hazards that may impact students, staff and visitors;
7. It is the responsibility of all staff members and students to report all suspicious activity and crimes occurring in College buildings and classrooms and on College grounds to the Public Safety Department or an administrator as promptly as possible;
8. Staff and students are encouraged to report nonoperating lighting to College staff and nonoperating street lights to city offices;
9. The College is a drug-free educational institution and workplace. Enforcement of the College drug and alcohol policy is part of the College crime prevention strategy. It is a violation of policy for students or staff to possess, consume, be under the influence of or furnish illicit drugs on College controlled property or at College or student organization functions. A student violation of this prohibition may result in disciplinary probation, suspension or expulsion.

**Record Keeping**

The College shall make, keep and maintain a daily log recording all crimes reported to the Public Safety Department. The log will include:

1. The nature, date, time and general location of each crime; and
2. The disposition of the complaint, if known.

All entries shall, except where disclosure of such information is prohibited by law or such disclosure would jeopardize the confidentiality of the victim, be open to public inspection within two business days of the initial report being made to the Public Safety Department. If new information about an entry into a log becomes available, the new information shall be recorded in the log not later than two business days after the information becomes available to the department. If there is clear and convincing evidence that the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence, the information may be withheld until that damage is no longer likely to occur from the release of such information.

The College shall on an annual basis submit a copy of the required statistics to the Secretary of Education.

Approved by President's Council: \_\_\_\_\_  
(Date)

# Clackamas Community College

Code: **ECD-AR**

Adopted: 3/14/06

Orig. Code(s): AR 407-003

## Motor Vehicles Code (Version 1)

*On hold - possible AR language; reviewing with proposed ECD-AR - Traffic Control*

### 1. ~~Section I:~~ Authority

Authority to establish regulations covering the policing, control and registration of motor vehicles is found in ORS 341.300.

### 2. ~~Section II:~~ Assessments

Authority to establish reasonable assessments and regulations for the collection of reasonable fines for for parking is found in ORS 341.300.

### 3. ~~Section III:~~ Definitions

As used in these regulations, unless the context otherwise requires:

- a. ~~A.~~ "Abandoned vehicle" means any vehicle which has not been moved by the operator, owner, or designee of the owner for a period of more than 72 consecutive hours;
- b. ~~B.~~ "Board" means the Board of Education of the Clackamas Community College ~~D~~istrict;
- c. ~~C.~~ "College" means Clackamas Community College;
- d. ~~D.~~ "Cycles only" means area designated for motorcycle parking only;
- e. ~~E.~~ "Designated parking area" means those areas specified by the Board for parking for a college group or groups of students, members of the Board, staff, members of the public; or those designated as physically disabled;
- f. ~~F.~~ "Motor vehicle" means any vehicle which is self-propelled;
- g. ~~G.~~ "Other vehicle" means any vehicle which is not self-propelled;
- h. ~~H.~~ "Working ~~D~~ay" means any Monday through Friday when ~~c~~College offices are open.

### 4. ~~Section IV:~~ Parking for the Physically Disabled

- a. ~~A.~~ Parking spaces reserved and posted specifically for the temporarily or permanently physically disabled are located throughout the campus. The number and location of disabled parking spaces in a public parking area is established according to Oregon Revised Statutes (ORS) 8116.5.
- b. ~~B.~~ A ~~c~~College staff member or student who is temporarily disabled due to illness or injury may apply for a temporary disabled parking permit from the ~~P~~ublic ~~S~~safety office and will be able to use the designated parking spaces for the duration of the limits of the permit.

Unauthorized motor vehicles parked in disabled parking spaces will be cited and may be subject to tow.

5. ~~Section V:~~ Parking Regulations

- a. ~~A-~~Responsibility for locating an appropriate designated parking area rests with the operator of a motor vehicle. Lack of a convenient designated parking space is not an excuse for violation of campus parking regulations.
- b. ~~B-~~The ~~C~~ampus ~~S~~safety ~~O~~ffice can approve special parking arrangements in unusual situations such as permitting disabled persons to park near buildings when regular disabled spaces are too far away.
- c. ~~C-~~The following are violations of parking regulations:
  - (1) ~~1-~~Unauthorized parking in a disabled parking place;
  - (2) ~~2-~~Parking in a fire lane (red curb);
  - (3) ~~3-~~Parking along a yellow curb;
  - (4) ~~4-~~Parking on a sidewalk or pedestrian area;
  - (5) ~~5-~~Parking in such a manner as to block another vehicle, street or driveway, to impede ingress or egress;
  - (6) ~~6-~~Occupying more than one parking space;
  - (7) ~~7-~~Blocking a building entrance;
  - (8) ~~8-~~Parking on any landscaped, improved; or unpaved area;
  - (9) ~~9-~~Parking overtime in a posted time limit zone;
  - (10) ~~10-~~Abandoning a vehicle as defined in Section 3. ~~(A)~~a.;
  - (11) ~~11-~~Parking in any area not posted as a designated parking area.
- d. ~~D-~~Any motor vehicle parked in violation of any regulations subject to citation and possible towing in accordance with procedures outlined in *Section 7 C #5. (Needs updated; which section is this supposed to be referenced to? There was no original section 7.c.5.)*
- e. ~~E-~~Persons having a motor vehicle breakdown on one of the college centers should contact the Campus Safety office for assistance. Making major mechanical repairs to motor vehicles is prohibited on college property, except in areas where mechanical instruction has been authorized by the college.
- f. ~~F-~~The operator of a motor vehicle shall restrict the operation thereof to roads and ~~f~~parking lots as designated on the campus map.
- g. ~~G-~~The college does not assume responsibility for any motor vehicle or its contents while parked on college property.
- h. ~~H-~~Bicycles, although not self-propelled, shall be parked in appropriately designated parking areas.
- i. ~~I-~~A ~~Clackamas Community~~The College map is attached to this ~~C~~ode, and by reference, made a part thereof.

6. ~~Section VI:~~ Driving Regulations

- a. ~~A-~~Operators of motor or other self-propelled vehicles shall obey the Oregon Basic Rule as well as all campus traffic signs and regulations, including:
  - (1) ~~1-~~Drivers on campus must yield for emergency vehicles-;
  - (2) ~~2-~~Drivers on campus must stop completely-;
  - (3) ~~3-~~Drivers must obey one-way street sign-;

- (4) ~~4-~~Drivers must obey right-of-way signs;
- (5) ~~5-~~No driver shall operate a motor vehicle on campus in a careless manner; i.e. a manner endangering any person or property.

7. ~~Section VII:~~ Prohibited Means of Transportation

- a. ~~A-~~Use of skateboards, roller skates and rollerblades is prohibited on campus unless part of an approved class.
- b. ~~B-~~Because of the risk to others and the potential liability involved, the following types of transportation devices are excluded from the campus:
  - (1) ~~1-~~Small motorized scooters;
  - (2) ~~2-~~Motorized skateboards;
  - (3) ~~3-~~All transportation devices that are powered by gasoline engines less than 50 cc in size.
- c. ~~C-~~Exceptions may be made by the ~~C~~campus ~~S~~safety ~~O~~ffice, on a case-by-case basis, for devices used by the physically disabled.

8. ~~Section VIII:~~ Enforcement

- a. ~~A-~~Campus Motor Vehicle Regulations are enforced by college ~~C~~ampus ~~S~~safety ~~O~~fficers during duty hours. College ~~C~~ampus ~~S~~safety ~~O~~fficers have the authority to issue citations for parking violations committed on college property. Vehicle owners/operators so cited are subject to the terms and conditions set forth on the face of the citation. Some officers, who hold a deputy sheriff's commission, have the authority to issue citations for moving vehicle violations.
- b. ~~B-~~Parking citation procedures are as follows:
  - (1) ~~1-~~Citations for violation of any traffic or parking regulation will be issued by ~~C~~ampus ~~S~~safety ~~O~~fficers and will be placed in a conspicuous place upon the vehicle involved in the violation. The written citation will serve as the complaint in the case.
  - (2) ~~2-~~Violation of parking regulations subject the offender to the following fines:
    - (a) ~~a-~~Unauthorized parking in disabled space - \$100;
    - (b) ~~b-~~Parking along a red curb (fire lane) - \$25;
    - (c) ~~c-~~Parking so as to block another vehicle or building entrance - \$25;
    - (d) ~~d-~~Violation of any other parking regulation - \$15.
  - (3) ~~3-~~The fine must be paid or an appeal filed within ~~ten~~(10) working days from the issuance of the citation.
- c. ~~C-~~Fines.
  - (1) ~~1-~~Failure to either pay the fine or file an appeal within the stated time limit will result in the following:

- (a) ~~a.~~ Except for the fine for unauthorized parking in a disabled space, all other fines will be doubled;
- (b) ~~b.~~ The citation will be sent to the ~~C~~cashier's office, where all cashier's office policies will apply;
- (c) ~~c.~~ If the vehicle is considered abandoned (left 72 hours), it may be towed (See Section 3; ~~A.a.~~).

## 9. ~~Section IX:~~ Appeals Procedure

- a. ~~A.~~ Violators who wish to appeal a parking citation may do so in accordance with the following procedures:
  - (1) ~~1.~~ Complete the appropriate Appeal form (available at the ~~C~~ampus ~~S~~safety ~~O~~ffice or the ~~C~~cashier's ~~O~~ffice), and submit it to the ~~C~~ampus ~~S~~safety ~~O~~ffice for presentation to the next meeting of the ~~T~~raffic ~~A~~ppeals ~~B~~oard. The ~~T~~raffic ~~A~~ppeals ~~B~~oard is a subcommittee of the ~~C~~ampus ~~S~~security ~~C~~ommittee. This Board meets once per term. Filing of an appeal will stop any further enforcement procedures until the ~~T~~raffic ~~A~~ppeals ~~B~~oard hearing.
  - (2) ~~2.~~ Persons filing an appeal will be notified in writing of the date, time and place of the next ~~T~~raffic ~~A~~ppeals ~~B~~oard meeting.
  - (3) ~~3.~~ Those filing appeals may appear in person at the ~~T~~raffic ~~A~~ppeals ~~B~~oard meeting in support of their appeal if they so choose. Should they choose not to appear, that fact will not be a negative factor in the ~~traffic appeals~~ ~~B~~oard's deliberations.
  - (4) ~~4.~~ The ~~T~~raffic ~~A~~ppeals ~~B~~oard, consisting of representatives from student government, faculty, classified staff and administration, hears all appeals and decides whether to uphold, reduce or dismiss the citation(s) being considered.
  - (5) ~~5.~~ Persons filing appeals will be notified in writing of the ~~traffic appeals~~ ~~B~~oard's decision. If the decision is to uphold or reduce the citation, the person so cited is given ~~ten~~ (10) days from the receipt of the notification letter to pay the fine. If the fine is not paid, the ~~c~~College ~~C~~ashier is notified and the account is then subject to possible submission to a collection agency.

## END OF POLICY

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### Legal Reference(s):

ORS 341.300

Americans with Disabilities Act of 1990, 42 U.S.C. §§ 12101-12213; 29 C.F.R. Part 1630 (2006); 28 C.F.R. Part 35 (2006).

# Clackamas Community College

Code: **ECD-AR**

Revised/Reviewed:

## Traffic Control

(This condenses most of the language you have in your original policy, if you are interested in a condensed AR. - On hold; to review with College's ECD now coded ECD-AR - Motor Vehicles Code)

The following motor vehicle, bicycle traffic and parking regulations will govern staff, student and visitor traffic on campus:

1. The speed limit shall be [20] miles per hour unless otherwise posted;
2. The campus shall be closed to motor vehicle and bicycle traffic after [11 p.m.], except by special permission. The campus shall be opened to traffic before [7 a.m.];
3. Motor vehicle and bicycle operators shall obey posted traffic flow patterns. All motor vehicles shall park in designated areas;
4. All motor vehicles and bicycles shall operate **only** on roadways and in parking lots. No motor vehicles except for College-approved vehicles are allowed on campus walkways, except for the purposes of loading and unloading or for emergency purposes. Bicycle riders are allowed to walk bicycles on the College walkways if necessary to place bicycles in the appropriate bike racks;
5. All other regulations for motor vehicles and bicycle traffic on the campus shall be in accordance with the laws of the state of Oregon and city ordinances;
6. Proceedings to enforce these parking regulations shall be brought in the name of the [city] and all fines shall be paid to [the clerk of the court].

Traffic control signs will be posted upon the campus.

Approved by President's Council: \_\_\_\_\_

(Date)

Corrected 9/14/11

Traffic Control - ECD-AR

## Clackamas Community College

Code: **EDC/KGF-AR**

Revised/Reviewed: 4/06

Orig. Code(s): AR 717-002

### Use of College Property

~~Clackamas Community~~**The** College purchases and maintains property, facilities, equipment and other assets necessary for use in fulfilling institutional functions.

College equipment and other assets will not be removed from ~~c~~**C**ollege property, unless they are to be used within the scope of college instruction, business; or services in a common and customary way. Any extraordinary requests will require prior approval from the ~~E~~**c**ampus ~~S~~**s**ervices ~~O~~**o**perations ~~M~~**m**anager.

Repair of any equipment damaged through negligence while removed from ~~c~~**C**ollege property will be the responsibility of the staff person who removed the equipment or the respective department authorizing the use of that equipment.

Furniture may be temporarily moved between campus buildings as college needs dictate. Such requests must go through the ~~F~~**f**acility ~~R~~**r**eservations ~~D~~**d**epartment; and be approved by the ~~E~~**c**ampus ~~S~~**s**ervices ~~O~~**o**perations ~~M~~**m**anager and the appropriate ~~D~~**d**ean.

Approved by President's Council: \_\_\_\_\_  
(Date)