

Health and Safety Program

Safety Officer

The President shall designate a safety officer. **The Environmental Health and Safety Coordinator shall be the designated safety officer unless there is a vacancy in the position, during which the president may designate a different 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~~ **prompt**, periodic inspections of ~~sites~~ **buildings and grounds** and review **findings** with the ~~site safety manager~~ **committee**, department chair or dean, ~~the status of record keeping, reports and meeting agendas;~~
4. **Maintain records, reports, and meeting agendas and minutes;**
5. ~~Maintain liaison with applicable agencies~~ **Act as liaison with applicable agencies;**
6. Assist all administrators ~~and safety manager~~, department chairs, or deans as necessary in the preparation and implementation of their site safety programs;
7. Maintain the ~~accident record system~~ **incident reports**; make necessary ~~report~~ **comments, forward the reports to leadership within the department in which the incident occurred**; personally investigate ~~fatal, serious and potentially serious~~ **all** accidents; and check **that** corrective action taken by staff and/or faculty and other personnel ~~to~~ **will reduce or eliminate** causes of accidents;
8. 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 equitable or balanced representation of management and employee representatives. **Per OSHA guidelines, for employers with more than 20 employees, there must be at least four members on the Safety Committee.** Employee representatives shall be volunteers, 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 duties of the safety committee will include:

1. Holding regular meetings at least ~~once a month~~ **quarterly per OSHA guidelines for employers where employees do mostly office work. A meeting may be skipped if it is the month where quarterly business inspections are performed;**
2. Providing written agendas for each meeting which shall set the order of business;
3. Establishing procedures for quarterly workplace safety inspections to locate and identify safety and health hazards. The safety inspection team shall include management 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. More frequent safety inspections may be conducted as necessary. ~~Quarterly safety committee meetings may be substituted for monthly meetings;~~
4. Developing written records of each meeting which shall be reviewed by the **Vice President of College Services or the Dean of Campus Services** and ~~maintain for three years for inspection;~~
5. Post **meeting records online for the general college population** and ~~send copies of meeting records~~ **make them available** to committee members;
6. Assist in creating a hazard-free work environment by:
 - a. Recommending to administration 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.
7. 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;
8. 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;
9. 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;
10. Evaluating **and assisting in scheduling and implementing** 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.

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 College health and safety program;

4. Providing training opportunities in safe work practices;
5. Enforcing College rules and working to prevent workplace injuries and illnesses.

Employee responsibilities include:

1. Participating in 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 environmental health/safety committee or the environmental health/safety coordinator of any unsafe work practices or conditions;
4. Wearing required personal protective equipment **as required**.

Approved by Presidents' Council: May 22, 2012
(Date)



Code: ECA
 Adopted: 8/09/06
 Revised/Readopted: 12/14/11; 4/11/18
 Orig. Code: 407

College Campus Safety

~~The College will work with community agencies to reduce the opportunity for criminal/anti-social activities and providing a safe and secure environment for staff and students.~~

~~The College shall provide for and maintain a safe and secure educational environment, structured to provide for the personal and public safety interests of students, faculty, staff and community campus users. It shall be the primary responsibility of the College's Safety Office to provide certified professional staff members, charged with maintaining a safe college.~~

The College is committed to increasing the awareness of, and prevention of sexual violence. The College makes continued efforts to will provide students and staff with education programs, as described in the Campus Sexual Violence Elimination Act, to promote the awareness of, and strategies intended to, prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence and stalking, before they occur.

The College prohibits sexual assault, domestic violence, dating violence or stalking, as defined in federal and state laws. Individuals violating this policy may will be subject to discipline up to and including dismissal or separation from the College, regardless of whether they are facing criminal or civil charges for their actions.

~~The College will provide students and staff with education programs, as described in the Campus Sexual Violence Elimination Act, to promote the awareness of, and strategies intended to, prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence and stalking, before they occur.~~

The College Safety Department Office shall be primarily responsible for carrying out the mandates of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

Security and Access

The Board seeks to provide an atmosphere of openness for the encouragement of collegiate activity at College-controlled facilities. This must be balanced by controls on access which are designed to promote security in College facilities.

Reporting of a Crime or Other Emergency

College personnel shall cooperate fully with local, state and federal law enforcement agencies as they seek to protect life and property, to prevent crime and preserve a safe campus environment disruptive behavior

¹ Definition of “sexual assault” in 34 C.F.R. § 668.46 includes rape, fondling, incest, or statutory rape as used in the FBI’s UCR program.

~~and preserve a secure environment at the college. It is the responsibility of students and staff to report all crimes, even those considered minor, to local law enforcement and the College Safety Office. All suspicious activity and other emergencies should be reported to the College Safety Office or another administrator, promptly.~~

Students and staff may report all crimes, even those considered minor, to local law enforcement and the College Safety Department. All suspicious activity and other emergencies should be reported to the College Safety Department promptly.

~~[The President shall develop administrative regulations necessary to implement this policy and to meet the requirements of law.]~~

END OF POLICY

Legal Reference(s):

[ORS 30.866](#)

[ORS 107.705](#)

[ORS 163.467](#)

[ORS 163.525](#)

[ORS 163.732](#)

[ORS 341.290](#)

[OAR 437-002-0040](#) to -0043

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. § 1092(f) (2018~~2006~~).
~~Section 304 of~~ Violence Against Women Authorization Act (VAWA) 34 U.S.C. § 12291 (2018); 34 C.F.R. § 668.46 (2020), ~~of~~
[2013](#).

Title IX of the Education Amendments of 1972 as amended, 20 U.S.C. §§ 1681-1683 (2018); 34 C.F.R. Part 106 (2020).~~The~~
~~Campus Sexual Violence Elimination Act (Campus SaVE) (2013).~~

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~~ **College** 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), 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 Presidents' Council: May 22, 2012
(Date)

Campus Safety Security

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 and to promote crime prevention, the Campus College Safety Department shall inform provide annual information students and staff annually, through an Annual Campus Safety Report, about College security programs, procedures and practices, and crime statistics and other emergencies, through a variety of methods such as handbooks, postings, and an Annual Campus Security Report.

Campus College Safety shall, in compliance with the Jeanne Clery Act and other legal requirements, also prepare, publish, and distribute statistical reports to students and staff employees and to any applicant for enrollment or employment, upon request. The report will disclose three general categories of crime statistics: criminal offenses, hate crimes, arrests and referrals for disciplinary action. The specific crimes are as listed in the Clery Act and are noted below in the Annual Campus Safety Report section. Reports will include data as specified by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. Information will include procedures for students, i.e., victims or witnesses, and others to report on a voluntary, confidential basis, any criminal actions or other emergencies occurring on campus and the College's response to such reports.

Rights of Students and Employees

Students and employees reporting incidents of sexual violence will be provided in writing their rights to:

1. Be assisted by campus authorities if reporting a crime to law enforcement;
2. Change of academic, living, transportation or working situations to avoid a hostile environment;
3. Obtain or enforce a no contact directive or restraining order;
4. Have a clear description of the College's disciplinary process and know the range of possible sanctions;
5. Receive contact information about existing counseling, health, mental health, victim advocacy, legal assistance and other services available on and off campus.

Education

The College shall provide education programs for students and employees to include:

1. Primary prevention and awareness programs for incoming students and new employees;

2. Ongoing prevention and awareness programs for students and faculty employees;
3. The definition of domestic violence, dating violence, sexual assault and stalking and consent in reference to sexual activity;
4. Safe and positive options for bystander intervention;
5. Information on risk reduction to recognize warning signs of abusive behavior;
6. Possible sanctions or protective measures the College may impose following a final determination of a College disciplinary procedure regarding domestic violence, dating violence, sexual assault or stalking;
7. Procedure victims should follow if a sex offense, domestic violence, dating violence, sexual assault or stalking has occurred;
8. Procedures for institutional disciplinary action in cases of alleged domestic violence, dating violence, sexual assault or stalking;
9. Information about how the College will protect the confidentiality of victims;
10. Written notification to students and employees about existing counseling, health, mental health, victim advocacy, legal assistance and other services available for victims both on campus and in the community;
11. Written notification to victims about options for and available assistance in changing academic, living, transportation and work conditions, if so requested by the victim and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement;
12. Ongoing prevention and awareness programs for students and faculty employees.

A student or employee who reports to the College that they have been a victim of domestic violence, dating violence, sexual assault or stalking whether the offense occurred on or off campus, shall be provided with a written explanation of their rights and options as described in 6 through 11 above.

Annual Campus Safety Security Report

The annual report will be published by the Campus College Safety Department not later than October 1 of each year and 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 that include, but not limited to:
 - (1) Issuance of timely warning reports to members of the campus community regarding occurrence of crimes described herein in accordance with law;
 - (2) Disclosure of crime statistics annually;

- (3) Publication of the titles of each person or department to whom students and employees should report criminal offenses; and
- (4) How victims or witnesses can report crimes on a voluntary, confidential basis.

- 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 and jurisdiction of college safety personnel and their working relationship with state and local law enforcement agencies. The report will also describe methods for reporting of all crimes to the campus police and other appropriate agencies shall include whether security personnel have the authority to make arrests and any agreements between the College and state and local police agencies. This shall encourage accurate and prompt reporting of all crimes to the campus police and appropriate police agencies, when the victim elects to or is unable to make a report. This shall also describe any procedures that encourage pastoral and professional counselors to share confidential and voluntary reporting procedures (to be included in annual statistics).
- d. The monitoring and recording through local police agencies of criminal activity at off-campus student organizations that 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) A description of educational programs to promote awareness regarding rape, acquaintance rape and other sex offenses;
 - (2) The possible sanctions following a disciplinary procedure regarding a sex offense;
 - (3) Procedures students should follow when a sex offense occurs that includes written information about:
 - (a) Preserving evidence;
 - (b) How and to whom an alleged crime should be reported;
 - (c) Options to involve law enforcement, campus authorities, and local police and assistance notifying same;
 - (d) Rights of victims and the College's responsibilities according to law.
 - (4) Procedures for on-campus College disciplinary action in cases of alleged sexual assault, dating violence, domestic violence, or stalking which that 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. Possible sanctions following a disciplinary procedure regarding a sex offense;
 - (5) Information regarding students' options to contact the proper law enforcement authorities outside of school authorities. That College personnel will assist the student in notifying these authorities if the student requests assistance of these personnel;
 - (6) Information about how the College will protect the confidentiality of victims and other necessary parties in accordance with law;
 - (7) Information regarding existing off-campus counseling, health, mental health, or and other student services at the College and in the community for victims of sexual assault;

- (8) Information regarding ~~mental health services and assistance in changing academic situations after an alleged assault~~ assistance in, and how to request, changing academic, living, transportation, and working situations or protective measures if they are reasonably available;
 - (9) The student's or employee's rights and options when a student or employee reports to the College that the student or employee has been a victim of a crime described herein that occurred on or off campus.
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. A report of ~~S~~statistics, in compliance with law, concerning the occurrence on each campus, in or on noncampus buildings or property used in direct support of the College's educational purpose, and on public property within or immediately adjacent to the College during the most recent calendar years for which data are available of the following criminal offenses reported to ~~Campus~~ College Safety authorities or local police agencies:
 - a. Murder, ~~nonnegligent manslaughter or negligent manslaughter~~;
 - b. Sex offenses, forcible or nonforcible;
 - c. ~~Domestic violence, dating violence, sexual assault and stalking~~;
 - d. Robbery;
 - e. Aggravated assault;
 - f. Burglary;
 - g. Motor vehicle theft;
 - ~~h. Manslaughter; Hate crimes~~
 - i. Arson;
 - j. Arrests or persons referred for campus disciplinary action for liquor law violations, drug-related violations, and weapons possession;
 - k. Other crimes committed against a person or property which is motivated in whole or part by the offender's bias. "Bias" is a preformed negative opinion or attitude toward a group of persons based on their race, gender, ~~gender identity~~, religion, sexual orientation, ethnicity~~/~~, national origin, 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. This information includes the requirement that sex offenders already required to register in the state to provide notice of each institution of higher education in Oregon at which the person is employed, carries a vocation or is a student.

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 Campus Services. Staff members must sign for keys when they are issued and return them at the end of employment or whenever they are no longer needed. Keys to campus facilities are not to be issued to students without the express permission of the appropriate dean;
2. It is the responsibility of each ~~staff member~~ employee 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 employees~~ are to carefully observe the following guidelines:
 - a. A building unlocked for ~~staff employees~~ must be immediately relocked after entering. This will prevent the possibility of an unauthorized entry;
 - b. On leaving the building, ~~staff employees~~ are directed to not only lock the door, but also to try it afterwards to see that the safety latch is caught.
4. ~~Campus College~~ Safety will provide an escort for ~~staff members employees~~ or students who request one when walking to and from classes;
5. All ~~staff members employees~~ 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 employees~~, and visitors;
7. It is the responsibility of all ~~staff members employees~~ and students to report all suspicious activity and crimes occurring in College buildings and classrooms and on College grounds to the ~~Campus College~~ Safety Department or an administrator as promptly as possible;
8. ~~Staff Employees~~ and students are encouraged to report nonoperating lighting to College staff;
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 employees~~ 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 Campus College 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 Campus College 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 Presidents' Council: May 22, 2012
(Date)

Key Issuance and Control

1. Introduction

This Key **Issuance and** Control Regulation is intended to be an instrument that provides reasonable personal safety and security for all members of the Clackamas Community College community as well as to ensure the protection of personal and college property. This is accomplished through the control of college keys issued to college staff. This administrative regulation (AR) outlines the control, use and possession of keys issued to college personnel for use in college facilities. These procedures are managed by the Campus Services Department, working under the direction of the Dean of College **Campus** Services.

Clackamas Community College provides key/lock services for campus buildings. Keys issued to campus personnel are the property of the College. All persons using college keys shall subscribe to these regulations. As such, unauthorized fabrication, duplication, possession or use of keys to College facilities is prohibited.

Because of the nature of the college and its security, it is understood that this regulation will not cover all variations of key assignments. The Dean of Campus Services may initiate individual deviations from these procedures on a case-by-case basis. This AR does not cover swipe cards, or non-door keys such as desk keys, vehicle keys, and fueling keys. Keys not covered in this AR are listed in Appendix C.

Each individual is responsible for the keys issued to them. All personnel issued College keys must safeguard those keys at all times. If a key is lost or stolen, Campus Safety must be notified immediately so the appropriate security issues can be addressed. In addition, an official Lost Key Report (Appendix B) must be filed with the Director of Campus Safety within 24-hours after the key was lost. All keys will be stamped with a key number identifying its use and a unique identification number identifying to whom it was issued. This information will be recorded in a database maintained by the college locksmith and the Campus Services **D**epartment.

2. Definitions

- a. Authorized Agent - The Dean, Associate Dean, or Department Chair responsible for approving keys requests for their department.
- b. Key Request Form - The College form that is required to be filled out and submitted to Campus Services in order to make and issue a key (Appendix A).
- c. Requesting Party - The individual who desires a door key.
- d. Dean/Director - The Dean or Director of each department who can approve a key request for a Department Master Key.
- e. Department Chair - the current Department Chair who can approve faculty (full or part time) key requests.
- f. Vice President - The Vice President of College Services who can approve a Grand Master key request.

- g. Requested Key(s) - Keys covered by this policy include building and office/door keys only. Keys for desks, file cabinets, display cases and other similar items are not covered by this policy.

3. Key Requests and Issuance Procedure

Keys are to be issued based on the need for access and not convenience and for the sole use of college business. Individual employees shall be issued the least number of keys at the lowest level key in the hierarchy that is necessary to provide the employee access required by the employee's position and responsibility. Under no circumstances will a person be issued any master key that allows access to a building or department that the employee does not typically access. Only those persons deemed necessary by the Dean of Campus Services, the college Vice Presidents or the College President will be issued Grand Master keys. Keys may be requested for all full-time and part-time personnel for the duration of their employment or position at the College. The following procedure should be followed when requesting a key:

- a. Obtain and complete the Key Request Form (Appendix A).
- b. Return the Key Request Form to the Campus Services Department.
- c. The Key Request Form will be reviewed for adherence to this policy. If the key request meets the guidelines of this policy a new key will be issued. If the guidelines are not met, the Locksmith will consult with the Dean of Campus Services for direction on issuing a key.
- d. If the Dean of Campus Services denies the request, the Key Request Form will be returned to the requestor with an explanation as to why the key request was denied. If the requestor still deems it necessary to issue the key, the Dean of Campus Services and the Dean of the division, Vice President of that department, or the President will collaborate and determine final disposition of the key request.
- e. When the requested key has been made, Campus Services will notify the key requestor that their key(s) is ready for pickup. Key requestors will be required to pick up their key in person and sign an acknowledgment form at the Campus Services Office (Lewelling).
- f. For those unable to pick up keys during regular office hours (e.g., part-time faculty), arrangements will be made for a department representative to pick up keys and sign the acknowledgment form.
- g. Keys not picked up within one month of the notification will require a resubmittal of the key request.

4. Returning Keys

- a. Separation with the College - All keys ~~are required to~~ **should** be returned prior to an individual's separation with the College. **When Human Resources provides a separation notice, Campus Services will inform the appropriate department which keys the employee has in their possession. It is the responsibility of the employee and the department to ensure keys are returned.**
- b. Reassignment - When an employee is reassigned to a new division or department (and their existing keys do not operate the new facilities) the old keys will be returned to Campus Services along with their key request for new keys. New keys will not be issued until receipt of the old keys. Keys must be assigned by Campus Services only **and not given to another employee.**
- c. Unauthorized duplication of keys is not allowed under this policy. Duplication of College keys may result in disciplinary action and the return of a duplicated key as the original will be treated as a lost key with corresponding replacement costs.

5. General Key and Building Security

- a. Key holders are responsible for their keys during the full length of their employment at the College.
- b. Key holders shall not loan out their keys to anyone they are not familiar with and only for very brief time periods (e.g., “I left my keys at home, can I use yours to get in my office?”).
- c. Key holders shall not unlock buildings or rooms for other person unless the other person is known to have permission to access that area.
- d. For student-workers who are assigned keys, registration and transcripts may be held pending the return of any issued keys at the end of the semester.
- e. In the event of lost or stolen key(s), notify Campus Safety immediately at 503-594-6650. Fill out a Lost Key Report (Appendix B) detailing as much information as possible about the keys’ whereabouts. This report must be signed by the **division** Dean and forwarded to the Director of Campus Safety Department within 24-hours after the keys are known to be missing (or as soon as practical). A fee will be charged to the employee prior to the issuance of new keys based on the schedule below.

6. General Key Designation

Key	Access	Issued to	Employee Replacement Cost
Grand Master Key	All buildings, most doors	President, Vice Presidents, Maintenance Staff, Campus Safety and Deans and Associate Deans as requested	\$200
Department Master Key	All doors within a specific department	Deans and Associate Deans, Administrative Coordinators	\$100
Exterior Door Key	Exterior door keys for each individual building	As requested and approved by the Dean of that department	\$100
Classroom Key	All “generic” classrooms by building	Full and Part-time Faculty*	\$50
Individual Office Key	Individual offices	Office occupants *	\$50

*often the department class room key and the office keys are the same.

Maximum Replacement Cost \$200.

7. Key Audit

An employee may be subject to a key audit conducted by Campus Services. The key holder is required to surrender any key that is no longer authorized regardless of how the key was acquired.

8. Key Check-out – Contractors, Vendors, Suppliers and Service Personnel

- a. Contractors, vendors, suppliers, and service personnel (contractors) who require keys to perform their duties on campus may be issued **temporary** keys. ~~Relevant college staff must escort contractors to Campus Services and inform them of the individual, their company, and the access required.~~
- b. The contractor must ~~fill out a temporary key card~~ **complete and sign the “Key Check-out Log” located in Campus Services.**
- c. Contractors must sign a release form holding key holder’s company responsible for the key, its use and care, and consequences of loss (including or bearing the cost of rekeying). This provision shall include but will not be limited to indemnification of the College for suits, thefts or other losses arising out of inappropriate use or loss of the key.
- d. **Temporary** keys may ~~only~~ be checked out ~~for one day even if the work will take longer~~ **daily or for the duration of the project.**
 - **Daily checkout: Keys (including Grand Master Keys) may be checked out for the work day and** must be returned by 5:00 p.m. to the Campus services office.
 - **Extended checkout: For projects lasting for an extended period of time, a building master may be checked out to approved contractors. The same criteria as a daily check-out applies.**
- e. **Contractor’s payment may be held until the return of the keys.**

~~Appendix A - Key Request Forms~~
~~Administrative/Classified Key Request~~

~~Key Holder Information~~

~~Check One: Administration Classified Other/Guest~~

~~ID # _____~~

~~_____~~
~~Last Name _____ First Name _____ Phone Number _____~~

~~_____~~
~~Department _____ E-mail Address _____~~

~~Describe access desired including building/classrooms/offices/key number, if known:~~

~~_____~~
~~_____~~

~~Approval (Dean/Ad/Director)~~

~~_____~~
~~(Printed Name) _____ Signature _____ Date _____~~

~~Issuance Agreement~~

~~I acknowledge receipt of the above listed key and agree to adhere to the key control policies and procedures as per the College Rules and Regulations:~~

- ~~1. Key(s) remain the permanent property of CCC.~~
- ~~2. A lost key(s) must be reported immediately to Campus Security and Dean.~~
- ~~3. A fee of \$50 will be charged to the employee for each lost key.~~
- ~~4. Individual may not loan keys to anyone.~~
- ~~5. Only a CCC locksmith may duplicate a CCC key(s).~~
- ~~6. No employee will unlock a door for any person who does not normally have access to that area.~~
- ~~7. Upon separation of employment or when a change in space assignment occurs, key(s) must be returned to Campus Services. An unreturned key is considered lost.~~
- ~~8. During periods of extended leave or leave of absence from the College, key(s) must be returned to the Campus Services Department.~~

~~_____~~
~~Signature (Sign only upon receiving keys) _____ Date _____~~

Key Issued: _____	Locksmith's Initials: _____
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KEY REQUEST FORM

CHECK ONE: Administration Classified Other / Guest (_____)
 Faculty Part-Time Faculty

_____ _____ _____
ID# *Last Name* *First Name*

_____ _____ _____
Work Phone Number *Department* *Work E-mail Address*

Describe access desired including buildings / classrooms / offices / key number if known:

APPROVALS

INTERIOR DOOR REQUESTS:

Classified, Administration, and Other/Guest require Division Dean / AD approval

_____ _____ _____
 (PRINTED NAME) *Signature* *Date*

Faculty require Department Chair approval

_____ _____ _____
 (PRINTED NAME) *Signature* *Date*

BUILDING EXTERIOR OR EXTERIOR/INTERIOR COMBO REQUESTS:

All exterior door requests require Division Dean approval

_____ _____ _____
 (PRINTED NAME) *Signature* *Date*

ISSUANCE AGREEMENT

I acknowledge receipt of the above listed key and agree to adhere to the key control policies and procedures as per the College Rules and Regulations:

- A. Key(s) remain the permanent property of CCC.
- B. A lost key(s) must be reported immediately to Campus Security and the Division Dean. A fee of \$100 will be charged to the employee for each lost Building Exterior Door key, and \$50 for each lost Classroom and Individual Office keys.
- C. Individual may not loan keys to anyone.
- D. Only a CCC locksmith may duplicate a CCC key(s).
- E. No employee will unlock a door for any person who does not normally have access to that area.
- F. Upon separation of employment or when a change in space assignment occurs, key(s) must be returned to Campus Services. An unreturned key is considered lost.
- G. During periods of extended leave or leave of absence from the College, key(s) must be returned to the Campus Services Department.

SIGNATURE (SIGN ONLY UPON RECEIVING KEYS)

PROXY _____

KEYS ISSUED:

Date

Date: _____

~~Faculty/Part Time Faculty Key Request~~

~~Key Holder Information~~

Check One: ~~G Faculty~~ ~~G Part Time Faculty~~

ID # _____

Last Name First Name Phone Number

Department E-mail Address

~~Describe access desired including building/classrooms/offices/key number, if known:~~

~~Approval (Department Chair)~~

(Printed Name) Signature Date

~~Issuance Agreement~~

~~I acknowledge receipt of the above listed key and agree to adhere to the key control policies and procedures as per the College Rules and Regulations:~~

- ~~1. Key(s) remain the permanent property of CCC.~~
- ~~2. A lost key(s) must be reported immediately to Campus Security and Dean.~~
- ~~3. A fee of \$50 will be charged to the employee for each lost key.~~
- ~~4. Individual may not loan keys to anyone.~~
- ~~5. Only a CCC locksmith may duplicate a CCC key(s).~~
- ~~6. No employee will unlock a door for any person who does not normally have access to that area.~~
- ~~7. Upon separation of employment or when a change in space assignment occurs, key(s) must be returned to Campus Services. An unreturned key is considered lost.~~
- ~~8. During periods of extended leave or leave of absence from the College, key(s) must be returned to the Campus Services Department.~~

Signature (Sign only upon receiving keys) Date

Key Issued: _____	Locksmith's Initials: _____
------------------------------	--

Master Key Request

Key Holder Information

Check One: ~~G Administration~~ ~~G Classified~~ ~~G Department Chair~~

ID # _____

Last Name First Name Phone Number

Department E-mail Address

Describe access desired including building/classrooms/offices/key number, if known:

Approval

~~G Department Master (Dean)~~

(Printed Name) Signature Date

~~G Grand Master (Dean of Campus Services)~~

(Printed Name) Signature Date

~~G Grand Master (Vice President of College Services)~~

(Printed Name) Signature Date

Issuance Agreement

I acknowledge receipt of the above listed key and agree to adhere to the key control policies and procedures as per the College Rules and Regulations:

- ~~1. Key(s) remain the permanent property of CCC.~~
- ~~2. A lost key(s) must be reported immediately to Campus Security and Dean.~~
- ~~3. A fee of \$100 will be charged to the employee for each lost Department Master Key, and \$200 for lost Grand Master key.~~
- ~~4. Individual may not loan keys to anyone.~~
- ~~5. Only a CCC locksmith may duplicate a CCC key(s).~~
- ~~6. No employee will unlock a door for any person who does not normally have access to that area.~~
- ~~7. Upon separation of employment or when a change in space assignment occurs, key(s) must be returned to Campus Services. An unreturned key is considered lost.~~
- ~~8. During periods of extended leave or leave of absence from the College, key(s) must be returned to the Campus Services Department.~~

Signature (Sign only upon receiving keys) Date

Key Issued: _____	Locksmith's Initials: _____
-------------------	-----------------------------



MASTER KEY REQUEST

KEY HOLDER INFORMATION

CHECK ONE: ADMINISTRATION CLASSIFIED DEPARTMENT CHAIR

ID # _____

LAST NAME

FIRST NAME

PHONE NUMBER

DEPARTMENT

E-MAIL ADDRESS

DESCRIBE ACCESS DESIRED INCLUDING BUILDINGS / CLASSROOMS / OFFICES / KEY NUMBER IF KNOWN

APPROVAL

<input type="checkbox"/> DEPARTMENT MASTER (DIVISION DEAN)		
PRINT NAME	SIGNATURE	DATE
<input type="checkbox"/> GRAND MASTER (DEAN OF CAMPUS SERVICES)		
PRINT NAME	SIGNATURE	DATE
<input type="checkbox"/> GRAND MASTER (VICE PRESIDENT OF COLLEGE SERVICES)		
PRINT NAME	SIGNATURE	DATE

ISSUANCE AGREEMENT

I acknowledge receipt of the above listed key and agree to adhere to the key control policies and procedures as per the College Rules and Regulations:

- A. Key(s) remain the permanent property of CCC.
- B. A lost key(s) must be reported immediately to Campus Security and the Vice President. A fee of \$100.00 will be charged to the employee for lost Department Master key, and \$200 for lost Grand Master key.
- C. Individual may not loan keys to anyone.
- D. Only a CCC locksmith may duplicate a CCC key(s).
- E. No employee will unlock a door for any person who does not normally have access to that area.
- F. Upon separation of employment or when a change in space assignment occurs, key(s) must be returned to Campus Services. An unreturned key is considered lost.
- G. During periods of extended leave or leave of absence from the College, key(s) must be returned to the Campus Services Department.

SIGNATURE (SIGN ONLY UPON RECEIVING KEYS)

DATE

PROXY

KEY ISSUED:

LOCKSMITH'S INITIALS:

Building Exterior Door Key Request

Key Holder Information

Check One: Administration Classified Department Chair Faculty
 PT Faculty Other _____

ID # _____

 Last Name First Name Phone Number

 Department E mail Address

~~MOST ACADEMIC BUILDINGS ARE OPEN SCHOOL DAYS MONDAY THROUGH FRIDAY FROM 6:30 A.M. TO 10:00 P.M. CAMPUS SAFETY IS AVAILABLE TO UNLOCK BUILDINGS ON NON SCHOOL DAYS, WEEKENDS AND HOLIDAYS. PLEASE DESCRIBE BUILDING(S) ACCESS THAT IS REQUESTED AND CIRCUMSTANCES REQUIRING AN EXTERIOR DOOR KEY.~~

Approval (Dean)

 (Printed Name) Signature Date

Issuance Agreement

I acknowledge receipt of the above listed key and agree to adhere to the key control policies and procedures as per the College Rules and Regulations:

1. ~~Key(s) remain the permanent property of CCC.~~
2. ~~A lost key(s) must be reported immediately to Campus Security and Dean.~~
3. ~~A fee of \$100 will be charged to the employee for each lost Building Exterior Door key.~~
4. ~~Individual may not loan keys to anyone.~~
5. ~~Only a CCC locksmith may duplicate a CCC key(s).~~
6. ~~No employee will unlock a door for any person who does not normally have access to that area.~~
7. ~~Upon separation of employment or when a change in space assignment occurs, key(s) must be returned to Campus Services. An unreturned key is considered lost.~~
8. ~~During periods of extended leave or leave of absence from the College, key(s) must be returned to the Campus Services Department.~~

 Signature (Sign only upon receiving keys) Date

Key Issued: _____	Locksmith's Initials: _____
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~~Appendix B - Lost Key Report~~
Lost Key Report

Key Holder Information

ID # _____

Last Name _____ First Name _____

What key(s) were lost: _____

Date Lost: _____ Approx. Location where key(s) were lost: _____

Describe efforts to locate key(s): _____

Was campus safety notified? _____ Yes _____ Date: _____ No

Copy of campus safety report attached: _____ Yes _____ No

Employee's supervisor's comments: _____

Reissue key(s): _____ Yes _____ No

Supervisor's Name (Print) _____ Supervisor's Signature _____

Dean's comments: _____

Dean's Name (Print) _____ Dean's Signature _____

~~To Be Completed By Campus Services~~

Fee: _____ Paid: Yes _____ No _____ New Key

Number: _____

Reissue: _____ Yes _____ No

Dean of Campus Service's Signature _____ Date _____

Date Reissued _____ Reissued by _____



LOST KEY REPORT

KEY HOLDER INFORMATION

ID # _____ LAST NAME _____ FIRST NAME _____

WHAT KEY(S) WERE LOST: _____

DATE LOST: _____ APPROX. LOCATION WHERE KEY(S) WERE LOST: _____

DESCRIBE EFFORTS TO LOCATE KEY(S): _____

WAS CAMPUS SAFETY NOTIFIED? YES DATE: _____ NO

COPY OF CAMPUS SAFETY REPORT ATTACHED: YES NO

EMPLOYEE'S SUPERVISOR'S COMMENTS: _____

REISSUE KEY(S): YES NO

SUPERVISOR'S NAME (PRINT) _____ SUPERVISOR'S SIGNATURE _____

DEPARTMENT DEAN'S COMMENTS: _____

DEAN'S NAME (PRINT) _____ DEAN'S SIGNATURE _____

TO BE COMPLETED BY CAMPUS SERVICES

FEE: _____ PAID: YES NO NEW KEY NUMBER: _____

REISSUE: YES NO

DEAN OF CAMPUS SERVICE'S SIGNATURE _____ DATE _____

DATE REISSUED: _____ REISSUED BY: _____

APPENDIX C
Other Locks Not Covered in this Policy

1. Electronic Swipe Cards
2. Coded Door Locks
3. Garage Doors
4. Gas Locks
5. Desks and File Cabinet

Unmanned Aircraft System (UAS) a.k.a. Drone

Any employee, volunteer, or representative of the community college operating an unmanned aircraft system (UAS) shall do so in accordance with this policy and all applicable Federal Aviation Administration (FAA) and Oregon Department of Aviation (ODA) regulations and local laws.

~~An “unmanned aircraft system” (UAS) means an unmanned flying machine, commonly known as a drone, and its associated elements, including communication links and the components that control the machine.~~

A small unmanned aircraft, as defined by law, may be operated by the community college. A small unmanned aircraft must weigh less than 55 pounds, including the weight of anything attached to or carried by the aircraft and must be registered through the FAA and ODA. The community college will register as a user of an unmanned aircraft with ODA. The community college is exempt from the requirement to pay the ODA registration fee.

The community college recognizes the academic value of student operation of a UAS as one component of curricula pertaining to principles of flight, aerodynamics and airplane design and construction, which can also serve as an academic tool in other areas such as television, film production or the arts in general. ~~Therefore, in compliance with the Federal Aviation Administration Modernization and Reform Act of 2012, Section 336, students may operate a UAS as part of a course requirement, as long as that student does not receive compensation directly or incidentally from such operation. Community college staff teaching a class that allows use of a UAS may assist a student in their operation of the UAS, provided the assistance is needed as part of the curriculum and assistance is to a student enrolled in the course. The staff member’s participation must be limited to the student’s operation of the UAS.~~ Prior to operating a UAS, the community college will review all airspace, certification, registration, and other requirements. When operating in the National Airspace System (NAS), the supervisor (including an instructor or teacher) of the educational UAS shall hold a current pilot certification described in 14 C.F.R. Part 107 or have a Certificate of Authorization as described in 49 U.S.C. § 44801, so any student(s) can fly under their direct supervision, and to be in compliance with current FAA¹ regulations. Community college staff will not operate more than one UAS at the same time.

Community college employees shall work with administrators to ensure that proper insurance, registration as required by FAA and ODA, reporting to FAA, and authorization from the community college administration are in place prior to adoption of curriculum that allows operation of a UAS as part of the curriculum.

~~A UAS shall be operated in accordance with the policies of the Oregon School Activities Association (OSAA)¹ at OSAA Northwest Athletic Conference at sanctioned events. Use of a UAS at other College-sponsored athletics or activities is prohibited.~~

¹ https://www.faa.gov/uas/educational_users/

A student in violation of this policy may be subject to disciplinary action, up to and including suspension and/or expulsion.

A staff member in violation of this policy may be subject to disciplinary action, up to and including dismissal.

All data gathered by the community college as part of a UAS operation will belong to the community college. The data gathering by the community college will follow appropriate state and federal laws. Retention of such data will follow state and federal laws.

The President shall develop procedures² for the implementation of this policy.

The community college shall post a copy of this policy, associated procedures and a copy of Oregon Revised Statute (ORS) 192.501 on the College's website.

The community college will report accidents involving a UAS to FAA no later than 10 calendar days after the accident when it involves:

1. Serious injury to any person or any loss of consciousness; or
2. Damage to any property, other than the small UAS, unless the cost of repair (including materials and labor) does not exceed \$500, or the fair market value of the property does not exceed \$500 in the event of total loss.

Third Party Use

Third party use of a UAS on community college property or at College-sponsored events or activities on college property for any purpose is prohibited, unless granted permission from the President or designee.

If permission is granted by the President or designee, the third party operating a UAS will comply with all FAA and ODA registration and use regulations and shall provide the following to the community college:

1. Proof of insurance that meets the liability limits established by the community college;
2. ~~Appropriate registration and authorization issued by the FAA when required~~ Proof of UAS registration and authorization (including a certificate identified in 14 C.F.R. Part 107 or a Certificate of Authorization described in 49 U.S.C. § 44801) issued by FAA, and proof of user registration with ODA when required³; and
3. A signed agreement holding the community college harmless from any claims of harm to individuals or damage to property.

[² Procedures must include: the length of time data will be retained by the district; specifications for third party storage of data, including handling, security and access to the data by the third party; a policy on disclosure of data through intergovernmental agreements.]

³ A public body, as defined in ORS 174.109, operating an unmanned aircraft system must register as a user with ODA. (ORS 837.360)

END OF POLICY

Legal Reference(s):

[ORS 164.885](#)

[ORS 174.109](#)

[ORS 192.501](#)

[ORS 341.290](#)

[ORS 837.300 to -837.390](#)

[ORS 837.995](#)

[OAR 738-080-0015 - 080-0045](#)

[Senate Bill 581 \(2019\)](#)

~~Federal Aviation Administration Modernization and Reform Act of 2012, P.L. 112-95, § 336 (2012).~~

~~Federal Aviation Administration, Educational Use of Unmanned Aircraft Systems (UAS) Memorandum, May 4, 2016.~~

~~Family Educational Rights Privacy Act~~

~~OREGON SCHOOL ACTIVITIES ASSOCIATION HANDBOOK #85 (2015-2016).~~

[Federal Aviation Administration Reauthorization Act of 2018, 49 U.S.C. §§ 44801-44810 \(2012\).](#)

[Small Unmanned Aircraft Systems, 14 C.F.R. Part 107 \(2018\).](#)

[Family Educational Rights Privacy Act, 20 U.S.C. § 1232g \(2018\).](#)

Motor Vehicles Code

1. Authority

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

2. Assessments

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

3. Definitions

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

- 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. "Board" means the Board of the College district;
- c. "College" means Clackamas Community College;
- d. "Cycles only" means area designated for motorcycle parking only;
- 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. "Motor vehicle" means any vehicle which is self-propelled;
- g. "Other vehicle" means any vehicle which is not self-propelled;
- h. "Working day" means any Monday through Friday when College offices are open.

4. Parking for the Physically Disabled

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 The City of Oregon City Municipal Code.

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

5. Parking Regulations

- 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. The ~~campus College~~ Safety ~~office~~ Department may approve temporary, short-term parking arrangements in unusual situations such as to allow loading or unloading of a disabled passenger. Approval must be obtained prior to what would otherwise be considered illegal parking. ~~Long-term parking accommodations will require approval from Human Resources (for employees) or the Disability Resource Center (for students).~~
- c. The following are violations of parking regulations:
 - (1) Unauthorized parking in a disabled parking place;
 - (2) Parking in a fire lane (red curb);
 - (3) Parking along a yellow curb;
 - (4) Parking on a sidewalk or pedestrian area;
 - (5) Parking in such a manner as to block another vehicle, street or driveway, to impede ingress or egress;
 - (6) Occupying more than one parking space;
 - (7) Blocking a building entrance;
 - (8) Parking on any landscaped, improved or unpaved area;
 - (9) Parking overtime in a posted time limit zone;
 - (10) Abandoning a vehicle as defined in Section 3. a.;
 - (11) Parking in any area not posted as a designated parking area.
- d. Any motor vehicle parked in violation of any regulations subject to citation and possible towing.
- e. Persons having a motor vehicle breakdown on one of the college centers should contact the ~~Campus College~~ Safety ~~office~~ Department for assistance. Making major mechanical repairs to motor vehicles is prohibited on college property, except in areas where mechanical instruction been authorized by the college.
- f. The operator of a motor vehicle shall restrict the operation thereof to roads and parking lots as designated on the campus map.
- g. The college does not assume responsibility for any motor vehicle or its contents while parked on college property.
- h. Bicycles, although not self-propelled, shall be parked in appropriately designated parking areas.
- i. The campus map is attached to this code, and by reference, made a part thereof.

6. Driving Regulations

Operators of vehicles shall obey all Oregon Revised Statutes, as applicable to the vehicle as within ORS Chapters 801, 803, 805, 806, 807, 809, 810, 811, 813, 814, 815, 816, 818, 819, 820 and 821. Further, under ORS 341.300(1), the Board adopts as its regulations all applicable provisions of the above referenced chapters whether or not the provisions are limited in enforcement to roadways (801.450). The Board adopts the regulation that all traffic laws are enforceable on College property even if regulated as to the enforceability as premises open to the public (801.400).

7. Prohibited Means of Transportation

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

8. Enforcement

- a. Campus Motor Vehicle Regulations are enforced by College ~~campus~~ Safety officers during duty hours. College ~~campus~~ Safety officers 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. Parking citation procedures are as follows:
 - (1) Citations for violation of any traffic or parking regulation will be issued by ~~campus~~ College Safety officers 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) Violation of parking regulations subject the offender to the following fines:
 - (a) Unauthorized parking in disabled space - \$100;
 - (b) Parking along a red curb (fire lane) - \$25;
 - (c) Parking so as to block another vehicle or building entrance - \$25;
 - (d) Violation of any other parking regulation - \$15.
 - (3) The fine must be paid or an appeal filed within 10 working days from the issuance of the citation.
- c. Fines.
 - (1) Failure to either pay the fine or file an appeal within the stated time limit will result in the following:
 - (a) Except for the fine for unauthorized parking in a disabled space, all other fines will be doubled;
 - (b) The citation will be sent to the cashier's office, where all cashier's office policies will apply;
 - (c) If the vehicle is considered abandoned (left 72 hours), it may be towed (See Section 3. a.).

9. Appeals Procedure

- a. Violators who wish to appeal a parking citation may do so in accordance with the following procedures:
- (1) Complete the appropriate Appeal form (available at the ~~campus~~ College Safety office Department ~~or the cashier's office~~), and submit it to the ~~campus~~ College Safety office Department for presentation to the next meeting of the traffic appeals board. The traffic appeals board is a subcommittee of the campus security committee. This Board meets once per term. Filing of an appeal will stop any further enforcement procedures until the traffic appeals board hearing.
 - (2) Persons filing an appeal will be notified in writing of the date, time and place of the next traffic appeals board meeting.
 - (3) Those filing appeals may appear in person at the traffic appeals board 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 board's deliberations.
 - (4) The traffic appeals board, 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) Persons filing appeals will be notified in writing of the traffic appeals board's decision. If the decision is to uphold or reduce the citation, the person so cited is given 10 days from the receipt of the notification letter to pay the fine. If the fine is not paid, the College cashier is notified and the account is then subject to possible submission to a collection agency.

Approved by Presidents' Council: May 22, 2012
(Date)

Use of College Property

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 College 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 **Dean(s) of campus services the department(s)/unit(s) where the equipment and staff are located.**

Repair of any equipment damaged through negligence while removed from College 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 facility reservations department.~~

Approved by Presidents' Council: May 22, 2012
(Date)

Reproduction of All Copyrighted Materials

Among the facilities available to teachers in carrying out their educational assignments are a variety of machines for reproducing the written and spoken word, either in single or multiple copies.

Infringement on copyrighted material, whether prose, poetry, graphic images, music, audio tape, video or computer-programmed materials, is a serious offense against federal law and contrary to the ethical standards required of staff and students alike.

Violations may result in criminal or civil suits.

The Board therefore requires that all reproduction of copyrighted material be conducted strictly in accordance with applicable provisions of law. Unless otherwise allowed as “fair use” under federal law, permission must be acquired from the copyright owner prior to reproduction of material in any form.

“Fair use” is not a rigidly defined term. “Fair use” is based on the following standards:

1. The purpose and character of the use;
2. The nature of the copyrighted work;
3. The amount of and the substantiality of the portion used;
4. The effect of the use upon the potential market for, or value of, the copyrighted work.

If an individual questions the legality of duplicating materials, ~~he/she~~ they should seek permission from the copyright holders.

Employees in violation of copyright law may be required to remunerate the College in the event of loss due to litigation and may be subject to discipline up to and including dismissal.

The President will provide guidelines for the “fair use” of copyrighted materials that meet the requirements of Section 107 of the Copyright Act of 1976 and applicable amendments.

END OF POLICY

Legal Reference(s):

[ORS 341.290\(2\)](#)

Copyrights, 17 U.S.C. §§ 101- 1332; 19 C.F.R. Part 133.

Cross Reference(s):

GCQBA - Copyrights and Patents

Copyright Compliance

1. The College prohibits, on the part of its employees, contractors or students, copying not specifically allowed by the federal copyright law, fair use guidelines, license agreements or copyright owner's permission. This prohibition applies to all media holding copyrights including print, music, computer software, audio-visual media, etc.
2. Any individual employed or contracted by the College who infringes the copyright law as specifically prohibited by Board policy, may be subject to individual legal prosecution. If actions by individuals involve the College's legal liability, and it is determined that the individual willfully disregarded the law and Board policy, such an individual may be subject to college disciplinary measures.
3. The College shall appoint the Dean of ~~curriculum, planning and research~~ Institutional Effectiveness and Planning as copyright officer and grant such officer the authority to develop and implement policy; serve as liaison with legal counsel; and provide information and training to employees about policy and copyright issues.
4. A copyright manual shall be developed to address copyright issues relevant to the College. The manual shall be regularly updated and distributed to all College employees, at the direction of the copyright officer.
5. In compliance with Section 108 of the U.S. Copyright Law, appropriate warning notices shall be placed on or near all equipment capable of duplicating copyrighted materials. Copying devices include, but are not limited to, photocopiers, offset presses, audio recorders, video recorders and computers.
6. Copyright records, licenses and permissions shall be maintained under the supervision of the copyright officer.

Approved by Presidents' Council: June 5, 2012
(Date)

OSBA Model Community College Policy

Code: EIA
Adopted:

Insurance Programs

Insurance may be written by any fully insured, partially insured or self-insured pool that is able to demonstrate satisfactory financial stability as determined by Oregon law.

Blanket building and equipment insurance will cover replacement costs with an agreed amount endorsement and with a deductible determined by the Vice President of College Services to provide the lowest possible premium costs consistent with adequate protection from unanticipated expenditures.

General and personal liability insurance will cover Board members and employees only while acting in their official capacity.

All employees will be covered by crime insurance. Tort liability endorsements may be carried.

The College will provide liability coverage for all College-owned or leased vehicles.

The College will not carry student accident insurance other than liability insurance.

The College will not be liable for theft and damage of personal property of students that is not a requirement for attendance or participation. Additionally, the College will not be liable for theft and damage of personal property of staff.

END OF POLICY

Legal Reference(s):

[ORS 30.260 - 30.300](#)
[ORS 278.005 - 278.215](#)

[ORS 341.283](#)
[ORS 341.190\(1\),\(2\),\(8\)](#)

Clackamas Community College

Code: **EJ**
Adopted: 11/14/07
Readopted: 12/14/11
~~Orig. Code(s): 714~~

Bookstore

The College bookstore is a self-sustaining enterprise that exists to provide textbooks and course materials and sundry items at the lowest possible cost to students, while at the same time generating sufficient revenues to under write inventories, cost of goods sold and all operational costs.

All student-required purchases should be made available through an established College outlet or agent (i.e., bookstore, parts merchandising, etc.).

Staff involved in a private business have the right to do business with the College, as long as established purchasing/contracting procedures are followed.

END OF POLICY

Legal Reference(s):

[ORS 341.290\(2\)](#)

Clackamas Community College

Code: **FF**
Adopted: 3/14/07
Readopted: 3/14/12
~~Orig. Code(s): 503~~

Naming of Buildings

The College Board recognizes the significance of naming facilities or the dedication of rooms or areas after people or organizations who have made substantial contributions to the College or the College Foundation.

Although it is the final responsibility of the Board to name all College buildings, campuses and roads, the Board will actively solicit ideas and involvement from the College Foundation.

The College Board delegates authority to the College Foundation to name major sections or wings of buildings, classrooms/labs, fields and public areas in recognition of outstanding contributions, in consultation with the College President and staff who work in facilities proposed for naming.

END OF POLICY

Legal Reference(s):

[ORS 341.290\(2\)](#)