

Clackamas Community College Corrections
Section E: Support Services
October 13, 2011

- EB – Health and Safety Policy** - Remove 'Policy' from title
- EB-AR – Health and Safety Program** - ON HOLD
- EB-AR – Safety Committee** - ON HOLD
- EBB-AR - Integrated Pest Management** - Inserted new policy for review
- EBCD – ~~College Closure Procedure/Hazardous Weather/Emergency Closures~~** - Delete first paragraph; keep proposed language and delete remaining original College policy, items 1 through 9
- ECA – College Campus Safety** - In paragraph under 'Reporting of a Crime...' delete 'to the city policy and the Public', replace with *Campus*; then delete 'Public' in next sentence, replace with *Campus*; keep bracketed language and removed all brackets
- ECA-AR(1) – Firearms, Destructive Devices and Other Dangerous Weapons on College Property** - No change, keep original draft
- ECA-AR(2) – Procedure for Building Admittance During Non-Business Hours** - Removed AR
- ECA-AR – Campus Security** - ON HOLD; recoded to ECA-AR(2)
- ECAC – Video Surveillance** - In second paragraph remove brackets, keep language; in fourth paragraph (last) at end of first sentence add *as per collective bargaining agreement*
- ECD – Motor Vehicles Code** - ON HOLD; may recoded ECD-AR
- ECD – Traffic and Parking Controls** - Selected version 2, removed "Version 2" from title; No change, keep original draft
- ECD-AR – Traffic Control** - ON HOLD; review with other AR, ECD-AR - Motor Vehicles Code
- EDC/KGF – Authorized Use of College Equipment and Materials *** - Removed policy(ies)
- EDC/KGF – Authorized Use of College Equipment and Materials *** - Selected version 2, removed "Version 2" from title; In first paragraph replace 'believes that although' with *recognizes*; in same paragraph, last sentence delete bracketed language; after 'College employees' add *through their programs*
- EEBA – Use of College Owned Vehicles** - In second paragraph, add the following to end of sentence: *or with prior approval of the President or designee*; on page 1 delete beginning with item 1 through the remaining original policy
- EGAAA – Copyright Policy** - Removed policy(ies)
- EGAAA – Reproduction of All Copyrighted Materials** - Selected version 2, removed "Version 2" from title; No change, keep original draft
- EGAAA-AR(1) – Copyrights/Patents: Ownership of Materials Created by College and Person Not Covered by College Collective Bargaining Agreement** - ON HOLD for review
- EGAAA-AR(2) – Printing/Duplicating Guidelines** - ON HOLD for review
- EGAAA-AR – Guidelines for the Use of Copyrighted Materials** - ON HOLD for review
- EHA – Health Insurance Portability And Accountability Act** - Removed policy(ies)
- EI – Insurance Coverage** - Delete first paragraph
- EIA – Health and Accident Insurance Coverage Relating to Long-Term Disability and Worker's Compensation** - Removed policy(ies)
- EJ – Bookstore** - Added language from EJ-AR to end
- EJ-AR – Sale of Instructional Materials by Staff** - Removed AR

CLACKAMAS COMMUNITY COLLEGE

TABLE OF CONTENTS

SECTION E: SUPPORT SERVICES

Health and Safety	<u>EB</u>
Health and Safety Program	<u>EB-AR</u>
Safety Committee	<u>EB-AR</u>
Integrated Pest Management	<u>EBB</u>
Emergency Closures	<u>EBCD</u>
College Campus Safety	<u>ECA</u>
Firearms, Destructive Devices and Other Dangerous Weapons on College Property	<u>ECA-AR(1)</u>
Campus Security	<u>ECA-AR(2)</u>
Video Surveillance	<u>ECAC</u>
Motor Vehicles Code	<u>ECD-AR</u>
Traffic and Parking Controls	<u>ECD</u>
Traffic Control	<u>ECD-AR</u>
Authorized Use of College Equipment and Materials *	<u>EDC/KGF</u>
Use of College Owned Vehicles	<u>EEBA</u>
Reproduction of All Copyrighted Materials	<u>EGAAA</u>
Copyrights/Patents: Ownership of Materials Created by College and Person Not Covered by College Collective Bargaining Agreement	<u>EGAAA-AR(1)</u>
Printing/Duplicating Guidelines	<u>EGAAA-AR(2)</u>
Guidelines for the Use of Copyrighted Materials	<u>EGAAA-AR</u>
Insurance Coverage	<u>EI</u>
Bookstore	<u>EJ</u>

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).

<h1>Clackamas Community College</h1>

Code: **EB**
 Adopted: 8/09/06
 Orig. Code(s): 614

Health and Safety

It is the policy of the College to ensure a safe and healthful campus for all its employees and students. This College will maintain an effective health and safety program that involves all employees in the effort to eliminate workplace hazards.

It is the responsibility of all staff to work safely and participate in a manner that helps prevent workplace injuries and illness.

Safe buildings, grounds and equipment will be maintained in order to prevent accidents or injury to students, employees and others from fire, natural disasters, mechanical and electrical malfunction and other hazards.

Buildings will be planned, constructed, equipped and maintained in accordance with appropriate local, state and federal safety regulations.

Buildings will be provided with alarm systems, fire extinguishers and other safety devices required by state and federal laws and regulations.

The President or designee will develop and implement a safety program which will include, but not be limited to, compliance with and enforcement of all state and federal laws, rules and regulations.

END OF POLICY

Legal Reference(s):

<u>ORS 654.003 - 654.022</u>	<u>OAR 437-002-0145</u>
<u>ORS 654.176</u>	<u>OAR 437-002-0180 to -0182</u>
<u>ORS 654.182</u>	<u>OAR 437-002-0260 to -0268</u>
	<u>OAR 437-002-0360</u>
<u>OAR 437-001-0765</u>	<u>OAR 437-002-0368</u>
<u>OAR 437-002-0020 to -0081</u>	<u>OAR 437-002-0377</u>
<u>OAR 437-002-0100</u>	<u>OAR 437-002-0390</u>
<u>OAR 437-002-0140</u>	<u>OAR 437-002-0391</u>
<u>OAR 437-002-0144</u>	

Fazzolari v. Portland Sch. Dist. No. 1J, 303 Or. 1 (1987).
 Toxic Substances Control Act, 15 U.S.C. §§ 2601-2629 (2006); Asbestos Hazard Emergency Response Act of 1986, 15 U.S.C. §§ 2641-2656 (2006).

HR9/2/02 | NC

Corrected 9/14/11

Clackamas Community College

Code: **EBB**
Adopted:

Integrated Pest Management

(New policy required by 2009 legislature SB 637 goes into effect July 1, 2012. See summary in Oct Policy Update 2011)

To ensure the health and safety concerns of student, staff and community members, the College shall adopt an integrated pest management plan (IPM)¹ which emphasizes the least possible risk to students, staff and community members and shall adopt a list of low-impact pesticides for use with the IPM plan.

The IPM plan is a proactive strategy that:

1. Focuses on the long-term prevention or suppression of pest problems through economically sound measures that:
 - a. Protect the health and safety of students and staff;
 - b. Protect the integrity of College buildings and grounds;
 - c. Maintain a productive learning environment; and
 - d. Protect local ecosystem health.
2. Focuses on the prevention of pest problems by working to reduce or eliminate conditions of property construction, operation and maintenance that promote or allow for the establishment, feeding, breeding and proliferation of pest populations or other conditions that are conducive to pests or that create harborage for pests;
3. Incorporates the use of sanitation, structural remediation or habitat manipulation or of mechanical, biological and chemical pest control measures that present a reduced risk or have a low-impact and, for the purpose of mitigating a declared pest emergency, the application of pesticides that are not low-impact pesticides;
4. Includes regular monitoring and inspections to detect pests, pest damage and unsanctioned pesticide usage;
5. Evaluates the need for pest control by identifying acceptable pest population density levels;
6. Monitors and evaluates the effectiveness of pest control measures;
7. Excludes the application of pesticides on a routine schedule for purely preventive purposes, other than applications of pesticides designed to attract or be consumed by pests;
8. Excludes the application of pesticides for purely aesthetic purposes;
9. Includes College staff education about sanitation, monitoring, inspection and pest control measures;

¹See Model Integrated Pest Management Plan for Oregon Schools at http://www.ipmnet.org/tim/IPM_in_Schools/Model_School_IPM_Plan_Main_Page.html

10. Gives preference to the use of nonchemical pest control measures;
11. Allows the use of low-impact pesticides if nonchemical pest control measures are ineffective; and
12. Allows the application of a pesticide that is not a low-impact pesticide only to mitigate a declared pest emergency or if the application is by, or at the direction or order of, a public health official.

The College shall designate the [] as the Integrated Pest Management Plan Coordinator[s] give them the authority for overall implementation and evaluation of the IPM plan.

Integrated Pest Management Plan Coordinator

The IPM Plan Coordinator[s] shall:

1. Attend not less than six hours of IPM training each year. The training shall include at least a general review of integrated pest management principles and the requirements of IPM as required by Oregon statute;
2. Ensure appropriate prior notices are given and posted warnings have been placed when pesticide applications are scheduled;
3. Oversee pest prevention efforts;
4. Ensuring identification and evaluation of pest situation;
5. Determine the means of appropriately managing pest damage that will cause the least possible hazard to people, property and the environment;
6. Ensure the proper use and application of pesticide applications when non-pesticide controls have been unsuccessful;
7. Evaluate pest management results; and
8. Keep for at least four years following the application date, records of applied pesticides that include:
 - a. A copy of the label;
 - b. A copy of the Material Data Safety Sheet;
 - c. The brand name and USEPA² registration number of the product;
 - d. The approximate amount and concentration of pesticide applied;
 - e. The location of where the pesticide was applied;
 - f. The type of application and whether the application was effective;
 - g. The name(s) of the person(s) applying the pesticide;
 - h. The pesticide applicator's license numbers and pesticide trainee or certificate numbers of the person applying the pesticide;
 - i. The dates and times for the placement and removal of warning signs; and

²U.S. Environmental Protection Agency

- j. Copies of all required notices given, including the dates the IPM Coordinator[s] gave the notices.
- 9. Respond to inquires about the IPM plan and refer complainants to [Board policy KL - Public Complaints];
- 10. Conduct outreach to College staff about the College's IPM plan.

END OF POLICY

Legal Reference(s):

ORS 634.116

SB 637 (2009)

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Clackamas Community College

Code: **EBCD**

Adopted: 8/22/06

Orig. Code(s): AR 717-007

Emergency Closures

In case of hazardous or emergency conditions, the President may alter class schedules as are appropriate to the particular condition. Such alterations include closure of all departments/ campuses, closure of selected departments/campuses, delayed openings and early dismissal.

The President or designee will develop and maintain such plans and procedures as are necessary to carry out alternate schedules.

At the beginning of each academic year students and staff will be informed of the procedures used to notify them in case of an emergency closure.

END OF POLICY

Legal Reference(s):

OAR 437-002-0360

OAR 437-002-0377

Clackamas Community College

Code: ECA
Adopted: 8/09/06
Orig. Code(s): 407

College Campus Safety

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 campus safety office to provide certified professional staff members, charged with enforcement of law and college board policies.

The College campus safety 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 anti-social behavior and preserve a secure environment in the locations where classes are held and offices are located. It is the responsibility of students and staff to report all crimes, even those considered minor, to the Campus Safety Department. All suspicious activity and other emergencies should be reported to the Campus Safety Department or another administrator, as promptly as possible. The President shall develop administrative regulations necessary to implement this policy and to meet the requirements of law.

END OF POLICY

Legal Reference(s):

OAR 437-002-0020 to -0033
OAR 437-002-0040 to -0043
OAR 437-002-0060 to -0075

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. § 1092(f) (2006).

Clackamas Community College

Code: ECAC
Adopted:

Video Surveillance

The Board authorizes the use of video cameras on College property to ensure the health, welfare and safety of all staff, students and visitors to College property, and to safeguard College facilities and equipment. Video cameras may be used in locations as deemed appropriate by the President.

The College shall notify staff and students through handbooks or other notices that video surveillance may occur on College property.

Students or staff in violation of Board policies, administrative regulations, building rules or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

Video recordings may become a part of a student's educational record or a staff member's personnel record as per collective bargaining agreement. The College shall comply with all applicable state and federal laws related to record maintenance and retention.

END OF POLICY

Legal Reference(s):

ORS 30.864
ORS 192.420 - 192.505

OAR 166-450-0090
OAR 166-450-0120
OAR 589-004-0100 to -0750

Clackamas Community College

Code: ECD
Adopted:

Traffic and Parking Controls

The President or designee shall authorize parking areas and post notices on College property designated for staff, student, visitor parking and parking for persons with disabilities and other classifications of parking areas as may be necessary.

Any vehicle not parked in authorized areas may be cited and/or towed away and stored. All charges for towing and storing will be the responsibility of the owner or operator of the vehicle. Any person failing to abide by the College's parking requirements may be further prohibited from bringing any vehicle on campus and/or subject to disciplinary action as appropriate.

The President shall develop additional rules as necessary for the policing, control and regulation of traffic and parking of vehicles on property under the jurisdiction of the College.

END OF POLICY

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: EDC/KGF

Adopted:

ON HOLD

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Authorized Use of College Equipment and Materials *

On Hold

The Board believes that although recognizes College equipment is purchased by tax dollars, the equipment is primarily purchased to provide for and/or enhance students' educational programs. It is the Board's responsibility to protect and maintain this equipment. The President is responsible for establishing guidelines concerning equipment which may be used by the public and conditions under which it can be used. Equipment will be available only to [local community members and] College employees through their programs and authorized use shall be consistent with ORS Chapter 244.

In all cases of public use, equipment shall not be used for private financial gain. An equipment use form must be submitted and approved, and all conditions outlined on the attached College equipment list must be adhered to. There are no equipment use fees. In the event of "excessive damage," a fee will be determined according to repair or replacement costs. Transportation of borrowed equipment will be the user's responsibility.

END OF POLICY

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Legal Reference(s):

- ORS Chapter 244
ORS 341.290(2)
OAR 589-006-0050

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OR.ETHICS COMM'N, OR. GOV'T ETHICS LAW, A GUIDE FOR PUBLIC OFFICIALS (2008).

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Clackamas Community College

Code: EEBA
Adopted: 11/15/05
Orig. Code(s): AR 713-003

Use of College Owned Vehicles

The Board may approve the purchase of vehicles to be used by staff for College business.

Personal use of College vehicles is prohibited, except where authorized by contract or with prior approval of the President or designee.

The President will develop and maintain regulations that define the appropriate use and care of College vehicles and the responsibilities of College staff using those vehicles.

END OF POLICY

Legal Reference(s):

ORS 341.290(2)
ORS 801.455
ORS 811.210
ORS 820.105
ORS 820.110
ORS 820.120

OAR 437-002-0220 to -0227

Clackamas Community College

Code: EGAAA
Adopted:

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 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 (2006).

HR8/24/01 | MW

Corrected 9/14/11

Clackamas Community College

Code: **EI**
Adopted: 8/03/94
Orig. Code(s): 707

Insurance Coverage

The College will maintain a risk and insurance management program for the protection of life, health, property and financial resources that meet all applicable laws or statutes for College coverage.

END OF POLICY

Legal Reference(s):

ORS 30.260 - 30.265
ORS 278.005 - 278.215

Clackamas Community College

Code: **EJ**
Adopted: 11/14/07
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 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)