



Quick

Reference Guide

For Campus Security Authorities



UNIVERSITY OF OREGON
POLICE DEPARTMENT

Campus Security Authority Quick Reference Guide

FREQUENTLY ASKED QUESTIONS

What is my role as a Campus Security Authority?

Campus Security Authorities report allegations of crime (attempted and completed), made in good faith, via the UO established reporting structure. The role of a Campus Security Authority is vital to compliance.

What is the UO established reporting structure?

Sexual assault, dating violence, domestic violence and stalking must be reported to the Title IX Coordinator. If the Clery Coordinator receives a report of one of these incidents, it will be forwarded to the Title IX Coordinator. Report all other types of incidents to the Clery Coordinator.

What if I need to notify someone immediately about a sexual assault, domestic or dating violence, or stalking and it is after hours?

Report the incident immediately to UOPD Dispatch. Dispatch will document your information and it will be assessed for a *Campus Crime Alert*. The information and details you provide to Dispatch will be forwarded to the Title IX Coordinator.

A student that lives on campus reported to me that he was assaulted on his way home from a party off campus. Should this be reported for Clery?

Yes. You are not required to possess the expertise to evaluate whether a crime is Clery-reportable or not; you are just required to report the incident and pertinent facts as soon as possible. The incident will be evaluated by the Clery Coordinator, and others, as appropriate, to ascertain whether the incident is Clery-reportable and whether a *Campus Crime Alert* should be issued.

How do I make a report?

- **Anytime:** Campus Security Authority [Incident Report Form](#)
- **Business hours:** phone: 541-346-0670, or e-mail: monicah@uoregon.edu
- **After hours:** phone: 541-346-2919, or e-mail: dispatch@uoregon.edu (Please identify yourself as a Campus Security Authority or required reporter and let us know what you are reporting and if you need a police response or not).

Do I need to investigate to make sure a crime actually occurred?

No investigation is required by Campus Security Authorities. An incident is “reportable” when it’s brought to your attention. The incident can be reported by anyone, including a third party, witness, victim, or perpetrator.

Can the reporting party remain anonymous?

- No, if reporting a sexual assault, domestic or dating violence or stalking.
- Yes, if reporting anything else.

What key facts must I gather to meet Clery compliance?

- **WHAT** happened (the type of crime or a description of the incident).
- **WHERE** it happened (necessary to determine if the crime falls into a Clery geographic area).
- **WHEN** it happened (helps prevent duplicates in the case of multiple reports from different sources).

Why is the location of the crime so important?

The location is what determines if a crime can be counted as a Clery statistic. Regardless of who the reporting party or victim is (student, employee or a stranger to campus), if the crime did not occur within Clery geography, it’s not reported as a Clery statistic.

Do I have to determine if the crime or the location is Clery-reportable?

No. The Clery Coordinator will classify the crime and evaluate the location, based on the information that you provide.

Do I need to memorize the types of Clery crimes or the Clery-reportable geography?

No. However, it is important that you understand and are familiar with what types of crimes and what locations or situations are Clery-reportable and include this information in your reports to ensure the incident is properly evaluated.

Who may be Campus Security Authorities in my department?

- Anyone with significant responsibility for students or campus activities.
- Faculty responsible for students outside of the classroom.
- Employees who, by virtue of their job function, have significant responsibility for assisting students or campus activities and are in a position in which they may learn of a crime.

What are some examples of Campus Security Authorities at UO?

- Office of Affirmative Action Staff
- Office of the Dean of Students staff
- Student Conduct and Community Standards staff
- Deans, directors, department heads
- Athletics team coaches
- University Housing staff
- Faculty advisors to student groups
- Study Abroad faculty and staff



CAMPUS AND COMMUNITY RESOURCES

Table Key

UO offices with a duty to report and act on reported issues of sexual harassment and assault.

UO offices whose professional medical and counseling staff members, acting in their professional capacities, have a privilege that limits further reporting, consistent with federal and state laws.

Off-campus agencies without the same duty as the University to report or investigate, and community medical care facilities.

Crisis Assistance

Resource	Phone #	Crisis #	Website	Location	Hours
Crisis Assistance					
Office of the Dean of Students	(541) 346-3216	UO Housing On-Duty Staff for Students in Residence Halls or Family Housing; or UO Police Department	uodos.uoregon.edu	164 Oregon Hall (at the corner of 13th and Agate, across from the Health Center)	M-F 8 a.m. – 5 p.m.
UO Police Department	(541) 346-2919	24-hour: 9-1-1	police.uoregon.edu	UOPD East Station 2141 E. 15th Ave. (at 15th and Walnut)	M-F 8 a.m. – 5 p.m.
Eugene Police Department	(541) 682-5111	24-hour: 9-1-1	www.eugene-or.gov/police	300 Country Club -or- 791 E. 13th (at the corner of 13th and Alder)	Hours vary
Sexual Assault Support Services (SASS)	(541) 484-9791	24-hour: (541) 343-7277 -SASS	www.sass-lane.org	591 W. 19th Ave. (at the corner of 19th and Jefferson)	M-F 9 a.m. – 4 p.m. Crisis support available 24/7
Womenspace	(541) 485-6513	1-800-281-2800	womenspaceinc.org	1577 Pearl Street	M-F 9 a.m. – 5 p.m.

Medical care and forensic evidence collection resources:

University Health Center	(541) 346-2770	After hours: (541) 346-2770 then dial "1"	healthcenter.uoregon.edu	1590 E. 13th Ave. (at the corner of 13th and Agate)	M-F 9 a.m. - 5 p.m. Sat 10 a.m. - 2 p.m.
University Hospital District Medical Center	(541) 686-7300	(541) 686-7300 Emergency: Dial 9-1-1	www.peacehealth.org	1255 Hilyard St.	Emergency Room open 24/7
Sacred Heart Medical Center at RiverBend	(541) 222-7300	(541) 222-7300 Emergency: Dial 9-1-1	www.peacehealth.org	3333 Riverbend Dr. Springfield, OR	Emergency Room open 24/7
McKenzie Willamette Medical Center	(541) 726-4400	(541) 726-7300 Emergency: Dial 9-1-1	www.mckweb.com	1460 "G" St. Springfield, OR	Emergency Room open 24/7

Off-Campus Support Resources

Sexual Assault Support Services (SASS)	As indicated above.
Womenspace	As indicated above.
Community Medical Services	As indicated above.

On-Campus Support Resources

On-Campus Support Resources					
Office of the Dean of Students	As indicated above.				
University Health Center	As indicated above.				
University Counseling and Testing Center	(541) 346-3227	After hours: (541) 346 3227	counseling.uoregon.edu	2nd floor of University Health Center	M, T, W, F 8 a.m. – 5 p.m. R 11 a.m. – 5 p.m.
Office of Student Conduct and Community Standards	(541) 346-1140	After hours: Contact UOPD	uodos.uoregon.edu/StudentConductandCommunityStandards/tabid/68/Default.aspx	164 Oregon Hall	M-F 8 a.m. - 5 p.m.
Office of Affirmative Action & Equal Opportunity	(541) 346-2971		aaeo.uoregon.edu	677 E. 12th Ave., Suite 451	M-F 8 a.m. – 5 p.m.

Criminal and UO Conduct Processes

UO Police Department	As indicated above	Provides information to victims about their rights to report incidents of sexual assault and pursue criminal charges.
Eugene Police Department	As indicated above	Provides information to victims about their rights to report incidents of sexual assault and pursue criminal charges.
UO Office of Student Conduct and Community	As indicated above	Responsible for administering the Student Conduct Code, providing information to survivors about their right to report incidents of sexual harassment and sexual assault and pursue administrative policy violations through the conduct process (where the alleged perpetrator is a student).
Office of Affirmative Action and Equal Opportunity	As indicated above	Responsible for administering the discrimination grievance process, providing information to survivors about their right to report incidents of sexual harassment and sexual assault and pursue administrative policy violations through the grievance process (where the alleged perpetrator is a UO employee).

Legal Assistance

Stalking, Restraining and Protective Orders		
Lane County Courts	541-682-4253	http://www.courts.oregon.gov/Lane/Restraining.page Obtain stalking, restraining and protective orders.
Victim Services Program	541-682-4253	http://www.lanecounty.org/Departments/DA/VictimServices/Pages/default.aspx Get assistance with stalking, restraining and protective orders.
UO Domestic Violence Clinic	541-346-8260	The UO Domestic Violence Clinic provides comprehensive civil legal services to low-income victims of domestic violence, sexual assault, and stalking.



Clery Act Crime Definitions

Murder and Non-Negligent Manslaughter: The willful (non-negligent) killing of one human being by another. NOTE: Deaths caused by negligence, attempts to kill, assaults to kill, suicides, accidental deaths, and justifiable homicides are excluded.

Negligent Manslaughter: The killing of another person through gross negligence.

Sex Offenses: Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

A. Rape

The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

B. Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity.

Sex Offenses, Nonforcible: Unlawful, nonforcible sexual intercourse.

A. Incest

Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

B. Statutory Rape

Nonforcible sexual intercourse with a person who is under the statutory age of consent.

Incapacity to Consent Definition— Oregon Revised Statutes (163.315¹)

(1) A person is considered incapable of consenting to a sexual act if the person is:

- (a) Under 18 years of age;
- (b) Mentally defective;
- (c) Mentally incapacitated; or
- (d) Physically helpless.

(2) A lack of verbal or physical resistance does not, by itself, constitute consent but may be considered by the trier of fact along with all other relevant evidence. [1971 c.743 §105; 1999 c.949 §2; 2001 c.104 §52]

Incapacity to Consent Definitions - University of Oregon Student Code of Conduct

- A. Mental disorder:** a person suffers from a mental disease or disorder that renders that person incapable of appraising the nature of the conduct or another person.
- B. Mental incapacitation:** a person is rendered incapable of appraising or controlling one's own conduct at the time of the alleged offense because of the influence of a controlled or intoxicating substance or because of any act committed upon the person without consent.
- C. Physical helplessness:** a person is unconscious or for any other reason is physically unable to communicate unwillingness to engage in an act.

Explicit Consent – University of Oregon Student Code of Conduct

Voluntary, non-coerced and clear communication indicating a willingness to engage in a particular act. "Explicit consent" includes an affirmative verbal response or voluntary acts unmistakable in their meaning.

Domestic Violence (ORS 107.700)

Domestic Violence: Abuse between family or household members.

Family or household members: Spouses or former spouses; adults related by blood, marriage or adoption; persons cohabitating or who have cohabitated; persons in a past or present sexually intimate relationship; unmarried parents of a child.

Abuse: The occurrence of one or more of the following acts within a domestic or dating relationship:

- (a) Attempting to cause or intentionally, knowingly or recklessly causing bodily injury.
- (b) Intentionally, knowingly or recklessly placing another in fear of imminent bodily injury.
- (c) Causing another to engage in involuntary sexual relations by force or threat of force

Domestic violence (42 USC § 13925)

(1) A felony or misdemeanor crime of violence committed-

- (i) By a current or former spouse or intimate partner of the victim
- (ii) By a person with whom the victim shares a child in common;
- (iii) By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner
- (iv) By a person similarly situated to a spouse of the victim under the domestic violence laws of the jurisdiction in which the crime of violence occurred, or
- (v) By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

(2) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Dating violence (42 USC § 13925)

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- 1) The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of the interaction between the persons involved in the relationship.
- 2) For the purpose of this definition-
 - i. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
 - ii. Dating violence does not include acts covered under the definition of domestic violence.
- 3) For the purposes of complying with the requirements of this section and section 668.41, any incident meeting this definition is considered a crime for the purposes of Clery Act reporting.

Stalking (ORS 163.732)

(1) A person commits the crime of stalking if:

- (a) The person knowingly alarms or coerces another person or a member of that person's immediate family or household by engaging in repeated and unwanted contact with the other person;
- (b) It is objectively reasonable for a person in the victim's situation to have been alarmed or coerced by the contact; and
- (c) The repeated and unwanted contact causes the victim reasonable apprehension regarding the personal safety of the victim or a member of the victim's immediate family or household.

Stalking (42 USC § 13925)

(1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to-

- (i) Fear for the person's safety or the safety of others; or
- (ii) Suffer substantial emotional distress

(2) For the purposes of this definition-

- (i) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device or means, follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person's property.
- (ii) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
- (iii) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim

Robbery: The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Aggravated Assault: An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could or probably would result in a serious potential injury if the crime were successfully completed.

Burglary: The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or a felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access, even though the vehicles are later abandoned – including joy riding).

Arson: The willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, or personal property of another kind.

Liquor Law Violations: The violation of laws or ordinance prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Drug Abuse Violations: Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Weapon Law Violations: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; all attempts to commit any of the aforementioned.

Clery Act Hate Crime Definitions

A hate crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. If the facts of the case indicate that the offender was motivated to commit the offense because of his/her bias against the victim's actual or perceived race, gender, gender identity, religion, national origin, sexual orientation, ethnicity or disability, the crime is classified as a hate crime.

Campus security authorities are required to report hate crimes statistics, according to the type of bias, for the following crime categories:

1. Murder and Non-negligent Manslaughter
2. Negligent Manslaughter
3. Sex Offenses
4. Domestic/Dating Violence
5. Stalking
6. Robbery
7. Aggravated Assault
8. Burglary
9. Motor Vehicle Theft
10. Arson

The crimes below (10-13) are only Clery-reportable if they are hate crimes:

11. Larceny-Theft

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Note: Constructive possession is defined by Black's Law Dictionary, 6th ed. as "where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.")

12. Simple Assault

An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

13. Intimidation

To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

14. Destruction/damage/vandalism of property

To willfully or maliciously destroy, injure, disfigure, or deface any public or private property, real or personal, without the consent of the owner or person having custody or control by cutting, tearing, breaking, marking, painting, drawing, covering with filth, or any other such means as may be specified by local law.

The following crime definitions are from the [Uniform Crime Reporting Handbook](#):

- Murder and Non-negligent Manslaughter
- Negligent Manslaughter
- Rape
- Robbery
- Aggravated Assault
- Burglary
- Motor Vehicle Theft
- Arson
- Simple Assault
- Intimidation
- Theft-Larceny
- Vandalism

The following crime definitions are from the [National Incident-Based Reporting System](#) edition of the Uniform Crime Reporting Program:

- Fondling
- Incest
- Statutory Rape

The following crime definitions are from the Department of Education:

- Dating Violence (42 USC § 13925)
- Domestic Violence (42 USC § 13925)
- Stalking (42 USC § 13925)

The following crime definitions are from the [Oregon Revised Statutes](#):

- Incapacity to Consent (163.315¹)
- Domestic Violence (ORS 107.700)
- Stalking (ORS 163.732)

CLERY TRAINING RESOURCES

Campus Security Authority Resources and Assistance

[Campus Security Authority Website](#): (a-e below are available on this website)

- a) [Campus Security Authority Quick Reference Guide](#)
- b) [Campus Security Authority Incident Report Form](#)
- c) [Clery Act Crimes and Definitions](#)
- d) [Map of Clery Reportable Areas](#)
- e) [3D Map of North Campus "Public" Property](#)

Clery Compliance Guidance

[Department of Education Clery Handbook](#): Clery guidance for institutions

[FBI National Incident-Based Reporting System Handbook](#): Guidance for classifying sex offenses

[FBI Uniform Crime Reporting Handbook](#): Guidance for classifying all other Clery crimes

[OregonLaw.org](#): Search for Oregon laws by description or statute

Resources and Assistance

[University of Oregon Police Department](#)

- [Campus Security Authority Website](#)

[Office of Affirmative Action and Equal Opportunity](#)

- [Campus Response Network](#)
- [Campus and Community Resources](#)

Clery Compliance Components

[Clery Crime Log](#)

[Annual Security Report](#)

[Campus Crime Alert Archive](#)

[Department of Education Clery Statistics Analysis Tool](#): Look up Clery data for any campus

Sexual Assault Studies, Reports, Legislation

[Establishing a White House Task Force to Protect Students from Sexual Assault](#)

[Violence Against Women Act \(VAWA\)](#)

[National Institute of Justice](#)

