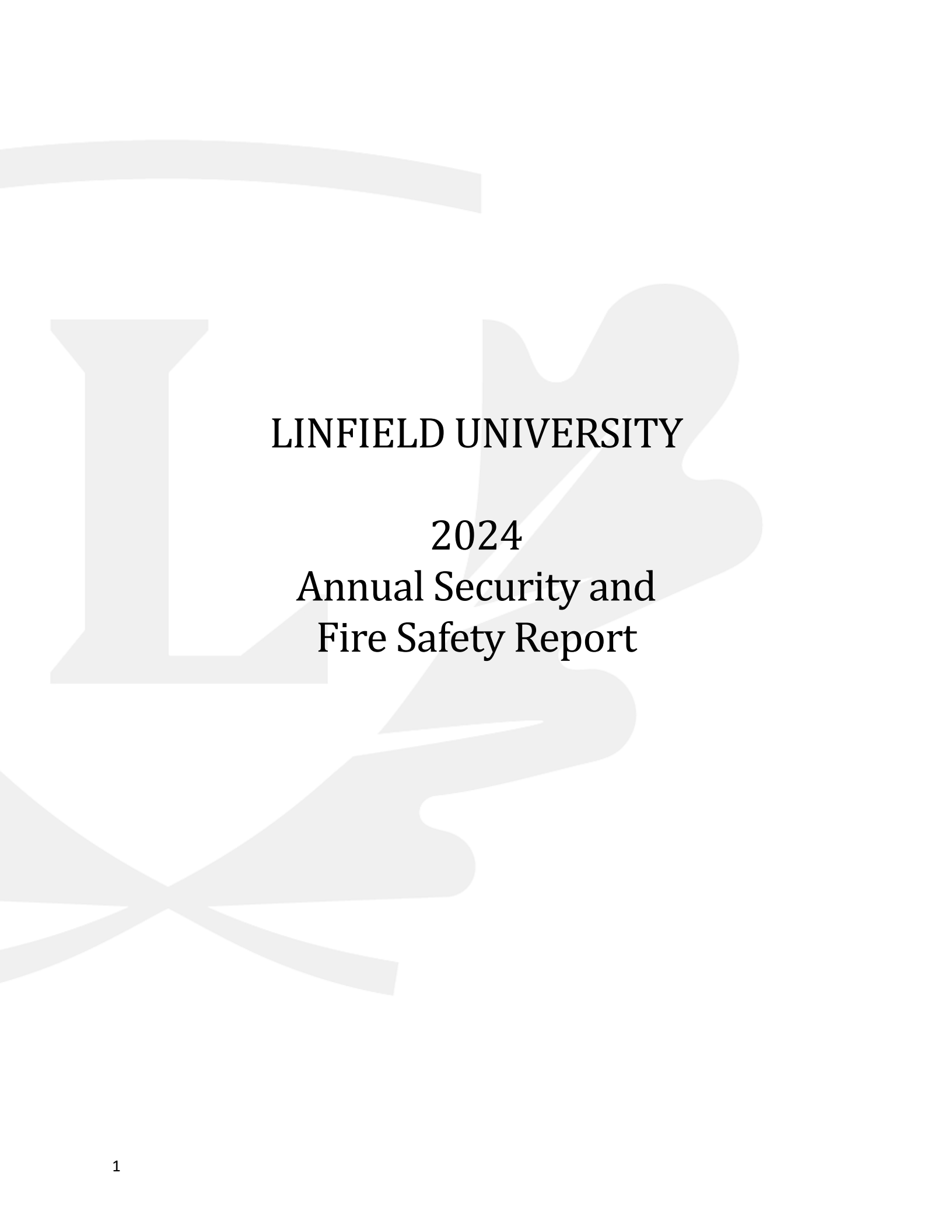




LINFIELD UNIVERSITY

2024

Annual Security and
Fire Safety Report

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I. INTRODUCTION

Federal law (the “Clery Act”) requires educational institutions to provide all current and prospective students and employees with the security policies and procedures of the university, and crime statistics. These security measures are designed to enhance the safety of all individuals at Linfield University. Further information on the Clery Act may be obtained at <https://www.clerycenter.org/the-clery-act>.

Observance of university policies, as well as federal, state, and local law is required to fulfill the purposes of the educational institution. Although the university strives to provide a safe environment, everyone must take responsibility for their own safety and personal belongings.

This report is prepared by the Office of Safety and Risk Management, in cooperation with local law enforcement agencies, and the Office of Student Affairs.

The Annual Security Report is available on the Internet to all current students and employees of the university at <https://www.linfield.edu/linfield-public-safety/incident-reports.html>. Prospective students may request a copy of the report at the Office of Admission; prospective employees may request a copy at the Office of Human Resources. You may also obtain a copy of this report by contacting LPS, 900 SE Baker Street, McMinnville, Oregon 97128, or 503-883-7233.

For additional information on university policies and procedures, consult the Linfield University personnel policies and procedures documents and handbooks, available online at <http://www.linfield.edu/policy.html>.

II. LINFIELD PUBLIC SAFETY

A. Linfield Public Safety Department Mission Statement

The mission of Linfield Public Safety (LPS) is to foster a safe and secure environment that supports an exceptional educational experience. LPS enjoys partnerships with our campus communities based on mutual respect, cooperation and a commitment to safety. We do so with the following values:

- **Professionalism** – We will develop our skills, knowledge, and training to best serve the community as public safety professionals.
- **Integrity** – We will conduct ourselves in a manner that is fair, ethical, and legal. We will exhibit the duty and honor for the position entrusted to us, gaining and keeping the community’s trust and confidence.
- **Communication** – We will always listen to the needs and the concerns of our community and follow through to make sure those needs and concerns are addressed.
- **Service** – We will always recognize the significance of serving the public. As such, we are committed to providing excellent service. We will employ processes, policies, and procedures that best serve students, faculty, staff and the public.

All LPS staff members are certified by Oregon’s Department of Public Safety Standards and Training. The McMinnville campus is staffed 24/7 by LPS. In 2024, the Portland campus was patrolled by daytime and evening and limited weekend LPS staff. LPS patrol persons are not armed; they conduct foot, bike and vehicular patrols of campus areas regularly. In addition, on the McMinnville campus, a courtesy ride service is provided 24 hours a day. LPS patrol persons make referrals for violations of university policies, rules and regulations. Local police departments are contacted for enforcement relating to violations of city or state laws. More information can be found on the LPS webpage at: <https://www.linfield.edu/linfield-public-safety/>

B. Reporting Incidents and Emergencies

Any person in immediate danger due to crime or emergency should contact local law enforcement IMMEDIATELY by dialing 911. When the emergency has subsided, the victim should also report the crime as soon as possible to LPS.

For non-emergency situations, any person who is a victim, witness or has knowledge of any criminal activity or other incidents on campus should report it immediately to LPS.

C. Voluntary Confidential Reporting

If you are the victim of a crime and do not want to pursue action within the university or the criminal justice system, you may still want to consider making a confidential report. With your permission, the director of LPS can file a report on the details of the incident without revealing your identity. A confidential report will preserve your privacy, while assisting the future safety efforts for yourself and others. Please note that the director must report information about Title IX policy violations to the Title IX coordinator. Referring a report to the Title IX coordinator does not automatically mean you must pursue a resolution, but federal guidelines require the Title IX coordinator receives the information to offer supportive resources and notify the reporter of their options. With such information, the university can keep an accurate record of incidents involving students, determine where there is a pattern of crime regarding a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime reporting statistics for the institution. Please note that campus professional counselors and pastoral counselors, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion in annual crime statistics. Counselors are encouraged, if and when they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion in annual crime statistics.

D. Sexual Misconduct and Relationship Violence Reporting

Linfield University employees have a responsibility to report incidents of sexual harassment, discrimination and/or misconduct perpetrated against a Linfield student. However, there are several employees that are considered confidential. A confidential employee is a counselor, a student health professional, the chaplain, and/or sexual misconduct advocates. These individuals may keep information regarding sexual misconduct or relationship violence confidential if requested by the student or victim.

There are a variety of ways to report sexual misconduct and/or relationship violence. All of the following options are available and can be pursued separately or simultaneously.

Misconduct Reporting

All complaints of violations of this policy will be taken seriously and in good faith. The Title IX coordinator will provide information and guidance regarding how to file a complaint with the university and/or local law enforcement, as well as information and assistance about what course of action may best support the individual(s) involved and how best to address the complaint.

Every reasonable effort will be made to maintain the privacy of those making a report to the extent possible. In all cases, the university will consider the party bringing forward a report on how the matter is pursued. The university may, when necessary to protect the community, initiate an investigation or take other responsive actions to a report, even when the person identifying a concern chooses not to participate in a resolution process and/or requests that the university not initiate an investigation.

Employees, students, guests or visitors who believe that this policy has been violated should promptly contact the coordinator or another member of the Title IX Office.

Jess Ettell Irvine, titleIX@linfield.edu

Online reporting form: [Report an Incident](#)

Deputy Title IX coordinators:

- Jeff Mackay, vice president for student affairs, jmackay@linfield.edu
- HR Interim Director, hr@linfield.edu
- Jessica Hollen, associate director of athletics, jhollen@linfield.edu

There is no timeline for making a report of sex discrimination, however, the university encourages the prompt reporting of a complaint as the ability of the university to pursue the complaint to conclusion may be hindered by the passage of time.

Confidential Reporting Options

- Confidential Campus Advocate, advocate@linfield.edu, 503.883.2806
- Student Health, Wellness and Counseling Center, shlt@linfield.edu, 503.883.2535
- University Chaplain, chaplain@linfield.edu, 503.883.2259
- Portland Campus Counseling Center, pdx-counseling@linfield.edu, 971-369-4150

Anonymous reporting may be done through these non-Linfield agencies:

- Henderson House McMinnville: 503-472-1503
- Northwest Human Services Crisis Line: 844-842-8200
- Raphael House - Multnomah County: 503-222-6507

Formal reports may also be submitted through several non-Linfield offices:

- McMinnville/Portland Police Department: 911
- Yamhill County Crime Victim Services: 503-434-7510
- Portland Women's Crisis Line: 503-235-5333
- Sexual Assault Resource Crisis Line: 503-640-5311

E. Missing Person Guidelines

If a person has reason to believe that an on-campus student is missing, efforts will be made to locate the student through the collaboration of the Office of Student Affairs and LPS. The local police department (in McMinnville or Portland), with assistance and cooperation of the university, will be the primary investigative unit in missing student cases.

Linfield students have the option to identify an individual to be contacted by the university in the event the student is determined to be missing. Students who wish to identify a confidential contact can do so through the Office of Student Affairs. The university will contact the student's emergency contact no later than 24 hours after the student is determined to be missing. If the missing student is under the age of 18 and is not an emancipated individual, the university will notify the student's parent or legal guardian no later than 24 hours after the student is determined to be missing.

If located, verification of the student's state of health and intention of returning to campus will be determined. When appropriate, a referral may be made to the Student Health, Wellness and Counseling Center.

More information can be found at: <https://www.linfield.edu/linfield-public-safety/missing-person.html>

F. Emergency and Non-Emergency Information

LPS may be contacted from McMinnville campus phones at extension 7233, and at 503-883-SAFE (7233) from off-campus or cell phones. McMinnville officers are available 24 hours a day, 7 days a week, and will respond to all reports of crimes and emergencies. We ask that all crimes and suspicious circumstances be reported as soon as possible.

All McMinnville campus residence halls are equipped with an emergency call box. Pushing the “Emergency” button on these devices will connect you with LPS. To contact the McMinnville Police Department for non-emergencies, call 503-434-7307.

The Portland campus community can contact Linfield LPS at 503-413-7210. If there is no security officer on duty in Portland, the call will be forwarded to the McMinnville LPS phone. The Portland Police Bureau can be reached by dialing 911 for life threatening situations, crimes in progress or situations where an officer is needed immediately. For non-emergency police matters in the Portland metro area, call 503-823-3333.

G. Notification of University Emergencies

CatAlerts

The university has established an Emergency Notification System, CatAlert and Wildcat Guardian, which provides multiple notice methods to students, faculty, staff, visitors and parents about situations that may pose a substantial threat to our community. Linfield community members registered on this system can be notified via email, cellular phone call, RAVE Guardian app and/or text message. This includes the RAVE Guardian application for Apple, Android and Microsoft devices.

In case of an emergency on or near campus, Linfield University officers will authorize voice and/or text messaging and/or email communication through the emergency notification system. Registered students, staff and faculty will receive the message very quickly – typically within minutes of transmission.

Depending upon the communication method used by the university (voice, text and/or email), registered individuals will receive the following: voice mail message at registered telephone numbers; email messages at campus and up to one additional email address if registered; and a text message on registered cell telephones that accept SMS messaging.

Emergency notifications will be limited to matters such as severe weather alerts, campus closures, delayed starts, emergency building concerns or intruders. The system is tested yearly to ensure all three modes of notification (phone, email and text messaging) function properly. The system was successfully tested on both the McMinnville and Portland campuses, and notifications were made via cell phone, email, text messaging and RAVE Guardian App. The most recent test was conducted as part of the Great ShakeOut in October 2024.

To register for the CatAlert system (McMinnville campus):

Employees and students:

Employees and students are automatically enrolled in CatAlert email notifications to their Linfield email address. To receive text alerts or email alerts to a non-Linfield email address, they can update their information in Etrieve. To enroll, go to Etrieve via [MyApps \(linfield.edu/myapps\)](https://myapps.linfield.edu/myapps). Emergency Notification information is available under the Forms menu.

Linfield Families and UWS students:

For Portland campus families and University of Western States (UWS) students: Text the word "PDXCAT" to 78015. Access will expire on June 30 of each academic year.

For McMinnville campus families: Text the word "MACCAT" to 78015. Access will expire on June 30 of each academic year.

McMinnville campus guests:

As a conference, event or short-term guest on our McMinnville campus, you can text the word "MACGUEST" to 78015 to opt-in to text alerts. Access will expire after 30 days.

Wildcat Guardian

Wildcat Guardian is a mobile app that turns any cell phone into a personalized protection network. All members of the Linfield community are encouraged to download the app available on the iPhone App Store or Google Play. The free app, created by Rave Mobile Safety, provides a number of safety tools to keep the community safe, including:

- **Easy emergency communication:** With a push of a button, users can directly connect to 911 or LPS in an emergency.
- **Safety timers:** Access an extra layer of safety when walking alone. As a registered user, you can add friends and family members as “guardians” and send a text message when you begin an activity—say, a walk home from class or to a friend’s residence hall. You can set a timer with your current location, plus a note of where you are going and when you should arrive; you then can share that journey with your “guardian,” who can track your progress on a GPS map in real-time. In the event you do not make it to your destination and deactivate the timer, your “guardians” will be immediately alerted.
- **Push notifications:** Wildcat Guardian offers a seamless notification process in the event of an emergency. In extreme circumstances, phone lines may prevent some messages from going through quickly; the app's push notifications allow you to get the message almost instantaneously, even if you don’t have cellular service, such as in the basement of a building. (Wi-Fi access would be necessary.)
- **Quick access to critical resources:** Beyond being able to contact LPS or 911 with the touch of a button, you can also access important phone numbers and websites for safety and wellness resources — on campus and beyond.

Download the free Guardian app today at the [Apple store](#) or [Google Play](#). Explore the app features at [Rave Guardian](#).

H. Timely Warnings

In the event that a situation arises, either on or off campus, that, in the judgment of law enforcement or the university, constitutes an ongoing or continuing threat, a campus-wide “timely warning” will be issued. The warning may be issued through the college CatAlert system to students, faculty, and staff; in-person notification by Linfield Public Safety and/or Residence Life staff; and/or the use of portable address systems. Timely warnings may also be posted on the Linfield website: <http://linfield.edu>.

The website is accessible via computer by all faculty, staff and students and printed copies of the notice may also be posted in each residence hall and/or at other conspicuous locations through the campus as the situation permits.

I. Responding to Emergencies

Linfield University has adopted a Standard Response Protocol that demands a specific vocabulary, but also allows for great flexibility. There are four specific actions that can be performed during an incident.

Lockout

This would be implemented when there is a threat or hazard outside of the building.

- Get inside the building.
- Recover students and staff from outside building.
- Lock all outside doors if possible.
- Increased situational awareness.
- Account for students, friends and coworkers.
- Business as usual inside the building.

Lockdown

Lockdown is a room-specific protocol that involves hiding and preparing to defend yourself.

- Move away from sight.
- Maintain silence.
- Lock the door if possible.
- Lights out if possible.
- Wait for first responders to open door.
- Account for students, friends and coworkers.

Evacuate

Evacuate to the announced location.

- Bring your phone.
- Follow announced instruction.
- Leave personal possessions behind.
- Help others get to the evacuation location.
- Account for students, friends and coworkers.
- Notify emergency personnel regarding any missing or injured persons.

Shelter

For a hazard using an announced shelter strategy.

- Drop, cover and hold.
- Seal as instructed (hazmat situation).
- Remain silent.
- Follow directions.
- Assist others to appropriate shelter methods.
- Account for students, friends and coworkers.
- Notify emergency personnel regarding any missing or injured persons.

The Standard Response Protocol is based not on individual scenarios but on the response to any given scenario. The protocol is simply a response enhancement for critical incidents, designed to provide consistent, clear, shared language and actions among all students, staff, faculty and first responders.

The following “Emergency Procedures” poster is displayed in all classrooms and buildings.



**Linfield
University**

EMERGENCY PROCEDURES

DIAL 911 | Linfield Public Safety
(503)883-SAFE (7233)

MEDICAL
EMERGENCY

CALL 911 from any available telephone (cell, landline, etc.) and describe the nature of the medical problem and the location of the emergency on campus. Also call Public Safety.

If you have been trained or under dispatcher guidance, quickly:

- Control serious bleeding by applying direct pressure on the wound.
- If the victim is not breathing, begin CPR – Push hard and fast in the center of the chest.
- If an AED is available, turn on the unit and follow the simple instructions to use it.
- Keep the affected individual(s) still and comfortable. Have them lie down, if appropriate.
- Remain with the injured person until help arrives.

FIRE

1. ACTIVATE the fire alarm using a manual pull station.
2. EVACUATE the building using the nearest exit or stairwell.
3. ASSIST anyone requiring help to evacuate the building
4. DO NOT use the elevators.
5. CALL 911 and Public Safety.
6. NEVER re-enter the building unless instructed to do so by Police or Fire personnel.

FIRE EXTINGUISHER INSTRUCTIONS

P – Pull the pin on the extinguisher.

A – Aim the hose or nozzle at the base of the fire.

S – Squeeze the handle to activate the extinguisher.

S – Sweep the extinguisher back and forth at the base of the fire.

EVACUATION

- Do not delay your evacuation. Take your phone but leave all personal items.
- Close the door to the room as you are leaving.
- Do not use elevators and get to designated assembly area.
- Assist others as you are able. Look to be sure everyone around you heard or saw the alarm and are leaving the building too. Call Public Safety if assistance is needed.
- Report to the Floor/Building Captain. Remain there until advised otherwise.

ACTIVE
SHOOTER

Choose the most reasonable action

Run - Know your escape route - Leave personal items - Keep hands where visible	Hide - Hide out of sight - Barricade entrances - Turn tables on side	Fight - Last resort only - Incapacitate or disarm - Use physical aggression
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LOCKOUT/
LOCKDOWN

LOCKOUT

There is a threat or hazard outside

-Get inside Lock all outside doors Stay alert Continue as usual inside

LOCKDOWN

Hide & prepare to defend yourself

- Get out of site Turn off lights Lock the door Stay quiet

-Wait for Public Safety or other authority to open door

HAZARDOUS
MATERIALS

If a chemical or biohazard spill occurs within any campus building or facility, CALL 911 and Public Safety.

- If a chemical spill occurs outside of a building or from an off campus source, follow the shelter-in-place procedures.
- Notify Public Safety if you have been exposed to a chemical.
- If exposed, avoid contact with other people.
- If evacuating, move to an area upwind and away from the spill location.
- Use your clothing or other clean, dry material to shield your nose, eyes, and mouth if possible.
- Remain calm and be prepared to move quickly if notified to do so by authorities.

SHELTER IN
PLACE

Certain incidents like hazardous spills may require that you and others shelter-in-place.

- Select a small, interior room, with no or few windows and close all windows and exterior doors.
- Turn off all fans, heating, and air conditioning systems.
- Use whatever is available to seal all cracks around the door and vents into the room.
- Remain indoors until Public Safety or other authorities tell you otherwise

EARTHQUAKE

IF Indoors:

- Immediately DROP, COVER, and HOLD ON under a sturdy desk or table.
- Position yourself along an interior wall, staying away from glass windows, shelves, and heavy equipment which could topple over onto you.
- Exit the building and report to designated assembly area and stay there until told otherwise.

IF Outdoors:

- Move quickly away from buildings, utility poles, and other structures. Stay in an open area.

J. Crime Log

LPS maintains a Crime Log that records, by date the crime was reported, all crimes and serious incidents that occur on campus, on non-campus properties, on public property adjacent to campus, and within the LPS patrol jurisdiction.

The Crime Log includes the nature, date, time, and general location of crimes reported to LPS, as well as the disposition of the complaint, if the information is known at the time the data is entered into the log. Specific incidents are entered within two business days of the initial report. LPS reserves the right to exclude reports or specific information from the Crime Log in certain circumstances.

The Crime Log is available for inspection by the general public online at <https://www.linfield.edu/linfield-public-safety/incident-reports.html> or at the LPS Office in Cozine Hall, 900 SE Baker Street, McMinnville, Oregon.

K. Partnership with Local Law Enforcement

Linfield enjoys a close working relationship with several law enforcement agencies. The LPS director works closely with members of local law enforcement agencies to review community crime trends and mitigate risks at Linfield, including off-campus locations where student organizations are active.

In addition, Linfield LPS has representatives that participate in the Yamhill County Threat Assessment Team and in the Yamhill County Sexual Assault Task Force. These teams provide a direct connection for real time updates of potential community hazards and sexual assault information.

The McMinnville campus is under the jurisdiction of LPS, McMinnville Police Department, Yamhill County Sheriff Department and the Oregon State Police. The Portland campus is under the jurisdiction of LPS, Portland Police Bureau, Multnomah County Sheriff and the Oregon State Police.

In the event of a criminal incident, students may pursue redress through the criminal justice system and/or the university's conduct system. However, the university's conduct system cannot establish whether a criminal act has occurred. That system is designed to hear cases only when university regulations have been violated. When an individual believes that a crime has been committed, the university encourages that person to file charges with the appropriate civil authorities. For a complete discussion of the university's student conduct process and sanctions, please refer to the Linfield University student policies available at: <https://catalog.linfield.edu/spg/>

The university will, upon written request, disclose to the victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the university against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, the university will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

L. Crime Reduction Programs

Crime prevention is a proactive strategy designed to eliminate or minimize criminal opportunities before a crime actually occurs. LPS has developed programming and a webpage to give students, staff, faculty and parents information about crime prevention, personal safety, and links to other resources. Below are some programs available from LPS.

- **LPS Courtesy Ride Program.** The LPS Courtesy Ride Program provides a personal courtesy ride or walking escort for Linfield students, faculty and staff who are concerned about their safety. The program is offered from one location to another on the McMinnville campus seven days per week.

- To request a ride or walking escort on the McMinnville campus, please call 503-883-7233. Portland campus community can request the same service when officers are available by calling 971-369-4200.
- **Crime Prevention Presentations.** Members of LPS are available to talk to any student or employee group on any of our campuses. These talks are designed to educate members of the campus communities about security and safety issues, and various techniques that can be used to prevent crime on campus.
- **Crime Prevention Through Environmental Design (CPTED) Surveys.** Comprehensive safety and security audits of campus offices, buildings and grounds are conducted by the LPS Department on a continual basis utilizing current CPTED principles.
- **Operation Identification.** Operation Identification, which is the engraving of serial numbers or owner-recognized numbers on items of value, is promoted and made available free-of-charge.
- **Personal Defense Class.** Contact LPS for more information.
- **Community Emergency Response Team (CERT) Training.** LPS facilitates a CERT class intermittently for students, faculty and staff. Contact LPS for more information.

If you would like more information about any of the crime prevention programs and services, please contact LPS at 503-883-7233, during regular business hours.

M. Emergency Management and Preparedness

The safety of every member of the university community is of utmost importance. Linfield engages in comprehensive emergency planning and response in accordance with the National Incident Management System. LPS and the Office of Environmental Health and Safety work together to ensure the emergency protocols and plan are updated as needed. Under the guidance of the Linfield University cabinet, several departments and offices work together to prepare for, prevent, respond to, and recover from emergency situations. In conjunction with local responding agencies, Linfield University is prepared to respond to a full range of emergencies.

N. Access to University Facilities

Academic Facilities

Linfield's academic buildings and facilities are open to students, staff and faculty during normal business hours through a card access system. Facilities are secured at all other times, unless for scheduled college approved events. Most academic facilities are equipped with a computerized card access system controlled by LPS. After-hours access to these facilities is granted to individuals with prior written authorization from the applicable academic departments.

Administrative Buildings

Linfield buildings open to public activities as part of their organizational mission, are generally open to the public from 8 a.m. to 6 p.m. Monday through Friday.

Residential Facilities

All Linfield residence halls are equipped with an automated card access control system. Residents and authorized staff have 24-hour access via this computerized system. All students have residence hall access during limited hours only. Guests and other visitors may visit residence halls as long as a member of the Linfield community has authorized their visit. Exterior doors to student residence halls remain locked 24 hours per day.

Only residents of the individual apartments and authorized staff have 24-hour access to residence halls. Residential housing facilities have standard locks and keys with the exception of the Hewlett Packard

Apartments that are equipped with automated card access. Students are responsible for securing their individual rooms. The responsibility for securing individual residences falls to the student/renters.

O. Maintenance of University Properties

University facilities and landscaping are maintained to minimize hazardous conditions. LPS officers, as part of their general patrol procedure, will generate a work order to Facilities Services when they note any defective lighting or unsafe condition on campus. Students, faculty and staff are also encouraged to report any safety or security concern to the Office of Environmental Health and Safety, ext. 2431 or LPS at ext. 7233.

For additional information on university policies and procedures, consult the [Linfield University Employee Handbook \(personnel policies\)](#) and [Student Policy Guide](#), available online.

III. LINFIELD UNIVERSITY POLICIES

A. Alcohol and Other Drugs

In keeping with the mission of the university, Linfield is committed to providing an environment which is safe and fosters excellence in learning for its students and in work performance for all of its employees. Therefore, the misuse and illegal use, possession, transportation, distribution, manufacture, or sale of alcohol and other drugs is not permitted on property owned or controlled by the university, or while representing the university on business or any university sponsored activity. The use of alcohol on university owned or controlled property or at events associated with Linfield programs is restricted to those of legal drinking age.

Those under 21 years of age may not consume alcohol (except in foreign locations with permission from the on-site director and within the laws of that location). Providing alcohol to minors or providing a location where minors can consume alcohol is prohibited and is a violation of the alcohol policy.

Students who have issues with alcohol consumption, or who develop a potential for such problems are encouraged to seek assistance in the Student Health, Wellness and Counseling Center in Walker Hall 105 or the wellness coordinator in Walker Hall 102. Employees should seek assistance through the EAP via the Office of Human Resources.

Information can be found in the [Student Policy Guide](#).

Drugs

Linfield University is a drug-free campus and community. Any member of the university community who uses, is under the influence of, manufactures, possesses, has under his/her control, sells, furnishes or facilitates the use of a narcotic or dangerous drug or drug paraphernalia or misuses prescription medication, is subject to disciplinary action up to and including separation from the college.

Although the use of medical marijuana and recreational marijuana is legal in the State of Oregon in circumstances defined by law, any member of the university community who uses, is under the influence of, manufactures, possesses, has under his/her control, sells, furnishes or facilitates the use of marijuana (including in marijuana oil, food products, candy, or any other form) on university property, whether in a residence hall, suburb housing, on college controlled property, at a college-sponsored function, either on or off campus, is in violation of university policy, and is subject to disciplinary action up to and including separation from the university.

Students who have a drug problem, or who develop a potential for such a problem are encouraged to seek assistance in the Student Health, Wellness and Counseling Center in Walker Hall 105 or the

wellness coordinator in Walker Hall 102. Employees should seek assistance through the EAP via the Office of Human Resources.

Drug Paraphernalia

Drug paraphernalia found in possession of persons under the age of 21 will be confiscated and destroyed by Linfield Public Safety, regardless of the value or suspected ownership. This includes, but is not limited to bongs, grinders, pipes, vapes, bottles or any other equipment, product, or accessory that is intended or modified for the use, consumption, or storage of federally illegal drugs. Drug paraphernalia found in possession of persons over 21 will be confiscated and held by Linfield Public Safety. At the discretion of the director of public safety, confiscated items may be returned to the person as long as they are removed from Linfield property. A receipt for the returned item(s) will be issued to the student by Linfield Public Safety. More information can be found in the [Student Policy Guide](#).

Medical Clemency Policy

Linfield University is strongly committed to the health, safety, and wellbeing of all its students. Students are encouraged to look out not only for their own health and wellbeing, but also for that of their peers. When someone's health or safety is threatened or appears to be at risk, students should take immediate action to prevent injury, illness or danger. Medical clemency is a policy that allows students to seek help for themselves or others, involved in a drug or alcohol-related emergency, without fear of being referred to the formal conduct process.

Linfield University is deeply concerned that, in a medical emergency involving alcohol or other drugs, some students may consider refraining from calling for help because of fear that doing so might subject them to disciplinary action. To address this concern, any individual who seeks campus or medical assistance on behalf of another student during an alcohol or other drug related emergency will meet with the appropriate college official(s) to discuss the incident but will not be subjected to disciplinary proceedings through Linfield University's conduct review process for possession or consumption of alcohol or other drugs.

The recipient of medical clemency will not be required to resolve the matter through Linfield University's conduct review process if she/he agrees to participate in a referral to an appropriate campus or community resource, and to comply with any possible recommendations set forth by that resource. Because the safety and wellbeing of our students is such a concern, students with multiple Medical clemencies may be asked to seek a professional evaluation regarding their alcohol and/or drug use.

B. Bias Incidents

Bias crimes, also known as hate crimes, are criminal activity motivated by the perpetrator's bias toward certain actual or perceived personal characteristics of the victim. University policy and federal and state law prohibit crimes motivated by bias based on race, color, sex or gender, age, ancestry, national origin, religious belief or practice, disability, sexual orientation or political persuasion. The university is required to report annually on the statistical incidence of bias crimes on or around campus under the Clery Act.

The Clery Act defines hate crimes as any of the crimes otherwise reportable under the Clery Act or any bodily injury to any person in which the victim is intentionally selected because of the actual or perceived race, gender, religion, sexual orientation, ethnicity or disability of the victim. Please report all bias incidents to LPS or Residence Life staff immediately.

C. Harassment Policy

It is the policy of Linfield University to maintain a work and academic environment free from harassment for its employees, students, visitors and vendors. Discriminatory harassment, including sexual harassment, is a violation of state and federal law. No form of discriminatory harassment, including sexual harassment, will be tolerated by Linfield University. Any and all complaints or allegations of harassment will be investigated promptly. Appropriate, corrective action will be implemented based upon the result of the investigation in the event harassment in violation of this policy is found to have taken place.

As a university that prides itself on fostering academic freedom, including freedom of speech and freedom of conscience, Linfield especially recognizes these values insofar as the classroom and learning environment is concerned. Students and faculty should refer to the section “Anti-harassment Protection and Academic Freedom” in their respective policy handbooks for consideration of the importance of academic freedom, freedom of speech, and freedom of conscience.

The university recognizes that students may wish to seek counseling and discuss circumstances relating to possible harassment without initiating a complaint. Under these circumstances, students are encouraged to seek counseling in the Office of Student Health, Wellness and Counseling in Walker 103 or the Office of the Chaplain in Riley 301. Portland campus students may contact the PDX Counseling Center. Online students should utilize local resources in their community. State-licensed counselors, Student Health, Wellness and Counseling Center providers, and the university chaplain are immune from being compelled to divulge confidences by state law. Any communication with a state-licensed counselor or the university chaplain is not a complaint to the college and will remain confidential and will not result in an investigation.

Title IX of the Education Amendments of 1972 prohibits discrimination based on gender in educational programs which receive federal financial assistance. Title IX can apply in areas such as athletics, student recruitment and admissions, financial aid, scholarships, course offerings and access, employment, and housing and residential services. Title IX also protects students and employees, both male and female, from unlawful sexual harassment in school programs and activities, as well as sexual assault, which are forms of unlawful discrimination under Title IX.

More information can be found in the [Student Policy Guide](#).

D. Sexual Misconduct and Relationship Violence Policy and Procedures

Linfield University maintains a policy on sexual harassment, sexual assault, dating and domestic violence, and stalking that may be accessed in full on the [Title IX website](#). Questions about the policy, or whether a specific fact pattern is covered by the policy may be asked to the Title IX office at any time using the contact information below.

The Violence Against Women Act amendments to the Clery Act requires that each institution include certain policy statements that are reflective of the university policy. While those policy statements are included in this section, more information can be found [in the full policy](#).

Title IX office

Linfield University is committed to providing an environment free from discrimination, harassment, and retaliation. The Title IX Office endeavors to work collaboratively across campus to further the goal that faculty, staff, and students be able to work and study in a campus community free from discrimination and harassment. The primary purposes of the [Sexual Misconduct and Relationship Violence Policy](#) (“Policy”) are to:

- Define, eliminate, prevent, and remedy the effects of prohibited conduct.
- Identify care, support, and reporting options for students and employees.
- Explain the obligations of employees to report prohibited conduct to the university.
- Identify the grievance procedures the university will follow to thoroughly, equitably, and promptly investigate and resolve reports of prohibited conduct.

More information about the policy, procedures, training, and prevention programs may be found at the [university's Title IX website](#).

Title IX Coordinators

The university's Title IX coordinator is Jess Ettell Irvine (titleix@linfield.edu).

Title IX coordinators are Campus Security Authorities under the Clery Act. Violations reported to the Title IX office will, if required, be included in the Annual Security Report and considered for timely warnings and other notifications.

Descriptions of Policies

This Sexual Harassment Policy ("Policy") applies to students, faculty, staff, administrators, trustees and third parties on campus, including visitors, alumni, guests and the agents, representatives, and employees of suppliers (the "University Community"). The university's prohibition on sexual harassment extends to all aspects of its educational programs and activities, including, but not limited to, admissions, employment, academics, athletics and student services.

This policy does not apply to sexual harassment that occurs off-campus, in a private setting, and outside the scope of the university's education programs and activities; such sexual harassment is prohibited by the university's Policy on Anti-Harassment and Sexual Misconduct.

The policy applies regardless of the complainant's or the respondent's sex, sexual orientation, gender identity or gender expression. Prohibited conduct can occur between individuals regardless of their relationship status and can occur between people of the same or of different sexes, sexual orientations, gender identities, or gender expressions.

This policy takes precedence over other university policies and procedures concerning Prohibited Conduct in the event of a conflict.

Among other conduct, the policy prohibits sexual assault (rape, fondling, incest, statutory rape), dating violence, domestic violence, stalking and retaliation.

Disclosure and resources

Complainants and respondents have a wide range of options for care, support, and reporting in response to Prohibited Conduct. Third parties should contact the university's Title IX coordinator.

The university encourages students, employees, and third parties to disclose and seek support from campus, medical, mental health, law enforcement, and other supportive resources available on campus and in the community. For ease of reference, the contact information for those resources is listed at the beginning of this Annual Security Report. Resources are denoted as confidential or non-confidential.

The university understands that after a trauma or a crime it may be a challenge to find the exact contact information for the resource needed, or a person may not be sure which resource they need. The

university encourages anyone in need of assistance in understanding the resources or getting connected to them to contact the Title IX coordinator, the Office of Human Resources, Linfield Public Safety, or any of the other listed resources.

While the university encourages victims of crime to seek assistance with Linfield Public Safety and/or off campus law enforcement agencies, university employees will notify law enforcement when the victim of the crime elects to or is unable to notify. Per the Clery Act and university policy, the victim of a crime has the right to:

- Notify university and/or local law enforcement.
- Be assisted by the university in notifying law enforcement if they choose to do so.
- Decline to notify law enforcement.

The university encourages students who have experienced, have knowledge of, or have witnessed Prohibited Conduct to promptly report the incident to the police or the university. Those reporting options are not mutually exclusive. A student may report Prohibited Conduct to the university, to the police, to both, or to neither.

If a person reports an incident of Prohibited Conduct to the university, there is no requirement that the complainant pursue criminal prosecution or university discipline against a respondent. The university recognizes that a complainant's decision on how to proceed after a report is filed is a process that may unfold over time; thus, at the time a report is made to the university, a complainant does not have to decide whether to request any particular course of action.

A Title IX official or the police can assist with arranging an appointment to discuss options for pursuing an order of protection and other legal remedies. This is a legal order issued by a court and differs from a no contact directive, which is an administrative order of the university.

Under this policy, privacy should be distinguished from confidentiality.

- **Confidentiality:** If a complainant desires to communicate with someone who, by law or by university policy, can keep information confidential, then the complainant should contact one of the resources outlined in the policy and at the front of this Annual Security Report.
- **Privacy:** Information communicated to a Title IX official, or a mandatory reporter will be kept as private as possible, which means that the information will be shared only with the university employees whom a Title IX official determines need to be involved in responding to the incident, except as required or permitted by law. When speaking with a Title IX official, complainants are free to limit the details they share while they decide whether to report an incident to the university.

Immediate needs following a sexual assault and related violence

The priority of a person who experiences sexual violence should be to get to a place of safety and obtain any necessary medical treatment. Students and employees are encouraged to preserve any physical evidence, which may assist in proving that the offense occurred and may also be helpful in seeking a protective order.

Remember that injuries may be clear and obvious or they may be hidden. In Oregon, victims of sexual and interpersonal violence can access medical care and services of a sexual assault forensic examiner at no cost. A harmed person does not have to speak to police or College officials to access an exam, and the exam can be billed to insurance OR it can be billed to [Oregon Crime Victims' Compensation \(CVC\)](#)

[Program](#) with no documentation sent to the person's insurance company. Further, Oregon maintains a fund to assist victims of crime with other costs, including sexual assault counseling.

A forensic exam includes access to important medication as well. In Oregon, the State will cover the cost of emergency contraceptives; HIV PREP; Hepatitis vaccines; bacterial prevention medications; and pain and nausea medications related to the sexual assault. Medications are most effective soon after an incident and may become less effective over time.

If someone is in immediate danger or in immediate need of medical care, call 911.

While television shows talk about forensic exams (often called rape kits) as evidence, the main purpose of an exam is to have the assistance of a trained medical professional, to receive treatment for injuries related to an assault, and to receive appropriate medicines. A person can receive a forensic exam even if they choose not to speak to the police or have evidence shared with the police.

In a forensic exam, evidence of a crime can be collected. A person receiving the exam has a right to decide how they participate in an exam and to stop or pause at any time. Evidence can be collected in a forensic exam even if they are not sure if they want to talk to the police or file a police report. Evidence can be tested anonymously or without a name attached, and they have the right to request status information about an exam. The evidence kit collects and preserves DNA evidence from their body and clothing (or other personal items), which can assist law enforcement if they decide to report the crime. Reporting to police is not mandatory, however, and should never prevent someone from seeking medical care.

It is best to avoid showering, bathing, douching or brushing teeth until medical attention has been provided. Avoid changing clothes or save all clothing from the time of the assault in a paper bag or cardboard box. Evidence collection is strongest within the first 4 days following an assault. Evidence of drug facilitated sexual assault (such as the use of Rohypnol, GHB, or other drugs) is best tested for as soon as possible as it can pass out of the body in a short time. You should save text and direct messages, social networking pages, and other communications as evidence; and keep pictures, logs or copies of documents if they have any that could be useful to college professionals or law enforcement investigating the violation.

Supportive measures

The university will provide all students and employees who report they are the victim of domestic violence, dating violence, sexual assault, or stalking, regardless of whether the incident occurred on or off campus, with written information regarding supportive measures, non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Further, supportive measures are available regardless of whether the incident is reported to law enforcement. Such measures are designed to restore or preserve equal access to the university's Education Program or Activities without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the education environment, or deter sexual harassment. Supportive Measures may include counseling and mental health, health, extensions of deadlines or other course-related adjustments, student financial aid, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security, visa and immigration options, victim advocacy, legal assistance, and monitoring of certain areas of the campus, and other similar measures.

The university will maintain the confidentiality of accommodations or supportive measures provided to those who report these incidents, to the extent that maintaining such confidentiality will not impair the

ability of the University to provide supportive measures. Further, while the university will include statistics of certain crimes in Clery Act geography within its Annual Security Report and analyze violations for potential warnings, it will complete this publicly available recordkeeping without the inclusion of personally identifying information about harmed persons.

After receiving a report of Prohibited Conduct, the Title IX coordinator may implement supportive and remedial measures (“Supportive Measures”) while the university assesses, investigates, and resolves the report. Supportive Measures may be implemented upon request or at the Title IX coordinator’s initiative. The specific Supportive Measures implemented and the process for implementing those measures will usually be determined by the Title IX coordinator or designee and will vary and be individualized, reasonable, and appropriate depending on the facts of each case and the student or employee status of the complainant and the respondent. In fairly assessing the need for an individual to receive Supportive Measures, they are available:

- Even if the complainant does not want to report the incident to the police.
- Even if the complainant does not make a formal report. (The university may be limited in the Supportive Measures it can implement while keeping the identity of the complainant private, such as: providing support services to the complainant; changing living arrangements or course schedules, assignments, or tests; and providing increased monitoring, supervision, or security at locations or activities where the Prohibited Conduct occurred.
- To the complainant, the respondent, and witnesses, when determined to be appropriate by the Title IX coordinator or designee.
- Prior to, during, or after the investigation or resolution of a report of Prohibited Conduct.

Individuals are encouraged to report to the Title IX coordinator concerns about the failure of another person to abide by the terms of a Supportive Measure; however, in the event of an immediate health or safety concern, individuals should call 911. The university will take immediate and responsive action to enforce a previously implemented Supportive Measure and alleged violations will be investigated and addressed by the appropriate office. The Title IX coordinator, or designee, will strive to communicate with the complainant and the respondent throughout the grievance process to ensure that the Supportive Measures in place are necessary and effective based on the evolving needs of the parties. The Title IX coordinator has the discretion to issue, modify, or remove any Supportive Measure at any time. With respect to non-student employees and third parties, the Title IX coordinator may delegate the authority to determine and implement appropriate Supportive Measures.

The following are examples of Supportive Measures:

- Issuing a no-contact directive, which provides mutual restrictions between parties from having verbal, physical, written, and/or electronic contact and/or from being present on designated university-controlled property for a definite or indefinite period of time.
- Issuing an Emergency Removal (i.e. Interim Suspension) of the respondent (student or employee) based on an immediate threat to the physical health or safety of any student or other individual arising from the allegations of Prohibited Conduct. The respondent will have the ability to challenge the decision immediately (within 3 business days) following the removal.
- Informing the complainant of the right to report the incident to the police for criminal investigation and prosecution and offering to assist the complainant in reporting an incident to the police.
- Putting a respondent (if an employee) on leave, in accordance with other applicable university policies, prior to the conclusion of the investigation and resolution of a report or formal complaint of Prohibited Conduct.

- Assisting an individual in obtaining medical, advocacy, and counseling services.
- Exploring changes in living, transportation, dining, and working arrangements.
- Arranging appointments for an individual for follow-up on-campus support services or off-campus support services.
- Exploring changes in class and extracurricular schedules, including adjustments so that the Complainant and the respondent do not share the same classes.
- Assisting an individual in communicating with faculty.
- Assisting an individual in requesting that directory information be removed from public sources by contacting the university's Office of the Registrar.
- Accessing academic support for an individual, including tutoring.
- Assisting with requesting academic accommodations such as re-scheduling exams, obtaining extensions of time for assignments, re-taking a course, dropping a course, or withdrawing for a semester without financial or academic penalty.

Timelines

The university aims to complete an investigative report within 60 business days of a formal complaint, hold a hearing within 90 business days, and issue a written determination within 10 business days of the hearing. The goal is to resolve complaints within 100 business days of notice, excluding appeal periods. Extensions may be granted for reasonable circumstances, with written notice to both parties.

Mandatory timelines include:

- **3 business days** for Parties and their Process Advisor to review initial complaint information.
- **At least 10 business days** to review the initial investigation packet and submit a written response.
- **At least 10 business days** to review the final investigative report, respond, and prepare for a hearing.

Parties may waive these review periods in writing. Temporary delays or extensions may occur for good cause, with written notice provided. Good cause may include absence of a party, advisor, or witness; concurrent law enforcement activity; or the need for language assistance or disability accommodations.

Matters being resolved through the Agreement-Based Resolution process will take up to ten (10) business days. The university may extend an Agreement-Based Resolution process for reasonable circumstances and will provide this information to the complainant and respondent in writing.

How to file a complaint

Reports can be made in person, by mail, by telephone, or by electronic mail, using the contact information listed for the Title IX coordinator(s).

To file a Formal Complaint, a complainant must provide the Title IX coordinator a written, signed complaint describing the facts alleged. An electronic complaint and signature will be accepted.

If a complainant does not wish to make a Formal Complaint, the Title IX coordinator may determine a Formal Complaint is necessary. The university will inform the complainant of this decision in writing, and the complainant need not participate in the process further but will receive all notices issued under this policy.

Disciplinary proceedings

The university has specific grievance procedures for addressing reports of Prohibited Conduct after the report to the Title IX coordinator. The procedures the university uses are based on the allegations and the relationship of the respondent to the university.

When the university receives notice of a potential incident of Prohibited Conduct, the Title IX coordinator will communicate with the complainant about the following:

- How the complainant can file a formal complaint.
- Supportive measures that the university can take to support the complainant.
- On- and off-campus resources that the complainant can access for assistance.

The university uses two processes to resolve reports of Prohibited Conduct under the Policy: Formal Resolution, which involves an investigation and adjudication, and if appropriate, the imposition of sanctions, and Agreement-Based Resolution, which includes restorative options for resolving reports and are managed by trained facilitators to help parties reach a mutually agreeable outcome. If a complainant does not wish to make a Formal Complaint, the Title IX coordinator may determine a Formal Complaint is necessary. The university will inform the complainant of this decision in writing, and the complainant need not participate in the process further but will receive all notices issued under this policy.

Either party named in a Formal Complaint may request the matter be resolved through the Agreement-Based Resolution process described in this Policy. The Title IX coordinator has discretion to decline resolving a complaint through the Agreement-Based Resolution Process. The procedures will be conducted by officials who, at a minimum, receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking and how to investigate and conduct a hearing process that protects the safety of victims and promotes accountability.

Agreement-Based Resolution:

Any person designated to facilitate Agreement-Based Resolution must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent. The Title IX coordinator may serve as the facilitator, subject to these restrictions. If parties agree to an Agreement-Based Resolution process, the university must have voluntary, written consent to the Agreement-Based Resolution process via email to the designated university administrator facilitating the resolution.

The Agreement-Based Resolution process may not:

- Require Agreement-Based Resolution participation as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right (i.e. any university sponsored educational program or activity).
- Require a waiver of the right to an investigation and adjudication of formal complaints of sexual harassment.
- Be utilized to resolve allegations that an employee sexually harassed a student.

If alternative efforts are unsuccessful, the formal resolution process may resume or be initiated. Either party has the right to end the alternative resolution process and begin the formal process at any time

prior to an agreed-upon resolution. The university reserves the right to determine a situation is not eligible for an Agreement-Based Resolution process and eliminate this process option.

Investigation and Hearing Resolution:

The university is committed to providing a prompt, fair, and impartial process from the initial investigation to the final result. Disciplinary proceedings relating to Prohibited Conduct will be conducted by persons who do not have a conflict of interest or bias for or against complainants and respondents generally or an individual complainant or respondent.

All proceedings will be conducted in a manner that is consistent with the institution's policies and transparent to the complainant and Respondent; includes timely notice of meetings at which the complainant or respondent, or both, may be present; and provides timely and equal access to the complainant, the respondent, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings.

Upon initiation of Linfield University's Title IX Grievance Procedure, Linfield University will notify the parties of the following:

- Linfield University Title IX Grievance Procedure and any Agreement-based Resolution process, if applicable.
- Sufficient information available at the time to allow the Parties to respond to the allegations, including the identities of the Parties involved in the incident(s), the conduct alleged to constitute sex discrimination, and the date(s) and location(s) of the alleged incident(s).
- Retaliation is prohibited.
- Parties are entitled to an equal opportunity to access the relevant and not otherwise impermissible evidence or an accurate description of this evidence. If, in the course of an investigation, Linfield University decides to investigate additional allegations of sex discrimination by the Respondent toward the complainant that are not included in the notice provided or that are included in a complaint that is consolidated, the university will notify the Parties of the additional allegations.

Linfield University will provide for adequate, reliable, and impartial investigation of complaints. The burden is on Linfield University — not on the Parties — to conduct an investigation that gathers sufficient evidence to determine whether sex discrimination occurred.

Parties will be permitted to have an advisor of choice through the proceedings. The university will not limit the choice of advisor or presence in any meeting or disciplinary proceeding for any party. Any restriction regarding the extent to which advisors may participate will be applied equally to both parties. The Title IX Coordinator will provide each Party and their advisors of choice with an equal opportunity to access and review an accurate description of the relevant evidence collected throughout the investigation that is not otherwise impermissible in the form of an investigative report. The University will provide the complainant and respondent with the same opportunities to have others present during any university disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice.

Throughout the grievance process, investigators and decision makers will objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence, and credibility determinations will not be based on a person's status as a complainant, respondent, or witness. Proceedings will include a process that allows for the extension of timeframes for good cause with written notice to the complainant and the respondent of the delay and the reason for the delay.

All proceedings will be conducted in a manner that is consistent with the university's policies and transparent to the parties; this includes timely notice of meetings at which the parties individually, or collectively, may be present; and provides timely and equal access for the complainant, the respondent, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings.

During investigations, Parties will have an opportunity to describe and respond to allegations and present supporting evidence to the investigator(s). Parties will have an equal opportunity to present names of potential fact witnesses.

After the investigation, a hearing will be scheduled no sooner than ten (10) business days from the Notice of Hearing.

After the conclusion of the live hearing, the decision maker will issue a written determination regarding responsibility.

Outcome Notification

The university will simultaneously notify, in writing, both the complainant and respondent of the result of any disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking including the procedures to appeal the results of the outcome. If there is a change in result, the university will notify parties and provide updates when the outcome is considered final, and the complaint is closed.

Standard of evidence

The standard of proof used in disciplinary proceedings is the preponderance of the evidence standard, i.e., whether it is more likely than not that the respondent violated the code by engaging in Prohibited Conduct.

Sanctions

When an individual is found responsible for sexual assault, the following sanctions are available:

- Expulsion or termination
- Revocation of tenure
- Suspension of 1, 2, 3, 4, 5, 6, 7, or 8 semesters
- Deferred suspension of 1, 2, 3, 4, 5, 6, 7, or 8 semesters
- Administrative leave without pay
- Revocation of admission and/or degree
- Withholding degree
- Demotion
- University housing suspension, expulsion, or restrictions
- University housing suspension and restrictions
- No-contact requirements
- Social restrictions
- Loss of privileges
- Education sanctions
- Mandated assessment(s)
- Removal from grants
- Revocation of scholarship(s)
- Revocation of award(s)

When an individual is found responsible for domestic violence, the following sanctions are available:

- Expulsion or termination
- Revocation of tenure
- Suspension of 1, 2, 3, 4, 5, 6, 7, or 8 semesters
- Deferred suspension of 1, 2, 3, 4, 5, 6, 7, or 8 semesters
- Administrative leave without pay
- Revocation of admission and/or degree
- Withholding degree
- Demotion
- University housing suspension, expulsion, or restrictions
- University housing suspension and restrictions
- No-contact requirements
- Social restrictions
- Loss of privileges
- Education sanctions
- Mandated assessment(s)
- Removal from grants
- Revocation of scholarship(s)
- Revocation of award(s)

When an individual is found responsible for dating violence, the following sanctions are available:

- Expulsion or termination
- Revocation of tenure
- Suspension of 1, 2, 3, 4, 5, 6, 7, or 8 semesters
- Deferred suspension of 1, 2, 3, 4, 5, 6, 7, or 8 semesters
- Administrative leave without pay
- Revocation of admission and/or degree
- Withholding degree
- Demotion
- University housing suspension, expulsion, or restrictions
- University housing suspension and restrictions
- No-contact requirements
- Social restrictions
- Loss of privileges
- Education sanctions
- Mandated assessment(s)
- Removal from grants
- Revocation of scholarship(s)
- Revocation of award(s)

When an individual is found responsible for stalking, the following sanctions are available:

- Expulsion or termination
- Revocation of tenure
- Suspension of 1, 2, 3, 4, 5, 6, 7, or 8 semesters
- Deferred suspension of 1, 2, 3, 4, 5, 6, 7, or 8 semesters
- Administrative leave without pay

- Revocation of admission and/or degree
- Withholding degree
- Demotion
- University housing suspension, expulsion, or restrictions
- University housing suspension and restrictions
- Social restrictions
- Loss of privileges
- Education sanctions
- Mandated assessment(s)
- Removal from grants
- Revocation of scholarship(s)
- Revocation of award(s)

In certain complex cases, a finding of responsibility for one of the above violations may be combined with a finding of responsibility for another violation of the Sexual Misconduct Policies & Grievance Procedures described above or another Policy (such as sexual harassment, a Code of Conduct violation, or the Acceptable Use Policy). In those cases, certain additional sanctions (including educational sanctions, fines, and other sanctions listed in the relevant Policies and Codes) may be applied specifically to that other violation that are separate and apart from the list of sanctions available for the four violations listed above.

Appeals

Any party may appeal a determination of responsibility or the university's dismissal of a formal report. Appeals must be submitted in writing to the Title IX coordinator within **10 business days** of receiving the decision, stating the basis for appeal.

The Title IX coordinator will notify all parties and share the appeal, allowing **5 business days** for written responses. Appeals may be based only on:

- Procedural error that affected the outcome
- New evidence not reasonably available earlier that could affect the outcome
- Conflict of interest or bias by the Title IX coordinator, investigator, or decision maker that affected the outcome

An appellate decision maker — different from those previously involved — will issue a written decision with rationale to all parties within **72 hours** of receiving responses. The decision will include any change to the result and when such results are considered final.

Disclosure to victim or next of kin

The university will, upon written request, disclose to the victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States code), incest, or statutory rape, the report on the results of any disciplinary proceeding conducted by the university against a student who is the alleged perpetrator of such crime or offense. If the victim is deceased due to such crime or offense, their next of kin shall be treated as the victim. The university also notifies victims in accordance with its policy on Sexual Harassment, Sexual Assault, Domestic Violence, Dating Violence, and Stalking.

H. Resources for Victims of Sexual Misconduct or Relationship Violence

Who can help

If you are in immediate danger, need immediate assistance and help making additional contacts,

Crisis Response (24 hours):

- Linfield Area Director on Duty: 503-883-LIFE (5433)
- Linfield Public Safety (LPS): 503-883-SAFE (7233)
- Yamhill County Crime Victim Services: 503-434-7510
- Medical Emergency/Police: 911

If you choose to Report with Total Confidentiality On Campus:

- Linfield Counseling Center, Walker 103: 503-883-2535 (8AM-5PM, Mon-Fri)
- Linfield Student Health Center, Walker 103: 503-883-2535 (8AM-5PM, Mon-Fri)
- Linfield Chaplain, Riley 301: 503-883-2259 (8AM-5PM, Mon-Fri)

If you choose to Report with Total Confidentiality Off Campus:

- Northwest Human Services Crisis Line (Anonymous): 1-800-560-5535
- Henderson House Crisis Line (Anonymous): 503-472-1503

If you choose to File a Police Report*:

- Linfield Public Safety (LPS): 503-883-SAFE (7233) for assistance contacting police
- McMinnville Police – 911 Emergency or 503-434-6500
- Yamhill County Victim Assistance Program 503-434-7510 (M-F 8AM–5PM) or 503-434-6500 (Evenings/Weekend)

***Note:** If you choose to have evidence collected for the police report, you must go to the hospital for a FREE forensic medical exam from a trained Sexual Assault Nurse Examiner (SANE Nurse), if the rape or sexual misconduct occurred within the past 84 hours. If it has been longer than 84 hours, contact one of the people listed for additional information and assistance.

Seeking Medical Assistance

We urge you to consider seeking medical assistance. You may do this at the Hospital Emergency Room or at the Linfield Student Health, Wellness and Counseling Center. For your physical well-being, it is important that you undergo a medical examination as soon as possible after the assault! This will include tests for HIV, STIs and pregnancy. The forensic medical exam is also important to gather evidence in support of a charge of rape or sexual assault. If you think you were drugged, tell the person completing your medical exam. While your first desire may be to “clean up,” you are encouraged not to douche, bathe, eat, drink, smoke, or change clothes before you go for an exam. Bring a change of clothing with you. The Emergency Room has a specific protocol to follow called a SAFE (Sexual Assault Forensic Examination) Kit that includes semen collection, saliva samples, hair combings and other tests (as appropriate), which will help you if you decide to take legal action against your assailant. If any clothing worn during the sexual assault is removed, place it in a paper bag and take it with you to the hospital.

Additional resources

If you have been sexually assaulted, IT IS NOT YOUR FAULT! You are not alone! You have options!

It's important that you find someone you trust to talk with for support, understanding, and to connect with resources. You may be feeling stunned and confused. Even after you've received medical attention and reported the misconduct (if you choose to do so), it's still important for your healing process to have someone to talk with.

Medical Clemency: If alcohol or any other drugs are involved with a sexual misconduct incident, the safety and well-being of students comes first, and policy violations will not be issued.

In addition to the individuals listed previously, the following people have been trained to assist and support you.

McMinnville Campus Resources

On-Campus Area Directors (All Area Directors are trained as Sexual Misconduct Advisors):

- Stacey Buchanan: 503-883-2495, Mahaffey 127
- Catherine Dirksen: 503-883-5390, Mahaffey 127
- For immediate response call the AD Cell Phone 503-883-5433 (LIFE)

Student Care and Support

- Hannah Fisher: 503-883-5297, Melrose

Misconduct Reporting Options

- Can report online, in person, or via phone

Supportive Measures Resources

Portland Campus Resources

Linfield Public Safety – Portland Office 971-369-4200

24-Hour, Off-Campus Reporting Options

- Non-Emergency Police/Fire: 503-823-3333
- Portland Police Sexual Assault Detail: 503-823-0434
- Portland Women's Crisis Line: 1-888-235-5333
- Sexual Assault Resource Crisis Line: 503-640-5311

Free & Confidential Counseling Sessions (8 per student)

- Counseling Center: 971-369-4197
- Off Campus: 503-352-2400

Misconduct Report Form

- Print: <https://www.linfield.edu/linfield-public-safety/safety-forms.html>
- Copies available at: Building 5, Student Life Office

Resources for Online and Continuing Education Students

- Northwest Human Services Crisis Line (anonymous) for Pacific Northwest Region 1-800-560-5535

- Office of Student Affairs 503-883-2278

Off-Campus McMinnville Resources

Henderson House: ALL SERVICES ARE CONFIDENTIAL. We provide a 24-hour crisis line, information and referrals, crisis counseling, hospital accompaniment, safe shelter, court advocacy, and support groups. YOU DO NOT NEED TO FILE A REPORT TO RECEIVE SERVICES. Call 503.472.1503 (24-hour).

Yamhill County Victim Assistance Program: You may call our office anonymously or come into the office and tell us your story. We will believe you and offer you emotional support and information regarding the options available to you. We will explain what may happen depending on what you choose to do with the information regarding the sexual assault. We offer advocacy throughout the legal process if and when a police report is filed. We do not offer legal advice, we offer empowerment. Call 503.434.7510 (M - F, 8:00 am - 5:00 pm).

McMinnville Police: The McMinnville Police Department has implemented the “You Have Options Program” as a more effective tool for dealing with sexual assault victims. We have chosen this program and believe it is another step forward in ensuring that victims are cared for and supported rather than being re-traumatized by the criminal justice process.

The You Have Options program was developed by Detective Carrie Hull of Ashland Police Department. She presented the information at the Oregon Chief’s Conference in the Spring of 2014. The primary premise of the program is that if we do the following action points, we can enhance our service to victims, improve our sexual assault investigations, and focus on dealing more effectively with the small number of serial sexual perpetrators that commit the majority of these crimes and often do so with impunity.

1. We enhance our services to victims by giving them options in how they report and how much they report. We intentionally give victims the chance to take control and make choices since one of the greatest injuries in sexual assaults is the loss of control by the victim. By giving the victim the opportunity to exercise control over the level of participation they provide (anonymous report, partial investigation, and a complete investigation) the victim is allowed to determine the pace at which the investigation is conducted, they are allowed to remain anonymous and to protect their confidential information. This allows them to build a more trusting relationship with police officers and investigators, take a break if needed as traumatic memories or fears are dealt with and overcome, and gives them back control, confidence and strength.
2. In order to protect the rights of potential suspects and maintain objectivity in our investigations, we do not list alleged assailants as suspects until the victim allows a complete investigation or we develop probable cause evidence from some other source.
3. The most common goal of victims in reporting their assault (according to Ashland PD’s research) was that they be believed and not blamed for the assault they were a victim of, not always seeking prosecution of their assailant. Note – this is partly a law enforcement issue in general and a societal issue.
4. We improve our sexual assault investigations by utilizing the Forensic Experiential Traumatic Interview (FETI) techniques developed and taught by the US Army. These recognize the cognitive issues created by a traumatic incident such as a sexual assault, shooting, or other critical events. It encourages investigators to interview with more open-ended questions, at a slower pace if needed, and with much more listening and much less questioning. There are some specific types of question that are avoided as they put victims on the defensive and there are some more sensory response or experience questions that help obtain information and understanding without passing judgment.

5. We will improve our identification and prosecution of serial sexual offenders by obtaining better information from victims, checking the history of named offenders in other communities (we already found a local case that immediately connected with a previous sexual assault case we had received, but were unable to prosecute), and hopefully by getting more victims willing to report or partially report as this program increases the trust between law enforcement and victims, advocates, and institutions within our community. McMinnville Police Department has generally had positive interactions with victims and advocates and this program is intended to enhance our service level to victims and our community, not to address a problem or failure at the police department. We anticipate that this program is likely to increase the number of sexual assault reports. Based on Ashland's observations, while they have doubled their reporting, the number of active cases has not increased beyond the resources of their investigators because a portion of that increase are cases that are waiting for victim input before they proceed further. We anticipate that this will be an increase in our investigative responsibilities, but not that we will need immediate assistance to maintain this program. Most importantly, we are adopting this program because it requires us to treat all victims the way we would want one of our friends or relatives treated if they had a sexual assault to report. Despite the potential for greater work, it is the right thing to do and a critical improvement in how we deal with victims of sexual assaults.

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Most importantly, we are adopting this program because it requires us to treat all victims the way we would want one of our friends or relatives treated if they had a sexual assault to report. Despite the potential for greater work, it is the right thing to do and a critical improvement in how we deal with victims of sexual assaults.

F. Weapons Policy

In keeping with its mission, Linfield University wants to provide a safe environment to foster excellence in learning for students and work performance for employees. Therefore, the possession or use of any firearm or other weapon (including but not limited to those listed below) is prohibited on any university property, in any vehicle on university property, and at any university sponsored event at any location. This policy also applies to anyone possessing a valid permit to carry a concealed weapon.

Authorized law enforcement officials, in the performance of their duties, are exempt from this policy. Off duty law enforcement officials are required to notify Linfield Public Safety if they are carrying a concealed weapon while not on duty. Prohibited weapons include: ammunition; explosives in any form; propellant guns of any kind, including bb guns, pellet guns, Air Soft guns, paint ball guns, 'potato guns' and others; knives (folding or pocket knives of no more than 7 inches in length when fully open are permitted), swords, hatchets and axes; 'fighting sticks', 'nunchuks,' 'throwing stars' and other martial arts weapons; brass knuckles, tasers, or any other weapon, as determined by Linfield University except as they may be used in the education process as authorized by Linfield Faculty. Any student or employee found in possession of a prohibited weapon will have it confiscated by Linfield Public Safety. Confiscated weapons will be retained in locked storage by Linfield Public Safety pending an appropriate disposition

and adjudication by either the Office of Student Services (for students) or the Office of Human Resources (for employees). Any student who violates this policy is subject to disciplinary action up to and including suspension. Any Linfield employee who violates this policy is subject to disciplinary action up to and including termination of employment.

Visitors or other persons found in possession of a prohibited weapon will be asked to leave campus (or University sponsored event) and not to return with the prohibited object. In some instances, such person(s) may be directed not to return to campus under any circumstance. Failure to comply with this policy will result in Linfield University engaging the assistance of local police authorities.

For more information about the weapons policy, refer to: <http://www.linfield.edu/policy.html>.

IV. ANNUAL CRIME STATISTICS

Definitions of reportable crimes under the Clery Act can be found at the following Department of Education webpage: <http://ope.ed.gov/security/glossaryPopup.aspx>

A. McMinnville Campus Reportable Crime

McMinnville Campus Clery Reportable Incidents	On Campus									Non-Campus			Public Property		
	Student Housing			Other			Total								
	2024	2023	2022	2024	2023	2022	2024	2023	2022	2024	2023	2022	2024	2023	2022
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses: Rape	3	1	0	0	0	3	3	1	3	0	0	0	0	0	0
Sex Offenses: Fondling	0	0	0	0	0	1	0	0	0	0	0	0	0	0	0
Sex Offenses: Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Referrals	31	59	32	0	0	16	31	59	48	5	0	0	0	0	1
Drug Law Referrals	8	16	12	0	0	4	8	16	16	0	0	0	0	0	0
Illegal Weapons Possession Referrals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

B. McMinnville Campus Bias Crimes

No bias motivated crimes were reported for 2022, 2023, or 2024. Bias crimes include race, gender, gender identity, religion, sexuality, ethnicity, national origin and disability.

C. McMinnville Campus Violence Against Women Act (VAWA) Crimes

McMinnville Campus	On Campus									Non-Campus			Public Property		
VAWA Crimes	Student Housing			Other			Total			Non-Campus			Public Property		
	2024	2023	2022	2024	2023	2022	2024	2023	2022						
Dating violence	0	2	0	0	0	0	0	2	0	0	0	0	0	0	0
Domestic violence	0	1	0	0	0	0	0	1	0	0	0	0	0	0	0
Stalking	3	3	0	3	1	1	6	4	1	0	0	0	0	0	0

D. Portland Campus Reportable Crime

Portland Campus	On Campus									Non-Campus			Public Property		
Clery Reportable Incidents	*Student Housing			Other			Total			Non-Campus			Public Property		
	2024	2023	2022	2024	2023	2022	2024	2023	2022						
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses: Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses: Fondling	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Sex Offenses: Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Non-Forcible Sex Offense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Illegal Weapons Possession Arrests	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Liquor Law Referrals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Drug Law Referrals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Illegal Weapons Possession Referrals	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

E. Portland Campus Bias Crimes

No bias motivated crimes were reported for 2022, 2023, or 2023. Bias crimes include race, gender, gender identity, religion, sexuality, ethnicity, national origin, and disability.

F. Portland Campus Violence Against Women Act (VAWA) Crimes

Portland Campus	On Campus									Non-Campus			Public Property		
VAWA Crimes	*Student Housing			Other			Total								
	2024	2023	2022	2024	2023	2022	2024	2023	2022	2024	2023	2022	2024	2023	2022
Dating violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Domestic violence	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

*Linfield University School of Nursing campus no longer has student housing as of 2020.

V. FIRE SAFETY

A. Introduction

It is the goal of Linfield University to provide a safe and healthy environment for all students, employees, and visitors.

Linfield seeks to recognize hazardous conditions and take appropriate action before such conditions result in an emergency, which includes fires. These efforts include timely fire evacuations, effective fire detection and alarm systems, fire prevention education and proactive fire hazard reduction.

B. Fire Evacuation Procedure

All students and their guests must evacuate immediately whenever a fire alarm is sounded. Use the nearest available exit to evacuate the building. Ignoring a fire alarm is grounds for severe disciplinary action to be determined by the Director of Residence Life or the Peer Community Standards Board. Students who may not be able to evacuate safely must contact college officials to make alternative arrangements.

You are expected to observe the building evacuation guidelines:

- 1) Leave room lights on
- 2) Close room door and windows

- 3) Leave blinds open
- 4) Wear shoes and carry/wear a coat
- 5) Move quickly to the designated assembly area
- 6) Once there, check in with a Residence Life Staff or CPS and wait for further instructions
- 7) Do not enter the building until directed to do so by Residence Life Staff or LPS.
- 8) Gather outside at the evacuation point identified below. This information is also provided on the building's Emergency Information/Exiting card.

The evacuation points for Linfield's residence halls are:

- Anderson: Parking lot north of Anderson
- Campbell: Open area just south of Campbell
- Elkinton: Renshaw Field
- Frerichs: Grassy area next to softball field
- Grover: Intramural field
- Hewitt: Grassy area next to softball field
- Jane Failing: Intramural field
- Larsell: Parking lot north of Larsell
- Latourette: Intramural field
- Mahaffey: Grassy area next to softball field
- Memorial: Field between Anderson and Frerichs
- Miller: Fire pit next to HHPA
- Newby: East end of Oak Grove clear of trees
- Pioneer: East end of Oak Grove clear of trees
- Potter: East parking lot by White Apartments
- Terrell: Renshaw Field
- Whitman: Open area south of Campbell

If no alarm is sounding, notify emergency services by dialing 911 from a landline phone or 911 from any cell phone.

When a fire alarm is activated, the elevators will automatically recall to a pre-designated fire safe floor. Occupants should use the stairs to evacuate the building. If you are caught in the elevator, push the emergency phone button. The emergency phones in elevators on campus ring to a monitoring center and Linfield will be notified.

McMinnville Fire Department will alert Linfield Public Safety. If a member of the Linfield community finds evidence of a fire that has been extinguished, and the person is not sure whether LPS has already responded, the community member should immediately notify LPS (7233 or 503-883-7233) to investigate and document the incident.

C. Fire Detection and Alarm Systems

On the McMinnville campus, all residence halls (Anderson, Campbell, Elkinton, Frerichs, Grover, Hewitt, Jane Failing, Larsell, Latourette, Mahaffey, Memorial, Miller, Newby, Pioneer, Potter, Terrell, Whitman, Dana, and the HP apartments) have integrated automatic sprinkler and fire detection and alarm systems throughout, which is monitored 24 hours per day, seven days per week. Monitored fire detection and alarms systems are present in the following apartments: 540 Quad, College Avenue, and Blaine Street. The systems are monitored 24 hours per day, seven days per week.

The fire safety sprinkler systems in each building are integral to the safety of each resident. Under no circumstances should anything be tied to, hung from, or in any way obstruct a sprinkler head. If broken off, a sprinkler will expel 50 gallons of water a minute, resulting in considerable damage to surrounding areas. Also, balls, Frisbees, etc., should never be thrown inside of buildings, for risk of general damage, but also due to the fact that these items can break off a sprinkler head. Students causing such damage will be held responsible for damage to all College property and all personal property of residents, as well as cleaning and associated charges.

Annually, a contractor tests the fire alarm systems and detectors, and all issues are corrected. Residence Life and Facilities Services also perform inspections at least once a year of every residence. The inspections are also used to identify safety issues as well as conditions that may be detrimental to the health or wellbeing of the wider residential community. The inspections include a visual examination of sprinkler heads, smoke detectors and other life safety systems. Facilities Services staff or an appropriate outside contractor correct any issues found.

Each residence room is equipped with smoke detectors. If yours malfunctions, contact the Resident Advisor so that it can be repaired. It is against the law to unplug or tamper with the smoke alarm. Doing so jeopardizes the safety of all residents, and you may be fined up to \$500. It is wise to periodically check your smoke detector to be sure it is functioning properly. To do so, simply push the button. If it is working correctly, you will hear a loud beep. Misuse of fire and/or other safety equipment (fire escapes, fire-fighting equipment, sprinkler heads or pipes, exit signs, alarms) is strictly prohibited.

D. Fire Prevention Education

Fire drills are conducted at a minimum once during fall semester and spring semester and are coordinated by Residence Life and LPS. Every residence hall has emergency evacuation maps installed in hallways and other common areas. On Linfield's Portland campus, fire drills in the residence hall, Peterson Hall, are conducted quarterly following the hospital's standard procedures.

Residence hall staff receives intensive and comprehensive fire safety training at the beginning of each year. Each first-year resident is given a hard copy of the '[Guide to Living at Linfield](https://www.linfield.edu/assets/files/policy/student-policy-guide.pdf)', which includes information on fire safety and what appropriate action to take during a fire alarm or fire emergency. All returning students are directed to the online booklet available at: <https://www.linfield.edu/assets/files/policy/student-policy-guide.pdf>

Fire safety training is also available to students, faculty and staff. This typically includes how to use a fire extinguisher and a demonstration of a simulated dorm room fire.

E. Policies on Portable Electric Appliances, Smoking and Open Flames

Because of the threat posed (i.e., personal safety and property), violation of any fire safety regulations may result in a fine of up to \$500, damage charges, and possible disciplinary action.

Open flames, including such items as candles, incense burners; laboratory burners, camp stoves, and torches may not be used in any campus residence. Due to the potential hazard, all fireplaces have been closed off and are not to be used. The only exceptions to this are the gas fireplaces located in Terrell and Elkinton. Residents in those must use the gas fireplaces safely. In accordance with McMinnville Fire Department fire marshal directive, no BBQ grills may be used on any deck, landing, walkway or stairs connected to a college owned residence hall or apartment property or within 15 feet of any building.

Explosives, including firecrackers or other fireworks, and highly flammable and/or combustible materials may not be taken into residence halls or other University housing. This includes gas cans, motorbikes,

motorcycles, and scooters. Students are also prohibited from hanging string, rope or neon lights, neon signs or any other decorative lights (Christmas, Halloween, etc.) on their walls.

The following items are specifically prohibited from university housing areas (for a complete list, please refer to the [Guide to Living at Linfield](#).)

Prohibited Items:

- Air conditioners
- Any propellant guns (air soft, BB, paint ball)
- Bikes stored in common areas or by doors
- Motorized scooters
- Grills, including George Forman
- Halogen lamps
- Hot plates
- Illegal drugs
- Candles or candle warmers
- Rice cookers*
- Sun lamps
- Toasters (common rooms or apartment kitchens allowed)
- Toaster ovens
- Incense burners
- Extension cords, except for the heavy-duty kind with circuit breakers
- Decorative lights (Christmas lights, neon lights, rope lights, etc.
- Explosives, fireworks, volatile chemicals or dangerous materials of any kind

Smoking of any kind is prohibited inside all residence halls, apartments, and within 30 feet of building entrances and windows, out of courtesy for the community in keeping with Oregon Clean Air laws. Ashtrays are provided outside of each residence hall, and students are asked to use them to keep the campus clean.

In an attempt to assist privately owned fraternity houses maintain acceptable living conditions and safety standards, fraternities are required to comply with Linfield University's "[Guide to Living at Linfield](#)" and the "[Student Policy Guide](#)". It is the responsibility of each fraternity to ensure that its members maintain acceptable living conditions. As part of this responsibility, each fraternity should take all necessary steps to maintain its property in a safe, clean, and sanitary condition. This includes meeting all applicable fire codes. The fraternities are also required to have a fire safety walk through with Linfield Environmental Health and Safety and the McMinnville Fire Marshall each year. Failure to comply with these policies could result in various penalties and sanctions, including closure by the University.

F. Fire Incident Reports

Statistics as reported to the Office of Safety and Risk Management:

Residence Living Fires

	McMinnville Campus			Portland Campus		
Year	2024	2023	2022	2024	2023	2022
Total Fires	0	0	0	N/A	N/A	N/A
Damages	0	0	0	N/A	N/A	N/A
Injuries	0	0	0	N/A	N/A	N/A
Fatalities	0	0	0	N/A	N/A	N/A

2024 Residence Area Fires

Linfield University Residential Facilities	Total Fires	Date	Time	Cause	Injuries Treated at Medical Facilities	Deaths related to Fire	Value of Property Damage
540 Apts	0	N/A	N/A	N/A	0	0	\$0.00
Anderson Hall	0	N/A	N/A	N/A	0	0	\$0.00
Blaine St. Apts	0	N/A	N/A	N/A	0	0	\$0.00
Campbell Hall	0	N/A	N/A	N/A	0	0	\$0.00
College Ave. Apts	0	N/A	N/A	N/A	0	0	\$0.00
Dana Hall	0	N/A	N/A	N/A	0	0	\$0.00
Elkinton Hall	0	N/A	N/A	N/A	0	0	\$0.00
Emmaus House	0	N/A	N/A	N/A	0	0	\$0.00
Frerichs Hall	0	N/A	N/A	N/A	0	0	\$0.00
Grover Hall	0	N/A	N/A	N/A	0	0	\$0.00
Hewitt Hall	0	N/A	N/A	N/A	0	0	\$0.00
HP Park Apts	0	N/A	N/A	N/A	0	0	\$0.00
Jane Failing Hall	0	N/A	N/A	N/A	0	0	\$0.00
Larsell Hall	0	N/A	N/A	N/A	0	0	\$0.00
Latourette Hall	0	N/A	N/A	N/A	0	0	\$0.00
Mahaffey Hall	0	N/A	N/A	N/A	0	0	\$0.00
Memorial Hall	0	N/A	N/A	N/A	0	0	\$0.00
Miller Hall	0	N/A	N/A	N/A	0	0	\$0.00
Newby Hall	0	N/A	N/A	N/A	0	0	\$0.00
Pioneer Hall	0	N/A	N/A	N/A	0	0	\$0.00
Potter Hall	0	N/A	N/A	N/A	0	0	\$0.00
Terrell Hall	0	N/A	N/A	N/A	0	0	\$0.00
Whitman Hall	0	N/A	N/A	N/A	0	0	\$0.00
Delta Psi Delta Fraternity	0	N/A	N/A	N/A	0	0	\$0.00
Theta Chi Fraternity	0	N/A	N/A	N/A	0	0	\$0.00
Pi Kappa Alpha Fraternity	0	N/A	N/A	N/A	0	0	\$0.00

Fire Safety by Residence Building

Linfield University Residential Facilities	Fire Alarm Monitoring by:	Sprinkler System	Smoke Detection	Fire Extinguisher	Posted Evacuation Plans	Number of Evacuation Drills
540 Apts	Alarm Central		X	X		2
Anderson Hall	Alarm Central	Full	X	X	X	2
Blaine St. Apts	Alarm Central		X	X		2
Campbell Hall	Alarm Central	Full	X	X	X	2
College Ave. Apts	Alarm Central		X	X		2
Dana Hall	Alarm Central	Full	X	X	X	2
Elkinton Hall	Alarm Central	Full	X	X	X	2

Emmaus House	Alarm Central		X	X		2
Frerichs Hall	Alarm Central	Full	X	X	X	2
Grover Hall	Alarm Central	Full	X	X	X	2
Hewitt Hall	Alarm Central	Full	X	X	X	2
HP Park Apts	Alarm Central	Full	X	X		2
Jane Failing Hall	Alarm Central	Full	X	X	X	2
Larsell Hall	Alarm Central	Full	X	X	X	2
Latourette Hall	Alarm Central	Full	X	X	X	2
Mahaffey Hall	Alarm Central	Full	X	X	X	2
Memorial Hall	Alarm Central	Full	X	X	X	2
Miller Hall	Alarm Central	Full	X	X	X	2
Newby Hall	Alarm Central	Full	X	X	X	2
Pioneer Hall	Alarm Central	Full	X	X	X	2
Potter Hall	Alarm Central	Full	X	X	X	2
Terrell Hall	Alarm Central	Full	X	X	X	2
Whitman Hall	Alarm Central	Full	X	X	X	2

G. Helpful Telephone Numbers

EMERGENCY AT ANY CAMPUS LOCATION: 911

McMinnville Campus:

- YCOM – County Dispatch center – Emergency 911, non-emergency 503-434-6500
- Police Department (Non-Emergency) 503-434-7307
- Fire Department (Non-Emergency) 503-435-5800
- Linfield Public Safety ext. 7233 (SAFE) or 503-883-7233
- Office of Environmental Health and Safety ext. 2431 or 503-883-2431

Portland Campus:

- Police Department (Non-Emergency) 503-823-3333
- Fire Department (Non-Emergency) 503-823-3700
- Portland LPS 971-369-4200