

# UWS Annual Campus Security Report

Reporting Statistics for Calendar Year 2022



8000 NE Tillamook St Portland, OR 97213 | [www.uws.edu](http://www.uws.edu)

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## Introduction

University of Western States (UWS) is committed to providing safe work and learning environments and recognizes crime prevention is the individual and collective responsibility of employees, students and visitors of the university. Crime prevention is best served by the vigilant surveillance of the premises and reporting any suspicious behavior.

The information contained in this report is provided to assist students and employees in making decisions that may affect their personal safety when considering enrollment or employment at UWS. The report provides current students, employees and prospective students with information to help them avoid becoming victims of crime on campus. UWS does not offer on-campus housing.

The report is available electronically on the UWS website under the Campus Safety section under the Campus menu: <https://www.uws.edu/community/safety/>. The webpage includes a link to the annual Campus Safety and Security Survey, which includes data collected from internal and external sources. Internal sources include campus safety, student services, campus operations, human resources, and reports from faculty, students, staff and clinicians in response to accidents or incidents occurring on campus. The Portland Police Bureau also provides Clery crime statistics. UWS office of campus safety is committed to preserving a safe and secure environment on behalf of every person who works and learns at the university.

## What is the Clery Act?

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act or “**Clery Act**” requires post-secondary schools participating in Title IV student financial aid programs to publish an annual statistical report of crimes occurring on or near the institution’s campus and to provide information about security policies, procedures and programs.

***This report includes data for  
calendar years 2020, 2021 and  
2022.***

There have been several amendments to the Clery Act since it was originally passed under The Higher Education Act (HEOA) of 1965. Further changes to update, clarify and improve the current regulations were made to the Clery Act by the Violence Against Women Reauthorization Act of 2013. These amendments afford additional rights to campus victims of sexual violence, dating violence, domestic violence and stalking. UWS makes good faith efforts to incorporate legislation regarding the Violence Against Women Act (VAWA). More information on the Clery Act can be found on the U.S. Department of Education website at: <http://clerycenter.org/>.

## UWS Policies Related to Clery Act Reporting

The university is committed to providing a safe environment for learning and working. The policies described in this report address campus safety and security at UWS. These policies may be updated throughout the year and are available at <https://www.uws.edu/uws-policies/>. These UWS policies apply to the UWS community regardless of location.

## How UWS Compiles Clery Campus Crime Statistics

Crime statistics are obtained externally from the Portland Police Bureau, and internally from student services, operations and campus safety as well as from incident reports submitted to the Executive Director of Emergency Management, Safety, Security, and Operations.

## Locations

<b>Main Campus</b>	8000 NE Tillamook Portland, OR, 97213
<b>Anatomy Lab and Morgue</b>	2900 NE 132 <sup>nd</sup> Portland, OR, 97230

## Information about campuses

The 5 acre main campus includes 1 building and is located within the Madison South Neighborhood of Portland, Oregon. The lab and morgue are part of a building leased from Linfield University. UWS offers several academic programs including:

Doctor of Chiropractic  
EdD, Sport and Performance Psychology  
EdD, Clinical Mental Health Counseling – Sport and Performance Psychology Specialization  
MS, Human Nutrition and Functional Medicine  
MS, Diagnostic Imaging and Residency  
MS, Sport and Performance Psychology  
MS, Clinical Mental Health Counseling  
MS, Sports Medicine

- In October 2018, UWS sold the campus to Linfield College with the agreement to move to a new location by May 1, 2020. The university board selected the new location of 8000 NE Tillamook St, Portland, OR 97213 and construction began in February 2019. The university moved to the new location in spring 2020. The university still subleases the morgue and gross anatomy lab from Linfield
- In July 2019, UWS subleased the Gresham clinic.
- In November 2019, UWS sold the East Portland clinic.

*UWS does not have residential or housing facilities on-or off- campus.*

## Reporting Criminal Offenses

### Main Campus Crime Reporting

UWS encourages accurate and prompt reporting of all crimes and concerns to campus safety and appropriate police agencies.

<b>Situation</b>	<b>Contact</b>
Immediate life-threatening or emergency	Call 911, then call Campus Security at 503-206-3206 or from the UWS Safe application
Criminal offense occurred in the past (burglary, etc.)	Campus Security at 503-206-3206, or from the UWS Safe application

Details of incidents can be submitted via an online reporting system, incident management and prevention services reporting application known as UWS Safe, hosted by App Armor. UWS Safe is available directly through the downloaded phone application and the UWS website under the “Inside UWS” dropdown menu, at the bottom of the UWS main page, or on the [campus safety webpage](#). This reporting application is available to all UWS students, employees, neighbors and visitors and allows for confidential reporting of all incidents or safety concerns. This application will allow for anonymous reporting; however, users are encouraged to leave their contact information so that they can be contacted with follow-up information regarding their report.

UWS identifies and trains all staff and students on an annual basis to report crimes on campus.

### UWS Office of Campus Safety

The executive director of emergency management, safety, security, and campus operations oversees the office of campus safety. Campus safety can be reached at 503-206-3206 or by dialing 211 from a campus phone. During the day, campus safety staff members trained in public safety response handle campus

safety and security.

UWS campus safety officers are not sworn officers and have no authority to make arrests. The Portland police have jurisdiction on the main campus located at 8000 NE Tillamook St. There is no memorandum of understanding in effect between UWS and the Portland police. Campus safety officers conduct foot patrols on the main UWS campus only.

The office of campus safety provides:

- Personal escorts during the evening or after normal business hours from buildings to parked cars
- Intervention in any incidents negatively or potentially negatively interrupting the learning environment
- Distribution and tracking of university keys
- Security for university facilities
- Logging and investigation of criminal incidents
- Responses to emergencies, fire and security alarms
- Reports of injuries or illness
- Investigation of traffic accidents
- Reports of safety hazards
- Crowd control
- Parking and traffic enforcement
- General information and other types of service calls

The executive director of emergency management, safety, security, and operations chairs the safety and security committee. The committee is involved in the development of safety policies and procedures, along with the executive director of emergency management, safety, security, and campus operations. Additionally, the executive director of emergency management, safety, security, and campus operations provides campus safety information during new student orientation.

### **Campus Timely Warning and Notification System**

UWS employs a campus notification system to alert members of the UWS community in the event of a weather-related campus closing or delayed opening, emergency situation or other important situation such as the occurrence of a crime. The university determines the content of the notification and initiates the notification system. Powered by AppArmour the notification systems are used to communicate important information during any potential emergency.

Participation in the campus notification system is optional, and participants must download the app, and/or have a visual reference of a UWS networked computer screen via text or screen notification. Registration is completed online at <https://www.uws.edu/alerts/> on the UWS website. Notices are transmitted in the form of text messages sent to subscribers' emails and/or cell phones. The university does not charge participants to use the service. However, recipients of messages may be assessed a text-message fee by their cell phone provider.

### **Policy 3019 Timely Warning Notification**

[https://ftp.uws.edu/udocs/Public/Policies\\_Public\\_Access/Business\\_Facilities%20Polices\\_3000s/Policy3019\\_Timely\\_Warning\\_Notification.pdf](https://ftp.uws.edu/udocs/Public/Policies_Public_Access/Business_Facilities%20Polices_3000s/Policy3019_Timely_Warning_Notification.pdf)

UWS may issue timely warning notifications if a crime or other dangerous situation is considered a serious and on-going threat to students, faculty or staff at the main campus or off-site locations. Decisions regarding whether to issue an alert will be considered on a case-by-case basis.

Students and employees at an off-site location or separate campus site may also receive timely warning notifications from the office of campus public safety or similar designee at that location.

Such notifications will be issued via the campus emergency notification system (UWS Safe App) and/or email to enable individuals to protect themselves. When possible, the date and time of the incident, location and nature of the crime or other dangerous situation will be provided. The full message will be

posted to the UWS website and to all pertinent UWS social media sites to receive safety tips and updates regarding the situation and provide notification when the threat has passed.

The senior VP of for finance and administration/CFO and executive director of emergency management, safety, security, and campus operations, with consultation of external expert sources as necessary, determines whether to issue a timely warning notification. The executive director of emergency management, safety, security, and campus operations or designee distributes the alert as directed by the senior VP for finance and administration. Questions regarding campus alerts should be directed to the executive director of emergency management, safety, security, and campus operations.

When downloading the application, the end user need only download the app and allow for notifications. The app is configured for IOS and Android operating systems.

Circumstances in which notifications are issued may include hazardous weather, a lock down or any other safety or security concern requiring immediate notification. Such notifications are issued through the campus notification system as well as through the university email system. Campus administration tests the alert system twice a year.

## **Management of Campus Safety and Emergency Response**

### **UWS Safety and Security Committee**

The executive director of emergency management, safety, security, and campus operations has overall oversight of campus safety and security programs. The safety committee is chaired by the executive director of emergency management, safety, security, and operations of which members include university faculty, staff, administrators and students. Meeting minutes are distributed electronically to all members of the safety committee to be shared with their respective departments. Safety Committee meetings were temporarily replaced by daily/weekly COVID committee meetings, and will resume in October 2022.

### **Campus Training and Education**

Incoming on-campus students complete a campus safety orientation online. The training includes important contact information, safety awareness education, and how to handle accidents and injuries. The UWS Annual Security Report is posted on the university website and distributed via email on or before October 1 of each year. A safety-related email is sent at the start of each quarter to all students and employees. This email includes important contact information as well as information about how to submit incident reports, reminders and information regarding pertinent safety information for the time of year, and links to local resources. The university updated its emergency preparedness plan and provided training to employees in November 2017, in addition to annual trainings since then. The information is shared electronically with all students and employees and can be found online at <https://www.uws.edu/emergency-preparedness-uws/>. Two lockdown drills, and three fire drills were successfully scheduled and carried out in 2020, which is planned to occur on an annual basis, at minimum, along with fire and earthquake drills.

Campus Security Authorities (CSA) are identified and trained using training materials provided by the Clery Center for Campus Safety.

### **On Campus Emergency Response – UWS Main Campus**

UWS responds to emergencies including accidents, injuries, life threatening situations and other unforeseen or dangerous occurrences on campus. The following procedures should be followed in the event of an accident/injury/incident on the UWS campus. These incidents are reported via the UWS Safe App, and trained upon during after action reviews (if necessary).

### **Policy 1003 Accident/Injury/Incident Response**

[https://ftp.uws.edu/udocs/Public/Policies\\_Public\\_Access/Institutional\\_Policies\\_1000s/Policy1003\\_Accident\\_Injury\\_Incident\\_Response.pdf](https://ftp.uws.edu/udocs/Public/Policies_Public_Access/Institutional_Policies_1000s/Policy1003_Accident_Injury_Incident_Response.pdf)

If an accident/injury/incident which occurs on campus is an emergency, a threat to others, or a medical emergency, the following procedure should be observed:



1. Call 911 immediately.
2. Call UWS campus security 503-206-3206 or 211 from a campus phone.
3. Designated campus safety personnel, and/or medical response team members will respond to the emergency, assess the situation, and call 911 if others have not already done so. Campus safety personnel will provide information to the police and responding agencies.
4. Members of the medical response team will respond to all reported injured individual(s). No one will be moved, transported, and/or cleared to resume activities until first seen by a medical response team member
5. The designated campus safety officer notifies the senior VP of finance and administration, or executive director of emergency management, safety, security, and campus operations in the case of emergencies requiring hospital treatment or adverse impact/potential to UWS property/educational environment.
6. The senior VP of finance and administration or executive director of emergency management, safety, security, and campus operations notifies the campus community of any emergencies that present a danger to others via UWS Safe. The administration takes all necessary steps to ensure the safety of all constituents.
7. The designated campus safety officer completes an incident report via UWS Safe App, takes witness information and statements, asks for police contact information, and collects all relevant information and reports at the scene.
8. If the affected person is a UWS employee, the designated campus safety officer notifies the EDEMSSO, and the EDEMSSO notifies the director of human resources.
9. If the affected person is a student, the designated campus safety officer notifies the EDEMSSO who notifies the office of student services.
10. Within 24 hours of the accident/injury/incident, the designated campus safety officer submits a copy of all reports and information obtained at the scene to the EDEMSSO.
11. Upon receipt of the UWS Safe App report the EDEMSSO reviews the report and any associated materials and forwards the report to necessary parties. The executive director of emergency management, safety, security, and campus operations investigates to resolve any questions, safety/security issues or concerns.
12. Designated campus safety personnel note the date, time, and place of the accident/injury/incident in the UWS Safe App. The UWS Safe App and copies of all reports and materials are stored securely online, and recorded by the operations coordinator.

### **Clinic Responsibilities**

If the injured individual is subsequently evaluated at a UWS Health Center, the treating clinician should report the incident, if it has not already been reported, via the UWS Safe reporting tool. In the case of sexual assault, the clinician must notify the office of student services (if a student) or the office of human resources (if an employee).

### **In-Class Injuries**

If an injury occurs in class, these procedures are followed:

1. If a student reports the injury to an instructor, the instructor completes incident report via the UWS Safe App reporting tool.
2. Within 24 hours of receiving the UWS Safe App report, the executive director of emergency management, safety, security, and campus operations will coordinate with the dean of the program in which the student is enrolled and other necessary parties to investigate and provide information as needed for adequate follow-up with the injured student.

### **Safety Issues and Repairs**

If an unsafe condition on campus contributed to the accident/injury/incident, these procedures are followed:

1. The designated campus security officer responding to the scene immediately notifies the EDEMSSO of the condition or repair issue if the condition presents an impending risk to others. The designated security officer will remain at the site until operations personnel arrive.

2. If a patient reports a campus safety condition at a UWS Health Center, the patient's clinician immediately notifies the clinic director who forwards the information to the executive director of emergency management, safety, security, and campus operations.
3. If the condition does not present an immediate risk to others, the designated safety officer places a visible barrier or marker at the site until the repair has been completed.
4. The executive director of emergency management, safety, security, and campus operations verifies that the safety issue has been resolved.

### **Policy 3020 Closing Due to Inclement Weather or Emergency**

[https://ftp.uws.edu/udocs/Public/Policies\\_Public\\_Access/Business\\_Facilities%20Policies\\_3000s/Policy3020\\_Closing\\_due\\_to\\_Inclement\\_Weather\\_or\\_Emergency.pdf](https://ftp.uws.edu/udocs/Public/Policies_Public_Access/Business_Facilities%20Policies_3000s/Policy3020_Closing_due_to_Inclement_Weather_or_Emergency.pdf)

Circumstances beyond the university's control, such as inclement weather, national crisis or other emergencies, may cause it to be unsafe for employees and students to report to work/classes. The EDEMSSO and senior VP of finance and administration when and if conditions warrant official campus closure or delayed start of the workday.

### **Main Campus and Campus Health Center**

If a decision is made to close or delay campus opening the same decision will include the operation of the Campus Health Center. Students and employees are notified via UWS Safe App, and by email through notice of campus closures and delays. Employees and students may sign up for UWS Safe through the university website: <https://www.uws.edu/alerts/>. Students and employees may also check the following resources for information about university closings:

### **Media**

A delayed start or closure will be communicated to the major media outlets including TV and radio stations and their websites. The information will also be displayed on TV screen crawls.

### **Internet**

This information is readily accessible to students, faculty and staff on the internet at: <http://www.flashalert.net/news.html?id=383>.

### **Safety Awareness and Crime Prevention**

Part of crime prevention is individual safety consciousness and awareness of one's immediate environment. UWS suggests the following crime prevention measures, which contribute to the safety and security of the entire UWS community:

- Students and employees should wear their UWS identification badge at all times.
- Do not park in isolated areas. At night, walk in well-lighted areas in groups and avoid short cuts and deserted areas. Students and staff may call campus safety to provide a safety escort if desired.
- Lock your car immediately upon entrance to or exit from your vehicle.
- Keep your car keys and all personal identifying information with you at all times.
- Do not leave valuable items in your car.
- Do not carry more cash than necessary or advertise how much you have.
- Do not leave personal property unattended anywhere on campus. Keep your locker secured and do not store valuables or your ID in your locker.
- Do not bring any kind of weapon onto UWS property. Firearms and other weapons are prohibited under [Policy 1018 Weapons on Campus](#). Violators are subject to disciplinary action.
- Never confront someone suspicious. If necessary, call 911 and campus safety at 503-206-3206 from a safe location.

If anything makes you feel unsafe or threatened, call UWS campus public safety at 503-206-3206 or 211 from a campus phone. In an emergency situation, always call 911 first from a safe location.

Safety and crime prevention is of the utmost importance to the campus community. During normal business hours, UWS is open to students, employees, contractors, guests and invitees. Please contact the EDEMSSO during non-business hours to request emergency access to campus facilities.

### Tips to Prevent Sexual Violence

Sexual violence affects both men and women. UWS prohibits the crimes of dating violence, domestic violence, sexual assault and stalking and is committed to providing an environment that is free from discrimination on the basis of sex. The university provides resources and training to address concerns related to discrimination on the basis of sex and sexual harassment, including acts of sexual violence, all of which are forms of sex discrimination prohibited by Title IX.

The Title IX coordinator can answer questions regarding the process of reporting, resources, investigation of complaints of sexual discrimination, sexual harassment, sexual assault, domestic violence, stalking or other potential Title IX violations. The dean of student affairs serves as the UWS Title IX coordinator. The dean may be reached at 503-251-5790.

Below are some tips for everyone to help prevent sexual violence:

- Be aware of your surroundings. Knowing where you are and who is around you may help you find a way out of a bad situation.
- Try to avoid isolated areas. It is more difficult to get help if no one is around.
- Walk with purpose. Even if you don't know where you are going, act like you do.
- Trust your instincts. If you feel uncomfortable about a person or situation, remove yourself from the situation immediately. Don't be afraid to make a scene if you are confronted.
- Don't allow yourself to be isolated with someone you don't know or trust.
- Make sure your cell phone is with you and charged and that you have money for a cab ride, if needed.
- Avoid using headphones in both ears, so you can be more aware of your surroundings, especially if walking alone.
- Try not to load yourself down with packages or bags, as this can make you appear more vulnerable.

### What to do if you are sexually assaulted:

- **If you are in immediate danger, call 911.**
- **Get to a safe place.** Consider calling a friend or relative for support. This is not the time to be alone. 24-hour crisis lines have trained staff who can support you and explain your options.
- **Go to an emergency room.** Be examined and treated for injuries as soon as possible. If you decide to report the assault to the police, physical specimens collected soon after the assault will be valuable evidence. Do not shower or clean yourself first, or wash the clothes you were wearing.
- **Get medical attention.** Even if you don't intend to report the assault, take care of yourself. You can receive Plan B, pregnancy screening, and screenings for treatments for infections. These services are free for survivors of sexual assault.
- **Know the facts.** Hospitals store evidence for six months, so you can change your mind later.
- **Make space for healing.** You may experience many different emotions: fear, grief, guilt, shame and rage. There are many options for support: talk with a counselor, join a survivors' group, or talk with friends and family.
- **Be compassionate about yourself.** You are not to blame for the rape. Even if your body responded sexually or you believe you were naïve, not cautious or even foolish, it is not your fault. Your behavior did not cause the rape; the rapist caused the rape.

### Be an ally to a victim:

- When attending a party, go with a group of friends and arrive together. Check in with each other frequently and leave together.
- Have a buddy system. Don't be afraid to let a friend know if you are worried about their safety.
- If you see someone who is intoxicated, offer to call them a cab.

### If someone you know has been assaulted:

- Listen and be there. Don't judge or tell your friend what they should have done differently.

- Be patient. Remember, it will take your friend some time to deal with the crime.
- Help to empower your friend. Sexual assault is a crime that takes away an individual's power. It is important not to compound this experience by putting pressure on them to do things that they are not yet ready to do.
- Encourage your friend to report the rape to law enforcement and to seek medical attention. Offer to accompany them wherever they need to go (hospital, police station, campus security, etc.).

### **On-campus Resources Addressing Sexual Assault and Sexual Misconduct**

UWS produces resources in writing and provides training opportunities throughout the year. Here are some examples:

- UWS publishes a brochure, 'Sexual Assault and Violence Prevention Resources,' which provide tips and resources to help the UWS campus community stay safe. This brochure is distributed to incoming students and available on campus at the student services office and on bulletin boards.
- The online orientation for incoming students addresses sexual assault prevention and support resources.
- New employees are required to take an online sexual harassment prevention training course.
- Six UWS employees completed the ATIXA Civil Rights Investigator Level One training for investigating and following procedures related to sexual assault and misconduct. This training prompted review and revision of several UWS policies.

### **Community Resources to Support Victims of Sexual Assault and Misconduct**

The state of Oregon provides a website to identify sex offenders registered in the state. After agreeing to the terms of site use, you may search by name or list an address. When listing an address, the residences of any registered sex offender will show up with their location in proximity to the address provided. Here is the link: <http://sexoffenders.oregon.gov/>

### **Sexual Assault Resources in the Portland/Gresham Region**

<b>Organization</b>	<b>Services</b>	<b>Phone</b>	<b>Website</b>
Portland Women's Crisis Line	Free, confidential 24-hr crisis line for men and women.	503-235-5333 888-235-5333	<a href="http://www.pwd.org">www.pwd.org</a>
RAINN Rape and Abuse National Network	Free, confidential 24-hr sexual assault hotline for men and women; referrals to local resources, information about sexual assault.	800-656-HOPE 800-656-4673	<a href="http://www.rainn.org">www.rainn.org</a>
Bradley-Angle House	Services for survivors of domestic violence including a 24-hr crisis line, an emergency shelter, support groups and LGBTQ services.	503-281-2442	<a href="http://www.bradleyangle.org">www.bradleyangle.org</a>
Men's Resource Center	Services for men and women, domestic violence counseling, anger management, therapy for individuals who were sexually abused as children.	503-235-3433	<a href="http://www.portlandmrc.com">www.portlandmrc.com</a>
Oregonians Against Human Trafficking	Free, confidential 24-hr hotline for information and help.	888-373-7888	<a href="http://www.oregonoath.org">www.oregonoath.org</a>

### **Local Hospitals that Can Collect Evidence after a Sexual Assault**

Below is a list of hospitals where UWS has confirmed that rape kits and training are available. This is not an exhaustive list and UWS does not advocate for any particular health care system.

<b>Hospital</b>	<b>Address</b>	<b>Phone</b>	<b>Website</b>
Portland Adventist	10123 SE Market St Portland, OR 97216	503-257-2500	<a href="http://www.adventisthealthnw.com">www.adventisthealthnw.com</a>

Kaiser Sunnyside	10180 SE Sunnyside Rd. Clackamas, OR 97015	503-652-2880	<a href="http://www.rainn.org">www.rainn.org</a>
Portland Providence Medical Center ER	4805 NE Glisan St. Portland, OR 97213	503-215-1111	<a href="http://www.kaiserpermanente.org">www.kaiserpermanente.org</a>
OHSU	3181 SW Sam Jackson Park Rd. Portland, OR 97230	503-494-8311	<a href="http://www.ohsu.edu">www.ohsu.edu</a>

## Policy 1004 Nondiscrimination and Anti-harassment

[https://ftp.uws.edu/udocs/Public/Policies\\_Public\\_Access/Institutional\\_Policies\\_1000s/Policy1004\\_Nondiscrimination\\_and\\_Anti-Harassment.pdf](https://ftp.uws.edu/udocs/Public/Policies_Public_Access/Institutional_Policies_1000s/Policy1004_Nondiscrimination_and_Anti-Harassment.pdf)

### Policy Statement

University of Western States (UWS) prohibits discrimination and harassment on the basis of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, gender expression, parental status, marital status, age, disability, citizenship status, veteran status, genetic information, reproductive health decision making, expunged juvenile record, use of leave protected by applicable law, or any other classification protected by applicable law (referred to as “protected classes”) in matters of admissions, employment, services, and the educational programs or activities UWS operates.

Specific conduct covered by the Department of Education’s Title IX Regulations, published May 19, 2020 is governed by [Policy 1016 Title IX Sexual Harassment](#) and is addressed according to the processes stated therein. All other forms of sex- or gender-based discrimination are governed by this policy, including sexual misconduct, as defined in this policy.

Other forms of misconduct not covered by this policy or [Policy 1016 Title IX Sexual Harassment](#) may be addressed by other UWS policies, such as [Policy 9001 Student Conduct](#) or the [Employee Handbook](#).

### Reporting a Complaint

**If you are in immediate danger call 911.  
UWS campus security can be reached at 503-206-3206**

An individual who believes that they have been subjected to discrimination, harassment or retaliation in violation of this policy should report the matter immediately. Contact the individuals listed below to file a complaint, obtain information about resolving concerns, and enable the university to take prompt remedial action.

<b>Complaints Involving Students:</b>	<b>Complaints Involving UWS Employees/ Outside Vendors/Others:</b>
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<b>Elena Howells</b> AVP for University and Student Affairs Title IX Coordinator 503-251-5790 <a href="mailto:ehowell@uws.edu">ehowell@uws.edu</a>	<b>Kathleen Cannon</b> Executive Director, Human Resources 503-847-2557 <a href="mailto:kcannon@uws.edu">kcannon@uws.edu</a>
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Additionally, electronic reports should be made by victims and third parties using the UWS Safe reporting app.

The university's Title IX coordinator oversees compliance with all aspects of the sex/gender harassment, discrimination and misconduct policy. The coordinator reports to the Executive VP/Chief Strategy and Innovation Officer, and is housed in the office of student services. Questions about this policy should be directed to the Title IX coordinator.

In the event that an incident involves alleged misconduct by the Title IX coordinator or director of human resources, reports should be made directly to Dr. Rosalia Messina, the Executive VP/Chief Strategy and Innovation Officer.

Individuals experiencing harassment or discrimination also always have the right to file a formal grievance with government authorities:

Office for Civil Rights, Seattle Office  
 U.S. Department of Education  
 915 Second Avenue, Room 3310  
 Seattle, WA 98174-1099  
 Telephone: 206-607-1600  
[Email: OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov)  
[www.ed.gov/ocr](http://www.ed.gov/ocr)

## **Prohibited Discrimination, Including Harassment, Retaliation and Sexual Misconduct**

### **Discrimination**

Discrimination occurs when an individual, or group of individuals, is treated adversely because they belong to a classification of individuals that is protected from discrimination by a federal or state statute or university policy as set forth above.

### **Harassment**

Harassment is unwelcome behavior based on an individual's protected classification that a reasonable person would perceive to be sufficiently severe or pervasive to create an intimidating, hostile or offensive environment for academic pursuits, employment or participation in university-sponsored activities.

Harassing conduct may take many forms, including verbal acts and name calling, as well as nonverbal behavior, such as graphic, electronic and written statements, or conduct that is physically offensive, harmful or threatening.

Sexual harassment consists of nonconsensual sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature on or off campus such as:

1. Conduct that has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating or hostile academic or work environment.
2. Submission to such conduct is made either explicitly or implicitly a condition of an individual's employment or academic standing.
3. Submission to or rejection of such conduct is used as the basis for employment decisions or for academic evaluation, grades or advancement.

Sexual harassment may be found in a single episode, as well as in persistent behavior.

### **Retaliation**

Retaliation occurs when members of the institution, including employees and students, intimidate, threaten, coerce or in any way discriminate against an individual because the individual has brought a concern or reported a possible violation of a federal civil right. This includes formal or informal reports of a violation and reports regarding a violation of your own rights or the rights of others.

### **Sexual Misconduct**

Sexual misconduct is a type of violence that uses power, control or intimidation to harm another. It includes sexual harassment, sexual assault, domestic violence, dating violence and stalking. It occurs when there is absence of consent. All individuals are protected from sexual misconduct, and sexual misconduct is prohibited regardless of the sex of the harasser.

Sexual misconduct may include nonconsensual sexual contact. However, physical contact is not necessarily a component of nonconsensual sexual contact. Inappropriate communication that is sufficiently severe or pervasive may constitute sexual misconduct. Making photographs, videos or other visual or auditory recordings of a sexual nature of another person without the person's consent constitutes sexual misconduct, even if the activity documented was consensual. Similarly, sharing such recordings or other sexually harassing electronic communications without consent is a form of sexual misconduct.

### **Definitions Associated with Sexual Misconduct**

**Sexual Assault:** Any sexual act; including rape, fondling and incest; directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

**Consent:** Consent is a free and clearly given yes, not the absence of a no. Consent is knowing, voluntary and clear permission to engage in mutually agreed upon sexual activity. Each person is responsible for gaining consent. A person cannot consent if they are unable to understand what is happening, helpless, asleep or unconscious for any reason, including due to alcohol or other drugs.

**Domestic Violence:** Violence committed by the victim's current or former spouse or cohabitant.

**Dating Violence:** Violence by a person who is or has been in a romantic or intimate relationship with the victim.

**Stalking:** Intentional and repeated harassment, monitoring or following of another person, which places that person in reasonable fear of their safety or the safety of others or causes that person to suffer substantial emotional distress.

### **Education and Prevention**

The university offers education and primary prevention, risk reduction and awareness programs for students and employees concerning nondiscrimination and anti-harassment.

### **Policy 9009 Student Complaint/Grievance**

[https://ftp.uws.edu/udocs/Public/Policies\\_Public\\_Access/Student\\_Policies\\_9000s/Policy9009\\_Student\\_Grievance\\_and\\_Appeal.pdf](https://ftp.uws.edu/udocs/Public/Policies_Public_Access/Student_Policies_9000s/Policy9009_Student_Grievance_and_Appeal.pdf)

A grievance is a formal, written complaint by a student pertaining to the conduct of a member of the university students, faculty, staff, governing board, administration or third parties (i.e. individuals who are neither students nor employees, including but not limited to prospective students, guests, volunteers,



contractors, and consultants). Retaliatory or adverse action may not be taken against a student for filing a complaint.

In the case of sexual misconduct, discrimination, or harassment, follow Policy 1004 Nondiscrimination and Anti-harassment.

### **Written Notification**

A complaint must be submitted through the UWS Safe App or in writing and include the following information:

1. Date of complaint submission.
2. Name(s) and contact information of the individual/s submitting the grievance.
3. Date/s of incident(s).
4. A description of the conduct, policy violation, issue or any known circumstances surrounding the matter.
5. Steps that have already been taken toward resolving the situation, if any.
6. Supporting evidence of the alleged conduct, policy violation or issue.

If not submitted through the UWS Safe App, the written complaint must be submitted to the appropriate university administrator as described below or to the [Title IX coordinator](#) in cases of sexual misconduct.

<b>Complaints Involving Students:</b>	<b>Complaints Involving UWS Employees:</b>
<b>Elena Howells</b> AVP for University and Student Affairs Title IX Coordinator 503-251-5790 <a href="mailto:ehowell@uws.edu">ehowell@uws.edu</a>	<b>Kathleen Cannon</b> Executive Director, Human Resources 503-847-2557 <a href="mailto:kcannon@uws.edu">kcannon@uws.edu</a>

In the event that an incident involves alleged misconduct by the Title IX coordinator or executive director of human resources, reports should be made directly to Dr. Rosalia Messina, the Executive VP/Chief Strategy and Innovation Officer.

### **Issue, Policy Violation or Conflict Between a Student and Employee**

1. Prior to filing a formal grievance, students should attempt to resolve the matter with the employee unless the circumstances dictate otherwise (i.e. assault, sexual misconduct, harassment, discrimination).
2. If the matter is not resolved, the student may file a written complaint with the director of human resources.
3. The director of human resources will review the grievance and initiate the investigation process if appropriate.

### **Issue, Policy Violation or Conflict Between Students**

1. Prior to filing a formal grievance, students should attempt to resolve the matter with the other student unless the circumstances dictate otherwise (i.e. assault, sexual misconduct, harassment, discrimination).
2. If the matter is not resolved, the student may file a written complaint with the dean of student affairs.
3. The dean of student affairs will review the grievance and initiate the investigation process if appropriate.

### **Sexual Misconduct, Discrimination and Harassment Complaints**

If a complaint pertains to sexual misconduct, the individual must follow Policy 1004 Nondiscrimination and Anti-harassment.

### **Grievance Appeal**



An appeal is a written request to modify an institutional decision or disciplinary action. Disciplinary actions include, but are not limited to, warning, restitution, probation, disciplinary course failure, suspension, and/or dismissal. **Note:** See Policy 1211 – Grade Appeal for appeal of final course grades or other final comprehensive evaluation grade.

#### **Right to Consult Legal Counsel**

Students have a right to consult legal counsel. Students assume all costs for legal counsel.

#### **Right to Consult Higher Education Coordinating Commission.**

Students have a right to appeal final decision to Oregon Higher Education Coordinating Commission (HECC).

### **Drug and Alcohol Abuse Prevention Programs (DAAPP)**

#### **I. Purpose**

University of Western States is committed to providing a healthy and safe environment for students, employees, trustees, patients and visitors.

This policy establishes the prohibitions and expectations concerning the use of drugs and alcohol. This policy applies to all university students and employees along with trustees, guests, vendors/contractors, visitors, patients, and all others conducting official business with the university or participating in any activity within the scope of authority of the university's administration, faculty, or staff.

#### **II. Prohibitions on Drugs and Alcohol**

Students, employees, trustees, guests, vendors/contractors, patients, visitors, and all others conducting official business with the university or participating in any activity within the scope of authority of the university's employees are prohibited from:

- The unlawful manufacture, distribution, possession, use, sale or distribution of alcohol, unlawful drugs, and/or drug paraphernalia, including the misuse of prescription drugs or other controlled substances and/or the use of substances not lawfully prescribed for the individual, on all university property, and at any university activity, event and/or program. The serving of alcohol may be allowed on university property or at a university activity upon advance written approval by the university president or the president's designee.
- Being under the influence of drug(s) or alcohol such that the person is unable to perform their assigned tasks properly, while on any university property or at any university activity/event.

Members of the university community are expected to refer suspected violations of this policy to university safety and security personnel.

#### **III. Sanctions Associated with Violations**

Employees who violate this policy are subject to discipline, which may include, but is not limited to, suspension and termination. Others (such as guests, vendors/contractors, patients and visitors) may be required to leave the university property, program, event or activity, may be referred for prosecution where applicable, and may be subject to other action as deemed appropriate by the university.

Any employee impaired by the use of a drug(s) or alcohol is refused access to the workplace and is not allowed to perform any duties or represent the university in any capacity. Any student impaired by drug(s) or alcohol is refused access to attend university classes or activities.

Students found in violation of this policy are subject to disciplinary procedures and possible sanctions, including but not limited to warning, probation, restitution, counseling, suspension,

dismissal, or expulsion.

Where appropriate, UWS supports counseling and/or drug-and-alcohol treatment as an initial measure to address employee or student violations of this policy.

Any individual violating this policy may also be subject to criminal prosecution under federal, state, and local laws. Students may be subject to loss of federal financial student aid for conviction of alcohol and drug-related offenses. Such sanctions may be in addition to any disciplinary sanctions imposed by the university.

### **Policy 1017 Tobacco and Marijuana-Free Campus**

[https://ftp.uws.edu/udocs/Public/Policies\\_Public\\_Access/Institutional\\_Policies\\_1000s/Policy1017\\_Tobacco\\_and\\_Marijuana-Free\\_Campus.pdf](https://ftp.uws.edu/udocs/Public/Policies_Public_Access/Institutional_Policies_1000s/Policy1017_Tobacco_and_Marijuana-Free_Campus.pdf)

The use of tobacco or marijuana in any form including smoking, use of e-cigarettes (personal vaporizer, electronic nicotine delivery system and/or other similar devices), chewing tobacco and consuming marijuana-infused edibles is prohibited in all campus buildings and grounds, in off-campus health centers, locations where UWS has participant agreements, and at all university-sponsored events. Employees who choose to smoke or use tobacco or e-cigarette products during the workday must leave campus or their work location to do so.

This policy applies to all students, employees, volunteers, patients, vendors, contractors, visitors and campus guests. Individuals who fail to comply with this policy will be subject to appropriate disciplinary action up to and including being required to leave the campus grounds or facility (in the case of patients, volunteers, vendors, contractors and guests), dismissal from the university or termination of employment.

The university complies with all federal, state and municipal laws and regulations regarding possession and/or use of smoking and tobacco and marijuana products.

Note: In support of this policy, the university offers smoking cessation services or referral to resources through the office of human resources, the office of student services, and UWS Health Centers. Additional resources are available at the Oregon Tobacco Quit Line by calling 800-QUIT-NOW or registering at [quitnow.net/Oregon](http://quitnow.net/Oregon).

### **Policy 1009 Student Background Investigation and Verification Reporting Requirement**

[https://ftp.uws.edu/udocs/Public/Policies\\_Public\\_Access/Institutional\\_Policies\\_1000s/Policy1009\\_Student\\_Background\\_Investigation\\_and\\_Verification\\_Reporting\\_Requirement.pdf](https://ftp.uws.edu/udocs/Public/Policies_Public_Access/Institutional_Policies_1000s/Policy1009_Student_Background_Investigation_and_Verification_Reporting_Requirement.pdf)

To help create a safe campus community for patients, students, employees, guests and others, University of Western States requires background investigation and verification reports for all students. Applicants for admission into a UWS academic or clinical program are required to disclose any conviction, pending charges or indictments for crimes, and are required to disclose any notice by a governmental agency in any jurisdiction of exclusion or substantiated findings of perpetrating abuse, neglect, exploitation or abandonment.

Students applying for acceptance in all programs are required to submit to a background investigation and verification report upon conditional acceptance to the program. Refusing to submit to a background investigation or providing false or misleading information regarding background information are grounds for application denial or immediate dismissal from the university.

Once the initial background investigation is completed, students are required to report, in writing, any subsequent arrests, charges or indictment to the program director or dean within two business days of the incident. Failure to meet this requirement constitutes grounds for immediate dismissal.

Falsification of information, including omission of relevant information or the inclusion of misleading information, constitutes grounds for denial of admission or immediate dismissal from all academic programs. Students involved in criminal activity while in attendance at the university may be subject to disciplinary action, including immediate dismissal, in accordance with university policies.

A background investigation and verification report is valid for the duration of enrollment as long as the student is continuously enrolled, and the student reports any subsequent arrest or indictment. A student who has an interruption in enrollment is required to complete a new background check. An interruption in enrollment is defined as non-enrollment of two or more quarters in the academic program. An officially approved leave of absence is considered as having a break in enrollment if it lasts two or more quarters, for purposes of this policy. Students who apply to additional programs will be required to complete an additional background check associated with the application to that program if there has been a break in enrollment.

Non-UWS facilities may require a repeat background check. The criteria used by rotation or internship sites not affiliated with UWS may be more stringent than those used by the university, and may prohibit some students from completing an internship or practicum.

Background investigation and verification reports may reveal findings and conditions that potentially preclude a student from obtaining a jurisdictional registration, permit, or license. Applicants and students are required to contact the appropriate regulatory or licensing body of the jurisdiction they intend to practice in to determine if any information contained in these background reports will negatively impact their ability to obtain a registration, permit, or license. University of Western States takes no responsibility to ensure that students or graduates meet background jurisdictional requirements for licensure or other related regulatory approval.

### **Rights**

Applicants and students have the right to review the information reported in the background investigation and verification report for accuracy and completeness, explain any findings in writing, and request authentication of the accuracy of the information contained in the report. Such review is afforded the applicant or student prior to any final decision of application denial or dismissal.

Based on the information contained in the background investigation and verification report, and any response from the applicant or student, the appropriate university officials will render a decision regarding approval of the student for acceptance to the program. Criteria for review shall include the nature of the crimes, how much time has elapsed, the circumstances relating to the crimes, age at time of crime, treatment and rehabilitation (if any), patterns of behavior, and any other facts or circumstances deemed relevant. The decision is subject to appeal in accordance with Policy 9009 Grievance and Appeal.

### **Confidentiality and Record Retention**

Background investigation and verification reports, along with any other submitted information, are confidential and are only reviewed by designated university officials and affiliated clinical facilities in accordance with the Family Educational Records and Privacy Act (FERPA). Background investigation and verification reports and other submitted information are maintained in accordance with Policy 1231 Student Record Retention and Disposal.

### **Appeal**

Students may appeal decisions related to this policy in accordance with Policy 9009 Grievance and Appeal.

### **Policy 3403 Criminal Records and Administrative Sanctions/Restrictions**

[https://ftp.uws.edu/udocs/Public/Policies\\_Public\\_Access/Human\\_Resources\\_Policies\\_3400s/Policy3403\\_Criminal\\_Records\\_Sanctions\\_or\\_Restrictions.pdf](https://ftp.uws.edu/udocs/Public/Policies_Public_Access/Human_Resources_Policies_3400s/Policy3403_Criminal_Records_Sanctions_or_Restrictions.pdf)

The university is committed to associating itself with faculty, staff and other authorized university representatives that comport themselves with integrity and exemplary professional conduct.

An employee or duly authorized university agent who, upon application for or during the course of employment and/or business relationship with the university must immediately disclose the final disposition of any such action noted below, regardless of its origin or nature, to their immediate supervisor, official university contact, and to the office of human resources. Such actions include:

1. Having been found guilty or responsible for wrongdoing by a criminal court.
2. Having been the subject of any disciplinary sanction or restriction by a jurisdictional licensing board or authority. Any such findings by an administrative authority or civil court (other than minor traffic citations) may subject the individual to disciplinary action by the university up to and including immediate termination of employment for cause, and/or immediate termination of any business relationships with the university, depending on the nature, circumstances and severity of the offense.

The university may also choose to conduct an independent investigation into any matter involving alleged criminal or administrative misconduct and may, at the sole discretion of the university, impose disciplinary sanctions even in the absence of formal action by a criminal court or administrative authority.

### **Policy 1018 Weapons on Campus**

[https://ftp.uws.edu/udocs/Public/Policies\\_Public\\_Access/Institutional\\_Policies\\_1000s/Policy1018\\_Weapons\\_on\\_Campus.pdf](https://ftp.uws.edu/udocs/Public/Policies_Public_Access/Institutional_Policies_1000s/Policy1018_Weapons_on_Campus.pdf)

UWS desires to protect the well-being of all members of the UWS community and to ensure campus safety. To meet this goal, university policy prohibits firearms and other weapons on any campus or UWS non-campus location. A weapon is any firearm or implement as defined by Oregon statutes. Specifically, students, employees and others performing services for the university (including temporary employees, consultants, contractors and vendors) are prohibited from carrying, possessing or using guns or other dangerous weapons or devices for any purpose at any time on university premises. This includes weapons (e.g., firearms, including hunting rifles) kept in vehicles on university property.

Weapons and other dangerous devices are also prohibited off of university premises while on university business or at university-sponsored events. Persons who possess a concealed-weapons permit are requested voluntarily to comply with the intent of this policy. On-duty campus security officers and other law enforcement individuals are allowed to possess weapons on the UWS campus, if so legally empowered.

It is not the purpose of this policy to restrict knives, scalpels or other such objects used within the academic program, campus maintenance or maintenance of campus equipment, the preparation or consumption of food, utility tools or tools typically found in a vehicle trunk. Although these objects are used and allowed on the UWS campus, they should be used for their intended purposes and not as weapons.

Anyone who observes or has knowledge of someone violating this policy should immediately report the incident to the office of campus safety. The observer should be prepared to provide any relevant information that caused him or her to observe or suspect the violation.

Campus safety personnel, management staff and the president have the right to confiscate weapons from persons who are in violation of this policy. Weapons are held by the university while an investigation of the incident is conducted. Failure to adhere to the university's weapons policy or failure to cooperate in an investigation is grounds for disciplinary action, up to and including immediate termination of employment or suspension or dismissal from the academic program.

### **Policy 1013 Equal Opportunity and Non-Discrimination**

[https://ftp.uws.edu/udocs/Public/Policies\\_Public\\_Access/Institutional\\_Policies\\_1000s/Policy1013\\_Equal\\_Opportunity\\_and\\_Non\\_Discrimination.pdf](https://ftp.uws.edu/udocs/Public/Policies_Public_Access/Institutional_Policies_1000s/Policy1013_Equal_Opportunity_and_Non_Discrimination.pdf)

University of Western States affirms and actively promotes the right of all individuals to equal opportunity in education and employment without regard to race, creed, color, sex, sexual orientation, gender identity, marital status, familial status, national origin, religion, age, physical and mental disability, genetic

information, family medical history, legal source of income, veteran status, or other status protected by law.

This policy applies to all employees, students, board members, volunteers and contractors. All employees involved in hiring and promoting employees or involved in the development of university programs or activities are charged to support this effort. Any concerns about student discrimination or harassment should be reported to the dean of student affairs. Any concerns about employee discrimination or harassment should be reported to the director of human resources. Any other concerns about discrimination or harassment should be reported to the office of the president. The Board of Trustees charges the administration to assure that non-discrimination is aggressively enforced in all aspects of the university.

University of Western States (UWS) promotes a professional environment exhibited through responsible and respectful actions and personal accountability. UWS students are expected to conduct themselves in accordance with university policies and procedures, as well as the values upon which these policies and procedures are founded.

The student conduct code is grounded in a commitment to the UWS core values:

- **Best Practices:** We maintain high standards by using and integrating evidence across multiple disciplines.
- **Curiosity:** We are innovative, open-minded, and forward thinking.
- **Inclusiveness:** We are respectful, mindful, and welcoming of different ways of being, thinking, and doing.
- **Professionalism:** We are responsible, respectful, and accountable.
- **Student Focus:** We work for the common good of students' academic and professional success.
- **Whole-Person Health:** We promote physical, mental and emotional wellness in all facets of the UWS experience.

### **Policy 9001 Student Conduct**

[https://ftp.uws.edu/udocs/Public/Policies\\_Public\\_Access/Student\\_Policies\\_9000s/Policy9001\\_Student\\_Conduct.pdf](https://ftp.uws.edu/udocs/Public/Policies_Public_Access/Student_Policies_9000s/Policy9001_Student_Conduct.pdf)

## Addendum A - Crime Statistics: 2019-2021

### 2022 University of Western States Clery Act Offenses

ID	Address/Location	Murder/non-negligent Manslaughter	Negligent Manslaughter	Sex Offenses	Robbery	Aggravated Assault	Burglary	Motor Vehicle Theft	Arson	Illegal Weapons Possession Arrests
1	8000 NE TILLAMOOK	0	0	0	0	0	2	0	0	0
2	2900 NE 132nd	0	0	0	0	0	0	0	0	0

### 2021 University of Western States Clery Act Offenses

ID	Address/Location	Murder/non-negligent Manslaughter	Negligent Manslaughter	Sex Offenses	Robbery	Aggravated Assault	Burglary	Motor Vehicle Theft	Arson	Illegal Weapons Possession Arrests
1	8000 NE TILLAMOOK	0	0	0	0	0	1	0	0	0
2	2900 NE 132nd	0	0	0	0	0	0	0	0	0

### 2020 University of Western States Clery Act Offenses

ID	Address/Location	Murder/non-negligent Manslaughter	Negligent Manslaughter	Sex Offenses	Robbery	Aggravated Assault	Burglary	Motor Vehicle Theft	Arson	Illegal Weapons Possession Arrests
1	8000 NE TILLAMOOK	0	0	0	0	0	1	0	0	0
2	2900 NE 132nd	0	0	0	0	0	0	0	0	0



1. University of Western States – New Campus Location starting April 2020 (8000 NE Tillamook St; Portland, Ore.)



