

## Safety and Security Policy

(As of 09.30.2022)

### CONTACT INFORMATION - IN CASE OF EMERGENCY, DIAL 911

#### Yamhill County Sheriff's Department:

Non-Emergency Dispatch: (503) 434-6500

Office: (503) 434-7506

Anonymous Crime Tips Only: 1 (800) 577-1707

#### West Valley Community Campus:

Office: (503) 929-4037

Executive Director: (602) 561-4009

info@westvalleycommunitycampus.org

### HOURS OF OPERATION AND ACCESS

West Valley Community Campus (WVCC) will place signage to notify community members of standard opening and closing hours of all WVCC facilities. Campus property is open to the public from Dawn to Dusk. In the event that opening and closing hours are changed due to weather, special events, etc., WVCC will do its best to notify the community.

WVCC personnel will lock all vehicles, rooms and buildings after use and as part of normal closing procedures to deter and prevent access into areas after closing hours. For the facilities and property owned or managed by WVCC, the Board of Directors has designated the Executive Director to maintain coordination of keys. This includes control, issuance of and documentation of all keys issued.

### ALARMS AND SECURITY SYSTEMS

To ensure campus security, WVCC will utilize security systems such as gated access, security alarm systems, video cameras, fencing, lighting, electronic access systems and security personnel.

Monitored security alarm systems will be used as needed and are currently installed. Facilities are equipped with video camera systems as a preventative measure and to assist law enforcement in prosecution.

### ILLEGAL ACTIVITY, MISCONDUCT, THEFT AND VANDALISM

*This includes, but is not limited to any act of misuse, vandalism, illegal entry, malicious or unwarranted behavior including violence, damage or destruction, defacing, disfiguring or unauthorized use of property including, but not limited to, facilities, structures, furniture, alarms, equipment, signage, landscaping materials, institution keys and/or building materials.*

**If someone is in the act of committing illegal activity, misconduct, theft and/or vandalism, call 911 immediately.**

If an act of vandalism is discovered, generally secure the area and leave the scene "as is" to allow WVCC personnel and local law enforcement to see the scene as it was discovered. Notify the Executive Director. WVCC will notify the Yamhill County Sheriff's Department and allow them time to investigate the area.

Campus Watch volunteers are discouraged from intervening to stop suspicious or illegal activity and should instead report it immediately. Community members are encouraged to report suspicious activity and/or unsafe conditions to the WVCC Executive Director or Board of Directors.

**ANY ILLEGAL ACTIVITY WILL BE REPORTED TO LOCAL LAW ENFORCEMENT.**

All persons engaged in any type of illegal activity or behavior that may cause harm to property or persons that happens on or in relation to West Valley Community Campus property will be reported to Yamhill County's Sheriff Department and follow due process at the discretion of law enforcement.

WVCC will respond to advice from the Yamhill County's Sheriff Department, community members, and/or legal council in order to decide upon consequences and charges pressed for any crimes.

**DISCIPLINARY MEASURES**

WVCC disciplinary measures will be imposed upon anyone whose behavior affects the West Valley Community Campus's pursuit of its mission, shows a disregard for members of the community, or endangers property or persons on property owned or controlled by WVCC.

The following disciplinary measures will be at the discretion of the West Valley Community Campus Executive Director and/or Board of Directors:

- Verbal warning to cease behavior;
- Written warning to cease behavior;
- Removal from activity or campus property;
- Ban from activity or campus property;
- Volunteer Service in order to regain good standing with West Valley Community Campus;
- Requesting reimbursement for behavior; AND/OR
- Filing of legal claims or charges in regards to behavior.

*For any questions or concerns regarding the Security and Safety Policy, please contact us at [info@westvalleycommunitycampus.org](mailto:info@westvalleycommunitycampus.org) or (503) 929-4037.*