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# 2021 Annual Security Report





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## Title IX

ACHS complies with Title IX of the Education Amendments of 1972, a federal law that prohibits sex discrimination in education, including but not limited to all forms of sexual harassment and sexual violence. Any person who files a complaint or participates in an investigation is protected from retaliation to the full extent of the law.

Questions regarding Title IX may be referred to ACHS's Title IX Coordinator and/or to the U.S. Department of Education's Office for Civil Rights.

ACHS Title IX Coordinator: Brooke Pillsbury, ACHS Title IX Coordinator and Chief Operating Officer (tel: 503-244-0726, email: [TitleIX@achs.edu](mailto:TitleIX@achs.edu))

Office of Civil Rights: U.S. Department of Education, 400 Maryland Avenue, SW Washington, DC 20202-1100 (tel: 800-421-3481, email: [OCR@ed.gov](mailto:OCR@ed.gov))

## Background

American College of Healthcare Sciences (ACHS) has been educating industry leading holistic health professionals since 1978. Originally founded in New Zealand, the College has been based in Portland, Oregon since 1989 and is accredited by the Distance Education Accrediting Commission (DEAC), a U.S. Department of Education and Council for Higher Education Accreditation (CHEA) recognized accreditor.

ACHS is one of the few accredited holistic health colleges offering fully online graduate and undergraduate degrees, diplomas, certificates, and continuing education courses in integrative health fields, such as aromatherapy, herbal medicine, holistic nutrition, and wellness coaching. For more information about ACHS programs visit [www.achs.edu](http://www.achs.edu).

Our mission is to provide leadership in holistic health education through comprehensive professional online and on-campus education and high-quality natural products with a commitment to sustainable practices and principles. Through our mission, ACHS fosters competence, professionalism, and cooperation in holistic healthcare and works to preserve and share knowledge in natural medicine. We will achieve our objectives through a set of values that respect our students, customers, employees, suppliers and community, and to operate with integrity that is deserving of their trust.

ACHS is committed to providing a safe and secure environment for students, staff, faculty, and visitors. Please take a moment to review the information in this report on safety and security at ACHS. It is the responsibility of each and every one of us to report a crime, suspicious activity, or other emergencies on campus to the appropriate school official. A truly safe campus can only be achieved through the cooperation of all students, faculty, and staff.

## Preparing the Annual Disclosure of Crime Statistics

The Annual Security Report is prepared annually by the Chief Operating Officer to comply with the Jeanne Clery Disclosure of Campus Security and Crime Statistics Act. The Annual Security Report provides statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings, on property owned, leased, or controlled by ACHS, and the public property within or immediately adjacent to the institution's campuses. Crime statistics are collected directly from the Portland Police Bureau and the County of Hawaii Police Department. This report also includes ACHS policies and procedures regarding sexual and gender-based violence, alcohol and drugs, and maintaining a safe campus.

This publication is posted on ACHS's website by October 1 each year.<sup>[1]</sup> ACHS notifies all students, staff, and faculty of the URL to access the report via email. A copy of this report can be obtained online at <https://www.achs.edu/consumer-disclosures>. All current or prospective students, staff, and faculty can obtain a paper copy by calling 800-487-8839, by visiting the ACHS Campus, or by writing to:

ACHS, ANNUAL SECURITY REPORT REQUEST  
5005 S. Macadam Avenue  
Portland, OR 97239

## Procedure for Reporting Criminal Offenses

ACHS does not have campus police or a separate security department. For emergencies and crimes in progress on campus, calls should initially be made to local law enforcement by calling 911. All students, staff, and guests of ACHS are also encouraged to report emergencies and criminal activity, as well as suspicious persons, disruptive behavior, and accidents or issues not necessitating local law enforcement by contacting an emergency plan coordinator either via phone, email, or in person. (The full list of ACHS emergency plan coordinators is provided in the next section.)

When making your report of an incident, you will be asked to provide the following information:

1. Description of the incident
2. Date, time, and location of the incident
3. Description of the person(s) or vehicle(s) involved in the incident
4. Detail regarding who was notified about the incident

If you are the victim of a crime and do not want to pursue action within the ACHS system or the criminal justice system, you may still want to consider making a confidential report. With your permission, a designated emergency plan coordinator can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter

confidential, while taking steps to ensure the future safety of yourself and others. With such information, the college can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to 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 crimes statistics for the institution.

Note that ACHS does not have any officially recognized student organizations with off-campus locations, therefore, ACHS does not record criminal activity for students engaged in activities off-campus.

## Emergency Plan Coordinators

### 5940 Campus

- Erin Hallford, Facility & Purchasing Manager

### 5005 Campus

- Brooke Pillsbury, Chief Operating Officer
- Joel Strimling, Senior Student Advisor
- Amy Swinehart, Director of Alumni and Career Services

### Kona Campus

- Heather Baley, Senior Student Advisor

## Access to Campus Facilities

ACHS buildings and facilities are open to the public Monday through Friday, 8:30 a.m. to 5:30 p.m. local time and during special events. The college's buildings are secured during non-business hours. The after-hours locking procedure secures the building and is assured by use of a closing checklist. All ACHS campuses are secured with an alarm when staff are not on-site. If an unauthorized individual is observed on ACHS premises, employees should immediately notify their supervisor and/or a designated emergency plan coordinator.

Note ACHS does not have campus residences and does not offer any housing.

## Maintenance of Campus Facility Emergency Equipment

ACHS designates the following individuals responsible for inspection and maintenance of fire and emergency equipment:

- Brooke Pillsbury, Chief Operating Officer

- Tanja Kaneshiro, Executive Assistant to the President
- Joel Strimling, Senior Student Advisor
- Heather Baley, Senior Student Advisor

Staff and students can assist by promptly reporting security and safety concerns.

## Timely Warning Notice Procedures

To help prevent crimes or serious incidents, ACHS issues Timely Warnings (called Campus Safety Alerts) to notify community members about certain crimes on campus or in property owned or controlled by ACHS that represents a serious or continuing threat to the community.

Members of the community who know of a crime or other serious incident should report that incident as soon as possible to the college president, chief operating officer (COO), or a designated emergency plan coordinator so that a Campus Safety Alert can be issued.

Campus Safety Alerts are usually distributed for the following Uniformed Crime Reporting Program / National Incident Based Reporting System classifications: major incidents of arson, criminal homicide, and robbery.

Cases of aggravated assault and sex offenses are considered on a case-by-case basis, depending on the facts of the case and the information known. For example, if an assault occurs between two students who have a disagreement, there may be no ongoing threat to other ACHS community members and a Campus Safety Alert would not be distributed. In cases involving sexual assault, they are often reported long after the incident occurred, thus there is no ability to distribute a “timely” warning notice to the community.

Sex offenses will be considered on a case-by-case basis depending on when and where the incident occurred, when it was reported, and the amount of information known. The COO or their designee reviews all reports to determine if there is a serious or continuing threat to the community and if the distribution of a Campus Safety Alert is warranted. A Campus Safety Alert may also be posted for other crime classifications, as deemed necessary.

The COO or their designee is responsible for writing the Campus Safety Alerts and they are forwarded to the President for review and approval if time allows. Once approved, the COO or their designee sends the alert to the ACHS community using the campus alert systems. Alerts may be sent by email, text, or made by phone depending on the circumstances. Email alerts are sent to all staff via the email address [achsstaff@achs.edu](mailto:achsstaff@achs.edu) and to all faculty via [achsfaculty@achs.edu](mailto:achsfaculty@achs.edu). ACHS specializes in online education, therefore, students primarily study at a distance. Any students on-campus are supervised by an ACHS staff or faculty member at all times. In the event students are on-campus when a campus safety alert is



triggered, the supervising staff or faculty member will inform the student. Emergency plan coordinators are also trained to check all restrooms in the event of an evacuation.

## Safety and Security

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards. Additionally, training is provided to employees when responsibilities change or new employees are hired or transferred.

Staff receive crime and safety awareness reminders frequently via the “#safety” channel on the college’s instant messaging service. Additionally, the Safety Committee provides pertinent updates during staff meetings and following their reviews which occur three times per year.

All on-campus students receive safety training and crime prevention information during their first class sessions. During this time, emergency procedures are reviewed, crime and safety awareness reminders are disseminated, and crime prevention tips are discussed.

A common theme of all safety trainings is to encourage staff and students to be aware of their responsibility for their own security and the security of others. ACHS provides the following general security guidelines for all staff and students:

- Outside of general college hours, or if you are in the building alone, keep the external doors locked.
- Keep lights on for safety in the parking lot.
- Lock rooms that are not being used to avoid anyone being able to hide in them.
- If you see anyone in the building that you do not know, ask them if you can help or who are they here to see.
- You have the authority to ask anyone to leave the premises and to call the police or emergency services at any time when you feel threatened.

## Emergency Notification Procedures

To help prevent crimes or serious incidents, and to alert staff and on-campus students to emergency and/or weather-related closures, ACHS issues notifications with as little delay as possible. ACHS utilizes a combination of text message, telephone, email, and social media to send these alerts.

Alerts will be sent to staff and on-campus students enrolled in the current semester.

Additionally, notifications will be disseminated to the online student population if the situation interrupts the normal operations of the campus and/or administrative staff.



ACHS follows the closures of the Portland School System for snow days, ice, or other emergency closures unless otherwise notified by the COO or college president and follows similar procedures for the Kona campus, when warranted.

In the event of other emergency or dangerous situations posing an immediate threat to the safety of the 5005 or 5940 campuses, the COO and/or their designee is responsible for confirming the emergency and initiating the appropriate response. The COO and/or their designee may consult with outside resources, such as local government agencies, when making emergency determinations. The appropriate available staff member is responsible for performing these duties for the Kona campus.

The content of any notifications will be the responsibility of one or more emergency plan coordinators, in coordination with the COO or appropriate available staff member for the Kona campus. The COO or appropriate available Kona staff member will initiate the campus alert system(s), without delay, taking into account the safety of the community unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or contain, respond to, or otherwise mitigate the emergency.

In the event of an emergency or dangerous situation that poses an immediate threat to the safety of the campus community, community members will be given instructions using one of the communication systems or directly from a designated emergency plan coordinator. The instructions will most likely be to either evacuate the building and gather in a designated location or to “Shelter in Place,” locking/barricading doors and windows if necessary.

## Evacuation Procedures

Continuously lit exit signs designate escape routes, and a layout of the building, with clearly marked escape routes, is posted in each college department. At the Kona campus, there is only one exit through the front door due to the small size of the site.

The following steps are followed in the event of an evacuation:

1. If the alarm sounds, or if a supervisor, emergency plan coordinator, COO and/or president orders the evacuation of the building, everyone is instructed to remain calm, walk to the nearest exit, and leave the building immediately. Note: The nearest exit is indicated on the emergency evacuation map located in all campus offices and common areas.
2. If the evacuation situation allows, each person should retrieve his or her personal emergency preparedness kit and cell phone.
3. After leaving the building, everyone should proceed to the front of the building and meet in the safest designated meeting area (see next page). Everyone is advised not to

leave the area or return to the building and to follow supervisor and/or on-site manager's instructions.

4. In addition to exit signs, fire extinguishers are wall-mounted under red arrow labels. The fire extinguishers are also marked on the Emergency Action Plan Escape/Exit Routes map posted in each college department. It is every staff member's responsibility to know the location of the fire extinguishers and to learn how they work. The ACHS safety committee chair is responsible for ensuring the staff is trained in the operation of a fire extinguisher.

## Designated Meeting Place

### *Shipping & Production Facility*

- College parking lot at the 5940 campus
- In event the college parking lot is unsafe (i.e., there is debris, fire, or emergency vehicles blocking access), go directly to the secondary designated meeting place, which is the corner of S. Hood Avenue and S. Pendleton Street.

### *ACHS Main Campus*

- College parking lot at the 5005 campus
- In the event the college parking lot is unsafe (i.e., there is debris, fire, or emergency vehicles blocking access), go directly to the secondary designated meeting place, which is the parking lot just north of the campus at 4949 S. Macadam.

### *ACHS Kona Campus*

- Courtyard just outside campus
- In event the courtyard is unsafe, (i.e., there is debris, fire, or emergency vehicles blocking access), go directly to the secondary designated meeting place, which is the parking lot to the right of the building as you exit the front door.

## Shelter-in-Place Procedures

Sheltering in place provides protection from external hazards, minimizes the chance of injury, and/or provides the time necessary to allow for a safe evacuation. This should be done by selecting a small, interior room if possible, with no or as few windows as possible. When authorities issue directives to shelter in place, do not walk outdoors; take refuge indoors immediately.

A shelter-in-place order may be issued for several reasons:

- Active shooter
- Severe weather
- Hazardous materials

- Civil unrest
- Hostage situation
- Or any situation where it is best for you to stay where you are to avoid any outside threat

When this occurs:

- Remain CALM.
- Faculty should recommend to students and others to stay inside.
- Select a small interior room with no or as few windows as possible.
- Close and lock all windows, exterior doors, and any other openings that lead to the outside.
- Stay away from all windows and doors.
- If you are told there is danger of explosion, close the window shades, blinds, or curtains.
- Select interior room(s) above the ground floor and with the fewest windows or air vents.
- Room(s) should have adequate space for everyone to be able to sit down comfortably.
- Avoid overcrowding by selecting several rooms when necessary.

For severe weather and civil unrest:

- Stay inside and move away from windows.
- Close and lock all exterior doors and offices.
- For extreme weather, relocate to lower levels in the building.

### **Responding to an Active Shooter on Campus**

An active shooter is a person who appears to be actively engaged in killing or attempting to kill people. In most cases, active shooters use firearm(s), and there is no pattern or method to the selection of victims. These situations are dynamic and evolve rapidly, demanding immediate deployment of law enforcement resources to mitigate harm to innocent victims and stop the shooting.

If an active shooter is outside the ACHS building:

1. Proceed to a room that can be locked, close and lock all doors, and turn off all the lights.
2. Employees/students should get on the floor so that no one is visible from outside the room.
3. Call 911 to inform a dispatcher of what is happening and your location.
4. Remain in place until the police or the COO and/or president gives you the “all clear.” Unfamiliar voices may be the shooter attempting to lure victims from their safe place.
5. Do not respond to any voice commands until you can verify with certainty that the commands are being issued by a police officer or the COO and/or president.
6. For the Kona campus, rely on the manager on-site or a police officer.

If an active shooter is in the building with you or enters your work area:

1. Try to remain calm.
2. Determine if the room you are in can be locked and if so, follow the same procedure described above.
3. If your room cannot be locked, determine if there is a nearby location that can be secured and safely reached. Or, if you can, safely exit the building.
4. Call 911 and inform a dispatcher of what is happening and your location. Or, if you cannot speak, leave the line open so the dispatcher can listen to what is taking place.
5. If you decide to move from your current location:
  - a. Make sure you have an escape route and plan in mind.
  - b. Do not attempt to carry anything while fleeing.
  - c. Move quickly, keep your hands visible, and follow the instructions of any police officer you may encounter.
  - d. Do not attempt to remove injured people; leave wounded victims where they are and notify authorities of their location as soon as possible.
  - e. Do not try to drive off campus until advised it is safe to do so by police or campus administrators.

What to expect from responding police officers:

- Police officers responding to an active shooter are trained to proceed immediately to the area in which shots were fired or heard; their purpose is to stop the shooting as quickly as possible.
- First responding officers will normally be in teams of four; they may be dressed in regular patrol uniforms or they may be wearing external bulletproof vests, helmets, and other tactical equipment.
- First responding officers may be armed with rifles, handguns, pepper spray, or tear gas to control the situation.
- Remain calm and do as the officers tell you; do not be afraid of them.
- Put down any bags you may be carrying; keep your hands visible at all times.
- If you know the shooter's location, tell the officers.
- First responding officers will not stop to aid injured people; rescue teams (typically composed of other officers and emergency responders) will follow the first responding officers into secured areas to treat and remove injured people.
- Keep in mind that even once you have escaped to a safer location, the entire area is still a crime scene; usually, police will not allow anyone to leave until the situation is fully under control and all witnesses have been identified and questioned.
- Until you are released, remain at whatever assembly point authorities designate.

## Procedures for Testing Emergency Response and Evacuation Procedures

Emergency response and evacuation procedures are tested at least twice each year at all sites and are coordinated by the chair of the safety committee. Staff and on-campus students are not notified in advance of the testing.

The purpose of the evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. During the drill, occupants practice emergency procedures and familiarize themselves with the location of exits and evacuation routes. Additionally, drills ensure that designated emergency plan coordinators are familiar with their role in the emergency response and evacuation procedures. The drills are monitored by members of the safety committee to evaluate and make recommendations for improvement to established procedures. Documented records of emergency response and evacuation procedures are included within the safety committee meeting minutes and include a description of the exercise, the date, the time, and that the test was unannounced. The safety committee also maintains a log of all emergency training, drills, and exit light testing.

## **Criminal Activity at Off-Campus Locations of Student Organizations**

ACHS does not have any officially recognized student organizations with off-campus locations.

## **Alcohol and Substance Abuse Policy**

ACHS is committed to providing a drug-free, healthful, and safe learning environment for students. In accordance with federal, state, and local law, the illegal use, abuse, possession, manufacture, sale, transfer, or distribution of drugs by students and staff while on campus or at any ACHS-sponsored event is prohibited.

The possession or use of alcohol by students or staff on campus is also prohibited except when approved for an ACHS-sponsored event. In such instances, alcohol may not be served to, or consumed by any person who is under the age of 21 or any person who appears to be intoxicated.

In addition to penalties imposed under federal, state, and local law, students who are alleged to have violated this policy will be subject to ACHS's Student Code of Conduct disciplinary actions as outlined in the ACHS Program Catalog up to and including expulsion and referral for prosecution. Students should consult their local authorities for information regarding criminal and civil penalties related to the use of illicit drugs or alcohol abuse. Staff in violation of the ACHS Drug and Alcohol Policy may be subject to disciplinary action.

Staff and students with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their primary care physician or other local healthcare or mental health professional. Students experiencing instances of substance abuse are urged to seek assistance from local resources.

The ACHS Registrar's Office provides an annual distribution of information related to the ACHS Drug and Alcohol Use policies including:

- Prohibition of illegal use, abuse, possession, manufacture, sale, transfer or distribution of drugs by students while on campus or at any ACHS-sponsored event
- Possible legal sanctions under local, state, or federal law for the unlawful possession or distribution of illicit drugs and alcohol
- Health risks associated with the use of illicit drugs and the abuse of alcohol
- Information regarding resources for counseling, treatment, or rehabilitation services available to students
- Disciplinary sanctions for students that violate the ACHS Code of Conduct up to and including expulsion and referral for prosecution

This policy is reviewed biannually by the ACHS academic teams and board of directors.

## Sexual Offense and Sexual Harassment Policy <sup>[2]</sup>

ACHS is committed to maintaining an environment supportive of its educational mission and free of exploitation and intimidation. All forms of sexual offense and/or sexual harassment of students, prospective students, or employees, including but not limited to crimes of dating violence, domestic violence, sexual assault, and stalking is unacceptable conduct and will not be tolerated. ACHS enforces this policy through internal disciplinary and grievance procedures and encouragement of external prosecution through the appropriate law enforcement officials.

### Sexual Offense Definition

Sexual offenses covered under the college's policy include any sexual act directed against another person forcibly and/or against that person's will, or not forcibly or against that person's will where the victim is incapable of giving consent due to his/her youth or temporary or permanent mental or physical incapacity.

### Sexual Harassment Definition

Sexual harassment includes unwelcome sexual flirtations, advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of an individual, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, a display in the school of sexually suggestive objects or pictures, sexually explicit or offensive jokes, physical assault and other verbal, visual, or physical conduct of a sexual nature, domestic violence, dating violence, sexual assault, and stalking.

### Dating Violence Definition

Dating/relationship violence is defined as violence committed by a person who is, or has been in a social relationship of a romantic or intimate nature with the victim, and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

### **Domestic Violence Definition**

Domestic violence includes asserted violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant, person similarly situated under domestic or family violence law, or anyone else protected under domestic or family violence law. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound.

### **Sexual Assault Definition**

Sexual assault is any type of sexual contact or behavior that occurs without the explicit consent of the recipient.

Falling under the definition of sexual assault are:

- Attempted rape
- Rape, forcible sodomy, or forcible sexual penetration, however slight, of another person's anal or genital opening
- Touching of an unwilling person's intimate parts (defined as genitalia, groin, breast, or buttocks, or clothing covering them)
- Forcing an unwilling person to touch another's intimate parts

### **Stalking Definition**

Stalking is a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear.

Examples of stalking may include, but are not limited to:

- Repeated unwanted, intrusive, and frightening communications from the perpetrator by phone, mail, and/or email
- Repeatedly leaving or sending victim unwanted items, presents, or flowers
- Following or lying in wait for the victim at places such as home, school, work, or recreation place
- Making direct or indirect threats to harm the victim, the victim's children, relatives, friends, or pets



- Damaging or threatening to damage the victim's property
- Harassing victim through the internet
- Posting information or spreading rumors about the victim on the internet, in a public place, or by word of mouth
- Obtaining personal information about the victim by accessing public records, using internet search services, hiring private investigators, going through the victim's garbage, following the victim, contacting victim's friends, family, work, or neighbors, etc.

### **Consent Definition**

Consent is an informed, freely given agreement, communicated by clearly understandable words or actions, to participate in any form of sexual activity. Consent cannot be inferred from silence, passivity, or lack of active resistance. Consent must be given by a person with the ability and capacity to exercise free will and make a rational, reasonable judgment.

A current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. It is the responsibility of the person who wants to engage in the sexual activity to ensure that s/he has consent of the other to engage in the activity.

Consent must be present throughout sexual activity and may be withdrawn at any time.

Consent cannot be obtained by the use of physical force, threats, intimidating behavior, or coercion. Having sexual activity with someone you know or should know is incapacitated is a violation of this policy.

### **Bystander Intervention and Risk Reductions**

ACHS students and staff members are provided with training that includes descriptions of safe and positive options for bystander intervention and risk reduction.

Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and acting to intervene.

ACHS encourages all members of its campus community to take a stand against sexual violence by being aware of their surroundings, recognizing when someone needs help, and acting when it is safe to do so.

Risk reduction strategies covered in staff and student trainings include having a clearly defined “plan” when entering situations that may increase risk, communicating clearly, watching out for others in the community, and diffusing heightening situations.

### **Reporting Sexual Assault and/or Sexual Harassment**

Any student, prospective student, or employee who feels that he or she is a victim of sexual assault or sexual harassment by any student, applicant, or employee should first get to a place of safety and obtain any necessary medical treatment. ACHS strongly encourages victims of sexual assault to report the incident to the police as soon as possible and if requested, ACHS will assist with notification of law enforcement. Victims of sexual assault should preserve all physical evidence. Time is a critical factor for evidence collection and preservation.

ACHS strongly encourages any victim to report the matter immediately to either their supervisor (if the victim is an employee), a designated emergency plan coordinator, and/or the President. ACHS makes every effort to ensure that all sexual assault and/or sexual harassment reports filed remain confidential. Please note that in some cases, disclosure may be required by law.

ACHS will provide victims of dating violence, domestic violence, sexual assault, or stalking with written documentation of their rights and options. Victims of a sexual assault or sexual harassment may request a change in their academic arrangements by contacting the dean of students. Changes will be made if feasible and reasonable to do so.

Disciplinary procedures and sanctions as outlined in the Student Code of Conduct (published in the ACHS Program Catalog) and Employee Handbook will be followed once charges are brought after an alleged sexual assault. Both the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary hearing. Disciplinary proceedings will include a prompt, fair, and impartial process from the initial investigation to the final result. The proceedings will be conducted by officials who receive annual training on issues related to dating violence, domestic violence, sexual assault, and stalking, and on how to conduct an investigation and hearing process that protects the safety of the victims and promotes accountability. In making its determination, the college will apply a preponderance of the evidence standard: in other words, whether it is more likely than not that a violation has occurred. Both the accuser and the accused have the same opportunity to have others present during any institutional disciplinary proceeding. Both parties will be informed of the results of any disciplinary proceedings conducted as a result of an alleged sexual assault and/or sexual harassment.

Sanctions for a finding of responsibility include, but are not limited to, expulsion, suspension, disciplinary probation, recommended counseling, and/or other educational sanctions. The hearing body will determine the sanctions, first considering whether expulsion (permanent removal) from the college is appropriate. While expulsion is the starting point for consideration, the hearing body has discretion to

decide that (a) different sanction(s) is (are) appropriate. Factors pertinent to the determination of what sanction applies include, but are not limited to, the nature of the conduct at issue, prior disciplinary history of the respondent (shared with a panel only upon a finding of responsibility for the allegation), previous college response to similar conduct, and college interests (e.g., in providing a safe environment for all).

## **Victims' Rights**

Reports of alleged sexual misconduct in violation of this policy may be supported by appropriate immediate interim measures coordinated by the Title IX coordinator and/or a designee. When appropriate, the college may provide interim measures prior to completion of its investigation.

Interim measures may be requested by the complainant and the respondent and may include the following:

- Assistance in transferring to another section of a course
- Assistance in arranging for incompletes, leaves, or withdrawal from campus
- Assistance in arranging for alternate ACHS employment arrangements
- "No contact" directive pending the outcome of the investigation; such a directive serves as notice to both parties that they must not have verbal, electronic, written, or third-party communication with one another

## **Sexual Offense Prevention and Awareness Programs**

ACHS provides all employees with annual sexual offense prevention and awareness training. All new employees are required to complete the training upon hire. Additionally, all employees are required to complete an annual training, typically conducted in the fall.

Sexual offense prevention and awareness trainings for employees are designed to help employees understand what constitutes sexual harassment and sexual violence and discusses Title IX, Clery Act, and other relevant legislation. The training provides employees with key policy and procedure information, an understanding of the employee's role in preventing and reporting sexual misconduct, and training on by-stander intervention.

All new students are required to complete sexual offense prevention and awareness training as part of the mandatory New Student Orientation program. Additionally, all students are provided with annual training, made available each fall in the online classroom environment.

Training for students is designed to build awareness of sexual misconduct definitions and regulations and to provide students with tools they can use to help prevent sexual assault, including training on bystander intervention. Additionally, students are provided with resources for filing complaints and reporting offenses.

Additional information about ACHS's Sexual Misconduct Policy can be viewed online at <https://achs.edu/sexual-misconduct-policy>.

### Resources for Sexual Assaults

National Child Abuse Hotline

1-800-422-4453

[www.childhelp.org](http://www.childhelp.org)

National Domestic Violence Hotline

1-800-799-7233, 1-800-787-3224 (TTY)

[www.thehotline.org](http://www.thehotline.org)

National Resources Rape, Abuse & Incest National Network

1-800-656-HOPE (4673)

<https://www.rainn.org/get-help/national-sexual-assault-hotline>

National Teen Dating Abuse Lifeline

1-800-273-8255

<https://www.loveisrespect.org/>

Call to Safety (formerly the Portland Women's Crisis Line)

503-235-5333

<https://calltosafety.org/>

Rape, Abuse, and Incest National Network (RAINN)

1-800-656-HOPE

<http://www.rainn.org>

Rape Victim Advocates

Multnomah County: 503-988-3222

Washington County: 503-846-8698

Clackamas County: 503-655-8616

Sexual Assault Resource Center—24 Hour Crisis Line

503-640-5311

[www.sarcoregon.org](http://www.sarcoregon.org)

The National Center for Victims of Crime

<http://www.victimsofcrime.org/>

YWCA Hawaii Island

24-hour sexual assault hotline: 808-935-0677

808-935-7141 (office), 808-935-5150 (fax)

[www.ywcahawaiiisland.org/](http://www.ywcahawaiiisland.org/)

## Campus Sex Crimes Prevention Act

The Campus Sex Crimes Prevention Act requires sex offenders already required to register in a state to provide notice, as required under state law, to each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. The act requires that state procedures ensure this registration information is promptly made available to law enforcement agencies with jurisdiction where the institutions of higher education are located and that it is entered into appropriate state records or data systems.

This act amends the Higher Education Act of 1965 to require institutions of higher education to issue a statement, in addition to other disclosures required under that Act, advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained.

This act amends the Family Educational Rights and Privacy Act of 1974 to clarify that nothing in that Act may be construed to prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders and requires the Secretary of Education to take appropriate steps to notify educational institutions that disclosure of this information is permitted.

To check registered sex offenders in Multnomah County go to:

<http://sexoffenders.oregon.gov>.

To check registered sex offenders in Hawaii, go to: <http://sexoffenders.ehawaii.gov/sexoffender/search.html>.

To check registered sex offenders in a state, see the State Sexual Offender Registry List section.

### State Sexual Offender Registry List

#### ALABAMA

Website: <https://www.alea.gov/node/270>

Phone Number: 334-353-1172

#### ALASKA

Website: <https://dps.alaska.gov/sorweb/>

Phone Number: 907-269-5767

#### ARIZONA

Website: [http://www.azdps.gov/Services/Sex\\_Offender/](http://www.azdps.gov/Services/Sex_Offender/)

Phone Number: 602-255-0611

#### ARKANSAS

Website: <http://www.acic.org/registered-sex-offenders>

Phone Number: 501-682-2222

#### CALIFORNIA

Website: <http://www.meganslaw.ca.gov/>

Phone Number: 916-227-4974

#### COLORADO

Website: <https://www.colorado.gov/apps/cdps/sor/>

Phone Number: 303-239-4222

#### CONNECTICUT

Website: [http://www.communitynotification.com/cap\\_office\\_disclaimer.php?office=54567](http://www.communitynotification.com/cap_office_disclaimer.php?office=54567)

Phone Number: 860-685-8060

#### DELAWARE

Website: <https://sexoffender.dsp.delaware.gov/?/Detail/00003714>

Phone Number: 302-739-5882

#### DISTRICT OF COLUMBIA

Website: <http://sexoffender.dc.gov/>

Phone Number: 202-727-4407

#### FLORIDA

Website: <https://offender.fdle.state.fl.us/offender/sops/home.jsf>

Phone Number: 888-357-7332

#### GEORGIA

Website: [http://state.sor.qbi.ga.gov/sort\\_public/SearchOffender.aspx](http://state.sor.qbi.ga.gov/sort_public/SearchOffender.aspx)

Email Link: [http://state.sor.qbi.ga.gov/sort\\_public/ContactUs.aspx](http://state.sor.qbi.ga.gov/sort_public/ContactUs.aspx)

#### HAWAII

Website: <http://sexoffenders.ehawaii.gov/sexoffender/welcome.html>

Phone Number: 808-587-3350

#### IDAHO

Website: [http://www.isp.idaho.gov/sor\\_id/](http://www.isp.idaho.gov/sor_id/)

Phone Number: 208-884-7305

#### ILLINOIS

Website: <http://www.isp.state.il.us/sor/>

Phone Number: 217-785-0653

#### INDIANA

Website: <http://www.icrimewatch.net/indiana.php>

Phone Number: 317-356-3633

IOWA

Website: <http://www.iowasexoffender.com/>

Phone Number: 515-725-6050

KANSAS

Website: <http://www.accesskansas.org/kbi/ro.shtml>

Phone Number: 785-296-2841

KENTUCKY

Website: <http://kspsor.state.ky.us/>

Phone Number: 202-227-8700

LOUISIANA

Website: <http://www.lsp.org/socpr/default.html>

Phone Number: 800-858-0551

MAINE

Website: <http://sor.informe.org/cgi-bin/sor/index.pl>

Phone Number: 207-624-7270

MARYLAND

Website: <http://www.socem.info/>

Phone Number: 410-653-5690

MASSACHUSETTS

Website: <http://www.mass.gov/eopss/agencies/sorb/>

Phone Number: 978-740-6400

MICHIGAN

Website: [http://www.communitynotification.com/cap\\_main.php?office=55242/](http://www.communitynotification.com/cap_main.php?office=55242/)

Phone Number: 517-241-1806

MINNESOTA

Website: <http://publicrecords.onlinesearches.com/Minnesota-Sex-Offender-Registration.htm>

Phone Number: 651-361-7340

MISSISSIPPI

Website: <http://state.sor.dps.ms.gov/>

Phone Number: 601-987-1540

MISSOURI

Website: <https://www.mshp.dps.missouri.gov/CJ38/searchRegistry.jsp>

Phone Number: 888-767-6747

MONTANA



Website: <https://app.doj.mt.gov/apps/svow/>

Phone Number: 406-444-2497

#### NEBRASKA

Website: <https://sor.nebraska.gov/>

Phone Number: 402-471-8647

#### NEVADA

Website: <http://www.nvsexoffenders.gov/>

Phone Number: 775-684-6262

#### NEW HAMPSHIRE

Website: <http://business.nh.gov/NSOR/search.aspx>

Phone Number: 800-735-2964

#### NEW JERSEY

Website: <http://www.njsp.org/sex-offender-registry/index.shtml>

Phone Number: 609-882-2000

#### NEW MEXICO

Website:

[http://sheriffalerts.com/cap\\_office\\_disclaimer.php?office=55290&fwd=aHR0cDovL2NvbW11bml0eW5vdGlmaWNhdGlvbi5jb20vY2FwX21haW4ucGhwP29mZmljZT01NTI5MA==](http://sheriffalerts.com/cap_office_disclaimer.php?office=55290&fwd=aHR0cDovL2NvbW11bml0eW5vdGlmaWNhdGlvbi5jb20vY2FwX21haW4ucGhwP29mZmljZT01NTI5MA==)

Phone Number: 505-827-9297

#### NEW YORK

Website: [http://www.criminaljustice.ny.gov/SomsSUBDirectory/search\\_index.jsp](http://www.criminaljustice.ny.gov/SomsSUBDirectory/search_index.jsp)

Phone Number: 800-262-3257

#### NORTH CAROLINA

Website: <http://sexoffender.ncsbi.gov/>

Email Link: <http://sexoffender.ncsbi.gov/contact.aspx>

#### NORTH DAKOTA

Website: <http://www.sexoffender.nd.gov/h>

Phone Number: 701-328-2210

#### OHIO

Website: [http://www.communitynotification.com/cap\\_main.php?office=55149](http://www.communitynotification.com/cap_main.php?office=55149)

Phone Number: 866-406-4534

#### OKLAHOMA

Website: <https://sors.doc.state.ok.us/svor/f?p=119:1:>

Email Address: [osor@doc.state.ok.us](mailto:osor@doc.state.ok.us)

#### OREGON

Website: <http://sexoffenders.oregon.gov/>

Phone Number: 503-378-3720

#### PENNSYLVANIA

Website: <http://www.pameganslaw.state.pa.us/>

Phone Number: 866-771-3170

#### PUERTO RICO

Website: <http://publicrecords.onlinesearches.com/Puerto-Rico-Sex-Offender-Registration.htm>

Phone Number: 787-729-2121

#### RHODE ISLAND

Website: <http://www.paroleboard.ri.gov/sexoffender/agree.php>

Phone Number: 401-462-0905

#### SOUTH CAROLINA

Website: [http://www.communitynotification.com/cap\\_main.php?office=54575](http://www.communitynotification.com/cap_main.php?office=54575)

Phone Number: 803-896-2601

#### SOUTH DAKOTA

Website: <http://sor.sd.gov/>

Phone Number: 605-773-3331

#### TENNESSEE

Website: <https://www.tn.gov/tbi/general-information/tennessee-sex-offender-registry.html>

Phone Number: 888-837-4170

#### TEXAS

Website: [https://www.dps.texas.gov/administration/crime\\_records/pages/sexoffender.htm](https://www.dps.texas.gov/administration/crime_records/pages/sexoffender.htm)

Phone Number: 855-481-7070

#### UTAH

Website: [http://www.communitynotification.com/cap\\_office\\_disclaimer.php?office=54438](http://www.communitynotification.com/cap_office_disclaimer.php?office=54438)

Phone Number: 801-495-7700

#### VERMONT

Website: <http://vcic.vermont.gov/sor>

Phone Number: 802-241-8727

#### VIRGINIA

Website: <http://sex-offender.vsp.virginia.gov/sor/>

Phone Number: 804-674-2825

#### WASHINGTON

Website: <http://www.icrimewatch.net/washington.php>

Phone Number: 360-486-2380

WEST VIRGINIA

Website: <https://apps.wv.gov/StatePolice/SexOffender/>

Phone Number: 304-746-2133

WISCONSIN

Website: <http://offender.doc.state.wi.us/public/>

Phone Number: 608-240-5830

WYOMING

Website: [http://www.communitynotification.com/cap\\_main.php?office=55699](http://www.communitynotification.com/cap_main.php?office=55699)

Phone Number: 307-777-7181

## Annual Disclosure of 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>

### 5005, 5940, and Kona Campuses

Offense	Year	On-Campus Property	On-Campus Student Housing	Non-Campus Property <sup>[3]</sup>	Public Property
Murder / Non-Negligent Manslaughter	2018	0	N/A	N/A	0
	2019	0	N/A	N/A	0
	2020	0	N/A	N/A	0
Negligent Manslaughter	2018	0	N/A	N/A	0
	2019	0	N/A	N/A	0
	2020	0	N/A	N/A	0
Rape	2018	0	N/A	N/A	0
	2019	0	N/A	N/A	0

	2020	0	N/A	N/A	0
Fondling	2018	0	N/A	N/A	0
	2019	0	N/A	N/A	0
	2020	0	N/A	N/A	0
Incest	2018	0	N/A	N/A	0
	2019	0	N/A	N/A	0
	2020	0	N/A	N/A	0
Statutory Rape	2018	0	N/A	N/A	0
	2019	0	N/A	N/A	0
	2020	0	N/A	N/A	0
Robbery	2018	0	N/A	N/A	0
	2019	0	N/A	N/A	0
	2020	0	N/A	N/A	0
Aggravated Assault	2018	0	N/A	N/A	0
	2019	0	N/A	N/A	0
	2020	0	N/A	N/A	0
Burglary	2018	0	N/A	N/A	0
	2019	0	N/A	N/A	0
	2020	0	N/A	N/A	0
Motor Vehicle Theft	2018	0	N/A	N/A	0
	2019	0	N/A	N/A	0
	2020	0	N/A	N/A	0
Arson	2018	0	N/A	N/A	0
	2019	0	N/A	N/A	0
	2020	0	N/A	N/A	0

Dating Violence	2018	0	N/A	N/A	0
	2019	0	N/A	N/A	0
	2020	0	N/A	N/A	0
Domestic Violence	2018	0	N/A	N/A	0
	2019	0	N/A	N/A	0
	2020	0	N/A	N/A	0
Stalking	2018	0	N/A	N/A	0
	2019	0	N/A	N/A	0
	2020	0	N/A	N/A	0
Arrests: Weapons - Carrying, Possessing, Etc.	2018	0	N/A	N/A	0
	2019	0	N/A	N/A	0
	2020	0	N/A	N/A	0
Disciplinary Referrals: Weapons - Carrying, Possessing, Etc.	2018	0	N/A	N/A	0
	2019	0	N/A	N/A	0
	2020	0	N/A	N/A	0
Arrests: Drug Abuse Violations	2018	0	N/A	N/A	0
	2019	0	N/A	N/A	0
	2020	0	N/A	N/A	0
Disciplinary Referrals: Drug Abuse Violations	2018	0	N/A	N/A	0
	2019	0	N/A	N/A	0
	2020	0	N/A	N/A	0

Arrests: Liquor Law Violations	2018	0	N/A	N/A	0
	2019	0	N/A	N/A	0
	2020	0	N/A	N/A	0
Disciplinary Referrals: Liquor Law Violations	2018	0	N/A	N/A	0
	2019	0	N/A	N/A	0
	2020	0	N/A	N/A	0

There were no reported hate crimes for the year 2020.

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[2] Please note this section reflects 2019 policies and procedures. Updated policies and procedures reflective of Title IX regulations effective August 14, 2020, can be viewed online at <https://achs.edu/sexual-misconduct-policy> and will be reflected in the institution's 2021 report.

[3] Non-campus property is defined as: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.