

Phagans School of Hair Design  
12000 SE 82<sup>nd</sup> Avenue Suite 4010  
Happy Valley, OR 97086  
503 652-2668  
[www.phagans.com](http://www.phagans.com)

2025 - 2026

ANNUAL SCHOOL SAFETY REPORT & SECURITY  
INFORMATION

# **FERPA**

## **(Family Educational Right and Privacy Act of 1974)**

### **What is FERPA?**

Similar to laws protecting employment and medical records, FERPA protects the privacy of all “education records” maintained by schools that receive Federal Financial Aid.

### **Student Rights under FERPA**

Students have the right to:

- Inspect and review their education records in a timely manner (within 45 days with written request)
- Amend records they believe are inaccurate or misleading
- Consent to disclosures of the personally identifiable information in their records
- File a complaint with the US Dept of Education if you feel your rights have been violated

### **Who can access student records without student consent:**

- Parents of a dependent student – students under 18
- School officials with legitimate educational interests
- Schools in which a student seeks or intends to enroll
- To Federal, State, and local *educational* authorities conducting an audit, evaluation, or enforcement of education programs
- Requests in connection with financial aid, such as a college loan
- Organizations conducting studies on behalf of *schools*
- A judicial order or subpoena (reasonable effort to notify)
- Cases involving a health or safety emergency
- State and local officials in connection with serving the student under the juvenile justice system.

### **Directory Information**

Phagans may disclose this type of information **without the written consent** of the student. However, the student can exercise the option to restrict the release of directory information by submitting a formal request to the school to limit disclosure.

- Name;
- Student identification number;
- Address;
- Dates of Attendance;
- Phone number and email address;
- Degree(s) awarded;
- Enrollment status;
- Major field of study.

### **Non-directory Information (PROTECTED INFORMATION)**

**Non-directory information must not be released to anyone, including parents of the student, without the prior written consent of the student.**

- Social security numbers;
- Race, ethnicity, and/or nationality;
- Gender
- Transcripts; grade reports

Phagans requires a written request to have transcripts sent to any third party as the privilege of privacy of this information is held by the student under FERPA.

For more information you can visit [www.ed.gov](http://www.ed.gov) or call 800-872-5327 or write to the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

# Phagans School of Hair Design

## Annual Security & Safety Report

[www.Phagans.com](http://www.Phagans.com)

This is our Annual Security and Safety Report. This report is to notify our Staff and Students of important safety information. We are required to distribute this report annually to our current and new Staff and Students by October 1<sup>st</sup>.

This Annual Security & Safety Report contains information on the following:

- Emergency and Evacuation Procedures
- Timely Warning Notification
- Emergency Procedures & Map
- Drug and Alcohol Policy & Sanctions
- Sexual Harassment Policy & Definitions
- Clery Campus Safety Reporting
- Crime Statistics
- Community and Safety Resources

Please notify these designated Staff members with any questions or concerns:

Barbara Climaldi – School Owner/Title IX Officer	503 652-2668 ext 681	
Marcy Sharpan – Financial Operations & Compliance	503 652-2668 ext 681	<a href="mailto:marcy@phagans.edu">marcy@phagans.edu</a>
Marquita Goldsby – Director of Education	503 652-2668 ext 661	<a href="mailto:marquita@phagans.edu">marquita@phagans.edu</a>

## **Emergency Notifications, Timely Warnings and Evacuation Procedures**

**At Phagans School of Hair Design the safety of our students and employees is our highest concern. In the event of hazardous weather or other emergencies Phagans will notify staff and students of any school schedule changes, school closures or emergency information.**

**While you are at school and in the event of an emergency or routine fire drill, please follow this procedure:**

- 1. Dial 911 in an emergency**
- 2. Dial Mall security at 503 653-6962 if needed**
- 3. Remain calm**
- 4. Walk, don't run. Do not attempt to retrieve your belongings**
- 5. Exit through the nearest exit door to the outside and proceed on the sidewalk South of Phagans past Dave & Buster's restaurant and wait for instructions.**
- 6. If you are with a client, help them with their evacuation. If you are performing a chemical service request assistance from an instructor.**

**While you are off campus and in the event of an emergency, hazardous weather, school schedule changes or closures Phagans will notify staff and students via the following sources:**

- 1. Phagan's Facebook page**
- 2. Phagan's website – [www.Phagans.com](http://www.Phagans.com).**
- 3. Television and local radio stations.**
- 4. Recorded phone message on the school's main number 503 652-2668.**

**Happy Valley location:**

**Upon exiting the building, assemble for roll call past Dave & Buster's restaurant located south of Phagans. Do not enter the school until a staff member notifies you that it is safe to do so.**

**In some cases, it may be necessary to assemble in another location or stay in the building depending on the nature of the emergency. Should a situation occur that may threaten the safety of our students and staff, you will be notified of alternative locations or emergency plans as needed.**

**Emergency drills will be conducted periodically. Please contact the Compliance Officer with any questions or concerns at 503 652-2668 ext 681.**

FRONT DESK & STAFF PROCEDURES DURING AN EMERGENCY

HAPPY VALLEY CAMPUS

CALL OR TEXT 911 TO REPORT EMERGENCY

FIRE

Assist all clients in the lobby outside  
Help direct students outside and to the space in front of Dave & Busters  
Do not allow students upstairs. Be firm about this.  
Use intercom to help get people outside  
Go upstairs to alert classrooms

ROBBERY

Give them anything they want!!

ACTIVE SHOOTER

Be Aware & be prepared – RUN HIDE FIGHT  
If evacuation is necessary meet at KOHLS parking lot near front doors at Clackamas Promenade  
Lock front doors first if possible  
Direct everyone to the back of the school, away from windows  
Use Dispensary/storage area EXIT if necessary  
Check classrooms and advise to stay in locked classroom unless directed otherwise

DISTURBANCE OUTSIDE BUILDING

Lock the front doors  
Call Security at 503 653-6962  
Direct everyone away from reception area

DISGRUNTLED CLIENT

CALL MANAGER  
Do not engage  
If client has aggressive behavior call security

MEDICAL EMERGENCY

Call Manager/Instructor  
Call 911 if necessary

IMPORTANT INFORMATION

CALL or TEXT 911 – when it is safe to do so  
MALL SECURITY 503 653-6962  
Phagans School of Hair Design 503 652-2668  
School Owner & Title IX Coord. Barbara Climaldi  
Compliance Marcy Sharpan

## **Annual School Safety Report & Security Information**

Phagans School of Hair Design is committed to the safety and security of our students and staff. In compliance with the “Jeanne Clery Campus Safety Act” we are required to prepare and distribute our safety and security policies and statistics annually.

Should you witness a crime or if you are a victim of a crime, please contact the police if necessary and when it is safe to do so. Dial 911 to report an emergency. To report a crime, emergency, harassment, or bullying at school please notify the School Owner or the Compliance Officer immediately. If they are unavailable, please notify any available staff member for assistance.

Phagans School of Hair Design encourages students and staff to report any crime or emergency to School Owner and/or the Compliance Officer and local law enforcement when the victim of such crime elects to or is unable to make such a report.

When Phagans School of Hair Design receives notice that a crime or qualifying incident may have occurred at school we will follow our standard procedure to investigate and protect the confidentiality of our students, employees and the standard of evidence when ever possible. However, the information and/incidents disclosed in confidence to employees may be required to be reported (including personally identifying details) to the Compliance Officer and law enforcement personnel if required.

The Stop Campus Hazing Act was signed into law in December 2024. This updates the name of the Jeanne Clery Campus Security Policy to “Jeanne Clery Campus Safety Act” Phagans School of Hair Design prohibits any act of hazing that is committed in the course of membership in a student organization.

To ensure the accurate and prompt reporting of all crimes or incidents, authorized school personnel may take a written statement from involved parties and witnesses for a reported emergency or qualifying incident. The written statements may be included as part of a written report and such statements may be used by authorized staff and local/state enforcement authorities for the purpose of any criminal apprehension and/or crime prevention. We may conduct private interviews as part of the investigation. Criminal incidents may also be reviewed by the institution’s administrative staff for the purpose of disciplinary action. School investigations are separate from any investigations that may be conducted by law enforcement. Please see our catalog for more information or contact the School Owner and/or the Compliance Officer.

On March 7, 2013, President Obama signed the Violence Against Women Reauthorization Act of 2013. In 2014, amendments were published and final regulations went into effect July 1, 2015. This Act requires eligible educational institutions to compile additional statistics for reported incidents of domestic violence, dating violence, sexual assault and stalking specifically. Such statistics shall not identify victims of crimes or persons accused

of crimes. In some cases, a reported incident may be removed from our statistics and deemed as “unfounded” by law enforcement officials or by authorized administrative personnel.

Phagans School of Hair Design prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking. Phagans School of Hair Design takes all reported incidents seriously and will follow school guidelines in the investigation and protection of victim confidentiality whenever possible to the extent permissible by law. Phagans School of Hair Design encourages victims or witnesses to report crimes on a voluntary and confidential basis. When the school receives notice of conduct which appears to be sexual harassment, dating violence, domestic violence, sexual assault or stalking we will follow our standard procedure to promptly investigate in a prompt, fair and impartial manner.

We will protect the rights and confidentiality of the accuser and the accused whenever possible. We will protect the standard of evidence that may be used during any official misconduct proceeding that may arise from an investigation. If it is determined that inappropriate conduct has been engaged in, appropriate action will be taken immediately using the school’s standard procedures. Such actions may range from counseling to termination of employment or enrollment and/or other actions taken by law enforcement if necessary. If applicable, the accuser and the accused will receive simultaneous written notification of any official meetings, proceedings (hearings whether formal or informal) results (conclusions or final report) or appeal procedures.

The Department of Education chose not to define “Consent” for Violence Against Women Act purposes. However, at a minimum schools recognize that consent is a voluntary agreement to engage in sexual activity; someone who is incapacitated cannot consent; past consent does not imply future consent; silence or an absence of resistance does not imply consent; consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another; consent can be withdrawn at any time; and coercion, force, or threat of either invalidates consent.

Phagans School of Hair Design prohibits any form of discrimination or threat to any individual’s safety based on race, gender, religion, national origin, sexual orientation, ethnic origin, gender identity, ethnicity or disability. Phagans School of Hair Design prohibits any form of retaliation, intimidation, threats, coercion, or discrimination against any individual for exercising their rights or responsibilities under these provisions.

Phagans School of Hair Design’s primary awareness and prevention programs to prevent domestic violence, dating violence, sexual assault and stalking, harassment, hazing and bullying, and to inform about safe and positive options for bystander intervention and risk reduction consist of written resources of where to get help and this information is available to all students and employees. We inform all current and new students and staff of our policies and information during orientation, annual notifications, posted information in student and staff areas, through periodic classes and distributed information during the

school year. Any student or employee who reports being a victim of dating violence, domestic violence, sexual assault or stalking is provided with resources and a written explanation of their rights and options, regardless of whether the offense occurred on campus.

The information provided includes where to find counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid if available, and other services available for victims. We will work with students or staff when necessary to assist in finding alternatives in changing academic, living, transportation and working situations, if requested by victims and if accommodations are reasonably available. We will attempt to assist victims regardless of whether they choose to report the crime to school authorities or local law enforcement.

Compliance with the above listed provisions does not constitute a violation of section 444 of the General Education Provisions Act (20 U.S.C 1232g), commonly known as the Family Educational Rights and Privacy Act of 1974 (FERPA)

As required under section 170101(j) of the Violent Crime Control and Law Enforcement Act of 1994 (42 U.S.C. 14071(j)), you may obtain information regarding registered sex offenders in your area by contacting [www.oregon.gov/osp](http://www.oregon.gov/osp).

For more information, please see our catalog and resource information or contact the School Owner and/or the Compliance Officer at the Happy Valley Campus at 503 652-2668 ext 681 or [Marcy@phagans.edu](mailto:Marcy@phagans.edu).

**BY FOLLOWING SOME BASIC SAFETY TIPS YOU MAY DECREASE YOUR CHANCES OF BEING A VICTIM OF CRIME...**

1. Personal safety begins with you. When walking on campus, be aware of who and what is around you. Try not to walk alone and avoid streets and secluded pathways or alleyways.
2. Avoid walking alone at night.
3. When walking to your vehicle, have your keys in hand.
4. Do not carry large amounts of cash.
5. Keep your motor vehicle in good running condition. Always lock your car and remove any packages and valuables. Try to park in lighted areas.
6. Do not leave books or personal property unattended.
7. Have emergency contacts in your phone.
8. Use the "buddy system" and watch out for your neighbor. If you see something, say something.

Phagans School of Hair Design takes the safety of our staff, students and patrons very seriously. We will continue to promote a safe educational environment.



## Drug and Alcohol Abuse Prevention Policy

**Phagans School of Hair Design does not allow students or employees to be impaired, use, possess, distribute, or sell drugs and/or alcohol before or during school hours.**

The US Department of Education requires all participating postsecondary institutions to establish a Drug and Alcohol Policy. In accordance with the guidelines set forth in the "Drug-Free Workplace Act of 1988" (PL 101-690) and the "Drug-Free Schools and Communities Act Amendments of 1989" (PL 101-226) Phagans is committed to providing a safe and healthy environment to all students, staff and patrons. Pursuant to Federal Rules and Regulations, Phagans has adopted and strictly enforces our policy regarding the use, possession, distribution, or selling of drugs and/or alcohol on school property.

Phagans is concerned about Drug and Alcohol use as it adversely affects employees and students and the ability to perform required tasks. The use of alcohol and/or drugs diminishes public safety and compromises the quality of services offered. Working in a career that consists of working with caustic chemicals and sharp implements requires students and staff to be alert and aware.

Some medications are prescribed and some drugs are legal (including pain killers, medical marijuana, and methadone maintenance) and some have been known to have side effects that can hinder student and staff performance. With the recent passage of Measure 91 and Oregon's Medical Marijuana Act, Phagans' policy remains in effect and unchanged. Although Measure 91 allows recreational marijuana use in Oregon Phagans does not allow employees or students to be impaired, use, possess, distribute, or sell marijuana on campus. Phagans' policy also applies to prescription drugs that can alter the ability to perform required hands-on tasks.

Phagans recognizes alcoholism and/or drug abuse as an illness or disorder and Phagans offers resources for help, but it is up to the employee or student to seek help. We strongly encourage you to seek additional information or seek treatment if you need it. We offer confidential assistance to employees or students seeking treatment. Please see the Director of Education or Compliance Officer for more information.

Drugs and/or alcoholism can cause serious health problems, some of the effects may include:

Drowsiness	Convulsions
Slurred Speech	Coma
Hallucinations	Overdose
Disoriented Behavior	Death

If an employee or student does not seek help and the problem in some way comes to the attention of the school, then disciplinary action may result. Phagans may impose sanctions on employees or students for violations of these standards of conduct. Disciplinary action can include any of the following:

Dismissed for the day	Suspension
Written Warning	Termination

Although Phagans has the above disciplinary policy, the school reserves the right to terminate anyone at any time depending on the nature of the violation and/or to protect the safety of our school. Phagans reserves the right to do random drug testing. Phagans will report criminal offenses and work with local law enforcement as required. In addition, there are numerous local, state, federal laws and legal sanctions which can be used to punish violators. Sanctions and penalties can range from fines, community service, suspensions, revocation and denial of driver's license, property seizure to imprisonment.

Also, a licensing board, commission, or agency may consider a criminal conviction or other conduct, if it relates to the licensed activity, when determining whether a person is fit to receive or hold a specific occupational license.

Thank you for abiding by Phagans Drug and Alcohol Abuse Prevention Policy.

### **Local Resources for Drug and Alcohol Abuse Prevention**

The Oregon Drug and Alcohol information  
Legacy Emanuel Hospital  
503-413-2673

Hooper Detoxification Stabilization Center  
503-238-2067

Providence Chemical Dependency Services  
503-574-9200

Serenity Lane  
(503) 244-4500

AA Information  
503 223-8569

Alcohol and Drug Treatment Referral  
800-454-8966

## **Clackamas County Minor in Possession Rules**

Clackamas County alcohol regulations are a combination of state laws enforced by the Oregon Liquor and Cannabis Commission (OLCC) and local county rules, which include county-specific liquor licensing for businesses in unincorporated areas, restrictions on alcohol in county parks, and local ordinances on underage possession and DUIs. For licensed businesses and deliveries, state laws apply, while the county handles licensing applications for businesses in unincorporated areas and enforces local public safety measures.

### **MIP - Alcohol or Marijuana**

A person under 21 years of age may not attempt to purchase, purchase or acquire alcoholic beverages and may not have personal possession of alcoholic beverages. Personal possession of alcoholic beverages includes the acceptance or consumption of a bottle of such beverages, or any portion thereof, or a drink of such beverage for a person under age 21.

A person under 21 years of age may not possess, attempt to purchase, or purchase a marijuana item. Purchasing a marijuana item includes accepting a marijuana item, and possessing a marijuana item includes consuming a marijuana item in the last 24 hours.

MIP is a class A violation with a penalty of presumptive fine of \$440 if a person under age 21 is operating a motor vehicle while in personal possession of alcoholic beverages or by possessing a marijuana item. The maximum fine is \$2,000.

MIP is a class B violation with a penalty of a presumptive fine of \$265 if a person is on foot or a passenger in a motor vehicle. The maximum fine is \$1,000.

### **Mandatory court appearance**

A citation for the offense of MIP requires you to personally appear before the Judge. Your first court appearance date and time is in on the face of the citation given to you by the police officer.

### **First conviction**

A fine will be ordered. If you were operating a motor vehicle, the sentence may include a one year suspension of driving privileges and your right to apply for a driver's license. The license suspension starts on the date of conviction. If you have a driver's license, the Judge will take your license in the courtroom and send it to the Oregon Department of Motor Vehicles (DMV). At the end of your license suspension period, you must contact DMV and

pay a reinstatement fee to get a new driver's license before you drive a vehicle or apply for your driver's license.

For a first offense, you will be eligible to reinstate your driving privileges 90 days after the suspension start date if you complete the following: the fine is paid in full; an education class is completed; a letter is submitted to the Judge stating what you have learned; and you contact the Court to request reinstatement of your driving privileges.

#### Second or subsequent conviction

A fine will be ordered. You will be required to undergo a diagnostic assessment. The evaluator will refer you to an information program or to a treatment program designed for counseling. You will pay for the cost of your assessment and the treatment program ordered. The sentence may include a one year suspension of driving privileges.

## ORS 471.430 Oregon Revised Statutes

Purchase or possession of alcoholic beverages by person under 21

entry of licensed premises by person under 21

Penalty

immunity

suspension of driving privileges

assessment and treatment

(1)A person under 21 years of age may not attempt to purchase, purchase or acquire alcoholic beverages. Except when a minor is in a private residence accompanied by the parent or guardian of the minor and with the parent's or guardian's consent, a person under 21 years of age may not have personal possession of alcoholic beverages.

(2)For the purposes of this section, personal possession of alcoholic beverages includes the acceptance or consumption of a bottle of alcoholic beverages, or any portion or a drink of alcoholic beverages. However, this section does not prohibit the acceptance or consumption by any person of sacramental wine as part of a religious rite or service.

(3)Except as authorized by rule or as necessitated in an emergency, a person under 21 years of age may not enter or attempt to enter any portion of a licensed premises that is posted or otherwise identified as being prohibited to the use of minors.

(a)Except as provided in paragraph (b) of this subsection, a person who violates subsection (1) or (3) of this section commits a Class B violation.

(b)A person commits a Class A violation if the person violates subsection (1) of this section by reason of personal possession of alcoholic beverages while the person is operating a motor vehicle as defined in ORS 801.360 ("Motor vehicle.").

(c)Notwithstanding ORS 153.018 (Maximum fines), if a person who violates subsection (1) or (3) of this section was under 18 years of age at the time of the violation, the court may not impose any fine for the violation.

(5)In addition to and not in lieu of any other penalty established by law:

(a)The court may order a person who violates subsection (1) of this section through misrepresentation of age to perform community service; and

(b)The court shall order, when a person violates subsection (1) of this section, that the person's driving privileges and right to apply for driving privileges be suspended pursuant to ORS 809.260 (Court-ordered suspension of driving privileges of juvenile) and 809.280 (Department procedures following court order of suspension or revocation). The court notification made to the Department of Transportation under this paragraph may include a recommendation that the person be granted a hardship permit under ORS 807.240 (Hardship permit) if the person is otherwise eligible for the permit.

(6)If a person cited under this section is at least 13 years of age but less than 21 years of age at the time the person is found in default under ORS 153.102 (Entry) or 419C.472 (Suspension of driving privileges) for failure to appear, in addition to and not in lieu of any other penalty established by law, the court shall issue notice under ORS 809.220 (Failure to appear) to the department for the department to suspend the person's driving privileges under ORS 809.280 (Department procedures following court order of suspension or revocation) (4).

(7)In addition to and not in lieu of any penalty established by law, the court may order a person who violates this section to undergo assessment and treatment as provided in ORS 471.432 (Examination for problem condition involving alcohol upon conviction). The court shall order a person to undergo assessment and treatment as provided in ORS 471.432 (Examination for problem condition involving alcohol upon conviction) if the person has previously been found to have violated this section.

(8)The prohibitions of this section do not apply to a person under 21 years of age who is acting under the direction of the Oregon Liquor and Cannabis Commission or under the direction of state or local law enforcement agencies for the purpose of investigating possible violations of laws prohibiting sales of alcoholic beverages to persons who are under 21 years of age.

(9)The prohibitions of this section do not apply to a person under 21 years of age who is acting under the direction of a licensee, an eligible business, as defined in ORS 471.521 (Definitions for ORS 471.521 to 471.537), or a third-party delivery facilitator, as defined in ORS 471.521 (Definitions for ORS 471.521 to 471.537), for the purpose of investigating possible violations by employees or agents of the licensee, eligible business or third-party delivery facilitator of laws prohibiting sales or deliveries of alcoholic beverages to persons who are under 21 years of age.

(a)A person under 21 years of age is not in violation of, and is immune from prosecution under, this section if:

(A)The person contacted emergency medical services or a law enforcement agency in order to obtain medical assistance for another person who was in need of medical assistance due to alcohol consumption and the evidence of the violation was obtained as a result of the person's having contacted emergency medical services or a law enforcement agency; or

(B)The person was in need of medical assistance due to alcohol consumption and the evidence of the violation was obtained as a result of the person's having sought or obtained the medical assistance.

## **SEXUAL HARASSMENT/SEXUAL VIOLENCE POLICY**

This policy of Sexual Harassment/Sexual Violence applies to all Phagans School of Hair Design employees and students, including faculty and professional staff, and other staff and students.

Phagans School of Hair Design takes allegations of sexual harassment/violence seriously and will respond promptly to complaints. Where it is determined that such inappropriate conduct has occurred, the college will act promptly to eliminate the conduct.

Please note that while this policy sets forth the College's goals of promoting a workplace that is free of sexual harassment, the policy is not designed or intended to limit the College's authority to discipline or take remedial action for workplace conduct which is unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment. The sexual harassment of students by College employees (faculty and staff) is also a violation of law and College policy and will be cause for disciplinary action.

The Equality Employment Opportunity Commission (EEOC), the legal definition for sexual harassment is this: sexual harassment means sexual advances, requests for sexual favors and verbal or physical conduct of a sexual nature when:

- a) Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or
- b) Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment. For purposes of this policy, senior faculty may be considered to be in a supervisory relationship with junior faculty. Faculty of all ranks may also be in supervisory relationship with staff and students.

While it is not possible to list all of the circumstances that may constitute sexual harassment, the following are some examples of conduct if unwelcome, may constitute sexual harassment depending upon the totality of the circumstances, including the severity of the conduct:

- Unwelcome sexual advances – whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies or prowess;

- Displaying sexually suggestive objects, pictures, cartoons;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- Inquiries into one's sexual experiences; and,
- Discussion of one's sexual activities.

All employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment or who has cooperated with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by the College.

### **Complaints of Sexual Harassment/Violence**

If any employee or student believes that he or she has been subjected to sexual harassment, the employee or student has the right to make sure of all the established procedures of the College, including the filing of a complaint in writing.

If an employee or student wishes to file a complaint, he or she may do so by contacting Barbara Climaldi at 503-652-2668. Barbara Climaldi is also available to discuss any concerns an employee or student may have and to provide information about the College's policy on sexual harassment and its complaint procedures under the employee's applicable Handbook or the student's Catalog.

### **Sexual Harassment Investigation**

When the College receives notice of conduct which appears to be sexual harassment, it will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in accordance with the College's customary procedure and in such a way as to maintain confidentiality to the extent practical under the circumstances and permissible by law. The investigation may, as appropriate, include private interviews with the person filing the complaint, with witnesses, and with the person alleged to have committed sexual harassment. When the investigation is completed, the person filing the complaint and the person alleged to have committed the conduct will be informed, to the extent appropriate, of the results of the investigation.

### **Appropriate Response/Disciplinary Action**

If it is determined that inappropriate conduct has been engaged in by an employee or student, appropriate action will be taken immediately, using the College's established procedures, to fulfill its obligation under the law to promote an environment that is free of sexual harassment. Such action may range from counseling to termination of the employment or enrollment, and may include such other forms of disciplinary actions as appropriate under the College's procedures.

## **Title IX & Sexual Harassment**

The following definitions will be used for reporting, investigating and resolving complaints of sex-based discrimination and/or misconduct.

Title IX is a federal civil rights law that protects students and employees from sex-based discrimination in education programs or activities.

Title IX defines sex-based discrimination as incidents of sexual assault, domestic violence, dating violence, stalking, as well as sexual harassment, when the harassment would be determined by a reasonable person to be so severe, pervasive and objectively offensive as to effectively deny a person's access to the College's education program or activity.

Sexual Harassment is unwelcome conduct of a sexual nature. Sexual harassment can include unwelcome sexual advances, requests for sexual favors or other verbal, nonverbal or physical conduct of a sexual nature where such conduct is sufficiently severe or pervasive that it has the effect, intended or unintended, of unreasonably interfering with an individual's work or academic performance or it has created an intimidating, hostile, or offensive environment and would have such an effect on a reasonable person.

Sexual harassment can also include quid pro quo harassment. In educational settings, quid pro quo sexual harassment is when a school employee explicitly or implicitly conditions a student's participation in an education program or activity or bases an educational decision on the student's submission to unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature. In employment settings, quid pro quo sexual harassment is when submission to unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature is made either explicitly or implicitly a term or condition of an individual's employment; or submission to or rejection of such conduct is used as a basis for employment decisions affecting an individual.

Sexual Assault means any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent.

Domestic Violence includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence includes 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 the relationship, and the frequency of interaction between the persons involved in the relationship.

Stalking means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

Designated Responsible Employee – Title IX Coordinator & College Management

Third Parties include, but are not limited to, volunteers, parents, visitors, service contractors or others engaged in College business, such as employees of businesses or organizations participating in cooperative programs with the College.

Reports of Sex-Based Discrimination or Misconduct Any designated responsible employee who has knowledge of conduct in violation of this policy involving a student, must immediately report their concerns to a Title IX Coordinator. A student may report concerns to a Title IX Coordinator or to an employee. The employee will promptly notify the appropriate Title IX Coordinator.

All employees who have knowledge of conduct involving an employee that may be in violation of this policy, must immediately report their concerns to the Title IX Coordinator

When a Title IX Coordinator has knowledge that sex-based discrimination has or may have occurred, an initial inquiry will be conducted.

Students and employees have a duty to participate in any inquiry and/or investigation.

Consent means clear and unambiguous agreement, expressed in mutually understandable words or action, to engage in a particular sexual activity. Whether valid consent has been given will be judged based upon what a reasonable person would have understood from such words or actions.

Consent must be voluntarily given and is not valid

If obtained by physical force, coercion or threat;

When a person is incapacitated; or

When an intellectual or other disability prevents a person from having the capacity to give consent.

Consent to engage in one sexual activity, or agreement to engage in a particular sexual activity on a prior occasion, cannot be presumed to constitute consent to engage in a different sexual activity or to engage again in a sexual activity. Consent can be withdrawn by either person at any point.

### Reporting an Incident

Deciding to make a formal report, either to the College or law enforcement, and choosing how to proceed afterward can be difficult decisions. The college supports and encourages prompt reporting of sexual assault, sexual harassment, domestic violence, dating violence and stalking. A report can be made by anyone who knows about an incident.

At the time a report is made, you don't need to know whether you wish to request any particular course of action, nor how to label what happened. Choosing to make a complaint, and deciding how to proceed after making the complaint, can be a process that unfolds over time.

## Oregon Law:

Oregon law provides the following definitions with respect to crimes of sexual assault and consent:

### ORS 163.355

Rape in the third degree

(1) A person commits the crime of rape in the third degree if the person has sexual intercourse with another person under 16 years of age.

(2) Rape in the third degree is a Class C felony.

### ORS 163.365

Rape in the second degree

(1) A person who has sexual intercourse with another person commits the crime of rape in the second degree if the other person is under 14 years of age.

(2) Rape in the second degree is a Class B felony.

### ORS 163.375

Rape in the first degree

(1) A person who has sexual intercourse with another person commits the crime of rape in the first degree if:

(a) The victim is subjected to forcible compulsion by the person;

(b) The victim is under 12 years of age;

(c) The victim is under 16 years of age and is the person's sibling, of the whole or half blood, the person's child or the person's spouse's child; or

(d) The victim is incapable of consent by reason of mental defect, mental incapacitation or physical helplessness.

(2) Rape in the first degree is a Class A felony.

### ORS 163.305

Definitions

As used in chapter 743, Oregon Laws 1971, unless the context requires otherwise:

(1) "Forcible compulsion" means to compel by:

(a) Physical force; or

(b) A threat, express or implied, that places a person in fear of immediate or future death or physical injury to self or another person, or in fear that the person or another person will immediately or in the future be kidnapped.

(2) "Mentally defective" means that a person suffers from a qualifying mental disorder that renders the person incapable of appraising the nature of the conduct of the person.

(3) "Mentally incapacitated" means that a person is rendered incapable of appraising or controlling the conduct of the person at the time of the alleged offense.

(4) "Oral or anal sexual intercourse" means sexual conduct between persons consisting of contact between the sex organs of one person and the mouth or anus of another.

(5) "Physically helpless" means that a person is unconscious or for any other reason is physically unable to communicate unwillingness to an act.

(6) "Sexual contact" means any touching of the sexual or other

intimate parts of a person or causing such person to touch the sexual or other intimate parts of the actor for the purpose of arousing or gratifying the sexual desire of either party.

(7) "Sexual intercourse" has its ordinary meaning and occurs upon any penetration, however slight; emission is not required. Oregon law provides the following definitions with respect to crime of stalking:

ORS 163.732

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

(a) The person knowingly alarms or coerces another person or a member of that person's immediate family or household by engaging in repeated and unwanted contact with the other person;

(b) It is objectively reasonable for a person in the victim's situation to have been alarmed or coerced by the contact; and

(c) The repeated and unwanted contact causes the victim reasonable apprehension regarding the personal safety of the victim or a member of the victim's immediate family or household.

(2)(a) Stalking is a Class A misdemeanor.

(b) Notwithstanding paragraph (a) of this subsection, stalking is a Class C felony if the person has a prior conviction for:

(A) Stalking; or

(B) Violating a court's stalking protective order.

ORS 163.730

Definitions for ORS 30.866 and 163.730 to 163.750

(1) "Alarm" means to cause apprehension or fear resulting from the perception of danger.

(2) "Coerce" means to restrain, compel or dominate by force or threat.

(3) "Contact" includes but is not limited to:

(a) Coming into the visual or physical presence of the other person;

(b) Following the other person;

(c) Waiting outside the home, property, place of work or school of the other person or of a member of that person's family or household;

(d) Sending or making written or electronic communications in any form to the other person;

(e) Speaking with the other person by any means;

(f) Communicating with the other person through a third person;

(g) Committing a crime against the other person;

(h) Communicating with a third person who has some relationship to the other person with the intent of affecting the third person's relationship with the other person;

(i) Communicating with business entities with the intent of affecting some right or interest of the other person;

(j) Damaging the other person's home, property, place of work or school;

(k) Delivering directly or through a third person any object to the home, property, place of work or school of the other person; or

(L) Service of process or other legal documents unless the other person is served as provided in ORCP 7 or 9.

(4) "Household member" means any person residing in the same residence as the victim.

(5) "Immediate family" means father, mother, child, sibling, spouse, grandparent, stepparent and stepchild.

Oregon law provides the following definitions with respect to domestic violence and dating violence:

ORS 135.230<sup>1</sup>

Definitions for ORS 135.230 to 135.290

As used in ORS 135.230 (Definitions for ORS 135.230 to 135.290) to 135.290 (Punishment by contempt of court), unless the context requires otherwise:

(1) "Abuse" means:

(a) Attempting to cause or intentionally, knowingly or recklessly causing physical injury;

(b) Intentionally, knowingly or recklessly placing another in fear of imminent serious physical injury; or

(c) Committing sexual abuse in any degree as defined in ORS 163.415 (Sexual abuse in the third degree), 163.425 (Sexual abuse in the second degree) and 163.427 (Sexual abuse in the first degree).

(3) "Domestic violence" means abuse between family or household members.

(4) "Family or household members" means any of the following:

(a) Spouses.

(b) Former spouses.

(c) Adult persons related by blood or marriage.

(d) Persons cohabiting with each other.

(e) Persons who have cohabited with each other or who have been involved in a sexually intimate relationship.

(f) Unmarried parents of a minor child.

ORS 90.100

Definitions

(7) "Domestic violence" means:

(a) Abuse between family or household members, as those terms are defined in ORS 107.705 (Definitions for ORS 107.700 to 107.735); or

(b) Abuse, as defined in ORS 107.705



## **Phagans School of Hair Design**

### **Campus Safety and Security at Postsecondary Education Institutions**

#### **2025 Crime Statistics Survey**

Phagans School of Hair Design is required by law to report certain criminal offenses to the Department of Education for campus safety reporting, which is then published to a website for students to review. The website is located at <http://ope.ed.gov/security/Search.asp>

You may also request to review the 2024 Campus Safety and Security survey in the Financial Aid or Admission office. Please ask a staff member if you would like to review the survey.

#### **Purpose of the Survey**

The U.S. Department of Education is committed to assisting schools in providing a safe environment for students to learn and staff to work and to keep parents and students well informed about campus safety. Data collected in this survey will be published by the Office of Postsecondary Education on the OPE Campus Security Statistics Web-site located at <http://surveys.ope.ed.gov/security>. The survey was authorized by Congress with the 1998 amendment to the Higher Education Act of 1965 (HEA) to help potential college students and parents research criminal offenses on college campuses.

This survey is authorized by law (P.L. 103-382) in accordance with paragraph 668.46 of the [Federal Register/Vol. 64, No. 210/Monday, November 1, 1999/Rules and Regulations.](#)

### Criminal Offenses-On Campus

	2022	2023	2024
Murder/non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft (do not include theft from a motor vehicle)	0	0	0
Arson	0	0	0

### Criminal Offenses-Public Property

	2022	2023	2024
Murder/non-negligent manslaughter	0	0	0
Manslaughter by Negligence	0	0	0
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft (do not include theft from a motor vehicle)	0	0	0
Arson	0	0	0

### VAWA Offenses-On Campus

	2022	2023	2024
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

### VAWA Offenses-Public Property

	2022	2023	2024
Domestic Violence	0	0	0
Dating Violence	0	0	0
Stalking	0	0	0

### Arrests-On Campus

	2022	2023	2024
Weapons: Carrying, Possessing, etc	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

### Arrests-Public Property

	2022	2023	2024
Weapons: Carrying, Possessing, etc	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

### Disciplinary Actions-On Campus

	2022	2023	2024
Weapons: Carrying, Possessing, etc	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

### Disciplinary Actions-Public Property

	2022	2023	2024
Weapons: Carrying, Possessing, etc	0	0	0
Drug Abuse Violations	0	0	0
Liquor Law Violations	0	0	0

### Total Unfounded Crimes

	2022	2023	2024
	0	0	0



Hate Crimes-On Campus 2022

Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	National Origin
Murder/Nor	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory Ra	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehic	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assa	0	0	0	0	0	0	0
Larceny-the	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction,	0	0	0	0	0	0	0

Hate Crimes Public Property 2024

Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	National Origin
Murder/nor	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory Ra	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehic	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assa	0	0	0	0	0	0	0
Larceny-the	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction,	0	0	0	0	0	0	0

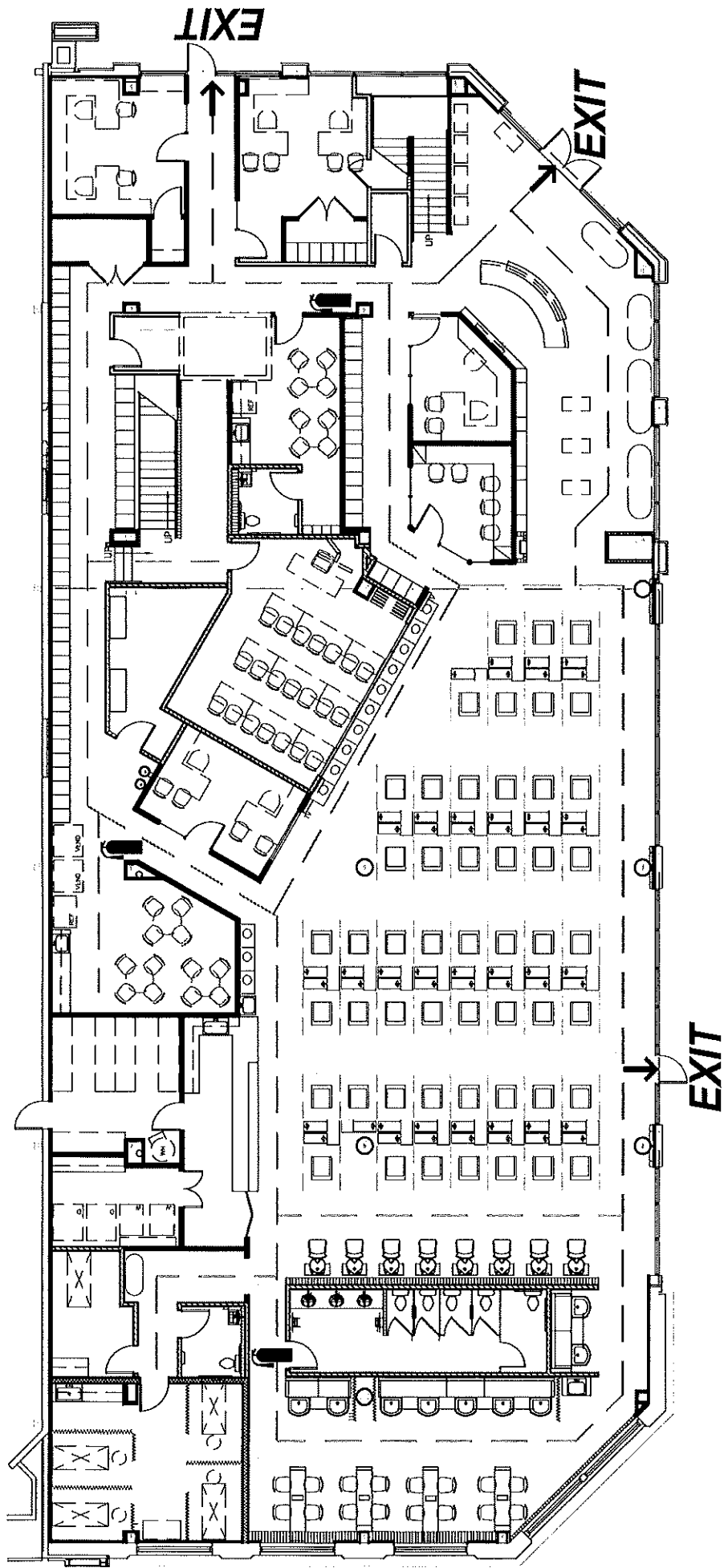
Hate Crimes Public Property 2023

Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	National Origin
Murder/non	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory Ra	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehic	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assa	0	0	0	0	0	0	0
Larceny-the	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/	0	0	0	0	0	0	0

Hate Crimes Public Property 2022

Total	Race	Religion	Sexual Orientation	Gender	Disability	Ethnicity	National Origin
Murder/non	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0
Statutory Ra	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0
Aggravated	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehic	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0
Simple Assa	0	0	0	0	0	0	0
Larceny-the	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0
Destruction/	0	0	0	0	0	0	0

# LOWER LEVEL EMERGENCY EVACUATION PLAN



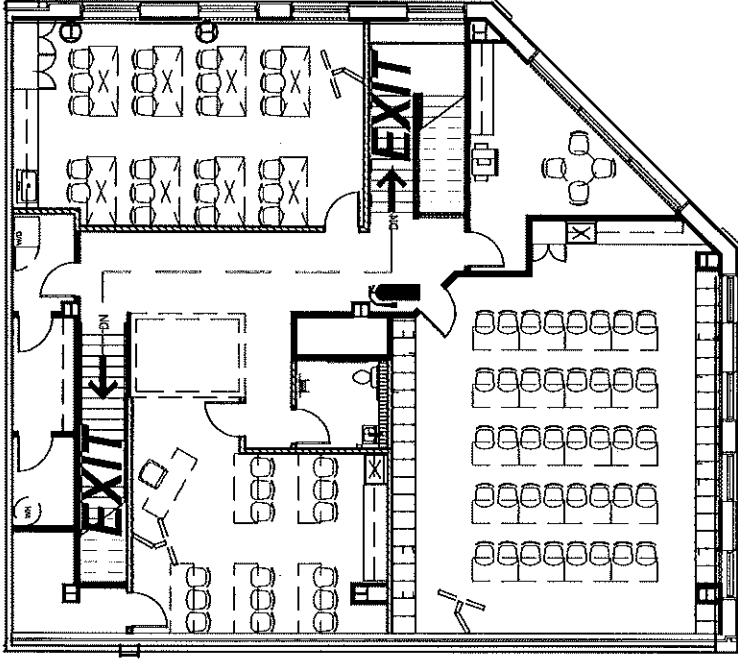
PHAGANS SCHOOL OF HAIR DESIGN - BUILDING D - LOWER LEVEL

SCALE: 1/16" = 1'-0"

## LEGEND

-  FIRE EXTINGUISHER
-  EXIT ROUTE



# UPPER LEVEL EMERGENCY EVACUATION PLAN



PHAGANS SCHOOL OF HAIR DESIGN - BUILDING D - UPPER LEVEL

SCALE: 1/16" = 1'-0"

## LEGEND

-  FIRE EXTINGUISHER
-  EXIT ROUTE

## **Active Shooter / Active Threat: What You Can Do**

An active shooter or active threat is an individual(s) actively engaged in killing or attempting to kill people in a confined and populated area. Assailants may use firearms, knives, or even vehicles. In most cases, there is no pattern or method to their selection of victims.

The information below outlines strategies for prevention, preparedness, and response. These safety tips and guidelines are not all inclusive, but if understood, reviewed periodically, and trained when feasible, they can increase your chances of surviving.

### **Response**

Since every incident varies, you should be flexible in determining which strategy works best in that specific situation. You must determine your best course of action. This should be based on your knowledge and assessment of the circumstances (e.g., proximity to the event, actions of the shooter, available escape options and your individual capacity).

#### **Run or Evacuate:**

Have an escape route planned

Leave your belongings behind.

Move rapidly and deliberately, utilizing chairs, desks, and other objects to conceal your movement and provide protection if necessary until you reach a safe place.

Depending on location, consider exiting through windows. Have someone watch the door as you get as many out the windows (ground floor) as calmly and quietly as possible.

#### **Hide or Barricade:**

If possible, lock the door. If the door has no lock and the door opens in, use heavy furniture or other items to barricade the door

If possible, darken the room

Be low and silent, including putting cell phones on quiet or vibrate

#### **Fight:**

Act aggressively and attempt to incapacitate the assailant

Find something to use as a weapon (chair, fire extinguisher, etc)

## **When the Police Arrive:**

Remain calm and follow officers' instructions

Put down any items in your hands (i.e., bags, jackets)

Immediately raise hands and spread fingers

Keep hands visible at all times

Avoid quick movements toward officers such as attempting to hold on to them for safety

Avoid pointing, screaming or yelling

Do not stop to ask officers for help or direction when evacuating

**Always notify the police department as soon as it is safe to do so. Call 911 when safe to do so.**

## **Resource Numbers**

Police, Fire, Medical – 911

Clackamas County Dispatch 503 655-8211

Call To Safety - Formally the Portland Women's Crisis Line - 503-235-5333

Multnomah County Crisis Line - 503-988-4888

Washington County Crisis Line - 503-291-9111

Portland Oregon Poison Control Center - 1-800-222-1222

Police Information Line - 503-823-4633

### **When law enforcement arrives:**

- Remain calm and follow instructions
- Drop items in your hands (e.g., bags, jackets)
- Raise hands and spread fingers
- Keep hands visible at all times
- Avoid quick movements toward officers, such as holding on to them for safety
- Avoid pointing, screaming or yelling
- Do not ask questions when evacuating

### **Information to provide to 911 operations:**

- Location of the active shooter
- Number of shooters
- Physical description of shooters
- Number and type of weapons shooter has
- Number of potential victims at location

### **For questions or additional assistance contact:**

Your local law enforcement authorities or FBI Field office :



Department of Homeland Security  
3801 Nebraska Ave, NW  
Washington, DC 20528



# ACTIVE SHOOTER EVENT

## QUICK REFERENCE GUIDE

An "active shooter" is an individual who is engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims.

- Victims are selected at random
- Event is unpredictable and evolves quickly
- Knowing what to do can save lives



## ACTIVE SHOOTER EVENTS

When an Active Shooter is in your vicinity, you must be prepared both mentally and physically to deal with the situation.

**You have three options:**

### 1 RUN

- Have an escape route and plan in mind
- Leave your belongings behind
- Evacuate regardless of whether others agree to follow
- Help others escape, if possible
- Do not attempt to move the wounded
- Prevent others from entering an area where the active shooter may be
- Keep your hands visible
- Call 911 when you are safe

### 2 HIDE

- Hide in an area out of the shooter's view
- Lock door or block entry to your hiding place
- Silence your cell phone (including vibrate mode) and remain quiet

### 3 FIGHT

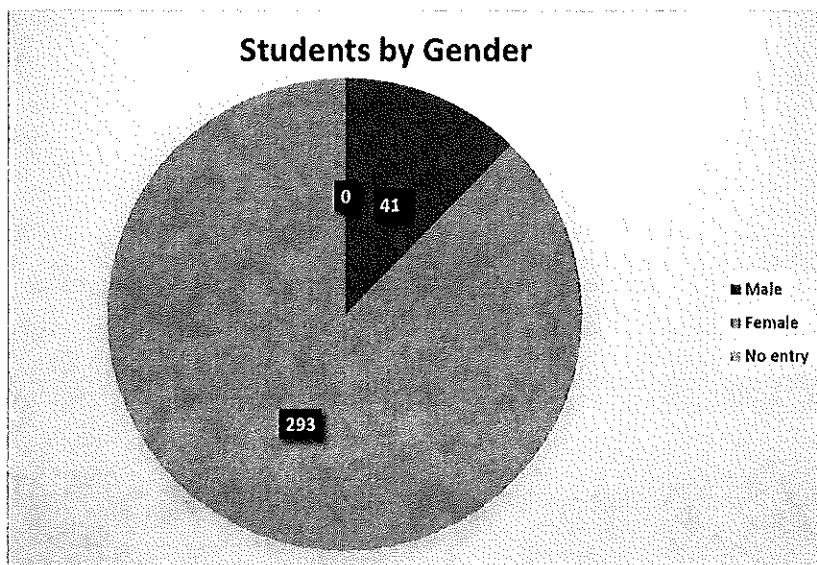
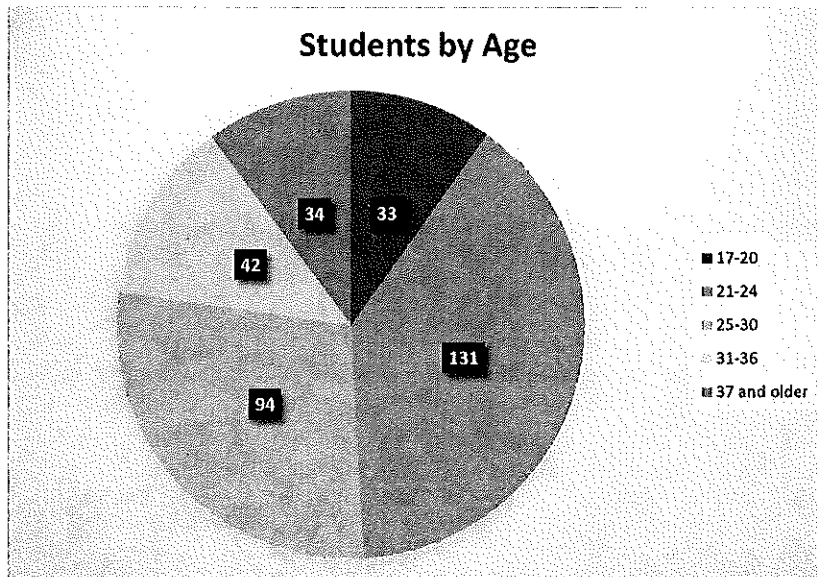
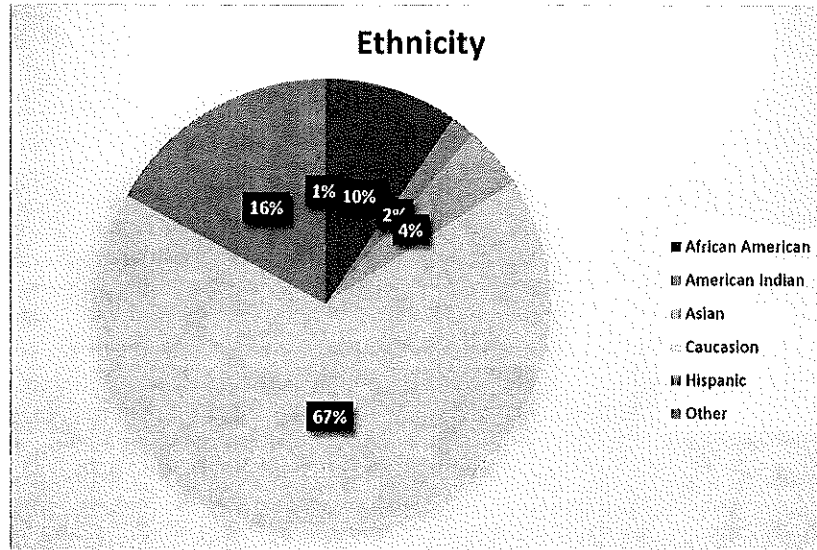
- Fight as a last resort and only when your life is in imminent danger
- Attempt to incapacitate the shooter
- Act with as much physical aggression as possible
- Improvise weapons or throw items at the active shooter
- Commit to your actions . . . your life depends on it

The first officers to arrive on scene will not stop to help the injured. Expect rescue teams to follow initial officers. These rescue teams will treat and remove injured.

Once you have reached a safe location, you will likely be held in that area by law enforcement until the situation is under control, and all witnesses have been identified and questioned. Do not leave the area until law enforcement authorities have instructed you to do so.



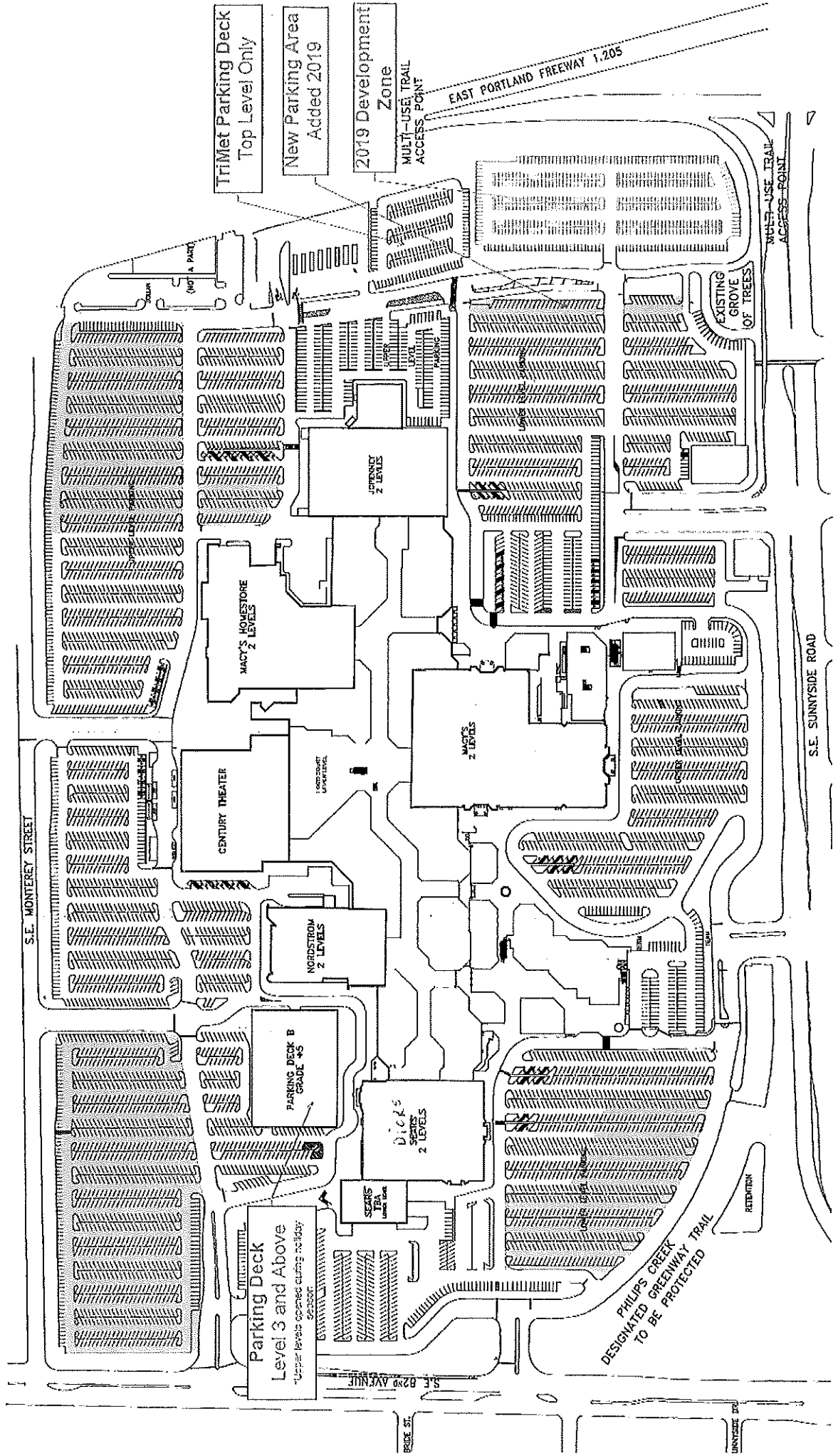
Phagans School of Hair Design Demographics and Diversity Report  
Full-time Undergraduate Students Enrolled Any time Between 7/1/2021-6/30/2022



# CLACKAMAS TOWN CENTER

## EMPLOYEE PARKING MAP

Approved employee parking is in the shaded fields.  
 Please contact the Management Office with any concerns at (503) 653-6613.





# Oregon Voter Registration Card



## you may use this form to

- register to vote
- update your information

**1** Print with a black or blue pen to complete the form.

**2** Sign the form.

**3** Mail or drop off the form at your County Elections Office.

Your County Elections Office will mail you a Voter Notification Card to confirm your registration.

## 1 oregonvotes.gov

1 866 673 8683  
*se habla español*

TTY 1 800 735 2900  
*for the hearing impaired*

## information disclosure

Information submitted on an Oregon Voter Registration Card is public record. However, information submitted in the Oregon Driver's License section is, by law, held confidential.

## assistance

If you need assistance registering to vote or voting please contact your County Elections Official. See reverse for contact info.

If you are not yet 18 years of age, you will not receive a ballot until an election occurs on or after your 18th birthday.

The deadline to register to vote is the 21st day before an election.

Only registered voters are eligible to sign petitions.

## You must provide your valid Oregon Driver License, Permit or ID number.

A suspended Driver License is valid, a revoked Driver License is not valid.

If you do not have valid Oregon ID, provide the last four digits of your Social Security number.

If you do not have valid Oregon ID or Social Security number, provide a copy of one of the following that shows your name and current address.

## acceptable identification

- valid photo identification
- a paycheck stub
- a utility bill
- a bank statement
- a government document
- proof of eligibility under the Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) or the Voting Accessibility for the Elderly and Handicapped Act (VAEH).

## qualifications

Are you a citizen of the United States of America?  yes  no

Are you at least 16 years of age?  yes  no

**!** If you mark no in response to either of these questions, do not complete this form.

## personal information \*required information

last name\* \_\_\_\_\_ first\* \_\_\_\_\_ middle \_\_\_\_\_  
 Oregon residence address, city and zip code (include apt. or space number)\* \_\_\_\_\_  
 date of birth (month/day/year)\* \_\_\_\_\_ county of residence \_\_\_\_\_  
 phone \_\_\_\_\_ email \_\_\_\_\_  
 mailing address, including city, state and zip code (required if different than residence) \_\_\_\_\_

## Oregon Driver License/ID number

Provide a valid Oregon Driver License, Permit or ID:

I do not have a valid Oregon Driver License/Permit/ID. The last 4 digits of my Social Security Number (SSN) are:

X X X - X X -

I do not have a valid Oregon Driver License/Permit/ID or a SSN. I have attached a copy of acceptable identification.

## political party

- Not a member of a party
- Constitution
- Democratic
- Independent
- Libertarian
- No Labels
- Pacific Green
- Progressive
- Republican
- Working Families
- Other \_\_\_\_\_

**signature** I swear or affirm that I am qualified to be an elector and I have told the truth on this registration.

sign here \_\_\_\_\_ date today \_\_\_\_\_

**!** If you sign this card and know it to be false, you can be fined up to \$125,000 and/or imprisoned for up to 5 years.

## registration updates Complete this section if you are updating your information.

previous registration name \_\_\_\_\_ previous county and state \_\_\_\_\_  
 home address on previous registration \_\_\_\_\_ date of birth (month/day/year) \_\_\_\_\_



Secretary of State  
Salem OR 97310-0722

## County Elections Offices

<b>Baker County</b> 1995 3rd St, Ste 150 Baker City OR 97814-3365 541 523 8207	<b>Curry County</b> 94235 Moore St, Ste 212 Gold Beach OR 97444-9705 541 247 3297 or 877 739 4218	<b>Jackson County</b> 1101 W Main St, Ste 201 Medford OR 97501-2369 541 774 6148	<b>Linn County</b> PO Box 100 Albany OR 97321-0031 541 967 3831	<b>Tillamook County</b> 201 Laurel Ave Tillamook OR 97141-2311 503 842 3402
<b>Benton County</b> 4500 SW Research Way, 2nd Flr Corvallis OR 97333-1093 541 766 6756	<b>Deschutes County</b> 1300 NW Wall St, Ste 202 Bend OR 97703-1960 541 388 6547	<b>Jefferson County</b> 66 SE "D" St, Ste C Madras OR 97741-1739 541 475 4451	<b>Malheur County</b> 251 "B" St W, Ste 4 Vale OR 97918-1375 541 473 5151	<b>Umatilla County</b> 216 SE 4th St, Ste 18 Pendleton OR 97801-2699 541 278 6254
<b>Clackamas County</b> 1710 Red Soils Ct, Ste 100 Oregon City OR 97045-4300 503 655 8510	<b>Douglas County</b> PO Box 10 Roseburg OR 97470-0004 541 440 4252	<b>Josephine County</b> PO Box 69 Grants Pass OR 97528-0203 541 474 5243	<b>Marion County</b> PO Box 14500 Salem OR 97309-5036 503 588 5041 or 800 655 5388	<b>Union County</b> 1001 4th St, Ste D La Grande OR 97850-2100 541 963 1006
<b>Clatsop County</b> 820 Exchange St, Ste 220 Astoria OR 97103-4609 503 325 8511	<b>Gilliam County</b> PO Box 427 Condon OR 97823-0427 541 384 2311	<b>Klamath County</b> 305 Main St Klamath Falls OR 97601-6332 541 883 5134	<b>Morrow County</b> PO Box 338 Heppner OR 97836-0338 541 676 5604	<b>Wallowa County</b> 101 S River St, Ste 100 Enterprise OR 97828-1363 541 426 4543
<b>Columbia County</b> 230 Strand St St. Helens OR 97051-2040 503 397 7214 or 503 397 3796	<b>Grant County</b> 201 S Humbolt, Ste 290 Canyon City OR 97820-6186 541 575 1675	<b>Lake County</b> 513 Center St Lakeview OR 97630-1539 541 947 6006	<b>Multnomah County</b> 1040 SE Morrison St Portland OR 97214-2417 503 988 8683	<b>Wasco County</b> 511 Washington St, Rm 201 The Dalles OR 97058-2237 541 506 2530
<b>Coos County</b> 250 N Baxter St Coquille OR 97423-1875 541 396 7610	<b>Harney County</b> 450 N Buena Vista Ave, Ste 14 Burns OR 97720-1565 541 573 6641	<b>Lane County</b> 275 W 10th Ave Eugene OR 97401-3008 541 682 4234	<b>Polk County</b> 850 Main St, Rm 201 Dallas OR 97338-3179 503 623 9217	<b>Washington County</b> 2925 NE Alcock Dr, Ste 170 Hillsboro OR 97124-7523 503 846 5800
<b>Crook County</b> 300 NE 3rd St, Rm 23 Prineville OR 97754-1919 541 447 6553	<b>Hood River County</b> 601 State St Hood River OR 97031-1871 541 386 1442	<b>Lincoln County</b> 225 W Olive St, Ste 201 Newport OR 97365-3811 541 265 4131	<b>Sherman County</b> PO Box 243 Moro OR 97039-0243 541 565 3606	<b>Wheeler County</b> PO Box 327 Fossil OR 97830-0327 541 763 2374
				<b>Yamhill County</b> 414 NE Evans St McMinnville OR 97128-4607 503 434 7518