



# 2020

## SECURITY REPORT & POLICY



**Community HigherEd Institute**  
Corporate Office  
4242 South Sheridan Road  
Tulsa, Oklahoma 74145  
918.610.0027

### Campus Websites

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

[www.communitycarecollege.edu](http://www.communitycarecollege.edu)

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

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

# Table of Contents

<b>Security Report &amp; Policy 2020.....</b>	<b>4</b>
<b>Purpose</b>	
<b>Safety is Everyone’s Responsibility</b>	
<b>Campus Policies &amp; Procedures</b>	
<b>Weapons Policy.....</b>	<b>5</b>
<b>Purpose</b>	
<b>Prohibition</b>	
<b>Employee Reporting Responsibility</b>	
<b>Definitions</b>	
<b>Oklahoma Self Defense Act</b>	
<b>Emergency Response &amp; Evacuation Procedures.....</b>	<b>6</b>
<b>On Campus Notification</b>	
<b>Internal Campus Threat</b>	
<b>Code Panic Button</b>	
<b>Notification of Local Authorities</b>	
<b>Initiate the Notification</b>	
<b>System Contact Personnel on</b>	
<b>Campus Statement of</b>	
<b>Intention</b>	
<b>Procedures for Disseminating to the Larger</b>	
<b>Community Testing of Emergency Response</b>	
<b>Evacuation Procedure Organization In-House Testing</b>	
<b>of Evaluation Procedures</b>	
<b>Facilities Department.....</b>	<b>11</b>
<b>Property Manager</b>	
<b>Crime Reporting</b>	
<b>Security of and Access to Campus Facilities.....</b>	<b>12</b>
<b>Identification Badges</b>	
<b>Video Surveillance</b>	
<b>Parking Permits</b>	
<b>Intercom System</b>	
<b>EntraPass Card</b>	
<b>System Access Levels</b>	
<b>Crime Prevention.....</b>	<b>14</b>
<b>Personal Safety</b>	
<b>Guard Yourself</b>	
<b>Guard Your</b>	
<b>Belongings Guard</b>	
<b>Your Vehicle Theft</b>	
<b>Prevention General</b>	
<b>Tips Counseling</b>	
<b>Alcohol &amp; Drugs.....</b>	<b>16</b>

Health & Behavior Risks	
Alcohol Awareness	
Illegal Drugs	
<b>Sexual Harassment/Sexual Assault.....</b>	<b>18</b>
Notice of Non-Discrimination	
Prohibited Conduct/Definitions	
Definition of Sexual Harassment	
Forms of Prohibited Sexual Harassment	
Definition of Sexual Offenses	
Sexual Consent	
Violence Against Women Act	
Dating Violence	
Domestic Violence	
Stalking	
Training	
Reporting Options	
Initial Assessment	
Investigation	
Confidentiality	
Time Frame for Resolution	
Registered Sex Offenders	
Bystander Intervention	
Title IX Coordinator	
Resources	
<b>Active Shooter Employee Training.....</b>	<b>24</b>
Bomb Threats	
Exits	
Communications	
<b>Campus Crime Reports.....</b>	<b>25</b>
FBI Uniform Crime Reporting Definitions	
Definition of Categories	
State & Federal Crime Statistics by Campus	
City of Tulsa Area Crime Statistics	

# Security Report & Policy 2020

## *Purpose*

The Organization is committed to providing a safe and secure environment for students, faculty, staff, and visitors. This policy is intended to comply with the Campus Security Act of 1990, 20 U.S.C. Section 1092 (f), as amended, and regulations issued by the United States Department of Education (DoEd) pursuant to the Act and ACICS. Where the procedure conflicts with the Act or the regulations, the Act or the regulations will govern.

This Policy includes the new requirements imposed by the Violence Against Women Reauthorization Act (VAWA), effective March 7<sup>th</sup>, 2014 under the Campus Sexual Violence Act (SaVE Act) provision, section 304.

Questions regarding this policy and any procedures relating to it may be directed to the Facilities Manager, Chris Patuto, President Dr. Raye Mahlberg or Human Resources Director, Brenda Knox.

## *Safety is Everyone's Responsibility*

The cooperation and involvement of all faculty/staff and students is absolutely necessary. Employees and Students must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common-sense precautions. For example, although the campus is well-lighted, any person, male or female, may feel more comfortable asking for a campus escort when returning to his/her vehicle after dark.

Information regarding campus safety and security is available to all new employees upon hire and to students at orientation sessions each week.

## *Campus Policies & Procedures*

The Organization will enforce all state and federal laws including those pertaining to sexual harassment and the drug-free workplace act. State legislation specifically prohibits sexual harassment in employment and education. Sexual harassment is a form of illegal discrimination which is defined as “unwelcome sexual advances, requests for sexual favors and/or verbal or physical conduct of a sexual nature which has the effect of denying equal educational or employment opportunities.”

Student’s rights are protected under Title IX. It states “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

Students, faculty and staff who feel they have been subjected to sexual harassment should report this to the Title IV Committee, HR Director Brenda Knox or Compliance Director and Title IV Coordinator, Christina Stueart. For more information and support resources on this subject refer to the Student Orientation Manual or HR section of MCC.

The Organization will enforce all laws regarding the possession, use, and sale of alcoholic beverages, controlled substances and weapons. Use of alcoholic beverages on campus is prohibited. Illegal drugs, firearms, and dangerous weapons of any type are not permitted on campus. Students and or employees who violate these restrictions shall be subject to appropriate disciplinary action, up to and including suspension,

expulsion, or discharge, and shall be subject to criminal prosecution.

Suspicious activity, potential criminal actions, and other emergencies on campus can be reported by any student, faculty member, or employee to the Human Resources Department, President or Property Manager. Upon receipt the police are dispatched immediately to the scene if needed, and will make arrests if necessary. An incident report will be prepared by an assigned representative.

The Maintenance Department maintains the campuses and grounds with concern for safety and security. Maintenance staff/security guards inspect campus facilities regularly, promptly make repairs affecting safety and security, and respond immediately to reports of potential safety and security hazards, such as compromised windows and doors.

## Weapons Policy

### *Purpose*

The Organizations weapons Policy is to ensure the safety of the students, faculty, staff, and visitors to the campuses. The possession, storage or use of firearms, explosives or weapons of any type, is not permitted on campus. The Organization is committed to an environment where employees, students and visitors are at zero risk of involvement in workplace violence.

### *Prohibition*

Employees are prohibited from possessing or carrying a firearm while acting in the course and scope of their employment, either on or off Campus property, except as otherwise provided in this policy.

Any employee or student found to be in violation of this policy may be ordered to remove the weapon from the premises immediately, and will be subject to discipline up to and including termination for employees or expulsion for students. Any person violating this policy may be subject to arrest or criminal prosecution.

### *Employee Reporting Responsibility*

An employee with a reasonable basis for believing an individual is in possession of or carrying a firearm in violation of this policy has a responsibility to report the suspected act in a timely manner, unless doing so would subject the employee or others to physical harm. Reports should be made to the Campus Director, President or Human Resources. This policy shall not prohibit prompt notification to appropriate law enforcement authorities when an immediate threat to personal safety exists. Employees shall not make reports of a suspected violation knowing they are false or in reckless disregard of the truth.

### *Definitions*

**Firearm:** Any device that shoots a bullet, pellet, flare, tranquilizer, spear dart, paintball or other projectile, whether loaded or unloaded, including those powered by CO2. This includes, but is not limited to, guns, air guns, dart guns, pistols, revolvers, rifles, cannons, etc, and any ammunition for any such device.

**Weapon:** Any device that is designed to or traditionally used to inflict harm. This includes, but is not limited to: 1) firearms, slingshots, switchblades, daggers, blackjacks, brass knuckles, bows and arrows, hand grenades, hunting knives, nun-chucks, or throwing stars; 2) any object that could be reasonably construed as a weapon;

3) any object legally controlled as a weapon or treated as a weapon under the laws of the State of Oklahoma.

**Explosives:** Any chemical compound or mechanical mixture that contains any oxidizing and combustible units, or other ingredients, in such proportion, quantities or packing that an ignition by fire, friction, concussion, percussion, or detonator, or any part of the compound or mixture, may cause a sudden generation of highly heated gases that results in gaseous pressures capable of producing destructive efforts on contiguous objects or of destroying life or limb. This includes, but is not limited to, firecrackers, black powder, dynamite as well as detonating devices such as detonators, blasting caps, timers, incendiary wire and the like.

#### *Oklahoma Self-Defense Act*

No person in possession of any concealed/unconcealed handguns pursuant to the Oklahoma Self-Defense Act shall be authorized to carry the handgun into or upon Organization property, except as provided in this subsection.

Though the Organization strongly recommends that all firearms should be kept off campus, any person except a convicted felon, who has a valid concealed/unconcealed handgun license for a firearm, may keep their firearm in their locked vehicle, whether attended or unattended, provided the handgun is not removed from the locked vehicle.

## Emergency Response & Evacuation Procedures

---

The Organization has developed procedures to immediately notify our students, employees and visitors hereby known as “Campus Community”, upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the safety of our Campus Community.

Additionally, each facility is protected by several security measures, to include a controlled access system, video surveillance equipment, panic button, and a security alarm system with a 24 hour monitoring by Advance Alarms. Currently Advance Alarms (918-251-0644) service and repair the security system.

Through the Administration, the Campus Community is advised of the danger and what actions need to be taken to protect themselves from any immediate threat to their health and safety. Additionally a designated representative will notify local Law Enforcement to act in concert with Administration to maintain order, isolate any areas if needed and control and insure containment of any dangerous situations.

#### *On Campus Notification*

Upon confirmation of a significant emergency or dangerous situation, Administration will contact the Campus Community by using several methods, our current methods are: Intercom, Email, Text, Social Media, and phone.

#### *Panic Button*

The panic button is located under the front desk at each facility. Once the panic button has been activated, a signal is sent to Advance Alarms. A dispatcher from Advance Alarms will call the front desk to verify the nature of the emergency. Once the CRS at the front desk answers the phone the dispatcher will say “we had a panic alarm go off, is everything ok”. The Customer Relations Specialist will have to explain the nature of the

emergency, the dispatcher will ask for the proper code and name of the person calling. The proper code will be your building access code, if the personal does not provide the proper code or is not on the list, the dispatcher will say “thank you”, hang up and dispatch the Tulsa Police to the facility. If the front desk does not answer, Advance Alarm will dispatch the Tulsa Police to the facility and will continue to call the list.

*Notification of Local Authorities*

Depending on the nature of the problem, the Police Department, Fire Department and Ambulance service will be advised by Administration and or Front Desk Personnel of the nature and scope of the emergency (911). The President, Dr. Raye Mahlberg and or Facilities Manager, Chris Patuto will advise emergency personnel of location, any street closings, long- term functions or construction which may change routing and access strategies. The procedure for disseminating emergency information to the larger community will be through phone calls, emails or social media sites to emergency response groups, releases to the radio and newspaper, if applicable, will be accomplished through the President's office.

*Initiate the Notification System*

At any level of crisis, activation of the notification system is immediate, once there is confirmation of an emergency, and the nature and scope of that emergency have been determined. Campus Security/Maintenance personnel will contact the following people, the order depending on the nature of the threat and which population segments need to be notified.

Chris Patuto	Facilities Manager	918-344-9941
Bryan Jenkins	Network Administrator	214-263-2366
Dr. Raye Mahlberg	President	918-899-9096
Tony Muglia	OTC Automotive DH	918-638-3564
Pam Martin	CSC Campus Director	918-955-6963
Brenda Knox	HR Director	918-706-4475
Teresa Knox	Founder/Board Member	918-521-4678

*Statement of Intention*

It is the intention of the Organization to notify without delay the appropriate contact people and/or the appropriate authorities in the event that an emergency situation has arisen, which, by delaying notification, would worsen the situation and put a greater number of individuals in peril. It is the Organization's intention to initiate a notification system that will advise in an appropriate and timely manner the community that would be affected by the emergency, as determined by an ongoing assessment of the emergency. The content and means of notification will be appropriate to the potential severity and nature of the emergency. Selected administrators, faculty and Facilities personnel will be called on to make a determination about the nature of the emergency and in situations where the Tulsa community may be at risk, the Sheriff’s Department and Police Department will be called to make a determination on specific courses of action.

## *Procedures for Disseminating Emergency Information to the Larger Community*

From the office of the President, in conjunction with applicable Administration, the dissemination of the emergency situation will be sent by email/text and/or personal contact to the newspaper, radio station, Police and Fire Departments.

## *Testing of Emergency Response Evacuation Procedure*

The Engineering and Maintenance Department will conduct in-house testing of emergency evacuation procedures periodically. The Organization is in contact with Emergency Responders for the county as sanctioned by Homeland Security; and the Maintenance/Security Department's participation in any drills will consist of following instructions and coordinating equipment and supplies and other orders as directed by Emergency Personnel.

## *Organization In-House Testing of Evacuation Procedures*

Fire drills are performed periodically by the Engineering and Maintenance Department. This drill situation will be announced to all the academic and administrative personnel via the telephone page system or the overhead paging system. When the fire alarm system sounds employees, students and visitors will evacuate the building. **Do not use the elevator.** Employees, students and visitors will meet outside in these designated areas:

### ***Community Care College Campus***

#### **First Floor**

Front Desk & Lobby Visitors	East Parking Lot
Auditorium	East Parking Lot
Way of Life Gym	North Parking Lot
Student Lounge	West Side of Building
Computer Lab	South Parking Lot
Phlebotomy Lab	South Parking Lot
Classroom 18	South Parking Lot
Classroom 17	South Parking Lot
Classroom 16	East Parking Lot
Classroom 15	East Parking Lot

#### **Second Floor**

Classroom 14	East Parking Lot
Admissions/Financial Aid	East Parking Lot
Accounting	East Parking Lot
Dental Operatory Hall	South Parking Lot
Records	South Parking Lot
Surgical Tech. Lab & Office	South Parking Lot
Career Services	South Parking Lot
MA Examining Room Hall	South Parking Lot
Classroom 13	South Parking Lot

#### **Third Floor**



Classroom 1 – 6  
Classroom 7 – 12  
Assembly Hall

South Parking Lot  
East Parking Lot  
East Parking Lot

### *Clary Sage College Campus*

#### **First Floor**

Front Desk & Atrium Visitors  
Barber Salon 146  
Esthetician 145  
Serenity Room 140  
Student Lounge 101  
Massage Rooms 1 - 10  
Pedicure 117  
Manicure 118  
Treatment 119  
Dispensary 109  
Hair Salon 108  
Classrooms 13, 14, 15, 16, 17, 18

West Parking Lot  
West Parking Lot  
South Parking Lot  
South Parking Lot  
East Parking Lot  
East Parking Lot  
East Parking Lot  
East Parking Lot  
East Parking Lot  
East Parking Lot  
North Parking Lot  
North Parking Lot  
North Parking Lot

#### **Second Floor**

Office 232, 233, 234  
Classroom 7  
Faculty Resource 228  
Faculty Resource 227  
Classroom 4  
Classroom 3  
Library  
Classroom 1  
Classroom 5  
Wet Lab 217  
Employee Lounge 215  
Classroom 6  
Office 205, 207, 208  
Office 204, 206, 210, 214, 216, 217  
Classrooms 8, 9, 10, 11, 12  
Learning Resource Center

East Parking Lot  
East Parking Lot  
North Parking Lot  
East Parking Lot  
East Parking Lot  
East Parking Lot  
North Parking Lot  
North Parking Lot  
North Parking Lot  
North Parking Lot  
North Parking Lot  
North Parking Lot  
North Parking Lot  
North Parking Lot  
North Parking Lot  
North Parking Lot  
North Parking Lot  
North Parking Lot

### *Oklahoma Technical College Campus*

#### **First Floor Building A**

Front Desk & Lobby Visitors  
Office 101  
Office 102  
Office 103  
Office 104  
Office 105  
Classroom 116

North Parking Lot  
North Parking Lot  
North Parking Lot  
North Parking Lot  
North Parking Lot  
North Parking Lot  
North Parking Lot

Classroom 117	North Parking Lot
Classroom 119	North Parking Lot
Office 120	North Parking Lot
Classroom 106	North Parking Lot
Classroom 108	North Parking Lot
Classroom 112	South Parking Lot
Classroom 113	South Parking Lot
Classroom 114	South Parking Lot
Classroom 115	South Parking Lot

**Second Floor Building A**

Office 200	North Parking Lot
Office 200A	North Parking Lot
Office 200B	North Parking Lot
Office 206	North Parking Lot
Employee Lounge	East Parking Lot

**Building B**

LRC	South Parking Lot
Student Lounge	South Parking Lot
Automotive Shop 137	South Parking Lot
Automotive Shop 136	South Parking Lot
Tool Crib	

**Welding Shop**

Office 145	South Parking Lot
Storage Room 147	South Parking Lot
Shop 146	South Parking Lot

Upon evacuation of the building, do not leave, as you must be accounted for, Instructors are responsible to account for their students. The Property Manager or the Tulsa Fire Department will notify employees and students when the building is safe to enter.

The Campus Director or Property Manager should be notified of any employees or students requiring special assistance to evacuate the building.

**Maintenance & Engineering Department**

The Property Manager would be given an example of gross building failures which could easily affect dozens of students and would require the evacuation of the building, the shut-down of all utilities in the building, notification of all utility companies including electric, gas and phone. As this function is being performed, additional instructions will be given regarding an expanding situation; and at each new phase of response, they will be charged to implement processes of Lockout/Tagout, etc.; and to work in coordination with the utility company and Fire Department.

*Property Manager Department*

The Property Manager will work with Police to clear the areas, to aid in the evacuation of the necessary buildings, to assist Fire Departments responding to mutual aid call, and to assist in finding the nearest fire

hydrants; control foot and automotive traffic; assist in establishing a Command and Coordination Center on campus; and assist by any means necessary.

### *Crime Reporting*

Student's faculty and staff are urged to report all criminal acts and safety hazards. During normal class/working hours, reports can be made by calling the President at extension 2112, Facilities Manager at extension 2009, the Human Resources Director at 2032. After normal working hours a report can be filed by contacting and notifying the evening Front Desk Personnel.

In the event of an immediate threat or danger, the appropriate civil emergency responders can be reached by calling 911. In every instance the President, Facilities Manager or HR Director should be notified as soon as possible to facilitate proper reporting.

Non-emergency situations will be investigated within 24 business hours from when the situation is reported.

The President will transmit via email to the entire campus community a crime alert if reports indicate an immediate danger or a trend is developing in a particular crime category. A campus wide intercom system is used as another method of campus notification.

## Security & Access to Campus Facilities

The Organization is protected by several security measures that include a card access system, video surveillance equipment, panic buttons, and a 24 hour security alarm system monitoring by Advance Alarms. Currently Advance Alarms (918-251-0644) service and repair the security system. Third party Security Guards.

### *Identification Badges*

All students, faculty and staff will be issued an identification name tag, which must be worn at all times. Building security is the responsibility of the Engineering and Maintenance Department.

All visitors are required to sign in at the front desk and will be issued a name tag before they are allowed entrance.

### *Video Surveillance*

The Organization is committed to enhancing the quality of life of the campus community by integrating the best practices of public and private policing with state-of-the-art technology. The Organization is protected by a digital technology based security camera system. The system covers thirty two locations throughout the main campus. The purpose of camera surveillance in public areas is to deter crime and to assist the police in protecting the safety and property of the campus community. Any diversion of security technologies and personnel for other purposes would undermine the acceptability of these resources for critical safety goals and is therefore prohibited by this policy.

Video surveillance for security purposes will be conducted in a professional, ethical and legal manner. Personnel involved in video surveillance are appropriately trained and supervised in the responsible use of this technology.

Video surveillance of public areas for security purposes will be conducted in a manner consistent with all

existing policies, including the Sexual Harassment Policy. The procedure for video surveillance prohibits surveillance based on the characteristics and classification contained in the Non-Discrimination Policy (e.g., race, gender, national origin, disability, etc).

Video Surveillance of public areas for security purposes at the campus is limited to uses that do not violate the reasonable expectation to privacy as defined by law.

Each camera is in public view to reduce any concern about privacy and to increase the deterrence factor we believe that controlling access to the Organization and monitoring strategic campus areas deters unwelcome intrusions and creates a better climate of safety. It is also an excellent investigative tool for the department due to its recording capabilities. Chris Patuto, Facilities Manager is responsible for the video security system on all three Campuses.

### *Parking Permits*

All employees and students must have a parking permit in order to park on campus property. The individually numbered parking permits are clear stickers and must be displayed on the rear view mirror. The parking area is patrolled by Security Guards to insure all vehicles have been registered with the Property Manager. The only exception to this policy is visitor parking.

### *Intercom System*

Each campus is equipped with a Phone Paging System. This system enables instant communication to the entire building in the case of emergencies. Inclement weather or other crises are examples of possible use for the intercom.

### *EntraPass Card System*

The “EntraPass” card access system, a sophisticated security access system, is comprised of a central computer, access card readers, electromagnetic door locks, and relay control cabinets.

The central computer is located in the Property Manager’s office. Access to the system is password protected. The password will be issued to persons authorized by the Property and Facility Manager.

With the EntraPass program, many features are utilized to customize the card access to the building.

- Card Definition - defines the times and areas, via a link to the Access Level Definition, that an access card can be used.
- Door Definition - defines entrance points and exit points of the card access system.
- Schedule Definition - defines the times that the doors will remain locked, or unlocked.
- Access Level Definition - defines the access limitations, via a link to the Schedule Definition and a link to the Door Definition.
- Holiday Definition - defines the holiday door schedules.

### *Access Levels*

ALL	Master Access Level - opens all doors at all times
AC001	Access Level 1 (DAY FACULTY) -Restricts access on all doors between 0600 -1800, M -TH, between 0700 -1800 on Friday and between 0900 -1730 on Saturday

AC002	Access Level 2 (EVE FACULTY) - Restricts access on all doors between 1430 -2300, M -TH, between 0700 -1800 on Friday and between 0900 -1730 on Saturday
AC003	Access Level 3 (STAFF) - Restricts access on all doors between 0600 -2300, M -TH, between 0700 -1800 on Friday and between 0900 -1730 on Saturday
AC004	Access Level 4(DEPT. HEADS) - Restricts access on all doors between 0600 - 2300, M - FR, between 0700 -1800 on Saturday and between 0900 -1800 on Sunday

## Crime Prevention

The cooperation and involvement of students, faculty and staff is necessary in the prevention of crime. All individuals must assume responsibility for their own personal safety and the security of their personal belongings by taking simple, common sense precautions. Crime prevention largely depends on following sound safety practices as well as recognizing and immediately reporting all suspicious or criminal activity. Crime prevention and awareness is everyone's responsibility. Lighting and locks represent the first line strategy to preventing crime. All faculty and staff are urged to lock their workspace when left unattended. Although the Maintenance Department conducts daily evaluations of lighting, faculty, staff and students are encouraged to report faulty lighting.

Additionally, there are some employees who patrol the campus and parking lot. These employees are not police officers and do not have the authority to detain or arrest. Their focus on patrol is to observe and detect crimes and threats to the campus and report to responsible officials both on and off campus, thereby preventing crime and protecting the Organization, and all students on our campus.

The Organization currently employs several Security Guards through a third party service to patrol each campus. No community can expect to eliminate crime, but the Organization is strongly committed to providing resources that promote personal safety, and a safe environment.

### *Personal Safety*

To increase your awareness of the importance of safety and security on our campus we have provided a few safety tips. We hope every person on this campus will take their safety seriously because their actions may affect others and not just themselves.

- Keep your door locked when you leave your office for any length of time. Accounting and FA offices that contain money must lock their office door each time they leave the office. Keep handbags or other valuable items locked in your desk or file cabinets.
- Keep your keys safe. Don't lend your keys to anyone. Don't leave your keys or ID card lying around your work place. Don't let anyone use a key you have been entrusted with. If your key is lost or stolen, report it to the Property Manager immediately.
- Every guest of the Organization must have an identification name tag before being allowed on campus. If you see anyone who is not a student or employee and they do not have a name tag, alert the front desk immediately.

### *Guard Yourself*

- When walking on campus during the day but especially at night, use well-traveled, open routes to get to your destination.
- Walk assertively, without day-dreaming, and be alert to everything around you.

- Don't carry too many bulky packages.
- At night, never walk alone unless absolutely necessary. Wait in a well-lighted place if someone is meeting you.
- Have your car keys in your hand before leaving the building. Get into your vehicle quickly and lock your doors immediately. Caution: If you see someone loitering around your vehicle, leave and call for assistance before approaching.
- Lock building doors. Do not prop open outside building doors that are supposed to remain locked.
- On the street Police advise saying "No" to requests for money from strangers and avoid confrontation by not saying or doing anything to provoke further conversation.
- If you feel threatened, try to avoid the danger by getting away from it quickly.
- If threatened, scream loudly for help, "Call the Police!"

### *Guard Your Belongings*

- Engrave your name on valuables such as iPods, iPads, calculators, and private computer equipment.
- Password protect your cell phone - initiate phone tracking system.
- In the office, always store your handbags and wallets in locked cabinets or drawers even while you are in the room. Don't make it easy for strangers to walk into an office and leave with your property seconds later.
- In the classroom, LRC, Student Lounge or Food Court keep your backpacks, handbags, or other valuables with you at all times.
- Keep your keys with you, not in a desk drawer, or coat pocket. Don't put your name and address on the key ring, and don't loan your keys to others.
- Keep personal items with you at all times or locked away.
- Make sure your purse is closed or your wallet does not protrude from your pocket.
- Police advise that if you must carry a large amount of cash, separate it from your purse or wallet and carry it in an inside or hidden pocket.

### *Guard your Vehicles*

- Bicycles - use a case hardened U-bolt locking device. Kryptonite locks are recommended over chains and cables. If you use cables, wind it through the frame and both wheels and then around a fixed object or bike stand.
- Motorbikes - use a case-hardened chain at least 3/8" thick and sturdy padlock to secure your motorbike.
- Cars - close all windows and sun roof, lock doors and remove your key from the ignition when leaving it parked on campus. Visible steering wheel locks prevent the steering wheel from being turned.
- Never hide a second set of key in your vehicle. Thieves know all the hiding places.
- Never leave your car running while unattended, even if you will only be gone for a minute.
- Don't leave valuable items in plain view. Items left out in the open attract thieves.
- Don't leave important documents such as a bank statements, credit card bills/statements or other personal information in your vehicle. Thieves can use this information to steal your identity and have access your bank and credit card accounts.

### *Theft Prevention*

- Report broken locks, windows or lights to the Facilities Manager.
- Keep money and jewelry in a safe place, out of sight.

- Don't carry a large amount of cash with you and don't flash money in public.
- Don't keep valuables in an unattended backpack.
- Respect and ensure the integrity of door locks. Do not prop open, you not only place your personal safety and valuables in jeopardy, but that of your fellow students and co-workers.
- Inventory and engrave your valuables. This will make recovery easier and makes it easy to prove ownership.
- Always remove the keys from your car and lock it. If you have valuables in your car, place them in the trunk or out of public view. When returning to your car, have your keys in hand and check the backseat and under the car for intruders before you get in. Once inside, re-lock your doors. Don't put your name address or phone number on key rings.

### *General Tips*

- Report harassing/obscene/ or frequent hang-up calls.
- Fire alarms are not an unusual occurrence on campus but you must evacuate a building upon the sounding of the alarm. Treat any alarm as an actual fire. If you are the cause of the alarm, locate the responding officers outside the building and relay the information to them.
- If you drive, don't drink. We don't want to lose you or see anyone hurt or killed. If you are a first time offender with a clean record and are convicted, besides jail time, count on spending a large sum of money, not to mention insurance surcharges.
- Use a crosswalk if there is one within three hundred feet of you (it's a law). Approximately 20% of all motor vehicle related fatalities were pedestrian versus a motor vehicle with approximately 2,000 pedestrians being injured. The most frequent cause of these accidents is pedestrian error.
- Don't talk on a cell phone, email or text while you are driving. Thousands of people are killed every year because of their inattention due to the use of hand held devices while driving.
- Watch for suspicious behavior. Contact the Front Desk, HR Director or Facility Manager if you see or hear suspicious or strange vehicles or people, screaming, shattering glass, or loud, unusual noises.
- Be aware and be alert. You can prevent criminal opportunity. Take responsibility for your own protection and that of your neighbors.

If you have any information about a crime or you know who is responsible, contact, Brenda Knox HR Director or Chris Patuto, Facilities Manager. Your information will be documented and your name will be kept confidential if at all possible.

### *Counseling*

Informational counseling, literature, material and referral services are available to students about crime preventions, campus security, alcohol/drug abuse and many other matters. Please contact the Admissions Department or the Human Resources Department at 918-610-0027 for more information.

## Alcohol & Drugs

The Organization prohibits the use or possession of alcohol on campus property and expects members of the Organization to abide by federal, state, and local regulations concerning the possession and use, purchase, and distribution of alcohol. The Organizations Drug & Alcohol Policy, local, state and federal laws prohibit the unlawful manufacture, sale, distribution, dispensing, possession, or use of alcohol or illegal drugs, or the unauthorized use of prescription drugs. Oklahoma State law prohibits anyone under the age of 21 from possessing alcohol if they intend to consume it. The law makes no distinction between consumption in public

versus private areas. The Organization does not protect students (who are regarded as adults), faculty, or staff from these laws. Because intoxication implies consumption, violator's on campus may be referred to the Presidents office or Program Department Head for disciplinary actions. Violators may also be referred for disciplinary actions if their intoxication generates disorder, creates a disturbance, damages property or presents a danger to themselves and/or others. Furthermore, the Organization expects all actions to be respectful of the rights of others and to contribute to an environment conducive to education and personal growth.

### *Alcohol Awareness*

The negative physical and mental effects of the abuse of alcohol are well documented. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases the incidence of a variety of aggressive acts, including sexual violence and spouse and child abuse. Moderate to high doses of alcohol can cause marked impairment, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, such lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of large amounts of alcohol, particularly when combined with poor nutrition can also lead to permanent damage to vital organs such as the brain and the liver.

The use of drugs can lead to changes in personality and behavior including depression and over activity, mood swings, and a general lack of motivation. For narcotics such as heroin, the physical and mental effects include euphoria, drowsiness, and respiratory depression. For stimulants such as cocaine and methamphetamines, the effects include an increase in pulse rate and blood pressure, insomnia, and loss of appetite. LSD and other hallucinogens produce illusions and hallucinations. With all of these drugs, overdose or accidental overdose cause death.

If you think it is safe to engage in "recreational" drug use or "social" drinking, you could be dead wrong. Too often, individuals don't realize the tragic effects of alcohol and other drug use until it's too late. The fact is that drugs and alcohol are toxic to your body and if abused can have catastrophic consequences on your health. Some drugs, such as crack, are so toxic that even one experimental use can be fatal. When it comes to drugs and alcohol, what you don't know cannot only hurt you, it can kill you. For help with alcohol and or other drug problems, contact Dr. Kevin Kirk, President, Brenda Knox, HR Director or Ronnie Carlson, Assistant HR Director.

In Oklahoma, it is illegal for anyone under the age of 21 to purchase or possess alcohol. It is illegal for anyone to present false evidence of age to purchase any alcoholic beverage. It is illegal to sell or give away alcoholic beverages to a person who is, actually or apparently, under 21 or intoxicated. Oklahoma has drunk driving laws which stipulate major penalties for operating motor vehicles under the influence of alcohol.

### *Illegal Drugs*

The Organization is committed to the development and maintenance of a drug-free environment and, in accordance with the Drug Free Workplace Act, will not tolerate the unlawful possession and use of drugs on its premises. Members of the community charged with violations of the standards of conduct are



subject to disciplinary action through the established disciplinary procedures of the Organization. When violations are determined to have occurred, the Organization will impose disciplinary sanctions on students and employees consistent with local, state, and federal law. Common examples of controlled substances, as defined by law include cocaine, marijuana, amphetamines, methamphetamines, LSD, and other hallucinations. Federal law makes the distribution of drugs to persons under age 21 punishable by twice the normal penalty with a mandatory prison sentence. If death or serious injury results from use of the substance, the prison sentence could be lengthened. Possession of drugs without valid authorization is illegal. Under federal and state laws, penalties for possession, manufacture, or distribution are greater for second and subsequent convictions.

Current students convicted of drug possession under state and federal laws are ineligible for federal student grants and loans for five years following the first conviction, ten years after the second, and permanently after the third conviction. Current employees convicted of drug possession will be terminated. In general, narcotic, addictive, and drugs with greater potential for abuse carry higher penalties. Anyone in the presence of heroin at a private party risks a serious drug conviction. In addition, the sale or possession of drug paraphernalia is illegal. For more information, please refer to the Student/Employee Drug & Alcohol Testing Policy.

## Sexual Harassment/Assault Policy

Sexual misconduct of any form is a violation of a person's rights, dignity and integrity. An act of sexual misconduct represents a fundamental failure by an individual to recognize and respect the intrinsic worth and dignity of another. Acts of sexual misconduct are harmful and illegal and will not be tolerated in the Organization. Such acts corrupt the integrity of the educational process, are contrary to the mission and values of the Organization and are against policy. In addition to defining sexual harassment and the forms of sexual misconduct that violate the standards of the Organization, this policy will also:

- Identify resources and support for all students, faculty and staff of the Organization;
- Identify the Title IX Coordinator, Administrators, and their roles;
- Provide information about where a student or employee can obtain support or access resources in a confidential manner;
- Provide information about how to make a report on-campus or off-campus; and,
- Provide information about how a report against the Organization will be investigated, evaluated and resolved.

### *Notice of Non-Discrimination*

The Organization recognizes that harassment related to an individual's sex, sexual orientation, gender identity or gender expression can occur in conjunction with misconduct related to an individual's race, color, ethnicity, national origin, religion, age, or disability. Targeting individuals on the basis of these characteristics is also a violation of the Organizations standards. Under these circumstances, the Organization will coordinate the investigation and resolution efforts to address harassment related to the targeted individual's sex, sexual orientation, gender identity or gender expression together with the conduct related to the targeted individual's race, color, ethnicity, national origin, religion, age, or disability.

### *Prohibited Conduct and Definitions*

The Organization prohibits all sexual misconduct. Sexual misconduct is a broad term that includes but is not limited to sexual harassment, sexual violence, sexual exploitation, stalking, cyber-stalking, bullying and cyber-bullying, aiding or facilitating the commission of a violation, and retaliation. The Organization also prohibits gender-based harassment, which may include acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

### *Definition of Sexual Harassment*

Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, evaluation of academic work or participation in social or extracurricular activities;
- Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance by creating an intimidating, hostile, humiliating, demeaning, or sexually offensive working, academic or social environment. The effect will be evaluated based on the perspective of a reasonable person in the position of a complainant.
- A single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe. The more severe the conduct, the less need there is to show a repetitive series of incidents to provide a hostile environment, particularly if the harassment is physical.

### *Forms of Prohibited Sexual Harassment*

The following list outlines a few of the many kinds of behavior that fit within the definition of sexual harassment. These behaviors include, but are not limited to:

- Unwanted or inappropriate sexual innuendo, propositions, sexual attention or suggestive comments and gestures; humor and jokes about sex or gender-specific traits; sexual slurs or derogatory language directed at another person's sexuality or gender; insults and threats based on sex or gender; and other oral, written or electronic communications of a sexual nature that an individual communicates is unwanted and unwelcome;
- Written graffiti or the display or distribution of sexually explicit drawings, pictures, or written materials; sexually charged name-calling; sexual rumors or ratings of sexual activity/performance; the circulation, display, or creation of e-mails or Web sites of a sexual nature.
- Inappropriate or unwelcome physical contact or suggestive body language, such as touching, patting, pinching, hugging, kissing, or brushing against an individual's body;
- Undue and unwanted attention, such as repeated inappropriate flirting, inappropriate or repetitive compliments about clothing or physical attributes, staring, or making sexually oriented gestures;
- Physical coercion or pressure of an individual to engage in sexual activity or punishment for a refusal to respond or comply with sexual advances;
- Change of academic or employment responsibilities (increase in difficulty or decrease of responsibility) based on sex, gender identity/expression, or sexual orientation;
- Use of a position of power or authority to: (1) threaten or punish, either directly or by implication, for refusing to tolerate harassment, for refusing to submit to sexual activity, or for reporting harassment; or (2) promise rewards in return for sexual favors;
- Sexual assault;

- Any pictures or other content sent electronically through a company computer/ipad that is sexual in nature. See Network Internet Access Policy/ Email Usage Policy and Social Media Policy.

### *Definition of Sexual offenses*

#### **Sex Offenses-Forcible**

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

#### **Forcible Rape**

Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

#### **Forcible Sodomy**

Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

#### **Sexual Assault with an Object**

To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental or physical incapacity

#### **Forcible Fondling**

The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

#### **Sex Offenses-Non-Forcible**

Unlawful, non-forcible sexual intercourse.

#### **Incest**

Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

#### **Statutory Rape**

Non-forcible sexual intercourse with a person who is under the statutory age of consent.

### *Sexual Consent*

Sexual activity requires consent, which is defined as clear, unambiguous, and voluntary agreement between the participants to engage in specific sexual activity. Consent cannot be inferred from the absence of a "no"; a clear "yes," verbal or otherwise, is necessary. Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and gauging consent, and individuals are urged to seek consent in verbal form. Talking with sexual partners about desires and limits may seem awkward, but serves as the basis for positive sexual experiences shaped by mutual willingness and respect.

Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition. Consent cannot be obtained by threat, coercion, or force. Agreement given under such conditions does not constitute consent.

Consent must be clear and unambiguous for each participant throughout any sexual encounter. Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply ongoing or future consent. Consent can be revoked at any time. For all of these reasons, sexual partners must evaluate consent in an ongoing fashion and should communicate clearly with each other throughout any sexual encounter.

### *Violence Against Women Reauthorization Act*

Violence Against Women Reauthorization Act of 2013 (VAWA) Intimate Partner Violence Policy requires expanded reporting for incidents of sexual assault, dating violence, domestic violence, and stalking incidents that are reported to campus administration or local police agencies. The Campus SaVE Act (Campus Sexual Violence Elimination Act) amends the Clery act to include intimate partner violence. The term “intimate partner violence” is defined to mean any physical, sexual, or psychological harm against an individual by a current or former partner or spouse of the individual. It would include sexual violence, dating violence, domestic violence and stalking.

### *Dating Violence*

The term “dating violence” means 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
  - The frequency of interaction between the persons involved in the relationship

### *Domestic Violence*

The term “domestic violence” includes felony or misdemeanor crime of violence committed by-

- a current or former spouse or intimate partner of the victim
- a person with whom the victim shares a child in common
- a person who is cohabitating with or has cohabitated with the victim as a spouse
- 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

### *Stalking*

The term “stalking” means engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- fear for his or her safety or the safety of others; or
- suffer substantial emotional distress

If you have any questions about the Organizations procedures for dealing with a rape, sexual assault, domestic violence, dating violence, or stalking, you should consult your Instructor, Department Head, President, Human Resources or Title IX Coordinator. Such a discussion will be strictly confidential unless you request otherwise.

All proceedings will include a prompt, fair, and impartial process from the initial investigation to the final result/outcome. The proceedings will be conducted by Administration who are equipped to investigate issues related to dating violence, domestic violence, sexual assault, and stalking. Every effort will be conducted in a manner that protects the safety of victims and promotes accountability.

### *Training*

In addition to local resources, the Title IV Coordinator along with the Campus Director, President and HR Director will provide in-service training on, sexual assault, staying safe, and bystander intervention to students and employees throughout the year. Guest speakers from the Tulsa Police Department and other community resources may be utilized as needed to promote awareness and provide the necessary information needed to keep our students, staff and faculty safe while on campus.

### *Reporting Options*

The Organization recognizes that a student or employee may choose to report sexual misconduct to any trusted employee of the Organization. For example, a student may choose to confide in an Instructor or Department Head, all of whom are considered “responsible employees” who must report the incident under this policy. An employee may choose to confide in a supervisor, also considered a “responsible employee.”

Under this policy, any employee who receives a report of sexual misconduct must share the report with the Title IX Coordinator or Brenda Knox, HR Director or assigned Administration specifically charged with investigating and responding to allegations of sexual misconduct.

### *Initial Assessment*

The Organization will address all reports of sexual misconduct. The HR Director and elected Administration, will oversee the review process. In every report of sexual misconduct, the Organization will make an initial assessment of any risk of harm to individuals or to the three campuses and will take steps necessary to address those risks. The Organization’s responsibility to review and respond to all allegations of misconduct exists regardless of whether that review culminates in additional investigation or goes before a Hearing Board, and exists independently of the criminal justice process.

### *Investigation*

The HR Director or Title IX Coordinator may determine if an investigation of the report of sexual misconduct should be conducted. This determination is based on a variety of factors, such as the Complainant’s wish to pursue disciplinary action, the risk posed to any individual or the Organization by not proceeding, and the nature of the allegation.

The Title IV Coordinator will coordinate the gathering of information from the Complainant, the Respondent, and any other individuals who may have information relevant to the determination. In gathering such information, Administration will comply with applicable laws and policies. The investigation will be thorough, impartial and fair, and all individuals will be treated with appropriate sensitivity and respect.

### *Request for Confidentiality*

Where the Organization has received a report of sexual misconduct, but the Complainant requests that his/her identity remain confidential or not pursue an investigation, Administration must balance this request in the context of its responsibility to provide a safe and non-discriminatory environment for all students, faculty and staff. All reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue an investigation, but its ability to investigate may be limited by the request. Under these circumstances, Administration will weigh the request for confidentiality against the following factors: the seriousness of the alleged harassment, any potential threats to community safety, the respective ages and positions of the Complainant and the Respondent, whether there have been other harassment complaints against the Respondent, and the Respondent's right to receive information under applicable law. At all times, the College will seek to respect the request of the Complainant, and where it cannot do so, the College will consult with the Complainant and keep him/her/them informed about the chosen course of action.

### *Time Frame for Resolution*

The investigation and resolution of all reports will generally be completed within 60 to 90 days. Extenuating circumstances including the complexity and severity of a complaint may arise that require the complaint process to extend beyond 60 to 90 days. In general, a Complainant and Respondent can expect to receive periodic updates as to the status of the review or investigation.

### *Registered Sex Offenders*

Upon release from prison, individuals convicted of sex crimes are required to register with law enforcement Agencies. The Oklahoma Department of Corrections (DOC) is responsible for registering and monitoring offenders convicted of certain sex and/or violent crimes in the state of Oklahoma. For contact information access website [sors.doc.state.ok.us](https://sors.doc.state.ok.us)

### *Bystander Intervention*

Bystander Intervention is a philosophy and strategy for prevention of various types of violence, including bullying, sexual harassment, sexual assault, and intimate partner violence. **Be an intervener!** Intervention by third parties is often the key to stopping violence and sexual assaults against anyone.

The Organization expects all individuals to take reasonable and prudent actions to prevent or stop an act of sexual misconduct. Taking action may include direct intervention, calling law enforcement, or seeking assistance from a person in authority. Those who choose to exercise this positive moral obligation will be supported by the Organization and protected from retaliation.

### *Role of the Title IX Coordinator*

The HR Director and President of the Organization have appointed Christina Stueart, Accreditation & Compliance Director to serve as the Title IX Coordinator. In her role as Title IX Coordinator, Mrs. Stueart will oversee the review, investigation and resolution process for reports of sexual misconduct. The Coordinator will work in conjunction with the Human Resource Director, Brenda Knox, and President Dr. Raye Mahlberg. Each is knowledgeable with the Organization's sexual harassment policies and procedures. The Title IX Coordinator and listed Administrators can be contacted by telephone, e-mail, or in person as needed.

## *Resources*

Resources include the recommendation of services offered by the following institutions.

- Oklahoma Safeline - 1-800-522-7233 (SAFE)
- National Domestic Violence Hotline - 1-800-799-7233 (SAFE)
- Rape, Abuse & Incest National Network Hotline - 1-800-656-4673 (HOPE)
- Communication Services for the Deaf -1-800-252-1017 (TTY)/ 1-866-845-7445 (Voice)
- Oklahoma Coalition Against Domestic Violence & Sexual Assault (M-F/9-5) Referrals 405-524-0700

## *Active Shooter Employee Training*

The Organization offers a course that was developed by the US Department of Homeland Security as an independent course to provide guidance on how to prepare for and respond to an active shooter crisis situation. In line with our commitment to provide a safe and secure environment for our students, faculty, staff and visitors we require all employees to complete the course within 30 days of hire and annually thereafter.

<http://training.fema.gov/EMIWeb/IS/courseOverview.aspx?code=is-907>

## *Bomb Threats*

In the recent years, there has been an increase across the country of bomb threats that have mainly proved to be hoaxes. However, they are treated seriously and must receive the appropriate response and investigation. Such calls divert vital public safety personnel away from their important work and naturally cause fear and anxiety where they occur. Penalties for those who commit such acts have increased.

Should you receive a telephone threat, try and remain calm. A calm response to a bomb threat call could result in obtaining important additional information. It is always better if more than one person listens to a call. Try to alert a nearby co-worker to pick up the extension. The bomb threat caller is the best source of information about the alleged bomb and many times they like to boast about themselves.

Keep the caller on the line as long as possible. Ask them to repeat the message and try to record every word spoken. If the caller does not reveal the location of the alleged bomb or the time of detonation, ask him/her for this information. Ask them why they planted the bomb, how it is constructed and where they are calling from. Pay particular attention to background noises such as motors running, music playing or any noise that may provide clues as to the location of the caller. Listen closely to the voice. Determine if it is male or female, calm or excited. Try to identify accents and make a note of speech patterns or impediments.

Inform the caller that the building is occupied and a bomb could result in death or serious injury to many innocent people. Many times a bomber is merely seeking publicity and will balk when confronted about causing casualties.

Record the exact time of the call and notify the Property Manager and police immediately. Keep written notes of all information gathered. This could be used later in a criminal proceeding.

## *Exits*

In cases of emergency, there are several exits on each floor. It is important to familiarize one's self with these exits. An occasional fire drill will include the use of these emergency exits. An evacuation map is posted in each classroom and other areas throughout the building.

## *Communications*

Important information and emergency notices are communicated via e-mail, social media sites, via phone mail, through the intercom system, and by contacting the Organization's main telephone number, (918) 610-0027. Please share this information with your colleagues, staff, and our students. Sensible precautions, a better understanding of security procedures, and cooperation between the Organization community and building personnel will go a long way to creating a safer environment to learn, teach, work and serve the public.

## *Organization Campus Crime Report*

The Organizations Crime Report of all three campuses is published and distributed each year in compliance with the Department of Educations' Jeanne Clery Disclosure Campus Crime Report of Campus Security Policy and Campus Crime Statistics Act [20 USC 1092 (f)]. This report is made available to all students, faculty, and staff. The report can be found on [mycourseconnection](#) and [collegesooner.com](#)

## *Crime Reporting Definitions*

**Murder and Non-negligent Manslaughter** – as a general rule, any death due to injuries received in a fight, argument, quarrel, assault, or commission of a crime.

**Negligent Manslaughter** – the killing of another person through gross negligence. This offense does not include "Vehicular Manslaughter" which is reportable as "All Other Offenses".

**Sex Offenses / Forcible** – any sexual act directed against another person, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent. Penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

**Sex Offenses / Non-Forcible** – acts of unlawful, non-forcible sexual intercourse, and include incest and statutory rape.

**Hate Crimes** – a crime usually violent, motivated by prejudice or intolerance toward a member of a gender, racial, religious, or social group.

**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.

**Dating Violence** – means violence by a person who has been in a romantic or intimate relationship with the victim. Whether there was a such a relationship will be gauged by its length, type, and frequency of interaction.

**Stalking** – means a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others safety, or to suffer substantial emotional distress.

**Robbery** – the taking, or attempting to take, anything of value under confrontational circumstances from the control, custody, or care of another person, or persons, by force or threat of force or violence and/or putting the victim in fear of immediate harm.



**Aggravated Assault** – an unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**Burglary** – the unlawful entry into a building or other structure with intent to commit a felony or theft.

**Arson** – to unlawfully and intentionally damage, or attempt to damage, any real or personal property by fire or incendiary device.

**Motor Vehicle Theft** – the taking or attempting to take a motor vehicle. A motor vehicle is a self-propelled vehicle that runs on the surface of land and not on rails.

**Liquor Law Violations** – the violations of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages.

**Drug Law Violations** – the unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, and importation of any controlled drug or narcotic substance.

**Weapon Law Violations** - the violation of laws or ordinances prohibiting the manufacture, sale, purchase, possession, transportation, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

### *Definitions of Categories*

For purposes of reporting the statistics with the crimes described below, an institution of higher education shall distinguish, by means of separate categories, any criminal offenses that occur.

- **On Campus** – (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and (2) any building or property that is within or reasonably contiguous to the area identified in statement (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor). On Campus statistics are the total cumulative offenses committed On Campus and on public property
- **Non-Campus Building or Property** – (1) Any building or property owned or controlled by a student or 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. Such building or property would be that of a hosting externship site.
- **Public Property** – All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.





## 2018 – 2019 Crime Statistics for CCC/CSC/OTC from TPD

This email is in response to your request for the Jeanne Clery Act crime statistics at the following three locations in the City of Tulsa, OK from March 2018 to latest date available 2019, which was 8/12/2019.

- Clary Sage College, 3131 S. Sheridan Rd, Tulsa, OK, 74145
  - Community Care College, 4242 S Sheridan Rd, Tulsa, OK, 74145
  - Oklahoma Technical College, 4444 S. Sheridan Rd, Tulsa, OK 74145
1. 3131 S. Sheridan Rd: There was one auto theft that occurred on 3/11/2019. The incident number is 2019014203. No other Clery reportable incidents, domestic violence incidents, or arrests at this location.
  2. 4242 S. Sheridan Rd: There were two incidents:
    - a. Burglary: Between 7/20/2018 and 7/23/2018, Incident number 2018043883
    - b. Auto Theft: 1/10/2019, Incident number 2019001872
    - c. No other Clery reportable incidents, domestic violence incidents or arrests at this location.
  3. 4444 S. Sheridan Rd: No Clery reportable incidents, domestic violence, or arrests at this location.

The selection criteria used for crime reports (Incidents) is as follows:

- Murder/Non-negligent Manslaughter
- Negligent Manslaughter
- Sex offenses (rape, fondling, incest, statutory rape)
- Robbery
- Burglary
- Aggravated Assault
- Motor Vehicle Theft (Above noted incident is an auto theft recovery, not an actual stolen vehicle)
- Arson is not included (The Tulsa Fire Department would be the source for arson statistics, if needed)
- Dating Violence
- Domestic Violence
- Stalking

There were no crimes listed as hate crimes reported to the TPD at the listed locations and dates for the following crime categories:

- Larceny – Theft
- Simple Assault
- Intimidation
- Destruction/Damage/Vandalism/Property
- Other crimes involving bodily injury

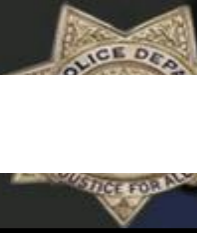
Arrest selection criteria used were the following three arrest categories:

- Liquor Law violations
- Drug Law Violation
- Illegal Weapons Possession

Let me know if you have any questions or need additional assistance. Thank you, Charles.

---  
**Charles Wulff | Crime and Intelligence Analyst**

City of Tulsa Police Department  
600 Civic Center, Tulsa, OK 74103



**Tulsa Police Department – (Headquarters Division)**

**Clery Request – CHEI**

**Prepared by: Ofc. A. Chenoweth**

**Date: 03/28/2018**

<b><u>Crime Incident</u></b>	<b><u>3131 S. Sheridan Rd.</u></b>	<b><u>4242 S. Sheridan Rd.</u></b>	<b><u>4444 S. Sheridan Rd.</u></b>
Homicide	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Larceny	0	0	1
Auto Theft	0	0	0
Domestic Violence	0	0	0
Sexual Assault	0	0	0
<b><u>Arrest Charges</u></b>			
Liquor Violations	0	0	0
Drug Violations	0	0	0
Weapon Violations	0	0	0

\*Data was obtained from the Tulsa Police Department’s CitiSource system and is subject to change.

\*Data is raw data from crime system and may not match official UCR crime statistics.

\*Crime Incidents and Arrest Charges are from the calendar year of 2017.

\*Crime Incidents and Arrest Charges are from the properties located at **CSC - 3131 S. Sheridan Rd., CCC - 4242 S. Sheridan Rd., and OTC - 4444 S. Sheridan Rd.,** Tulsa, OK.

\*CitiSource system does not currently track reports of Stalking.

\*Dating Violence is grouped into the same classification as Domestic Violence.

2017 Reporting Period for City of Tulsa Crime Statistics



**Tulsa Police Department – (Headquarters Division)  
Clery Request – Community Care College**

<u>Crime Incident</u>	<u>3131 S. Sheridan Rd.</u>	<u>4242 S. Sheridan Rd.</u>	<u>4444 S. Sheridan Rd.</u>
Homicide	0	0	0
Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Larceny	3	1	0
Auto Theft	1	0	0
Domestic Violence	0	0	0
Sexual Assault	0	0	0

**Prepared by: Ofc. A. Chenoweth Date: 05/24/2016**

**Arrest Charges**

Liquor Violations	0	0	0
Drug Violations	0	0	0
Weapon Violations	0	0	0

\*Data was obtained from the Tulsa Police Department’s CitiSource system and is subject to change.

\*Data is raw data from crime system and may not match official UCR crime statistics.

\*Crime Incidents and Arrest Charges are from the calendar year of 2015.

\*Crime Incidents and Arrest Charges are from the properties located at 3131 S. Sheridan Rd., 4242 S. Sheridan Rd., and 4444 S. Sheridan Rd., Tulsa, OK.

\*CitiSource system does not currently track reports of Stalking.

\*Dating Violence is grouped into the same classification as Domestic Violence.

**The information in this document is the property of  
the Tulsa Police Department**