Oklahoma State University - Institute of Technology
(OSUIT)
Annual Security Report for 2019
(Calendar Year 2018)
OSUIT Campus Police
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Okmulgee, Ok 74447 Workforce Bldg.
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Oklahoma State University-Institute of Technology
ANNUAL CRIME REPORT AND ANNUAL FIRE SAFETY REPORT
October 2019

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Introduction and Message from OSUIT Police Chief Matthew J. Wooliver

Thank you for taking the time to read this publication. It contains helpful information about safety and security on our campus. The OSUIT Campus Police Department is a professional, full-service law enforcement agency with the responsibility to provide police services to all areas of our campus community. We are committed to serving and maintaining a partnership with the community to address safety concerns, reduce crime, and improve quality-of-life for all students, faculty, staff, and visitors.

This report is part of our ongoing efforts to inform you of the safety programs and services available to the OSUIT community, the steps you can take to maintain a safe and secure campus, and the crimes reported to our department. This document also serves as the compliance method called for by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act as required by the Higher Education Opportunity Act. This document contains both the Okmulgee campus and the Pryor, Ok MAIP campus. We take the commission of crimes against our students, faculty, staff, and visitors to heart, and will aggressively investigate reported crimes. We also collaborate with other law enforcement agencies and campus groups, to reduce crime on campus.

We must work together as a community to ensure that people and property are secure, and that responsible, vigilant, and caring individuals are willing to report suspicious, and unlawful behavior immediately to campus police.

The OSUIT campus police department is available 24 hours a day, 7 days a week, 365 days a year. The officers of the OSUIT campus police department have a proactive mindset when it comes to community policing and are here to serve your needs around the clock. Thank you once again for taking time to read this document. I hope you will find time spent on our campus enjoyable, and encourage you to contact my office at 918-293-5000 with any questions or concerns.

Sincerely,

Matthew J. Wooliver
Director Public Safety/Chief of Police
Oklahoma State University – Institute of Technology
NOTICE OF AVAILABILITY OF ANNUAL SECURITY REPORT

The Federal Student Right-to-Know, Crime Awareness and Campus Security Act, now cited as the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” and herein identified as the “Clery Report,” requires institutions of higher education to annually prepare and publish a report concerning campus crime statistics and security policies. The report is distributed through appropriate publications, mailings, or computer networks to all current students and employees, as well as to all prospective students and employees upon request. The report contains annual specific campus crime and arrest statistics and campus policies and practices intended to promote crime awareness, campus safety and security. This report is prepared by Chief Matthew Wooliver the Director of Public Safety/Chief of Police of the OSUIT campus police department.

The information and statistics contained in this publication are being presented in compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The OSUIT police department publishes this information to inform members of the campus community and other interested parties of incidents of crime and to educate them in effective crime prevention and safety measures so that community members can make informed decisions relative to their safety. This document contains the Annual Security Report for the OSUIT main campus located in Okmulgee, Ok. The crime statistics reflect incidents that occurred on the OSUIT campus or on public property adjacent to the campus. OSUIT provides residential dormitories and facilities for on campus student housing. The OSUIT campus police dept. has primary responsibility for categorizing, disseminating, and publishing crime statistics collected on campus, and includes statistics obtained from various local law enforcement entities. These entities include the Okmulgee Police Department, as well as the Okmulgee County Sheriff’s Office.

Copies of this report may be obtained by visiting the OSUIT campus police department webpage at https://go.osuit.edu/safety/annual_security_report
A copy of this Report can also be obtained in person by contacting the OSUIT Campus Police Dept. at:

Name: Chief Matthew Wooliver  
Address: 1801 E. 4th St. Okmulgee, Ok 74447  
Phone: 918-293-4888  
Fax: 918-293-4713  
Email: matt.wooliver@okstate.edu
CAMPUS SECURITY AUTHORITIES
The U.S. Department of Education defines campus security authorities as:

- A campus police department or a campus security department of an institution.

- Any individual or individuals who have responsibility for campus security but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).

- Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.

- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline and campus judicial proceedings.

DESIGNATED CAMPUS SECURITY AUTHORITIES

The following individuals are designated OSUIT campus security authorities:

Director of Public Safety
All Sworn Police Officers
All Communications Dispatchers
Dean of Students
Director of Student Life
Director of Residential Life
Residence Coordinators
All Physical Plant Managers and Staff
All Advisors to Student Clubs
CAMPUS POLICE DEPARTMENT

The OSUIT Campus Police Dept. office is located in the Workforce Oklahoma building and can be reached from anywhere on campus by calling 918-293-5000. For on campus emergencies, dial ext. 5000 from a land line University telephone or (918)-293-5000 from a cellular phone. If you call 911 from your cellular phone on-campus your call will go to the Okmulgee County 911 Center. The County 911 center will transfer you back to our (OSUIT) dispatch. Ultimately it is best for the quickest service possible from OSUIT campus police to call 918-293-5000. Visit www.osuit.edu/safety/ to view emergency procedures. Campus safety is provided by the OSUIT Dept. of Public Safety which is over the office of campus police. OSUIT campus police has full-time CLEET certified police officers on duty 24 hours a day, seven days per week, and 365 days per year. The OSUIT police department is the only department at OSUIT that operates 24 hours per day 365 days of the year. 7 full-time and 2 part-time officers maintain a visible police presence, and patrol the campus roadways, walkways, parking areas, and buildings. OSUIT campus police officers provide a positive image to visitors and members of the campus community, whether it is providing directions, parking information, or just a friendly welcome. Our officers represent OSUIT as a group of caring and professional people, intent upon enhancing a friendly community atmosphere. Necessary enforcement includes using alternatives to arrest when reasonable. Specific elements of the campus police mission include: accident investigation; crime prevention; vehicle assists; personnel investigation; parking and traffic enforcement; emergency response; and disaster coordination with the OSUIT emergency management department. OSUIT campus police officers are armed commissioned law enforcement/police officers certified by the Council on Law Enforcement Education and Training (CLEET) with full powers of arrest.

WORKING RELATIONSHIP WITH OTHER LAW ENFORCEMENT AGENCIES

To provide the best service possible to our community the OSUIT campus police department has written mutual aid agreements with the Okmulgee Police Department and the Okmulgee County Sheriff’s Office, allowing for cooperation in enforcement activities.
TIMELY WARNING POLICY

To help prevent crimes or serious incidents, the OSUIT Campus Police Dept., in conjunction with other departments on campus, issue timely warnings to notify OSUIT community members about crimes or other serious incidents in and around the community. If a situation arises that, in the judgment of OSUIT Administrators, Campus Police Leadership, constitutes an ongoing or continuing threat, a campus-wide warning will be issued. The warnings will be issued via the Cowboy Alert System. The Cowboy Alert system will send emails and text messages to all community members who have signed up for its services. This information will also be posted to the Universities website at http://www.osuit.edu/

The purpose of timely warnings is to provide the OSUIT community with more immediate notification. Anyone with information warranting a timely warning should report the circumstances immediately to Campus Police Dispatch at 918-293-5000.

DAILY CRIME LOG

A daily crime log is available for review during regular business hours at 1801 E. 4th St. Okmulgee, Ok 74447 in the Workforce Oklahoma building. The information in the crime log typically includes the case number, classification, date reported, date occurred, time occurred, general location, and disposition of each crime. It does not include names of the parties involved. At this time the daily crime log is not available on-line.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES STATEMENT

OSUIT has implemented a comprehensive Emergency Notification System that can alert and inform campus community members in the event of an imminent threat to health and safety (e.g. tornado, active shooter, hazardous material spill, etc.). Upon confirmation from a Campus Police officer or University official regarding a significant emergency or dangerous situation involving an immediate threat to the health and safety of campus community members, emergency notifications will be disseminated without delay to campus community members via text message (Cowboy Alert) and email alerts, web freeze, public address system (where applicable) and
an external Public Address system (where applicable). The Director of Public Safety, Director of Emergency Management along with the Public Information Officer (PIO) working in conjunction with other University officials will determine the content of the emergency notification, select the most appropriate method(s) for disseminating the information as quickly as possible, and initiate the notification system. The Director of Public Safety, campus police officers and authorized College personnel have responsibility for issuing notifications via the College’s Emergency Notification System. The text message system OSUIT “Cowboy Alert” is a free service that students and staff can subscribe to in order to receive information directly to their text enabled mobile phone in the event of an emergency, severe weather, or campus closure. The external siren is capable of producing audible warning to the campus community in the event of a weather emergency. When you hear the audible alert tone, you should immediately take shelter in a pre-designated area. In other emergent situations you may be notified to seek shelter inside immediately, stay inside until further notice, or evacuate the campus immediately. Other emergency notification methods the University employs can include flyers posted at entryways, the University homepage (www.osuit.edu), digital displays, web freeze, patrol car announcements, electronic marquis, and broadcast television alerts. The OSUIT emergency notification system, along with other life-safety warning systems such as fire, weather, Cowboy Guardian, etc. are tested regularly throughout each trimester. Drills are conducted with staff and students alike to ensure familiarity and understanding of these safety practices. Stanley Teague the OSUIT Safety and Energy Management Director logs the dates, times, and results of all panic alarm, fire alarm, and voice dialer tests conducted on campus. Emergency evacuation routes are conspicuously posted in/around each classroom on our campuses. Additionally, various procedures for responding to emergencies can also be found on the College’s homepage by visiting www.osuit.edu/safety/emergency_preparedness. OSUIT officials will conduct annual tests and exercises of emergency response, alarm systems, and evacuation procedures in order to ensure an orderly response to incidents necessitating such measures and to continuously assess the readiness of our emergency response and recovery capabilities. Tests will be announced in advance via email, the Universities homepage, and other available methods.
NOTIFICATION TO UNIVERSITY COMMUNITY ABOUT AN IMMEDIATE THREAT

If the OSUIT Campus Police Dept. confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the OSUIT community, the OSUIT Police and/or Director of Marketing/Communications will utilize some or all of the systems described under the Timely Warning Policy (located at page 8) to communicate the threat to the OSUIT campus community or appropriate segment of the community if the threat is limited to a particular building or segment of the population. The OSUIT Campus Police Department without delay – and taking into account the safety of the community- assists in the content of the notification and initiates the notification system unless issuing a notification will, in the judgment of the responsible authorities (including Police Chief, Dean of Students, Director Marketing/Communications, V.P. Fiscal Services, V.P. Student Services), compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

The OSUIT Crisis Team along with the OSUIT campus police department tests at least annually the preparedness and readiness of the campus community as it relates to lock down, shelter in place, and evacuation procedures.

MEDICAL EMERGENCIES

Steps to take in a medical emergency:

1. Do not move the patient unless his or her life is in danger.
2. Have someone stay with the patient until help arrives.
3. Call 911. Tell them your name, your exact location and a brief description of the problem. Do not hang up until told to do so.
4. Meet emergency personnel to guide them to the patient.

The OSUIT Campus Infirmary is an outpatient clinic/healthcare facility designed to provide no-cost healthcare and health information to the students, faculty, and staff at Oklahoma State University-Institute of Technology. The hours of accessibility are Monday thru Friday starting at 11:00am and is open until the last patient is seen. The Campus Infirmary is
located inside the Student Union. OSUIT campus police officers are trained in first-aid, AED use, as well as CPR. OSUIT campus police officers are most often the first responders on scene at a medical call on the OSUIT campus. OSUIT campus police officers have access to medical equipment, as well as have an AED in each patrol vehicle.

CAMPUS WIDE EMERGENCY RESPONSE

The purpose of this policy is to establish emergency response procedures for OSUIT, as required by the Higher Education Opportunity Act of 2008. This policy applies to all students and employees of OSUIT.

Type C Emergency

Persons in Crisis Presenting a Problem to Faculty or Staff
Type C Emergency situation is defined as one where a person in crisis presents the problem to a faculty or staff member or is referred by another faculty or staff member and can be successfully dealt with through intervention. (This would most often be referred to as Level 5 incident under the NIMS model.)

- C-1 Anxiety or distress about college or personal life issues
- C-2 Anger about college issues or college personnel
- C-3 Accusations against college personnel
- C-4 Persons exhibiting symptoms of mental disorder
- C-5 Loss or grief situation
- C-6 Serious illness or disease

Type B Emergency

Students or Others in Emergency Situation on Campus
Type B Emergency is defined as one occurring on campus that involves OSUIT Police Officers and possibly outside agencies. In the case of fire or severe injury, employees should contact the Campus Operator directly. The OSUIT Police or Emergency Management Team will make the determination of whether to involve outside agencies. The Emergency Management Team is anticipated to be a resource for both the persons involved in the incident and for witnesses to the incident. (This would most often be referred to as Level 3 or 4 incident under the NIMS model.)
- B-1 Accidents with injury to one or more persons
- B-2 Emotional distress which warrants intervention
- B-3 Situation with possibility of violent behavior
- B-4 Sexual assault
- B-5 Weapon on campus
- B-6 Suicide attempt or threat
- B-7 Accusations against students or college personnel about illegal activities
- B-8 Death
- B-9 Assault and Battery

**Type A Emergency**

**Major Emergency Affecting Campus**

Type A Emergency is defined as one involving a serious threat to life or property and probably requiring the assistance of outside agencies. In the case of fire or severe injury, employees should contact the Campus Operator directly. The OSUIT Police or Emergency Management Team will make the determination about involving outside agencies. Type A Emergency would likely involve media attention and a need for a Public Information Office. (This would most often be referred to as Level 1 or 2 incident under the NIMS model.)

- A-1 Tornado, severe storm, or flood
- A-2 Fire, explosion, or plane or vehicle crash into building
- A-3 Environmental hazard
- A-4 Hostage situation
- A-5 Gunfire
- A-6 Bomb threat
- A-7 Riot
- A-8 Contagious disease outbreak

**CRIME PREVENTION**

OSUIT Campus Police provides 24 hour-a-day Police presence. As a regular part of their routine mobile and foot patrols, officers are alert for any deficiencies including broken door locks; inoperative lights; overgrown shrubs and trees; and broken sidewalks, steps, handrails, and other
conditions which might detract from the safety and security of the campus
environment. Anyone encountering a condition affecting campus safety and
security should report it promptly to the OSUIT Campus Police Office or to
Physical Plant Services.

PERSONAL SAFETY

The following precautions provide guidance.

General Precautions and Crime Prevention Tips:

1. Program the OSUIT Police Department’s phone number (918-293-5000) into your cell phone. Report any suspicious activity to the
   OSUIT Police Department immediately.

2. Never take personal safety for granted. Always be aware of your surroundings.

3. Try to avoid walking alone at night. Request an escort from the
   OSUIT Police Department by calling [918-293-5000].

4. Limit your alcohol consumption and leave social functions that get
   too loud or too crowded, or that have too many people drinking
   excessively. Remember to call the OSUIT Police Department or
   the Okmulgee Police Department for help at the first sign of
   trouble.

5. Use lighted walkways and thoroughfares, even if it means going
   out of your way.

6. Carry only small amounts of cash and keep purses, backpacks
   and money belts close to the body.

7. Do not struggle if someone attempts to take your property. Let
   them take it and be a good witness obtaining a good description of
   the suspect(s).

8. Never leave valuables (wallets, purses, books, calculators,
   laptops, etc.) unattended, or in unlocked vehicles in plain view.
9. Carry your keys at all times and do not lend them to anyone.

10. Lock up bicycles and motorcycles. Lock doors and close windows when leaving your car.

11. Remember to lock the doors at your residence. Be certain that your door is locked to your residence when you go to sleep, and keep windows closed and locked when you are not at home.

12. Do not leave valuables in your car, especially if they can be easily noticed.

13. Engrave serial numbers or owner’s recognized numbers, such as a driver’s license number, on items of value.

14. Inventory your personal property and insure it appropriately with personal insurance coverage.

At home, in an apartment building, or in a residence hall:

1. Keep your room door locked when you are sleeping.

2. Never let unauthorized persons come into your room, enter residence halls, or enter apartment security doors. Always ask to see proper identification.

3. Never prop open inside or outside doors.

4. Do not hide keys outside your room or apartment. Do not put your name or address on your key rings.

5. Avoid working or studying alone in a campus building.

7. If you are awakened by an intruder inside your room, do not attempt to apprehend the intruder. Try to get an accurate description of the intruder and call the police.

8. Any suspicious activity should be reported to the OSUIT Police Department immediately.

When driving:

1. Park your vehicle in a well-lit and populated area.

2. Have your car keys in your hand when approaching your vehicle so you can enter quickly.

3. Scan the area before getting into your vehicle and always check underneath your car upon approach and in the rear seat for intruders before entering the automobile.

4. Lock your doors and keep windows rolled up whenever possible.

5. Drive on well-traveled and well-lit streets.

6. Never hitchhike, and never pick up hitchhikers.

7. If someone tries to enter your stopped vehicle, sound the horn and drive to a safe area such as a convenience store.

8. If your vehicle breaks down, ask any person who stops to help to call the police. Do not allow any person access to you or inside your car. Roll down your window no more than an inch. Be aware that an accident may be staged to provide the other driver an opportunity to commit a criminal act.

9. Leave enough room between your car and the one ahead so you can drive around it if necessary.

10. Call ahead when driving to your home or apartment late at night and have someone watch you walk from your car to the residence.
11. Limit distractions such as cellphones.

*While walking or jogging*

1. Avoid walking or jogging alone, and try not to walk or jog after dark.

2. Avoid dark or vacant areas. Walk along well-lit routes.

3. Be alert to your surroundings. If you suspect you are being followed: Run in a different direction, go to the other side of the street and yell for help, or move quickly to a lighted area, a group of people, or an emergency phone.

**ESCORT SERVICE**

The OSUIT campus police department offers a 24 hour a day escort service to any and all students on the OSUIT campus.

**NATURAL DISASTERS**

The following information is a guideline to aid you in determining what action you should take in severe weather.

*Tornado WATCH:* Conditions are such that storms capable of producing a tornado may develop.

*Tornado WARNING:* Either a tornado has been sighted or it is highly probable that one will develop. A warning will be signaled by the storm warning sirens.

*Tornado Precautions:*

1. If you are in the warning area, seek shelter immediately.
2. If you are in a vehicle, get out and seek shelter in a sturdy building. If a building is not available, a depression such as a ditch or ravine offers some protection, but be alert for flash floods.

3. Do not open windows. This can actually increase damage to the building. Stay away from windows and exterior doors.

4. Basements, interior hallways on the lower floors and small interior rooms on the lower floors offer the best shelter.

5. Do not attempt to turn utilities on or off.

6. Report injuries and damage to the OSUIT Police Department at [918-293-5000]. After the all clear, leave badly damaged buildings and do not attempt to return unless directed to do so by emergency personnel.

SEX OFFENDER REGISTRY

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained.

Oklahoma law (Title 57, Sections 583-584) requires anyone required to register as a sex offender do so with both their local law enforcement (municipal or county) agency at their residence and also with the police or security department of any institution of higher education at which they are enrolled as a student (full-time or part-time), are an employee (full-time or part-time) or reside (or intend to reside or stay) on any property owned or controlled by the institution of higher education.

Information on any sex offender who works for, attends, or lives on property owned by OSUIT can be found at the OSUIT campus police department, Follow this link to be taken to the State of Oklahoma Department of...
Corrections Sex Offender look-up webpage. The search feature allows you to search by County. OSUIT is in Okmulgee County, Oklahoma.

REPORTING PROCEDURES (GENERAL PROCEDURES FOR REPORTING A CRIME OR EMERGENCY)

CRIME REPORTING

Crime victims and witnesses to a crime, regardless of the crime, are encouraged to promptly report incidents to the OSUIT Police Department or other appropriate police agencies. To report a crime, the victim, if he or she elects to, or witness needs only to call the police and a police officer will meet them to gather information. An official report will be made with copies available to the victim after a completed investigation. Each month, the number of incidents in each category of crime are counted and reported to the Oklahoma State Bureau of Investigation, which in turn provides the information to the Federal Bureau of Investigation.

Each year, the FBI publishes a book of crime statistics, “Crime in the United States,” which includes accurate accounting of the criminal incidents that occurred on the OSUIT campus.

To report a crime in progress, dial 918-203-5000, or dial extension 5000 from a campus phone or call 918-293-5000 when off campus or using a cell phone.

CONFIDENTIAL CRIME REPORTING

Confidential reporting of crimes is allowed at OSUIT. If, for a personal reason, a person does not wish to report an on-campus crime or suspected crime to the police, that person may anonymously report it by Crimes may also be reported online at www.osuit.edu/safety/reporting. Anonymous reporting can take place at the same webpage through the “SILENT WITNESS” reporting system link. All known crimes by faculty and staff on campus must be reported.

CRIMES DISCLOSED TO A PASTORAL OR MENTAL HEALTH COUNSELOR
To be exempt from disclosing reported offenses to appropriate OSUIT officials, a pastoral or mental health counselor must be acting in their role as a pastoral or professional counselor. This exemption does not relieve counselors of the duty to exercise reasonable care to protect a foreseeable victim from danger posed by the person being counseled. When speaking to a victim or witness to a crime, counselors are encouraged to inform the individual to report the crime to the police.

A pastoral counselor is a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

A mental health counselor is a person whose official responsibility includes providing mental health counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification. This definition also applies to professional counselors who are not employees of the institution but are under contract to provide counseling to the institution.

Note that the pastoral counselor or mental health counselor must report the crime to OSUIT police for purposes of including the incident in the annual crime statistics only. Personal information will not be conveyed when making this disclosure unless the victim consents to such disclosure.

**CRIMES IN PROGRESS**

To report a crime in progress, a person, victim or witness can dial 918-293-5000, or call one of the local police agencies if off campus. Any reporting method will stimulate the response of police, fire, ambulance or other first responders. In addition, the victim of a serious crime can request support personnel, such as ministers and rape crisis or domestic violence counselors, during or after reporting the incident.

Additionally, crime victims may be eligible for funds through victims’ compensation laws administered by the local district attorney’s office.
Prompt reporting of criminal activity to the police enables a quick response, a timely warning, and a safer campus for everyone.

If you are the victim of a crime or a witness to one, you should do the following:

1. **Call the police immediately**: Dial 918-293-5000 for emergencies on campus or call the Okmulgee police department 911 if not on campus.

2. **Obtain a description**: Attempt to obtain a description of the offender(s), including gender, age, race, hair, clothing and distinguishing features. Also attempt to obtain a description and license number of any vehicle(s) involved. Note the direction of travel of any offender(s) or vehicle(s) and report these to the police.

3. **Preserve the crime scene**: Do not touch any items involved in the incident. Close off the area of the incident, and do not allow anyone in the crime area until police arrive.

**CRIME DISCLOSURE**

OSUIT policies and procedures require the publication of annual crime statistics. This information is shared with current and perspective students and their families 6-8 times per year during “Cowboy Up” orientation. Included in this report are crimes reported to the OSUIT Police Department and other campus officials, including University Counseling Services, Residential Life, and Student Conduct Services, and local law enforcement. Crime statistics are collected by: The OSUIT campus police department as well as reaching out to surrounding law enforcement agencies such as the Okmulgee police dept.

The tables on **pages 24-27** (Campus Crime Report) comply with the Clery Act.

The crime and arrest statistics reported are those that occurred within the jurisdictional boundaries of campus. They do not include off-campus private housing, which are within the Okmulgee Police jurisdiction. Crimes
occurring on public property immediately adjacent to campus are also reported when available. Crime statistics concerning other locations are available at the Okmulgee Police Department.

DEFINITION OF TERMS FOR STATISTICAL CHARTS

The charts setting forth statistical data on reported crimes include the following terms.

**Campus:** Any building or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in the direct support of, or related to, its educational purpose.

**Clery Geography:** Buildings and property that are part of the institution’s campus; the institution’s non-campus buildings and property; and public property within or immediately adjacent to and accessible from the campus.

**Res.:** Those buildings and parking lots designated as Residence Halls and University Apartments area.

**Other:** Any non-res area on campus.

**Non-Campus Building or Property:** Buildings or property owned or controlled by a student organization, such as a fraternity or sorority, recognized by the institution, and any building or property (other than a branch campus) owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is used by students and is not within the same reasonable contiguous geographical area of the institution. The “GOPO” Grand Old Post Office student housing in Downtown Okmulgee would fall under this category.

**Public Property:** All public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, street or other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution, if the facility is used by the institution in direct support of, or in a manner related to the institution’s educational purposes.
CRIME DEFINITIONS

The following definitions are those used in the Uniform Crime Reporting System of the United States Department of Justice’s Federal Bureau of Investigation.

**Aggravated Assault:** An unlawful attack of one person by another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.

**Arson:** Any willful or malicious attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, or aircraft, personal property of another. Only fires determined to have been willfully or maliciously set are classified as arson.

**Burglary:** The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes: unlawful entry with the intent to commit a larceny or felony; breaking and entering with the intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Criminal Homicide:** The willful (negligent or non-negligent) killing of one human being by another.

**Dating Violence:** Dating violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes but is not limited to sexual or physical abuse or the threat of such abuse. Dating violence does not include acts that meet the definition of domestic violence.
**Domestic Violence:** Domestic violence is a felony or misdemeanor crime of violence committed by a:
- current or former spouse or intimate partner of the victim,
- person with whom the victim shares a child in common,
- person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner,
- person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- 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 in which the crime of violence occurred.

Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic or psychological actions or threats of actions that influence another person.

**Drug Law Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, Methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Hate Crimes:** A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. For the purposes of this definition, the categories of bias include the victim’s actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

**Larceny:** The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another without use of force or violence. It includes shoplifting, picking pockets, purse snatching, thefts from motor vehicles including parts and accessories, bicycle and computer thefts.
**Liquor Law Violations:** The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. Drunkenness and driving under the influence are not included in this definition.

**Manslaughter by Negligence:** The killing of another person through gross negligence.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle by someone other than the registered owner.

**Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Sex offenses:** Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.

**Sexual assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape, defined as follows:

- **Rape** means the 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.
- **Fondling** means the touching of the private body parts of another person for the purpose of sexual gratification, 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 incapacity.
- **Incest** means non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** means non-forcible sexual intercourse with a person who is under the statutory age of consent (age 16).
**Stalking:** Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others or suffer substantial emotional distress.

- **Course of conduct** means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.

- **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.

- **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; and all attempts to commit any of the aforementioned. OSUIT policy prohibits deadly weapons on campus with limited exceptions. Firearms are not allowed on campus.
CRIME STATISTICS

Crimes Reported by OSUIT Police Department – 2016-2018

This chart includes offenses that were reported to the OSUIT Police Department in accordance with the Uniform Crime Reporting procedures and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

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¹ Campus residential facilities are a subset of the “On Campus” category. Statistical data included in this column is also included in the “On Campus” column.
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No hate crimes were reported for 2016, 2017, or 2018.
**Crimes Reported by University Officials or by Other Law Enforcement Agencies – 2016-2018**

This chart includes offenses that were reported to law enforcement agencies other than the OSUIT Police and to any official of OSUIT who has significant responsibilities for student and campus activities. These offenses are compiled in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

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<th>Offense Type (includes attempts)</th>
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No hate crimes were reported for 2016, 2017, and 2018

**OBTAINING REPORTS**

To request a copy of a report or ask other related questions, contact the OSUIT Police Department at 918-293-5000.

Requests for incident reports or traffic crash reports by persons involved generally will be processed when the investigation is completed. OSUIT faculty, staff, and students are not charged for obtaining report copies when involved in the reported incident.
The OSUIT Police Department is committed to complying with its obligations under the Freedom of Information Act (F.O.I.A.) without undue delay, but realizes that under certain circumstances the release of records may have an impact on victims, witnesses and the integrity of investigations. If an investigation is ongoing and still open, a request for any related OSUIT Police Department report may be denied and information of a personal nature will be withheld or redacted where the public disclosure of such information would constitute an invasion of privacy.

OFF-CAMPUS CRIME

If the OSUIT Police Department is contacted about criminal activity occurring off-campus involving a member of the OSUIT community, the Okmulgee Police Department may notify the OSUIT Police Department. However, there is no official policy requiring such notification. Individuals in these cases may be subject to arrest by Okmulgee Police Department and subject to OSUIT judicial proceedings through the Office of Student Conduct.

ACCESS TO CAMPUS FACILITIES

The OSUIT campus is open to the public.

For security purposes, campus buildings are secured when classes and activities have finished each day. Facilities are kept secured during periods when University sanctioned functions are not being conducted. All persons required to be on campus when facilities are closed are requested to contact Campus Police at 918-293-5000. University facilities are generally open from 7:00am-10:00pm, Monday through Friday, and from 7:00am-10:00pm on weekends, unless otherwise specified by University officials. Persons requesting access to University facilities after hours will be required to show an OSUIT campus police officer an appropriate picture identification and state the reason for being on campus. On a need basis, and with proper authorization, students, faculty and staff may be provided with access codes to those facilities which are operated with electronic
access controls. If a student needs to be in a building on campus after hours, it is to be in the company of a faculty/staff member, or provided written permission from an appropriate University official. The Dormitories at OSUIT are locked at all times and require key access. Some housing facilities on campus have direct external doors and some facilities have a lobby or inside area where the dormitory front door is in a hallway etc. There are security cameras (Both internal and external) at most dormitory facilities on the OSUIT campus. Recent renovations to the Miller-Kamm dormitory have increased security by requiring residents to have their campus I.D. to swipe the card reader to gain access to the building. There are external card readers on the Lackey Hall dormitory as well as the campus laundry facility.

MAINTENANCE OF CAMPUS FACILITIES

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. OSUIT Police officers regularly patrol and report malfunctioning lights and other unsafe physical conditions to Physical Plant for correction. Other members of the OSUIT community are helpful when they report equipment problems to the OSUIT Police Department or Physical Plant at 918-293-5000.

ALCOHOL AND DRUG POLICIES

OSUIT seeks to encourage and sustain an academic environment that respects individual freedoms and promotes the health, safety and welfare of its students, faculty, staff and visitors. These participants are expected to know and follow the applicable laws and all OSUIT rules and regulations. Each person is responsible for his/her own behavior. The OSUIT campus police enforces compliance with state law and alcoholic beverage laws on campus and at University-sponsored activities.

1-018 Drug Free Campus
Describes the prohibition of drugs and alcohol in college-owned buildings, facilities, grounds, or other property owned and controlled by the college, or as a part of college activities.

Students’ Rights and Responsibilities
A hard copy of this document is available in the offices of the president, vice president for student services, dean of students, and residential life. It is also maintained on the website, and a link to the document is sent to all students and employees each term. Outlines the following in addition to defining types of violations, appeals process, and grievance procedures:

- standards of conduct,
- sanctions for violation of federal, state, and local law and campus policy
- health risks associated with AOD use
- treatment options and resources
- policy on drug-free workplace and sanctions for employees who violate the policy

Residence Life Handbook
A hard copy is distributed to all on-campus residents at move-in, and a copy is maintained in the offices of Residential Life and the dean of students, as well as on the website. Includes:

- how to report violations of AOD and other policies
- types of violations
- sanctions for alcohol violations
- sanctions for drug violations
- judicial hearing process
- the specific alcohol and drug policies are described below, as is the possible sanctions for alcohol use:

The possession or consumption of beer or intoxicating liquors anywhere in the residence halls, on the campus grounds, or in the campus buildings is forbidden by state law and university policy. Any beer, including 3.2 beers, wine, or liquor found in your room or in your possession anywhere on the OSU Institute of Technology campus will be confiscated and will result in disciplinary action. Students are expected to comply with state and local laws regarding the use of alcohol as well. Irresponsible behavior while under the influence of alcohol or any other drug is not tolerated and any student violating this policy will be subject to disciplinary and/or legal action. No decorative alcohol bottles, alcohol cans or alcohol bottle caps are allowed within a residence or other areas of the halls at any time.
ALCOHOL AND DRUG ABUSE EDUCATION PROGRAMS

For information regarding alcohol and drug abuse education programs please see the following link
This link will take you to the OSUIT Biennial report for drug free schools act.

LOST AND FOUND

The OSUIT Police Department Lost and Found is located at the campus police dispatch office. Additionally, there are lost and found areas located in other campus buildings. After a certain period of time, all buildings and officers are encouraged to forward any found items to the OSUIT Police Department to maintain a central location for persons seeking lost property.

The OSUIT Campus Police Department is responsible for the gathering, sorting, and disposal of all lost and found items on the OSUIT campus. OSUIT has many separate lost and found contact points on campus at the various main front desks at the major buildings on campus. Once an item has been turned in the item will be given to campus police. Campus police will exhaust every effort to return the property to its rightful owner.

If a lost and found item is unable to be returned to its owner the OSUIT campus police department will keep the item for 90 days then dispose of the item. Any computer or flash drives that are turned in will be destroyed by Technology Services if not claimed within 90 days.

Inquiries about lost and found property can be made by calling 918-293-5000.
DISCIPLINARY PROCEEDINGS

Anyone can report any instances of sexual harassment and sexual violence, as well as other crimes or violations of the Student Code of Conduct, to Student Conduct in the Workforce building or at 918-293-4928. A complaint should be filed as soon as possible, preferably within 180 calendar days of the incident. A complaint can be filed by coming in person to the Residential Life offices or going on line to https://go.osuit.edu/safety/reporting

If either the victim or the accused are students, the incident will be addressed through the Student Conduct process once a complaint is filed.

OSUIT strongly encourages individuals to report any instance of sexual harassment and sexual violence to the OSUIT campus police.

Student Conduct Process

We want you to be knowledgeable about the process that occurs once a complaint with Student Conduct is filed. The following describes the investigation process, the hearing and the outcome of the hearing. Student Conduct will be available to explain the process as requested. The Student Conduct process will be prompt, fair, and impartial. This means the process will be completed within a reasonable timeframe as designated below and without undue delay. The process will be conducted in a manner that is consistent with the University’s policies and will be transparent to all parties. Lastly, the Student Conduct process will be conducted by officials who do not have conflict of interest or bias for or against the complainant or respondent.

You will be notified of receipt of your complaint and the actions the University official will take. A University official will meet with you to discuss the complaint submitted, review the investigation and hearing process, and determine the outcome you desire from your complaint. An investigation will be conducted by a non-biased Title IX Investigator. This investigation will include:

- meeting personally with the complainant,
- meeting personally with the student(s) accused,
a. The investigation of complaints will be adequate, reliable and impartial. The Title IX Investigator will compile an investigation report.

b. The investigation process can take up to 60 days. If at any point either party would like an update of the investigation process all they need to do is ask and an update will be provided.

c. The University official will determine if a conduct hearing is possible based on the available information.

d. If it is determined that the University will proceed with a formal conduct hearing, the complainant and the responding student(s) will be notified of the hearing date.

Any member of the university community (faculty, staff, student, or the university) may file a complaint against a student alleging that a violation of the Code of 22 Conduct has occurred. Such complaint shall be filed with the official having jurisdiction as soon as possible but within 30 days of the alleged violation, and 180 days for alleged violations concerning sexual assaults or sexual harassment. The time may be extended at the discretion of the Vice President of Student Services. If an individual is unsure of where to direct a complaint, contact the Student Conduct Office for advice.

SEX OFFENSES, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING

Educational Programming

OSUIT prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as defined in the “Definitions” section on Pages 43 thru 48. All OSUIT students are required to complete a 45 minute, online, interactive training that addresses the prevention of sexual misconduct and effective bystander intervention techniques to help combat sexual
misconduct in the OSU community. Failure to complete the training will result in students being unable to enroll in classes in subsequent semesters. Faculty and staff are required to complete a similar training as well.

OSUIT prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as defined in the Definitions section on Pages 43 thru 48. OSUIT further prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as defined under Oklahoma law, set forth in the attached Appendix A.

Victim Information

If you are a victim of sexual violence, you are not alone and you are in no way responsible for your assault.

Definition of Consent

Effective Consent is:
- informed;
- freely and actively given;
- mutually understandable words or actions; and
- indicates a willingness to participate in mutually agreed upon sexual activity.

What to do if you are a Victim of Sexual Violence

a. If you are not safe and need immediate help, call the police. If the incident happened on campus, call the OSUIT Police Department at 918-293-5000. If the incident occurred elsewhere in Okmulgee, call the Okmulgee Police Department by dialing 911 or 918-756-3511. If the incident happened anywhere else, call the law enforcement agency that has jurisdiction in the location where the assault occurred.
b. Do what you need to do to feel safe. Go to a safe place or contact someone with whom you are comfortable. You can call the RAPE CRISIS LINE at 1-800-522-SAFE (7233). To get advice and discuss options for how to proceed.

c. Do not shower, bathe, douche, change or destroy clothes, eat, drink, smoke, chew gum, take any medications or straighten the room or place of the incident. Preserving evidence is critical for criminal prosecution. Although you may not want to prosecute immediately after the incident, that choice will not be available without credible evidence. The evidence collected can also be useful in the campus conduct process.

d. Go to the Creek Nation Hospital to receive care for any physical injuries that may have occurred. While in the emergency room, treatment will be provided for sexually transmitted diseases and to prevent pregnancy. The Creek Nation Hospital is Okmulgee does have a SANE nurse available. There are also SANE nurse services in Tulsa at Hillcrest Medical Center.

e. If you call the Creek Nation Hospital (918-756-4233) a sexual assault nurse examiner (SANE), a police officer and a rape volunteer advocate will be sent to the exam site.

f. Upon arrival at Creek Nation Hospital you will be taken to a private exam area. The nurse, advocate and police officer will be directed to this same location. You will be examined to treat any injuries and to gather evidence.

g. The rape advocate will support you throughout the entire exam, which will be performed by the nurse. The advocate will provide a packet of written materials that contains information about common reactions to rape, follow-up medical needs and support services.
On and Off Campus Resources

Sexual violence can be very emotionally disruptive, and it takes time to come to terms with such a major stress. In addition to support that may be found in family and friends, the following agencies and departments can serve as resources for you.

It is important to be aware that different individuals who you may contact for assistance following an incident may have different responsibilities regarding confidentiality, depending on their position. Under state law, some individuals can assure the victim of confidentiality, including counselors and certified victims’ advocates. In general, however, any other institution employee cannot guarantee complete confidentiality, unless specifically provided by law. As is the case with all colleges and universities, OSUIT must balance the needs of the individual victim with an obligation to protect the safety and well-being of the community at large.

Victim Advocate - Confidential Reporting Option
The Victim Advocate can confidentially provide students with information about on and off campus resources available to victims.

Victim Advocate
Kathy Avery
Oklahoma State University-Institute of Technology
OSUIT Student Union
918-293-4988

Counseling Resources- Confidential Reporting Options

OSUIT Counseling
Counseling is available free of charge to all OSUIT students. Counseling is available Monday thru Friday from 08:30 till 4:30 at the OSUIT student union.

Other counseling agencies are available to students such as the following:
CREOKS:
1803 S. Wood Drive
Okmulgee, Ok
(918)-758-4110

Other Local Services Available To Victims- Non-Confidential Reporting Options

OSUIT Police Department
918-293-5000

Okmulgee Police Department
918-756-3511

OSUIT Student Conduct Office
Steven “Bo” Hudson 918-293-4912

Title IX Coordinator
Kamie Rash Director Student Life 918-293-5456

Medical Services
It’s important to have a thorough medical examination after a sexual assault even if you do not have any apparent physical injuries. Medical providers can treat any injuries and provide tests for sexually transmitted diseases.

OSUIT Health Services (on-campus)
918-293-4946

Creek Nation Medical Center (off-campus)
918-756-4233

Also, refer to http://notalone.gov for more information and resources.
Interim Measures

Student Conduct and the Title IX Coordinator can put in place interim measures for student victims of sexual violence as needed. A formal complaint does not need to be submitted to have interim measures put in place. OSUIT will maintain as confidential any interim measures provided as long as it does not impair the ability to provide the interim measures.

a. **Assistance in Reporting:** Student Conduct can assist you in filing a complaint with the institution conduct process and the appropriate law enforcement agencies against the student(s) who caused harm.

b. **No Contact Order:** Student Conduct can put in place a No Contact Order between the complainant and the respondent, which would prohibit contact between both parties through any means of communication, as well as not having others make contact on their behalf.

c. **Emergency Protective Order:** Student Conduct can assist you in filing for an Emergency Protective Order in court with SAFE HARBOR Victim Advocate (918-938-0782). This is a court-ordered petition that prohibits contact between the complainant and respondent.

d. **Safety Measures:** Student Conduct can coordinate any reasonable arrangements that are necessary for your ongoing safety. This includes transportation arrangements or providing an escort.

e. **Living Arrangements:** Student Conduct can assist in changing your on-campus living arrangements or that of the accused to ensure safety and a comfortable living situation.

f. **Academic Arrangements:** Student Conduct can assist in adjusting your academic schedule or that of the accused as well as assist in providing access to academic support services.

g. **Other Interim Measures:** Student Conduct can coordinate any reasonable arrangements to address the effects of the sexual violence on you, including connecting you with counseling, health care or academic support resources.
When Student Conduct becomes aware of a student who potentially could have been a victim of sexual violence, they will contact the victim in writing through OSUIT email to share these interim measures, reporting options and other resources available. This will be done no matter the location of the incident.

**Reporting**

All forms of sexual violence should be reported, no matter the severity. OSUIT's primary concern is safety; therefore individuals should not be deterred in reporting even if the use of alcohol or other drugs was involved.

OSUIT encourages victims of sexual violence to talk to someone about what happened so they can receive support and so that the institution can respond appropriately. OSUIT offers both confidential reporting and non-confidential reporting options. It is important to be aware that different individuals who victims can contact for assistance following an incident may have different responsibilities regarding confidentiality, depending on their position. Under state law, some individuals can assure a victim of confidentiality, including counselors and certified victims’ advocates. In general, however, any other institution employee cannot guarantee complete confidentiality, unless specifically provided by law. As is the case with all colleges and universities, the institution must balance the needs of the individual victim with an obligation to protect the safety and well-being of the community at large.

Different employees on campus have different abilities to maintain a victim’s request for confidentiality.

- Some are required to maintain near complete confidentiality; talking to them is sometimes called a “privileged communication.”

- Other employees may talk to a victim in confidence, and generally report only that an incident occurred without revealing any personally identifying information. Disclosures to these employees will not trigger an institution investigation into an incident against the victim’s wishes.
This report is done through a Clery Report and does not include the victim’s name or other identifying information.

- Thirdly, some employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX Coordinator.

A. Confidential Reporting Options
Confidential reporting options provide students with the ability to confidentially report and discuss an instance of sexual violence without their information being shared with others. Please note confidential reporting limits the institution’s ability to respond to incidents.

**Professional Counselors**
Professional and licensed counselors who provide mental health counseling (including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX coordinator without a victim’s permission. These individuals are also not required by the Clery Act to report.

This would include counselors who work in University Counseling Services on campus.

**Victim Advocate**
OSUIT treats the Victim Advocate as a confidential reporting option. Victims can visit with the Victim Advocate to learn about resources available on campus. The Victim Advocate is not required to report any information about an incident to the Title IX Coordinator without a victim’s permission. However, the Victim Advocate will report incidents to OSUIT Police Department for the purpose of the Clery Act. Additionally, the Victim Advocate will report quarterly to the Board of Regents on trends of incidents.

**University Health Providers**
University Health Services providers are confidential reporting options. They are not required to report any information about an incident to the Title IX Coordinator without a victim’s permission. However, they will report
incidents without any identifiable information to OSUIT Police for the purpose of the Clery Act.

While these professional counselors, non-professional counselors (those who act under the supervision of a licensed counselor), advocate, and health providers may maintain a victim’s confidentiality, they may have reporting or other obligations under state law, such as mandatory reporting to law enforcement in the case of minors, imminent harm to self or others, or requirement to testify if subpoenaed in a criminal case.

If OSUIT determines that the alleged individual(s) pose a serious and immediate threat to the campus, OSUIT may issue a timely warning to the community. Any such warning will not include any information that identifies the victim.

B. Non-Confidential Reporting Options

The Board of Regents for the Oklahoma Agricultural and Mechanical Colleges and the Clery Act require all other employees (excluding counselors and Victim Advocate) who become aware of an instance of sexual violence to report the instance to OSUIT Police. The victim’s name should not be reported to the police without the victim’s permission. The report should include the nature, date, time, and general location of an incident. This is a limited report which includes no information that would directly or indirectly identify the victim. This allows for the institution to track patterns, evaluate the program, and develop appropriate campus-wide responses.

When an instance of sexual violence is reported to a “responsible employee” the reporter can expect the incident will be reported to the Title IX Coordinator or Student Conduct Office. A responsible employee must report to the Title IX Coordinator or Student Conduct Office all relevant details about the alleged sexual harassment or sexual violence shared by the victim including names, date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the institution’s
response to the report. A responsible employee should not share information about the victim to law enforcement.

A “responsible employee” is an employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty. Examples include but are not limited to faculty members, advisors, employees in student services offices and anyone in a supervisory role.

When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the institution will investigate the alleged sexual violence, end any sexual violence, prevent the sexual violence from reoccurring, and educate on sexual violence.

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee’s reporting obligations and if the victim wants to maintain confidentiality, then the student should be directed to a confidential resource.

Requests for Confidentiality from a Non-Confidential Reporter

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or conduct action taken, OSUIT must weigh that request against the obligation to provide a safe environment for all students, including the victim.

If the institution honors the request for confidentiality, a victim must understand that the institution’s ability to meaningfully investigate and respond to the incident may be limited.

Although rare, there are times when the University may not be able to honor a victim’s request in order to provide a safe environment for all students.

When weighing a victim’s request for confidentiality or that no investigation or conduct process be pursued, the following will be considered:
• The increased risk that the alleged respondent will commit additional acts of sexual or other violence, such as:
  o whether there have been other sexual violence complaints about the same alleged respondent;
  o whether the alleged respondent has a history of arrests or records from a prior school indicating a history of violence;
  o whether the alleged respondent threatened further sexual violence or other violence against the victim or others;
  o whether the sexual violence was committed by multiple respondents;
  o whether the sexual violence was perpetrated with a weapon;
  o whether the victim is a minor;
  o whether the institution possesses other means to obtain relevant information of the sexual violence (e.g., security cameras or personnel, physical evidence);
  o whether the victim’s report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the institution to investigate and, if appropriate, pursue conduct action. If none of these factors is present, the institution will likely respect the victim’s request for confidentiality.

If it is determined that the institution cannot maintain a victim’s confidentiality, the institution will inform the victim prior to starting an investigation. OSUIT will remain ever mindful of the victim’s well-being, and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. The institution may not require a victim to participate in any investigation or conduct process. Retaliation against the victim, whether by students or institution employees, will not be tolerated.
Reporting to the Police

OSUIT strongly encourages individuals to report sexual violence and any other criminal offenses to the police. This does not commit you to prosecute but will allow the gathering of information and evidence. The information and evidence preserve future options regarding criminal prosecution, institution conduct actions and/or civil actions against the perpetrator.

If the incident happened on campus, it can be reported to the OSUIT Police Department or by phone at 918-293-5000. If the incident occurred elsewhere in Okmulgee, it can be reported to the Okmulgee Police Department at 114 E. 7th St. in Okmulgee, OK or at 918-756-3511. If the incident happened anywhere else, it can be reported to the local law enforcement with jurisdiction in the location where it occurred.

Please know that the information you report can be helpful in supporting other reports and preventing further incidents.

Report to Student Conduct

Anyone can report any instances of sexual violence to Student Conduct at Bldg. 105 on the OSUIT campus or at 918-293-4928. A complaint should be filed as soon as possible, preferably within 180 calendar days of the incident. A complaint can be filed online at http://go.osuit.edu/safety/reporting

If either the victim or the accused is a student, the incident will be addressed through the Student Conduct process once a complaint is filed.

Additionally, as stated above, OSUIT strongly encourages individuals to report any instance of sexual violence to the police.

MISSING STUDENT NOTIFICATION

In accordance with Section 485 of the Higher Education Act, 20 U.S.C. § 1092(j), OSUIT has developed this investigation and notification policy regarding students who reside in campus housing and have been reported as missing.
Any report to a University official or campus security authority indicating that a student who resides in on-campus housing is missing shall be referred immediately to the Oklahoma State University-Institute of Technology Campus Police Department, and an investigation shall be conducted. If the initial investigation determines that the student is missing, the following persons shall be notified: Dean of Students, Director of Housing/Residential Life, Presidents Office, The Student’s custodial parent(s) or legal guardian(s), if the student is under 18 and not an emancipated minor. Local law enforcement authorities will be contacted as well.

**IMPORTANT:** Students are encouraged to share pertinent information with family and friends when leaving campus or taking trips. Sharing this information will enable University staff, as well as family and friends, to contact you if the need arises. In addition, students are encouraged to periodically update their emergency contact information in O-Key.

**CONTACT INFORMATION**

**OSUIT Campus Police** 918-293-5000

**OSUIT Counseling Services** 918-293-4988

**OSUIT Student Conduct Office** 918-293-4939

**OSUIT Title IX Coordinators:**

Title IX for Students: Kamie Rash 918-293-5456,
Title IX for Employees: Paula North 918-293-5238

**Victim’s advocacy services in Okmulgee:**

Safe Harbor Advocacy and Victim Witness Center: 918-938-0782

Creek Nation Memorial Hospital SANE Nurse Access: 918-756-4233
ANNUAL FIRE SAFETY REPORT

Institutions are required to keep a fire log that states the nature of the fire, date, time, and general location of each fire in on-campus student housing facilities. Oklahoma State University complies with this rule by including all fire-related incidents in the Annual Fire Safety Report and Fire Log maintained by OSUIT Safety and Energy Management Director Mr. Stan Teague at 918-293-4873. In the calendar year 2018 there were no fires reported in any of the residence halls on the OSUIT campus.

The Annual Housing Fire Safety Report is required by the Higher Education Opportunity Act (HEOA) for any Title IV institution that maintains an on-campus student housing facility. Per HEOA, an institution that maintains an on-campus student housing facility must collect fire statistics, publish an Annual Fire Safety Report, and keep a fire log.

The Clery Act was amended by HEOA in 2008, requiring future reports to begin including campus housing fire safety statistics as well.

NOTE: There were no fires reported in housing for 2018.

Steps To Follow If You See A Fire:
1) Activate the nearest fire alarm.
2) If on campus, call OSUIT Police at 918-293-5000 or you can call 911 as well. If off campus, call the Okmulgee Fire Department at 911. Give your name, address, location, and the extent of the fire.
3) Calmly alert people in the building, and evacuate the building by following EXIT signs.

Steps To Follow If You Are Caught In A Fire:
1) Remain calm.
2) Before opening a door, feel it with the back of your hand. If it is hot:
   A) Do not open the door.
   B) Open the windows. If possible, lower the top half of the window to let out heat and smoke and raise the lower half to let in fresh air.
   C) Seal crack around door with towels, linens or clothes. Soak these items in water if possible.
D) To attract attention, hang objects out the window. Shout for help. 
E) Keep low to the floor. Take short breaths to avoid inhaling smoke. Place a wet towel over your nose and mouth. Keep your head six (6) to eight (8) inches off the floor. 
3) If the door is not hot, brace yourself against the door and open it slowly. If hot air or fire rushes in, close the door and refer to Step 2A. 
4) If you can leave, close all doors behind you and proceed to the nearest safe exit. Leave the building and stand clear of the fire. Provide directions to police and fire personnel when they arrive. 

Steps To Follow For Fire Prevention: 
1) Know every regular and emergency exit. Know how to activate the alarm system and what it sounds like. Know the location of fire extinguishers and how to operate them. 
2) Arrange the contents of your room with fire safety in mind. Maintain clear and unobstructed access to your room door, from both inside and outside. 
3) Do not overload electrical outlets. Do not use broken, frayed, or cracked electrical cords. Do not suspend lamps or lights by their own cords. 
4) If you smoke, exercise care when smoking and do not smoke in bed. OSUIT is a tobacco free campus. 
5) Do not allow excess clutter of flammable materials. 
For further information, contact Mr. Stan Teague at 918-293-4873. 

Fire Reporting: 
Per federal law, Oklahoma State University is required to annually disclose statistical data on all fires that occur in on-campus housing facilities. Even if a fire is limited in nature and has already been extinguished please call the OSUIT police at 918-293-5000 and provide the dispatcher with as much pertinent information as possible.
APPENDIX A

Definitions under Oklahoma law:

Consent:

The term “consent” means the affirmative, unambiguous and voluntary agreement to engage in a specific sexual activity during a sexual encounter which can be revoked at any time. Consent cannot be:

1. Given by an individual who:
   a. is asleep or is mentally or physically incapacitated either through the effect of drugs or alcohol or for any other reason, or
   b. is under duress, threat, coercion or force; or

2. Inferred under circumstances in which consent is not clear including, but not limited to:
   a. the absence of an individual saying “no” or “stop”, or
   b. the existence of a prior or current relationship or sexual activity.


Dating violence is not defined in Oklahoma; however, violence against a person with whom the perpetrator is in a dating relationship is considered domestic violence, defined below. A dating relationship is defined as: a courtship or engagement relationship. For purposes of this act, a casual acquaintance or ordinary fraternization between persons in a business or social context shall not constitute a dating relationship.

22 Okla. Stat. § 60.1.

Domestic violence is not defined in Oklahoma law. However, the criminal definition of domestic abuse is defined as: Any person who commits any assault and battery against a current or former spouse, a present spouse of a former spouse, a former spouse of a present spouse, parents, a foster parent, a child, a person otherwise related by blood or marriage, a person with whom the defendant is or was in a dating relationship as defined by Section 60.1 of Title 22 of the Oklahoma Statutes, an individual with whom the defendant has had a child, a person who formerly lived in the same household as the defendant, or a person living in the same household as the defendant shall be guilty of domestic abuse.

Sexual assault:
a. rape, or rape by instrumentation, as defined in Sections 1111, 1111.1 and 1114 of [Title 21], or
b. forcible sodomy, as defined in Section 888 of [Title 21].


Rape (as used in the definition for “sexual assault”):
A. Rape is an act of sexual intercourse involving vaginal or anal penetration accomplished with a male or female who is not the spouse of the perpetrator and who may be of the same or the opposite sex as the perpetrator under any of the following circumstances:

1. Where the victim is under sixteen (16) years of age;

2. Where the victim is incapable through mental illness or any other unsoundness of mind, whether temporary or permanent, of giving legal consent;

3. Where force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person;

4. Where the victim is intoxicated by a narcotic or anesthetic agent, administered by or with the privacy of the accused as a means of forcing the victim to submit;

5. Where the victim is at the time unconscious of the nature of the act and this fact is known to the accused;

6. Where the victim submits to sexual intercourse under the belief that the person committing the act is a spouse, and this belief is induced by artifice, pretense, or concealment practiced by the accused or by the accused in collusion with the spouse with intent to induce that belief. In all cases of collusion between the accused and the spouse to accomplish such act, both the spouse and the accused, upon conviction, shall be deemed guilty of rape;

7. Where the victim is under the legal custody or supervision of a state agency, a federal agency, a county, a municipality or a political subdivision and engages in sexual intercourse with a state, federal, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim;

8. Where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in sexual intercourse with a person who is eighteen (18) years of age or older and is an employee of the same school system; or
9. Where the victim is nineteen (19) years of age or younger and is in the legal custody of a state agency, federal agency or tribal court and engages in sexual intercourse with a foster parent or foster parent applicant.

B. Rape is an act of sexual intercourse accomplished with a male or female who is the spouse of the perpetrator if force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person.

21 Okla. Stat. § 1111

Rape by instrumentation (as used in the definition of “sexual assault”):
Rape by instrumentation is an act within or without the bonds of matrimony in which any inanimate object or any part of the human body, not amounting to sexual intercourse is used in the carnal knowledge of another person without his or her consent and penetration of the anus or vagina occurs to that person. Provided, further, that at least one of the circumstances specified in Section 1111 of this title has been met; further, where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in conduct prohibited by this section of law with a person who is eighteen (18) years of age or older and is an employee of the same school system, or where the victim is under the legal custody or supervision of a state or federal agency, county, municipal or a political subdivision and engages in conduct prohibited by this section of law with a federal, state, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim, consent shall not be an element of the crime. Provided, further, that at least one of the circumstances specified in Section 1111 of this title has been met; further, where the victim is nineteen (19) years of age or younger and in the legal custody of a state agency, federal agency or tribal court and engages in conduct prohibited by this section of law with a foster parent or foster parent applicant. Except for persons sentenced to life or life without parole, any person sentenced to imprisonment for two (2) years or more for a violation of this section shall be required to serve a term of post-imprisonment supervision pursuant to subparagraph f of paragraph 1 of subsection A of Section 991a of Title 22 of the Oklahoma Statutes under conditions determined by the Department of Corrections. The jury shall be advised that the mandatory post-imprisonment supervision shall be in addition to the actual imprisonment.


Forcible sodomy (as used in the definition of “sexual assault”):
A. Any person who forces another person to engage in the detestable and abominable crime against nature, pursuant to Section 886 of this title, upon conviction, is guilty of a felony punishable by imprisonment in the custody of the Department of Corrections for a period of not more than twenty (20) years. Except for persons sentenced to life or life
without parole, any person sentenced to imprisonment for two (2) years or more for a violation of this subsection shall be required to serve a term of post-imprisonment supervision pursuant to subparagraph f of paragraph 1 of subsection A of Section 991a of Title 22 of the Oklahoma Statutes under conditions determined by the Department of Corrections. The jury shall be advised that the mandatory post-imprisonment supervision shall be in addition to the actual imprisonment. Any person convicted of a second violation of this section, where the victim of the second offense is a person under sixteen (16) years of age, shall not be eligible for probation, suspended or deferred sentence. Any person convicted of a third or subsequent violation of this section, where the victim of the third or subsequent offense is a person under sixteen (16) years of age, shall be punished by imprisonment in the custody of the Department of Corrections for a term of life or life without parole, in the discretion of the jury, or in case the jury fails or refuses to fix punishment then the same shall be pronounced by the court. Any person convicted of a violation of this subsection after having been twice convicted of a violation of subsection A of Section 1114 of this title, a violation of Section 1123 of this title or sexual abuse of a child pursuant to Section 843.5 of this title, or of any attempt to commit any of these offenses or any combination of said offenses, shall be punished by imprisonment in the custody of the Department of Corrections for a term of life or life without parole.

B. The crime of forcible sodomy shall include:

1. Sodomy committed by a person over eighteen (18) years of age upon a person under sixteen (16) years of age; or

2. Sodomy committed upon a person incapable through mental illness or any unsoundness of mind of giving legal consent regardless of the age of the person committing the crime; or

3. Sodomy accomplished with any person by means of force, violence, or threats of force or violence accompanied by apparent power of execution regardless of the age of the victim or the person committing the crime; or

4. Sodomy committed by a state, county, municipal or political subdivision employee or a contractor or an employee of a contractor of the state, a county, a municipality or political subdivision of this state upon a person who is under the legal custody, supervision or authority of a state agency, a county, a municipality or a political subdivision of this state;

5. Sodomy committed upon a person who is at least sixteen (16) years of age but less than twenty (20) years of age and is a student of any public or private secondary school, junior high or high school, or public vocational school, with a person who is eighteen (18) years of age or older and is employed by the same school system;

6. Sodomy committed upon a person who is at the time unconscious of the nature of the act, and this fact should be known to the accused; or
7. Sodomy committed upon a person where the person is intoxicated by a narcotic or anesthetic agent administered by or with the private of the accused as a means of forcing the person to submit.


**Stalking:**
Any person who willfully, maliciously, and repeatedly follows or harasses another person in a manner that:

1. Would cause a reasonable person or a member of the immediate family of that person as defined in subsection F of this section to feel frightened, intimidated, threatened, harassed, or molested; and

2. Actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed, or molested,

shall, upon conviction, be guilty of the crime of stalking, which is a misdemeanor punishable by imprisonment in a county jail for not more than one (1) year or by a fine of not more than One Thousand Dollars ($1,000.00), or by both such fine and imprisonment.

F. For purposes of this section:

1. “Harasses” means a pattern or course of conduct directed toward another individual that includes, but is not limited to, repeated or continuing unconsented contact, that would cause a reasonable person to suffer emotional distress, and that actually causes emotional distress to the victim. Harassment shall include harassing or obscene phone calls as prohibited by Section 1172 of this title and conduct prohibited by Section 850 of this title. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose;

2. “Course of conduct” means a pattern of conduct composed of a series of two or more separate acts over a period of time, however short, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of “course of conduct”;

3. “Emotional distress” means significant mental suffering or distress that may, but does not necessarily require, medical or other professional treatment or counseling;

4. “Unconsented contact” means any contact with another individual that is initiated or continued without the consent of the individual, or in disregard of that individual’s expressed desire that the contact be avoided or discontinued. Constitutionally protected activity is not included within the meaning of unconsented contact. Unconsented contact includes but is not limited to any of the following:

   a. following or appearing within the sight of that individual,
b. approaching or confronting that individual in a public place or on private property,

c. appearing at the workplace or residence of that individual,

d. entering onto or remaining on property owned, leased, or occupied by that individual,

e. contacting that individual by telephone,

f. sending mail or electronic communications to that individual, and

g. placing an object on, or delivering an object to, property owned, leased, or occupied by that individual; and

5. “Member of the immediate family”, for the purposes of this section, means any spouse, parent, child, person related within the third degree of consanguinity or affinity or any other person who regularly resides in the household or who regularly resided in the household within the prior six (6) months.


Hierarchy Rule. A requirement in the FBI's UCR program that, for purposes of reporting crimes in that system, when more than one criminal offense was committed during a single incident, only the most serious offense be counted.
Oklahoma State University - Institute of Technology

MAIP-PRYOR CAMPUS

(Calendar Year 2018)

OSUIT Campus Police

1801 E. 4th St.

Okmulgee, Ok 74447 Workforce Bldg.

(918) 293-5000
OSUIT-MAIP ASR
OSUIT-MAIP closed its doors in December of 2018, after 20 years of educating and training students in the Pryor, Ok area.
The information and statistics contained in this publication are being presented in compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The OSUIT campus police department publishes this information to inform members of the campus community and other interested parties of incidents of crime and to educate them in effective crime prevention and safety measures so that community members can make informed decisions relative to their safety. The crime statistics reflect incidents that occurred on the OSUIT-MAIP campus or on public property adjacent to the campus. OSUIT does not provide residential dormitories and facilities for on campus student housing at the Pryor, Ok campus. The OSUIT campus police dept. has primary responsibility for categorizing, disseminating, and publishing crime statistics collected on campus and includes statistics obtained from various local law enforcement entities including Pryor police department as well as the Mayes County Sheriff’s office.

CAMPUS POLICE

The OSUIT Campus Police Dept. office is located in Bldg. 105 of the campus in Okmulgee, Ok and can be reached from anywhere on campus by calling 918-293-5000. For on campus emergencies at the OSUIT-MAIP campus, dial 911. Visit www.osuit.edu/safety/ to view emergency procedures. Campus safety is provided by the Mayes County Sheriff’s Office, which has officers on duty 24 hours a day, seven days per week, and 365 days per year. The OSUIT campus police department does not staff officers on the Pryor campus, but officers from the Okmulgee campus are authorized to perform any and all duties within their scope of employment on the Pryor campus if need be. The OSUIT campus police department is the only department at OSUIT that operates 24 hours per day 365 days of the year. 12 full-time and part-time officers maintain a visible police presence and patrol the campus roadways, walkways, parking areas, and buildings. OSUIT campus Police officers provide a positive image to visitors and members of the campus community, whether it is providing directions, parking information, or just a friendly welcome. Our
officers represent this University as a group of caring and professional people, intent upon enhancing a friendly community atmosphere. Necessary enforcement includes using alternatives to arrest when reasonable. Specific elements of the campus police mission include: accident investigation; crime prevention; vehicle assists; incident investigation; parking and traffic enforcement; emergency response; and disaster coordination with the OSUIT emergency management department. OSUIT campus police officers are armed commissioned law enforcement/police officers certified by the Council on Law Enforcement Education and Training (CLEET) with full powers of arrest. OSUIT police officers may issue campus citations as well as write Okmulgee County District court citations just like you would receive from the Okmulgee County Sheriff’s Office. The OSUIT police department is responsible for maintaining public order on campus. The approach to this responsibility is with professionalism, discretion, and with the understanding that service to and safety of the entire campus community is paramount. The OSUIT campus police departments’ mission is to provide the OSUIT community with exceptional law enforcement services while using our interactions with students as a “teaching moment” that will benefit students not only in their personal lives, but professional lives as well. To carry out the police patrol mission, campus police operates marked campus police vehicles. OSUIT campus police is responsible for access to campus buildings after hours, and on weekends. OSUIT campus police is also responsible for unlocking facilities at the start of each day as part of the 24-hour-per-day on-campus police presence.

CAMPUS POLICE ASSISTANCE
OSUIT Campus Police personnel provide 24-7 X 365 assistance to the OSUIT campus community. The OSUIT campus police department conducts or sponsors informational sessions addressing substance abuse, personal protection, crime prevention, sexual assault, domestic violence awareness, gun safety, and emergency preparedness when needed. In situations requiring assistance from community-based services campus police can promptly summon help from other local agencies.

HOW TO REPORT CRIMES OR INCIDENTS ON CAMPUS
OSUIT encourages Crime victims, and witnesses to a crime regardless of the crime, to promptly report incidents to the OSUIT Police or other appropriate local police agency. To report a crime, the victim or witness needs to call the OSUIT police phone number 1-918-293-5000 and a police officer will communicate with them to gather information. An official report is made with copies available to the victim after a completed investigation. Each day the incidents from the previous day, excluding names, are summarized and made available to the public, key OSUIT staff, and other law enforcement agencies.
OSUIT encourages both students and employees that “IF YOU SEE SOMETHING, SAY SOMETHING” promptly report crimes on campus to any OSUIT campus police officer at 1-918-293-5000 and crimes that happen “off-campus” to local law enforcement agencies on a voluntary basis. NOTE: If you dial 911 from campus the call will be answered by the Mayes County 911 dispatcher not the OSUIT campus police dispatcher. You can report crimes in person by coming to the OSUIT campus police department in Bldg. 105 just across from the Student Union. Campus police working in
conjunction with other local law enforcement agencies will conduct the appropriate investigation(s), and file the necessary report(s). Follow-up investigations will include efforts to identify responsible parties, recover stolen property, pursue code of conduct action with the Director of Residential Life/Chief Conduct Officer for student conduct and encourage restitution when feasible. OSUIT campus police maintains an excellent working relationship with the Mayes County Sheriff’s Office, Mayes County 911 Center, Okmulgee Police Dept., Creek Nation Light-Horse Police Dept. as well as the Okmulgee County Sheriff’s Office and the Okmulgee County Office of Emergency Management. Assistance is provided in a prompt and professional manner when requested.

Crimes may also be reported online at [www.osuit.edu/safety/reporting](http://www.osuit.edu/safety/reporting). Anonymous reporting can take place at the same webpage through the “SILENT WITNESS” reporting system link. All known crimes by faculty and staff on campus must be reported.

**Confidential Reporting**

Crimes may also be reported online at [www.osuit.edu/safety/reporting](http://www.osuit.edu/safety/reporting). Anonymous reporting can take place at the same webpage through the “SILENT WITNESS” reporting system link. All known crimes by faculty and staff on campus must be reported.

**Campus Security Authorities:**

Campus Security Authorities include:

1. A campus police department or campus security department of the University;
2. Any individual who has responsibility for campus security but who is not a member of the campus police department or the campus security department (e.g. parking enforcement staff, campus safety escort staff, special event venue security);
3. Any individual specified in the University's statement of campus crime security policy as an individual to which students and employees should report criminal offenses; and,
4. Any individual of the University who has significant responsibility for student and campus activities (e.g. student housing, student discipline, athletic directors/coaches and campus student judicial officials).

**The following individuals are designated as Campus Security Authorities:**

**Department of Public Safety**
- Director of Public Safety
- All Sworn Police Officers
- All Communication Officers

A **Campus Security Authority** - is defined as any official of the College who has significant responsibility for student and campus activities. Campus Security Authorities include but are not limited to all campus police officers and dispatchers, all Deans and Department heads, **Devin Debock**: Dean of Students, Director of Emergency Management, **Kamie Rash**: Director of Student Life (918-293-4942), and **Kathy Avery**: Director of Counseling Services (918-293-4988). All advisors to student clubs and organizations, as well as Residence Coordinators are Campus Security Authorities. The law requires that all crimes reported to any Campus Security Authority be included in
the College’s statistics and evaluated relative to its timely warning policy. Professional mental health counselors are excluded from this requirement, however, the University encourages such mental health professionals to, when they believe it appropriate, inform the person being counseled of procedures to report crimes on a voluntary, confidential basis for inclusion in the annual report.

**Reporting Suspicious Activity:**
If you see any suspicious activity or person on or near the University campus, it is your responsibility to call the University Police at 918-293-5000. Do not assume what you see is an innocent activity or that another individual has already called the police. Do not worry about being embarrassed; rather, think about what could happen if you do not act.

**Suspicious persons may include:**
- Person loitering about at unusual hours and locations.
- Person running, especially if the person is carrying something of value.
- Person exhibiting unusual mental or physical symptoms. Person could be under the influence of drugs or needing medical or psychiatric assistance.
- Person carrying property that might be suspicious, depending on the circumstances.
- Person going from room to room trying door knobs.
- Person going from door to door trying to gain access into a building.

**Other unusual situations:**
- Open or broken doors or windows.
- Unusual noises — anything suggestive of foul play, danger, or illegal activity.
- Person sitting in parked vehicle for an extended period of time.
- Vehicles driving slowly in a parking lot or parking garage at night.
- Any person not affiliated with the University community.
- Do not assume the person may be a visitor or University staff that you have not seen before. Call the University Police immediately.

**TIMELY WARNINGS POLICY STATEMENT**
Campus Police maintains and reports yearly crime statistics available at [www.osuit.edu/safety/crime_statistics](http://www.osuit.edu/safety/crime_statistics) and, when appropriate, will issue timely warnings to the campus community relative to potential emergencies or criminal activity. OSUIT strives to provide a safe and secure campus environment. Occasionally an incident may take place on our campus or information is received from Campus Police regarding an incident that occurred in the immediate vicinity of the campus which is considered potentially life-threatening. If any member of the campus community knows of a crime
or other serious incident they should report that incident as soon as possible to the Campus Police Dept. or call (918)-293-5000 so that a timely warning can be issued. When we are made aware of such information, OSUIT will issue timely warnings via e-mail, text alerts (COWBOY ALERT) and this information will be placed on the Universities website— www.osuit.edu. The OSUIT campus police department in building 105 on the Okmulgee campus also maintains a daily crime log which is made available for public viewing during regular business hours (8:30am-4:30pm) Monday through Friday.

**EMERGENCY RESPONSE AND EVACUATION**

OSUIT has implemented a comprehensive Emergency Notification System that can alert and inform campus community members in the event of an imminent threat to health and safety (e.g. tornado, active shooter, hazardous material spill, etc.). Upon confirmation from a Campus Police officer or University official regarding a significant emergency or dangerous situation involving an immediate threat to the health and safety of campus community members, emergency notifications will be disseminated without delay to campus community members via text message (Cowboy Alert) and email alerts, web freeze, public address system (where applicable) and an external Public Address system (where applicable). The Director of Public Safety, Director of Emergency Management along with the Public Information Officer (PIO) working in conjunction with other University officials will determine the content of the emergency notification, select the most appropriate method(s) for disseminating the information as quickly as possible, and initiate the notification system. The Director of Public Safety, campus police officers and authorized College personnel have responsibility for issuing notifications via the College’s Emergency Notification System. The text message system OSUIT “Cowboy Alert” is a free service that students and staff can subscribe to in order to receive information directly to their text enabled mobile phone in the event of an emergency, severe weather, or campus closure. The external siren is capable of producing audible warning to the campus community in the event of a weather emergency. When you hear the audible alert tone, you should immediately take shelter in a pre-designated area. In other emergent situations you may be notified to seek shelter inside immediately, stay inside until further notice, or evacuate the campus immediately. Other emergency notification methods the University employs can include flyers posted at entryways, the University homepage (www.osuit.edu), digital displays, web freeze, patrol car announcements, electronic marquis, and broadcast television alerts.

Emergency evacuation routes are conspicuously posted in/around each classroom on our campuses. Additionally, various procedures for responding to emergencies can also be found on the College’s homepage by visiting www.osuit.edu/safety/emergency_preparedness. OSUIT officials will conduct annual tests and exercises of emergency response, alarm systems, and evacuation procedures in order to ensure an orderly response to incidents necessitating such measures and to continuously assess the readiness of our emergency response and recovery capabilities. Tests will be announced in advance via email, the Universities homepage, and other available methods.
MISSING STUDENT NOTIFICATION

In accordance with 485 of the Higher Education Act, 20 U.S.C. § 1092(j), Oklahoma State University-Institute of Technology has developed this investigation and notification policy regarding students who reside in on campus housing and have been reported as missing.

Any report to a University official or campus security authority indicating that a student who resides in on-campus housing is missing shall be referred immediately to the OSUIT Campus Police Department, and an investigation shall be conducted. If the initial investigation determines that the student is missing, the following persons shall be notified: A confidential contact person designated by the student, Director of Housing/Residential Life, Presidents Office, The Student's custodial parent(s) or legal guardian(s), if the student is under 18 and not an emancipated minor. Local law enforcement authorities will be contacted as well.

IMPORTANT: Students are encouraged to share pertinent information with family and friends when leaving campus or taking trips. Sharing this information will enable University staff, as well as family and friends, to contact you if the need arises. In addition, students are encouraged to periodically update their emergency contact information in O-Key.

Medical Illness and Minor Injuries

The OSUIT Campus Infirmary is an outpatient clinic/healthcare facility designed to provide no-cost healthcare and health information to the students, faculty and staff at Oklahoma State University-Institute of Technology. The hours of accessibility are Monday thru Friday starting at 11:00am and is open until the last patient is seen. The Campus Infirmary is located inside the Student Union at the Okmulgee campus. OSUIT campus police officers are trained in first-aid as well as CPR. OSUIT campus police officers are most often the first responders on scene at a medical call on the OSUIT campus.

FIRES

1. If clothing catches fire STOP, DROP, and ROLL to smother the flames.
2. Pull fire alarm or provide verbal warning to leave the building.
3. Leave the building by way of the nearest safe exit, go to area upwind of the fire. Secure critical operations, close ventilation hoods, shut down equipment, turn off ignition sources, and close doors and windows, if time permits.
4. If there is smoke or heat in area while leaving the building, keep low, crawling if necessary.
5. Contact Fire Department by dialing 911, ensure that address/building number of location is provided.
6. Contact Campus Police at 1-(918)-293-5000
7. Contact Safety Officer
8. Obtain medical assistance if the fire causes serious injury.
9. After warning other occupants to leave the building, an employee may choose to fight the fire, if the fire is small and can be extinguished using an available fire extinguisher, and where there is no danger to the employee.
10. Occupants may go back into building only when someone in authority, such as the Fire Marshall, Campus Police Chief, Safety Officer, or Emergency Manager says it is safe to do so.

For the 2018 calendar year there were NO FIRES reported for any of the residence halls located on the OSUIT (Okmulgee) campus. Additionally per the Mayes County 911 Center in 2018 there were no fire or medical calls reported at the OSUIT-MAIP campus.

ACCESS TO CAMPUS FACILITIES

For security purposes, campus buildings are secured when classes and activities have finished each day. Facilities are kept secured during periods when University sanctioned functions are not being conducted. All persons required to be on campus when facilities are closed are requested to contact Campus Police at 918-293-5000. University facilities are generally open from 7:00am-10:00pm, Monday through Friday, and from 7:00am-10:00pm on weekends, unless otherwise specified by University officials. Persons requesting access to University facilities after hours will be required to show an OSUIT campus police officer an appropriate picture identification and state the reason for being on campus. On a need basis, and with proper authorization, students, faculty and staff may be provided with access codes to those facilities which are operated with electronic access controls. If a student needs to be in a building on campus after hours, it is to be in the company of a faculty/staff member, or provided written permission from an appropriate University official. The Dormitories at OSUIT are locked at all times and require key access. Some housing facilities on campus have direct external doors and some facilities have a lobby or inside area where the dormitory front door is in a hallway etc. There are security cameras (Both internal and external) at most dormitory facilities on the OSUIT campus.

LOST and FOUND

The OSUIT Lost and Found is located at the OSUIT Police Department. Additionally, there are lost and found areas located in other campus buildings. After a certain period of time, all buildings and offices are encouraged to forward any found items to the OSUIT Police Department to maintain a central location for persons seeking lost property.

The OSUIT Police Department will maintain a database of items reported missing and cross-check them with items submitted to lost and found. The identified owners will be notified immediately, and arrangements will be made to return the property. Any unidentifiable or unclaimed property will be held for six months. After that time all unclaimed lost and found items will be properly disposed of. Inquiries about Lost and Found property can be made at 918-293-5000.
CRIME PREVENTION and SAFETY

OSUIT Campus Police provides 24 hour-a-day Police presence at the Okmulgee campus. As a regular part of their routine mobile and foot patrols, officers are alert for any deficiencies including broken door locks; inoperative lights; overgrown shrubs and trees; and broken sidewalks, steps and handrails and other conditions which might detract from the safety and security of the campus environment. Anyone encountering a condition affecting campus safety at the OSUIT-MAIP campus should report it promptly to OSUIT-MAIP administrative office.

BASIC CRIME PREVENTION STEPS

Effective crime prevention begins with personal involvement, situational awareness, and responsibility. By taking a few moments to think before acting, we can all make ourselves less likely to become a victim or a statistic. The following is a list of DOs and DON’Ts to help you in protecting your personal property and yourself. **DO** lock your car at all times - when parked and when driving; **DO** use the lighted walkways going to and from the parking lots; **DO** report all crimes and/or suspicious activities to Campus Police promptly; **DO** mark your valuable possessions (books, calculators, recorders, etc.) i.e. with your driver's license number; **DO** call Campus Police (918-293-5000) if you desire an escort; **DO** treat all personal property as you do cash; **DO** ask a friend to walk with you to the parking lot; **DON’T** leave valuables in plain sight in your vehicle (iPods, GPS devices, books). **DON’T** leave books, handbags, book bags, wallets, etc. unattended in the library, cafeteria, restrooms or study areas; **DON’T** leave your room unlocked; **DON’T** leave your purse or other valuables in an unlocked desk or file cabinet; **DON’T** walk through dark areas without an escort; **DON’T** leave cash or checks in your unlocked desk or file cabinet. Crime prevention is everyone's job. With some effort and forethought we can maintain a safe campus environment for everyone at OSUIT.

Beginning with the fall 2014 semester all students are required to complete a 45 minute, online, interactive training that addresses the prevention of sexual misconduct and effective bystander intervention techniques to help combat sexual misconduct in the OSU community. Failure to complete the training will result in students being unable to enroll in classes in subsequent semesters. Faculty and staff are required to complete a similar training as well.

Personal Safety

At home, in an apartment building, or in a residence hall:

1) Keep your room door locked when you are napping or sleeping.
2) Never let unauthorized persons come into your room, enter residence halls, or enter apartment security doors. Always ask to see proper identification.

3) Never prop open inside or outside doors.

4) Do not hide keys outside of your room or apartment. Do not put your name or address on your key rings.

5) Avoid working or studying alone in a campus building.

6) Never dress in front of a window. Close blinds or curtains after dark.

7) If you are awakened by an intruder inside your room, do not attempt to apprehend the intruder. Try to get an accurate description of the intruder and then call the police.

8) Any suspicious activity should be reported to the OSU Police immediately.

**When driving:**

1) Have your car keys in hand when approaching your vehicle so you can enter quickly.

2) Always check underneath your car upon approach and in the rear seat for intruders before entering your automobile.

3) Lock your doors and keep windows rolled up whenever possible.

4) Drive on well-traveled and well-lit streets.

5) Never hitchhike, and never pick up hitchhikers.

6) If someone tries to enter your stopped vehicle, sound the horn and drive to a safe area such as a convenience store.

7) If your vehicle breaks down, ask any person who stops to help to call the police. Do not allow any person access to you or inside your car. Roll down your window no more than an inch. Be aware that an accident may be staged to provide the other driver an opportunity to commit a criminal act.

8) Leave enough room between your car and the one ahead so you can drive around it if necessary.

9) Call ahead when driving to your home or apartment late at night and have someone watch you walk from your car to the residence.

10) Limit distractions such as cell phones, and do not text and drive.

**While walking or jogging:**

1) Avoid walking or jogging alone, and try not to walk or jog after dark.

2) Avoid dark or vacant areas. Walk along well-lit routes.

3) Be alert to your surroundings. If you suspect you are being followed: Run in a different direction, go to the other side of the street and yell for help, or move quickly to a lighted area, a group of people, or flag down an officer.

4) Have your keys ready when returning to your residence hall or apartment. Keep your personal or valuable items concealed and close to your body.

5) Avoid wearing headphones when walking or jogging. Always be aware of your surroundings and practice risk avoidance techniques.

6) Limit distractions such as cell phones and avoid texting.

**Victim Bill of Rights**
Survivors shall be notified of their options to notify law enforcement and campus authorities, which includes the option not to notify such authorities. Accuser and accused must have the same opportunity to have others present. Both parties shall be informed of the outcome of any disciplinary proceeding. Survivors shall be notified of counseling services. Survivors shall be notified of options for changing academic and living situations. When a student or employee reports that they have been a victim of dating violence, domestic violence, sexual assault, or stalking, whether on or off campus, the University will provide a written explanation of the student’s or employee’s rights and options.

**SUBSTANCE ABUSE POLICY**

Oklahoma State University-Institute of Technology seeks to encourage and sustain an academic environment that respects individual freedoms and promotes the health, safety, and welfare of its students, faculty, staff, and visitors. These participants are expected to know and follow the applicable laws and all University rules and regulations. Each person is responsible for his/her own behavior. Oklahoma State University-Institute of Technology does not condone the possession, use, manufacture or distribution of illegal substances or drug paraphernalia of any kind in any amount. Campus community members in violation of this policy may be jeopardizing their own well-being as well as the well-being of the campus community. OSUIT is committed to providing a drug-free, safe environment for students, faculty, and staff. Toward this end, OSUIT maintains a "dry" campus with the use of alcohol restricted. OSUIT clearly states it is unlawful for individuals to manufacture, possess, use and/or distribute illicit drugs and alcohol on any OSUIT property. Individuals who violate OSUIT regulations along with local, state, and federal laws will be subject to disciplinary action, dismissal from OSUIT and/or prosecution under applicable federal, state and/or local statutes. Since July 1, 2000, students who are convicted of an offense involving the sale or possession of a controlled substance may become ineligible for federal student aid. For the University’s complete drug and alcohol policy regarding the Drug-Free School and Communities Act, request the Oklahoma State University-Institute of Technology Student Rights and Responsibilities handbook.

**SUBSTANCE ABUSE ASSISTANCE**

If you or someone you know would like help with a substance abuse problem, you can call Campus Police at ext. 5000 (918-293-5000) or stop in the Campus Police office in building 105, or call OSUIT counseling services at ext. 4988. Each year, the OSUIT Campus Police Dept., working in conjunction with the Student Life office sponsors a Drug & Alcohol Abuse Awareness informational session for the campus community. In addition, substance abuse assistance can be sought by contacting the following:

**Grand Lake Mental Health Clinic**
Mayes County Clinic
231 E. Graham
Pryor, Oklahoma 74361
(918) 825-1405
THE FOLLOWING RESOURCES ARE AVAILABLE TO ALL OSUIT-MAIP Students and Employees

OSUIT Counselor: Kathy Avery. Ms. Avery is located at the Okmulgee campus in the Dean of Students office in the Student Union. You can stop in, or make an appointment by calling 1- 918-293-4988. Ms. Avery’s services are free to all students.

OSUIT Employee Assistance program (EAP) - OSUIT strongly urges employees with substance abuse problems to use this program (Com-Psych) Guidance Resources Program for confidential help by calling 855-850-2397 or (TDD) 800-697-0353. On-Line at www.guidanceresources.com Company ID: OKSTATEEAP

SEXUAL VIOLENCE STATEMENT:
Oklahoma State University-Institute of Technology (OSUIT) takes acts of sexual harassment, which include sexual violence, extremely serious and believes that 1 victim is 2 many. The following information, consistent with U.S. Department of Education Title IX guidance, provides details on the university response, resources, and remedies to sexual violence. The university hopes that you will help us in our efforts to maintain a safe and productive environment for all members of our community to live, learn and be successful by uniting as a community committed to ending sexual violence and sexual harassment.

Sexual harassment and sexual violence are forms of gender discrimination that are not tolerated at OSUIT. The university strongly encourages victims to report all acts of gender discrimination. Additionally, students have the option of filing a formal complaint with Student Conduct as well as with the police. Please be aware that even if an individual chooses not to file a formal complaint, the university may take interim measures, such as changing academic schedules and housing arrangements, may be taken to provide safety for the victim in the educational setting. Oklahoma State University-Institute of Technology does not discriminate on the basis of race, color, national origin, sex, qualified disability, religion, sexual orientation, gender identity, veterans’ status, genetic information or age in its program and activities. Therefore, the university will address all complaints of sexual harassment, including sexual violence, the same, irrespective if the complainant (person filing the complaint) or respondent (person the complaint is filed against) is of a protected class or sex.
Where it is determined that sexual misconduct is more likely than not to have occurred, university conduct sanctions can include suspension or expulsion. Even if law enforcement and criminal justice authorities choose not to prosecute a particular incident, the university may still pursue the incident through the student conduct process. All student conduct processes are separate from law enforcement investigations. Instances where gender discrimination is not addressed through the student conduct system, the university still has the obligation under Title IX to take immediate action to eliminate the harassment, prevent its recurrence and address its effects, irrespective of formal legal processes.

SEXUAL HARASSMENT AND ASSAULT POLICY

Students and staff at OSUIT have a right to an environment free of sexual harassment, not only by persons in positions of power, but by any OSUIT employee or student. Sexual harassment constitutes a serious threat to the free interaction and exchange necessary for educational and personal development. Sexual harassment is not only a clear violation of University policy; it is a form of discrimination and is illegal. Students are protected under Title VII of the Civil Rights Act and Title IX of the Education amendments. Sexual harassment is unwanted sexual attention such as staring, leering, ogling, sexual teasing, jokes, gestures, inappropriate touching, pressures for a date or sex, forced sexual relations or suggestions that sex can be exchanged for grades or a promotion. It can happen to both men and women, but women are more often the victims. Harassment may occur when a person in a position of control or influence over a person's grades, academic career, or job uses authority and power to gain sexual advantages and threatens or punishes for refusal. Another form of sexual harassment is peer harassment (by other students), and includes any of the above unwanted actions (except suggestions that can be exchanged for grade or promotions).

Sexual harassment committed by students is a serious offense which could lead to dismissal from the University. If an individual is the victim of sexual harassment they are encouraged to report such incidents promptly to the Title IX Coordinator, Kamie Rash (Kamie.rash@okstate.edu), located in Covelle Hall, ext. 5456 (918-293-5456). College officials will help individuals obtain counseling and file formal reports with the Title IX Coordinator. If an individual is the victim of a sexual assault, formal charges alleging sexual assault occurring on any University property must be logged with the Campus Police Dept. which will make a thorough investigation of the occurrence. In the case of a criminal sexual assault, it is extremely important that physical evidence be preserved. Effective consent is informed, freely and actively given, using mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Initiators of sexual activity are responsible for obtaining effective consent. Silence or passivity is not effective consent. The use of intimidation, coercion, threats, force or violence negates any consent obtained. Consent is not effective if obtained from an individual who is incapable of giving consent due to lack of consciousness, age, mental disability or incapacitation due to ingestion of drugs or alcohol.
This definition of consent is the exclusive definition used in the Student Code of Conduct. It is also used for Title IX purposes throughout the University.

**What to Do If You Are Sexually Assaulted:**

a. Find a safe environment away from your attacker and call 918-293-5000 or 911 for Campus Police immediately! If possible, ask a trusted friend to stay with you. And, remember, it’s not your fault you were attacked. Write down everything you can remember about your attacker (physical description, location of the attack, etc.) Preserve evidence of the attack. Though you may want to, do not bathe, douche, use rest-room, or brush your teeth. Do not wash or get rid of any of the clothing that you were wearing. If the incident occurred on campus, immediately report the assault to Campus Police at 918-293-5000 or MCSO at 911. University officials will contact appropriate agencies to provide victim advocacy services. University officials will assist the victim in notifying the appropriate local law enforcement agency if the assault occurred off campus. Seek medical attention, even if you don’t think you’re injured, it’s important to test for STDs, and pregnancy. Ask the hospital to conduct a rape kit exam and, if you think that you have been drugged, collect a urine sample for analysis by a lab. Note, a sexual assault exam can be performed up to 120 hours (5 days) after the assault.

**Sex Offender Lookup:**
Follow this link to be taken to the State of Oklahoma Department of Corrections Sex Offender look-up webpage. The search feature allows you to search by County. OSUIT-MAIP is in Mayes County, Oklahoma.

**Sexual Assault Disciplinary Procedure Guarantees:**
The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding. Both the accuser and accused shall be informed simultaneously of the outcome or any campus disciplinary proceeding brought alleging a sexual assault. The accuser and the accused will be treated with dignity, courtesy, and professionalism. Students found guilty of such violations under the Universities Code of Conduct and Oklahoma law are subject to disciplinary sanctions up to and including suspensions, expulsions, and/or prosecution. University officials will assist victims of sexual assault/harassment with any class schedule adjustment(s).

If you are a victim of a sexual assault at this institution, your first priority should be to get to a place of safety. You should then obtain necessary medical treatment. The OSUIT Police Department strongly advocates that a victim of sexual assault report the incident in a timely manner. Time is a critical factor for evidence collection and preservation. An assault should be reported directly to an OSUIT Police officer and/or to a Housing representative. Filing a report with an OSUIT Police officer will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Filing a police report will: Ensure that a victim of sexual assault receives the necessary medical treatment and tests, at no expense to the victim; Provide the opportunity for collection of evidence helpful in prosecution, which cannot be obtained later (ideally a
victim of sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical/legal exam); Assure the victim has access to free confidential counseling from counselors specifically trained in the area of sexual assault crisis intervention. When a sexual assault victim contacts the OSUIT Police Department, the Okmulgee County/Mayes County District Attorney’s Office and the OSUIT Chief Conduct Officer will be notified as well. A representative from Residential Life will also be notified. The victim of a sexual assault may choose for the investigation to be pursued through the criminal justice system and the OSUIT Student Conduct Office, or only the latter. A University representative from the OSUIT Police Department or the OSUIT Student Conduct Office will guide the victim through the available options and support the victim in his or her decision. Various counseling options are available from the University through the Counseling Center. Counseling and support services outside the University system can be obtained through the following:

**Safe-net Services:**
Mayes County
19 N. Coo-Y-Yah, Pryor, OK 74361
(918) 825-0190

Okmulgee County Coordinated Community Response Team for rape and sexual assaults 1-800-522-SAFE (7233).

University disciplinary proceedings, as well as special guidelines for cases involving sexual misconduct, are detailed in the Oklahoma State University Institute of Technology Student Rights and Responsibilities Governing Student Behavior. This provides, in part, that the accused and the victim will each be allowed to choose one person who has had no formal legal training to accompany them throughout the hearing. Both the victim and accused will be informed of the outcome of the hearing. A student found responsible of violating the University sexual misconduct policy may be suspended from the University for the First Offense. Student victims have the option to change their academic and/or on-campus living situations after an alleged sexual assault, if such changes are reasonably available and he student has request the change to the Residential Life office and the Student Conduct office.

**Bystander Intervention**
To prevent sexual violence, it is important that people are approached as potential witnesses or bystanders to behaviors related to sexual violence. As a witness to these behaviors, there are certain ways to step up to prevent a risky situation from escalating.

In order to intervene, someone has to:

1. **Notice the incident**
Bystanders first must notice the incident taking place. It is important to become attuned to what situations may be risky (e.g. if you're at a party, and you see someone stumbling as they're being led into a different room, this is a risky situation).
2. Interpret the incident as emergency
By "emergency," we mean a situation wherein there is risk of sexual or physical violence occurring in the near future.

3. Assume responsibility for intervening
It has been found that often, people believe that someone else will help in a situation where there are many people around. However, it is important to realize that others may also be thinking the same thing. If you're unsure if you should do something, ask a friend what they think – it might be the case that they've been thinking the same thing.

4. Have the bystander intervention skills to help
There are a number of different techniques that someone can use to intervene in a risky situation.

**STALKING**
Stalking is to engage 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. Stalking is defined to mean two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property. Substantial emotional distress would include significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Stalking is the willful, malicious, and repeated following or harassment of a person in a manner that would cause a reasonable person to feel frightened, intimidated, threatened, harassed or molested and actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened harassed or molested. Stalking also means a course of conduct composed of a series of two or more separate acts over a period of time, demonstrating a continuity of purpose or unwelcomed contact with a person that is initiated or continued without the consent of the individual or in disregard of the expressed desire of the individual that the contact be avoided or discontinued. This may include repeatedly contacting another person (through any means, such as in person, by phone, electronic means, text messaging, etc.), following another person, or having others contact another person.

**Dating Violence**
Dating violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with another person. The existence of such relationship shall be determined based on a consideration of the following factors: Length of the relationship, Type of relationship, Frequency of interaction between the persons involved in the relationship. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts that meet the definition of domestic violence.

**DOMESTIC VIOLENCE**
Domestic violence is a crime of violence committed by a current or former spouse or intimate partner of the victim, person with whom the victim shares a child in common, person who is cohabitating with or has cohabited with the victim as a spouse, or person similarly situated to a spouse of the victim. Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic or psychological actions or threat of actions that influence another person.

Retaliation
OSUIT will not tolerate retaliation against a person who, in good faith, brings a complaint forward. Retaliation against an individual who has brought a complaint forward or against an individual who has participated in an investigation or conduct process is prohibited. See Board of Regents for the Oklahoma Agricultural and Mechanical Colleges Policy Manual, 3.11 Non-Retaliation for more information. In compliance with the V.A.W.A. (Violence against Women’s Act) White House directive. The OSUIT police department is including report totals on new categories including Date Rape, Stalking, Domestic Assault and Battery, etc. For a full description of Title XI policies please select the following link

Police Report Process: A police report begins the moment you contact the authorities about a given situation, whether it be a crime that was committed earlier, or a crime currently in progress. The OSUIT Police Dispatcher will obtain basic information from you about the incident and relay the information to patrol officers working in your area. You can have the officers meet you on scene or you can request they meet you at the police department in an effort to resolve the issue, document the facts of the incident, and begin investigating the case if follow-up is required. By simply calling the OSUIT Police at 918-293-4888, the reporting process begins. The OSUIT Police Department operates 24 hour a day, 7 days a week, including all holidays and University breaks.

No Contact Order: Student Conduct can put in place a No Contact Order between the complainant and the respondent, which would prohibit contact between both parties through any means of communication, as well as prohibit others from making contact on their behalf. Students will need to visit Student Conduct at the north end of the campus police building for this order to be put in place. If a No Contact Order is believed to be violated, the complainant should contact the Student Conduct office at 918-293-4939. The University and not the police enforce No Contact Orders. Violations of a No Contact Order will result in disciplinary action where suspension from the university will be considered as a possible sanction.

Emergency Protective Order: Student Conduct, Campus Police, along with community groups, can assist victims in filing for an Emergency Protective Order. This is a court-ordered petition that prohibits contact between the complainant and respondent. The Okmulgee County Family Resource Center is located in Okmulgee, Oklahoma and can be reached at 918-756-2545. OCFRC can assist in completing the petition and filing the petition with the Okmulgee county court clerk. Granted protective
orders should be provided to the OSUIT Police Department who will honor the order and assist in any intervention needed. If a granted protective order is believed to be violated by the respondent, the complainant should contact police. If the incident happened on campus, call the OSUIT Police Department at 918-293-5000. If the incident occurred elsewhere in Okmulgee, call the Okmulgee Police Department at 918-756-3511. If the incident happened anywhere else, call the law enforcement agency that has jurisdiction in the location where it occurred.

**Safety Measures:** Student Conduct and Campus Police can coordinate any reasonable arrangements that are necessary for ongoing safety. This includes transportation arrangements or providing an escort.

**Living Arrangements:** Student Conduct/Residential Life can assist in changing on-campus living arrangements or that of the respondent to ensure safety and a comfortable living situation.

**Academic Arrangements:** Student Conduct can assist in adjusting academic schedules as well as assist in providing access to academic support services.

**Other Interim Measures:** Student Conduct can coordinate reasonable arrangements to address the effects of sexual violence, including connecting victims with counseling, health care or academic support resources.

The University will provide written notification to victims about options for available accommodations. Additionally, the University will maintain as confidential any protective measures or accommodations that are put in place, to the extent that maintaining such confidentiality would not impair the ability of the University to provide the accommodations or protective measures. Any necessary disclosure of information will be communicated to the complainant in compliance with the Family Educational Rights and Privacy Act (FERPA).

**Student Conduct Process for Allegations of Sexual Violence**
We want you to be knowledgeable about the process that occurs once a complaint with Student Conduct is filed. The following describes the investigation process, the hearing and the outcome of the hearing. Student Conduct will be available to explain the process as requested. The Student Conduct process will be prompt, fair, and impartial. This means the process will be completed within a reasonable timeframe as designated below and without undue delay. The process will be conducted in a manner that is consistent with the University's policies and will be transparent to all parties. Lastly, the Student Conduct process will be conducted by officials who do not have conflict of interest or bias for or against the complainant or respondent.

**Investigation**

You will be notified of receipt of your complaint and the actions the University official will take.
A University official will meet with you to discuss the complaint submitted, review the investigation and hearing process, and determine the outcome you desire from your complaint.

An investigation will be conducted by a non-biased Title IX Investigator. This investigation will include:

- meeting personally with the complainant,
- meeting personally with the student(s) accused,
- meeting personally with any witnesses, and
- reviewing any documentary evidence.

a. The investigation of complaints will be adequate, reliable and impartial. The Title IX Investigator will compile an investigation report.

b. The investigation process can take up to 60 days. If at any point either party would like an update of the investigation process all they need to do is ask and an update will be provided.

c. The University official will determine if a conduct hearing is possible based on the available information.

d. If it is determined that the University will proceed with a formal conduct hearing, the complainant and the responding student(s) will be notified of the hearing date.

Complaints

Any member of the university community (faculty, staff, student, or the university) may file a complaint against a student alleging that a violation of the Code of Conduct has occurred. Such complaint shall be filed with the official having jurisdiction as soon as possible but within 30 days of the alleged violation, and 180 days for alleged violations concerning sexual assaults or sexual harassment. The time may be extended at the discretion of the Vice President of Student Services. If an individual is unsure of where to direct a complaint, contact the Student Conduct Office for advice.

Complainant/Victim Rights

To encourage students to take responsibility for reporting code violations, complainants or victims have the right to:

1. be given an explanation of the discipline process;
2. have access to evidentiary material in advance of the hearing;
3. be present during the entire hearing;
4. be accompanied by an advisor during the hearing (The advisor is limited to advising the student and may not present the case, question relevant parties, or make statements during the proceedings.)
5. a timely hearing;
6. question the accused and material witnesses, either directly or indirectly, at the discretion of the conduct officer;

**Hearing**

Hearing notification will occur at least five days in advance and include the hearing date, time and location. Hearings will be scheduled around academic schedules. Allegations of sexual misconduct, sexual harassment, dating violence, domestic violence, and stalking will be heard by the Chief Conduct Officer/Director of Residential Life whose Training includes but is not limited to the following topics:

- definitions and issues related to dating violence, domestic violence, sexual assault, retaliation, and stalking;
- hearing process, due process the process that protects the safety of survivors and promotes accountability;
- relevant evidence, how it should be used during a hearing, and how to weigh evidence;
- proper techniques for asking questions;
- preponderance of the evidence standard;
- avoiding actual and perceived conflicts of interest;
- trauma-informed investigations and hearing procedures;
- impact of alcohol use in sexual assault; and
- writing facts and rationales.

b. The hearing includes opening statements, presentation of the investigation report, information about the incident, presentation of information by witnesses, and closing statements.

c. Each party is permitted to have a person of their choosing to accompany them throughout the hearing as an advisor.

d. All parties are permitted to be present during the hearing. All parties can be in the same room in a pre-arranged, non-threatening set-up or in separate rooms.

e. All parties are permitted to make statements. Witnesses and information need to be directly related to the incident.

f. The standard of proof used in all University conduct hearings is preponderance of the evidence, which means the determination to be made is whether it is more likely than not a violation occurred. This is significantly different than proof beyond a reasonable doubt, which is required for a criminal prosecution.

**Outcome**
b. Possible outcomes include Conduct Expulsion, Conduct Suspension, Conduct Probation, Residence Hall Status Change, No Contact Order, Class Removal, Educational and Behavioral Change Requirement, and Restrictions. Detailed definitions of these sanctions are listed in the Student Code of Conduct. When it is determined that sexual misconduct is more likely than not to have occurred, the outcome can include separation from the University.

c. Parties have the right to be informed of the outcome. Both parties will be notified within two business days after the hearing at the same time. Upon written request from the victim to Student Conduct Education and Administration, the report on the results of any disciplinary proceeding against the respondent will be provided to the victim. If the victim is deceased as a result of such a crime or offense, the next of kin of the victim shall be treated as the victim for purposes of disclosure.

d. Both parties have the right to appeal the decision reached through the hearing proceedings within seven business days after the hearing.

On and Off Campus Resources

Sexual harassment and sexual violence can be emotionally disruptive, and it takes time to come to terms with such major stress. In addition to support that may be found in family and friends, the following agencies and departments can serve as resources.

Upon notification or request, the University will provide to students and employees information about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available for victims both within the University and in the community.

It is important to be aware that different individuals who one may contact for assistance following an incident may have different responsibilities regarding confidentiality, depending on their position. Under state law, some individuals can assure the victim of confidentiality, including counselors and certified victims’ advocates. In general, however, any other University employee cannot guarantee complete confidentiality, unless specifically provided by law. Universities must balance the needs of the individual victim with an obligation to protect the safety and well-being of the community at large. See Reporting for more information.

OSUIT will protect the identity of victims and other necessary parties. The University is required to complete publicly available record keeping data on crimes that occur on campus. In these reports, personally identifying information about the victim is excluded.

Definitions of Criminal Offenses
The following definitions are those used in the Uniform Crime Reporting System of the United States Department of Justice, Federal Bureau of Investigation:

**Aggravated Assault:** An unlawful attack of one person by another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.

**Arson:** Any willful or malicious attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle, or aircraft, personal property of another. Only fires determined through investigation to have been willfully or maliciously set are classified as arson.

**Burglary:** The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes: unlawful entry with the intent to commit a larceny or felony; breaking and entering with the intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Dating Violence:** Dating violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with another person. The existence of such relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes but is not limited to sexual or physical abuse or the threat of such abuse. Dating violence does not include acts that meet the definition of domestic violence.

**Domestic Violence:** Domestic violence is a felony or misdemeanor crime of violence committed by a:

1. Current or former spouse or intimate partner of the victim,
2. Person with whom the victim shares a child in common,
3. Person similarly situated to a spouse of the victim under the domestic or family violence laws of Oklahoma; or 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 Oklahoma. Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can be physical, sexual, emotional, economic or psychological actions or threats of actions that influence another person.

**Drug Law Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, Methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Hate Crimes:** A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. For the purposes of this definition, the categories of bias include the victim’s actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national original, and disability.
**Larceny:** The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another without use of force or violence. It includes shoplifting, pocket-picking, purse snatching, thefts from motor vehicles, to include parts and accessories, bicycles, and computer thefts.

**Liquor Law Violations:** The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned. Drunkenness and driving under the influence are not included in this definition.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle by someone other than the registered owner.

**Murder and Non-negligent Manslaughter:**
The willful (non-negligent) killing of one human being by another.

**Negligent Manslaughter:** The killing of another person through gross negligence.

**Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

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### Crimes Reported by OSUIT-MAIP Police Department - 2018³

This chart includes offenses that were reported to the OSUIT-MAIP Police Department in accordance with the Uniform Crime Reporting procedures and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

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No hate crimes were reported for 2018.
Crimes Reported by OSUIT-MAIP Police Department – 2016-2018

This chart includes offenses that were reported to the OSUIT-MAIP Police Department in accordance with the Uniform Crime Reporting procedures and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

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</table>

No hate crimes were reported for 2016 thru 2018.
This chart includes offenses that were reported to law enforcement agencies other than the OSUIT-MAIP and to any official of OSUIT-MAIP who has significant responsibilities for student and campus activities. These offenses are compiled in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

<table>
<thead>
<tr>
<th>Offense Type (includes attempts)</th>
<th>On Campus</th>
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<th>Total</th>
<th>Residential Facilities</th>
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No hate crimes were reported for 2018.
Crimes Reported by University Officials or by Other Law Enforcement Agencies – 2016-2018

This chart includes offenses that were reported to law enforcement agencies other than the OSUIT-MAIP Police Department and to any official of OSUIT-MAIP who has significant responsibilities for student and campus activities. These offenses are compiled in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

<table>
<thead>
<tr>
<th>Offense Type (includes attempts)</th>
<th>Year</th>
<th>On Campus</th>
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<th>Total</th>
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<td>Drug Law Arrests</td>
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<td>Weapons Law Arrests</td>
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No hate crimes were reported for 2017 thru 2018. **CAVEAT:** Disciplinary referrals for incidents involving alcohol and weapons that do not include an arrest, this indicates the circumstances did not actually constitute a crime but rather a violation of institutional policies. Likewise, referrals for incidents involving drugs that do not include an arrest indicate that there was evidence of drugs present, but insufficient evidence to support criminal charges.

| Liquor Law Violations Referred for Disciplinary Action | 2017 | 0 | 0 | 0 | 0 | 0 |
| Drug Law Violations Referred for Disciplinary Action | 2018 | 0 | 0 | 0 | 0 | 0 |
| Weapons Law Violations Referred for Disciplinary Action | 2017 | 0 | 0 | 0 | 0 | 0 |
| | 2018 | 0 | 0 | 0 | 0 | 0 |

Information contained in this publication is provided in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. To obtain a hard copy of this report, contact Director of Public Safety/Chief of Police, Matthew J. Wooliver at ext. 4888 (918)-293-4888 or matt.wooliver@okstate.edu REVISED 09/19

**Fire**

**Annual Fire Safety Report**

Institutions are required to keep a fire log that states the nature of the fire, date, time, and general location of each fire in on-campus student housing facilities. Oklahoma State University complies with this rule by including all fire-related incidents in the Annual Fire Safety Report and Fire Log maintained by Director of Safety and Energy Management Mr. Stan Teague at 918-293-4873. Per the Mayes County 911 center there were no fire related calls dispatched or reported in the calendar years 2017 thru 2018 at OSUIT-MAIP in Pryor, Ok.

The Annual Housing Fire Safety Report is required by the Higher Education Opportunity Act (HEOA) for any Title IV institution that maintains an on-campus student housing facility. Per HEOA, an institution that maintains an on-campus student housing facility must collect fire statistics, publish an Annual Fire Safety Report, and keep a fire log. OSUIT-MAIP does not have on campus student housing.

The Clery Act was amended by HEOA in 2008, requiring future reports to begin including campus housing fire safety statistics as well.

**Steps To Follow If You See A Fire:**

1) Activate the nearest fire alarm.
2) If on campus, call the Mayes County 911 center by dialing 911. Give your name, address, location, and the extent of the fire.
3) Calmly alert people in the building, and evacuate the building by following EXIT signs.

**Steps To Follow If You Are Caught In A Fire:**
1) Remain calm.
2) Before opening a door, feel it with the back of your hand. If it is **hot**:
   A) Do not open the door.
   B) Open the windows. If possible, lower the top half of the window to let out heat and smoke and raise the lower half to let in fresh air.
   C) Seal crack around door with towels, linens or clothes. Soak these items in water if possible.
   D) To attract attention, hang objects out the window. Shout for help.
   E) Keep low to the floor. Take short breaths to avoid inhaling smoke. Place a wet towel over your nose and mouth. Keep your head six (6) to eight (8) inches off the floor.
3) If the door is not **hot**, brace yourself against the door and open it slowly. If hot air or fire rushes in, close the door and refer to Step 2A.
4) If you can leave, close all doors behind you and proceed to the nearest safe exit. Leave the building and stand clear of the fire. Provide directions to police and fire personnel when they arrive.

**Steps To Follow For Fire Prevention:**
1) Know every regular and emergency exit. Know how to activate the alarm system and what it sounds like. Know the location of fire extinguishers and how to operate them.
2) Arrange the contents of your room with fire safety in mind. Maintain clear and unobstructed access to your room door, from both inside and outside.
3) Do not overload electrical outlets. Do not use broken, frayed, or cracked electrical cords. Do not suspend lamps or lights by their own cords.
4) If you smoke, exercise care when smoking and do not smoke in bed. OSUIT-MAIP is a tobacco free campus.
5) Do not allow excess clutter of flammable materials. For further information, contact Mr. Stan Teague at 918-293-4873.