



SEMINOLE STATE COLLEGE ANNUAL SECURITY REPORT

October 2016



Table of Contents

• Introduction	3	• Confidential Crime Reporting	18	• Definition Of Consent	22
• Notice Of Security Report	4	• Crimes Disclosed To A Pastoral Or Mental Health Counselor	18	• What To Do If You Are A Victim Of Sexual Violence	37
• Campus Security Authorities	5	• Crimes In Progress	19	• On And Off Campus Resources	39
• Designated CSA	5	• Crime Disclosure	20	• Interim Measures	40
• Campus Police Department	5	• Definition Of Terms For Statistical Charts	20	• Reporting	42
• Working Relationship With Other Law Enforcement Agencies	6	• Crime Definitions	20-26	• Confidential Reporting Options	43
• Timely Warning Policy	7	• Crime Statistics	21	• Non-Confidential Reporting Options	43
• Daily Crime Log	9	• Obtaining Reports	26	• Non-Confidential Reporter	45
• Emergency Response And Evacuation Procedures Statement	9	• Off-campus Crime	26	• Reporting To The Police	46
• Notification To College Community About An Immediate Threat	10	• Access To Campus Facilities	26	• Report To Student Conduct	46
• Emergency Siren	10	• Campus Facilities Security And Access	26	• Missing Student Notification	47
• Medical Emergencies	10	• Maintenance Of Campus Facilities	20	• Informing Students	48
• Campus Emergency Response	10	• Alcohol And Drug Policies	28	• Contact Information	49
• Crime Prevention	12	• Alcohol And Drug Abuse Education Programs	29	• Annual Fire Safety Report	51
• Personal Safety	13	• Lost And Found	29	• Appendix A	54
• Natural Disasters	15	• Disciplinary Proceedings	30		
• Emergency Siren	16	• Disciplinary Training	30		
• Tornado Precautions	16	• Student Conduct Process	30		
• Sex Offender Registry	17	• Faculty and Staff Disciplinary	34		
• Reporting Procedures (General Procedures For Reporting A Crime Or Emergency)	17	• Sex Offenses, Domestic Violence, Dating Violence, And Stalking	36		
• Crime Reporting	17	• Educational Programming	36		
		• Bystander Intervention	36		
		• Victim Information	36		

Annual Security Report

- **INTRODUCTION**

- On November 8, 1990, President Bush signed the “Student Right to Know and Campus Security Act of 1990.” The Act applies to every institution of higher education that receives federal financial aid. Title II of the Act was called the “Campus Crime Awareness and Campus Security Act of 1990.” It requires institutions of higher education to distribute to all current students and employees, and applicants for enrollment or employment, two types of information:
- (1) descriptions of policies related to campus security, and (2) statistics concerning specific types of crimes. Amendments enacted in 1998 renamed Title II, and it is now known as the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.” The amendments require the disclosure of crimes that are reported to police and campus officials other than police, along with a breakdown of locations of criminal activity to be specified as on-campus, non-campus, residence hall or public property.

Annual Security Report

- **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 Bill Knowles, Vice President for Student Affairs and Sam Rivera, campus Chief of Police.
- Copies of this report may be obtained by visiting <https://www.sscok.edu/PolicePg.htm>
- A copy of this Report can also be obtained in person by contacting Toni Wittmann at:
 - Toni Wittmann, Seminole State College
 - 2701 Boren Blvd.
 - 405-382-9216
 - t.wittmann@sscok.edu

Annual Security Report

- **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**

- Vice President for Student Affairs
- Chief of Campus Police
- Campus Police Officers
- Director of Residence Life
- Roesler Hall Manager
- Seminole Nation Hall Manager
- Athletic Director
- Staff Residence Advisors
- Student Residence Assistants
- Title IX Coordinator
- Student Organization Advisors
- President's Leadership Class Advisor
- Director of Maintenance
- Physical Plant/Housekeeping
- Coaches
- Annual training of CSAs training is

provided in a variety of ways, to include, but not limited to sending materials in an e-mail to face-to-face meetings that include PowerPoint presentations and training manuals.

- **CAMPUS POLICE DEPARTMENT**

- Seminole State College (SSC) police officers have full arrest and enforcement authority and possess all the powers, privileges and immunities accorded police officers in and by the state of Oklahoma. Police officers of the Seminole State College Police Department (Campus Police) are Oklahoma State Certified police officers. The officers of the department are armed and possess the same authority under the law as county and municipal officers.

Annual Security Report

- The Seminole State College Police Department enforce the law, arrest violators, investigate and deter crime, investigate traffic accidents and provide a full range of services to the college community. Campus Police works with municipal, county, state and federal law enforcement agencies within the state of Oklahoma, and occasionally with others outside the state as well. The Seminole State College Police Department is a prevention/service-oriented agency. Service to the campus community is top priority. Seminole State College is located in the City of Seminole, Oklahoma in Seminole County Oklahoma.
- **WORKING RELATIONSHIP WITH OTHER LAW ENFORCEMENT AGENCIES**
- The Seminole State College Police

Department maintains a close working relationship with the City of Seminole Police Department, the Seminole County Sheriff Department, Seminole Nation Police Department, as well as the Oklahoma State Highway Patrol. Personnel and resources are provided by these law enforcement agencies whenever an incident occurs that exceeds the capabilities of the Seminole State College Police Department. Campus police are cross-deputized with local police agencies. Mutual agreements through memorandums of understanding with service area law enforcement agencies are on file to provide employees, students and visitors with the best possible protection. The safety of everyone on campus is the primary concern. The City of Seminole Police, Seminole Nation Tribal Police, and Seminole County Sheriff's officers

may assist Seminole State College police officers when their assistance is requested. During their travels on campus and during those times when their assistance is requested, Seminole City police, Seminole Nation Lighthorse Police and Seminole County Sheriff's Department officers have full authority to make arrests for criminal violations.

Annual Security Report

- **TIMELY WARNING POLICY**

- To help prevent crimes or serious incidents, the Seminole State College Police Department, in conjunction with other departments on campus, will issue timely warnings to notify Seminole State College community members about crimes or other serious incidents in and around the community.
- If a situation arises that, in the judgment of the Seminole State College Police Department, Executive Vice President for Institutional Advancement, Vice President for Student Affairs, Vice President for Academic Affairs, or the Vice President for Fiscal Affairs constitutes an ongoing or continuing threat, a campus-wide warning will be issued.
- The warnings will be issued should an ongoing or continuing criminal threat

to SSC students, faculty or staff arise either on or off campus, the Campus Police Department and Executive Vice President for Institutional Advancement will utilize appropriate components of the campus alert notification system (Student Learning Management System alerts, e-mail blasts, posted on the SSC website, public address systems, social media, flyers and/or personal direction from college officials) to issue a “Timely Warning” as soon as pertinent information is available.

- Warnings may be posted as notices in college buildings when deemed necessary. A campus map and list of the buildings where crime alerts may be posted is maintained by the SSC Police Department.
- The purpose of timely warnings is to provide the Seminole State College

community with more immediate notification. Anyone with information warranting a timely warning should report the circumstances to the Seminole State College Police Department in Room #102 of the Walkingstick Building or via phone at (405) 382-9500 or (405) 380-8989.

- Timely warnings are issued for the following crime classifications which constitute an ongoing or continuing threat:
- Criminal homicide--murder and non-negligent manslaughter; Negligent manslaughter; Sex offenses--Forcible sex offenses and Non-forcible sex offenses; Robbery; Aggravated assault; Burglary; Motor vehicle theft; Arson, and Hate crimes.

Annual Security Report

- Criminal homicide--murder and non-negligent manslaughter; Negligent manslaughter; Sex offenses--Forcible sex offenses and Non-forcible sex offenses; Robbery; Aggravated assault; Burglary; Motor vehicle theft; Arson, and Hate crimes.
- Timely warnings may also be issued for other crimes as deemed necessary in the judgment of the Coordinator of Campus Police or his/her designee. Campus Police works in conjunction with the City of Seminole Police Department and other agencies to gather the necessary information to inform the campus community about crimes reported to them that may warrant a timely warning
- Any student, employee or visitor with information warranting a timely warning should report the circumstance to Campus Police by phone at 405-382-9500 (office) or 405-380-8989 (duty officer cell), 405-584-9532 or in person at the College Police Department located in room #102 in the Walkingstick Student Services Building.
- All members of SSC are notified on an annual basis they should contact the SSC Police Department of any situation or incident on campus that involves a significant emergency or dangerous situation that may pose an immediate or ongoing threat to the health and safety of students and/or employees on campus. The SSC Police Department has a responsibility to respond to such incidents and evaluate if the situation poses an immediate threat to the community.
- The SSC Police Department will provide the necessary information for the Timely Warning. The Vice President for Student Affairs and Executive Vice President for Institutional Advancement are responsible for notifying the President and developing the content of the message to the community and sending the message to communicate the threat to the college community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.
- The SSC Executive Vice President for Institutional Advancement will post updates during a critical incident on the SSC website at www.sscok.edu

Annual Security Report

- **DAILY CRIME LOG**
- The SSC Police Department maintains a log of all alleged crimes and incidents reported to the
- College Police that is available for viewing, 24 hours a day 7 days a week, upon request at the
- SSC Police Department located in room #102 in the Walkingstick Student Service Building.
- Note: Any incident that may have been reported only to pastoral and professional counselors of the college are generally protected by privacy rights of the client or patient and are not included in any of the crime statistic reports, nor are they included in the timely warning notifications of the college.
- **EMERGENCY RESPONSE AND EVACUATION PROCEDURES STATEMENT**
- The SSC Police Department, the Office of the Vice President for Student Affairs and the Office of the Executive Vice President for Institutional Advancement receive information from various internal and external sources concerning the safety of persons on or near campus facilities. If it is confirmed there is an emergency or dangerous situation posing an immediate threat to the health or safety of some or all members of the SSC community, the Campus Police will without delay issue an Emergency Notification alert and collaborate with the Executive Vice President for Institutional Advancement to determine the content of a specific information message to be used to communicate the threat, unless issuing an emergency notification will, in the judgment of first responders (including, but not limited to, SSC Campus Police, Seminole Municipal Police, Seminole County Sheriff's Dept., Seminole Fire Dept. and/or Emergency Medical Services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.
- An Emergency Notification will be delivered by means of automated and manual elements of communication. Notification of the existence of an emergency and safety instructions will be delivered through any or all of the following: Student Learning Management System alerts, e-mail blasts, posted on the SSC website, public address systems, social media and/or personal direction from college officials. Students are encouraged to sign up for Cruiser Alerts to receive automated text messages and to check their Cruiser/SSC e-mail account routinely for alert messages.

Annual Security Report

- **NOTIFICATION TO COLLEGE COMMUNITY ABOUT AN IMMEDIATE THREAT**

- If the Seminole State College Police Department 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 Seminole State College community or the Seminole State College Police will utilize some or all of the systems described under the Timely Warning Policy (located at page 6) to communicate the threat to the Seminole State College community or appropriate segment of the community if the threat is limited to a particular building or segment of the population.
- The Seminole State College Police Department without delay – and taking into account the safety of the community – determines the content of the notification and initiates the notification system unless issuing a notification will, in the judgment of the responsible authorities' compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency.

- **EMERGENCY SIREN**

- All students, faculty, and staff should familiarize themselves with the SSC Emergency Siren. You may listen to the siren by logging onto the SSC webpage at www.sscok.edu. The siren has two distinct sounds, one for tornado and the other for Active Shooter or potentially dangerous situations. The **alert tone** is used for tornado warnings and the **air horn tone** is used for active shooter/other dangers. A potential danger could be a terrorist attack, hostage situation, hazardous chemical spill or other. The siren is tested each Friday at noon and sounded only for 30 to 40 seconds. If you hear the siren sound for a period of three minutes or longer, **IT IS NOT A DRILL**. Immediately following the siren, the SSC Police Department will give a voice activated public address warning to explain what type emergency exists and what to do.

- **MEDICAL EMERGENCIES**

- Steps to take in a medical emergency:
- Do not move the patient unless his or her

life is in danger.

- Have someone stay with the patient until help arrives.
- 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.
- Meet emergency personnel to guide them to the patient.
- **CAMPUS WIDE EMERGENCY RESPONSE**
- The purpose of this policy is to establish emergency response procedures for Seminole State College, as required by the Higher Education Opportunity Act of 2008. This policy applies to all students and employees of Seminole State College.

Annual Security Report

- Upon confirmation of a threat or potential danger to the health, welfare, or safety of anyone on campus the SSC Police Department shall be notified immediately. An SSC Police Officer will respond immediately to the hot zone to size up and assess the situation.
- The SSC Police Department will contact predesignated staff at each building on campus by telephone or radio and notify them of the danger. Depending on the situation, the outside siren may be sounded to notify those outside.
- A live public address system will be used following the siren to give instructions to those on campus who are outside. As information becomes available to the police department the public will be notified as soon as possible and without delay and provided information that will reduce or eliminate the threat. The process SSC will use in order to confirm that a significant emergency exists is as follows:
 - The Seminole State College Emergency Operations Plan is activated on all emergencies reported to the SSC Police Department and the responding officer assesses and evaluates each situation. Each case is then categorized as a level one, level two, or level three event and notification and response procedures are processed according to the type of Emergency and level of severity. Procedures for disseminating emergency information to the larger community are accomplished through the following methods:
 - SSC maintains a college website and all pertinent information is placed on the website as soon as it approved for accuracy by the Incident Commander and the Public Information Officer.
- The Seminole State College IT Department maintains email lists of all students and employees and provides emails as soon as information becomes available and has been approved by the Incident Commander and the Public Information Officer.
- SSC Public Information Officers utilizes radio, television, and newspapers in order to disseminate information to the community. SSC conducts emergency response and evacuation drills at the residence halls in accordance with requirements. Evacuation procedures are outlined in the Emergency Response Procedures manual. Relevant documentation is kept on file in the campus Police Department.

Annual Security Report

• **CRIME PREVENTION**

- Programs are available to members of the college community on the topics of crime prevention and drug and alcohol abuse. Information on Drug and Alcohol Abuse Education may also be obtained through the National Clearinghouse for Alcohol and Drug Information at 1-800-729-6686.
- The SSC Police Department plays a vital role in the students' learning at SSC utilizing the Community Policing philosophy. The focus of community-oriented policing is not simply on responding to crime, but on preventing crime and resolving community problems. The philosophy grows from the belief that the police and the community must work together as partners to solve the challenges faced in today's society. Officers work closely with other organizations and community groups to educate community members about potential hazards they may encounter and how to reduce the likelihood of becoming a victim of crime, to identify the

problems, concerns and fear of community members, to identify and eliminate hazards that may promote crime or disorder and to improve the overall quality of life in the community.

- Security Awareness and Crime Prevention Programs Offered by SSC Police Department
- Educational programs and counseling referral options are available to students and employees at Seminole State College. Campus Police conducts Crime Prevention Tips during student orientation.
- Campus Police participates in annual employee in-service training and new student orientation, which is required for all entering first-time students. During this session, a designated officer presents information on the following topics, among others:
 - Description of the SSC Campus Police Department, staffing, training, authority, etc.

- How students report crime, and that they are encouraged to report any and all crimes.
- Strategies to prevent crime, including sexual assault.
- Emergency phones—locations and how to use them.
- The Student Handbook and encouragement to familiarize themselves with it.
- Alcohol and drug policy.
- Firearms policy.
- Policy on unattended children.
- Sexual Harassment Policy and how to report incidents.
- Emergency procedures; emergency siren system.
- Courtesy services provided by Campus Police, including escort services.

Annual Security Report

- **PERSONAL SAFETY**
- The following precautions provide guidance.
- *General Precautions and Crime Prevention Tips:*
- Program the Seminole State College Police Department's phone number into your cell phone. Report any suspicious activity to the Seminole State College Police Department immediately.
- Never take personal safety for granted. Always be aware of your surroundings.
- Try to avoid walking alone at night. Request an escort from the Seminole State College Police Department by calling (405) 380-8989.
- 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 Seminole State College Police Department or the Seminole Police Department for help at the first sign of trouble.
- Use lighted walkways and thoroughfares, even if it means going out of your way.
- Carry only small amounts of cash and keep purses, backpacks and money belts close to the body.
- Do not struggle if someone attempts to take your property.
- Never leave valuables (wallets, purses, books, calculators, laptops, etc.) unattended.
- Carry your keys at all times and do not lend them to anyone.
- Lock up bicycles and motorcycles. Lock doors and close windows when leaving your car.
- 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.
- Do not leave valuables in your car, especially if they can be easily noticed.
- Engrave serial numbers or owner's recognized numbers, such as a driver's license number, on items of value.
- Inventory your personal property and insure it appropriately with personal insurance coverage.
- *Whether at home, an apartment building, or in a residence hall:*
- Keep your room door locked when you are sleeping.
- Never let unauthorized persons come into your room, enter residence halls, or enter apartment security doors. Always ask to see proper identification.
- Never prop open inside or outside doors.
- Do not hide keys outside your room or apartment. Do not put your name or address on your key rings.
- Avoid working or studying alone in a campus building.

Annual Security Report

- Never dress in front of a window. Close blinds or curtains after dark.
- 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.
- Any suspicious activity should be reported to the Seminole State College Police Department immediately.
- *When driving:*
- Park your vehicle in a well-lit and populated area.
- Have your car keys in your hand when approaching your vehicle so you can enter quickly.
- 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.
- Lock your doors and keep windows rolled up whenever possible.
- Drive on well-traveled and well-lit streets.
- Never hitchhike and never pick up hitchhikers.
- If someone tries to enter your stopped vehicle, sound the horn and drive to a safe area such as a convenience store.
- 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.
- Leave enough room between your car and the one ahead so you can drive around it if necessary.
- Call ahead when driving to your home or apartment late at night and have someone watch you walk from your car to the residence.
- Limit distractions such as cellphones.
- *While walking or jogging*
- Avoid walking or jogging alone, and try not to walk or jog after dark.
- Avoid dark or vacant areas. Walk along well-lit routes.
- 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, near a group of people, or call 911 or campus police (405) 380-8989 for an escort.
- **Procedures for dealing with a Potentially Dangerous Person**
- If you should encounter or observe a student or person whose behavior poses a threat to anyone, including themselves, or if you feel intimidated, threatened or unsafe because of a person's behavior, you are to immediately contact the Seminole State College Police Department, 405-382-9500 (office), 405-380-8989 (duty officer cell) or dial 911.

Annual Security Report

- **Active Shooter Procedures**

- If you witness or suspect a person is discharging a firearm on campus you should immediately get out of the line of fire and seek shelter where ever you can. Call 911 immediately. Try to remember what the suspect looks like and what he/she is wearing. If the suspect gets into an automobile be able to provide an accurate description of the auto. This would include the make, model, color, and tag number.
- When 911 is called they will immediately contact the Campus Police Department and send back-up police to assist. Campus Police will contact college departments that have been designated and equipped with hand held radios. Designated college personnel will assist the Campus Police in notifying the campus community that an active shooter is on campus. They will also inform the public as to what they need to do; i.e. seek shelter, lock doors, evacuate etc.

The police will immediately take action to stabilize the situation. If you are in a room or area that can be locked down to be secure from the shooter, do so immediately. Stay away from the windows. Everyone is to stay down and out of the line of fire until the police give the okay to evacuate. The evacuation process could vary depending on the situation. Do not panic, but remain alert and ready to cooperate with police.

- **Emergency Drills**

- Drills are conducted during the spring and fall semesters where Campus Police and Residence Life staff work together to conduct evacuation drills. Drills are unannounced in order to prevent redundancy. Once the drill is over, the SSC Incident Command Staff follow up and discuss results of the drill. A drill assessment form is completed in order to document and maintain compliance with federal law.

- **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.
- The Emergency Notification System calls, texts, or emails you if there is an emergency in your area. You can register your land line or cell phones so you can receive emergency notifications and public announcements from The City of Seminole.

Annual Security Report

- **Emergency Siren**
 - All students, faculty, and staff should familiarize themselves with the SSC Emergency Siren. You may listen to the siren by logging onto the SSC webpage at www.sscok.edu. The siren has two distinct sounds, one for tornado and the other for Active Shooter or potentially dangerous situations. The alert tone is used for tornado warnings and the air horn tone is used for active shooter/other dangers.
 - A potential danger could be a terrorist attack, hostage situation, hazardous chemical spill or other. The siren is tested each Friday at noon and sounded only for 30 to 40 seconds. If you hear the siren sound for a period of three minutes or longer, IT IS NOT A DRILL. Immediately following the siren, the SSC Police Department will give a voice activated public address warning to explain what type emergency exists and what to do.
- The Director of Emergency Management for the city of Seminole typically test the city emergency sirens on Wednesday mornings.
- **Tornado Precautions:**
 - If you are in the warning area, seek shelter immediately.
 - 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.
 - Do not open windows. This can actually increase damage to the building. Stay away from windows and exterior doors.
 - Basements, interior hallways on the lower floors and small interior rooms on the lower floors offer the best shelter.
- Do not attempt to turn utilities on or off.
- Report injuries and damage to the Seminole State College Police Department at (405) 380-8989. After the all clear, leave badly damaged buildings and do not attempt to return unless directed to do so by emergency personnel.

Annual Security Report

- **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. The state of Oklahoma sex offender registry can be located at the following Internet link:
<https://sors.doc.state.ok.us/svor/f?p=119:1:>
- Information on any sex offender who works for, attends, or lives on property owned by Seminole State College can be found at the campus police office in Room #102 of the Walkingstick Building.
- **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 Seminole State College 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 Seminole State College campus.
- To report a crime in progress, dial 911, or dial extension Ext. 500 from a campus phone or call (405) 380-8989 when off campus or using a cell phone.

Annual Security Report

• **How to Report a Crime**

- 1. Call the Seminole State College Police Department at (405) 380-8989 or simply dial 911 from any campus telephone or Emergency Telephone.
- 2. Stay on the line so dispatch can obtain all necessary information. An officer will be dispatched. Or, visit the Seminole State College Police Department located in room #102 in the Walkingstick Student Services Building.
- 3. The Seminole State College Police office is open most hours and days of the week. An officer can be contacted by calling (405) 380-8989 or (405) 380-7443.
- There are five (5) emergency phone towers on campus:
- One between the library & Tanner
- One between Scott & Tanner buildings.

- One between Student Union & Raymond Harber Field House
- One between the ponds, north of Roesler Road
- One in front of Roesler Residential Learning Center
- **Note: These phones will directly dial the 911 dispatcher.**
- **CONFIDENTIAL CRIME REPORTING**
- Confidential reporting of crimes is allowed at Seminole State College. 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 (e.g., note, blocked phone call).
- **CRIMES DISCLOSED TO A PASTORAL OR MENTAL HEALTH COUNSELOR**
- To be exempt from disclosing reported offenses to appropriate Seminole State

College 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.

Annual Security Report

- 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 Seminole State College 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. Seminole State College does not employ pastoral and mental health counselors to perform counseling in these two areas.
- **CRIMES IN PROGRESS**
- To report a crime in progress, a person, victim or witness can dial 911, use one of the outside emergency telephones, or call the campus police at (405) 380-8989. 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:
 - **Call the police immediately:** Dial 911 for emergencies or call Seminole State College Police at (405) 382-9500 or (405) 380-8989.
- **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.
- **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.

Annual Security Report

- **CRIME DISCLOSURE**
- Seminole State College policies and procedures require the publication of annual crime statistics. Included in this report are crimes reported to the Seminole State College Police Department and other campus officials, including college Residential Life Student Affairs, student conduct, and local law enforcement. Crime statistics are collected by the Seminole State College Police Department. The SSC Chief of Police collects on campus and residential housing crime statistics as well as requests statistics from off campus law enforcement agencies via U.S. mail with follow up. These statistics include repeated use of locations and short-stay away trip locations.
- Seminole State College does not have a voluntary confidential reporting system.
- The tables on page 21 (Campus Crime Report) comply with the Clery Act.
- The crime and arrest statistics reported are those that occurred within the jurisdictional boundaries of campus which include campus, non-campus, public, and residential housing. They do not include off-campus private housing, which are within the Seminole Police Department jurisdiction. Fraternities and sororities do not exist at Seminole State College. Crimes occurring on public property immediately adjacent to campus are also reported when available. Crime statistics concerning other locations are available at the Seminole Police Department.
- **DEFINITION OF TERMS FOR STATISTICAL CHARTS**
- The charts setting forth statistical data on reported crimes may 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 noncampus 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.
 - **Other:** Any non-res area on campus.

Annual Security Report

- ***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. Seminole State College home baseball games are played at Oiler Park in the Hugh Alexander Sports Complex of Seminole Municipal Park.
 - ***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 Investigations.
 - ***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.

Annual Security Report

- **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.
 - 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:** Domestic violence is a felony or misdemeanor crime of violence committed by a:
 - current or former spouse or intimate partner 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 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).

Annual Security Report

- **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.
- **Race.** A preformed negative attitude toward a group of persons who possess common physical characteristics, e.g., color of skin, eyes, and/or hair; facial features, etc., genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind, e.g., Asians, blacks or African Americans, whites.
- **Religion.** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being, e.g., Catholics, Jews, Protestants, atheists.
- **Sexual Orientation.** A preformed negative opinion or attitude toward a group of persons based on their actual or perceived sexual orientation. Sexual Orientation is the term for a person's physical, romantic, and/or emotional attraction to members of the same and/or opposite sex, including lesbian, gay, bisexual, and heterosexual (straight) individuals.
- **Gender.** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender, e.g., male or female.
- **Gender Identity.** A preformed negative opinion or attitude toward a person or group of persons based on their actual or perceived gender identity, e.g., bias against transgender or gender non-conforming individuals. Gender non-conforming describes a person who does not conform to the gender-based expectations of society, e.g., a woman dressed in traditionally male clothing or a man wearing makeup. A gender non-conforming person may or may not be a lesbian, gay, bisexual, or transgender person but may be perceived as such.
- **Ethnicity.** A preformed negative opinion or attitude toward a group of people whose members identify with each other, through a common heritage, often consisting of a common language, common culture (often including a shared religion) and/or ideology that stresses common ancestry. The concept of ethnicity differs from the closely related term "race" in that "race" refers to a grouping based mostly upon biological criteria, while "ethnicity" also encompasses additional cultural factors.

Annual Security Report

- **National Origin.** *A preformed negative opinion or attitude toward a group of people based on their actual or perceived country of birth.* This bias may be against people that have a name or accent associated with a national origin group, participate in certain customs associated with a national origin group, or because they are married to or associate with people of a certain national origin.
- **Disability.** *A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.*
- **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.

Annual Security Report

- **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. Seminole State College policy prohibits deadly weapons on campus except with written permission by the president of the campus- that includes those persons who can legally carry a firearm in public under Oklahoma's open carry or concealed carry law.

Annual Security Report

- **OBTAINING REPORTS**

- To request a copy of a report or ask other related questions, contact the Seminole State College Police Department at (405) 382-9500 or (405) 380-8989.
- Requests for incident reports or traffic crash reports by persons involved generally will be processed when the investigation is completed. Seminole State College faculty, staff, and students are not charged for obtaining report copies when involved in the reported incident.
- The Seminole State College 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 Seminole State College 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 Seminole State College Police Department is contacted about criminal activity occurring off-campus involving a member of the Seminole State College community, the Seminole Police Department may notify the Seminole State College Police Department. However, there is no official policy requiring such notification. Individuals in these cases may be subject to arrest by Seminole Police Department and subject to Seminole State College disciplinary proceedings through the Office of

Student Affairs.

- Seminole State College does not have any student organizations with off-campus locations.

- **ACCESS TO CAMPUS FACILITIES**

- The Seminole State College campus is open to the public.

- **CAMPUS FACILITIES SECURITY AND ACCESS**

- **Campus Access:** There are six entrances to SSC Main Campus and access onto campus is controlled by the SSC Police Department. Campus Police have full control of who has access and who is allowed onto campus during critical incidents.

Annual Security Report

- **Building Access**

- All buildings, classrooms and labs are secured by Campus Police. Instructors have full authority to lock their classroom doors during a critical incident and control access to their room in the event of a lock-down situation.

- **Student Housing**

- Seminole State College has two housing units; Seminole Nation Residence Learning and Roesler Residential Learning Center. Roesler RLC uses student issued keys to enter rooms and outside entrance doors. Seminole Nation RLC uses key cards and keys to enter rooms and outside entrance doors. All outside entrance doors are locked in the evening by campus police.

- **Safety Commitment**

- The SSC Police Department is committed to providing a safe and secure educational environment for more than 2,000 credit and noncredit students enrolled each semester as well as employees and college visitors. The SSC Police Department has six Oklahoma State certified officers on staff to serve the SSC Community. Patrol of the campus is performed by foot and by automobile. Various policies have been established for the safety of everyone on campus.

- **Buildings**

- SSC has an “open” campus policy during the hours of operation. Generally, the campus is open from 6 a.m. until 10:30 p.m., Monday through Thursday. Friday and Saturday the campus is open from 6 a.m., until such time that classes in individual buildings have concluded for the day.

- **Grounds**

- Access to the campus is limited between 11 p.m. and 6 a.m. to authorized personnel only. If you have questions regarding access to special areas of the campus, contact the SSC Police Department at 405-382-9500. The campus facilities used for softball, tennis, and baseball are for reserved-use-only. You may contact the Athletic Department at 405-382-9541 or 405-382-9201 for information.
- *Soliciting on campus or posting of handbills on vehicles is prohibited unless approved by the Office of the Vice President for Student Affairs. Please report any violation to Campus Police as soon as possible.

Annual Security Report

- **ALCOHOL AND DRUG POLICIES**

- Seminole State College 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 Seminole State College rules and regulations. Each person is responsible for his/her own behavior. The Seminole State College enforces compliance with state law and alcoholic beverage laws on campus and at College-sponsored activities.

- ***SSC Alcohol Policy***

- SSC complies with all federal and state laws. The SSC will not condone nor shield from prosecution any individual found in violation of the Oklahoma Alcoholic Beverage Code.

- ***SSC Drug Policy***

- SSC complies with all federal and state

laws, which prohibit the use, possession and sale of illegal drugs. This includes the federal “Drug-Free Schools and Communities Act.” The college will not shield any student, employee or visitor from action or prosecution by law enforcement authorities for drug violations.

- ***Policy Regarding Drugs in the Workplace***

- All employees are expected to discharge their duties free from the influence of illegal drugs (controlled substance*) and thereby maintain a working environment free from the problems associated with the use and abuse of illegal drugs. The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by an employee is prohibited in the work place by Board Policy. Controlled substance means those drugs listed in Schedule I through V of Section 202 of the Federal Controlled Substances Act, 21 U.S.C. 812. Controlled substances include, but are not limited to, marijuana,

cocaine (including “crack” and other cocaine derivatives), morphine, heroin, amphetamines and barbiturates. The term does not include drugs used pursuant to and in accordance with a valid prescription.

- ***Enforcement of Federal and State Alcohol and Drug Laws***

- The SSC Police Department enforces all state and local liquor laws, including those for underage drinkers. The SSC Police Department enforces all state, and local laws regarding prescription drugs and controlled substances. The SSC Police work with federal agencies when needed to enforce any applicable federal laws.

Annual Security Report

- ***Residential Alcohol Violation***
- Low point beer means and includes beverages containing more than one half of one percent (1/2) of 1%) alcohol by volume, and not more than three and two tenths percent (3.2%) alcohol by weight including but limited to beer or cereal malt beverages obtained by the alcoholic fermentation of an infusion of barely or other grain, malt or similar products; The possession of and use of 3.2% alcohol is prohibited and violates the SSC Campus Drug and Alcohol Free Campus policy.
- **Crime Prevention and Drug and Alcohol Abuse Education Programs Available Through the SSC Police Department**
- Programs are available to members of the college community on the topics of crime prevention and drug and alcohol abuse. Information on Drug and Alcohol Abuse Education may also be obtained through the National Clearinghouse for Alcohol and Drug Information at 1-800-729-6686.
- **ALCOHOL AND DRUG ABUSE EDUCATION PROGRAMS**
- A variety of programs are available for referral of those having an alcohol and/or drug problem. Some of the programs available provide counseling while others are more comprehensive providing inpatient programs of various lengths. Programs in the college area include:
 - Tri-City Substance Abuse Center – Seminole (405)382-1112
 - Wewoka Alcohol/Chemical Prevention Program (WACAPP) - (405) 382-9934
 - Healthy Life/Chickasaw Nation- (580) 332-6345
 - Red Rock Behavioral Health Services – Shawnee (405)275-7100
 - Rolling Hills Hospital - Ada (877)978-1833
 - CREOKS Behavioral Health Services – Shawnee (405) 275-1844
- **LOST AND FOUND**
- The Seminole State College Police Department Lost and Found is located at the Walkingstick Building, Room #102. After a certain period of time, all buildings and officers are encouraged to forward any found items to the Seminole State College Police Department to maintain a central location for persons seeking lost property.
- Seminole State College Police Department will hold such items until there has been ample time to recover or claim them. Eventually, unclaimed items will be disposed of.
- Inquiries about lost and found property can be made by calling (405) 382-9500 or (405) 380-8989.

Annual Security Report

- **DISCIPLINARY PROCEEDINGS** sexual violence to the police.
- Anyone can report any instances of **Dating Violence, Domestic Violence, Sexual Assault and Stalking**, as well as other crimes or violations of the Student Code of Conduct, to Student Affairs in Walkingstick Building, 405-382-9272, or to the campus police 405-382-9500. A complaint should be filed as soon as possible, preferably within 180 calendar days of the incident. A complaint can be filed by email, phone call, incident report, or in person. Forms can be obtained from the Seminole State College Police Department, residence hall Resident Assistants, Residence Hall Manager, or Coordinator of Residence Life.
- If either the victim or the accused are students, the incident will be addressed through the Student Conduct process once a complaint is filed.
- Seminole State College strongly encourages individuals to report any instance of sexual harassment and
- **Student Conduct Process**
- When a student's behavior disrupts the learning environment, any college employee or student may file an Incident Report which will provide the name of the accused student, detail the alleged violation, and have the signature of the person filing the report. The report form is available in the campus security office and the Office of the Vice President for Student Affairs. Allegations of violations of disciplinary rules or other college regulations shall be referred to the VPSA or Designee for investigation. The purpose of the investigation is to gather additional information, interview witnesses, and to decide whether or not there is sufficient evidence to charge a student with a violation of college disciplinary rules. After the initial investigation is complete, the school official may: 1. Take no action. 2. Take administrative action to counsel, advice, or admonish the student. 3. Take disciplinary action against the offending student.
- **Disciplinary Process for Dating Violence, Domestic Violence, Sexual Assault and Stalking**
- Allegations of a Dating Violence, Domestic Violence, Sexual Assault and Stalking will be he handled according to College procedures. These procedures ensure that both the complainant and the respondent will be entitled to present witnesses and be informed of the outcome of the disciplinary proceeding in which a crime of violence was alleged.

Annual Security Report

- Specifically, both parties will be informed of the college's final determination with regard to an alleged sex offense and any other crimes of violence, and any sanction that is imposed against the accused. In addition, Seminole State College will, upon written request, disclose to the alleged victim of a crime of violence (defined in Section 16, Title 18, U.S. Code), or a non-forcible sex offense, the results of any disciplinary hearing conducted against the student who is the alleged perpetrator of the crime or offense.
- Those serving as either complainants or respondents in a student conduct case may appeal a decision in some cases, including those involving rape and sexual assault charges. When the college's conduct system finds a student responsible for a sex-related offense, sanctions are implemented and communicated in accordance with college policies. Sanctions may range from dismissal of the allegation to conduct expulsion. There are no automatic sanctions for particular offenses. Cases are evaluated individually and sanctions are applied consistent with the severity of the offense; however, students should be aware that suspension and expulsion from the college are typically considered.
- Seminole State College will provide both the accused and the accuser with simultaneous written notification in the following circumstances concerning an allegation of dating violence, domestic violence, sexual assault or stalking: Seminole State College procedures for the accused and the victim to appeal the result of the disciplinary proceeding; change to the result; when result becomes final. In these cases, it is not necessary for a victim to make a written request.
- **Disciplinary Hearing Procedures**
- Formal disciplinary hearings are arranged when students' disciplinary cases evolve to a point that may require the removal of a student from a class or the campus through suspension or expulsion. Any Seminole State College student accused of disciplinary conduct that may result in expulsion or suspension has certain rights to due process. Such proceedings are not governed by the rules of criminal or civil law. The purpose of disciplinary action is to guide and redirect an offending student toward a productive career as a learner and as a citizen, and to eliminate from the academic environment, a student who has demonstrated flagrant disregard of the college's values and traditions and whose conduct constitutes a disruptive influence upon learning.

Annual Security Report

- Among those protections are: notice of the allegations or charges; the right to a fundamentally prompt, fair, and impartial hearing that allows students to prepare a defense; have an advisor; present witnesses and other evidence; and the right to cross examine witnesses if present; receive written summary of the results and findings of the hearing.
- **The Hearing Process**
- The Vice President for Student Affairs or designee will serve as the campus disciplinary officer. The Vice President for Student Affairs or designee may conduct the hearing personally or may, appoint an independent hearing officer or panel to hear the case. During the hearing, only the Vice President or Designee and the student are allowed to speak in regard to the charges, present evidence or examine and cross-examine witnesses. The hearing is private and is open only to the students involved; the accused and accuser's chosen advisor (at the discretion of the student), any witnesses, college officials and the attorney for Seminole State College. The accused student's advisor may counsel the student, but may not speak on behalf of the student or address the panel. If a student chooses to have an advisor present, the student must notify the Dean in writing of the name, address and telephone number of the advisor three days prior to the scheduled date of the hearing. No student or advisor has the right to speak or behave discourteously or disrespectfully to any person involved in the hearing. Breaches of common courtesy or respect by a party in a hearing may result in limitation of the offending party's right to any further involvement in the hearing and disposition of the case.
- **Burden of Proof**
- A preponderance of the evidence is used in the evaluation of student disciplinary cases. The criminal law burden of "beyond a reasonable doubt" is not applicable to the designated procedures. Should charges against the student also constitute violations of criminal law, the findings of a disciplinary panel of the college should not be viewed as meeting the standards of a criminal proceeding. In questions of disputed issues of credibility, the college disciplinary officer, or panel, is charged with making the final decision on the basis of rational evaluation of the evidence.

Annual Security Report

- **Sanctions**

- Penalties for violation of college regulations may include any one or a combination of the following: **a.** Formal or informal warning and reprimands. **b.** The imposing of specified restrictions. **c.** Financial restitution to the appropriate party (is). **d.** Loss of privileges, such as use of college facilities, visitation, and attendance at college functions, etc. **e.** Conduct probation. When a student is placed on conduct probation, the student, the student's parents (if applicable), and the college President are notified. A second violation means that disciplinary action taken will be based on both violations. A student who is placed on indefinite conduct probation may petition the Vice President for Student Affairs to be removed from probation status not sooner than one calendar year from the

date probation took effect. A record of conduct probation is kept in the student's file in the Admissions Office. As a provision of conduct probation the student may receive one or a combination of the following sanctions. They include: • Participation in public performances, publications, events or activities sponsored by student campus organizations (except assignments required for coursework) Attending or sponsoring college social functions • Holding an office in any student organization • Participation in athletics • Using a college vehicle **f.** Suspension. A student may be suspended for a definite or indefinite period. Readmission to the college can be granted only by Vice President for Student Affairs. Suspension may be recorded on the student's transcript at the discretion of the Vice President for Student Affairs. **g.** Expulsion. When a student is expelled, a record of this

action is included in the student's permanent record in the Office of the Registrar. A student who is expelled will not be allowed to re-enter Seminole State College unless by permission of the President.

- **Records**

- Records of the hearing shall be a summary and not a transcript. However, the student has the right to record the proceedings electronically or arrange a transcript at the student's own expense. A copy of the record of the case shall be placed in the disciplinary record file of the student in the Office of Vice President for Student Affairs.

Annual Security Report

- Such records are open to review by a higher college authority, but shall not otherwise be available to any third person or party except on court order. An exception to this procedure may be if the student applies for admission to any other college or university and requests that a clarifying statement be sent to explain any notation on the student's transcript.
- **Disciplinary Training**
- The Vice President for Student Affairs or designee receives annual training on issues related to dating violence, domestic violence, sexual assault and stalking and on how to conduct an investigation and hearing process that protects the safety of survivors and promotes accountability. Training includes, but is not limited to relevant evidence and how it should be used during investigations and hearings, proper techniques for questioning witnesses, procedural rules for conducting a proceeding, and avoiding actual and perceived conflicts of interest. Training also consists of intoxication issues during investigations, institution obligation in investigations, Responsible Employee's, confidentiality, interim measures, definitions, burden of proof, and sanctioning.
- **Faculty and Staff Disciplinary Procedures**
- The Board of Regents of Seminole State College approves the following policy in dealing with reprimands, probation, suspension, or termination of permanent members of the college staff.
- Seminole State College reserves the ability to exercise any or all of the following options in dealing with misconduct by an employee or failure of the employee to perform to the satisfaction of the individual's immediate supervisor.
- **Responsibilities**
- Each employee is expected to be knowledgeable of performance criteria for his/her particular position and with all rules, procedures, policies, and standards of conduct established. An employee who does not fulfill the responsibilities set out by such may be subject to corrective or disciplinary action.
- **Oral Reprimand**
- Verbal admonishment that employee behavior is inconsistent with expectations for the position or that performance does not meet satisfactory standards. An oral reprimand should be documented by the employee's immediate supervisor and filed in the supervisor's office.

Annual Security Report

- **Written Reprimand**
 - A written reprimand is a serious formal notification to the employee that employee behavior or performance does not meet expectations for the position. A written reprimand may indicate that if corrective action is not taken with regard to a particular problem or inefficiency further disciplinary action may be taken. The written reprimand may be provided to the employee either through the annual evaluation procedure or in a letter describing the problem. A copy of this written reprimand will be placed in the employee's institutional personnel file.
- **Disciplinary Probation**
 - A member of the college staff may be placed on probation for a specified period of time during which the employee will be expected to correct certain problematic behaviors. A written notification of probation detailing the reason(s) for the probation, expected corrective actions, and a timeline for review of progress will be provided to the employee. While on probation, an employee who does not show satisfactory progress toward corrective actions, or whose performance level deteriorates in other ways, may be subject to further disciplinary actions including suspension with or without pay or termination of employment.
- **Suspension**
 - Upon recommendation of the immediate supervisor and with the approval of the appropriate vice president, an individual may be suspended with or without pay for a period of up to 30 days. A written notice of the action will be provided to the employee detailing the reason for the suspension. The notification of suspension, along with any response from the employee, will become a part of the employee's permanent personnel file. The employee will have certain rights as outlined in administrative guidelines regarding suspension or termination.
- **Termination**
 - Any recommendation for termination of employment is subject to the approval of the President. Upon approval of the president, a written notice of the termination will be supplied to the employee. The notification of termination, along with any response from the employee, will become a part of the employee's permanent personnel file. The employee will have certain rights as outlined in administrative guidelines regarding suspension or termination.

Annual Security Report

- Seminole State College will, upon written request, disclose to the alleged victim of a crime of violence (defined in Section 16, Title 18, U.S. Code), or a non-forcible sex offense, the results of any disciplinary hearing conducted against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of the victim shall be treated as the alleged victim for purposes of disclosure under this policy.
- **EDUCATIONAL PROGRAMMING: SEX OFFENSES, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING**
- Seminole State College has partnered with [EverFi](#), whose mission is to help students and employees address critical life skills such as sex offenses, domestic violence, dating violence, and stalking prevention in higher education institutions across the country. Each year over 1,500,000 students and employees complete these courses.
- As part of Seminole State College's commitment to campus well-being, we are providing all students and employees an online training program titled **Haven**. The focus of the training is to provide you with key information about important issues related to sexual assault, dating violence, domestic violence, stalking, and sexual harassment. In addition to understanding these issues better, the training will also help you better understand how to assist individuals who may be affected. The course will include surveys to help personalize your experience and measure learners' attitudes and behaviors. All survey responses are confidential.
- Seminole State College prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as defined in the Definitions section on Page 26. Seminole State College further prohibits the crimes of dating violence, domestic violence, sexual assault, stalking, and consent as defined under Oklahoma law, set forth in the attached Appendix A.
- The College strongly urges all members of the community to immediately report any incident of a sexual assault to Campus Police. Upon notification, the Chief of Campus Police will ensure the incident receives a thorough investigation.

Annual Security Report

- At all times during the process, the victim's rights and dignity will be highly maintained. It is extremely important to preserve any and all evidence from an incident for proof of an offense. If you are a sexual assault or rape victim, follow these procedures:
 - Notice the incident Bystanders first must notice the incident taking place. It's 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.)
 - Interpret the incident as emergency. By "emergency," we mean a situation wherein there is risk of sexual or domestic violence occurring in the near future.
- Students have the right to notify local law enforcement officials.
- **Bystander Intervention**
 - 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.
 - Have the bystander intervention skills to help There are a number of different techniques that someone can use to intervene in a risky situation.
- **Victim Information**
 - If you are a victim of sexual violence, you are not alone and you are in no way responsible for your assault.
- **Risk Reduction**
 - Programming to prevent sex offenses, domestic violence, dating violence, and stalking, for employees and students include training in freshman orientation, employee in-service, and an online training program titled **Haven**. The focus of the training is to provide you with key information about important issues related to sexual assault, dating violence, domestic violence, stalking, and sexual harassment. In addition to understanding these issues better, the training will also help you better understand how to assist individuals who may be affected. The course will include surveys to help personalize your experience and measure learners' attitudes and behaviors.
- **What to do if you are a Victim of Sexual Violence**
 - If you are not safe and need immediate help, call the police. If the incident happened on campus, call the Seminole State College Police Department at 405-382-9500. If the incident occurred elsewhere in Seminole, call the Seminole Police Department at 405-382-3434. If the incident happened anywhere else, call the law enforcement agency that has jurisdiction in the location where it occurred.

Annual Security Report

- Seminole State College authorities will assist the victim in notifying law enforcement authorities if the victim so chooses. A victim may also report the incident to college officials such as the Vice President for Student Affairs or Human Resources if the situation involves an employee.
- 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 Family Resource Center at (405) 382-5979 to get advice and discuss options for how to proceed.
- 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.
- Go to the Alliance Health Seminole Hospital at 2401 Wrangler Blvd. 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 nearest Sexual Assault Nurse Examiner (SANE) facility is the Unzner Center at 214 N. Oklahoma Avenue in Shawnee (405) 273-1992.
- If you call the Unzner Center at 214 N. Oklahoma Avenue in Shawnee (405) 273-1992, a sexual assault nurse examiner (SANE), a police officer and a rape volunteer advocate will be sent to the exam site.
- Upon arrival at Alliance Health Seminole Hospital at 2401 Wrangler Blvd., 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.
- 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.
- Victims may decline to notify such authorities if they so choose.

Annual Security Report

- **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, Seminole State College must balance the needs of the individual victim with an obligation to protect the safety and well-being of the community at large.
- **Non-Confidential Reporting Options**
- **Seminole State College Police Department** Room #102 in the Walkingstick Student Services Building
- **Seminole Police Department** 900 N Harvey Rd, Ste C Seminole, OK 74868 (405) 382-3434
- **Seminole State College Student Conduct Office** Bill Knowles, Vice President for Student Affairs Walkingstick Student Services Building # 120 405-382-9272
- **Title IX Coordinator** Leslie Sewell, Athletic Services Coordinator Raymond Harbor Fieldhouse 405-382-9541
- **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.
- Alliance Health Seminole Hospital at 2401 Wrangler Blvd.
- Unzner Center at 214 N. Oklahoma Avenue in Shawnee (405) 273-1992.
- Additional information on resources as well as educational information on sexual violence prevention can be found at: https://www.ok.gov/oag/Public_Safety/Victim_Services/Victim_Services_Links.html
- <https://www.whitehouse.gov/lis2many>
- Also, refer to <http://notalone.gov> for more information and resources.

Annual Security Report

- **INTERIM MEASURES**

- The Vice President for Student Affairs, Title IX Coordinator, or designee can put in place protective 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. Seminole State College will maintain as confidential any interim measures provided as long as it does not impair the ability to provide the interim measures.
- **Assistance in Reporting:** The Vice President for Student Affairs, Title IX Coordinator, or designee 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.
- **No Contact Order:** The Vice

President for Student Affairs, Title IX Coordinator, or designee 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.

- **Emergency Protective Order:** The Vice President for Student Affairs, Title IX Coordinator, or designee can assist you in filing for an Emergency Protective Order in court with the Seminole County Court Clerk. This is a court-ordered petition that prohibits contact between the complainant and respondent.
- **Safety Measures:** The Vice President for Student Affairs, Title IX Coordinator, or designee can coordinate any reasonable arrangements that are necessary for

your ongoing safety. This includes transportation arrangements or providing an escort.

- **Living Arrangements:** The Vice President for Student Affairs, Title IX Coordinator, or designee can assist in changing your on-campus living arrangements or that of the accused to ensure safety and a comfortable living situation.
- **Academic Arrangements:** The Vice President for Student Affairs, Vice President for Academic Affairs, Title IX Coordinator, or designee can assist in adjusting your academic schedule or that of the accused as well as assist in providing access to academic support services.

Annual Security Report

- **Other Interim Measures:** community. This information includes:
 - **Health**
 - Alliance Health Seminole Hospital at 2401 Wrangler Blvd.
 - Unzner Center at 214 N. Oklahoma Avenue in Shawnee (405) 273-1992.
 - Visa and immigration assistance- <http://catholiccharitiesok.org/Programs>
 - **Mental health**
 - Red Rock Behavioral Health Services – Shawnee (405)275-7100
 - Rolling Hills Hospital - Ada (877)978-1833
 - CREOKS Behavioral Health Services – Shawnee (405) 275-1844
 - **State and national victim advocacy**
 - https://www.ok.gov/oag/Public_Safety/Victim_Services/Victim_Services
 - **Links.html**
 - **Student financial aid**
 - Seminole State College 405-382-9247 or <http://www.sscok.edu/FinAidOffice/financialaid.html>
 - **Legal assistance**
 - <http://www.legalaidok.org/about-us>
 - The services identified are only a few options the students may choose from if needed and does not specifically guarantee the content from the non-Seminole State College services.
- The Vice President for Student Affairs, Title IX Coordinator, or designee 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 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 college will provide a written explanation of the student's or employee's rights and options.
- Seminole State College will provide written notification to student and employees about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, student financial aid and other services available for victims, both within the institution and in the

Annual Security Report

- When The Vice President for Student Affairs, Title IX Coordinator, or designee becomes aware of a student who potentially could have been a victim of sexual violence, they will contact the victim in writing through Seminole State College 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. Seminole State College's primary concern is safety; therefore individuals should not be deterred in reporting even if the use of alcohol or other drugs was involved.
- Seminole State College 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. Seminole State College offers 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.
- 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.

Annual Security Report

- **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.
 - Seminole State College does not employ professional and licensed counselors who provide mental health counseling (including those who act in that role under the supervision of a licensed counselor).
- **Victim Advocate**
 - Seminole State College does not employ a victim advocate but can provide resources in the community that may be of service to victims.
- **College Health Providers**
 - Seminole State College does not employ or offer college health providers.
 - 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 Seminole State College determines that the alleged individual(s) pose a serious and immediate threat to the campus, Seminole State College may issue a timely warning to the community. Any such warning will not include any information that identifies the victim.
- **Non-Confidential Reporting Options**
 - Seminole State College 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 Seminole State College Police. The victim's name should not be reported to the police without the victim's permission.

Annual Security Report

- 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.
- Note that the Clery Act requires other crimes to be reported. Visit <http://www2.ed.gov/admins/lead/safety/handbook.pdf> to learn more.
- 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. Employees can learn more about interacting with a victim of sexual violence at <http://www.cdc.gov/features/sexualviolence/>

Annual Security Report

- **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, Seminole State College 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 college 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:
 - whether there have been other sexual violence complaints about the same alleged respondent;
 - whether the alleged respondent has a history of arrests or records from a prior school indicating a history of violence;
 - whether the alleged respondent threatened further sexual violence or other violence against the victim or others;
 - whether the sexual violence was committed by multiple respondents;
 - whether the sexual violence was perpetrated with a weapon;
 - whether the victim is a minor;
 - whether the institution possesses other means to obtain relevant information of the sexual violence (e.g., security cameras or personnel, physical evidence);
 - 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.

Annual Security Report

- Seminole State College 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**
- Seminole State College 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 Seminole State College Police Department in Walkingstick or at 405-380-8989 or 405-382-9500. If the incident occurred elsewhere in Seminole it can be reported to the Seminole Police Department at 900 N Harvey Rd, Ste C, Seminole, OK 74868 or at 405-382-3434. 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 Walkingstick #120 or at 405-382-9272. A complaint should be filed as soon as possible, preferably within 180 calendar days of the incident. A complaint can be emailed to b.knowles@sscok.edu or SSC campus police at s.rivera@sscok.edu
- 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, Seminole State College strongly encourages individuals to report any instance of sexual violence to the police.

Annual Security Report

- **MISSING STUDENT NOTIFICATION**
- In accordance with Section 485 of the Higher Education Act, 20 U.S.C. § 1092(j), Seminole State College has developed this investigation and notification policy regarding students who reside in campus housing and have been reported as missing.
- Students living in College housing will be asked to designate a confidential contact person in the event that they are declared a missing person. The student has the option to designate this person by providing the contact information of an emergency contact designee on their Student Housing/Food Services Application. Designated contact person will be registered confidentially and this information will be accessible only to authorized campus officials, and that it may not be disclosed except to law enforcement personnel in furtherance of a missing person investigation.
- A SSC student will be suspected of being missing if he/she cannot be contacted by a Residence Life staff member. In this case, the staff member will contact the Coordinator of Residence Life who will take steps to determine if the student is attending classes or has used college services (obtained meals, door access, labs, etc.) and will attempt to contact the missing student through the phone number(s) and/or email address on record.
- A person may also be suspected of being missing if an inquiry is communicated to Residence Life staff from a parent, legal guardian, roommate, other student, SSC employee or law enforcement agency and College officials are unable to contact the student or verify the student's presence on campus by the methods listed above. Failure to make contact with the student or verify that the student is using campus services will result in the Coordinator of Residence Life classifying the student as missing and immediately submit an official missing person's report to Seminole State College Police Department and to the Vice President for Student Affairs.
- **Upon official notification from the Coordinator of Residence Life, the Seminole State College Police Department will conduct an investigation. If it is determined that the student has been missing for over 24 hours, the following steps will be taken:**

Annual Security Report

- Seminole State College Police will contact the designated confidential emergency contact person, if there is one. If the student is under 18 years of age, Campus Police will immediately contact the custodial parent or legal guardian of the student.
- Contact and cooperate with all appropriate law enforcement agencies.
- Interview friends, relatives, and others who may know where to locate the missing person.
- Use National Crime Information Computer, if necessary.
- Post photos and other necessary information.
- **Informing students of this policy:**
- Send an email to all students via their Seminole State College student email notifying them of this report and a link for them to access the full report.
- Publish this report on the SSC website.
- Reference this report in the Student Handbook.
- Include this report in Residence Life staff training.
- Make a paper copy available in the Campus Police office.

Annual Security Report

- **CONTACT INFORMATION**
- Seminole State College Police Department in Walkingstick or at 405-380-8989 or 405-382-9500
- Seminole Police Department at 900 N Harvey Rd, Ste C, Seminole, OK 74868 or at 405-382-3434
- **Health**
- Alliance Health Seminole Hospital at 2401 Wrangler Blvd.
- Unzner Center at 214 N. Oklahoma Avenue in Shawnee (405) 273-1992.
- Visa and immigration assistance- <http://catholiccharitiesok.org/Programs>
- **Mental health**
- Red Rock Behavioral Health Services – Shawnee (405)275-7100
- Rolling Hills Hospital - Ada (877)978-1833
- CREOKS Behavioral Health Services – Shawnee (405) 275-1844
- **State and national victim advocacy** [y](http://notalone.gov)
- [https://www.ok.gov/oag/Public Safety/Victim Services/Victim Services Links.html](https://www.ok.gov/oag/PublicSafety/VictimServices/VictimServicesLinks.html)
- **Student financial aid**
- Seminole State College 405-382-9247 or <http://www.sscok.edu/FinAidOffice/financialaid.html>
- **Legal assistance**
- <http://www.legalaidok.org/about-us>
- Additional information on resources as well as educational information on sexual violence prevention can be found at
- Family Resource Center at (405) 382-5979
- [https://www.ok.gov/oag/Public Safety/Victim Services/Victim Services Links.html](https://www.ok.gov/oag/PublicSafety/VictimServices/VictimServicesLinks.html)
- <https://www.whitehouse.gov/1is2man>
- <http://notalone.gov>
- <http://www.cdc.gov/features/sexualviolence/>
- **Seminole State College Student Conduct Office**
- Bill Knowles, Vice President for Student Affairs
- Walkingstick Student Services Building # 120 405-382-9272
- **Title IX Coordinator**
- Leslie Sewell, Athletic Services Coordinator, Raymond Harbor Fieldhouse 405-382-9541

Annual Security Report

- **CONTACT INFORMATION
CONTINUED**
- **ALCOHOL AND DRUG ABUSE
EDUCATION PROGRAMS**
- Tri-City Substance Abuse Center –
Seminole (405)382-1112
- Wewoka Alcohol/Chemical Prevention
Program (WACAPP) - (405) 382-9934
- Healthy Life/Chickasaw Nation- (580)
332-6345
- Red Rock Behavioral Health Services
– Shawnee (405)275-7100
- Rolling Hills Hospital - Ada (877)978-
1833
- CREEKS Behavioral Health Services
– Shawnee (405) 275-1844

Annual Security Report

- **ANNUAL FIRE SAFETY REPORT**
 - Roesler Residential Learning Center 2701 Boren Blvd. Seminole, OK 74868
 - There were no reported fires for Roesler R.L.C for 2013, 2014, and 2015.
 - Seminole Nation Residential Learning Center 2701 Boren Blvd. Seminole, OK 74868
 - There were no reported fires for Seminole Nation R.L.C for 2013, 2014, and 2015.
 - Seminole State College conducted two fire drills per year for the Roesler and Seminole Nation Residential Learning Centers for 2013, 2014, and 2015.
- **DESCRIPTION OF FIRE SAFETY SYSTEM**
 - Both Seminole State College Residential Learning Centers are equipped with strobe lights and horn sound warning devices, and equipped with dust and sprinkler systems. The alarm system automatically contacts and notifies the local Fire Department when activated.
- **FIRE SAFETY-PROHIBITED ITEMS**
 - Due to fire hazards, there are several safety precautions in place for the residence halls. Possession or use of the following is prohibited:
 - Halogen lamps
 - Incense
 - Candles
 - Candle warmers
 - Open flames
 - Space heaters (except those provided by the University)
 - Propane of any kind
 - Grills
 - Toaster ovens
 - Electric frying pans
 - George Foreman type grills
 - Crock pots
- Open heating elements
 - The use of coffee makers, hot pots, air popcorn poppers, and microwaves (maximum 600 watts and/or 1 cubic ft.) is permitted. Refrigerators up to 3 cubic feet are permitted per room.
 - We encourage students to use surge protectors on all electronic equipment.
- **PROCEDURES FOR RESIDENT HALL EVACUATION**
 - Both residence halls are evacuated beginning at the top floor and when each room has been cleared it is locked to prevent anyone from re-entering the room. All students are to use the closest stairs and directed to the parking lot for safety from the fire and head count verification.

Annual Security Report

- **SEMINOLE NATION Residential Learning Center:**
- Seminole Nation Residential Learning Center has eight red emergency exit signs on each floor so students and employees can easily determine exit routes in case of fire. There are three fire extinguishers and three pull stations on each floor—one at the north end, one at the south end, and one in the middle on the east wall of each floor. The building is equipped with 170 fire sensors that are inspected annually in May by State-Wide Fire and Consulting Company. The building has 468 fire sprinklers equipped with heat type sensors. The sprinklers are inspected annually by Jay Hawk Fire Sprinkler Company. The fire alarm system is inspected annually by State-Wide Fire and Consulting Company. The alarm also has a fire safety battery back-up system. The City of Seminole Fire Department does a monthly walk-through and visual inspection of all SSC facilities.
- **ROESLER BUILDING Residential Learning Center:**
- Roesler Residential Learning Center has four red emergency exit signs so students and employees can easily determine exit routes in case of fire. There are exit signs on the second floor as well. There are five fire extinguisher on the first floor--one near each of the four exits and one in the laundry room. There are four fire extinguishers on the second floor--one on each of the four outer walls. The building is equipped with 43 emergency fire sensors and 128 emergency fire sprinklers that are inspected annually. The alarm also has a fire safety battery back-up system. State-Wide Fire and Consulting Company inspects the fire system each year in May.
- **POLICIES FOR FIRE SAFETY EDUCATION AND TRAINING**
- It is the policy at SSC to adhere to all federal safety and education training required by the Clery Act and the Higher Education Opportunity Act (HEOA) regarding fire safety & education. Faculty and staff will participate in fire & emergency drills conducted each semester in order to train students, faculty, & staff in fire safety. All SSC Residence Life staff attend annual fire safety education training provided by the local fire department each year.
- **REPORTING FIRES**
- If a fire is discovered, the Seminole Fire Department should be called immediately by dialing 911. If a fire is suspected in a residence hall, it should be reported immediately to a member of the Residence Life staff which includes the Coordinator of Residence Life, Residence Advisors (Staff) or Residence Assistants (Students). If no one is available, contact the Seminole Fire Department by dialing 911.

Annual Security Report

- **PLANS FOR FUTURE IMPROVEMENTS IN FIRE SAFETY**
- The SSC Board of Regents in order to improve the safety regarding all potential emergencies approved to have the SSC Emergency Operations Plan reviewed and updated annually.
- **CAMPUS FIRE PROCEDURES**
- If the fire alarm sounds, or you have reason to suspect a fire, please lead students and/or employees under your supervision to the nearest exit not blocked by fire. Once out of the building, your class or group should gather at the designated assembly area for your building. Please keep your group together until you check roll to make certain everyone in your charge is out of the building.

IF YOU ARE IN	GO OUTSIDE TO
Colclazier Tech. Building	Far side of lot in front (east) of building
Scott Building	Far side of parking lot in front (east) of building
Tanner Hall	Staff parking lot directly in front (east) of building
Haney Center	Parking lot directly in front (east) of building
Boren Library	Far side of parking lot in front (east) of building
Jeff Johnston Fine Arts	Far side of parking lot behind (west) of building
Milt Phillips Building	Far side of parking lot behind (west) of building
Harber Field House	Far side of parking lot behind (west) of gym
Dunlap Student Union	Parking lot to the (south) of the building by Student Affairs Building
Roesler Residential Learning Center	Parking Lot (west) of building
Seminole Nation Residential Learning Center	Far side of parking lot in front (east) of building
Student Services Building	Far side of parking lot (south) of building near highway #9
MIS Building	Parking lot (north) of building
Maintenance Building	Parking lot (east) of building
Baseball Complex	Parking lot (west) of building
Softball Complex	Parking lot (west) of building
Employment Readiness	Parking lot (south) of building
Dan Boren Call Center	Parking lot (south) of Building

Annual Security Report

- **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:
 - 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
 - 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.
- 21 Okla. Stat. § 113 (effective June 6, 2016).
- **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.
- 21 Okla. Stat. § 644.

Annual Security Report

- **Sexual assault:**
 - a. rape, or rape by instrumentation, as defined in Sections 1111, 1111.1 and 1114 of this title, or
 - b. forcible sodomy, as defined in Section 888 of this title.
- 21 Okla. Stat. § 142.20.
- **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:
 - Where the victim is under sixteen (16) years of age;
 - Where the victim is incapable through mental illness or any other unsoundness of mind, whether temporary or permanent, of giving legal consent;
 - Where force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person;
 - Where the victim is intoxicated by a narcotic or anesthetic agent, administered by or with the privity of the accused as a means of forcing the victim to submit;
 - Where the victim is at the time unconscious of the nature of the act and this fact is known to the accused;
 - 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;
 - 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; or

Annual Security Report

- 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.
- 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. 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.

Annual Security Report

- The jury shall be advised that the mandatory post-imprisonment supervision shall be in addition to the actual imprisonment.
 - 21 Okla. Stat. § 1111.1.
 - ***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.
- **The crime of forcible sodomy shall include:**
 - Sodomy committed by a person over eighteen (18) years of age upon a person under sixteen (16) years of age; or;

Annual Security Report

- 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
 - 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
 - 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; or
 - 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.
- 21 Okla. Stat. § 888.
- 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, upon conviction, shall 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.
- 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;

Annual Security Report

2. “Course of conduct” means a pattern of conduct composed of a series of two (2) 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.

- 21 Okla. Stat. § 1173