



OKLAHOMA CITY COMMUNITY COLLEGE

**Oklahoma City Community College
Safety and Security
Annual Security Report 2009**

Introduction:

The Campus Security Act of 1990 and the Student-Right-To-Know Act (PL 101-542) were signed into law by President Bush on November 8, 1990. This federal legislation requires colleges and universities to collect campus crime statistics on specific crimes occurring on college and university campuses. The due date of the first report was September 1, 1992, and a report on campus crime statistics is due each October 1st for reporting incidents occurring during the previous calendar year. This information is published and notifications are sent via email prior to October 1st each year. This email provides a web link for all current students and staff at Oklahoma City Community College to review the Annual Security Report in compliance with the 1990 Campus Security Act and the Student-Right-To-Know Act (PL 101-542). Hard copies of the 2009 OCCC annual Security Report are also available at the Department of Safety and Security (1K8) in the main building.

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Section: 1 Crime Statistics Data

<i>OffenseType</i>	<i>Year</i>	<i>On Campus</i>	<i>Res/Fac</i>	<i>Non-Campus</i>	<i>Public</i>	<i>Total</i>
<i>Aggravated Assault</i>	2006	0	0	0	0	0
	2007	2	0	0	0	2
	2008	3	0	0	0	3
<i>Arson</i>	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	0	0
<i>Burglary</i>	2006	12	0	0	0	12
	2007	9	0	0	0	9
	2008	9	0	0	0	9
<i>Forcible Sex Offenses</i>	2006	1	0	0	0	1
	2007	1*	0	0	0	1*
	2008	0	0	0	0	0
<i>Motor Vehicle Theft</i>	2006	9**	0	0	0	9**
	2007	3	0	0	0	3
	2008	3	0	0	0	3
<i>Murder and Non-negligent Manslaughter</i>	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	0	0

<i>Negligent Manslaughter</i>	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	0	0
<i>Non-forcible Sex Offenses</i>	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	0	0
<i>Robbery</i>	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	1	0	0	0	1
<i>Total</i>		53	0	0	0	53

*** Crime occurred prior to 2000. Security was made aware of this crime and charges in Dec 2007. Clery reporting rules require the crime to be reported in 2007 statistics.**

**** Note this includes vehicles that were attempted to be stolen.**

Section: 2 Arrest and Referral Data

<i>Arrest</i>	<i>Year</i>	<i>On-Campus</i>	<i>Res/Fac</i>	<i>Non-Campus Buildings</i>	<i>Public Property</i>	<i>Total</i>
<i>Drug Violations</i>	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	1	0	0	0	0

<i>Liquor Law Violations</i>	2006	0	0	0	0	0
	2007	1	0	0	0	1
	2008	0	0	0	0	0
<i>Weapons Violations</i>	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	0	0	0	0	0
Totals		2				2

<i>Referrals</i>	<i>Year</i>	<i>On-Campus</i>	<i>Res/Fac</i>	<i>Non-Campus Buildings</i>	<i>Public Property</i>	<i>Total</i>
<i>Drug Violations</i>	2006	1	0	0	0	1
	2007	0	0	0	0	0
	2008	3	0	0	0	3
<i>Liquor Law Violations</i>	2006	3	0	0	0	3
	2007	1	0	0	0	1
	2008	0	0	0	0	0
<i>Weapons Violations</i>	2006	0	0	0	0	0
	2007	0	0	0	0	0
	2008	1	0	0	0	1
Totals		9				9

Section: 3 Hate crimes by location and prejudice

There were **no** criminal offenses listed above that were reported to have occurred: (1) On-campus, (2) Residential, (3) Non-campus building or property (4) Public Property that manifested evidence of prejudice based on (1) race, (2) gender, (3) religion, (4) sexual orientation, (5) ethnicity/national origin or (6) disability.

Section: 4 Reporting the Annual Disclosure of Crime Statistics

- 1.0** The Department of Safety and Security prepares the Annual Security Report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics. The full text of this report can be located on our web site at <http://www.occc.edu/Security/>. This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus, alternate sites administrators, Student Services and Student Life
- 2.0** Campus crime, arrest and referral statistics include those reported to the OCCC security, designated campus officials (including but not limited to directors, deans and departmental heads) and local law enforcement agencies.
- 3.0** Each year, an e-mail notification is made to all enrolled students that provide the web site to access this report. Faculty and staff receive similar notification via email. Copies of the report may also be obtained at the Department of Safety and Security office located in the main building, Room 1K8, or by calling (405) 682-7572. All prospective employees and prospective students will be notified of the availability of the Annual Security Report and may obtain a copy from the Department of Safety and Security office. A partial version of this report is located in the student handbook.

Section: 5 Procedures for reporting crimes

Anyone with information about a crime should report the circumstance to the Office of Safety and Security, by phone (405-682-1611) Ext. 7747 or in person at the Security dispatch center in room 1K8. Crime victims, despite how seemingly insignificant the crime, are encouraged to report incidents to the Campus Safety and Security Department (area 1K8 of the Main Building). To report a crime, a victim or witness may do the following:

- A. Access a Dial-Direct Emergency telephone, (located inside most major entries);
- B. Dial "7747" on any College telephone; or
- C. Report the incident to any College employee.
- D. Utilize emergency Call Boxes located in parking areas

An officer will immediately respond, and an official report will be taken with copies available to the victim upon request. Apprehended offenders will be dealt with through the appropriate law enforcement agency and/or by following the Oklahoma City Community College's Student Conduct Code.

Reporting crime voluntary confidential

At this time the OCCC Department of Safety and Security does not provide a means for report crimes confidentially.

Titles of individuals/officer to whom crime should be reported:

- 1) Director of Safety and Security
- 2) Coordinator of Safety and Security
- 3) Armed Security Sergeants
- 4) Armed Security Officers
- 4) Communications/Dispatcher

Section: 6 Timely warnings

The purpose of section is to set guidelines for sharing crime information so that faculty, staff and students can become aware of crimes and take preventative action. In the event that a situation arises, either on or immediately off campus, that in the judgment of the Director of Safety and Security constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued. The warning will be issued through:

- The Oklahoma City Community College (“OCCC”) e-mail system to students, faculty and staff;
- The campus student newspaper, *The Pioneer*, located at <http://www.occc.edu/pioneer/>; and
- The OCCC Public Relations department will post the timely warning on the Safety and Security home webpage located at <http://www.occc.edu/Security>, and create a link from the OCCC main page to the warning.

The OCCC Department of Safety and Security is responsible for issuing timely warnings. Timely warnings are usually issued for the following classifications: arson, burglary, aggravated assault, criminal homicide, motor vehicle theft, robbery and sex offenses which constitute an ongoing or continuing threat. Timely warnings may also be issued for other crimes as deemed necessary in the judgment of the Director of Safety and Security.

Timely warnings will be issued by the Director of Safety and Security or designee.

The OCCC Department of Safety and Security works in conjunction with the Oklahoma City Police Department and other agencies to gather the necessary information to inform the campus community about crimes reported to them that may warrant timely warning

- Anyone with information warranting a timely warning should report the circumstance to the Office of Safety and Security, by phone (405)682-1611, extension 7747 or in person at the Security Dispatch Center in room 1K8 on the main campus.

Information sent via the emergency broadcast phone system is intended for immediate notification of emergencies and contains limited information. Therefore, it is not intended to fulfill the timely warnings requirements. If the emergency constitutes an ongoing or continuing threat then a timely warning would follow.

Section: 7 Access and maintenance of facilities

The purpose of this section is to set guidelines for building access for students, employees, contractors and visitors.

- During business hours Oklahoma City Community College (“OCCC”) will be open to students, employees, contractors and visitors.

During non-business hours access to all OCCC facilities is by key, if issued, or by admittance via Safety and Security Staff.

- Individuals with keys or seeking admittance will contact Campus Safety and Security by phone or call box stating the purpose for entering the building. Security operations are maintained 24 hours a day.
- Individuals entering Main Campus buildings must provide identification and sign in at Entry 1 with Campus Safety and Security.
- Individuals entering buildings other than Main Campus buildings will meet Safety and Security at an agreed-upon location and provide valid identification.
- During periods of extended closing such as Winter or Spring Break, OCCC will not admit contractors unless they are pre-approved for admission and provide identification.
- If not pre-approved, Contractors will not be allowed admittance or entry until Safety and Security gets authorization from appropriate administration.
- For pre-approval for admittance or entry to any building during an extended closing period, appropriate administration shall report the circumstance to the Office of Safety and Security by phone (405)682-1611, extension 7747 or in person at the Security Dispatch Center in room 1K8 on the main campus.

Some facilities may have individual hours, which may vary at different times of the year. Examples are the John Massey Center, Library, or Recreation and Fitness. In those cases, the facilities will be secured according to schedules developed by the department responsible for the facility.

OCCC reserves the right to change operating hours and access procedures in the event of an emergency. Additionally, areas may be temporarily closed upon review by Facilities Management or Safety and Security. Examples of issues which may result in temporary closure or changes in operating schedules include, but are not limited to, loss of domestic water, loss of facilities electrical power, hazardous weather conditions or if it presents an unsafe environment.

Section: 8 Safety and security authority and jurisdiction

Oklahoma City Community College Department of Safety and Security has the authority to ask a person for identification and to determine whether individuals have lawful business at OCCC. OCCC armed security officers have the authority to issue parking tickets, which can be paid at the Bursar's office. Unpaid parking fines results in a "hold" being placed on accounts.

Armed Safety and Security officers do not possess broad arrest powers.

Armed Safety and Security officers can investigate and/or detain persons suspected of suspicious activity, criminal or conduct code violations. Criminal incidents are referred to the local police who have jurisdiction on campus. The Safety and Security office at OCCC maintains a highly professional working relationship with the Oklahoma City Police Department. All crime victims and witnesses are strongly encouraged to immediately report crime to campus Safety and Security Office and the appropriate police agency. Prompt reporting will assure timely warning notices on-campus and timely disclosure of crime statistics.

A special working relationship exists between the OCCC Department of Safety and Security and the Oklahoma City Police department. OCCC officials also participate in an on-going metro-campus task force that meets monthly to discuss crime and emergency awareness with college and university campuses for which the Oklahoma City Police Department is the primary responder. Participants in this task force include members of the SWAT, Bomb and Intelligence divisions.

Section: 9 Programs to inform about campus security procedure and practice

- 1) Emergency Preparedness Fair
- 2) New employee orientation (monthly)
- 3) Returning (Full-time and Adjunct) training sessions (annually)
- 4) Employee Training Session WOW program
- 5) Online Video Training

Section: 10 Crime Prevention Programs

- 1) New student orientation (Opening Day) Crime Prevention Program
- 2) Student organization presentations (TLC, BSA, etc.)
- 3) Media articles
- 4) Classroom crime prevention and emergency training (student success classes)
- 5) Classroom emergency posters for each classroom
- 6) Annual First Responder Day (April)
- 7) Annual Emergency Drills

Section: 11 Monitoring off campus criminal activity

At this time the Oklahoma City Community College ("OCCC") Department of Safety and Security does not actively monitor criminal activity of students that occurs off campus. If information is brought to the department's attention then appropriate action will be taken in accordance with OCCC Student Handbook, Conduct Code Violation Number 15 that states: "Actions not committed on college property may also be subject to college disciplinary action in cases where a clear and distinct interest of the college is involved or affected. Sanctions will be

applied only in response to actions which adversely affect the college community's pursuit of its educational objectives, violates or shows disregard for the rights of individuals within the college community, or damages property." This includes, but is not limited to, offenses related to the security and welfare of persons and/or property. The Student Handbook can be accessed at <http://www.occc.edu/handbook.html>

Section: 12 Drug and alcohol policy

Oklahoma City Community College is also in compliance with Public Law 101-226, the Drug-Free Schools and Community Act Amendments of 1989 and the Drug-Free Workplace Act of 1988. In support of the spirit and intent of these laws, Oklahoma City Community College maintains an alcohol- and drug-free campus and prohibits the use of alcohol and/or illicit drugs by students and employees on college property or as part of any college activity and also prohibits the use of tobacco inside College buildings.

Section: 13 Sexual assault

ON-CAMPUS SEXUAL OFFENSES

Pursuant to, and in conjunction with, the College's Board of Regents Rule 501, Administrative Procedure No. 5073, and Safety and Security procedures, the following information is provided to meet the spirit, intent and requirements of Public Law 102-235 and its amendments to the Student Right to Know and Campus Security Act of 1990.

STATEMENT OF POSITION

Oklahoma City Community College explicitly condemns any form of sexual assault of or sex offense against any student or employee. The commission of sex offenses by a student or an employee may subject the student or the employee to disciplinary sanctions up to and including expulsion from the College or termination of employment. The College is committed to providing educational programs concerning sex offenses and to protecting the rights of persons subjected to sex offenses. Any accuser, as defined in this document, alleging an on-campus sex offense may elect to pursue the matter with local off-campus law enforcement agencies and the state criminal justice system, regardless of whether he or she elects to pursue the matter through the College's disciplinary procedures.

DEFINITIONS

Accused: A student or an employee of the College who has been accused of committing an on-campus sex offense against a student and/or a student who has been accused of committing an on-campus sex offense against an employee.

Accuser: A student or an employee of the College who alleges that a student has committed an on-campus sex offense against him/her, or a student who alleges that an employee of the College has committed an on-campus sex offense against him/her

Forcible Sex Offense: Any sexual act directed forcibly against another person against that person's will or any sexual act directed non-forcibly against another person when the person is incapable of giving consent. This term includes forcible rape, forcible sodomy, sexual assault with an object and forcible fondling.

Non-forcible Sex Offense: Any unlawful, non-forcible sexual intercourse. This term includes incest and statutory rape.

EDUCATIONAL PROGRAMS PROVIDED ON CAMPUS

The College provides all new credit-seeking students the opportunity to attend a new student orientation program which discusses, among other things, personal safety and is intended to promote the awareness of rape, acquaintance rape and other sex offenses. In addition, at least one educational seminar is presented each year on personal safety and the prevention of sex offenses. Additional educational materials related to sexual assault and sex offenses are available to all individuals through Advising and Career Services.

REPORTING AND DISCIPLINARY PROCEDURES FOR SEX OFFENSES

Any student or any employee who believes that a sex offense, either forcible or non-forcible as defined herein, has been committed against him/her by a student, or any student who believes that a sex offense, either forcible or non-forcible as defined herein, has been committed against him/her by an employee of the College is strongly encouraged to report the alleged sex offense. All reports of sex offenses shall be made to the Director of Student Relations, unless the complaint is against the Director of Student Relations, in which case the alleged sex offense shall be reported to the Vice President for Enrollment and Student Services. In this situation, the Vice President for Enrollment and Student Services shall perform all the obligations imposed by this policy on the Director of Student Relations.

Upon receiving a complaint of an alleged sex offense from an accuser, the Director of Student Relations shall assist the student or employee in completing the appropriate documentation, either a Student Conduct Code Violation Form or a Student Grievance Form.

When the Director of Student Relations receives a completed Student Conduct Code Violation form or Student Grievance Form alleging that a sex offense has been committed, the applicable procedures will be implemented.

The accuser shall be informed by the Director of Student Relations the manner by which the matter shall be investigated by the College.

Student complaints alleging a sex offense by a faculty or staff member will be addressed through the Student Grievance Procedures, as specified in this document, beginning with the filing of an official Student Grievance Form. Student and/or employee complaints alleging a sex offense by a student will be handled through the Student Conduct Code and Student Disciplinary Procedures. Both procedures, the Student Grievance Procedures and the Student Disciplinary Procedures, shall be governed by the following additional procedures:

- a. The accuser and the accused are entitled to the same opportunities to have others, including but not limited to legal counsel, present during campus disciplinary proceedings.
- b. The accuser and the accused shall be notified of the outcome of the proceedings.
- c. The accuser shall be permitted to be present during the disciplinary hearing (except during deliberations).
- d. Both the accuser and the accused have the right to appeal the outcome of the hearing(s).

NOTIFYING PROPER LAW ENFORCEMENT AUTHORITIES

When a report of an alleged sex offense is made to the Director of Student Relations, the accuser shall be informed about his/her option of notifying local off-campus law enforcement authorities. If the accuser requests the assistance of a College employee in notifying local law enforcement authorities, the requested College employee shall assist the accuser in notifying local law enforcement authorities concerning the alleged sex offense.

The decision as to whether to notify local law enforcement and/or to pursue the prosecution of the accused according to the laws of the State of Oklahoma shall be entirely the decision of the accuser. However, the accuser is advised to take the necessary steps in order to preserve the evidence which may be necessary to the proof of criminal sexual offense.

SERVICES TO VICTIMS

Advising and Career Services shall provide initial Intake and referral to those accusers who request assistance and/or referral following an alleged sex offense. The accuser may be referred to a community organization providing counseling for rape and other sex offenses; these organizations include Red Rock Behavioral Health Services, United Methodist Counseling Services, YWCA Rape Crisis Center, Oklahoma City Municipal Court Services-Victim's Assistance Program and Safeline.

Additionally, a student accuser may request an adjustment in his/her academic schedule based upon the existing curricular offerings, and the College shall attempt to accommodate such adjustment if it is reasonably available. Employee accusers shall contact their supervisor in order to discuss any proposed adjustment; however, no employee shall be entitled to receive any adjustment.

DISCIPLINARY SANCTIONS

When the accused is a student, disciplinary sanctions may range from reprimands to expulsion as set forth in the section on Disciplinary Sanctions in the Student Handbook and in College Procedures. When the accused is an employee of the College, disciplinary sanctions may range from reprimands to termination and shall include, but not be limited to, written reprimand, requiring professional counseling, suspension from employment, administrative leave both with and without pay and termination or non-renewal.

CONFIDENTIALITY OF RECORDS

All records made or maintained as a result of the accusations of a sex offense shall remain confidential, except as required by law. The College is required to compile statistical information as to the number and types of sex offenses. Reports of sex offenses shall be utilized for this purpose but shall not reveal confidential information.

All meetings or hearings conducted as a result of an alleged sex offense shall be closed to the public, except as required by law.

DISTRIBUTION

This policy shall be included in the Annual Security Report promulgated by the College

Section: 14 Registered sex offender

Title 57 Prisons and Reformatories, Chapter 8B - Sex Offenders Registration Act, Section 583 - Procedure for Registration states that any person who becomes subject to the provisions of the Sex Offenders Registration Act on or after November 1, 1989, shall register, in person with the police or security department of any institution of higher learning within this state if the person:

(1) enrolls as a full-time or part-time student,

(2) is a full-time or part-time employee at an institution of higher learning, or

(3) resides or intends to reside or stay on any property owned or controlled by the institution of higher learning.

The Oklahoma City Community College maintains two (2) open records binders in the Department of Safety and Security:

(1) Persons classified as numeric risk level one (1) or two (2) sex offender

(2) Persons classified as a habitual or aggravated sex offender

These binders are open for public inspection upon request in the Department of Safety and Security.

Section: 15 Missing Person

Currently the Oklahoma City Community College does not offer residential housing. Any investigations into missing students or staff would be handled in coordination with the Oklahoma City Police Department.

End of Report