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**ANNUAL FIRE SAFETY REPORT**
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The safety and security of Oklahoma City Community College students, employees, and visitors are a top priority of the College.

The Annual Security and Fire Safety Report is prepared to inform students, faculty, staff, and members of the community of the various safety and security programs, as well as our overall campus safety record. This report is compliant with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, as well as the Violence Against Women Act, and highlights the efforts taken by the College to help ensure the safety of the campus community.

Resources such as the Campus Alert Notification System (CAN), a comprehensive alert notification system for all students, employees, and visitors, are designed to quickly communicate information regarding emergency situations on campus as well as campus closures, which may be necessary. In August 2016, Oklahoma City Community College introduced the safety mobile application, OCCC Shield. The free application provides many safety features including quick access to the Oklahoma City Community College Campus Police Department. It is available for both Apple and Android devices. In September 2019, the College continued the expansion of safety technology with the installation of Alertus Beacons campus-wide. The beacons use light, sound, a written message, and voice commands to communicate emergency information to individuals on campus. The officers of the Oklahoma City Community College Campus Police Department work diligently to keep the campus safe and secure and maintain positive, impactful relationships with the campus community and visitors.

Oklahoma City Community College is proud of what has been accomplished in creating a safe environment. We will strive to continue to provide a safe and secure campus.

Sincerely

Jerry L. Steward, J.D.
President, Oklahoma City Community College
General Information

Under the authority of the President of Oklahoma City Community College (OCCC), the Chief of Police will coordinate each year the campus initiative to compile data, review policies, and prepare the Annual Security Report (ASR) pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics.

Introduction

The Campus Security Act (Jeanne Clery Act) of 1990 and the Crime Awareness and Campus Security Act of 1990 (Title II of 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; report steps taken to establish a reliable system to warn students of immediate and/or continuing threats to their safety; state how to report criminal acts; disclose the authority of campus security or police department, drug and alcohol policies, sex offense and offender policies, and if applicable an annual fire safety report. On March 7, 2013, the Campus Sexual Violence Elimination Act was passed as part of the Violence Against Women Reauthorization Act (VAWA) amending the Jeanne Clery Act reporting responsibilities.

The due date of the Annual Security Report is October 1st of each year. The report contains information on crimes and incidents occurring during the previous calendar year. This information is published, and notifications are sent via email, prior to October 1st each year. The Annual Security Report notification email provides a web link (https://www.occc.edu/police/pdf/asr.pdf) for all current students and staff at OCCC to review the Annual Security Report in compliance with the 1990 Campus Security Act and the Crime Awareness and Campus Security Act of 1990 (Title II of PL 101-542).

Notice of Availability of the 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 Act,” require institutions of higher education to annually prepare and publish a report concerning campus crime statistics and security policies. This 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. This 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 the OCCC Campus Police Department.

Copies of this report may be obtained by visiting the OCCC Campus Police Department or by visiting https://www.occc.edu/police/pdf/asr.pdf.
Campus Security Authorities

The U.S. Department of Education defines campus security authorities as:

- A campus police department or a campus security department of an institution.
- Any individual or individuals who have responsibility for campus security, but who do not constitute a campus police department or a campus security department (e.g., an individual who is responsible for monitoring the entrance into institutional property).
- Any individual or organization specified in an institution’s statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings.
Designated Campus Security Authorities

The following individuals are designated campus security authorities:

**OCCC Campus Police Department:**
- All Sworn Police Officers
- All Communication Officers
- All OCCC Campus Police Student Workers
- All OCCC Campus Police PBX Operators
- Administrative Assistant to the Chief of Police
- Emergency Manager

**Office of Academic Affairs:**
- Vice President for Academic Affairs
- Associate Vice President for Academic Affairs
- Administrative Assistant to the Vice President for Academic Affairs
- Administrative Assistant to the Associate Vice President for Academic Affairs
- Dean of Science, Engineering, and Mathematics
- Dean of Social Sciences
- Dean of Arts, English, and Humanities
- Dean of Health Professions
- Dean of Business and Information Technology

**Title IX Coordinator and Deputies:**
- Vice President for Human Resources/Title IX Coordinator
- Director of Equity and Compliance
- Employment and Graduation Coordinator
- Director of Community Outreach and Education
- Assistant Registrar
- Assistant Director of Adult Education
- Capitol Hill Center Director
- PDI Director

**Enrollment and Student Services:**
- Vice President for Enrollment and Student Services
- Administrative Assistant to the Vice President for Enrollment and Student Services
- Director of Recruitment and Admissions
- Assistant Director of Recruitment and Admissions
- Program Assistant for Student Life

**Student Support Services:**
- Director of Student Support Services
- Administrative Assistant to Student Support Services
- Learning Support Specialist
- Coordinator of Disability Services
- Associate Director of International Student Services
- Director of Students Connecting w/ Mentors for Success
- Students Connecting w/ Mentors for Success Assistant
- Coordinator of Veterans Services
- Director of TRIO Grant Program
- Assistant Director of TRIO Upward Bound
- Assistant Director of TRIO Student Support Services
- TRIO Student Support Services Advisor
- TRIO/Upward Bound Advisor

**Child Development Center and Lab School (CDC/LS):**
- Director of CDC/LS
- Coordinator of Scholars for Excellence in Child Care

**Community Development:**
- Career Transitions Director
- Career Transitions Employment Coach
- Career Transitions Retention Coach
- Director of Community Outreach and Education
- Coordinator for Community Outreach and Education
- FACE Receptionist
- Capitol Hill Center Assistant
- Adult Literacy Center Receptionist

**Recreation and Fitness:**
- Director of Recreation and Fitness
- Coordinator of Recreation and Fitness
- Sports and Recreation Specialist
- Wellness Center Manager
- Customer Service Assistant

**Student Organization Sponsors:**
- All Sponsors for Student Groups
Campus Police Department

Our mission is to provide service to our community by protecting life and property while maintaining a safe and positive learning environment with integrity, honor, valor, and professionalism.

Sworn officers of the OCCC Campus Police Department have full police authority to apprehend and arrest within the statutory jurisdiction of the campus properties and those areas covered under the concurrent jurisdiction agreement with the City of Oklahoma City. This enforcement authority derives from Title 74 of the Oklahoma State Statutes, sections 360.15, 360.16, 360.17, 360.18, 360.19, 360.20, and 360.21.

Sworn officers of the OCCC Campus Police Department have the authority to arrest. This arrest authority is derived from Title 22 of the Oklahoma State Statutes, section 187.1.

Daily Crime Log

A daily crime log is available for review at the following locations:

- Main Campus—OCCC Campus Police Department located at 7777 South May Avenue, OKC, OK, 73159.
- The Family and Community Education Center Campus Police Office located at 6500 South Land Avenue, OKC, OK, 73159 (Room CDC & LS 54).
- The Capitol Hill Center Campus Police Suite located at 325 Southwest 25th Street, OKC, OK, 73109 (Room 114).

The crime log for the most recent 60-day period is open to public inspection, free of charge, upon request, during normal business hours. Any portion of the log that is older than 60 days will be available within two (2) business days of request.

The information in the crime log typically includes the case number, classification, date reported, date occurred, time occurred, general location and disposition of each crime. It does not include names of the parties involved. The crime log can be accessed online at www.occc.edu/police. The online crime logs for the most current three (3) years are updated and posted every three (3) months (January–March, April–June, July–September, and October–December).
Access to Campus Facilities

The Oklahoma City Community College campus is open to the public, but maintains various operational hours dependent on the semester. All campuses are open and accessible during operational hours.

Most OCCC Main Building entrances are controlled by lock and key, however, there are some entrances that are locked and unlocked electronically. Electronic entrances include; MB1 (east door), CU1, SEM2, JMC1, JMC2, LIB2.

The Professional Development Institute closed in June of 2019. OCCC no longer controls this campus.

The Family and Community Education Center’s (FACE) main entrance is controlled by electronic access. The other doors at FACE are controlled by lock and key.

All doors at the Capitol Hill Center (CHC) are controlled by electronic access.

During non-operational hours, all buildings are secured by the OCCC Campus Police Department. Access during non-operational hours is by key and controlled by the OCCC Campus Police Department. Some employees have authorization to utilize an issued key. These employees must advise the OCCC Campus Police Department of their presence in the building during non-operational hours.

All others must gain non-operational hour access through direct contact with the OCCC Campus Police Department.

OCCC Campus Police maintains a twenty-four (24) hour presence at the main campus and routine patrols at off-site satellite campuses (the FACE Center, the Professional Development Institute (to June, 2019), and the Capital Hill Center). During patrols, officers regularly check the interior and exterior of all buildings. OCCC campuses are monitored by approximately 440 CCTV Cameras. OCCC does not have campus residences for students.

Lost and Found

The OCCC Campus Police Department Lost and Found is located at 7777 South May Avenue, OKC, OK, 73159. After a certain period of time, all buildings and offices are encouraged to forward any found items to the OCCC Campus Police Department to maintain a central location for persons seeking lost property.

As described in Title 22, Chapter 25, 1325 (B) of state statutes, after six (6) months, all unclaimed items are donated to an Oklahoma City metro area shelter, a charitable nonprofit organization, or destroyed without value, as determined by the Chief of Police.

Inquiries about lost and found property can be made by calling (405) 682-7572.

Maintenance of Campus Facilities

The facilities and grounds of OCCC are maintained by the OCCC Department of Facilities Management in a manner that minimizes hazardous conditions. If a maintenance or equipment issue is identified, please immediately notify the OCCC Department of Facilities Management at (405) 682-7554. This includes, but is not limited to, issues relating to lighting, temperature/space conditioning, classroom or office doors left opened or unlocked, restrooms, and custodial. If the issue is minor in nature, employees may submit a KACE request via the online employee portal.

Additionally, OCCC Facilities Management personnel inspect and test all exterior push-to-talk call boxes once, weekly. Additionally, OCCC Information and Instructional Technology Services runs a report nightly, which will indicate a malfunctioning push-to-talk call box. Interior push-to-talk call boxes are tested once, monthly. If an issue with a push-to-talk call box is identified, please immediately notify the OCCC Campus Police Department at (405) 682-7872.
Working Relationship with Other Law Enforcement Agencies

OCCC has an concurrent jurisdiction agreement with the City of Oklahoma City. OCCC campus police officers have full statutory jurisdiction on all campus properties and on the public roadways directly bordering the campus properties at the main campus, the FACE Center and Capitol Hill Center.

The concurrent jurisdiction at the Main Campus is identified as follows: Beginning at a point approximately 451.7 feet from the east edge of the northbound edge of I-44 on the north edge of SW 74th Street, east approximately 2052.0 feet along the north edge of SW 74th Street to the east edge of South May Avenue, south along the east edge of South May Avenue for approximately 2671.9 feet, west to a point approximately 2455.3 feet along the OCCC south fence line to the OCCC west fence line, and north along the west OCCC fence line to the beginning point.

The concurrent jurisdiction at the FACE Center is identified as follows: Beginning at the southeast corner of SW 65th Street and South Land Avenue, east along the south side of SW 65th Street approximately 202.0 feet, south approximately 202.2 feet, east approximately 315.3 feet, south approximately 335.3 feet, west approximately 642.8 feet to the east edge of South Land Avenue, north along the east side of South Land Avenue to the beginning point.

The concurrent jurisdiction at the Capitol Hill Center is identified as follows: Beginning at the northeastern corner of the intersection of SW 24th Street and South Harvey Avenue, south along the east side of South Harvey Avenue to the south side of SW 26th Street, west along the south side of SW 26th Street, to the west side of Walker Avenue, north along the west side of Walker Avenue to the north side of SW 24th Street, east along the north side of SW 24th Street to the beginning point.

The OCCC Campus Police Department keeps and maintains a good working relationship with the Oklahoma City Police Department, the Oklahoma County Sheriff’s Office, the Oklahoma Highway Patrol, the Federal Bureau of Investigation, the Oklahoma State Bureau of Investigation, and the Oklahoma County District Attorney’s Office.

Assistance from the Oklahoma City Police Department is requested when appropriate. All criminal activity is reported as an incident by either the OCCC Campus Police Department, the Oklahoma City Police Department, or both. Certain Part I crimes and Part II crimes involving crimes against persons (FBI Uniform Crime Reporting) will be referred to the Oklahoma City Police Department for investigation.

The OCCC Campus Police Department has an officer attached to the Federal Bureau of Investigation’s Joint Terrorism Task Force in a full time capacity. OCCC has a Memorandum of Understanding with the Federal Bureau of Investigation as a requirement of this attachment. Assistance from the Federal Bureau of Investigation is requested when appropriate.

The OCCC Campus Police Department works directly with the Oklahoma County Sheriff’s Office in the planning and coordination of the annual “Smart, Safe, and Sober” event held on campus to bring awareness and prevent impaired driving.

The OCCC Campus Police Department has entered into a Memorandum of Understanding with the Oklahoma State Bureau of Investigation to participate in the State Incident Based Reporting System (SIBRS). Additionally, the OCCC Campus Police Department works directly with the Oklahoma State Bureau of Investigation for the chemical analysis of all narcotics seized by the department.

The OCCC Campus Police Department works directly with the Oklahoma County District Attorney’s Office by submitting charges for crimes committed within the department’s jurisdiction. Additionally, the OCCC Campus Police Department responds to subpoenas provided by the Oklahoma County District Attorney’s Office for testimony at criminal trials.

The OCCC Campus Police Department routinely involves outside agencies during planned exercises, specifically the annual campus wide evacuation drill.

The OCCC Campus Police Department routinely invite and train with other local agencies during active shooter training, firearms, and other law enforcement training.

The OCCC Campus Police Department monitors and records criminal activity through local police agencies in locations where students are engaged at non-campus locations visited by student organizations officially recognized by the institution.
Reporting Procedures

Crimes in Progress

To report a crime in progress, a person, victim, or witness can dial the OCCC Campus Police Department at (405) 682-7872, dial 911, initiate the emergency button on any IP phone, use one of the emergency push-to-talk call boxes, or utilize the OCCC Shield smart phone application. Any reporting method may prompt 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 and accurate reporting of criminal activity to the OCCC Campus Police Department enables a quick response, a timely warning, and a safer campus for everyone.

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

1. **Call the police immediately:** Dial OCCC Campus Police (405) 682-7872 or 911 for emergencies.

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

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

Crime victims and witnesses, regardless of the crime or when it occurred, are encouraged to promptly and accurately report incidents to the OCCC Campus Police Department or other appropriate police agencies. To report a crime, the victim or witness, if he or she elects to, needs only to call the police and a police officer will meet them to gather information.

To report a crime or issue involving personal safety or security, you should contact the OCCC Campus Police Department at (405) 682-7872, dial 911, or use any of the emergency push-to-talk call boxes located in parking lots and common travel areas of campus. You may also use the emergency button on any campus IP telephone or any of the emergency push-to-talk red boxes located in interior areas of the campus buildings. All students, faculty, and staff are encouraged to download the OCCC Shield smartphone application. OCCC Shield provides the ability to report crimes and suspicious activity and provides an option to call directly into dispatch to report an emergency. If a victim is unable to report, another member of the campus community is encouraged to report the crime.

Students, employees, and visitors are encouraged to report to the OCCC Campus Police Department or the Oklahoma City Emergency Communications Center (911) any;
- Criminal activity
- Strange or suspicious persons, vehicles, or articles
- Persons in need of medical assistance
- Structure or vehicle fires
- Any other emergency

OCCC 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. The information you report can be helpful in supporting other reports and preventing further incidents.

Once a report is made, a dispatcher, within Communications, will receive all necessary information and dispatch an officer to meet with the reporting party. An officer will immediately respond, investigate, and an official report will be taken with copies available to the victim upon request, subject to the Oklahoma Open Records Act regulating Law Enforcement Records. Detained or arrested offenders will be handled through the state or municipal criminal justice system and/or the OCCC Student Conduct Code violation process. A criminal investigation will be opened by the OCCC Campus Police Department in response to any reported criminal offense.

Confidential Crime Reporting

Confidential reports or anonymous tips can be made through the OCCC Shield application or by calling the Oklahoma City Police Department’s “Crimestoppers Hotline” by dialing (405) 235-7300. Students may also report crimes through the Student Conduct Officer (405) 682-7528, indicating the intent to remain unidentified, however, there is an exception for any Title IX reportable offense. If a Title IX offense is reported, it will be disclosed to the Title IX Coordinator.

Crimes Disclosed to a Pastoral or Mental Health Counselor

To be exempt from disclosing reported offenses to appropriate OCCC officials, a pastoral or professional 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 possible 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. There are no pastoral counselors with any connection to, or under contract with, OCCC.
A professional counselor is a person whose official responsibilities include 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 professional counselor must report the crime to the OCCC Campus Police Department 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.

**Reporting Medical Emergencies**

Steps to take in a medical emergency:

1. Do not move the patient unless his or her life is in danger.
2. Have someone stay with the patient until help arrives.
3. Call the OCCC Campus Police Department at (405) 682-7872 or initiate a call using the emergency button on the IP Phones or any push-to-talk call box. Provide your name, your exact location, and a brief description of the problem. Do not hang up until told to do so.
4. Meet emergency personnel to guide them to the patient.

**Obtaining Reports**

To request a copy of an OCCC Campus Police Department report, complete and submit the online records request form located on the OCCC website found here; [http://www.occc.edu/mpr/records-request.html](http://www.occc.edu/mpr/records-request.html).

Requests for incident reports or traffic collision reports by persons involved generally will be processed when the investigation is completed. OCCC faculty, staff, and students are not charged for obtaining report copies when involved in the reported incident.

The OCCC Campus 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 open, a request for any related OCCC Campus Police Department report may be denied and information of a personal nature will be withheld or redacted where the public disclosure of such information constitutes an invasion of privacy.

**Campus Resources**

**OCCC Campus Police Department:** (405) 682-7872  
**Office of Student Life:** (405) 682-7523  
**Student Support Services:** (405) 682-7520  
**Director of Equity and Compliance and Senior Deputy Title IX Coordinator:** Dr. Cary Pirrong - (405) 682-7850  
**Title IX Coordinator:** Dr. Regina Switzer - (405) 682-7890  

**For additional Reporting Information:** [www.occc.edu/1istoomany/reporting.html](http://www.occc.edu/1istoomany/reporting.html)

**Off-Campus Resources**

**Oklahoma City Police Department:** (405) 231-2121  
**Oklahoma County Sheriff’s Office:** (405) 869-2501  
**Oklahoma County District Attorney’s Office:** (405) 713-1600  
**Oklahoma County Court Clerk’s Office:** (405) 713-2239  
**YWCA Domestic Violence Hotline:** (405) 917-9922  
**YWCA Sexual Assault Hotline:** (405) 943-7273  
**Safeline:** 1-800-522-7233  

Persons may file a complaint of gender-based discrimination and/or misconduct, including sexual assault or violence, electronically: [www.occc.edu/hr/harassment-discrimination.html](http://www.occc.edu/hr/harassment-discrimination.html)
Timely Warning & Emergency Notification Procedures

If the OCCC Campus Police Department confirms there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the OCCC community, the OCCC Campus Police Department alone or in conjunction with the Department of Marketing and Public Relations will utilize some or all of the systems described under the Timely Warning Policy to communicate the threat to the OCCC community or appropriate segment of the community if the threat is limited to a particular building or segment of the population. Emergency notifications are triggered by an event that is currently occurring on or imminently threatening the campus. A timely warning is more narrowly focused to Clery Act crimes. A timely warning may be issued for any Clery Act crime committed within OCCC’s geography.

Timely Warning Policy

To help prevent crimes or serious incidents, the OCCC Campus Police Department, in conjunction with other departments on campus, issues timely warnings to notify the OCCC community members about crimes or other serious incidents in and around the community. Timely warnings are issued for the following crime classifications: arson, burglary, aggravated assault, criminal homicide, motor vehicle theft, robbery, sexual assault, and any other offense which constitutes an ongoing or continuing threat. Timely warnings will be issued by the Chief of Police or his/her designee. Timely warnings may also be issued for other crimes as deemed necessary in the judgment of the Chief of Police or his/her designee via the Campus Alert Notification (CAN) system.

If a situation arises that, in the judgment of the Chief of Police or his/her designee, constitutes an ongoing or continuing threat, a campus-wide warning will be issued.

The warnings will be issued by the OCCC Campus Police Department. In conjunction with the OCCC Campus Police Department, the Department of Marketing and Public Relations will utilize appropriate components of the Campus Alert Notification (CAN) system, emails, text messages, social media, and the OCCC web page to issue a timely warning as soon as pertinent information is available.

The Campus Alert Notification (CAN) system is a comprehensive alert notification system for all students and employees. This system is designed to quickly communicate information regarding emergency situations on campus and any campus notifications deemed necessary. All email addresses for current OCCC students and employees are already included in the
CAN. However, students and employees can opt-in with additional email addresses or a mobile phone number to receive text messages.

Warnings are provided to students and employees in a manner that is timely, withholds the names and other identifying information of victims as confidential, and with the intent to aid in the prevention of similar occurrences.

The purpose of a timely warning is to provide the OCCC community with more immediate notification. A list of titles of each person or organization to whom students and employees should report criminal offenses described in the law for the purpose of making timely warning reports and the annual statistical disclosure is included in the “Designated Campus Security Authorities” section.

OCCC is not required to issue a Timely Warning with respect to crimes reported to a pastoral or professional counselor.

**Campus Wide Emergency Response**

OCCC is committed to ensuring the campus community receives timely, accurate, and useful information in the event of a significant emergency or dangerous situation on campus or in the local area that poses an immediate threat to the health and safety of students or employees.

Once first responders confirm that there is, in fact, a significant emergency or dangerous situation involving an immediate threat to the health or safety of student or employees occurring on the campus, the OCCC Campus Police Department will immediately notify the campus.

The OCCC Campus 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.

**Notification to College Community about an Immediate Threat**

An “emergency notification” will be delivered by means of automated and, if necessary, manual elements of communication. Notification of the existence of an emergency and safety instructions will be delivered through the OCCC Campus Police Department’s Synapps System. The OCCC Campus Police Department, in conjunction with the Department of Marketing and Public Relations, determines content for the pre-recorded emergency notifications that are specific to evacuations, sheltering-in-place, and severe storm response. Should a condition exist where none of the pre-determined warnings are applicable, an open microphone will be utilized by the OCCC Campus Police Department. Text alerts, e-mail, and social media messages relevant to the specific threat may be manually sent to the campus community through the Department of Marketing and Public Relations and the OCCC Campus Police Department.

The OCCC Campus Police Department has the ability and authority to determine the appropriate campus to receive a notification through the Synapps system. The Synapps system has the ability to only notify a specific campus (Main Campus, the FACE Center, or Capitol Hill Center).

Students are encouraged to check their OCCC email account routinely for alert messages. Students are also encouraged to sign up for text notification through the Campus Alert Notification system and Twitter alerts by visiting the Campus Alert Notification (CAN) page at www.occc.edu/can.

The OCCC Campus Police Department will continue to assess the situation and additional segments of the campus will be notified if a situation warrants such action.

Once an emergency notification is made, OCCC students, faculty, and staff are issued specific instructions to either: evacuate and stay out until the “all clear” is given, shelter in place until the “all clear” is given, or seek refuge in safer areas until the “all clear” is given.

The “all clear” message is distributed in the same manner as emergency notifications.

Through the Department of Marketing and Public Relations, OCCC disseminates emergency information to the larger community through several outlets. Emergency information will be immediately posted on OCCC social media accounts, on the OCCC website, and through communication with local news media.
Emergency Response and Evacuation Procedures Statement

OCCC emphasizes four critical areas of emergency response to target safety education initiatives and response exercises for its students, employees, and visitors. Response to fire alarms, severe weather, building evacuation, and shelter-in-place, are emphasized in all safety education programs and in all yearly exercises.

Building Evacuation:

If information is received of an immediate threat to the safety of persons occupying an OCCC facility, the OCCC Campus Police Department will issue an emergency notification through the OCCC Campus Police Synapps Notification System. The notification will alert the campus involved to immediately follow evacuation procedures and alert the campus community to stay away from the affected campus.

After receiving an Emergency Evacuation Notification, students, employees, and visitors should gather their belongings, exit the building using the nearest exit, and move to the grassy area on the outer side of Faculty Circle. Each person is asked to turn off all wireless devices. All others should stay away from campus. All are directed not to return until an ALL CLEAR is issued.

Emergency Response Test Procedures

OCCC will conduct a minimum of three announced tests in each calendar year to prepare building occupants for an organized response to potential threats to their safety. A shelter-in-place, severe weather, and building evacuation drill will be exercised. Prior to any scheduled test, the Department of Marketing and Public Relations sends out a mass email to notify students, faculty, and staff of the upcoming test. This email is sent out approximately one week prior to the drill and also on the day of the drill. In addition, a notification of the upcoming drill is advertised on all OCCC publicly seen TV monitors.

Tests are organized and monitored by the Emergency Manager and the OCCC Campus Police Department. The Emergency Manager documents each test by describing the drill, notating the date and specific times the drill started, and stating an announced drill. There is also a thorough debriefing that addresses any deficiencies revealed by the drill.

Missing Student Notification

Currently, OCCC does not offer residential or student housing.

Off-Campus Crime

If the OCCC Campus Police Department is contacted about criminal activity occurring off-campus involving a member of the OCCC community, the Oklahoma City Police Department may notify the OCCC Campus Police Department. However, there is no official policy requiring such notification.

OCCC does not have any non-campus locations for student organizations that are officially recognized by the College.
The OCCC Campus Police Department will provide an officer escort to and from your vehicle if requested. Requests can be made by calling (405) 682-7872. Students, staff, and faculty can also utilize the “OCCC Shield” application.

Crime Prevention

The prevention of criminal activity on OCCC properties is a shared responsibility. It is essential for the OCCC Campus Police Department to involve students, employees, and visitors in making OCCC a safe and secure campus. The OCCC Campus Police Department encourages students and employees to be responsible for their own security and the security of others. The OCCC Campus Police Department will facilitate this by actively involving itself in crime prevention and safety education opportunities provided by Academic Affairs, Human Resources, Student Affairs, and the Department of Marketing and Public Relations. The OCCC Campus Police Department utilizes the following opportunities and actions to prevent crime and facilitate response to emergencies.

• New Student Orientation
• New Employee Orientation
• Faculty training sessions
• Student organization presentations
• Media articles
• Classroom presentations
• Classroom emergency posters
• Campus community safety presentations
• Annual emergency drills
• Handouts at special events

The dissemination of campus security procedures and practices is a vital role of the OCCC Campus Police Department.

The OCCC Campus Police Department provides initial and ongoing training to all OCCC faculty, staff, and students.
Initial Training

New employee and student training consists of a thirty-minute presentation by an official of the OCCC Campus Police Department during the new employee and student orientations. New student orientations are held at the beginning of each semester. New employee orientations are scheduled as needed. These presentations include, but are not limited to, the following subjects: evacuation procedures, fire alarm response procedures, shelter in place procedures, and emergency procedures for contacting campus police, reporting suspicious behavior, reporting crimes, and protecting personal property.

On-going Training

CPD Information Cards: The OCCC Campus Police Department has crime prevention information cards located in the police department.

The cards are distributed to faculty, employees, and students. The crime prevention information cards contain safety tips for individuals on campus and at home. These information cards are available for distribution at any time. The information cards are circulated throughout the year at all campuses.

Campus Televisions: Oklahoma City Community College has televisions located throughout the buildings. These televisions display safety tips and messages from the OCCC Campus Police Department. The information is looped and plays throughout the day every day the campus is open.

Crime Prevention Series: The OCCC Campus Police Department Crime Prevention Series contain thirty-minute presentations conducted at least once per quarter and are open to all students, faculty, and staff. The presentations cover a wide range of crime prevention topics. Each presentation focus on one or more of the following topics: protecting personal property, sexual assault/ harassment prevention, reporting suspicious behavior, response to active shooter, and reporting suspected crimes.

Department Training: Specific training is conducted as requested by various departments within the OCCC campus. This training is customized to the department receiving the training. Telephone operators and administrative assistants may receive training on how to handle threatening phone calls and on reporting suspicious behavior.
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.

**Tornado Precautions**

1. If you are in the warning area, seek shelter immediately. OCCC is not rated as a storm shelter; however, there are designated “Safer Areas” throughout all campuses.

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

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

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

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

6. Report injuries and damage to the OCCC Campus Police Department at (405) 682-7872. After the ALL CLEAR message has been given, leave badly damaged buildings and do not attempt to return unless directed to do so by emergency personnel.
**Personal Safety**

The following precautions provide guidance.

**General Precautions and Crime Prevention**

1. Program the OCCC Campus Police Department’s phone number into your cell phone: (405) 682–7872.
2. Report any suspicious activity to the OCCC Campus Police Department immediately.
3. Download the OCCC Shield smart phone application. OCCC shield can be used in an emergency and suspicious behavior can be reported through the application.
4. Never take personal safety for granted. Always be aware of your surroundings.
5. Try to avoid walking alone at night. Request an escort from the OCCC Campus Police Department by calling (405) 682-7872 or by using the OCCC Shield application.
6. Use lighted walkways and thoroughfares, even if it means going out of your way.
7. Carry only small amounts of cash and keep purses, backpacks, and money belts close to the body.
8. Do not struggle if someone attempts to take your property.
9. Never leave valuables (wallets, purses, books, calculators, laptops, etc.) unattended.
10. Carry your keys at all times and do not lend them to anyone.
11. Lock up bicycles and motorcycles. Lock doors and close windows when leaving your car.
12. Do not leave valuables in your car, especially if they can be easily noticed.
13. Engrave serial numbers or owner’s recognized numbers, such as a driver’s license number, on items of value.
14. Inventory your personal property and insure it appropriately with personal insurance coverage.

**When Driving:**

1. Park your vehicle in a well-lit and populated area.
2. Have your car keys in your hand when approaching your vehicle so you can enter quickly.
3. Scan the area before getting into your vehicle and always check underneath your car upon approach and in the rear seat for intruders before entering the automobile.
4. Lock your doors and keep windows rolled up whenever possible.
5. Drive on well-traveled and well-lit streets. Never hitchhike, and never pick up hitchhikers.
6. If someone tries to enter your stopped vehicle, sound the horn and drive to a safe area such as a convenience store.
7. If your vehicle breaks down, ask any person who stops to help call the police. Do not allow any person access to you or inside your car. Roll down your window no more than an inch. Be aware that an accident may be staged to provide the other driver an opportunity to commit a criminal act.
8. Leave enough room between your car and the one ahead so you can drive around it if necessary.
9. Call ahead when driving home late at night, and have someone watch you walk from your car to the residence.
10. Limit distractions such as cellphones.

**When Walking or Jogging:**

1. Avoid walking or jogging alone, and try not to walk or jog after dark.
2. Avoid dark or vacant areas. Walk along well-lit routes.
3. Be alert to your surroundings. If you suspect you are being followed, run in a different direction, go to the other side of the street and yell for help, or move quickly to a lighted area, a group of people, or an emergency call box.
Alcohol and Drug Policies

OCCC 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. Students, faculty, staff, and visitors are expected to know and follow the applicable federal, state, and local laws, and all OCCC rules and regulations. Each person is responsible for his/her own behavior. OCCC enforces compliance with state laws and alcoholic beverage laws on campus and at College-sponsored activities.

OCCC is 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, OCCC maintains a strong position on the prevention of unlawful possession, use, or sale of illicit drugs and alcohol by students and employees.

The OCCC Campus Police Department strictly enforces all violations of federal, state, or local law with regard to alcohol and illegal drugs within its jurisdiction. Violators are subject to OCCC disciplinary action, criminal prosecution, fine, and imprisonment.

The OCCC Campus Police Department strictly enforces all violations of the State of Oklahoma underage drinking laws as defined in Title 63 of the Oklahoma State Statutes.

Student Conduct

In accordance with the Student Conduct Code, OCCC Policy #5076, and OCCC Policy #1014, the use, possession, manufacturing, distribution, and/or being under the influence of alcoholic beverages and/or low point beer, as defined by Oklahoma Law, on the campus or at any on-campus activity sponsored by or for a student organization or any other College sponsored activity for students is not permitted. The use, possession, manufacturing, distribution and/or being under the influence of controlled dangerous substances, or controlled substances as defined by Oklahoma law, except as expressly permitted by law and/or College policy is not permitted. The inappropriate use, misuse, or abuse of prescription or over-the counter medications is forbidden.

Student Sanctions

Violating the Student Code of Conduct can result in a written warning, restricted extracurricular privileges, restricted access to campus, educational and behavioral change requirements (i.e. reflection essay, community service, counseling, or ethics/decision making class), class removal, no contact order, restitution, conduct probation, suspension or expulsion from the College.
Faculty and Staff Conduct
In accordance with OCCC Policy #1014, the illegal use, sale, or possession of alcohol, narcotics, drugs, or controlled substances while on College property or during any College activity is prohibited. Any illegal activity or substances will be reported to the appropriate law enforcement agency and may result in criminal prosecution. Employees who are under the influence of alcohol or drugs, or who possess or consume alcohol or drugs on the job, have the potential for interfering with their own, as well as their co-workers’ safety and efficient job performance. Any College employee who is convicted of any federal or state criminal drug statute for drug related misconduct in the workplace must report the conviction within five (5) days thereafter to the Human Resources office.

Faculty and Staff Sanctions
Violations of OCCC policy by an employee can result in an informal discussion, a formal discussion with a memo to the employee, a written reprimand, demotion, disciplinary loss of pay, suspension without pay, or termination of employment.

Alcohol and Drug Abuse Education Programs
OCCC is committed to providing its students and employees with a drug and alcohol free workplace and learning environment to promote the reputation of OCCC and its employees as responsible citizens of public trust, and to provide a consistent model of substance-free behavior for students. OCCC, including all of its campuses, shall provide a safe, responsive environment for all students and employees.

OCCC conducted a comprehensive analysis of the alcohol and drug polices, related programs, services, and enforcement practices for academic years 2017-2018. OCCC uses a comprehensive approach to address alcohol and other drug use on campus, focusing on policy, education, collaboration, enforcement, and intervention. All components work together to ensure that students and employees are provided information and resources that promote a safe and healthy environment that attempts to mitigate risk as it pertains to alcohol and other drug use. Below is a list of programs offered to prevent the use of drugs and alcohol.

• “Playing It Smart, Safe and Sober” – Main Campus Interactive Event
• “Substance Abuse and How it Affects Your World” – Main Campus Presentation
• “The Opioid Crisis Presentation” – Main Campus Presentation
• “Mental Health First Aid” – Main Campus Course
• Welcome Week Substance Abuse Resource Table – Main Campus Information
• “Community Wellness Info Fair” – Family and Community Education Center (FACE)
• "Drug and Alcohol Abuse: Impact and Treatment Options" – Professional Development Institute and Capitol Hill Center Presentations
• Drug and Alcohol Information Table Toppers – Main Campus Information
• Passport to Wholeness – Main Campus Event

The College will continue to develop, assess, and pursue the best practices for our campus community to create a safe and healthy learning and working environment for our students and employees.

Federal drug-free schools and campus regulations require institutions of higher education to conduct a biennial review of their alcohol and other drug programs and policies to determine program effectiveness and consistency of policy enforcement, and to identify and implement any changes needed.

This review has the following objectives:

• Determine the presence and effectiveness of a Drug and Alcohol Abuse Prevention Program.
• Document the existence of procedures for distributing the annual notification to students, faculty, and staff and ensure they are followed.
• Ensure that disciplinary sanctions for violating standards of conduct are applied consistently.
• Recommend any necessary changes to the Drug and Alcohol Prevention Program and Policy.

In September 2018, OCCC conducted a biennial review of the Drug and Alcohol Abuse Prevention Program.

A copy of the 2018 Biennial Review Report can be found in the OCCC Campus Police Department or online at http://www.occc.edu/police/biennial-review.html.
OCCC prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking as found in the definition's section of College Policy #1012. OCCC further prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking as defined under Oklahoma law.

OCCC provides the following program material to all incoming students and new employees with the intent to end dating violence, domestic violence, sexual assault, and stalking:

- Programs to prevent dating violence, domestic violence, sexual assault, and stalking are comprehensive, intentional, and integrated programming initiatives, strategies, and campaigns intended to end dating violence, domestic violence, sexual assault, and stalking that are:
  - culturally relevant
  - inclusive of diverse communities and identities sustainable
  - responsive to community needs
  - informed by research or assessed for value effectiveness or outcome
  - considered environmental risk and protective factors as they occur on the individual, relationship, institutional, community, and societal levels

- Programs to prevent dating violence, domestic violence, sexual assault, and stalking include both primary prevention and awareness programs directed at incoming students and new employees, and ongoing prevention and awareness campaigns directed at students and employees.
Primary Prevention

The Student Handbook is provided on the OCCC website and includes key provisions of College Policy #1012 and the Student Conduct Code. Policy #1012 states that OCCC prohibits the crimes of domestic violence, dating violence, sexual assault, and stalking.

OCCC has implemented annual online training, which is required for all employees and students titled “Preventing Discrimination and Sexual Violence: Title IX, VAWA, Clery Act.”

Bystander and Risk Reduction Information

Bystander intervention includes safe and positive options that may be carried out by an individual or individuals to prevent harm or intervene when there is a risk of dating violence, domestic violence, sexual assault, or stalking. Bystander intervention includes recognizing situations of potential harm, understanding institutional structures and cultural conditions that facilitate violence, overcoming barriers to intervening, identifying safe and effective intervention options, and taking action to intervene.

Risk reduction includes options designed to decrease perpetration and bystander inaction, and to increase empowerment for victims in order to promote safety and to help individuals and communities address conditions that facilitate violence.

Ongoing Prevention

OCCC has a sexual misconduct web page with information about how and where to report a complaint of sexual misconduct. Other helpful community resources are listed, as are the Title IX Coordinator and Deputy Title IX Coordinators. There is a link on the page www.occc.edu/1istoomany/reporting.html for online complaint submission.

OCCC has created a comprehensive marketing campaign, branding all materials with the slogan, “1 is Too Many.” Materials include, but are not limited to, website enhancement, prominently displayed posters, informational flyers, and brochures and posters, distributed widely during New Student Orientation, and other student activities at various locations. The marketing campaign includes two produced videos, “Know your IX” and a video about bystander intervention titled “1 is Too Many”, as well as a social media campaign.

In March 2018, OCCC hosted a Bystander Intervention Panel, which included speakers from a variety of fields including Rape Prevention, Prevention Education, Student Conduct, OCCC Campus Police, and Behavioral Assessment.

OCCC conducts sexual assault awareness events including the program “Silent Witnesses” and presentations by the staff from OCCC’s sexual violence partner organization the Oklahoma City YWCA (www.ywcaokc.org) multiple times throughout the year with emphasis during the month of April, which is Sexual Assault Awareness Month. Other regular presentations or group panel discussions focus on topics such as affirmative consent and healthy dating relationships.

OCCC has a sexual assault resource team on campus, charged with planning awareness events and directly responding to the needs of students.

Other risk reduction activities include promotion of the White House video, “It’s on Us.”

OCCC’s primary programs are followed up with ongoing efforts to end incidents of dating violence, domestic violence, sexual assault, and stalking. In 2014, 2015, and 2017, OCCC conducted a campus safety survey modeled after the White House Campus Climate Survey. OCCC will continue to monitor the student experiences through this survey on a bi-annual basis. The next survey is planned for the fall of 2019.

Victim Information

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

OCCC is responsible for providing procedures developed to protect the rights, health, and safety of all students. Openness to victims of crimes of violence or non-forcible sex offenses with regard to findings of OCCC student disciplinary proceedings is part of this responsibility. A student who is the victim of a violent crime or a non-forcible sex offense reported to any Campus Security Authority has access to the report of findings. OCCC will, upon written request, disclose to the alleged victim of a crime of violence (as that term is defined in Section 16 of Title 18, United States Code), or a non-forcible sex offense, the report on the results of any disciplinary proceeding conducted by OCCC against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be the representative of the alleged victim.
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 OCCC Campus Police Department at (405) 682-7872. If the incident occurred elsewhere in Oklahoma City, call the Oklahoma City Police Department at 911 or (405) 231-2121.

If the incident happened anywhere else, call the law enforcement agency that has jurisdiction in the location where the incident occurred.

Do what you need to do to feel safe. Go to a safe place or contact someone with whom you are comfortable. You can call the YWCA resource line at (405) 943-7273 to get advice and discuss options on 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 closest medical facility to receive care for any physical injuries that may have occurred. While in the emergency room, treatment may be provided for sexually transmitted diseases and to prevent pregnancy.

If you call the YWCA Sexual Assault Resource Line (405) 943-7273, a sexual assault nurse examiner (SANE), a police officer, and a rape volunteer advocate may be sent to the exam site.

Upon arrival at the medical facility (as determined according to a schedule of rotation maintained by the YWCA), the YWCA Sexual Assault Resource Line (405) 943-7273 may instruct you about the facility to visit. Once there, you may be taken to a private exam area. The nurse, advocate, and police officer will be directed to this same location. You may be examined to treat any injuries and to gather evidence.

The YWCA’s rape advocate may support you throughout the entire exam, which may be performed by the nurse. The advocate may provide a packet of written materials that contains information about common reactions to rape, follow-up medical needs, and support services.

On and Off Campus Resources

Sexual violence can be very emotionally disruptive, and it may take 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.

However, any other institution employee cannot guarantee complete confidentiality, unless specifically provided by law. As is the case with all colleges and universities, OCCC must balance the needs of the individual victim with an obligation to protect the safety and wellbeing of the community at large.

**Counseling Resources:** OCCC provides counseling services during normal operating hours in the department of Student Support Services (405) 682-7520.

**Medical Services:** It is 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 may provide tests for sexually transmitted diseases.

Additional information on resources, as well as educational information on sexual violence prevention can be found at [www.ywcaokc.org](http://www.ywcaokc.org).

Also, refer to [www.changingourcampus.org](http://www.changingourcampus.org) for more information and resources.

The Title IX Coordinator will collaborate with other campus officials to put in place interim measures for student victims of sexual violence as needed. A formal complaint does not need to be submitted to have interim
measures put in place. OCCC will maintain as confidential any interim measures provided as long as it does not impair the ability to provide the interim measures.

OCCC will additionally provide to victims of domestic violence, dating violence, sexual assault, or stalking, written notification about options for, and available assistance in changing academic, living, transportation, and working situations, if so requested by the victim and if such accommodations are reasonably available regardless of whether the victim chooses to report the crime to campus police or local law enforcement.

**Assistance in Reporting:** A Deputy Title IX Coordinator, a Title IX Advocate, or the Chief Discipline Officer can assist you in filing a complaint under the institution’s Title IX complaint process and the appropriate law enforcement agencies against the student(s) or other persons who caused harm.

**No Contact Order:** OCCC 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, enforceable through the campus administrative process.

**Emergency Protective Order:** Student Support Services, the OCCC Campus Police Department, or a member of the Title IX Office can assist you in filing for an Emergency Protective Order in court with the Oklahoma County Court Clerk’s Office.

**Safety Measures:** Student Support Services, the OCCC Campus Police Department, a member of the Title IX Office, or the Conduct and Discipline Officer can coordinate any reasonable arrangements that are necessary for your ongoing safety. This includes transportation arrangements or providing an escort.

**Living Arrangements:** The Office of Student Support Services can assist in referring victims to outside resources for living arrangements to ensure safety and a comfortable living situation.

**Academic Arrangements:** The Title IX Coordinator can assist in adjusting your academic schedule or that of the accused as well as assist in providing access to academic support services.

**Other Interim Measures:** The Title IX Coordinator 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 the Title IX Coordinator becomes aware of a student who potentially could have been a victim of sexual violence, they will contact the victim in writing through the campus email to share these interim measures, reporting options and other resources available. This will be done no matter the location of the incident.

The College recognizes its obligation to address incidents of sexual misconduct, discrimination, and harassment on campus when it becomes aware of its existence, even if no complaints are filed. Therefore, the College reserves the right to take appropriate remedial measures, unilaterally, under this procedure, including interim measures such as issuing no-contact orders, and modifying course schedules. OCCC may assist victims of sexual misconduct, discrimination, and harassment in filing for an Order of Protection through the Oklahoma County Court Clerk’s Office. The Oklahoma County Court Clerk’s Office is located at 320 Robert S. Kerr Ave., Suite 420, OKC and can be reached by telephone at (405) 713-1705.

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### Other Local Services Available to Victims

**OCCC Campus Police Department:** (405) 682-7872  
**Senior Deputy Title IX Coordinator:** (405) 682-7850  
**Norman Rape Crisis Center Women’s Resource Center:** (405) 701-5660—Provides confidential resources off-campus  
**Norman Domestic Violence Crisis Line:** (405) 701-5540—Provides confidential resources off campus  
**OKC Rape Crisis/YWCA:** (405) 943-7273—Provides confidential resources off campus  
**OKC Police Department:** 911 for emergencies; (405) 231-2121 for non-emergencies  
**Oklahoma Coalition Against Domestic Violence and Sexual Assault:** (405) 524-0700—Provides confidential resources off campus  
**Oklahoma Safeline:** (800) 522-7233—Provides confidential resources off campus
Reporting

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

OCCC encourages victims of sexual violence to speak with someone about what happened so they can receive support and so that the institution can respond appropriately.

OCCC offers both confidential reporting and non-confidential reporting options. It is important for victims to be aware that not everyone they contact for assistance has the same responsibility regarding confidentiality. Under state law, some individuals can assure 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. The information provided through the Clery Report 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.

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. Likewise, these individuals are also not required by the Clery Act to report identifiable information, only the referenced crime for statistical purposes. This includes counselors who work in Student Support Services on campus and counselors can be reach at (405) 682-7520.

OCCC allows counselors to use their professional judgment, if and when they deem it appropriate, to encourage persons to report crimes on a voluntary, confidential basis.

Non-Confidential Reporting Options

When a report of an alleged crime of domestic violence, dating violence, sexual assault, or stalking is made to a Campus Security Authority, the victim shall be informed about his/her option of notifying proper 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 crime of domestic violence, dating violence, sexual assault, or stalking.

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.

When a student or employee reports that he or she has 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.

For additional Reporting Information

persons may file a complaint of gender-based discrimination and/or misconduct, including sexual assault or violence, electronically at

www.occc.edu/hr/harassment-discrimination.html/
Employees’ or Students’ Rights and Options:

When a student or employee reports that he or she has 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.

In order to provide accessible, prompt, and equitable methods of investigation and resolution of incidents of sexual or other gender-based misconduct, the College has developed a process for investigation and adjudication of misconduct reports. Throughout this process, both the complainant and the respondent have the following rights:

- To appropriate support from the College
- To privacy to the extent possible consistent with applicable law and College policy
- To information about the College Sexual Misconduct Policy
- To the presence of an advisor throughout the process
- To participate or decline to participate in the investigation or any appeal process (However, a decision to refrain from participating in the process, either wholly or in part, will not prevent the process from proceeding with the information available.)
- To a prompt and thorough investigation of the allegations
- To adequate time to review documents in the office of the Title IX Coordinator following the investigation
- To adequate time to prepare their case
- To an opportunity to challenge an investigator or hearing panel member for possible conflicts of interest
- To refrain from making incriminating statements
- To be free from retaliation for filing or participating in the investigation of a complaint
- To appeal the decision made by the Title IX Coordinator
- To notification in writing of the case resolution, including the outcome of any appeal
- To report the incident to law enforcement at any time
- To understand that information collected in the process may be subpoenaed in criminal or civil proceedings

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 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 only be shared 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 employees in student services areas, employees at the coordinator level and above, 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 they should be directed to a confidential resource.

Requests for Confidentiality from a Non-Confidential Reporter

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or conduct action taken, OCCC 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, 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 are present, the institution will likely respect the victim’s request for confidentiality.

OCCC will protect the confidentiality of victims and other necessary parties, including the completion of publicly available recordkeeping, including Clery Act reporting and disclosures, without the inclusion of personally identifying information about the victim. OCCC will maintain as confidential any accommodations or protective measures provided to the victim, to the extent that maintaining such confidentiality would not impair the ability of OCCC to provide the accommodations or protective measures.

In cases involving allegations of sexual assault, domestic violence, dating violence and/or stalking, the College will not include names or other personally identifying information about complainants, respondents, or witnesses in its publicly available records, including without limitation Safety and Security Alerts, the Daily Crime Log, or the Annual Security and Fire Safety Report. Any accommodations or protective measures adopted in such cases will not be disclosed more broadly than is necessary to achieve the result sought by such accommodations or measures.

Complainants in these cases may also request that their names be kept confidential during an initial consultation or the College’s investigation. The Title IX Coordinator will
decide whether to accommodate such requests, but will inform the complainant that doing so will not be possible, if, in the judgment of the Title IX Coordinator, and under the particular circumstances involved, it would prevent the College from providing a safe and nondiscriminatory environment for the complainant and other members of the campus community. In such cases, the Title IX Coordinator will notify the complainant before disclosing his or her name to the respondent or other persons.

Complainants may renew requests for confidentiality during formal hearings on their complaints, but in such cases will be told that the College’s ability to proceed with hearings may be limited as a result.

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

Sex Offender Registry

The federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, and section 121 of the Adam Walsh Child Protection and Safety Act of 2006 (42 U.S.C. 16921), 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) mandates 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.

OCCC Campus Police Department
7777 South May Avenue, OKC, OK, 73159

Oklahoma City Police Department
700 Colcord Drive, OKC, OK, 73102

Oklahoma County Sheriff’s Office
201 North Shartel Avenue OKC, OK, 73102

Student Conduct Process for Title IX Related Offenses

OCCC Policy #1012 provides for investigations and resolutions in cases of alleged dating violence, domestic violence, sexual assault, and stalking. OCCC provides proceedings that include a prompt, fair, and impartial process from the initial investigation to the final result, which will be;

- Completed within reasonably prompt timeframes, which by OCCC’s policy is sixty (60) days, and includes a process that allows for the extension of timeframes, for good cause, with written notice to the accuser and the accused of the delay and the reason for the delay;
- Investigations are conducted in a manner that:
  - Is consistent with the institution’s policies and is transparent to the accuser and accused; and
  - Includes timely notice of meetings at which the accuser or accused, or both, may be present; and
  - Provides timely and equal access to the accuser, the accused, and appropriate officials to any information that will be used during informal and formal disciplinary meetings and hearings.
- All proceedings are conducted by officials who have no conflict of interest or bias for or against the accuser or the accused.
- The College will provide written notification to students and employees about existing counseling, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available for victims within the institution and the community.
- Officials involved in any related proceeding or process, at a minimum shall receive annual training on the 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 victims and promotes accountability.
- The accuser and the accused have the same opportunities to have others present during any investigative or appeal proceeding, including the opportunity to be accompanied to any related meeting

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or proceeding by an advisor of their choice. An advisor is any individual who provides the accuser or accused support, guidance, or advice.

• The proceedings do not limit the choice of advisor or presence for either the accuser or the accused in any meeting or in any institutional disciplinary proceeding. However, the institution may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.

• The proceedings require simultaneous notification in writing to both the accuser and the accused, of:
  • The result of any institutional disciplinary proceeding that arises from an allegation of dating violence, domestic violence, sexual assault, or stalking, (Result means any initial, interim, and final decision by any official or entity authorized to resolve disciplinary matters within the institution. The result will include any sanctions imposed by the institution. Notwithstanding section 444 of the General Education Provisions Act (20 U.S.C. 1232g), commonly referred to as the Family Educational Rights and Privacy Act (FERPA), the result will also include the rationale for the result and the sanctions.),
  • OCCC’s procedures for the accused and the accuser to appeal the result of the determination of the Title IX Coordinator or any sanctions imposed,
  • Any change to the result,
  • When such results become final, and
  • The standard of evidence that will be used during any institutional Title IX/VAWA investigation and determination proceeding arising from an allegation of dating violence, domestic violence, sexual assault, or stalking is the preponderance of the evidence standard.

Informal Resolution Process

Informal resolution may be appropriate if the conduct is isolated or non-threatening. Informal resolution is not an option for cases of sexual assault, including sexual or inappropriate touching of any kind, or other VAWA offenses.

If one chooses to proceed informally, one should contact the Title IX Coordinator to report the sexual harassment or misconduct and specify they wish to proceed informally.

Resolution of the informal complaint process will be mediated by the Title IX Coordinator, or his/her designee, and may include an agreement in which one or more of the parties involved agree to accept discipline in the form of a warning, censure, probation, or other such disciplinary action as may be warranted by the circumstances.

To the extent the parties are able to achieve a satisfactory resolution of the complaint through the informal resolution process, the complaint will be considered resolved. The complainant and responding party will receive written notification of the outcome and disposition of the complaint.

In cases in which a mutually satisfactory informal resolution cannot be achieved, either the complainant or responding party may request in writing to advance the complaint to the formal complaint process.

Formal Complaint Process

Preliminary Investigation: Upon receiving a complaint or report of sexual misconduct, the Title IX Coordinator has the initial responsibility of determining whether there is sufficient evidence of a violation of the College’s sexual misconduct policy, which would justify proceeding with a formal investigation. The Title IX Coordinator shall make this initial preliminary investigation within ten (10) business days of receiving a complaint.

• If the Title IX Coordinator finds sufficient evidence of a violation of the College’s sexual misconduct policy, a formal investigation will be initiated.

Formal Investigation: The Title IX Coordinator shall notify the complainant (individual filing report of misconduct) when the formal investigation commences and provide a tentative time frame for the completion of the investigation and the decision.

• During the investigation, the Title IX Coordinator shall by himself/herself and/or with the aid of one or more of the Title IX Deputy Coordinators or appointed
investigators, collect all evidence relating to the complaint or report of sexual misconduct from all available sources.

- Interviews of the parties and any witnesses, if applicable, will be conducted.
- Additional evidence may be sought from any relevant party or witness, including but not limited to, documents, email communications, social media postings, text messages, etc.
- Upon completion of the formal investigation, and after a conference to review the investigation findings with one or more Deputy Title IX Coordinators, which may at the discretion of the Title IX Coordinator and/or the College’s Legal Counsel, include calling for a formal in person hearing of the parties and witnesses.
- Following the Title IX conference and/or in person hearing, the Title IX Coordinator shall make a factual finding, based upon a preponderance of the evidence, as to whether or not a violation occurred and will prepare a written report in conformity with those findings.
- If there is a finding of no violation of the College’s sexual misconduct policy, the process is concluded. The Title IX Coordinator will give written notice of the findings and termination of the proceedings to the complainant, responding party, and appropriate College administrators.
- If there is a finding of a violation of the College's sexual misconduct policy, the Title IX Coordinator will convene with the Sanctioning Official to determine the appropriate sanction(s) to be imposed.

- Sanctions for VAWA offenses, whether the accused is an employee or student, are determined pursuant to the sanctioning matrix and guidelines provided in College Policy #1012, ranging from reprimand to expulsion or termination.
- Notification of outcome- Once the Title IX Coordinator and Sanctioning Official decide upon an appropriate sanction, the Title IX Coordinator shall notify the complainant and responding party in writing of the outcome of the investigation, normally, within sixty (60) days of the filing of the complaint.
- Appeal- A party aggrieved by a decision of the Title IX Coordinator or by the sanctions imposed may file a Petition for Appeal within five (5) business days of notification of the final outcome.
- The appeals officer shall review the appeal and any response to determine if the appeal meets any of the limited grounds and is timely.
- The Appeals Officer will render a written decision on appeal to all parties within seven (7) business days from receipt of the appeal. The Appeals Officer’s decision to deny appeal requests is final.

<table>
<thead>
<tr>
<th>Prohibited Behavior/Conduct</th>
<th>Range of Sanctions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sexual Misconduct Constituting of Sexual Assault (Offenses in violation of the Violence Against Women Act, inclusive of Sexual Assault, Domestic Violence, Dating Violence, and Stalking)</td>
<td>Dismissal/Termination, Administrative Leave, Suspension/Expulsion</td>
</tr>
<tr>
<td>Sexual Misconduct Not Constituting Sexual Assault</td>
<td>Dismissal/Termination, Suspension/Expulsion, Probation, Community Service, Educational/Counseling Consultation, Reprimand or other written discipline</td>
</tr>
<tr>
<td>Unwanted Sexual Touching</td>
<td>Dismissal/Termination, Suspension, Probation, Community Service, Educational/Counseling Consultation, Reprimand or other written discipline</td>
</tr>
<tr>
<td>Non-physical Sexual Harassment</td>
<td>Dismissal/Termination, Suspension, Probation, Community Service, Educational/Counseling Consultation, Reprimand or other written discipline</td>
</tr>
<tr>
<td>Discrimination</td>
<td>Dismissal/Termination, Suspension, Probation, Community Service, Educational/Counseling Consultation, Reprimand or other written discipline</td>
</tr>
<tr>
<td>Retaliation, False Allegations</td>
<td>Dismissal/Termination, Suspension, Probation, Community Service, Educational/Counseling Consultation, Reprimand or other written discipline</td>
</tr>
</tbody>
</table>
Definition of Terms for Statistical Charts

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

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

**Other**
Any non-residential area on campus.

**Non-Campus Building or Property**
Buildings or property owned or controlled by a student organization, such as a fraternity or sorority, recognized by the institution, and any building or property (other than a branch campus) owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is used by students and is not within the same reasonable contiguous geographical area of the institution.

**Public Property**
All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

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

The following definitions are those provided by the Federal Bureau of Investigation’s (FBI’s) Uniform Crime Reporting (UCR) Program:

**Arrest**

Defined as persons processed by arrest, citation or summons. Classify as arrests:

- Those persons arrested and released without a formal charge being placed against them. (An arrest has occurred when a law enforcement officer detains an adult with the intention of seeking charges against the individual for a specific offense(s) and a record is made of the detention.)

- Juveniles taken into custody or arrested but merely warned and released without being charged. A juvenile should be counted as “arrested” when the circumstances are such that if the individual were an adult, an arrest would have been counted.

- Any situation where a young person, in lieu of actual arrest, is summoned, cited or notified to appear before the juvenile or youth court, or similar official for a violation of the law.

- Only violations by young persons where some police or official action is taken beyond a mere interview, warning or admonishment.

**Aggravated Assault**

An unlawful attack of one person by another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by 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 burning or 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.

**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,
- a person with whom the victim shares a child in common,
- a person who is cohabitating with, or has cohabited with, the victim as a spouse or intimate partner,
- a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
- any other person, against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Domestic violence is a pattern of abusive behavior in any relationship that is used by one partner to gain or maintain power and control over another intimate partner. Domestic violence can include physical, sexual, emotional, economic or psychological actions or threats of actions that influence another person.
Drug Law Violations
Violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. Relevant substances include: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, Methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

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

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

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

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

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

Sexual Assault
Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent:
- 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. This offense includes the rape of both males and females.
- 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 course of conduct, directed at a specific person that would cause a reasonable person to fear for their safety, or the safety of others, or suffer substantial emotional distress.
- 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. OCCC policy prohibits the possession, use, and display of weapons of all types, at all times, on campus.

The following definitions are those used in the Oklahoma Criminal Law State Statutes

**Dating Violence**
There is no specific dating violence statute in Oklahoma. Dating violence is referred to in the Domestic Abuse Act.

**Domestic Violence (21 O.S. 644)**
Domestic abuse: any act of physical harm, or the threat of imminent physical harm which is committed by an adult, emancipated minor, or minor child thirteen (13) years of age or older against another adult, emancipated minor or minor child who are family or household members, or who are, or were, in a dating relationship; “Family or household members” means:
• spouses,
• ex-spouses,
• present spouses of ex-spouses,
• parents, including grandparents, stepparents, adoptive parents and foster parents,
• children, including grandchildren, stepchildren, adopted children and foster children,
• persons otherwise related by blood or marriage,
• persons living in the same household or who formerly lived in the same household, and
• persons who are the biological parents of the same child, regardless of their marital status, or whether they have lived together at any time.

**Dating Relationship**
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.

**Rape (21 O.S. 1111)**
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 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
- Where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, 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.

**Sexual Battery (21 O.S. 1123)**

Shall mean the intentional touching, mauling or feeling of the body or private parts of any person sixteen (16) years of age or older, in a lewd and lascivious manner, without the consent of that person.

**Sexual Assault (21 O.S. 112)**

The term "sexual assault" is any type of sexual contact or behavior that occurs without explicit consent of the recipient including, but not limited to, forced sexual intercourse, forcible sodomy, child molestation, child sexual abuse, incest, fondling and all attempts to complete any of the aforementioned acts.

**Stalking (21 O.S. 1173)**

Means the willful, malicious, and repeated following or harassment of a person by an adult, emancipated minor, or minor thirteen (13) years of age or older, in a manner that would cause a reasonable person to feel frightened, intimidated, threatened, harassed, or molested, and actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed or molested. Stalking also means a course of conduct composed of a series of two or more separate acts over a period of time, however short, evidencing a continuity of purpose or unconsented contact with a person initiated, or continued, without the consent of the individual, or in disregard of the expressed desire of the individual that the contact be avoided or discontinued. Unconsented contact or course of conduct includes, but is not limited to:

- following or appearing within the sight of that individual,
- approaches or confronting that individual in a public place or on private property,
- appearing at the workplace or residence of that individual,
- entering onto or remaining on property owned, leased, or occupied by that individual,
- contacting that individual by telephone,
- sending mail or electronic communications to that individual, or
- placing an object on, or delivering an object to, property owned, leased or occupied by that individual.

**Consent (21 O.S. 2-113)**

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

1. Given by an individual who:
   - is asleep or is mentally or physically incapacitated either through the effect of
drugs or alcohol or for any other reason, or
• is under duress, threat, coercion or force;
2. Inferred under circumstances in which consent is not clear, including, but not limited to:
• the absence of an individual saying “no” or “stop,” or
• the existence of a prior or current relationship or sexual activity

Consent (OCCC Definition)
Defined as the act of willingly agreeing to engage in sexual contact or conduct. Individuals who consent to sex must be able to understand what they are doing. Under this policy, “No” always means “No,” and the absence of “No” may not mean “Yes.”

1. Consent is informed, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable permission regarding the conditions of sexual activity.
2. Consent to one form of sexual activity does not imply consent to other forms of sexual activity.
3. Previous relationships or consent does not imply consent to future sexual acts.
4. Consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercion is unreasonable pressure for sexual activity.

In order to give effective consent, one must be of legal age and have the capacity to consent. Incapacity to consent may result from mental disability, intellectual disability, unconsciousness/sleep, age, or use of alcohol, drugs, medication, and/or other substances. Under this policy, consent cannot be given by someone who one knows is or who (based on the circumstances) one reasonably should know to be mentally or physically incapacitated. Incapacitation is a state where someone cannot make rational, reasonable decisions because he or she lacks capacity to give knowing consent (e.g. to understand the “who, what, when, where, why or how” of their sexual interaction).

Whether a person is incapacitated is a determination that will be made after the incident and in light of all facts available. Individuals reach incapacitation at different points, as a result of different stimuli, and can exhibit incapacity in different ways. Note that indications of consent are irrelevant if the initiator of sexual activity knows or should reasonably have known of the incapacity of the other person.

The following definitions are those provided by the Violence Against Women Act (VAWA)

Dating Violence
Violence 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 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.
• For the purposes of this definition:
  • Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
  • Dating Violence does not include acts covered under the definition of domestic violence.

Domestic Violence
A felony or misdemeanor crime of violence committed:
• By a current or former spouse or intimate partner of the victim;
• By a person with whom the victim shares a child in common;
• By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
• By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
• By any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Sexual Assault
An offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting (UCR) program.

Per the National Incident-Based Reporting System User Manual from the FBI UCR Program, a sex offense
is "any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent."

**Rape:** 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:** The touching of the private 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:** Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

**Statutory Rape:** Sexual intercourse with a person who is under the statutory age of consent.

**Stalking**

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.

For the purposes of this definition:

- Course of Conduct means two or more acts, including, but not limited to, acts 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.

- 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.
Crime Statistics

Crime Disclosure

OCCC policies and procedures require the publication of annual crime statistics. Included in this report are crimes reported to the OCCC Campus Police Department and other campus officials, including College counselors, Title IX Coordinators, Student Conduct, and local law enforcement.

The OCCC Campus Police Department prepares the Annual Security Report in compliance 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 www.occc.edu/police. This report is prepared in cooperation with the local municipal law enforcement agency with jurisdiction surrounding and encompassing the OCCC main campus and off campus properties, as well as, all OCCC Campus Security Authorities (CSA’s).

Campus crime, arrest, and referral statistics include those reported to the OCCC Campus Police Department, designated OCCC Campus Security Authorities, and local law enforcement agencies. OCCC cannot withhold, or subsequently remove, a reported crime from its crime statistics based on a decision by a court, coroner, or other similar non-campus official. Clery Act reporting does not require initiating an investigation or disclosing identifying information about the victim.

Each year, an email notification is made to all enrolled students providing the web site information necessary to access this report. Faculty and staff receive similar notification via email. Copies of the report may also be obtained at the OCCC Campus Police Department, or by calling (405) 682-7872. All prospective employees and prospective students will be notified of the availability of the Annual Security Report and may obtain a copy from the OCCC Campus Police Department.

The tables on pages 42–50 (Campus Crime Report) comply with the Clery Act.

The crime and arrest statistics reported are those that occurred within the jurisdictional boundaries of campus. They do not include off-campus private housing, which are outside of the jurisdictional boundaries. Crimes occurring on public property immediately adjacent to campus are also reported when available. Crime statistics concerning other locations are available at the Oklahoma City Police Department.
## Crime Statistics Data for OCCC Main Campus 2019 Annual Security Report

### Offense Reported By Hierarchy Rule

<table>
<thead>
<tr>
<th>Offense Reported By Hierarchy Rule</th>
<th>Year</th>
<th>On Campus</th>
<th>Non-Campus</th>
<th>Public Property</th>
<th>Res/Fac</th>
<th>Total</th>
<th>Unfounded Crimes</th>
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<tbody>
<tr>
<td>Murder/Non Negligent Manslaughter</td>
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<tr>
<td>Manslaughter by Negligence</td>
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1 OCCC has no residential or student housing facilities on any campus...

2 One case of stalking was determined unfounded through investigation in 2017. The incident involved a third party report alleging harassment by an OCCC staff member. After a thorough investigation by the OCCC Police Investigator it was determined there was never any contact or attempted contact made from the staff member.

3 One case of Stalking was determined unfounded though investigation in 2016. The incident involved mutual and consensual conversations through social media and phone for an extended period of time. The complainant learned the involved party was an ex-convict and registered sex offender. The suspect cut off all contact when the complainant stopped contacting him. Incident details indicated that the offense of stalking never occurred.
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1. OCCC has no residential or student housing facilities on the FACE Center Campus.
## Crime Statistics Data for OCCC PDI Campus 2019 Annual Security Report

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1. OCCC has no residential or student housing facilities on the PDI Campus.
### Crime Statistics Data for OCCC Capitol Hill Center Campus 2019 Annual Security Report

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# Arrest and Referral Data for OCCC Capitol Hill Center Campus 2019 Annual Security Report

## Arrests

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1. OCCC has no residential or student housing facilities on the Capitol Hill Center Campus.
There were no incidents reported to either the Oklahoma City Community College Campus Police or Oklahoma City Police for any OCCC campus having occurred either: on-campus, in a non-campus building or property or adjacent public properties, manifesting evidence of bias based on race, religion, ethnicity, national origin, gender, sexual orientation, gender identity or disability during the 2016, 2017, or 2018 calendar year.

Hate Crimes by Location and Bias

There were no incidents reported to either the Oklahoma City Community College Campus Police or Oklahoma City Police for any OCCC campus having occurred either: on-campus, in a non-campus building or property or adjacent public properties, manifesting evidence of bias based on race, religion, ethnicity, national origin, gender, sexual orientation, gender identity or disability during the 2016, 2017, or 2018 calendar year.
Currently, the Oklahoma City Community College does not offer residential housing. There was one incident of fire related damage to the OCCC Capitol Hill Center in 2017. OCCC does not conduct fire drills. No fire alarm should be considered false.

There were twenty-seven (27) fire alarms recorded for OCCC properties in 2018. The alarm log for 2018 can be found on the OCCC Campus Police Department homepage at [www.occc.edu/police](http://www.occc.edu/police).

Anyone present in an area of an alarm (active horns, bells, strobes) should immediately use the nearest exit from the building and move into the nearby parking areas. All fires shall be reported to the OCCC Campus Police Department by calling (405) 682-7872, activating the emergency button on an IP phone, initiating any exterior or interior push-to-talk call boxes, or activating a fire pull station. Students and employees can also utilize the OCCC Shield application to notify the OCCC Campus Police Department.

OCCC continually monitors fire safety systems, and evaluates the need for improvements. All systems are inspected at regular intervals by licensed professionals. OCCC currently does not have any plans to improve current fire safety procedures and equipment.