



CONNORS

— STATE COLLEGE —

Building Futures One At A Time Since 1908

**2016 CONNORS STATE
COLLEGE ANNUAL
SECURITY AND FIRE
SAFETY REPORT**

Table of Contents:

Message from the Chief of Police

Reporting

CSC Police Services

Reporting of Crimes

Confidential Reporting

Reporting Suspicious Activity

Campus Security Authorities

Timely Warnings

Emergency Notification System

Missing Student Notification

Safety

Harassing Phone Calls

Medical Emergencies

Natural Disasters

Facilities Access

Lost and Found

Medical Emergencies

Natural Disasters

Transportation

Homeland Security

Prevention

Alcohol and Drug Awareness

Crime Prevention

Safety Tips

Personal Safety

Support Services

Sexual Violence

Statement

Definitions

Procedures if assaulted

Evidence

Sexual Assault Exam

Police Investigation

Reporting

Policies

Accommodations

Student Conduct Process

Resources

Victim Bill of Rights

Prevention Measures

Sex Offender Registration

Statistics

Report of Statistics

Campus Crime Statistics

Definitions of Criminal Offenses

Definition of Terms for Statistical Charts

Crime Statistics (Crimes Reported to CSC Police)

Crime Statistics (Crimes Reported by University Officials or other Law Enforcement)

Annual Fire Safety Report

Fire Reporting

Fire Safety Education and Training Programs

Residential Life Fire Safety Policies

Residential Life Prohibited Items and Equipment

Health and Safety Inspections

Fire Safety

Fire Statistics

Fire Safety Report (Student Housing and Fire Safety Systems and Fire Drills)

A Message from the Chief

Welcome to Connors State College!

As an organization, the CSC Police Department commits to working continually to earn the confidence of the students, faculty, staff and visitors of CSC. A confidence that will not be taken for granted. The department fulfills this commitment by providing the best and most professional services possible, and by striving to build a culture of trust, and open and honest dialogue, with the community it serves and among the people it employs.

The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act is the landmark federal law that requires colleges and universities across the country to disclose information about crime on campus and around their campuses. The “Clery Act” is named in memory of 19 year old Lehigh University freshman Jeanne Ann Clery who was sexually assaulted and murdered while asleep in her residence hall room in April 1986. For more information on the Clery Act visit the US Department of Education at <http://www2.ed.gov/admins/lead/safety/campus.html>

The CSC Police Department prepares this report to comply with the Clery Act. This report is prepared in cooperation with local law enforcement agencies in the area, Housing and Student Development, additional security authorities and other departments which may have information necessary to comply with the Clery Act. Each entity provides updated information on their educational efforts and programs to comply with the Act. Campus crime, arrests and referral statistics include those reported to the Campus Police, designated campus officials (including but not limited to campus security authorities), and local law enforcement agencies. Crime statistics are collected from public property immediately adjacent to campus and all off campus locations either owned or controlled by the college. Copies of this report may be obtained at the following locations:

Connors Warner Campus-----700 College Rd. Warner, OK 74469

Connors West Campus----2404 West Shawnee Ave. Muskogee, OK 74401
Connors Port Campus-----4060 State College Drive Muskogee, OK 74403

The 2014 Annual Security Report is published to provide information about programs, services and statistical information in compliance with the Jeanne Clery Disclosure of Campus Policy and Crime Statistics Act. If you have any questions, or need additional information please contact the CSC Police Department at 918-463-6375.

Respectfully,
James Mendenhall
Chief of Police

Reporting *Police Services:*

The Connors State College Police Department is responsible for law enforcement, security and emergency response on campus. Investigations may lead to the arrest of suspects, recovery of lost/stolen property and clearance of suspects of any wrong action, or recommendation and action to improve the safety of the college community.

The CSC Police Department is linked to city, county, state and federal criminal justice agencies. This relationship provides access to criminal records, wanted persons, stolen property and vehicle information. All crimes reported to the Connors State College Police Department are investigated and are referred for prosecution through the offices of the County Attorney and District Attorney when appropriate. Criminal matters involving students may also be referred to the college administration for disciplinary action.

Connors State College Police Officers are certified by the Oklahoma Law Enforcement Education and Training Standards (C.L.E.E.T.) and meet the established training Requirements of the State of Oklahoma.

All college peace officers operate under the authority of Title 74 Section 360.18, are armed with firearms and have complete police authority to apprehend and arrest anyone involved in illegal acts on-campus, areas immediately adjacent to the campus, and all property that is owned, leased, rented or otherwise under the control of CSC.

Security Officers

Campus Security officers are responsible for crime reports, emergencies, traffic, and enforcement of laws regulating under-age drinking, the use of controlled substances, weapons, and other incidents which require police assistance. Security officers have a responsibility to remove alcohol from campus at any time and report it to the proper authority.

In the event a crime is reported on campus, the Campus Security responds immediately. All reported crimes are investigated. Follow-up investigations are conducted by CSC Police Department as necessary.

Crime Reporting:

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

Each year, the FBI publishes a book of crime statistics, "Crime in the United States," which includes accurate accounting of the criminal incidents that occurred on the Connors State College campus.

To report a crime in progress, dial 911, or dial extension 6375 from a campus phone or call (918)463-6375 when off campus or using a cell phone.

Crimes in Progress:

To report a crime in progress, a person, victim or witness can dial 911, use one of the outside emergency telephones or call one of the listed police phone numbers provided. Any reporting method will stimulate the response of police, fire, ambulance or other first responders. In addition, the victim of a serious crime can request support personnel, such as ministers and rape crisis or domestic violence counselors, during or after reporting the incident.

Additionally, crime victims may be eligible for funds through victims' compensation laws administered by the local district attorney.

Prompt reporting of criminal activity to the police enables a quick response, a timely warning, and makes the campus safer for everyone.

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

1. **Call the police immediately:** Dial 911 for emergencies or call Connors State College Police Department (918)463-6375.
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.

Types of Crimes Reported to Police:

- 1) **Sexual Assault:** If you are a sexual assault victim, report it to the police immediately. Preserve the physical evidence. Do not bathe, douche, use the toilet, or change clothing. If you have been raped, you should seek medical treatment immediately, regardless of whether you report the matter to the police.
- 2) **Telephone Harassment:** Obscene or threatening telephone calls should be reported to the police immediately. Other harassing phone calls should be reported if they persist. If you receive such a

call, remain calm and hang up. Always record the exact time and date you received the call. This information will assist police investigators.

- 3) **Bomb Threats:** If you know of a bomb threat, contact CSC Police at 918-463-6375 or 911. Notify your supervisor, department head, or residential advisor and wait for further instructions. Record as much information about the call as you can remember.
- 4) **Burglary and Larceny:** Property crimes are the highest reported crimes on the CSC campus. To aid police in locating property, we recommend you always record the serial numbers of any items of value (such as computers, cell phones, televisions, etc.). If you feel you have been a victim of a property crime, report the incident immediately to the CSC Police at 463-6375
- 5) **Assault and Battery:** The best thing to do when confronted in an assault and battery situation is to try and escape and immediately notify the police by dialing 911.
- 6) **Other Crimes:** There are many other crimes which occur on campus. Generally, you should protect yourself and others and report information to police as soon as practical.

Crime Disclosure:

Connors State College policies and procedures require the publication of annual crime statistics. Included in this report are crimes reported to the Connors State College Police Department and other campus officials, including College Counseling Services, Residential Life, and Student Conduct Services, and local law enforcement.

The tables on pages 37,38 (Campus Crime Report) comply with the Clery Act.

The crime and arrest statistics reported are those that occurred within the jurisdictional boundaries of campus. They do not include off-campus private housing, which are within the Warner Police jurisdiction. Connors State College does report crime and arrest statistics for fraternities and sororities although they are within the jurisdictional boundaries of Warner. Crimes occurring on public property immediately adjacent to campus are also reported when available. Crime statistics concerning other locations are available at the Warner Police Department.

Confidential Reporting of Crime:

Confidential reporting of crimes is allowed at Connors State College. If, for a personal reason, a person does not wish to report an on-campus crime or suspected crime to the police, that person may anonymously report it by submitting the Anonymous Crime Tips form on the Connors State College Website or by calling any of the following numbers:

- CSC Police Department.....(918)463-6375
- Coordinator of Residential Life..... (918)463-6296
- Vice-President of Academic and Student Affairs..... (918)463-6328
- Dean of Students..... (918)463-6351

Reporting Suspicious Activity:

- If you see any suspicious activity or person on or near the College campus, it is your responsibility to call the College Police at 918-463-6375 or 911 for emergencies.
- Do not assume what you see is an innocent activity or that another individual has already called the police. Do not worry about being embarrassed; rather, think about what could happen if you do not act.

Suspicious persons may include:

- Person loitering about at unusual hours and locations.

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

Other unusual situations:

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

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:

Director of Public Safety
 All Sworn Police Officers
 All Communication Officers
 Director of Athletic Programs
 Head Coaches for Athletic Teams
 Assistant Coaches for Athletic Teams
 Chief Facility Office
 Manager of International Students and Scholars
 Coordinator of Leadership Development
 Advisors of Sports Clubs
 Career Services
 Residential Life
 Residence Assistants
 Health Services and Wellness Center
 Campus Life Administration

Counseling Services
Student Disability Services
College Conduct Officers
Advisors for Student Groups (who are also affiliated with the college)
Directors of Physical Plant Services
Managers of Physical Plant Services
Academic Advisors
Vice President for Student Affairs
Coordinator for Special Events

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20U.S.C. Section 1092 (f), clarification was given to those considered to be campus security authorities. Campus “Pastoral Counselors” and Campus “Professional Counselors”, when acting as such, are not considered to be a campus security authority and are not required to report crimes for inclusion into the annual disclosure of crime statistics. As a matter of policy, they are encouraged, if and when they deem appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics. A professional counselor is defined as “An employee of an institution whose official responsibilities include providing psychological counseling to members of the institution’s community and who is functioning within the scope of his or her license or certification.

Timely Warnings:

The CSC Police carefully review all reports of criminal activity and, when appropriate, warn the CSC community of serious crimes or threats occurring on or near campus.

Upon completion of reviewing all information, the CSC Police may provide warnings to the CSC community. These warnings are posted on the Campus website located at <http://www.connorsstate.edu>. Depending on the nature and level of the threat, other forms of media may be also used to disseminate timely warnings. These may be sent via voice mail, or timely warnings sent electronically to campus email accounts. Timely warnings will be made as soon as is safely practical.

Timely warnings now include changes in homeland security as threat levels are elevated or reduced. Current warnings, including the level of threat and pertinent information are posted on the website.

Emergency Notification System:

In the event of a campus emergency, Connors State College may use a variety of tools to communicate to the campus and the public. Depending on the nature of the emergency, CSC may use all or some of the following:

- **Text Alerts** – The “Cowboy Alert” system is available to all campus faculty, staff, and students. You can register your cell phone to receive a text message through your C-key account at <https://app.it.okstate.edu/okey/connors/>.
- **PA System** – Various campus buildings have PA systems that can alert those in the building of an emergency situation and provide response details.
- **College Group Email** – The College may send “urgent” e-mails to the entire campus providing notification and directions during an emergency.
- **Social Media** – CSC will use Facebook, Twitter, and other social media tools to provide updates on campus closures or emergency situations.
- **Cable TV/Campus Monitors** – CSC has the ability to override the campus cable system, providing emergency notification via the campus TV system in many College buildings and residential housing.

- **Local Media** – The CSC Communications office works with local media – radio, television, and newspapers – to help announce and update campus closures or emergency situations.
- **Weather Radios** – Various offices across campus have weather radios that provide the latest in severe weather information.
- **Patrol Car Announcements** – Campus police vehicles are equipped with PA systems that allow officers to communicate during emergencies.
- **Calling Trees** – Many College departments and organizations have call trees in place to notify their employees and students of an emergency situation.

The CSC Police Department and the Vice President for Administration or designee are typically the ones who deliver emergency information to College administration. Upon receiving information, administration will without delay, and taking into account the safety of the community, determine the content of any emergency notification and initiate a notification, unless issuing a notification will, in the professional judgement of the responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In emergency situations where immediate action is required, CSC Police may activate sirens and employ other resources.

Connors State College campus could be subjected to a situation requiring evacuation at any time. Because of this the CSC Department of Public Safety has developed an evacuation plan in collaboration with a number of College and community partners. The plan was developed to outline an evacuation procedure that protects the health, safety and welfare of all students, faculty, staff and visitors. Authority to issue a campus evacuation order rests with the President of the College or designee and is based on the situational observations by the CSC Department of Public Safety. Once an evacuation has been ordered the College Emergency Operations Center will be activated and will lead and manage the process. In addition to notifying the campus community, the College will also inform the local community as soon as reasonably practical. CSC Communications will coordinate all messaging to both on and off campus communities as well as media outlets. CSC’s Manager of Emergency Preparedness works with the College’s Information Technology Department, the City of Warner, Muskogee and Muskogee County to maintain our emergency communication system(s) and schedule routine tests on at least an annual basis of each method available to the campus.

CSC’s manager of emergency preparedness works with the College’s information technology division, the City of Warner, Muskogee and Muskogee County to maintain our emergency communication system(s) and schedule routine tests on at least an annual basis of each method available to the campus.

Missing Student Notification:

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

Any report to a College official or campus security authority indicating that a student who resides in on-campus housing is missing shall be referred immediately to the Connors State College Police Department, and an investigation shall be conducted. If the initial investigation determines that the student is missing, the following persons shall be notified:

- 1) ***A confidential contact person designated by the student:***
Students have the option of identifying a person of their choice to be contacted in the specific case they are determined missing. Students can choose to identify the same person as their

general emergency contact or identify a different person who is more likely to know their whereabouts if determined missing (for example a roommate, close friend, or in-town relative might be more familiar with your daily movements than out-of-town family or friends). Their choice can be entered and kept updated on their C-Key account services page at <https://app.it.okstate.edu/okey/connors/>. The person you designate and their contact information shall be considered confidential and is only to be accessed by College officials after the student has been reported missing. This confidential contact person database can be used by any CSC student, whether they live on-campus or not.

2) ***The student's custodial parent(s) or legal guardian(s), if the student is under 18 and not an emancipated minor.***

3) ***Local law enforcement authorities:***

The Connors State College Police Department will work with other law enforcement agencies, if necessary, once a student is determined to be missing.

College officials may elect to notify additional persons determined to be appropriate and consistent with the Family Education Rights and Privacy Act, 20 § 1232(g).

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

Safety

Harassing Phone Calls:

Telephone harassment is both a nuisance and a crime and will not be tolerated on the Connors State College campus.

If you are a victim of telephone harassment, please follow these steps:

- 1) As soon as you realize the nature of the call, HANG UP. Remain calm and replace the receiver on the telephone as you would for any call.
- 2) Do not talk or try to discover the caller's identity.
- 3) If calling persists, or if any call is obscene or threatening, call CSC Police at 918-463-6375. If off campus, call the agency within the jurisdiction you live and report the activity.
- 4) If calling persists, keep a time log of calls received, what was said by all parties, and a description of the voice.

Medical Emergencies:

Steps to take in medical emergencies:

- 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) If on campus, call CSC Police at 918-463-6375 or 911. If off campus, call Warner, Muskogee Police Department at 911. Tell them your name, your exact location, and a brief description of the problem. Do not hang up until told to do so.
- 4) Meet emergency personnel to guide them to the patient.

Medical Illness and Minor Injuries:

The Health & Wellness Center Services is a primary (outpatient) healthcare facility designed to provide cost-effective healthcare and health information to the students at Connors State College.

Location: 806 N Campbell, Warner

Hours accessible:

8:00 a.m. - 5:00 p.m. Monday-Friday, throughout the year

For appointments call 918-463-2837.

For all other medical services or major medical emergencies, go to the EASTSTAR Emergency Room, located at 300 Rockefeller Dr. Muskogee, OK or call 918-682-5501 for further information.

Natural Disasters:

The following information is offered as a guideline to aid you in determining what action you should take in the event of severe weather.

Tornado WATCH: This means conditions are such that storms capable of producing a tornado may develop.

Tornado WARNING: This means that either a tornado has been sighted or it is highly probable that one will develop.

The **TORNADO TAKE COVER SIGNAL** is a 3 to 5 minute STEADY sound on the storm sirens. This signal will be sounded on the large sirens located in the College area, on the main campus, and those installed throughout the City of Warner, Muskogee. If the sirens sound again, it is further warning – NOT an all-clear signal.

Persons should seek IMMEDIATE shelter in a basement or lower floor, interior corridors, or interior rooms. If you are in an open-span area such as a gymnasium, auditorium, or warehouse, go to the wall farthest from windows or glass, crouch down against the wall, and protect your head with your arms. STAY AWAY from windows and exterior doors. If caught outside a building, lie flat on the ground, face down, preferably in a ditch or depression, but be alert for flash floods.

The CSC Police will open designated “SEVERE WEATHER REFUGE” areas in case of storm activity after regular hours. Use caution when traveling to these buildings. A list of designated “SEVERE WEATHER REFUGE LOCATIONS” areas can be found at: <http://connorsstate.edu/wp-content/uploads/2011/09/Emergency-Preparedness-Guide-2014.pdf>.

Persons with disabilities and persons who are mobility impaired must also make plans. If a power outage occurs during severe weather, elevators may not work. Always go to an interior room or closet.

Facilities Access:

Connors State College is comprised of many buildings that serve varied functions and satisfy the diverse needs of its students, faculty, and staff. These facilities are readily accessible to students, faculty, and staff during normal working hours.

It is CSC policy to lock the doors of buildings that are not in use. Many buildings, including residence halls, have key or electronic door locks for after-hours security. However, when working or studying in buildings after normal working hours, it is suggested that individual offices be locked, based upon the assumption that unrestricted access to the building is possible.

Some buildings on campus are rarely locked, at the department’s request, since students study and work on projects all hours of the day and night. Again, individual offices should be locked by the user on the presumption that the building is accessible.

Residence halls have open access between the hours of 6 a.m. to midnight, Sunday through Thursday, and 6 a.m. to 2 a.m. on Friday and Saturday. During non-access hours, most residence hall doors are locked, although instances of propped doors have occurred. Residents are encouraged to take security precautions in the halls and rooms. Individual rooms should be locked at all times for your safety.

Persons with Disabilities:

If a classroom, office, or meeting space is physically inaccessible, contact the Coordinator of Student Disability Services for information and assistance at 918-683-6215.

Lost and Found:

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

The CSC Police Department will maintain a database of items reported missing and cross-check them with items submitted to lost and found. The identified owners will be notified immediately, and arrangements will be made to return the property. Any unidentifiable or unclaimed property will be held for six months and then disposed of or sold at auction.

Transportation:

Safety Tips for Vehicle Operators

- Always stop for pedestrians in crosswalks.
- Watch your “blind spot” for other traffic, such as bicycles and pedestrians, overtaking you when making right turns.
- Always behave in a predictable manner and use turn signals. Other traffic may not always see you or recognize your intentions.
- Oversized vehicles must watch for bicycles, pedestrians, and other traffic when turning.
- Always be mindful of the speed limit. The posted speed limits on campus are much slower than regular city streets due to the close quarters of campus and the high volume of pedestrians.
- The State of Oklahoma currently has a “Distracted Driving” law. This law prohibits a driver from using anything which would distract the driver from devoting their full time and attention to the operation of the automobile.

Pedestrian Right of Way

Walking is a primary mode of transportation around Connors State College, so it is important for pedestrians to remember that they are also subject to traffic control signals. While vehicles must yield to pedestrians in a clearly marked crosswalk or intersection, pedestrians must yield to vehicles when crossing anywhere else. Even though vehicles are required to yield, always remember to make eye contact with the driver before proceeding into the path of an oncoming vehicle. Pedestrians are also required by law to obey Pedestrian Control Signals (PCS) when crossing at an intersection where those are in use. Only cross at an intersection when the PCS signifies for them to cross. A green light for motor vehicles does not allow a pedestrian to cross if the PCS is present.

Seatbelt Safety

The state law in Oklahoma requires both the driver and the front seat passenger to have a properly fastened safety belt when the vehicle is in motion. Since this is a State College owned by the State of

Oklahoma, all traffic ways are considered public thus requiring seat belts at all times a vehicle is in motion. All passengers under the age of 13 are required to wear seatbelts or be placed in a child passenger restraint system and the safest place for them is the back seat.

Bikes on Campus

In Oklahoma, a bicycle is considered a vehicle when operated on the roadway. As a result, bicycles are subject to the same responsibilities and regulations as motorists. The same fines apply to motorists and bicyclists for traffic violations, such as failing to yield to pedestrians, running a stop sign or red light, going the wrong way on a one way street, or riding on the wrong side of the road. Additionally, there are laws specific to bicycle operators, such as a mandatory white front light and red rear light if the bicycle is being ridden between sunset and sunrise and an allowance for only one person per permanently affixed seat.

Homeland Security:

National Terrorism Advisory System:

The National Terrorism Advisory System, or NTAS, replaced the color-coded Homeland Security Advisory System (HSAS). This new system will more effectively communicate information about terrorist threats by providing timely, detailed information to the public, government agencies, first responders, airports and other transportation hubs, and the private sector.

NTAS Alerts

After reviewing the available information, the Secretary of Homeland Security will decide, in coordination with other federal entities, whether an NTAS Alert should be issued. NTAS Alerts will only be issued when credible information is available.

These alerts will include a clear statement that there is an **imminent threat** or **elevated threat**. Using available information, the alerts will provide a concise summary of the potential threat, information about actions being taken to ensure public safety, and recommended steps that individuals, communities, businesses and governments can take to help prevent, mitigate or respond to the threat. The NTAS Alerts will be based on the nature of the threat: in some cases, alerts will be sent directly to law enforcement or affected areas of the private sector, while in others, alerts will be issued more broadly to the American people through both official and media channels.

The NTAS Alerts recognize that Americans all share responsibility for the nation's security, and should always be aware of the heightened risk of terrorist attack in the United States and what they should do. Connors State College will strive to maintain a regular class schedule; however, the campus may find itself under a state of high alert necessitating increased security to help ensure the safety of all campus residents and visitors.

When a state of high alert exists, CSC will strictly follow Homeland Security guidelines in implementing greater protective measures for all of those concerned. There will be an increased presence of police officers and security in and around all campus facilities, residence halls, and classrooms. As conditions warrant, CSC's Emergency Operations Center will be activated where key staff will assemble to make appropriate decisions for further increases in security measures.

It is a simple fact of life that people lose things. While frustrating at the best of times, the "loss" can be

costly if the item lost was a set of keys or swipe card for a “secure” environment. This loss could be significant if the security breach leads to theft, vandalism, or sabotage; but, it can be dire if it leads to a terrorist obtaining access to a secure area of a water treatment plant, a power distribution center, or a biological or chemical laboratory. Any loss of keys or swipe cards should be reported to the CSC Police immediately.

Everyone is encouraged to be especially vigilant about unexplained or suspicious packages in their areas. At special events or large gatherings, purses, packages, and briefcases will be subject to search. Everyone should be prepared for emergencies and interruptions and review emergency and evacuation plans for their areas.

Please keep in mind that one of the objectives of terrorism is to frighten and disrupt activities of the College. To the extent possible, we want to continue normal activities of the College, but with a greater level of caution.

Prevention

Alcohol and Drug Awareness:

Connors State College seeks to encourage and sustain an academic environment that respects individual freedoms and promotes the health, safety, and welfare of its students, faculty, staff, and visitors. These participants are expected to know and follow the applicable laws and all College rules and regulations. Each person is responsible for his/her own behavior.

Connors State College complies with the Drug-Free Schools and Communities Act Amendments of 1989. This act requires that Connors State College certify it has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees in order to remain eligible for federal financial assistance. As set forth in local, state, and federal laws, and the rules and regulations of the College, Connors State College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees in buildings, facilities, grounds, or other property owned and/or controlled by the College or as part of College activities. With limited exceptions, beer and alcohol are not allowed on campus. Since July 1, 2000, students who are convicted of an offense involving the sale or possession of a controlled substance may become ineligible for federal student aid. For the College’s complete drug and alcohol policy regarding the Drug-Free School and Communities Act, request the Connors State College Student Code of Conduct, Connors State College Drug and Alcohol Policy, or the CSC Dangers of Drugs and Alcohol Abuse pamphlets.

Any student or employee of the College who has violated this prohibition shall be subject to disciplinary action including, but not limited to, suspension, expulsion, termination of employment, referral for prosecution and/or completion, at the individual's expense, of an appropriate rehabilitation program. Any disciplinary action shall be taken in accordance with applicable policies of the College.

Other resources:

Local Drug/Alcohol Treatment Resources
Green Country Behavioral Health Services
619 N. Main
Muskogee, OK 74401
918-682-8407

MCCOYS Counseling
4009 Eufaula Ave
Muskogee, OK 74401

918-682-2841

Monarch Inc.
2310 W. Broadway
Muskogee, OK 74401
918-682-7210

Crime Prevention:

Crime prevention is defined as the anticipation, recognition, and appraisal of a crime risk, and the initiation of some action to remove or reduce that risk. Many campuses around the country investigate and make public the nature and quantity of crimes, as well as how crimes are investigated. Connors State College subscribes to that approach and further believes that the public should know how active the CSC Police are in crime prevention and detection. CSC has experienced success at reducing and preventing crime. Some of the notable efforts are:

- Emergency 911 dialing
- 24-hour preventive patrols
- Campus patrolled by uniformed officers on foot
- Campus patrolled by officers on Gators side-by-side carts.
- Burglar alarms in key areas
- staff in residence halls
- Custodial staff occupies academic buildings after hours and provides information to the CSC Police about suspicious activity or persons in or around the buildings
- Crime prevention seminars and presentations conducted each semester with staff and student groups
- Sexual assault presentations and seminars conducted upon request on a continual basis
- Safe Walk escort service on campus.
- Crime prevention pamphlets provided to students and employees
- Some parking lots and areas monitored by surveillance cameras
- Lighting surveys
- Beginning with the fall 2015 semester all students are required to complete a 45 minute, online, interactive training that addresses the prevention of sexual misconduct and effective bystander intervention techniques to help combat sexual misconduct in the CSC community. Failure to complete the training will result in students being unable to enroll in classes in subsequent semesters. Faculty and staff are required to complete a similar training as well.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. In addition to seminars, information is disseminated to students and employees through crime prevention awareness packets, security alert posters, displays, videos, and articles and advertisements in College and student newspapers.

In addition to preventing crime, considerable effort is devoted to crime intervention. All reported crimes are investigated immediately. Follow-up investigations occur to identify the offenders. Where multiple incidents occur, surveillance techniques may be implemented to help apprehend violators. When caught, offenders are dealt with through the Muskogee County court system or Warner City court system and CSC Student Conduct Education and Administration, when appropriate. The CSC Police Department encourages the accurate and prompt reporting of criminal incidents, no matter how insignificant or small. Victims are encouraged to assist in police investigation and subsequent filing of charges. Through these

measures, CSC will become a safer community.

To schedule a crime prevention visit or presentation, please Call: 918-463-6377.

Safety Tips:

Property Protection:

- 1) Lock your door whenever you leave your room for any length of time or when sleeping.
- 2) Secure your vehicle. Close all windows and lock all doors.
- 3) Never prop open any door.
- 4) Adequately protect all valuables in your room, such as wallets, jewelry, credit cards, cash, and computers. Do not leave valuables or cash in plain view.
- 5) Protect your books and put your name in them. Do not leave them in public places.
- 6) Do not loan your keys to anyone.
- 7) Never hide your keys outside your apartment or room. Do not put your name or address on your key rings.
- 8) Take all valuable items home with you during vacations.
- 9) When in a public place, keep valuable possessions out of sight. If you must leave an area for any length of time, take personal items with you.
- 10) Participate in "Operation Identification" in cooperation with the CSC Police Department.

Operation Identification is a crime prevention project to protect your possessions from theft.

- 1) Obtain Operation Identification materials from the CSC Police.
- 2) Itemize your possessions on a file card. Record the descriptions and serial numbers of valuables.
- 3) Retain file cards in a safe location in the event the information is needed.
- 4) The CSC Police has available an electric engraver that you may use to engrave your license number or other identifying marks on your valuables.
- 5) Refrain from using social security numbers due to increased incidents of identity theft.

Note: Computers, Blu-ray players, iPods, computer game systems, bicycles, cash, and jewelry are items particularly susceptible to theft.

Personal Safety:

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

- 1) Keep your room door locked when you are napping or sleeping.
- 2) Never let unauthorized persons come into your room, enter residence halls, or enter apartment security doors. Always ask to see proper identification.
- 3) Never prop open inside or outside doors.
- 4) Do not hide keys outside of your room or apartment. Do not put your name or address on your key rings.
- 5) Avoid working or studying alone in a campus building.
- 6) Never dress in front of a window. Close blinds or curtains after dark.
- 7) If you are awakened by an intruder inside your room, do not attempt to apprehend the intruder. Try to get an accurate description of the intruder and then call the police.
- 8) Any suspicious activity should be reported to the CSC Police immediately.

When driving:

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

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

While walking or jogging:

- 1) Avoid walking or jogging alone, and try not to walk or jog after dark.
- 2) Avoid dark or vacant areas. Walk along well-lit routes.
- 3) Be alert to your surroundings. If you suspect you are being followed: Run in a different direction, go to the other side of the street and yell for help, or move quickly to a lighted area, a group of people, or a emergency phone.
- 4) Have your keys ready when returning to your residence hall or apartment. Keep your personal or valuable items concealed and close to your body.
- 5) Avoid wearing headphones when walking or jogging. Always be aware of your surroundings and practice risk avoidance techniques.
- 6) Limit distractions such as cell phones and avoid texting.

Sexual Violence

Connors State College takes acts of sexual harassment, which include sexual violence, extremely seriously and believes that 1 victim is 2 many. The following information, consistent with U.S. Department of Education Title IX guidance, provides details on the College response, resources, and remedies to sexual violence. The College hopes that you will help us in our efforts to maintain a safe and productive environment for all members of our community to live, learn and be successful by uniting as a community committed to ending sexual violence and sexual harassment.

Sexual harassment and sexual violence are forms of gender discrimination that are not tolerated at CSC. The College strongly encourages victims to report all acts of gender discrimination. Additionally, students have the option of filing a formal complaint with Student Conduct Education and Administration as well as with the police. Please be aware that even if an individual chooses not to file a formal complaint, the College may take interim measures, such as changing academic schedules and housing arrangements. These measures may be taken to provide safety for the victim in the educational setting.

Connors State College does not discriminate on the basis of race, color, national origin, sex, qualified disability, religion, sexual orientation, gender identity, veterans' status, genetic information or age in its program and activities. Therefore, the College will address all complaints of sexual harassment, including sexual violence, the same, regardless of whether the complainant (person filing the complaint) or respondent (person the complaint is filed against) is of a protected class or sex.

Where it is determined that sexual misconduct is more likely than not to have occurred, College conduct

sanctions can include suspension or expulsion. Even if law enforcement and criminal justice authorities choose not to prosecute a particular incident, the College may still pursue the incident through the student conduct process. All student conduct processes are separate from law enforcement investigations. In instances where gender discrimination is not addressed through the student conduct system, the College still has the obligation under Title IX to take immediate action to eliminate the harassment, prevent its recurrence and address its effects, irrespective of formal legal processes.

Sexual Harassment

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other verbal or physical contact or communication of a sexual nature when:

- a. Submission to such conduct or communication is made either explicitly or implicitly as a term or condition of educational benefits, employment, academic evaluations or other academic opportunities,
- b. Submission to or rejection of such conduct or communication by an individual is used as the basis for an employment decision or academic decision affecting such individual, or
- c. Such conduct is sufficiently severe, pervasive or persistent and objectively offensive that it has the effect of creating an intimidating, hostile or offensive environment that negatively affects an individual's academic or employment environment.

Sexual harassment does not include verbal expressions or written materials that are relevant and appropriately related to course subject matter or curriculum, and this policy shall not abridge academic freedom or the College's educational mission.

Sexual harassment can create a hostile environment. Sexual harassment should be reported even if it doesn't reach the point of creating a hostile environment. A hostile environment is defined as subjectively and objectively offensive and sufficiently severe or pervasive to alter the conditions of the victim's educational, employment or College environment.

Sexual harassment could occur off-campus and still have an effect on an individual's educational, employment or College environment as well as create a hostile environment. A one-time non-consensual contact could also create a hostile environment.

Examples of behavior that could be sexual harassment:

- Unwelcomed sexual flirtation, advances or propositions of sexual activities.
- Asking about someone else's personal, social or sexual life or about their sexual fantasies, preferences or history.
- Discussing your own personal sexual fantasies, preferences or history.
- Repeatedly asking for a date from a person who is not interested.
- Whistles, cat calls or insulting sounds.
- Sexually suggestive jokes, innuendoes or turning discussions into sexual topics.
- Sexually offensive or degrading language used to describe an individual or remarks of a sexual nature to describe a person's body or clothing.
- Calling a person a "hunk," "doll," "babe," "sugar," "honey," or similar descriptive terms.
- Displaying sexually demeaning or offensive objects and pictures.
- Making sexual gestures with hands or body movements.
- Rating a person's sexuality.
- Unwelcomed touching of a person's body including massaging a person.

Sexual Violence

Sexual violence is physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of different acts fall into the category of sexual violence, including sexual misconduct, stalking, dating violence, and domestic violence.

Sexual Misconduct

Sexual misconduct is a broad term encompassing any non-consensual contact of a sexual nature. Sexual misconduct may vary in severity and consists of a range of behavior or attempted behavior including, but not limited to, the following examples of prohibited conduct:

a. **Unwelcome sexual touching**

The touching of an unwilling or non-consensual person's intimate parts (such as genitalia, groin, breast, buttocks, mouth or clothing covering same); touching an unwilling person with one's own intimate parts; or forcing an unwilling person to touch another's intimate parts.

b. **Exposure**

Engaging in indecent exposure, sexual acts in a public place, voyeurism, or non-consensual sharing of sexually explicit images.

c. **Non-consensual sexual assault**

Penetrating any bodily opening of an unwilling or non-consensual person with any object or body part.

d. **Forced sexual assault**

Penetrating any bodily opening of an unwilling or non-consensual person with any object or body part that is committed either by force, threat, intimidation, or through exploitation of another's mental or physical condition (such as lack of consciousness, incapacitation due to ingestion of drugs or alcohol, age, or mental disability) of which the respondent was aware or should have been aware.

Effective consent is informed, freely and actively given, using mutually understandable words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Initiators of sexual activity are responsible for obtaining effective consent. Silence or passivity is not effective consent. The use of intimidation, coercion, threats, force or violence negates any consent obtained. Consent is not effective if obtained from an individual who is incapable of giving consent due to lack of consciousness, age, mental disability or incapacitation due to ingestion of drugs or alcohol.

This definition of consent is the exclusive definition used in the Student Code of Conduct. It is also used for Title IX purposes throughout the College.

Individuals who commit acts of sexual misconduct assume responsibility for their behavior and must understand that the use of alcohol or other drugs does not reduce accountability for their actions.

Examples of sexual misconduct violations include but are not limited to:

- Ignoring an individual's protest and engaging in sexual activity.
- Convincing somebody to have sex likely constitutes intimidation or coercion. If someone is coerced, the consent is not effective consent.
- Drinking and/or drug use may render an individual incapable of giving consent for sexual activity. For example, someone who is incapacitated may agree to have sex at the time, but have no memory of the consent. This person may have been functioning in a "blackout" and could not give effective consent.
- Holding a person down or preventing a person from leaving the room and forcing him or her to engage in sexual activity against the person's will.

Stalking

Stalking refers to one who engages 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.

Stalking is defined to mean two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

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

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

Actions that a stalker takes to contact, harass, track or frighten another could include repeatedly:

- following
- unsolicited visits or communication
- using online social media inappropriately
- damaging property
- showing up at places an intended victim frequents
- sending unsolicited mail, e-mail, texts and pictures
- creating a website about a target of stalking
- sending unsolicited gifts
- stealing things that belong to intended victim
- calling repeatedly.

Stalking can occur by someone that is known casually, a current boyfriend or girlfriend, someone dated in the past or a stranger.

Dating Violence

Dating violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the following factors:

- Length of the relationship
- Type of relationship
- Frequency of interaction between the persons involved in the relationship.

Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse. Dating violence does not include acts that meet the definition of domestic violence.

Domestic Violence

Domestic violence is a crime of violence committed by a:

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

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

Definition consistent with Violence Against Women Act.

Retaliation

The College will not tolerate retaliation against a person who, in good faith, brings a complaint forward. Retaliation against an individual who has brought a complaint forward or against an individual who has participated in an investigation or conduct process is prohibited. See Board of Regents for the Oklahoma Agricultural and Mechanical Colleges Policy Manual, 3.11 Non-Retaliation, for more information.

What to do if you are a Victim of Sexual Violence

- a. If you are not safe and need immediate help, call the police. If the incident happened on campus, call the CSC Police Department at 918-463-6375. If the incident occurred elsewhere in Warner, Muskogee, call the Warner, Muskogee Police Department at 911. If the incident happened anywhere else, call the law enforcement agency that has jurisdiction in the location where it occurred.
- b. Do what you need to do to feel safe. Go to a safe place or contact someone with whom you are comfortable. You can call the **24-hour Rape Crisis Line (1-800-522-7233)** to get advice and discuss options for how to proceed.
- c. CSC students can also call a **Sexual Assault Victim Advocate** at **918-682-7878**.
- d. 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.
- e. Go to the Muskogee Medical Center to receive care for any physical injuries that may have occurred. While in the emergency room, treatment will be provided for sexually transmitted diseases and to prevent pregnancy. These services are free of charge. If you choose not to obtain a Sexual Assault Nurse Examination but want testing or treatment for potential sexually transmitted infections, you can visit Muskogee County Health Department free of charge or Health & Wellness Center for low cost options.
- f. Upon arrival at Muskogee Medical Center, you will be taken to a private exam area. A Sexual Assault Nurse Examiner (SANE), as well as a Sexual Assault Response Advocate (SARA) and police officer will be available for support. You will be examined by the nurse in order to treat any injuries and to gather evidence. **Note, a sexual assault exam can be performed up to 120 hours (5 days) after the assault.**
- g. With your permission, the Sexual Assault Response Advocate will support you throughout the entire exam, which will be performed by the nurse. The Advocate will provide a packet of written materials that contains information about common reactions to sexual assault, follow-up medical needs and support services.

Support Services

Student Conduct Education and Administration:

Cases involving students who are accused of non-academic misconduct might be assigned to Student

Conduct Education and Administration. Persons found responsible for sexual misconduct could be suspended from CSC. The complainant and respondent (if any) have the same right to have others present during a campus disciplinary proceeding. The accuser and accused shall be notified of the outcome of a campus disciplinary proceeding. You may obtain further information by contacting Student Conduct Education and Administration at 918-463-6351. A copy of the Student Code of Conduct can also be obtained at various locations on campus and at <http://connorsstate.edu/students/files/2015/05/2016.09.09StudentHandbook.pdf>.

College Counseling Services:

Connors State College Counseling Services provides individual and group counseling services for those victimized by sexual or physical assault. Services are available to all Connors State College students and their partners. Domestic Violence Services are also available to assist victims of sexual assault. See “Other Resources” for telephone numbers.

The psychological and emotional trauma after a sexual assault can be painful. Possible symptoms include: eating disorders, sleep disturbances, lack of trust, feelings of guilt, depression, mood swings, and relationship and communication problems. Incidents of sexual assault can only be reduced when men and women understand the dynamics involved in sexual assaults and are willing to participate in educational programming and ongoing communication.

Accommodations

- a. **Assistance in Reporting:** Student Conduct can assist in filing a complaint with the College conduct process and the appropriate law enforcement agencies against the student(s) who caused harm.
 - i. **College Complaint Process:** A complaint is an official report to the College alleging that an CSC student has violated the Student Code of Conduct. You can go online to <https://cm.maxient.com/reportingform.php?ConnorsState> to submit a complaint online or to complete a paper complaint form.
 - ii. **Police Report Process:** A police report begins the moment you contact the authorities about a given situation, whether it be a crime that was committed earlier, or a crime currently in progress. The CSC Police Officer will obtain basic information from you about the incident and relay the information to patrol officers working in your area. You can have the officers meet you on scene or you can request they meet you at the police department in an effort to resolve the issue, document the facts of the incident, and begin investigating the case if follow-up is required. By simply calling the CSC Police at 918-463-6375, the reporting process begins. The CSC Police Department operates 24 hour a day, 7 days a week, including all holidays and College breaks.
- b. **No Contact Order:** Student Conduct can put in place a No Contact Order between the complainant and the respondent, which would prohibit contact between both parties through any means of communication, as well as prohibit others from making contact on their behalf. Students will need to visit Student Conduct in 141 Student Union for this order to be put in place. If a No Contact Order is believed to be violated, the complainant should contact Student Conduct immediately at 918-463-6351. The College and not the police enforce No Contact Orders. Violations of a No Contact Order will result in disciplinary action where suspension from the college will be considered as a possible sanction.

- c. **Emergency Protective Order:** Student Conduct, along with WISH, can assist victims in filing for an Emergency Protective Order. This is a court-ordered petition that prohibits contact between the complainant and respondent. WISH is located in Muskogee, Oklahoma. WISH is the designated location in Muskogee County to assist in completing the petition and filing the petition with the county court clerk. Granted protective orders should be provided to the CSC Police Department who will honor the order and assist in any intervention needed. If a granted protective order is believed to be violated by the respondent, the complainant should contact the local police. If the incident happened on campus, call the CSC Police Department at 918-463-6375. If the incident happened anywhere else, call the law enforcement agency that has jurisdiction in the location where it occurred.
- d. **Safety Measures:** Student Conduct can coordinate any reasonable arrangements that are necessary for ongoing safety. This includes transportation arrangements or providing an escort.
- e. **Living Arrangements:** Student Conduct can assist in changing on-campus living arrangements or that of the respondent to ensure safety and a comfortable living situation.
- f. **Academic Arrangements:** Student Conduct can assist in adjusting academic schedules as well as assist in providing access to academic support services.
- g. **Other Interim Measures:** Student Conduct can coordinate reasonable arrangements to address the effects of sexual violence, including connecting victims with counseling, health care or academic support resources.

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

Student Conduct Process for Allegations of Sexual Violence

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

Investigation

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

- meeting personally with the complainant,
 - meeting personally with the student(s) accused,
 - meeting personally with any witnesses, and
 - reviewing any documentary evidence.
- d. The investigation of complaints will be adequate, reliable and impartial. The Title IX Investigator will compile an investigation report.
 - e. The investigation process can take up to 60 days. If at any point either party would like an update of the investigation process all they need to do is ask and an update will be provided.
 - f. The College official will determine if a conduct hearing is possible based on the available information.
 - g. If it is determined that the College will proceed with a formal conduct hearing, the complainant and the responding student(s) will be notified of the hearing date.

Hearing

- a. Hearing notification will occur at least five days in advance and include the hearing date, time and location. Hearings will be scheduled around academic schedules.
- b. Allegations of sexual misconduct, sexual harassment, dating violence, domestic violence, and stalking will be heard by the Conduct Committee Hearing Panel which is comprised of a faculty member, a staff member and a student who receive annual training. Training includes but is not limited to the following topics:
 - definitions and issues related to dating violence, domestic violence, sexual assault, retaliation, and stalking;
 - hearing process, due process the process that protects the safety of survivors and promotes accountability;
 - relevant evidence, how it should be used during a hearing, and how to weigh evidence;
 - proper techniques for asking questions;
 - preponderance of the evidence standard;
 - avoiding actual and perceived conflicts of interest;
 - trauma-informed investigations and hearing procedures;
 - impact of alcohol use in sexual assault; and
 - writing facts and rationales.
- c. The hearing includes opening statements, presentation of the investigation report, information about the incident, presentation of information by witnesses, and closing statements.
- d. Each party is permitted to have a person of their choosing to accompany them throughout the hearing as an advisor.
- e. All parties are permitted to be present during the hearing (except during deliberations of the panel). All parties can be in the same room in a pre-arranged, non-threatening set-up or in separate rooms with a video conference set up.
- f. All parties are permitted to make statements and present witnesses and information during the hearing. Witnesses and information need to be directly related to the incident.

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

Outcome

- a. Possible outcomes include Conduct Expulsion, Conduct Suspension, Conduct Probation, Residence Hall Status Change, No Contact Order, Class Removal, Educational and Behavioral Change Requirement, and Restrictions. Detailed definitions of these sanctions are listed in the *Student Code of Conduct*. When it is determined that sexual misconduct is more likely than not to have occurred, the outcome can include separation from the College.
- b. Parties have the right to be informed of the outcome. Both parties will be notified within two business days after the hearing at the same time. Upon written request from the victim to Student Conduct Education and Administration, the report on the results of any disciplinary proceeding against the respondent will be provided to the victim. If the victim is deceased as a result of such a crime or offense, the next of kin of the victim shall be treated as the victim for purposes of disclosure.
- c. Both parties have the right to appeal the decision reached through the hearing proceedings within seven business days after the hearing.

On and Off Campus Resources

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

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

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

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

WISH Sexual Assault Victim Advocates- Confidential Reporting Option

WISH's Victim Advocate that can confidentially provide students with information about on and off campus resources available to victims.

WISH Sexual Assault Victim Advocates

918-682-7878 (24hr.a day 7 days a week)

Counseling Resources- Confidential Reporting Options

**Green Country Behavioral Health Services
619 N. Main
Muskogee, OK 74401
918-682-8407**

**MCCOYS Counseling
4009 Eufaula Ave
Muskogee, OK 74401
918-682-2841**

**Monarch Inc.
2310 W. Broadway
Muskogee, OK 74401
918-682-7210**

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

**CSC Police Department
700 College Rd.
Warner, OK
918-463-6375**

**Warner Police Department
1000 64 Hwy.
Warner, OK
918-463-3911**

**Muskogee Police Department
112 S 3rd St.
Muskogee, OK
918-683-8000**

**CSC Student Conduct
700 College Rd.
Warner, OK
918-463-6351**

**Title IX Coordinator
700 College Rd.
Warner, OK
918-463-6206**

Medical Services

It is important to have a thorough medical examination after a sexual assault even if the victim does not have any apparent physical injuries. Medical providers can treat injuries and test for sexually transmitted infections.

Health & Wellness Center

806 N Campbell
Warner, OK
918-463-2837

EASTAR Health System

300 Rockefeller Dr.
Muskogee, OK
918-682-5501

Also, reference <http://notalone.gov> for more information and resources.

Victim Bill of Rights

- Survivors shall be notified of their options to notify law enforcement and campus authorities, which includes the option not to notify such authorities.
- Accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations.

When a student or employee reports that they have been a victim of dating violence, domestic violence, sexual assault, or stalking, whether on or off campus, the College will provide a written explanation of the student's or employee's rights and options.

Definitions under Oklahoma Law

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

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

21 Okla. Stat. § 113 (effective June 6, 2016).

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

22 Okla. Stat. § 60.1.

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

21 Okla. Stat. § 644.

Sexual assault:

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

21 Okla. Stat. § 142.20.

Rape (as used in the definition for “sexual assault”):

- A. Rape is an act of sexual intercourse involving vaginal or anal penetration accomplished with a male or female who is not the spouse of the perpetrator and who may be of the same or the opposite sex as the perpetrator under any of the following circumstances:
 1. Where the victim is under sixteen (16) years of age;
 2. Where the victim is incapable through mental illness or any other unsoundness of mind, whether temporary or permanent, of giving legal consent;
 3. Where force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person;
 4. Where the victim is intoxicated by a narcotic or anesthetic agent, administered by or with the privity of the accused as a means of forcing the victim to submit;
 5. Where the victim is at the time unconscious of the nature of the act and this fact is known to the accused;
 6. Where the victim submits to sexual intercourse under the belief that the person committing the act is a spouse, and this belief is induced by artifice, pretense, or concealment practiced by the accused or by the accused in collusion with the spouse with intent to induce that belief. In all cases of collusion between the accused and the spouse to accomplish such act, both the spouse and the accused, upon conviction, shall be deemed guilty of rape;
 7. Where the victim is under the legal custody or supervision of a state agency, a federal agency, a county, a municipality or a political subdivision and engages in sexual intercourse with a state, federal, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim;
 8. Where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in sexual intercourse with a person who is eighteen (18) years of age or older and is an employee of the same school system; or
 9. Where the victim is nineteen (19) years of age or younger and is in the legal custody of a state agency, federal agency or tribal court and engages in sexual intercourse with a foster parent or foster parent applicant.
- B. Rape is an act of sexual intercourse accomplished with a male or female who is the spouse of the perpetrator if force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person.

Rape by instrumentation (as used in the definition of “sexual assault”):

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

Forcible sodomy (as used in the definition of “sexual assault”):

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

1. Sodomy committed by a person over eighteen (18) years of age upon a person under sixteen (16) years of age;
2. Sodomy committed upon a person incapable through mental illness or any unsoundness of mind of giving legal consent regardless of the age of the person committing the crime;
3. Sodomy accomplished with any person by means of force, violence, or threats of force or violence accompanied by apparent power of execution regardless of the age of the victim or the person committing the crime;
4. Sodomy committed by a state, county, municipal or political subdivision employee or a contractor or an employee of a contractor of the state, a county, a municipality or political subdivision of this state upon a person who is under the legal custody, supervision or authority of a state agency, a county, a municipality or a political subdivision of this state;
5. Sodomy committed upon a person who is at least sixteen (16) years of age but less than twenty (20) years of age and is a student of any public or private secondary school, junior high or high school, or public vocational school, with a person who is eighteen (18) years of age or older and is employed by the same school system;
6. Sodomy committed upon a person who is at the time unconscious of the nature of the act, and this fact should be known to the accused; or
7. Sodomy committed upon a person where the person is intoxicated by a narcotic or anesthetic agent administered by or with the privity of the accused as a means of forcing the person to submit.

21 Okla. Stat. § 888 (effective June 6, 2016).

Stalking:

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

1. Would cause a reasonable person or a member of the immediate family of that person as defined in subsection F of this section to feel frightened, intimidated, threatened, harassed, or molested; and
 2. Actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed, or molested, upon conviction, shall, upon conviction, be guilty of the crime of stalking, which is a misdemeanor punishable by imprisonment in a county jail for not more than one (1) year or by a fine of not more than One Thousand Dollars (\$1,000.00), or by both such fine and imprisonment
- F. For purposes of this section:
1. “Harasses” means a pattern or course of conduct directed toward another individual that includes, but is not limited to, repeated or continuing unconsented contact, that would cause a reasonable person to suffer emotional distress, and that actually causes emotional distress to the victim. Harassment shall include harassing or obscene phone calls as prohibited by Section 1172 of this title and conduct prohibited by Section 850 of this title. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose;
 2. “Course of conduct” means a pattern of conduct composed of a series of two or more separate acts over a period of time, however short, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of “course of conduct”;
 3. “Emotional distress” means significant mental suffering or distress that may, but does not necessarily require, medical or other professional treatment or counseling;
 4. “Unconsented contact” means any contact with another individual that is initiated or continued without the consent of the individual, or in disregard of that individual's expressed desire that the contact be avoided or discontinued. Constitutionally protected activity is not included within the meaning of unconsented contact. Unconsented contact includes but is not limited to any of the following:

- a. following or appearing within the sight of that individual,
 - b. approaching or confronting that individual in a public place or on private property,
 - c. appearing at the workplace or residence of that individual,
 - d. entering onto or remaining on property owned, leased, or occupied by that individual,
 - e. contacting that individual by telephone,
 - f. sending mail or electronic communications to that individual, and
 - g. placing an object on, or delivering an object to, property owned, leased, or occupied by that individual; and
5. “Member of the immediate family”, for the purposes of this section, means any spouse, parent, child, person related within the third degree of consanguinity or affinity or any other person who regularly resides in the household or who regularly resided in the household within the prior six (6) months.

21 Okla. Stat. § 1173.

Preventive Measures

The College encourages students to help in preventing harmful and negative incidents by being responsible for their own personal safety, intervening if they are a bystander of such incidents, and educating themselves through College sponsored trainings.

Awareness Education

Connors State College takes acts of sexual violence and sexual harassment seriously. In an effort to educate students and comply with the Violence Against Women Act and the Office for Civil Rights federal guidelines, **all students are required to complete online training on sexual violence prevention**. A hold will be placed on your account, which will affect enrollment for the subsequent semester, until the training has been completed. Training should take around 40 minutes.

To complete the training follow these steps:

1. Go to <http://connorsstate.edu/everfi/>.
2. Log-in with your C-key account information.

Additionally, Student Conduct provides education on sexual violence to any group of students, faculty or staff upon request. Topics include but are not limited to sexual assault, sexual harassment, the conduct process for sexual misconduct, how to support a victim, bystander intervention, prevention strategies and resources available for victims.

Bystander Intervention

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

In order to intervene, someone has to:

1. Notice the incident

Bystanders first must notice the incident taking place. It is important to become attuned to what situations may be risky (e.g. if you're at a party, and you see someone stumbling as they're being led into a different room, this is a risky situation).

2. Interpret the incident as emergency

By "emergency," we mean a situation wherein there is risk of sexual or physical violence occurring in the near future.

3. Assume responsibility for intervening

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

4. Have the bystander intervention skills to help

There are a number of different techniques that someone can use to intervene in a risky situation.

Sex Offender Registration:

In accordance with applicable state and federal laws, information about registered sex offenders who may be attending or working at CSC is available to the campus community at CSC Police Department.

Report of Statistics:

Connors State College has been reporting its crime statistics to the Federal Bureau of Investigation (FBI) according to their Uniform Crime Reporting guidelines since 1971. The statistics are published annually in the publication, "Crime in the United States," from the U.S. Department of Justice. The tables located on page 17 and 18, (Campus Crime Report) comply with Title II of the Federal Campus Crime Awareness and Campus Security Act of 1990 and 1998, and subsequent revisions effective July 1, 2000.

Campus crime, arrest, and referral statistics include those reported to the CSC Police, designated campus security authorities, and local law enforcement agencies. When a campus security authority becomes aware of a crime, they are required to complete a report which does not contain any personally identifying information about the students or persons involved. The report is then submitted to CSC Police who are responsible for compiling and preparing the statistics.

Campus Crime Statistics:

When comparing crime at CSC to other institutions of similar size, you will find CSC's crime rate to be one of the lowest.

The crime and arrest statistics reported are those which occurred within the jurisdictional boundaries of campus. They do not include off campus private housing, which are within the Warner or Muskogee Police Department jurisdiction.

Crimes Disclosed to Pastoral or Mental Health Counselor:

To be exempt from disclosing reported offenses, pastoral or professional counselors must be acting in their roles of pastoral or professional counselors. This exemption does not relieve counselors of the duty to exercise reasonable care to protect a foreseeable victim from danger posed by the person being counseled or to make reports mandated by law. When speaking to a victim or witness to a crime, counselors are encouraged to inform the individual of options to report the crime to the police.

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

A mental health counselor is a person whose official 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 applies even to professional counselors who are not employees of the institution, but are under contract to provide counseling at the institution.

Definitions of Criminal Offenses:

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

Aggravated Assault:

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

Arson:

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

Burglary:

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

Dating Violence:

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

Domestic Violence:

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

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

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

Drug Law Violations:

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

Hate Crimes:

A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. For the purposes of this definition, the categories of bias include the victim's actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

Larceny:

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another without use of force or violence. It includes shoplifting, pocket-picking, purse snatching, thefts from motor vehicles, to include parts and accessories, bicycles, and computer thefts.

Liquor Law Violations:

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

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.

Murder and Non-negligent Manslaughter:

The willful (non-negligent) killing of one human being by another.

Robbery:

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

Sex Offenses:

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

Sexual assault:

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

- ***Rape*** means the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
- ***Fondling*** means the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- ***Incest*** means non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

- **Statutory Rape** means non-forcible sexual intercourse with a person who is under the statutory age of consent (age 16).

Stalking:

Stalking refers to one who engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

- **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; alien possessing deadly weapons; and all attempts to commit any of the aforementioned. CSC policy prohibits deadly weapons on the College campus with limited exceptions. Firearms on campus must be stored at the CSC Police Department.

Definition of Terms for Statistical Charts:

The term “**CSC Campus**” means any building or property owned or controlled by “Connors State College,” within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution related to, the institution's educational purposes, including residence halls. It also includes property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institution purposes (such as food or other retail vendor).

“**Res.**” includes those buildings and parking lots designated as Residence Halls and College Apartments area.

“**Other**” is any non-Res. area on campus.

“**Non-Campus Building or Property**” includes building 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**” is defined as all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, or other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution, if the facility is used by the institution in direct support of, or in a manner related to the institution's educational purposes.

Definition of Campus:

Connors State College Police Department serves a community of approximately 3,500 faculty, staff and students. Connors State College is located in the City of Warner and Muskogee and covers approximately 300 square acres on the main campus, including over 25 buildings plus outlying agricultural and recreational areas.

“**Campus**” is defined as “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 purposes.”

Crimes Reported by Connors State College Police Department – 2014-2015¹

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

Offense Type (includes attempts)	Year	On Campus	Non-Campus	Public Property	Total	Residential Facilities²
Murder/Non-negligent Manslaughter	2015	0	0	0	0	0
	2014	0	0	0	0	0
Manslaughter by Negligence	2015	0	0	0	0	0
	2014	0	0	0	0	0
Sex Offenses						
Rape	2015	2	0	0	2	2
	2014	0	0	0	0	0
Fondling	2015	0	0	0	0	0
	2014	0	0	0	0	0
Incest	2015	0	0	0	0	0
	2014	0	0	0	0	0
Statutory Rape	2015	0	0	0	0	0
	2014	0	0	0	0	0
Robbery	2015	0	0	0	0	0
	2014	0	0	0	0	0
Aggravated Assault	2015	0	0	0	0	0

¹ 2014-2015 statistics are reported separately because the Violence Against Women Act, which was reauthorized in March of 2013, reclassified certain crimes and added other crimes that must be included in the statistical information reported for 2014 and 2015. Statistics for 2013 are reported in a separate table on page __.

² Campus residential facilities are a subset of the “On Campus” category. Statistical data included in this column is also included in the “On Campus” column.

	2014	0	0	0	0	0
Burglary	2015	0	0	0	0	0
	2014	0	0	0	0	0
Motor Vehicle Theft	2015	0	0	0	0	0
	2014	1	0	0	1	1
Arson	2015	0	0	0	0	0
	2014	0	0	0	0	0
Dating Violence	2015	0	0	0	0	0
	2014	1	0	0	1	1
Domestic Violence	2015	0	0	0	0	0
	2014	0	0	0	0	0
Stalking	2015	0	0	0	0	0
	2014	0	0	0	0	0
Liquor Law Arrests	2015	0	0	0	0	0
	2014	0	0	0	0	0
Drug Law Arrests	2015	0	0	0	0	0
	2014	1	0	0	1	1
Weapons Law Arrests	2015	0	0	0	0	0
	2014	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2015	30	0	0	30	30
	2014	22	0	0	22	22
Drug Law Violations Referred for Disciplinary Action	2015	7	0	0	7	7
	2014	12	0	0	12	12
Weapons Law Violations Referred for Disciplinary Action	2015	0	0	0	0	0
	2014	0	0	0	0	0

No hate crimes were reported for 2014 or 2015.

Crimes Reported by Connors State College Police Department – 2013

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

Offense Type (includes attempts)	Year	On Campus	Non-Campus	Public Property	Total	Residential Facilities³
Murder/Non-negligent Manslaughter	2013	0	0	0	0	0
Manslaughter by Negligence	2013	0	0	0	0	0
Sex Offenses						
Forcible	2013	0	0	0	0	0
Non-Forcible	2013	0	0	0	0	0
Robbery	2013	0	0	0	0	0
Aggravated Assault	2013	2	1	0	3	2
Burglary	2013	1	2	0	3	1
Motor Vehicle Theft	2013	0	0	0	0	0
Arson	2013	0	0	0	0	0
Dating Violence	2013	0	0	0	0	0
Domestic Violence	2013	1	0	0	1	1
Stalking	2013	0	0	0	0	0
Liquor Law Arrests	2013	1	0	0	1	1
Drug Law Arrests	2013	1	0	0	1	1
Weapons Law Arrests	2013	0	0	0	0	0
Liquor Law Violations Referred for Disciplinary Action	2013	52	0	0	52	52
Drug Law Violations Referred for Disciplinary Action	2013	6	0	0	6	6

³ Campus residential facilities are a subset of the “On Campus” category. Statistical data included in this column is also included in the “On Campus” column.

Weapons Law Violations Referred for Disciplinary Action	2013	0	0	0	0	0
---	------	---	---	---	---	---

No hate crimes were reported for 2013.



CONNORS

— STATE COLLEGE —

Building Futures One At A Time Since 1908

2016 ANNUAL FIRE SAFETY REPORT

Fire

Annual Fire Safety Report

Institutions are required to keep a fire log that states the nature of the fire, date, time, and general location of each fire in on-campus student housing facilities. Connors State College complies with this rule by including all fire-related incidents in the Annual Fire Safety Report and Fire Log maintained by Safety and Security Department.

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

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

Steps To Follow If You See A Fire:

- 1) Activate the nearest fire alarm.
- 2) If on campus, call CSC Police at 911.
- 3) Calmly alert people in the building, and evacuate the building by following EXIT signs.

Steps To Follow If You Are Caught In A Fire:

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

Steps To Follow For Fire Prevention:

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

Fire Reporting:

Per federal law, Connors State College is required to annually disclose statistical data on all fires that occur in on-campus housing facilities. Listed below are the **non-emergency** phone numbers to call to report fires that have **already** been extinguished in on-campus student housing. These phone numbers are fires for which you are unsure whether the CSC Police may already be aware. If you find evidence of such a fire or if you hear about such a fire, please contact one of the following:

- CSC Police – 918-463-6375
- CSC Housing and Residential Life 918-463-6351

When calling, please provide as much information as possible about the location, date, time, and cause of the fire. It is critical to document all reports of residential fires in the annual report.

Fire Safety Education and Training Programs:

Connors State College strives to provide a safe and friendly environment for all of our campus community. To assist in this manner, several measures are taken. These include regular fire and life safety inspections in all campus facilities, various education programs targeted at specific groups (Residential Community Educators, Community Mentors, etc.) ongoing education and safety awareness, and the development of College rules and standard administrative procedures regarding fire safety.

Housing and Residential Life Fire Safety Policies:

To provide for the safety of all residents, Housing and Residential Life has developed an extensive set of guidelines and policies for all student housing. These documents are available electronically on the Housing and Residential Life web page at:

<http://connorsstate.edu/students/files/2015/05/2016.09.09StudentHandbook.pdf>. This publication covers all policies for Residential Life facilities and includes information pertinent to fire safety.

Each residence hall has a designated Point of Assembly for residents to gather in the event of an emergency resulting in fire alarm activation. Residents are to evacuate the residence hall in the event of fire alarm activation. Information regarding Points of Assembly are outlined for staff in their training manual and located in their on call bag. Residents are informed that fire drills are conducted each semester to prepare them for an actual emergency. The Residence Life Handbook available online at <http://connorsstate.edu/students/files/2015/05/2016.09.09StudentHandbook.pdf> includes a section on Fire Safety and evacuation procedures, which each resident is to follow in the event of an emergency.

Housing and Residential Life Prohibited Items and Equipment:

Any prohibited or misused appliances or equipment will be confiscated by the hall staff, and individuals responsible will be subject to disciplinary action.

Appliances:

Prohibited appliances are: open coil cooking appliances, electric griddles, and George Foreman Grills (except in Bost, Davis, Kamm, Peterson-Friend, Morsani-Smith, Sitlington, and Young Halls). Also prohibited are portable heaters, air conditioners, large amplifiers (public address system, oversize stereo, and musical instrument), wireless routers, and halogen lamps. Students may have one microwave oven in any residence hall room. Microwaves must be rated 900 watts or less at the highest setting. Cooking appliances may only be operated in kitchen areas.

Any electrical extension cord that is used must be 14 gauge or heavier. Do not nail extension cords to walls, place them under rugs or beds, string them on pipes, etc. Periodically inspect all cords and appliances for cracks or other defects. Please be aware that overloading an electric circuit with too many appliances can cause problems. Some appliances or furnishings have a higher likelihood of contributing to unsafe environments for community living. Housing and Residential Life regulates the use of these appliances to ensure the safety and security of the community.

Open Flames/Candles/Incense:

Burning candles and incense, as well as kerosene lamps and other flammable liquid fueled devices, are prohibited in all College owned housing. Decorative candles must have non-burned, clipped wicks, or be wickless. The number one cause of residence hall and apartment fires is open flames.

Fireworks and Explosives:

Under state and federal law, fireworks and explosives are prohibited in Housing and Residential Life buildings and on College grounds.

Refrigerators:

Refrigerators are permitted with a limit of 3 amps and 5 cubic feet per room. The College is not responsible for loss of items due to power outages.

Decorations:

For the safety of the community, no live cut Christmas trees or greenery are permitted, lighting/wiring may not stretch across doorways or across common areas, and decorative lighting must be turned off when unattended. Decorations may not cover more than 1/3 (33%) of door and surface area, be three dimensional, nor obstruct the peep hole or the room number. Decorations deemed unsafe by Housing and Residential Life may be removed.

Windows/Air Vent Blockage:

No items should be hung outside the windows, placed on the ledges, or on balcony or patio railings in any Housing and Residential Life facilities.

Emergency/Safety Equipment:

Tampering, damaging, or inhibiting the use of emergency/safety equipment, including exterior residence hall doors, in any residence hall is prohibited. Residents may not use emergency equipment for any purpose other than emergency use. Residents involved in such activities will be subject to disciplinary action and may be removed from College housing. This regulation includes, but is not limited to, fire extinguishers, heat and smoke detectors, exit signs, fire alarm pull stations, or locked exterior doors.

Smoking/Tobacco Use:

Oklahoma State University is a tobacco free environment therefore all residence halls and apartments are smoke-free. No smoking or tobacco use is permitted on College property.

Motor Vehicles:

Motor vehicles, including recreational vehicles, are prohibited in Housing and Residential Life buildings and on College grounds. These items must be kept in the parking lots.

Hoverboards and Drones:

Hoverboards (also known as self-balancing scooters) and drones, including possession and use, are prohibited in all campus housing. This applies to all residence halls and campus apartments.

Health & Safety Inspections:

Each semester Housing and Residential Life staff will inspect rooms for safety concerns. When performing Health and Safety checks, staff will:

- Post notification for the community at least twenty-four (24) hours prior to the inspection, when possible.
- Knock and announce themselves before entering.
- Enter rooms in pairs.
- Inspect only items that are in plain view (no closets, drawers, or refrigerators will be opened).
- Look for – Unsafe cord placement (over doors, across door jams), unclean environment (rotting food, mold, offensive odor), doorway obstruction, electrical outlet overloading, maintenance concerns, pests, and paper covering more than 1/3 of door/walls.
- Document any policy violations.

Fire Safety***Fire Drills:***

For the protection and safety of our community, announced and unannounced fire drills will be held at the direction of the CSC Housing Department during the academic year. To become familiar with evacuation routes, cooperation is mandatory. Anytime the alarm sounds residents are to leave the building. Participation in fire evacuations is required by state law.

Fire Alarm Instructions:

To ensure the safety of all persons within the residence hall or apartment, occupants should be familiar with proper procedures in responding to fire alarms. These procedures include:

- In inclement weather, wear a coat and shoes and carry a towel.
- Close windows and leave lights on in room. Take room key.
- Leave door closed and walk to exit. If smoke is encountered, stay low for air.
- Do not use an elevator.

Physical assistance for evacuation: - Call the CSC Police at 918-463-6375 or 911

- If unable to leave room, place a towel under the door if smoke is either seen or smelled.
- Hang a towel out of the window, indicating to a person below that a person is in that room.
- Await assistance in the room or area of refuge.

Smoke Detector & Sprinkler System:

Each residence hall room is equipped with a smoke detector. Smoke detectors in rooms are inspected regularly by Facilities Management.

Sprinkler systems have been installed for added safety in all residence facilities. To make the sprinkler system as effective as possible:

- Sprinklers must never be painted;
- Nothing may be hung from the sprinkler piping or sprinkler heads;
- Sprinkler heads may never be obstructed or altered;
- Nothing may be stored within 18 inches from the sprinkler head;
- Frisbees, footballs, baseballs, etc., are not to be thrown in rooms, hallways, or other public areas;
- Report any damages to the sprinkler system to the Police Department immediately.

By a mandate of the State Fire Marshal, an action plan has been adopted by CSC and Housing and Residential Life. Regulations are in effect regarding tampering with any fire safety equipment. This includes, but is not limited to smoke detectors, sprinkler heads, fire alarms, and fire extinguishers. The first offense of tampering will result in the student(s) being assessed a fine of \$500 (if the room is double occupancy, then each student will be assessed \$250). The student(s) will also be placed on Housing and Residential Life Probation, and receive an educational sanction. On the second offense, a \$500 fine will be assessed (\$500 to each resident if double occupancy); the student(s) will be removed from College housing, and the contract(s) must be paid in full; an incident report will be forwarded to CSC Police Department and Safety and Security for a code violation citation with a potential fine of \$5,000 and one year imprisonment; and student(s) will be referred to the Student Conduct Education and Administration.

If at any time the smoke detector starts beeping periodically, it may mean that the battery is low. If this happens, please call the Residential Life Facilities Management Office at 918-463-6351, and they will send someone to replace the battery. Please do not replace the battery yourself.

The following chart lists the on-campus residential facilities and shows Fire Safety Systems within each of those facilities. The additional charts provide information about fires that have occurred in a residential facility and whether there were any injuries, deaths, or damage attributed to the fire.

Statistics and Related Information Regarding Fires in Residential Facilities						
Residential Facilities	Total Fires in Each Building	Fire Number	Cause of Fire	Number of Injuries That Required Treatment in a Medical Facility	Number of Deaths Related to a Fire	Value of Property Caused by Fire Damages (in Dollars)
Millers Crossing	0	0	0	0	0	0
McClarren	0	0	0	0	0	0