



2013 Annual Security and Fire Safety Report

For

Connors State College

“In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act”

Connors State College is required to distribute the following information to all current and potential students and employees. Please take a moment to read the following information. This information is also available on the Connors State College web site:

<http://connorsstate.edu/security/crime-statistics/>

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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-----2501 N. 41st Street East Muskogee, OK 74403

The 2013 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

CSC POLICE TELEPHONE DIRECTORY

<u>Emergencies</u>	<u>911</u>
<u>CSC Campus Police</u>	<u>918-463-6375</u>
<u>Director of Housing</u>	<u>918-463-6296</u>
<u>Maintenance Service</u>	<u>918-463-6232</u>
<u>Muskogee County Sheriff's Office</u>	<u>918-687-0202</u>
<u>Warner Police Department</u>	<u>918-463-3911</u>
<u>Department of Public Safety</u>	<u>405-425-2424</u>
<u>FBI</u>	<u>405-290-7770</u>
<u>Warner Fire Department</u>	<u>918-463-2696</u>



Preparing the Annual Security Report

Connors State College Police Department in cooperation with designated campus officials and Campus Security Authorities prepare this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This report is reviewed at the end of every semester and the Campus Security Authorities are to be directly contacted during the preparation of the Annual Security Report to confirm that they have reported everything that needs to be reported. Campus crime, arrest and referral statistics include those reported to the CSC Police, designated campus officials, and crime statistics from law enforcement agencies with jurisdiction surrounding the Connors State College campus.

This report includes statistics for the previous three years concerning reported crimes that occurred on campus, and on any public property within, or immediately adjacent to and accessible from the campus. The report includes institutional policies concerning campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters required by law. This report is made available to all members of the college community and the public.

REPORT NOTIFICATIONS

Each year, a campus wide e-mail notification is made to currently-enrolled students, faculty and staff of the availability of this report. For further information about the police department or the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act view the report at <http://connorsstate.edu/security/crime-statistics/> or by contacting the CSC Police Department at 918-463-6375. This information is also available at the Connors State College Human Resource Office located at 700 College Rd. Warner, OK 74469. In addition to this report, each campus location maintains a Crime Log of crimes committed on their campus. It is available for review at the Campus Police Department.

TIMELY WARNINGS

The *Clery Act* (Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act) requires "institutions to give timely warnings of crimes that represent a threat to the safety of students and employees." Crimes required to be reported by the Clery Act include (as defined by the Uniform Crime Reporting Handbook): criminal homicide, including murder, non-negligent manslaughter, and negligent manslaughter; sexual offenses, forcible and non-forcible; robbery; aggravated assault; burglary; arson; motor vehicle theft; and arrests and/or disciplinary referrals for liquor-law violations, drug-law violations, and illegal weapons possession.

Although the *Clery Act* mandates timely warnings only for Clery crimes, Connors State College will also issue warnings for serious threats such as kidnapping on campus, an Amber Alert, etc.

Connors State College, Timely Notifications typically include the following information:

- A succinct statement of the incident.
- Any connection to previous incidents.
- Physical description and/or composite drawing of the suspect, if appropriate.
- Date and time the bulletin was released.
- Other relevant and important information.
- Appropriate safety tips.

In the event a situation arises that in the judgment of the CSC Chief of Police or designated official, constitutes an ongoing or continuing threat to safety, a campus wide **"Timely Warning/Safety Alert"** will be issued.

Timely warnings are triggered by crimes that have already occurred but represent an ongoing threat.

If the police are searching for a particular person in relation to a criminal act a Police Crime Alert will be issued that will include general information about the person sought and a possible photograph. This Crime Alert will clearly state if the person is a "high or low risk" individual.

The warning will be issued through the **CSC Emergency Notification System** (SMS), CSC email system, announcement, or posted fliers. Members of the community who know of a crime are encouraged to report the incident as soon as possible to college administrators so that the appropriate type of alert can be issued, if warranted. If the situation is of a general risk (no physical harm is involved) and only affects a certain area of the campus a “Zoned Warning” will be implemented which will consist of posters or fliers within the affected area. Anyone with information warranting a timely warning should report the circumstances to the CSC Police Department at 918-463-6375 or in person at any CSC Campus Administration office.

Other efforts to alert the college community in a timely manner about campus crimes and related issues also include a campus crime log maintained at each campus location.

The Decision to Not Issue a Timely Warning:

In the event Connors State College decides not to issue a timely warning, this decision will be documented and placed on file at the CSC Police Department. Circumstances for the decision will be included and posted.

DISCLOSURE of CRIME STATISTICS

The CSC Police Department prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at <http://connorsstate.edu/security/crime-statistics/>

This report is prepared in cooperation with the local law enforcement agencies surrounding our main campus and alternate sites. Campus crime, arrest and referral statistics include those reported to the CSC Police Department, designated campus officials and local law enforcement agencies.

Each year, an e-mail notification is made to all enrolled students and employees. Prospective employees may obtain a copy from the Human Resource Office located in Gatlin Hall on the Warner Campus. Copies of this report may also be obtained at the CSC Police Department and any Security office on Campus or by calling 918-463-6375.

CRIME REPORTING POLICIES AND PROCEDURES

All persons who reside, work, attend college or visit any Connors State College campus are responsible for protecting their own property and should take appropriate measures in preventing losses. Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the student dorms should be reported to the college police department. The college community is encouraged to report all crimes and public safety related incidents to the college police department in a timely manner to aid in providing timely warning notices to the college community, when deemed appropriate.

This publication contains information about on-campus and off-campus resources. That information is made available to provide CSC community members with specific information about the resources that are available in the event they become a victim of a crime.

To report a crime:

Contact the CSC Police Department at 918-463-6375 (non-emergency), dial 911 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or around the residential areas should be reported to the police department. In addition you may report a crime to the following areas.

Director of Campus Life.....918-463-6351
Coordinator of Residential Life.....918-463-6296
Vice-President of Academic and Student Affairs..... 918-463-6328

CONFIDENTIAL REPORTING PROCEDURES

The Connors State College Police Department encourages anyone who is a victim or witness to a crime, to promptly report the incident to the CSC Police. If you are the victim of a crime and do not want to pursue action within the CSC System or criminal justice system, you may still want to consider making a confidential report at the following numbers. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others.

CSC Police Department..... 918-463-6375
Coordinator of Residential Life..... 918-463-6296
Vice-President of Academic and Student Affairs..... 918-463-6328
Director of Campus Life..... 918-463-6351

With such information, the College can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crimes statistics for the institution.

ACCESS and MAINTENANCE of CAMPUS FACILITIES

Access:

Interior doors to campus residents are equipped with electronic key access for security. Interior doors also have some type safety latch or deadbolt and “peepholes” for additional security.

It is unlawful for any person to trespass on the grounds of any state institution of higher education of this state or to damage or deface any of the buildings, statues, monuments memorials, trees, shrubs, grasses, or flowers on the grounds of any state institution.

The governing board of a state institution of higher education or its authorized representatives may refuse to allow persons having no legitimate business to enter on property under the Board’s control, and may remove any person from the property on his or her refusal to leave peaceably on request. Identification may be required of any person on the property.

The CSC Police Department, upon request, will prepare a security survey of the facility to determine security coverage and appropriate access control.

Maintenance:

The Physical Plant Department at Connors State College maintains the buildings, grounds, utility systems, and custodial services at each CSC campus. They provide electricity, running water, waste disposal, custodial services, landscape maintenance, building renovation and emergency repairs. Faculty and staff are encouraged to report maintenance problems to their respected building monitor or their Physical Plant Office.

For major repairs within resident housing, the Physical Plant works jointly with Student Services. Additionally, facilities such as telephones, furniture purchases, card access security system, building renovation, recreational areas and fire alarm/detection systems are all coordinated from the Campus Student Services office. Students are encouraged to report housing problems to their respected residential attendants (RAs). For information about any of these services, please call 918-463-6376.

After hours, Police personnel closely monitor all campus lighting in student housing areas and security related maintenance problems and report their findings to the appropriate college official. Nightly Police “campus checks” are performed in student housing areas and, if necessary, will stand-by until the problem is corrected.



CSC POLICE JURISDICTIONAL ENFORCEMENT AND ARREST AUTHORITY

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.

WORKING RELATIONSHIP WITH STATE AND LOCAL POLICE

The CSC Police Department maintains a highly professional working relationship with the Warner Police Department, Muskogee County Sheriff's Office, Oklahoma Department of Public Safety and the Federal Bureau of Investigation.

These working relationships are maintained through periodic communications among agency administrators and frequent contacts between line officers and investigators cooperating on specific cases. All crime victims and witnesses are encouraged to immediately report the crime to the College Police or the appropriate police agency. In the event Connors State College needs additional information regarding crime statistics from an outside law enforcement agency, requests will be sent in the form of a letter by certified mail.

ACCURATE and PROMPT CRIME REPORTING

We cannot overemphasize the importance of prompt and accurate reporting of crime. If a crime is not reported promptly, evidence can be destroyed or the potential to apprehend a suspect is lost.

All crimes should be reported to the college police department or campus security authority, to ensure inclusion in the annual crime statistics report and to aid in providing timely notices to the community, when appropriate.

The College community is encouraged to report crimes, emergencies, and safety concerns by calling these numbers.

CSC Emergency911
CSC Campus Police918-463-6375

COUNSELORS and CONFIDENTIAL CRIME REPORTING

As a result of the negotiated rulemaking process which followed the signing into law, the 1998 amendments to 20 U.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.

SECURITY AWARENESS and CRIME PREVENTION PROGRAMS

Every semester the Connors State College Police Department promotes crime prevention and safety awareness programs through the distribution of materials, posters and presentations geared towards familiarizing students, faculty and staff with their responsibility in reducing crime and practicing personal safety at CSC. Please help protect your property in the following methods.

- By closing and locking your door when you leave your residence or office.
- By being an active participant in “Operation Identification”.
- By promptly reporting the presence of suspicious activity or strangers.
- By being more aware of your surroundings in your daily activities. We would much rather receive a call and determine later there was no problem, than to not be informed when a crime is being committed.
- By not leaving your property (backpacks, textbooks, wallet, purse etc.) unattended and unsecured while attending class or other activity.

PROGRAMS OFFERED:

Have an Exit Strategy

“Have an Exit Strategy” is a concentrated effort to educate Oklahoma Educators and Oklahoma business owners about simple fire safety rules and to ensure that all properties have clearly marked and freely accessible exits.

Operation Identification



This is an on-going program that involves the engraving of students' valuable personal items with a driver's license number or other personal identification number. Once you have gathered this information, secure it in a safe place so that if you are victimized, this information can be entered in the state and national database of stolen property.

Safety Escort Program

On-campus safety escorts are available. Per request, the on-duty officer will provide a safety escort by contacting 918-463-6375.

MONITORING OFF CAMPUS ACTIVITIES

Connors State College does not have any off-campus student organizations, although the CSC Police Department does monitor off-campus sponsored events and property that is leased, rented or otherwise under the control of Connors State College.

In addition, when a CSC student is involved in an off campus offense, CSC Police officers may assist with the investigation in cooperation with local, state or federal law enforcement. CSC Police officers can and do respond to student-related incidents that occur in close proximity to campus. CSC Police officers have direct radio communications with the city police, fire department and ambulance services to facilitate rapid response in any emergency situation.

DRUG AND ALCOHOL POLICY STATEMENT

Purpose

The Drug Free Schools and Communities Act Amendments of 1989 require an institution of higher education to certify to the U.S. Department of Education by 10-1-90, that 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 of any kind. This policy is adopted by Connors State College to comply with this statutory directive. The DFSCA requires that every two years (on even numbered years) the College conduct an internal audit of the effectiveness of their Drug-Free Schools policy.

Policy

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.

Internal Sanctions

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 individuals expense, of an appropriate rehabilitation program. Any disciplinary action shall be taken in accordance with applicable policies of the College.

External Sanctions

Local, state, and federal laws provide for a variety of legal sanctions for the unlawful possession and distribution of illicit drugs and alcohol. These sanctions include, but are not limited to, incarceration and monetary fines.

Federal law provides rather severe penalties for distributing or dispensing, or possessing with the intent to distribute or dispense a controlled substance, and penalties of a less severe nature for simple possession of a controlled substance. The type and quantity of the drug, whether the convicted person has any prior convictions, and whether death or previous injury resulted from use of the drug in question (this, however, is not a factor in a case of simple possession) all affect the sentence. For example, if less than 50 kilograms of marijuana are involved and it is your first offense (no prior convictions), then you are subject to imprisonment of not more than 5 years, a fine of \$250,000, or both. If however, 50-100 kilograms of marijuana are involved instead of less than 50, and all other factors are the same as in the preceding example, you are subject to imprisonment of not more than 20 years, unless death or serious injury results from the marijuana use, then you are subject to not less than 20 years or life, a fine of \$1,000,000, or both. While the penalties for simple possession are less severe, the first conviction still carries a sentence of up to a year imprisonment, a fine of at least \$1,000 but not more than \$100,000, or both. With regard to simple possession, the number of convictions makes both the minimum period of imprisonment and fines greater. Under special provisions for possession of crack, a person may be sentenced to a mandatory term of at least 5 years in prison and not more than 20 years, a fine of \$250,000, or both.

Starting July 1, 2000, conviction under Federal or State law involving the possession or sale of a controlled substance shall make a student ineligible to receive any grant, loan, or work assistance beginning with the date of conviction and ending as follows: (1) conviction for possession of a controlled substance: first offense - 1 year; second offense - 2 years; third offense - indefinite; (2) sale of a controlled substance: first offense - 2 years; second offense - indefinite. Students may regain eligibility earlier than specified by satisfactorily completing a rehabilitation program or other requirement as specified in the regulations.

State Law provides similar penalties with regard to the simple possession, distribution, or possession with the intent to distribute a controlled dangerous substance. Simple possession of marijuana is a misdemeanor and carries a punishment of up to 1 year in the county jail. A second or subsequent conviction for simple possession of marijuana carries 2-10 years in the state penitentiary. Possession of marijuana with the intent to distribute is a felony and carries a punishment of 2 years to life in the penitentiary and a fine of up to \$20,000 for the first conviction. A second or subsequent conviction carries a punishment of 4 years to life in prison and a fine of up to \$40,000. Depending upon the quantity involved, a convicted individual could be sentenced under the Oklahoma "Trafficking in Illegal Drugs Act" which provides for much harsher penalties.

A new state law, Prevention of Youth Access to Alcohol, became effective July 1, 2006. For minor's consuming/in possession of alcohol or 3.2 beer, the following penalties apply:

- 1st violation: fines up to \$300 and/or community service not to exceed 30 hours, and mandatory revocation of driver's license for 6 months;
- 2nd violation: fines up to \$600 and/or community service not to exceed 60 hours, and mandatory revocation of driver's license for 1 year;
- 3rd violation: fines up to \$900 and/or community service not to exceed 90 hours, and mandatory revocation of driver's license for 2 years;
- All minors who violate this law are subject to drug and alcohol assessment;
- Minors who have not yet received a driver's license will not be allowed to obtain a license for the same amount of time as the license would have been revoked.

There are also Warner and Muskogee laws similar to those described above. If drugs are involved the city will, most likely, defer to the state or federal authorities because their penalties are more severe. If alcohol is involved, you may be convicted of violating both local and state law and punished according to both laws.

Courts do not excuse individuals convicted of these offenses from a prison sentence to go to college or work. A conviction for such an offense is a serious blemish on your record which could prevent you from entering many careers or obtaining certain jobs. The above-referenced examples of penalties and sanctions are based on the relevant laws at the time of adoption of this policy statement. Such laws are, of course, subject to revision or amendment by way of the legislative process.

The above-referenced examples of penalties and sanctions are based on the relevant laws at the time of adoption of this policy statement. Such laws are, of course, subject to revision or amendment by way of the legislative process.

Health Risks

Alcohol and other drug use represent serious threats to health and quality of life. Alcohol and other drug use increase the risk of accidents, birth defects, HIV/AIDS, and other disease. Combining drugs may lead to unpredictable effects and many prescription and nonprescription drugs are potentially addictive and dangerous. Major categories of drugs and probable effects are below.

Alcohol is a depressant drug that impairs judgment and coordination, and in many persons causes a greater likelihood of aggressive and/or violent behavior. Even short term use may cause respiratory depression and, when consumed by pregnant women, may cause irreversible physical and mental abnormalities in newborns (fetal alcohol syndrome) or even death. Long-term use may lead to irreversible physical and mental impairment, including liver disease, heart disease, cancer, ulcers, gastritis, delirium tremens, and pancreatitis. Alcohol interacts negatively with more than 150 medications. Driving while under the influence of alcohol is particularly dangerous and is a major cause of traffic-related deaths.

Cocaine/Crack is powerful central nervous system stimulants that constrict blood vessels, dilate pupils, increase blood pressure, and elevate heart rate. Cocaine use may induce restlessness, irritability, anxiety, paranoia, seizures, cardiac arrest, respiratory failure, and death. Cocaine is extremely addictive, both psychologically and physically. Great risk exist whether cocaine is ingested by inhalation (snorting), injection or smoking. Compulsive cocaine use may develop even more rapidly if the substance is smoked and smoking crack cocaine can produce particularly aggressive paranoid behavior in users.

Date Rape Drugs (Rohypnol, roofers, GHB, Ketamine, etc.) may incapacitate a person, particularly when used with alcohol. Rohypnol and GHB (gamma-hydroxybutyrate) are characterized as “date rape” drugs because they incapacitate victims, thereby increasing vulnerability to sexual assault and other crime. Sedation, relaxation, and amnesia are associated with Rohypnol use. Rohypnol may be psychologically and physically addictive and can cause death if mixed with alcohol or other depressants. GHB usage may result in coma and seizures and, when combined with methamphetamine, appears to cause an increased risk of seizure. Combining use with other drugs such as alcohol can result in nausea and difficulty in breathing. GHB may also produce withdrawal effects, including insomnia, anxiety, tremors, and sweating. Ketamine may induce feelings of near-death experiences.

Ecstasy (X, Adam, MDMA, XTC, etc.) has amphetamine-like and hallucinogenic properties. Its chemical structure is similar to other synthetic drugs known to cause brain damage. Ecstasy use may cause psychological difficulties, including confusion, depression, sleep problems, drug craving, severe anxiety, paranoia and even psychotic episodes. Similar difficulties may occur weeks after taking MDMA. Physical symptoms such as increases in heart rate and blood pressure may result from use of such substances. Other physical symptoms include muscle tension, blurred vision, nausea, rapid eyes movement and involuntary teeth clenching.

Hallucinogens (acid, PCP, LSD, psilocybin [mushrooms]) are the most potent mood-changing chemicals and may produce unpredictable effects that may impair coordination, perception, and cognition. Some LSD users experience flashbacks, often without warning, without the user having taken the drug again. Violence, paranoia, delusions, hallucinations, convulsions, coma, cardiac arrest, and respiratory failure may result from hallucinogen use.

Marijuana (pot, grass, hash, cannabis sativa, etc.) impairs memory, attention, coordination, and learning. Long-term effects of smoking marijuana include problems with memory, learning, distorted perception, difficulty in thinking and problem solving, loss of coordination, increased heart rate, anxiety, and panic attacks. Persons who smoke marijuana regularly may have many of the same respiratory problems as tobacco smokers, including daily cough and phlegm, chronic bronchitis, and more frequent chest colds. Because users of marijuana deeply inhale and hold marijuana smoke in their lungs, they incur a higher risk of getting lung cancer.

Narcotics (heroin, opium, morphine, codeine, pain medication [Demerol, Percodan, Lortab, etc.]) may produce temporary euphoria followed by depression, drowsiness, cognitive impairment and vomiting. Narcotic use may

cause convulsions, coma, and death. Tolerance and dependence tend to develop rapidly. Using contaminated syringes to inject drugs may result in contracting HIV and other infectious diseases such as hepatitis.

Nicotine (tobacco, cigarettes, cigars, chewing tobacco, nicotine chewing gum and patches) is highly addictive and, according to the Surgeon General, the major cause of stroke and is the third leading cause of death in the United States. Over time, higher levels of nicotine must be consumed in order to achieve the same effect. Nicotine consumption results in central nervous system sedation and, after initial activation, may cause drowsiness and depression. If women smoke cigarettes and also take oral contraceptives, they are more prone to cardiovascular and cerebrovascular diseases than other smokers. Pregnant women who smoke cigarettes run an increased risk of having stillborn or premature infants or infants with low birth weight.

Sedative-hypnotics (depressants, Quaaludes, Valium, Xanax, etc.) depress central nervous, cardiovascular, and respiratory functions. Sedative-hypnotic use may lower blood pressure, slow reactions, and distort reality. Convulsions, coma, and death are outcomes associated with sedative-hypnotic use. Consuming sedative-hypnotics with alcohol or 3.2 beer is especially dangerous.

Steroids (anabolic-androgenic) may permanently damage liver, cardiovascular, and reproductive systems. Possible side effects include liver tumors, cancer, jaundice, fluid retention, and hypertension. In men, steroids may cause shrinking of testicles; reduced sperm count, infertility, baldness, breast development, and increased risk for prostate cancer. In women, steroid use may cause growth of facial hair, male-pattern baldness, menstrual changes, enlarged clitoris, and deepened voice.

Stimulants (amphetamine, methamphetamine, speed, crystal, crank, Ritalin, caffeine, various over-the-counter stimulants and diet aids) are powerful central nervous system stimulants that may increase agitation, physical activity, and anxiety. Stimulants may decrease appetite, dilate pupils, and cause sleeplessness. Dizziness, higher blood pressure, paranoia, mood disturbance, hallucination, dependence, convulsions, and death due to stroke or heart failure may also result from use.

Reference: National Institute on Drug

Abuse, National Institutes of Health

www.nida.nih.gov

Connors State College provides educational information regarding alcohol and drugs and the risk associated in the Health Services Office. Educational/Awareness programs are sponsored by the student activities.

Connors State College recognizes its responsibility as an educational institution to promote a healthy and productive learning environment. To that end, and based on the policies established by the Oklahoma A & M

Board of Regents and state and federal laws, the College has established a program to aid in the prevention of drug and alcohol abuse by its students and employees.

A. Activities Prohibited by Connors State College

Connors State College prohibits the unlawful manufacture, distribution, possession or use of illegal drugs and alcohol in the workplace, on College property, or as a part of College sponsored activities.

B. Health Risks

Serious health risks associated with the use of drugs or the abuse of alcohol include, but are not limited to: addiction to or dependency upon the substance, memory loss, liver failure, kidney failure, cancer of the kidney or liver, personal injuries while under the influence, infectious diseases, including AIDS (if needles or other delivery devices are shared), a lowered immune system, heart damage, loss of ability to concentrate or reason, personality changes, insanity, hallucinations, delusions, depression, inability to sleep or to remain awake, loss of judgment, and death. The use of drugs or alcohol before or during pregnancy can lead to birth defects or death to the children involved.

C. Available Counseling, Prevention, and Educational Programs

The following counseling, prevention, and educational programs are available to employees and students.

Any employee or student may obtain educational literature with respect to alcohol and drug abuse from the Student Health Services Office or Campus Security.

Any employee or student wishing assistance on a voluntary basis is encouraged to contact Student Health Services for a confidential meeting. Any assistance provided is confidential and includes referral to outside professional services.

An employee or student may also be referred for assistance by his or her supervisor, instructor, counselor, or campus nurse. Anyone referred for assistance must make an appointment with Student Health Services. Failure to make an appointment upon referral may result in disciplinary action in accordance with College policies.

Local Drug/Alcohol Treatment Resources

Green Country Behavioral Health Services

619 N. Main

Muskogee, OK 74401

918-682-8407

McCoy's Counseling

4009 Eufaula Ave

Muskogee, OK 74401

918-682-2841

Oaks Behavioral Health Center

119 E. McKinley

Eufaula, OK 74432

918-689-3265

Monarch Inc.

2310 W. Broadway 74401

Muskogee, OK

918-682-7210

D. Legal Sanctions

Federal and state laws impose severe penalties on those who illegally possess, use, or distribute drugs or alcohol. The potential sanctions may depend on the quantity of the drug involved and whether the charge is made under state or federal law. Potential sanctions include, but are not limited to: fines, incarceration, and/or community service requirements.

Convictions become a part of an individual's criminal record and may preclude certain career opportunities.

In addition to the criminal penalties, a person may become liable for personal injuries or property damage which occurs because he/she illegally sells or, in some circumstances, furnishes illegal drugs or alcohol to another person. This liability may include injuries or death of the person to whom the illegal drugs or alcohol were furnished, and may include liability to third persons who are injured or suffer property damage by the actions of a person who was illegally furnished drugs or alcohol.

E. Enforcement

The College will impose disciplinary sanctions on students, visitors, and employees, who unlawfully manufacture, distribute, possess or use illegal drugs or alcohol in the workplace, on College property, or as a part of a College sponsored event. Violations of these standards of conduct can result in referral for criminal prosecution, satisfactory completion of an appropriate drug or alcohol rehabilitation program, and disciplinary action up to and including termination from employment, suspension, removal from housing or expulsion from the College.

Employees, including student employees, are required to notify their supervisor of a criminal conviction of a drug-related offense which occurred in the workplace no later than five (5) calendar days following the

conviction. Information related to the Drug and Alcohol Prevention program will be available for review in supervisory offices, Student Health Services, and Campus Security offices.

SEXUAL ASSAULT PREVENTION & RESPONSE

Sexual assault (rape) is a nonconsensual sexual act, in which the perpetrator uses force, manipulation or coercion. It is an act of aggression, violence and power. The perpetrator can be a stranger, a relative, an acquaintance, or a date. Although rape is usually a crime committed against women, it also happens to men.

Victims of sexual assault, or persons who have information regarding a sexual assault, are strongly encouraged to report the incident to the CSC Police Department immediately. It is the policy of the department to conduct investigations of all sexual assault complaints with sensitivity, compassion, patience, and respect for the victim. Investigations are conducted in accordance with guidelines established by the Oklahoma Penal Code, Code of Criminal Procedure and the Muskogee County District Attorney's Office.

All information and reports of sexual assault are kept strictly confidential. In accordance with the Oklahoma Code of Criminal Procedures, victims may use a pseudonym to protect their identity. A pseudonym is a set of initials, or a fictitious name, chosen by the victim to be used in all public files and records concerning the sexual assault. The victims of sexual assault are not required to file criminal charges or seek judicial actions through the college disciplinary process. However, victims are encouraged to report the assault in order to provide the victim with physical and emotional assistance. Information and assistance is available through the Student Counseling Service. If requested, these departments will assist the victim in contacting the CSC Police Department or appropriate law enforcement agency.

If you are the victim of a sexual assault:

A person who has been a victim of sexual assault should report the crime to the CSC Police and the local police. CSC provides support services for persons who have been victims of sexual assault. Staff will serve in an advocacy role and help refer individuals for appropriate medical, police, judicial and counseling assistance. Those who report a sexual assault will be advised of the importance of preserving evidence which may be necessary to provide proof for prosecution. Upon request, assistance will be provided in changing academic schedules and living arrangements, when reasonably available.

Procedures to follow:

- Dial: 911
- Seek Medical Attention
- CSC Police: 918-463-6375
- Do not throw any evidence of the crime away
- Leave the crime scene as it is
- Do not clean the crime scene up
- Do not shower or bathe
- Do not change clothes or wash the clothing

Preservation of Evidence.

Preserving DNA evidence is a key tool for law enforcement's investigation and prosecution of a sexual assault case. It is used to prove that a sexual assault occurred and to show that the defendant is the source of biological material left on the victim's body.

Victims should make every effort to save anything that might contain the perpetrator's DNA, therefore a victim should not:

- Bathe or shower
- Use the restroom
- Change clothes
- Comb hair
- Clean up the crime scene
- Move anything the offender may have touched

Even if the victim has not yet decided to report the crime, receiving a forensic medical exam and keeping the evidence safe from damage will improve the chances that the police can access and test the stored evidence at a later date.

Medical Services:

Medical facilities that are capable to render a sexual assault examination for the campus are available at:

**Muskogee Regional Medical Center
300 Rockefeller Dr.
Muskogee, OK 74401
918-682-5501**

Academic Schedule

Students who report that they are the victim of an alleged sexual offense may request, through the Vice President of Academic and Student Affairs, a change in their academic class schedule. This request shall be accommodated, providing the appropriate class sections are available.

Housing Students

Students, who report that they are the victim of an alleged sexual offense and reside in the apartments, may at their discretion request that the CSC Coordinator of Residential Life change their on campus residence assignment for security purposes. The CSC Coordinator of Residential Life shall make all reasonable efforts to accommodate the student based on the availability of housing units.

Sanctions for Sexual Assault Violations

Violators of any criminal offense, including sexual assault, shall be dealt with in accordance with the disciplinary process as outlined in the CSC Student Handbook and Staff Handbook. Sanctions following an appropriate disciplinary procedure shall include suspension from the college or termination of employment. Disciplinary procedures shall proceed regardless of possible or pending criminal actions.

Accuser and accused are entitled to same opportunities to have others present during a disciplinary proceeding. Accuser and accused will be informed of the outcome of any institutional disciplinary proceeding alleging a sex offense.

Sanctions that are available for cases involving sexual offenses are addressed in CSC Student Handbook.

ALLEGED VICTIMS OF CRIMES OF VIOLENCE OR NON-FORCIBLE SEX OFFENSES

CSC Police will, upon written request, disclose to the alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary hearing conducted by the college against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, CSC Police will provide the results of the disciplinary hearing to the victim's next of kin, if so requested.

SEX OFFENDER REGISTRATION

In accordance to the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, institutions of higher education are required to issue a statement advising the campus community where information about registered sex offenders may be obtained. It also requires sex offenders to provide notice to each institution of higher education at which the person is employed, carries a vocation or is a student.

In accordance with applicable state and federal laws, information about registered sex offenders in the Warner, Muskogee area and to the Oklahoma Department of Corrections sex offender index is available at:
http://docapp065p.doc.state.ok.us/servlet/page?_pageid=395&_dad=portal30&_schema=PORTAL30

Offenders, who are required to register under this statute and are employed, carry on a vocation, volunteer services or is a student attending Connors State College must register with the CSC Police Department.

Additional resources for gathering sex offender and sex crime data in the area:

CSC Police Department-918-463-6375
Warner Police Department-918-463-3911
Muskogee County Sheriff's Office – 918-687-0202
Muskogee Police Department –918-683-8000
Oklahoma Department of Corrections-405-425-2500

EMERGENCY NOTIFICATION AND EVACUATION PROCEDURES

Connors State College has implemented a comprehensive notification system, to provide prompt warning notifications and alerts of emergencies or threats to the campus community using a variety of methods including but not limited to: email notices; phone, cellular phone, text messages, emergency siren system, posters, college website notices, and other methods.

The College President, Departmental Supervisors, Chief of Campus Police, or police designee will notify the campus community of emergencies or crimes that have occurred and necessitate caution, evacuation, or other action on the part of students, employees, and campus visitors. The campus community will be “immediately” notified upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus unless the notification will compromise efforts to:

- Assist a victim,
- Contain the emergency,
- Respond to the emergency,
- Otherwise mitigate the emergency.

Who will be notified?

Given the size of our campuses, every member of the campus community will receive notifications when they are warranted, regardless of the location of the incident. While an incident may be contained within a specific segment of the campus, we feel notifying everyone enables everyone the opportunity to make appropriate decisions to protect their individual decisions. In the event a notification is necessary, the CSC Police Department, with input from the Emergency Operations Team will determine the content of the notification. At a minimum, each notification will describe the nature of the emergency, and steps the campus community should take to protect themselves.

An **Emergency Notification** is triggered by an event that is currently occurring on or imminently threatening the campus.

In the event of an actual emergency, the CSC Police Department will respond utilizing the “Emergency Notification System”. This system will provide prompt warning notifications and alerts of emergencies or threats to the campus community using a variety of methods including but not limited to: email notices; land-line phone, cellular phone, and text messages. In addition, the CSC Emergency Operations Team will also employ the campus posters, college website notices, and other methods of notification.

Confirmation of Emergency:

The CSC Police, and when applicable members of the CSC Emergency Operations Team, will confirm the weather-related emergency situations by monitoring weather information put out by local and national organizations, and/or through witnessing weather emergency first-hand (i.e. a tornado has been spotted). For other emergencies such as fire and imminent criminal threats, the College will assume any report made directly to the campus police department or any local law enforcement agency to be creditable and will act under the assumption that the reports are accurate.

Disseminating Information to the Larger Community:

Members of the larger community who are interested in receiving information about emergencies on campus should sign up for the emergency text message system, and monitor local television news reports.

Procedures for Testing Emergency Response and Evacuation:

The CSC Emergency Operations Team is responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. The College conducts several emergency response exercises each year, such as table top exercises, field exercises and tests of the emergency notification systems on campus.

In the event of a major incident, the CSC Police Department officers and their supervisors have received training in the National Incident Management System (NIMS), Incident Command System for responding to critical incidents on campus. First responders to the campus are usually the CSC Police, Warner Police Department, Muskogee County Sheriff’s Office and Warner Fire and Emergency Medical Services. Depending on the severity and nature of the

incident, other state and federal agencies could be involved. The specific organizational structure established for any given incident would be based upon the management needs of the incident. If one individual can simultaneously manage all major functional areas, no further organizational expansion is required. If one or more of the incident areas requires independent management, an individual is named to be responsible for that area.

An evacuation drill is coordinated by the CSC Police Department, the IT Department, members of the Emergency Operations Team, and the Director of Student Housing. Drills are performed each fall and spring semesters, for all residential facilities at the Connors State Warner campus. Thus, the emergency evacuation procedures are tested at least twice each year.

Students learn the locations of the emergency exits in the buildings and are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. CSC does not tell residents in advance about the designated long-term evacuations because those decisions are affected by the time of day, location of the building being evacuated, the availability of the various designated emergency gathering locations on campus, and other factors such as the location and nature of the threat. In both cases, CSC Police, Student Housing and CSC staff on the scene will communicate information to students regarding the developing situation or any evacuation status changes.

The purpose of the drills is to prepare building occupants for an organized evacuation in case of an emergency. At CSC, evacuation drills are used as a way to educate and train occupants on issues specific to their facility. During the drill, occupants “practice” drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the College an opportunity to test the operation of the emergency system components and to document the results. Any deficient procedures or equipment is noted, so that appropriate solutions and repairs can be performed. Students receive emergency information and procedures during their drill meetings.

Members of the college **Emergency Operations Team** include:

- CSC Police Department-----Ext.6375
- President of the College-----Ext.6214
- Vice President of Academic and Student Affairs-----Ext.6328
- Information Technology Department-----Ext.6223
- Public Relations-----Ext.6371

In an emergency situation time is of the essence. Report all emergencies to the CSC Police at 918-463-6375.

Evacuation Steps

Students, faculty and staff should follow the below steps when evacuating buildings:

1. Evacuate when prompted by continually sounding fire alarms or by an official announcement.
2. Be aware of and make use of designated primary and alternate evacuation routes.
3. Close classroom or office doors as you leave.
4. Leave the building in an orderly manner without rushing or crowding, do not use the elevator.
5. Provide aid to those who need it in an emergency evacuation situation.
6. Be aware of and follow instructions given by CSC Police and other officials. You may be asked to proceed on foot to designated areas or evacuate the campus entirely.
 - a. Always evacuate crosswind and/or upwind away from any emergency by a safe route.
 - b. Evacuate to at least 300 feet from the building and out of the way of emergency vehicles.
7. Report to emergency responders any individuals who have been injured or left behind.

8. Do not re-enter the building until all-clear is given by official announcement.

What is an evacuation emergency?

In most cases, evacuations apply only to the buildings that are immediately affected. In some cases, such as local terrorism, flooding or earthquake, the evacuation could apply to the entire campus. Some potential causes for emergency evacuations may include but are not limited to: a major fire or explosion, hazardous materials release, chemical/biological/radiological spill, structural failure, asbestos release, bomb threat, weapons, or an aircraft collision with a building.

Severe or Inclement Weather Procedures

Students, faculty and staff should follow the below procedures in the event of a severe or inclement weather warning:

1. Seek shelter immediately in designated areas.
2. If you're inside a building...
 - a. Go to the lowest level of the building, if possible.
 - b. Stay away from windows.
 - c. Go to an interior hallway.
 - d. Use arms to protect head and neck in a "drop and tuck" position.
3. If there is no time to get inside...
 - a. Lie in a ditch or low-lying area or crouch near a strong building.
 - b. Be aware of potential for flooding.
 - c. Use arms to protect head and neck in a "drop and tuck" position.
 - d. Use jacket, cap, backpack or any similar items, if available, to protect face and eyes.

Seeking Shelter: Tornadoes and Hazardous Material Releases

Tornado Procedures...

In the event of a tornado watch or warning, students, faculty and staff should take the following steps:

If a tornado is sighted near the college

1. Dial 911 from a campus phone or 918-463-9373 to report tornado sighting to the CSC Police.
2. Seek a safe shelter inside a building, in a ditch or beside an embankment.

If a tornado is imminent and near you...

1. Use interior hallways away from building's exterior windows as a tornado shelter.
 - a. Close all doors to rooms with exterior windows.
 - b. Avoid all windows and other glassed areas.
 - c. Avoid the most dangerous locations of a building, usually along south and west sides and at corners.
2. Protect yourself by going into a "drop and tuck" position.

Hazardous Material Procedures

Students, faculty and staff should observe the following steps in the event of a hazardous material release on campus:

1. You will receive a shelter-in-place announcement.
2. Immediately move indoors.
3. Close all windows and doors to shelter and seal as best you can, using towels, clothes or paper.
4. If there appears to be air contamination within the shelter, place a paper mask, wet handkerchief or wet paper towel over the nose and mouth for temporary respiratory protection.
5. Continue to follow the instructions given by the response authorities.

When else is it important to seek shelter?

The procedures described above for tornadoes and hazardous material releases are known as "**shelter-in-place**" procedures.

Sheltering-in-place is the use of any classroom, office or building for the purpose of providing temporary shelter. Shelter-in-place procedures are internationally recognized as standard practices of providing shelter for any of the following reasons: a chemical truck overturning, tornado, chemical train derailment, chemical facility accident, pipeline

rupture, terrorist attack, release of biological agents, release of chemical agents, drilling accident, hazardous materials release, or radiological release.

CRIME LOG

The CSC Police Department maintains a Crime Log at each campus, and includes summary information about crimes and reports taken by the college police. Crime log entries include all crimes reported to the campus police for the required geographic locations, not just *Clery Act* crimes.

An entry, an addition to an entry or a change in the disposition of a complaint, must be recorded within two business days of the reporting of the information to the CSC Police Department. Also, log entries older than 60 days can be obtained by request within 2 business days of request.

Anyone with information warranting a timely warning should report the circumstances to the CSC Police by telephone at 918-463-6375. The circumstances may also be reported in person at the following locations.

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

MISSING STUDENT NOTIFICATION

The purpose of this policy is to establish procedures for the Connors State College (CSC) resident campus community regarding reporting, investigation, and required emergency notification when a student living in CSC Student Housing ("Resident Student") is deemed to be missing.

I. Notification of Policy

1. Information about Connors State College Missing On-Campus Resident Student Policy will be posted on the CSC website. Furthermore, students will be informed of the policy in the student handbook, during Student Housing mandatory meetings, and in an insert to be placed in the Student Housing contract.

II. Procedures for Designation of Emergency Contact Information

1. Students age 18 and above and emancipated minors

a. Resident Students will be given the opportunity during move-ins to designate an individual or individuals to be contacted by the college no more than 24 hours after the time that the student is determined to be missing in accordance with the procedures set forth below. A designation will remain in effect until changed or revoked by the student.

2. Students under the age of 18

a. In the event a Resident Student who is under 18 is determined to be missing pursuant to the procedures set forth below, the college is required to notify a custodial parent or guardian no more than 24 hours after the student is determined to be missing in accordance with the procedures set forth below.

III. Procedures for Reporting and Investigating Suspected Missing Resident Students

1. Any college employee who receives a report that a student is missing, or has independent information that a student is missing, must immediately report the information or evidence to the Connors State College Office of Residential Life. Upon receiving the initial report, the staff from Residential Life will determine whether the student is a Resident Student. If the missing student is not a Resident Student, the appropriate law enforcement agency will be notified.

2. The report of a missing Resident Student is initiated when the Residential Life Staff are notified of or become aware of a missing Resident Student. Upon notification, the Residential Life Staff will complete the Missing Resident Student form. The following procedures will be used by the Residential Life Staff to conduct a preliminary investigation regarding any report of a missing Resident Student:

- a. A Residential Life Staff member will attempt to contact the subject Resident Student via his/her telephone, email, or social networking site.
- b. If the subject Resident Student cannot be reached, two staff members will visit the residence of the Resident Student to verify his/her whereabouts and/or wellness. If the student is located, the Residential Life Staff may deliver a message to the student requesting that he/she contact a parent, family member, or friend who is searching for him/her
- c. If the missing Resident Student is not at the residence, but it is occupied, the Residential Life Staff will attempt to gain information on the student's whereabouts and/or wellness from questioning the occupants of the residence, other members of the housing community, or other friends. The Residential Life Staff will also attempt to acquire additional contact information and use it to initiate contact.
- d. If there is no response when the Residential Life Staff members knock on the door of the residence or there are occupants who do not know the missing Resident Student whereabouts, the Residential Life Staff will enter the residence and individual room assigned to the reported missing Resident Student, by key if necessary, to perform a health and safety inspection.
- e. At any step in the process, the Director of Residential Life/Designee will immediately report any suspicious findings to CSC Campus Police and the Vice President for Academic Affairs.
- f. If all of these steps do not provide Residential Life Staff with an opportunity to speak with the missing on-campus student or to learn his/her whereabouts, the CSC Campus Police will be contacted to investigate further.
- g. If the missing Resident Student is determined to be under the age of eighteen, contact will be made with the student's parents within 24 hours. If the missing Resident Student is determined to be over the age of eighteen, contact will be made with the student's designated emergency contact within 24 hours.
- h. If these steps provide the Residential Life Staff with an opportunity to speak with the missing Resident Student, verification of the student's state of health and intention of returning to campus is made. The Office of Residential Life shall contact CSC Campus Police and the Vice President for Academic Affairs to document that a missing student investigation was begun and apprise them of the student's state of health and well-being.

SECURITY AND ACCESS TO CAMPUS FACILITIES

During business hours, Connors State College will be open to students, faculty, staff and visitors. During non-business hours access to all college facilities will be by key. CSC employees will be admitted into a building after hours, on weekends and during holidays and the authorized CSC employees must not allow non-authorized individuals to enter the building. In case of periods of extended closing, the College will admit only those with a key.

As a means of crime prevention the CSC Police may request to see a CSC Identification Card. Upon this request a CSC Identification Card must be produced. If a person does not have authorized access, the CSC Police will request the person to leave the premises. Some facilities may have varied hours of operation and in these cases the facilities will be secured according to the posted schedules.

The department with varied hours will be responsible for securing these facilities. Emergencies may necessitate changes or alterations to the building posted opening and closing schedule. The CSC apartments will be secured through a specialized key process that is issued only by the CSC Housing Office.

LOST AND FOUND

Lost and found items are turned over to the College police department or campus official, who will make every effort to return the items to the owner. If an owner cannot be contacted, the property will be held for 60 days. After 60 days unclaimed property will be disposed of at the discretion of the Chief of Police or campus authority.

OFFENSE DEFINITIONS

Offense Definitions

Murder and Non-Negligent Manslaughter – the willful (non-negligent) killing of one human being by another.

Negligent Manslaughter - the killing of another person through gross negligence.

Sex Offenses, Forcible - any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent. There are four types of forcible sex offenses:

Forcible Rape is the carnal knowledge of a person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or because of his/her youth). This offense includes the forcible rape of both males and females.

Forcible Sodomy is oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

Sexual Assault With an Object is the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or

not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. An object or instrument is anything used by the offender other than the offender's genitalia. Examples are a finger, bottle, handgun, stick, etc.

Forcible Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity. Forcible fondling includes "indecent liberties" and "child molesting."

Sex Offenses, Non-forcible - incidents of unlawful, non-forcible sexual intercourse. Only two types of offenses are included in this definition:

Incest is non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape is non-forcible sexual intercourse with a person who is under the statutory age of consent. If force was used or threatened, or the victim was incapable of giving consent because of his/her youth, or temporary or permanent mental impairment, the offense should be classified as forcible rape, not statutory rape.

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.

Aggravated Assault - an unlawful attack by one person upon 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 by means likely to produce death or great bodily harm.

Burglary - the unlawful entry of a structure to commit a felony or a theft. The UCR classifies offenses locally known as Burglary (any degree); unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts at these offenses as Burglary.

Motor Vehicle Theft - the theft or attempted theft of a motor vehicle.

Arson - any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Hate Crimes - any of the aforementioned offenses, vandalism, larceny and any other crime involving bodily injury 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.

Categories of bias are:

Race. A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity which distinguish them as a distinct division of humankind (e.g., Asians, blacks, whites).

Gender. A preformed negative opinion or attitude toward a group of persons because those persons are male or female. Gender bias is also a Clery Act specific term, not found in the FBI's Hate Crime Data Collection Guidelines.

Religion. A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, atheists).

Sexual orientation. A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex (e.g., gays, lesbians, heterosexuals).

Ethnicity/national origin. A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g., Arabs, Hispanics).

Disability. A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age or illness.

Liquor Law Violations - the violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.

Drug Law Violations - the violation of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use; the unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance.

Weapons Law Violations - the violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices or other deadly weapons.

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.

Generally, stalking would include two or more acts which would cause significant mental suffering or anguish which may, but do not have to, require medical or other professional treatment or counseling.

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

- Length of the relationship
- The type of relationship
- 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 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,
- 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 threats of actions that influence another person.

GEOGRAPHIC DEFINITIONS

Geographic Definitions

On Campus

Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

Any building or property that is within or reasonably contiguous to paragraph (1) of this definition, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as a food or other retail vendor).

Non Campus Building or Property

Any building or property owned or controlled by a student organization that is officially recognized by the institution; or

Any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably

Public Property

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

contiguous geographic area of the institution.

CRIME STATISTICS

2013 crime statistics may be viewed at:

<http://connorsstate.edu/security/crime-statistics/>

2013 CONNORS STATE CAMPUS CRIME STATISTICS

CLERY ACT CRIMES (GROUP A)	TOTALS	ON CAMPUS	ON CAMPUS HOUSING	ADJACENT PUBLIC PROPERTY	NON-CAMPUS PROPERTY OR BUILDING	# CLASSIFIED AS HATE CRIME IN GROUP A
MURDER/NON- NEG.MANSLAUGHTER	0	0	0	0	0	0
NEG. MANSLAUGHTER	0	0	0	0	0	0
SEX OFFENSES-FORCIBLE	0	0	0	0	0	0
SEX OFFENSES-NON FORCIBLE	0	0	0	0	0	0
ROBBERY	0	0	0	0	0	0
AGG. ASSAULT	0	0	0	0	0	0
BURGLARY	0	0	0	0	0	0
MOTOR VEHICLE THEFT	0	0	0	0	0	0
ARSON	0	0	0	0	0	0

HATE CRIME ONLY (GROUP B)	TOTALS	ON CAMPUS	ON CAMPUS HOUSING	ADJACENT PUBLIC PROPERTY	NON CAMPUS PROPERTY OR BUILDING
LARCENY-THEFT	0	0	0	0	0
SIMPLE ASSAULT	0	0	0	0	0
INTIMIDATION	0	0	0	0	0
DESTRUCTION/DAMAGE/VANDALISM	0	0	0	0	0

HATE CRIMES GROUP A- Instances of Hate Crime appearing in Group A are those that fall within the standard list of Clery Crimes

HATE CRIMES GROUP B- Instances of Hate Crime appearing in Group B are those that occurred in additional crime categories modified under HEOA 2008, effective August 14, 2008. (20 USC 1092 (f)(1)(F)(ii))

Statistics noted in Group A and Group B have been consolidated in the table below and appear as the total numbers of offenses classified as "Hate Crimes" by Bias Category.

BIAS CATEGORY 2013-CSC CAMPUS

RACE	GENDER	RELIGION	SEX.ORIENTATION	ETHNICITY	DISABILITY	TOTALS
0	0	0	0	0	0	0

BIAS CATEGORY 2012-CSC CAMPUS

RACE	GENDER	RELIGION	SEX.ORIENTATION	ETHNICITY	DISABILITY	TOTALS
0	0	0	0	0	0	0

BIAS CATEGORY 2011-CSC CAMPUS

RACE	GENDER	RELIGION	SEX.ORIENTATION	ETHNICITY	DISABILITY	TOTALS
0	0	0	0	0	0	0

ARRESTS AND REFERRALS FOR	TOTALS	ON CAMPUS		ON CAMPUS HOUSING		ADJACENT PUBLIC PROPERTY		NON CAMPUS BUILDING OR PROPERTY	
		ARREST	REFERRAL	ARREST	REFERRAL	ARREST	REFERRAL	ARREST	REFERRAL
ILLEGAL WEAPONS	0	0	0	0	0	0	0	0	0
DRUG LAW VIOLATIONS	7	1	6	1	6	0	0	0	0
LIQUOR LAW VIOLATIONS	53	1	52	1	52	0	0	0	0

3 YEAR COMPARISON - CSC CAMPUS

CLERY CRIMES	YEAR	TOTALS	ON CAMPUS	ON CAMPUS HOUSING	ADJACENT PUBLIC PROPERTY	NON CAMPUS PROPERTY OR BUILDING	# CLASSIFIED AS HATE CRIME IN GROUP A
MURDER/NON NEG. MANSLAUGHTER	2013	0	0	0	0	0	0
	2012	0	0	0	0	0	0
	2011	0	0	0	0	0	0
NEG.MANSLAUGHTER	2013	0	0	0	0	0	0
	2012	0	0	0	0	0	0
	2011	0	0	0	0	0	0
SEX OFFENSES FORCIBLE	2013	0	0	0	0	0	0
	2012	0	0	0	0	0	0
	2011	0	0	0	0	0	0
SEX OFFENSES NON FORCIBLE	2013	0	0	0	0	0	0
	2012	0	0	0	0	0	0
	2011	0	0	0	0	0	0
ROBBERY	2013	0	0	0	0	0	0
	2012	0	0	0	0	0	0
	2011	0	0	0	0	0	0
AGG. ASSAULT	2013	3	2	0	0	1	0
	2012	0	0	0	0	0	0
	2011	0	0	0	0	0	0

BURGLARY	2013	3	2	1	0	0	0
	2012	3	2	1	0	0	0
	2011	5	5	5	0	0	0
MOTOR VEHICLE THEFT	2013	0	0	0	0	0	0
	2012	0	0	0	0	0	0
	2011	0	0	0	0	0	0
ARSON	2013	0	0	0	0	0	0
	2012	0	0	0	0	0	0
	2011	0	0	0	0	0	0

Dating Violence	2013	0	0	0	0	0	0
	2012	0	0	0	0	0	0
	2011	0	0	0	0	0	0
Domestic Violence	2013	1	0	1	0	0	0
	2012	0	0	0	0	0	0
	2011	0	0	0	0	0	0
Stalking	2013	0	0	0	0	0	0
	2012	0	0	0	0	0	0
	2011	0	0	0	0	0	0



Annual Fire Safety Report on Student Housing

Higher Education Campus Fire Safety Standards and Measures

Connors State College Police Department

Address:	700 College Rd. Warner, OK
Telephone:	918-463-6375
Emergency Number:	Dial 9-911 From Campus Phone
	Dial 911 From Cellular Phone
Website:	http://connorsstate.edu/security/
Police Chief:	James Mendenhall
Email:	James.Mendenhall@connorsstate.edu

The Fire Safety Report
Is
Published Annually By the Connors State College Police Department



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In accordance with the guidelines established by Connors State College, and pursuant to the federal law 34 CFR 668.49(b), all currently enrolled students, campus employees and all prospective students and prospective employees of Connors State College are entitled to request and receive a copy of the Annual Campus Fire Safety Report.

The report contains statistics about the number of fires in on-campus housing, the cause of each fire, the number of injuries and deaths, and the value of property damaged. The report also includes a description of fire systems, the number of fire drills, evacuation procedures, education and training programs, future plans for fire safety improvements, and the institutions policies on appliances, smoking, open flames, and other potential hazards.

All students enrolled at Connors State College will receive notification through electronic mail and student portals featuring the exact website address for the current Fire Safety Report. Faculty and staff will also be notified electronically through the **CSC Emergency Alert** email system. Additional notices will be posted in common areas in campus buildings that are frequented by faculty, staff, students and visitors.

Copies of this report may be obtained in person from the CSC Police Department or on-line at the Police Department's website under the link "Annual Fire Report" located at:
<http://connorsstate.edu/security/resources/>

You may also request that a copy be sent to you via E-mail or U.S. Postal mail by contacting the Connors State College at 918-463-2931 or the CSC Police Department at 918-463-6375 during normal business hours, 8AM - 5PM, Monday thru Friday. Copies may also be requested from CSC Student Housing at 918-463-6245.

"NOTICE"
OF THE ANNUAL CLERY CAMPUS SECURITY REPORT

In accordance with the guidelines established by Connors State College, and pursuant to the federal law identified as the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act", all currently enrolled students, campus employees and all prospective students and prospective employees are entitled to request and receive a copy of the Annual Campus Security Policy and Campus Crime Statistics Report.

The report contains statistics about certain specified crimes and related incidents that have been reported to the Connors State College Police Department and other Campus Security Authorities over the past three years. All incidents contained within the report have either occurred on-campus, in off-campus buildings, or on or near property owned or controlled by Connors State College.

The report also contains policies and practices pertaining to campus security, crime reporting, alcohol and drugs, victims' assistance programs, student discipline policies, campus security resources, community safety alerts, crime prevention, access to campus facilities and properties, missing student notification policies and personal safety tips.

The CSC Police Department encourages the reporting of all criminal offenses and campus safety and security concerns, and provides information in this report about how and to whom to report crimes.

All students enrolled at Connors State College will receive notification through electronic mail and online student portals featuring the exact website address for the current Campus Crime Report. Faculty, staff and parents of students can receive additional information through the college website.

Copies of this report may be obtained in person from the Connors State College Police Department or on-line at: <http://connorsstate.edu/security/resources/>

You may also request that a copy be sent to you via E-mail or U.S. Postal mail by contacting the CSC Police Department during normal business hours, 8AM -5PM, Monday thru Friday at 918-463-6375. Copies may also be requested from CSC Student Housing at 918-463-6245.

1. INTRODUCTION

The Campus Fire Safety Right-to-Know Act became federal law with the passage of the Higher Education *Opportunity Act of 2008*.

The new law requires colleges and universities that maintain on-campus housing facilities to compile an annual fire safety report that gives students, parents and the public current information about fires in on-campus housing. Colleges are also required to maintain a fire log that captures specific information about fires that occur in on-campus housing. The log is required to include the date, time, and cause of each fire as well as well as the number of injuries requiring treatment, the number of deaths and the value of property damage associated with each fire.

2. FIRE AND LIFE SAFETY PROGRAM

The health and safety of all college employees, students and visitors to our campus is of paramount importance to everyone working and learning at the college. This concern for safety mirrors the character and strength of CSCs commitment to its academic mission.

Staff, faculty, students and visitors play an important role in assuring campus safety; they must do what they can to protect themselves and others within the college community and respond appropriately to all emergencies. Employees must avail themselves of information pertaining to the safe conduct of their work, regardless of setting. Students must also participate in fire and life safety programs and respect the safety of others.

The CSC Fire and Safety Program, which is made available to all faculty, staff, students and visitors, contains policies and procedures that, when implemented and maintained, will satisfy the code and legal obligations of the college, help satisfy insurance requirements, prevent loss of life, reduce injury and reduce property damage due to fire and fire related emergencies.

The program is based on state and local regulations, National Fire Protection Association guidelines and Safety Code requirements. The program provides roadmaps for fire safety surveys of buildings, fire extinguisher maintenance, and fire safety related training. This training is scheduled for all resident attendants each semester and is available to any campus department upon request.

To obtain a complete copy of the Connors State College Fire and Safety Program, please visit:

<http://connorsstate.edu/security/resources/>

3. FIRE SAFETY POLICY and STUDENT HOUSING INSPECTION

It is the practice and policy of Connors State College to provide a resident apartment lifestyle on campus that is safe, comfortable and conducive to an overall positive resident-life experience.

Inspections:

1. Inspections of all campus housing facilities will be conducted periodically to assess safety hazards, potential security problems, and overall sanitation and general repairs.

2. The College reserves the right to enter any on-campus housing unit or facility to search or inspect anytime. This includes times when residents may or may not be present.

3. Residents will be fined for any items of food left in their room/unit either after the resident clears campus, or after the resident vacates his/her housing unit for any reason, or after the end of every semester.

- All electrical appliances must bear Underwriters Laboratory (UL) certification or an equivalent Certification label. Due to limitations of the electrical systems in the residence apartments, microwave ovens may not operate satisfactorily, especially if operated with other electrical appliances.
- Televisions, stereos, radios, desk lamps or electric blankets are permitted provided the total electrical requirements do not exceed the capability of the system and the equipment is in safe operating condition
- No outside antennas of any type are permitted.
- Christmas Trees represent a fire hazard, especially when decorated with lights: therefore, all Christmas Trees must be approved by housing supervision.

Possessions of the following items are violations of Fire Safety Policy:

- Candles and Incense
- Any source of open flame
- Lighter Fluids/ Flammable Fuels
- Fireworks
- Space Heaters
- Open Faced Electrical Appliances
- Tanning Beds
- Halogen Lamps
- Sun Lamps
- Waterbeds
- Portable Air Conditioner

4. SMOKING POLICY

In Compliance with the executive order 2012-01, signed by Governor Mary Fallin, Connors State College and all properties owned, or contracted by the State of Oklahoma will be tobacco free by July 1, 2012

5. FIRE SAFETY EQUIPMENT ABUSE

Besides being an annoyance, a false fire alarm can endanger lives. Tampering with a fire alarm system or fire extinguishers, misuse or tampering with sprinkler systems and other fire safety equipment is a violation of Oklahoma law and the CSC Student Code of Conduct. Anyone unnecessarily setting off or tampering with a fire alarm system, sprinkler system or fire extinguisher will be subject to judicial action, financial responsibility and/or referral to the civil authorities for prosecution under Oklahoma law (or all three). Revocation of housing contracts, removal from the residence halls and loss of housing fees will also be considered.

6. FIRE ALARM and EVACUATION INSTRUCTIONS

It is the policy of CSC that upon activation of an automatic alarm, all campus community members will evacuate by the nearest exit.

Residents should immediately do the following when the fire alarm sounds:

- Put on coat and shoes when possible
- Close and lock your door and take your room key
- Take a large, damp bath towel with you if possible. If smoke is present, cover your mouth and nose.
- Evacuate the building using the most expedient method (Note: Do not use elevators)
- Proceed immediately and in an orderly manner to designated exits
- Avoid moving toward open flame or heavy smoke if possible
- In case of inclement weather, proceed to the lobby of the nearest building or residence hall
- Account for your friends and roommates
- Follow instructions from all emergency personnel, including fireman and police
- Do not re-enter the building until the "all clear" is sounded

7. FAILURE TO EVACUATE

Failure to evacuate the building during a fire alarm can cause harm to the individual as well as fire safety personnel if a rescue is needed. Failure to evacuate during a fire alarm will result in judicial action, possible monetary fines, and could result in arrest for violation of applicable laws.

8. FIRE DRILLS

For the protection and safety of residents, **four** fire drills are held every year. Please read the fire safety information posted in the student housing manual and become familiar with evacuation routes. Cooperation is expected at all times. All individuals must evacuate immediately when an alarm sounds. Failure to comply will result in judicial proceedings and possibly monetary assessment or revocation of housing privileges.

9. DID YOU KNOW?

Between 2004-2008 U.S. fire departments responded to an estimated annual average of 3,800 structure fires in dormitories, fraternities, sororities, and barracks that resulted in 7 civilian deaths, 54 civilian fire injuries, and \$29.4 million in direct property damage, annually. These fires were most common during the evening hours between 5 p.m. and 11 p.m., and on weekends. The leading causes of these fires were **smoking, cooking accidents, improper trash disposal, malfunctioning heating and electrical equipment.**

(Source: U.S. Fire Administration Nation Fire Incident reporting System)

For more information about College Campus Fire Safety, including national statistics and fire safety tips, please visit the following websites:

<http://www.nfpa.org>
<http://www.nfpa.org/assets/files//PDF/Public%20Education/Campussafety.pdf>
<http://www.usfa.dhs.gov>

10. TO REPORT A FIRE

CSC is required by law to disclose statistical data on all fires that occur in “on campus” student housing facilities. Listed below are the emergency and non-emergency numbers to call to report a fire that is occurring or has occurred please contact one of the following:

Fire Emergency -----911
CSC Police Department -----918-463-6375
CSC Housing Supervisor -----918-463-6376

11. FUTURE IMPROVEMENTS IN FIRE SAFETY

Connors State College uses the National Incident Management System (NIMS). The adoption of NIMS will improve the College’s response to emergencies.

12. HOUSING SAFETY INSPECTION PROGRAM

The Coordinator of Housing and Resident Manager’s perform bi-weekly safety inspections. The inspections are conducted at each residence that is being occupied. The Inspection focuses on living areas, stairways and exits.

13. HOUSING SAFETY SYSTEMS

The Student Housing Systems include several safety systems including fire alarms, audible alerts, strobe alerts, smoke detection devices, fire extinguishers, fire doors and pull stations.

**2013
STUDENT HOUSING
SAFETY SYSTEMS**

	Fire Alarm Systems	Audible Alert	Strobe Alert	Smoke Detection Devices	Pull Station	Fire Doors	Fire Extinguishers	Fire Drill Conducted Each Sem.
Millers Crossing	X	X	X	X	X	X	X	2
McClarren Hall	X	X	X	X	X	X	X	2

2013 Fire Statistics

	Total Fires	Injuries	Deaths	Value of Loss
Housing	0	0	0	0

CSC Fire Summary

	2011				2012				2013			
Name of Facility	Fires	Injuries	Deaths	Cause	Fires	Injuries	Deaths	Cause	Fires	Injuries	Deaths	Cause
CSC Housing	0	0	0	0	0	0	0	0	0	0	0	
Total	0	0	0	0	0	0	0	0	0	0	0	

14. FIRE LOG

CSC maintains a "Fire Log" for public inspection. The Log includes the date a fire was reported, the nature of the fire, the date and time of the fire and the general location of the fire. The log is located at the CSC Police Department- Rt.1 Box1000 Warner, OK 74469.