

## CAMPUS SECURITY POLICY

Eastern Oklahoma County Technology Center (EOCTC) understands its responsibility to provide a safe and secure learning environment and workplace. EOCTC is committed to social justice and the well-being of the total community, as indicated by its educational offerings and open-door policy. The maintenance of a crime-free campus is part of this commitment.

### **History and Purpose**

In April 1986, Jeanne Clery was a 19-year old and was a freshman attending a 4-year university. She was raped and murdered in her dorm room. Her assailant, who is spending life behind bars without parole, was also a student at the school whom Jeanne did not know prior to the attack. Her parents were alarmed by the lack of information provided students and families about the rapid increase of violent and non-violent incidents on campuses. They realized that while crimes were being reported to campus authorities, administrators often failed to provide adequate warnings about those incidents. There were no uniform laws mandating them to do so at that time.

In 1990, Congress approved the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 (aka Clery Act) and the Student-Right-To-Know Act. Later renamed in Jeanne Clery's memory, the Clery Act took effect in 1991. **It requires colleges and universities to disclose their security policies, keep a public crime log, publish an annual crime report and provide timely warnings to students and campus employees about a crime posing an immediate or ongoing threat to students and campus employees. The law also ensures certain basic rights for victims of campus sexual assaults and requires the U.S. Department of Education to collect and disseminates campus crime statistics.**

The new Violence Against Women Reauthorization Act of 2013 (aka VAWA) requires institutions to compile additional statistics for incidents of domestic violence, dating violence, sexual assault, and stalking, and to include certain policies, procedures, and programs pertaining to these incidents in their Annual Security Report (ASR). Finally, this report outlines drug and alcohol policies, and sex offense and offender policies.

### **EOCTC Campus**

Institutions must disclose statistics for *Clery Act* crimes that occur: (1) on campus; (2) in or on a non-campus building or property; and (3) public property. EOCTC's "Clery Geography" includes the "on campus" and "public property" areas. The "on campus" property includes a fence around the southern, western and northern boundaries. The street (Choctaw Road) is the eastern boundary is considered as public property. The "on campus" definition includes the Main Campus Building, the Adult Day Services Building, the Business Development Center, the Public Services Building, and the fire training facilities located behind the Public Services Building. The building on Westminster owned by EOCTC does not currently meet any of the Clery geography definitions.

### **Campus Security Authorities (CSAs)**

EOCTC utilizes specially-trained School Resource Officers from the Oklahoma County Sheriff's Department. These officers are sworn deputies with full arrest authority as provided by Oklahoma state statutes. Resource Officer is on campus during daytime hours of operation.

The Resource Officer keeps the Daily Crime Log and the Director of Instructional Services reports the statistics for reported crimes in the "Clery geography" in the Annual Security Report (ASR) and in the annual Web-based data collection.

A CLEET-certified security officer will be on duty for night classes from 5:00 p.m. to 10:00 p.m. These security officials report to the Assistant Superintendent.

In addition to the Resource Officer and Security Officer, the following individuals have significant responsibility for student and campus activities and are considered as "Administration":

- School Resource Officer (daytime) 390-5330
- Security Officer (evenings) 390-9591
- Director of Community Outreach & Communications 390-5326
- Director of Educational Services 390-5304
- Director of Instructional Services 390-5309
- Director of Business & Industry Services 390-6606
- Business Manager 390-6603

- Assistant Superintendent 390-6610
- Superintendent 390-6604

### **Reporting Emergencies**

EOCTC encourages all persons on campus to promptly report any emergency condition as quickly as possible. If the situation requires outside resources such as EMS or Fire Department response, **first call 9-1-1 to reach the local emergency operations center**. Notifying 9-1-1 expedites emergency services reaching the campus.

Then, notify someone in Administration. Notifying Administration sets into motion internal procedures that help guide outside resources to the emergency in a timely manner.

### **Reporting Criminal and Alleged Criminal Activities**

EOCTC encourages all persons on campus to promptly report all criminal activity or suspected criminal activity as quickly as possible.

Such reports should be made to the School Resource Officer, or to someone in Administration. Phone numbers to reach these officials are located in the Campus Security Authorities section above.

If a forcible or non-forcible sex offense or rape occurs, persons involved should report immediately to the Assistant Superintendent or the Director of Instructional Services located in the Main Building. The law enforcement officials will then be contacted. Upon completion of a full investigation, students will receive on-campus counseling with referral to community services on an as-needed basis.

Criminal incidents and alleged criminal incidents that are reported to the Resource Officer are recorded in a Daily Crime Log. The Daily Crime Log includes: the nature of the incident; case number date/time reported; date/time occurred; general location; and disposition/resolution. The Clery Act requires the confidentiality

To report a crime confidentially, students and employees may contact the Director of Instructional Services at (405) 390-5309, and email the Resource Officer at [report@eoctech.edu](mailto:report@eoctech.edu).

Criminal activity that does not warrant a timely warning or outside resources should be reported to anyone in Administration. Administration will analyze and investigate the incident and then report to the appropriate local authorities, if warranted. The law enforcement agencies will then gather information and make an official report.

### **Access Control & Building Security**

EOCTC uses a combination of physical security and electronic security to secure buildings, classrooms, labs and offices. Generally, these tasks are performed by a CLEET-certified Security Officer who will be on duty for night classes, is under the direction of the Director of Operations or the Assistant Superintendent. In addition, EOCTC employees are issued keys that provide them access to the areas that they are required to be in to perform their duties.

No building keys will be issued to students nor will employees loan building keys to a student or a non-employee. Employees are encouraged to check in with the building security personnel if they are going to be in the building after normal working hours. Students may be authorized to be in the building after normal hours if under the direct supervision of a faculty member or other employee.

### **Law Enforcement Agency Cooperation**

EOCTC also maintains an open working relationship with the local law enforcement including the Choctaw Police Department and the Oklahoma County Sheriff's Department. The Resource Officer requests crime statistics annually from the both of these law enforcement agencies. Any information reported is kept in the Resource Officer's files.

### **Counseling and Confidential Crime Reporting**

Student Services and the Academic Center offer a variety of services to facilitate student development in the academic, career, and personal/social areas. The staff includes a certified and licensed professional counselor. Services include community referrals and crisis intervention.

All information disclosed to counselors is confidential with the exception of immediate threat of serious or foreseeable harm to self or identified others or court ordered disclosure. Students are encouraged to report crimes and threats to an Administrator and Resource Officer. All instructors are also trained in this process. Students are informed of the process during Student Orientation in August and January each school year.

### **Crime Prevention Education**

Students are informed about crime prevention during New Student Orientation. Information will also be given in the

Student Handbook about where to obtain that information. EOCTC has initiated several practices aimed at reducing and preventing campus crime. Such notable efforts include: (1) Building and parking lot monitors; (2) Student assemblies; (3) Employee in-service; (4) a School Resource Officer; and (5) Accessibility to alcohol and drug counseling from a local agency.

#### **Monitoring Off-Campus Criminal Activity**

At this time, EOCTC has no identified off-campus student locations related to student organizations or off-campus student housing. EOCTC does not actively monitor criminal activity involving students that occurs off-campus. However, if information is brought to the attention of EOCTC personnel, then appropriate action will be taken in accordance with the Student Handbook.

#### **Registered Sex Offender**

EOCTC policy requires applicants for admission to report felony convictions or dismissals from another educational institution for disciplinary reasons.

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

- (1) enrolls as a full-time or part-time student,
- (2) is a full-time or part-time employee at an institution of higher learning, or
- (3) resides or intends to reside or stay on any property owned or controlled by the institution of higher learning.

#### **Oklahoma School Law Section 1118 – School Safety Zones**

This law defines a 500-foot “School Safety Zone” around elementary, junior high and high schools, permitted or licensed child care centers, playgrounds and parks. A person who has been convicted of a crime that requires them to register pursuant to the Sex Offender Registration Act is prohibited from loitering inside the School Safety Zone except when they are the custodial parent or legal guardian of a child who is an enrolled student at the school and the person is enrolling, delivering or retrieving such child at the school or for school-sanctioned extracurricular activities.

Based on these statutes, EOCTC prohibits registered sex offenders from attending daytime classes on any campus with high school or day care students. For evening adult education classes, enrollment decisions are made on a case-by-case basis.

#### **Missing Student**

EOCTC does not have student residential housing. Any report of a missing student or employee will be immediately referred to the Choctaw Police Department (CPD). EOCTC officials and security will assist the CPD when possible in their investigation.

#### **Reporting the Annual Security Report and Campus Crime Statistics**

All current students and employees will be emailed a PDF of the 2019-2020 Student Handbook, which includes the Annual Security Report & Campus Crime Statistics as reported on October 1<sup>st</sup> of each year, along with the Drug and Alcohol Abuse Prevention and Education information. The email will be set up to receive a “Return Receipt” to document receipt of the email. Current employees will also sign off on an acknowledgement receipt as part of their online contract renewal documentation.

Prospective students will receive a notice informing them that the Annual Security Report & Campus Crime Statistics, and the Drug and Alcohol Abuse Prevention and Education information is available to them upon request. Prospective employees will receive the same notice that will appear in the instructions to them when completing the online employment application.

The Director of Instructional Services prepares the Annual Security Report (ASR) in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics. The Crime Statistics Report can be located in the tables below. The data is also available at the following website: <https://ope.ed.gov/campussafety/#/institution/details>. Enter “Eastern Oklahoma County Technology Center” in the Name field and click on Continue to see the report.

The following section contains information on crimes and incidents occurring during the past 3 calendar years at EOCTC concerning the number of each of the crimes that occurred on or within its Clery geography, and that are reported to local police agencies or to a Campus Security Authority. Definitions of the terms used in these tables are listed following these statistics.

<b>STATISTICAL SUMMARY – ON CAMPUS</b>			
<b>On Campus</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Criminal Homicide on Campus:			
Murder and Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses:			
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Number of Arrests:			
Illegal Weapons Possession	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Referrals for Disciplinary Actions:			
Illegal Weapons Possession.	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
<b>STATISTICAL SUMMARY – PUBLIC PROPERTY</b>			
<b>Public Property</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Criminal Homicide on Public Property:			
Murder and Non-Negligent Manslaughter	0	0	0
Negligent Manslaughter	0	0	0
Sex Offenses on Public Property:			
Rape	0	0	0
Fondling	0	0	0
Incest	0	0	0
Statutory Rape	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Burglary	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Number of Arrests:			
Illegal Weapons Possession	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0
Referrals for Disciplinary Actions:			

Illegal Weapons Possession	0	0	0
Drug abuse violations	0	0	0
Liquor law violations	0	0	0

**OCCURRENCES OF HATE CRIMES – ON CAMPUS**

Hate Crimes – On Campus	2019 Total	Category of Bias for Hate Crimes Reported in 2019							
		Race	Gender	Gender Identity	Religion	Sexual Orient.	Disability	Ethnicity	Nat'l Origin
Criminal Homicide on Campus:	0	0	0	0	0	0	0	0	0
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses:	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/Vandalism of Property	0	0	0	0	0	0	0	0	0
Violence Against Women Act Offenses:	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0

**Note: There were no occurrences of hate crimes on campus reported in 2017 or 2018.**

**OCCURRENCES OF HATE CRIMES – PUBLIC PROPERTY**

Hate Crimes – Public Property	2019 Total	Category of Bias for Hate Crimes Reported in 2019							
		Race	Gender	Gender Identity	Religion	Sexual Orient.	Disability	Ethnicity	Nat'l Origin
Criminal Homicide on Campus:	0	0	0	0	0	0	0	0	0
Murder and Non-Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses:	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0

Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0
Aggravated assault	0	0	0	0	0	0	0	0	0
Burglary	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0
Larceny-Theft	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0
Destruction/Damage/ Vandalism of Property	0	0	0	0	0	0	0	0	0
Violence Against Women Act Offenses:	0	0	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0	0	0
Domestic Violence	0	0	0	0	0	0	0	0	0
Sexual Assault	0	0	0	0	0	0	0	0	0
Stalking	0	0	0	0	0	0	0	0	0
<b>Note: There were no occurrences of hate crimes on public property reported in 2017 or 2018.</b>									

**Definitions:**

**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

**Any other crime involving bodily injury** – Include in this category all applicable crimes with the exception of aggravated assault.

**Arrest** – Persons processed by arrests, citation or summons.

**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.

**Burglary** – The unlawful entry of a structure to commit a felony or a theft.

**Destruction/Damage/Vandalism of Property** – to willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**Drug abuse 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. Arrests for violations of state and local laws, specifically those 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 – manufactured narcotics which can cause true addiction (Demerol, Methadone); and dangerous nonnarcotic drugs (barbiturates, Benzedrine).

**Forcible sex offense** – 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.

- A. Forcible rape** – 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).
- B. Forcible sodomy** – Oral or anal sexual intercourse with another person, forcibly and / or against that person’s will; or not forcibly 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.
- C. Sexual assault with an object** – 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.
- D. Forcible fondling** – 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.

**Hate crime** – A crime that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. The applicable categories of bias are: race, gender, religion, sexual orientation, ethnicity / national origin and disability.

**Intimidation** – To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and / or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.

**Larceny-Theft** – The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Constructive possession is the condition in which a person does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

**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. Include in this classification: the manufacture, sale, transporting, furnishing, possessing, etc., of intoxicating liquor; maintaining unlawful drinking places; bootlegging; operating still; furnishing liquor to a minor or intemperate person; underage possession; using a vehicle for illegal transportation of liquor; drinking on train or public conveyance; and attempts to commit any of the above. **Motor vehicle theft** – The theft or attempted theft of a motor vehicle.

**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.

**Non-forcible sex offenses** – Unlawful, non-forcible sexual intercourse.

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

**B. Statutory rape** – Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**Non-campus building or property** – (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) 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 contiguous geographic area of the institution.

**On-campus** – (1) 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 (2) 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).

**Property damage** – The estimated value of the loss of the structure and contents, in terms of the cost of replacement in like kind and quantity. This estimate should include contents damaged by fire, and related damages caused by smoke, water, and overhaul; however, it does not include indirect loss, such as business interruption.

**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.

**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** – 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.

**Sex offenses** – non-forcible – Unlawful, non-forcible sexual intercourse.

**Simple Assault** – An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

**UCR definitions** – Institutions must use the F.B.I.'s Uniform Crime Reporting Handbook (UCR) for defining and classifying crimes. For sex offences only, definitions from the F.B.I.'s National Incident-Based Reporting System (NIBRS) Edition of the UCR are used. Hate crimes must be classified using the F.B.I.'s Uniform Crime Reporting Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection.

**Weapons: carrying, possessing, etc.** – 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. This classification encompasses weapons offenses that are regulatory in nature. Include in this classification: manufacture, sale or possession of deadly weapons; carrying deadly weapons, concealed or openly; using, manufacturing, etc., of silencers; furnishing deadly weapons to minors; aliens possessing deadly weapons; and attempts to commit any of the above.