



# **Annual Report to the Community**



**October 1, 2016**

**Northwestern Oklahoma State University  
709 Oklahoma Boulevard, Alva, OK 73717**

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## **NWOSU 2015 ANNUAL FIRE AND SAFETY REPORT**

Northwestern Oklahoma State University is committed to maintaining a safe and secure campus for all students, faculty, staff and visitors who comprise our thriving and diverse community. This report is provided for the benefit of our community members, prospective employees and prospective students. The Office of Student Affairs, Campus Police, Physical Plant, Housing and Dining Services, Office of Information Technology, Athletic Department and others work year-round to implement and maintain security and safety initiatives. Our partnerships with city, county, state and federal governments and organizations also play an important role in keeping NWOSU a safe campus. We encourage you to review this report and contact us if you have any questions, comments or suggestions. The 2013 report was coordinated and prepared for the NWOSU community by the NWOSU Campus Police Department, 580-327-8511.

### **GENERAL INFORMATION**

Under authority of the President of Northwestern Oklahoma State University the Campus Police will coordinate each year the campus initiative to compile data, review policies and prepare the Annual Security and Fire Safety report pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and other applicable laws and regulations. All records for preparation of this report are maintained by the Chief of Police, in the Office of the Chief of Police.

In addition to working with appropriate campus offices and individuals, the university will work with local law enforcement agencies to collect appropriate criminal statistical data for inclusion in the report. The university will produce a final report for publication via the NWOSU web site and paper copies as may be appropriate. Notification of the availability of the report will be made to the currently enrolled students, faculty and staff members. Notification will be made to each individual by electronic means or via individual mailings. The report will be available to all interested persons, including prospective student and prospective employees via the NWOSU internet web site:

(<http://www.nwosu.edu/annalsecurityreport>) by October 1<sup>st</sup> of each year (viewable / downloadable).

Paper copies of the report can be obtained by visiting or calling the Office of Student Affairs and enrollment, the Campus Police or the Department of Human Resources. You can be connected to these offices by calling the NWOSU Campus Operator at 580-327-1700.

### **REPORTING EMERGENCIES AND NON-EMERGENCIES**

NWOSU Campus Police encourages all persons to report any criminal activity, suspicious conduct and other general emergencies to Campus Police by calling 580-327-8511 or 911 (from campus phone 9 911). Any crime can also be reported to the Dean of Student services and enrollment at 580-327-8415 or the Director of Housing at 580-327-8418.

To report an emergency (fire, smoke, a crime in progress or medical/injury), persons should contact Campus Police at 580-327-8511. A Police Officer will respond to provide assistance and gather

information. When an official report is filed, upon request, a copy of the report will be provided to the person reporting the incident. The Oklahoma Open Records Act is followed in all cases regarding release of law enforcement records.

### **TIMELY WARNINGS AND ACTIVITY INFORMATION (ALSO SEE “EMERGENCY MANAGEMENT”)**

NWOSU Campus Police Department’s commissioned police officers are the points of contact for all crime reporting on NWOSU property. The Chief of Police is responsible for maintaining a described written plan for issuance of timely warnings. Reports can be made to any police officer by calling 580-327-8511 or 9-911 in emergencies. In the event that a situation arises, either on or off campus, that, in the judgment of university officials, constitutes an ongoing or continuing threat, a “timely warning” will be issued by the Police Dept. to the campus community. The warning may be issued via various methods (e-mail and NWOSU web page) depending on the nature of the threat. If the threat does not pose a risk to the entire university community, the timely warning will be addressed to those community members who are subject to risk. These notifications will be issued without delay. If relevant, the Police Department Personnel will notify surrounding jurisdictional authorities, without delay, of those emergencies. Periodical testing of warning systems will be facilitated by the Chief of Police. These tests may be unannounced or announced. At least one test will be conducted in which the general public will be informed of the emergency response and evacuation procedures. The documentation of these warnings, as well as the written policy pertaining to timely warnings, are maintained and kept within the Office of the Chief of Police. Timely warnings consist of text messaging, and utilization of the Blackboard system.

The Campus Police office will collect and maintain all incident reports and will prepare an annual statistical summary for distribution to the university community in the Annual Security and Fire Safety Report and by other means. Incidents reported to the Campus Police and departmental activities are summarized and maintained in a daily log available upon request at the NWOSU Campus Police office.

### **COUNSELING AND CONFIDENTIAL CRIME REPORTING**

During the course of counseling, professional counselors from NWOSU’s Student Counseling Center or other professionals under contract with NWOSU to provide counseling services may become aware of unreported crimes such as sexual assaults. The Clery Act excludes pastoral and professional counselors from responsibility of reporting crimes discovered as part of their counseling duties. The NWOSU Student Counselor may, at its discretion, provide information about these alleged crimes to Campus Police without revealing the source or identifying any details of the alleged crime. If reported, only the tally and category of the alleged crime is reported—nothing else. Police will not investigate any crime reported confidentially unless the victim of the crime files a report directly with NWOSU Campus Police or with the police agency having primary jurisdiction where the alleged offense occurred.

In addition to possible confidential reporting from counselors, NWOSU has a confidential reporting program similar to Crime Stoppers. This program, called Northwestern Tip line, is available via phone 24 hours a day by calling 580-327-8196. Persons may report crimes that have occurred, or any information that they may have about a criminal incident.

NWOSU Campus Police will always accept anonymous or confidential reports. An attempt will be made to investigate the crime if the reporting party provides adequate information and is supportive of the investigative action. In cases where no investigation is possible to verify the information provided, the statistics generated (if applicable to the Clery Act) will be identified via a caveat in the statistical portion of the Annual Report to reflect their status as anonymously reported. Reports will be taken via telephone, mail, e-mail or in person if the reporting person so chooses.

## **SECURITY OF FACILITIES AND ACCESS TO RESIDENTIAL AREAS**

There are scheduled times for all campus-building lockups/unlocks. These duties are performed by NWOSU police staff and others responsible for facility security. NWOSU police conduct building security checks seven days a week year-round. Students may be authorized to be in a building after lockup if they are under the direct supervision (physically present) of a faculty or staff employee or have pre-authorized written permission. Security is provided in the maintenance of the university's facilities through a number of mechanisms, including periodic building checks, limitations on hours of operation, and restricting issuance of keys. University departments coordinate maintenance efforts to ensure that safety and security components of university facilities are continuously working properly. Mechanical or electrical failures in locks or other security components are repaired promptly. A frequent survey of exterior campus lighting is completed by members of Campus Police as well as members of Maintenance and staff from the Office of Housing to ensure they are working properly. Prompt repairs are made in all cases.

An informational publication is provided by Housing Services as a guide for living in residence halls or other student housing. Each residence hall is staffed twenty-four hours a day by department personnel. All resident rooms and windows are equipped with locking devices. Educational programs are presented periodically to residents to increase awareness of safety and security issues. University housing facilities are patrolled by University Police Officers on a regular basis. Residents are encouraged to keep doors and windows locked. Tenants should report any suspicious activity to the NWOSU Campus Police immediately.

The Chief of Police maintains an up-to-date list of all buildings and properties owned and utilized by NWOSU, including addresses for those facilities, and the geographic categories to which each of the buildings and properties belong. Also identified in writing are the public properties within the campuses, or immediately adjacent to and accessible from the campuses. The Chief of Police also maintains a functional and cooperative working relationship with local, county, state, and federal authorities within the general vicinity, as well as statewide, pertaining all relevant safety and security matters.

## **ACCESS CONTROL**

The Key Control office is a division of the Maintenance department. This Office is responsible for all matters related to key issuance and lock core management for NWOSU facilities. Key Control also provides maintenance of locking hardware, doors, and other lock/door related assets. Key issuance within residential facilities is managed by the Student Housing Office.

Faculty and staff needing key(s) for a particular location on campus must initiate a request with their Supervisor who, once it is approved at the departmental level, will submit a work order to the Key Control Office. Key Control staff then verifies the information in the work order and process the request. The Supervisor and the faculty or staff member is then notified that the key(s) is available for pickup at the Key Control Office in the maintenance building. Keys may be picked up or turned in from 8:00AM to 5:00PM. Faculty and staff who are leaving employment with NWOSU must turn in all issued keys through Key Control pursuant to the employment exit process overseen by the Human Resources Director phone number 580-327-8530.

Department supervisors may submit a key request form as soon as a new employee has accepted an offer of employment. Key Control will process the request, and will notify the new employee on the first day of employment (new employee orientation) or the key will be available for pick-up in the Maintenance building.

Problems with lock cores, broken or damaged keys, or other problems that prevent access or closure should be reported to Key Control immediately. Repairs will be handled in a prompt manner.

### **POLICE ENFORCEMENT AUTHORITY**

NWOSU police officers are duly commissioned State of Oklahoma police officers. A university's authority to maintain its own police agency and individual officer authority comes from Oklahoma State Statute (74 O.S. 360). Each officer is certified by the Oklahoma Council on Law Enforcement Education and Training via attendance at the state-sponsored police academy at their facility in Ada, Oklahoma or through approved programs. NWOSU police officers have full police powers on property owned by NWOSU and any other property contiguous to property of NWOSU pursuant to an agreement with the City of Alva. NWOSU police officers also have police limited authority within the City of Alva pursuant to the same agreement. We have no off campus green housing.

NWOSU Campus Police is a full-service police agency serving the university community. The department's mission is: To Serve, Support and Protect the Northwestern Oklahoma State University Community. Police officers perform a variety of tasks which include but are not limited to: emergency response, investigation of criminal activity, accident and fire response, traffic enforcement, escort services, assistance for stranded motorists, crime prevention, money transports, security for special events and facility security.

In addition to enforcing local, state and federal laws and regulations, police officers are also authorized to enforce rules of conduct articulated in the Code of Student Conduct prepared and distributed by the Office of Student Affairs. Applicable sections of that document are duplicated in this report to meet Clery Act requirements. Non-commissioned personnel working for the Campus Police Department and all other university authorities are empowered to enforce university regulations and may, as United States citizens, enforce local, state and federal laws where applicable.

### **ARREST AUTHORITY OF CAMPUS POLICE AND OTHER AUTHORITIES**

Commissioned police personnel have full arrest authority as provided by Oklahoma state statute.

NWOSU Campus Police employs a number of non-commissioned security personnel to provide basic security services in various areas of the campus. These employees, as well as residential housing staff, museum personnel, and others provide basic and variously defined security functions on campus and during off-campus events involving NWOSU students or employees. During the course of their duties, any of these personnel, as well as all other NWOSU personnel, have the right and responsibility under law to affect an arrest of a criminal violator pursuant to "citizen's arrest" powers where circumstances permit. Referral to NWOSU police officers of all criminal matters, where immediate custodial arrest of an alleged perpetrator is necessary, is strongly discouraged in all but the most extreme circumstances where immediate action could possibly prevent physical injury.

### **LAW ENFORCEMENT AGENCY COOPERATION**

NWOSU Campus Police Department maintains an excellent professional working relationship with the City of Alva Police Department, Woods County Sheriff's Office, and other local agencies at all campus sites. The agencies coordinate investigation efforts, patrol activities, emergency response, special events and training on a routine basis. NWOSU Campus Police works with other municipal, state and federal law enforcement agencies on a continual basis to better serve the university community. There is also Memorandum of understanding with all local law enforcement agencies. NWOSU Campus Police Department also regularly communicates with those local agencies pertaining to any criminal activity committed by NWOSU students at off-campus locations of student organizations and facilities, as well as out of NWOSU jurisdiction.

### **CRIME PREVENTION PROGRAMMING**

NWOSU Campus Police and other university offices and organizations sponsor crime prevention and security/safety presentations year round. Orientation sessions for new employees and new students and their parents all incorporate information on personal safety and security of property. They also include procedures to follow on both prevention of crime and the response to a crime, should one occur.

NWOSU Campus Police can create or custom-tailor a presentation or program for any group, department or office upon request. Programs will be offered and conducted to meet community demand regardless of frequency. A seminar may be scheduled by calling the Campus Police office at 580-327-8511. The director of Student Life and Counseling Services may be contacted for program assistance.

#### **Programs available on campus include, but are not limited to:**

1. Alcohol/Drug Awareness
2. E-checkup to go (On line education)
3. Alcohol Education Seminars
4. Crime Prevention and Safety Awareness Programs
5. Physical and Property Security
6. Personal Safety
7. Prevention and Awareness E-mails and flyers

8. Sexual Assault Education Seminar
9. Workplace Violence
10. Active Shooter (Video Program: "Shots Fired on Campus")
11. Terrorism Preparedness and Response
12. Emergency Management Planning and Response
13. Internet and Identity Theft
14. Rape/Date Rape Prevention and Response
15. Ranger Connection Mini Education Seminars

Several programs are available to members of the university community on the topic of drug and alcohol abuse. Programs can be arranged through the NWOSU Campus Police office, the Office of Student Affairs. Information on alcohol and drug abuse may also be obtained through the U.S. Federal Substance Abuse and Mental Health Services Administration at 1-800-729-6686 may be contacted for program assistance.

### **ESCORTS**

Individual circumstances and even the time of day or weather can create anxiety for someone needing to walk to their car or to another building or location on campus. To help alleviate safety concerns, NWOSU offers escorts. At any time of the day or night and any day of the year, staff from NWOSU Campus Police will respond to your campus location and escort you to your next campus destination. The program serves all members of our community and our campus visitors.

Requests for an escort cannot be scheduled in advance due to various events and other requests for services that may exist at any given time on campus. Persons may request an escort by calling 580-327-8511. When making the request, you will be asked your exact location and your general description so that staff can more easily locate you. If you are waiting in a vehicle, we will also need a description of the vehicle and will ask you to remain inside the vehicle with the doors locked until we arrive. Response times will vary due to other activities taking place on campus, but generally wait times are less than ten (10) minutes and sometimes only a minute or two.

### **SEX / VIOLENT OFFENDER REGISTRATION**

NWOSU Campus Police operates a registration system for persons who have been convicted of sexual or violent offenses that require registration pursuant to federal or state law. NWOSU works with the City of Alva Police Department and the Oklahoma Department of Corrections in exchanging information regarding persons who must register with NWOSU pursuant to legal requirements.

The Campus Sex Crimes Prevention Act (CSCPA) of 2000 is a federal law that provides for the tracking of convicted sex offenders enrolled at, or employed by, institutions of higher education. The CSCPA is an amendment to the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Act. The CSCPA further amends the Family Educational Rights and Privacy Act of 1974 (FERPA) to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

Any individual, who works at, lives at and/or is a current student at NWOSU who has been convicted of specific sex or violent offenses must register with NWOSU Campus Police. Pertinent data will be collected and be available for public inspection pursuant to law. NWOSU registration information is available for inspection 24 hours a day at the Campus Police office or by calling 580-327-8511.

Persons who fail to register will be subject to prosecution. Registration with NWOSU is required in addition to registration with the local police department where they reside (if they live off campus). It is the

Emergency egress drills are conducted each semester in the residence halls.

convicted person's responsibility to know whether or not to register with campus police and to ensure that registration is completed pursuant to law. Questions related to registration or persons needing to register may contact NWOSU Campus Police at 580-327-8511.

### **CRIMINAL ACTIVITY AT OFF-CAMPUS FACILITIES AND PREMISES**

The Alva Police Department and other departments, as may be appropriate, provide information to NWOSU regarding incidents that involve students and student organizations that are officially recognized by the institution. We also receive information from Campus Security Authorities (coaches, residence hall staff, program sponsors, etc.). These include Greek organizations and other student organizations, athletic teams, clubs, and individuals. Appropriate statistical data is collected from these agencies and included in the NWOSU Annual Security and Fire Safety Report required by the Clery Act. NWOSU Campus Police actively seeks information from other law enforcement agencies regarding off-campus incidents involving student organizations/groups and will forward summary details to other university offices where it is appropriate and lawful.

### **ANNUAL FIRE AND SAFETY REPORT**

NWOSU's facilities and buildings were constructed to meet the existing fire code when originally constructed. Campus facilities have a number of fire protection features. Facilities are equipped with fire alarm systems which report to the Alva Fire Department through the NWOSU Campus Police office. The university has aggressively pursued networking of building fire alarms. In addition to alarms, the university has fire suppression sprinkler systems in all new buildings. These systems are inspected annually and maintained through a contract with a private-sector company with expertise in these systems. Fire extinguishers are spread throughout the campus for use by occupants and trained emergency response personnel. These extinguishers are inspected regularly.

In addition to extinguishers, items that assist in fire-related emergencies are emergency lights and exit signage. NWOSU officials work closely with the Oklahoma State Fire Marshall and the City of Alva Fire Department to ensure that all steps possible are taken to protect lives and property from fire and smoke. NWOSU's fire safety efforts are coordinated by the Health and Safety Officer. The primary point of contact for fire safety issues is the NWOSU Campus Police, 580-327-8511.

Students living in on-campus housing must comply with rules and procedures detailed in the Housing

Handbook. The Handbook articulates those electrical appliances that are permitted or forbidden. Permitted are: desk lamps, computers, radios, heating blankets, toothbrushes, coffee makers (with automatic shutoffs), microwave ovens, blenders and small refrigerators. Prohibited are: devices for cooking, lighting or cooling that may create a fire or shock hazard, those that strain electrical capability of the facility or pose health or safety concerns. Any device with an open heating element is prohibited. No open flames from candles, incense or other materials are permitted. NWOSU adopted a tobacco free campus policy per the governor's mandate. As such, smoking of tobacco products (or illegal materials) is not permitted.

The Handbook also provides guidance for evacuation procedures in the event of a fire. These procedures are applicable to other circumstances that would require evacuation from a residential campus structure. The procedures reference the need to check doors before opening to ensure they are not hot from fire, closing doors when evacuating, exiting calmly and quickly and moving to predetermined meeting areas for each residential facility. Additionally, instructions detail the need to stay out of facilities until fire officials clear the building for reoccupation and the need to remain away from emergency personnel so they can perform their duties as well as other guidance. Fire safety training programs are provided annually to all staff, including resident advisors. Student residential groups can also attend training on the use of fire extinguishers and other fire safety topics. In the event a fire occurs, student residents are expected to report the fire to NWOSU Campus Police by calling 9-911. All fires that occur in residential housing are investigated by members of the Alva Fire Department and NWOSU's.

## **EMERGENCY MANAGEMENT**

### **General Information**

NWOSU maintains an updated comprehensive emergency response plan that is compliant with the National Incident Management Systems (NIMS). The Plan is maintained and kept in the Office of the Chief of Police. We have also formed a campus emergency response team as well as a threat assessment team to facilitate communication for the purpose of mitigating potential crises whether they be internal or external to the university community. NWOSU is also providing National Incident Management System (NIMS) training to faculty and staff to maintain our compliance with federal regulations in this regard. We have also expanded our crisis communication programs. Emergency Preparedness Guide booklets have been prepared and are available from offices and other locations campus wide or via the NWOSU website. Many offices on campus also have weather radios provided and maintained by NWOSU Campus Police.

NWOSU's Campus Alert System is the emergency notification system that allows authorized NWOSU officials to send news and instructions simultaneously to individuals through landline phones, cellular phones, text messaging, and e-mail. The benefits of the Campus Alert System are its immediacy and direct access to individual campus members through multiple points of contact.

Campus Alert System complements tools the university already has in place to respond to a range of emergencies that may include weather related closings, environmental health crises, public safety incidents and other unique emergency situations. In the event of an actual emergency, the university

will continue to relay critical information using the most appropriate options from our full range of notification resources. All students, faculty, and staff are encouraged to update their contact information through Ranger Net. There may be a charge from your cell phone provider for each text message you receive. NWOSU will only use this system in emergencies and for authorized system tests.

### **Emergency Response and Evacuation Procedures**

- In the event of a confirmed emergency or dangerous situation on campus or an incident off campus that threatens the campus community, NWOSU will, without delay, initiate our emergency communication plan through mechanisms described below.
- NWOSU will, without delay, evaluate each circumstance believed to pose mechanism(s) and content of emergency communication message(s). Emergency notifications may not be immediately initiated if, in the opinion of NWOSU authorities, they would compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.
- Awareness of an emergency can come from any source. NWOSU Campus Police is normally but not always the starting point for evaluation of emergencies that may impact the campus community. When an emergency is reported, the information is forwarded to NWOSU authorities that comprise the Crisis Management Team (CMT). The CMT will promptly evaluate the emergency, determine who within the community needs to be notified, determine the content of the notification, the means of notification and initiate the emergency communication.
- Persons who comprise our Crisis Management Team who are responsible for carrying out this process are the following NWOSU personnel by title:
  - President
  - Executive Vice President – Administration
  - Vice President for Administration –Dean of Student Affairs
  - Associate Vice President – University Relations
  - Chief of Police
- Procedures for disseminating emergency information to the larger campus community are inclusive in our emergency communication plan. The means by which a message will be delivered to the campus community may include but are not limited to:
  - Campus Alert System
  - Office Calling Trees
  - Residential Housing Notification Procedures
  - NWOSU Website
  - NWOSU's official Facebook page
  - Media notifications
  - Public address via police megaphone/vehicle
- Testing of our various emergency systems and procedures occur at least annually:
  - The Campus Alert System and other communication systems are tested each semester. The exact date and time are not announced.
  - Evacuation testing occurs in each residential structure each semester. These are not advertised in advance, but generally occur in the first two weeks of the semester during the evening hours when the largest population is likely present.

- Evacuation testing of non-residential campus structures occurs at least once annually. These are performed without notice, during the business/class day.
- In addition, NWOSU conducts emergency situation exercises at least once annually. These may be a table-top exercise in partnership with other governmental agencies, a functional exercise or full-scale exercise. These are scheduled in advance, but the context of the simulated emergency is not known until the exercise commences.
- Our shelter communication components are tested at least quarterly to ensure they are in working order. NWOSU is partnered with the City of Alva and their severe weather warning system. The City of Alva tests their systems regularly to ensure they are operating.
- NWOSU has installed Emergency Procedure Guides across campus. They are located under the phones.

### **MISSING STUDENT NOTIFICATION**

Pursuant to the CLERY Act, NWOSU has implemented protocols to ensure that all reasonable and proper steps are taken in the event a student is discovered to be missing. The policy that has been implemented is as follows: Northwestern Oklahoma State University will allow students residing on campus to register confidential contact information. This information will be accessible only to authorized campus Officials or law enforcement personnel.

#### **NWOSU Missing Student Notification Policy**

The purpose of this policy is to establish procedures for the university's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008. This policy applies to students who reside in campus housing, including off-campus apartment units leased by the university for student residents. Any person (student, staff, or faculty) believed to be missing from the campus unexpectedly shall be immediately reported to the on-duty officer of the NWOSU Campus Police Department, and/or to the Chief of Police.

For purposes of this policy, a student will be considered missing if a roommate, classmate, faculty member, family member or other campus person has not seen the person in a reasonable amount of time. A reasonable amount of time may vary with the time of day and information available regarding the missing person's daily schedule, habits, punctuality, and reliability. Individuals will be considered missing if their absence has occurred under circumstances that are suspicious or cause concerns for their safety. If the initial report that a person is missing is made to a University department other than NWOSU Campus Police, the employee receiving the report will ensure that the Campus Police are contacted immediately.

Note: In order to avoid jurisdictional conflicts when an off-campus and/or commuter student is believed to be missing, the reporting person should immediately notify local law enforcement authorities. The NWOSU Campus Police will assist external authorities with these investigations as requested. NWOSU Campus Police will conduct an initial investigation to determine if the person appears to be missing, or has simply changed his/her routine unexpectedly, and whether or not there is reason to believe the person is endangered. NWOSU Campus Police will check student's login

records, dining records, class schedules, interview fellow students, faculty and resident hall staff, and use other methods to determine the status of a missing person. From this initial investigation, the scope will continue to expand to make attempts to determine the location of the person reported missing to assure he/she is safe.

Should NWOSU Campus Police not be able to locate the person reported missing within twenty-four (24) hours of the report, NWOSU Campus Police would then notify the persons designated emergency contact. In the event that no separate emergency contact is identified, a parent or guardian as listed in university records will be contacted. Students should be sure that this contact knows how to reach the student in the case of an emergency, and have a general idea of the student's general daily routine and any travel plans. This person should be someone you trust to aid officers in determining your whereabouts, or verifying that further investigation and/or entry into national missing person databases is warranted.

The missing student's contact information will be registered confidentially, accessible only to authorized campus officials, and may not be disclosed, except to law enforcement personnel in furtherance of the missing person investigation.

**NOTE FOR STUDENTS UNDER AGE OF 18 AND NOT EMANCIPATED:** For any student under the age of 18 who is not emancipated, the university must notify a custodial parent or guardian no later than 24 hours after the time the student is determined to be missing. For any situation in which a missing person is believed to be endangered, this notification will be made as early as possible while officers are continuing to investigate.

**NOTE FOR STUDENTS UNDER THE AGE OF 21:** For students under 21, Suzanne's Law requires that student to be entered into the national missing person database as soon as it is determined that the student is missing.

## **ALCOHOL, DRUGS, AND WEAPONS ON CAMPUS**

### **Alcohol: Possession, Use and Enforcement**

Use, possession, manufacturing, distribution, and/or being under the influence of alcoholic beverages and/or non-intoxicating beverages as defined in Section 163.2 of Title 37 of the Oklahoma Statutes except as expressly permitted by state law and regulations, or public intoxication. The use, possession, manufacturing, being in the presence of, or distribution of alcoholic beverages and/or non-intoxicating beverages, or illegal narcotics in any form, on campus properties, in University Housing, or other University sponsored activities, unless explicitly and lawfully approved by authorized University officials for students is strictly prohibited. (Regional University System of Oklahoma Policy Manual; Section 4.3.3.b.). It is also strictly prohibited to drive, operate, or be in actual physical control of a motor vehicle (Section 11-902, Article 9 of Title 47 of the Oklahoma State Statutes): while under the influence of alcohol, any other intoxicating substance, or a combination thereof; with a blood or breath alcohol concentration level at or above the applicable legal limit is prohibited. The Use, possession, manufacture, distribution or attempted distribution of alcoholic beverages, in any circumstances, by or to any person under the age of twenty-one (21) is prohibited. Please note that consistent with Clery

Act requirements, public intoxication and driving under the influence arrests are not included in arrest or disciplinary referral statistics shown in this report.

In rare circumstances, the President of NWOSU may, at his or her discretion, permit the consumption and possession of alcoholic beverages by persons at least twenty-one years old during on-campus events. NWOSU Campus Police and other NWOSU departments are pleased to provide alcohol-education programs to any NWOSU group. Call 580-327-8511 for more information.

### **Drugs: Possession, Use and Enforcement**

Use, possession, manufacture, cultivation, being in the presence of, or distribution of marijuana, heroin, narcotics, other controlled substances (schedule I-IV), or drug paraphernalia (including objects used or intended for drug consumption), except as expressly permitted by law, is prohibited. Intentionally or recklessly inhaling or ingesting substances (e.g. nitrous oxide, glue, paint, etc.) that will alter a student's mental state is also prohibited. The consumption, possession, or being in the presence of illegal narcotics in any form, on campus properties, in University Housing (to include sorority and fraternity housing) or at a student organization or other University sponsored activities for students is strictly prohibited (Regional University System of Oklahoma Policy Manual; Section 4.3.3.e.). The possession, smoking, misuse, and distribution of synthetic cannabinoids, such as JWH-018 or K2 (Spice), and smoking herbs is prohibited on the properties of the University and at University-sponsored activities. The nonmedical use of prescription medication (i.e. "pain killers") is expressly prohibited. This includes possession and distribution of medications that are off label and those that are not prescribed to the person in question, or use of prescription medication at a rate not congruent with the prescription (Regional University System of Oklahoma Policy Manual; Section 4.3.3.e.).

Students, faculty, staff and visitors are subject to arrest and prosecution for violation of any federal or state drug law. Simply put, the Northwestern Oklahoma State University has no tolerance for persons who possess, consume or distribute illegal drugs. Students who violate state or federal drug laws off campus can be suspended or expelled pursuant to the Student Code of Conduct.

### **Weapons: Possession and Enforcement**

Illegal or unauthorized possession, usage, or storage of firearms, explosives, electronic control devices, such as Taser or other stun guns, other weapons, or dangerous chemicals on University premises in a manner that would reasonably be expected to threaten, harm, incapacitate, or cause fear to other University community members. The possession or firing of firearms, fireworks, explosives, ammunition, replica firearms or weapons such as bb guns, paintball guns, rifles, bows, swords, metal knuckles, blackjacks, hand chains, knives and inappropriately-used knives or bladed instruments by students is prohibited on-campus, in any sorority, fraternity, or University operated housing facilities, except as used in officially approved University programs. Lawfully stored handguns may not be removed from vehicles without prior valid written consent of the college or University President while the vehicle is on University property (21 O.S. 2007, 1277.). To obtain permission to safely and lawfully store or display unloaded and approved weapons while on campus property contact the NWOSU Campus Police at 580-327-8511.

Exceptions to this weapons policy can only be made by the NWOSU President for limited academic,

theatrical or approved sporting or special activity-related events. Persons who have a valid Oklahoma open/concealed carry permit must have written permission from the NWOSU President to carry a firearm on campus. Currently employed and commissioned city, state or federal law enforcement officers are not subject to this approval process.

## **SEXUAL MISCONDUCT POLICIES AND PROCEDURES**

### **Introduction**

Northwestern Oklahoma State University is committed to addressing sexual misconduct. Northwestern Oklahoma State University does not condone any form of sexual misconduct whether physical, mental, verbal, or emotional in nature. Sexual misconduct by any member of the university community including students, faculty, or staff is a violation of both the law and the University's Policies. The Sexual Misconduct Policy and Procedures applies to students and employees regardless of sexual orientation or gender identity and third parties.

Title IX says, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." In order to create a safe and healthy environment, it is the responsibility of faculty, staff, and students to report any sexual misconduct or domestic violence to University officials. If there is reason to believe the University's policies prohibiting sexual misconduct have been violated, the University may pursue the matter as misconduct warranting disciplinary action by the University, even if law enforcement authorities choose not to prosecute.

### **Notice of Non-Discrimination**

This institution, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, sections 503 and 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act Amendments Act of 2008, and other applicable federal laws and regulations, and to the extent required by law, does not discriminate on the basis of race, color, national origin, sex, age, religion, physical or mental disability, genetic information, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services. Inquiries concerning the application of these programs should be made to Calleb Mosburg, Dean of Student Affairs and Enrollment Management, Northwestern Oklahoma State University, 709 Oklahoma Boulevard, Alva, OK 73717, (580) 327-8415.

### **Campus Crime Statistics**

The crime and arrest statistics reported are those which occurred within the jurisdictional boundaries of campus. They do not include off campus private housing, which are within the Alva, Enid, and Woodward Police jurisdiction. Crimes occurring on public property immediately adjacent to the campus are also reported when available. Crime statistics concerning other locations are available at the Alva, Enid, and Woodward Police Departments. Link to Annual Security and Fire Safety Report:

<http://www.nwosu.edu/Websites/NWOSU/images/StudentServices/SecurityReport.pdf>

## **Confidentiality**

Northwestern will protect the confidentiality of victims of sexual misconduct and domestic violence, including the protection of any identifiable information of victims in records that may be accessed by the public, to the extent permissible by federal and state laws. The University will maintain as confidential any accommodations or protective measures provided to the victim to the extent that maintaining such confidentiality would not impair the ability of the institution to provide the accommodations or protective measures. To the extent possible, the University will make every effort to maintain the privacy of all parties involved in alleged sexual offenses, relationship violence, harassment, and stalking incidences. Privacy, however, cannot be guaranteed in some incidences due to the responsibility to the overall campus safety.

Every reasonable effort will be made to protect the privacy of all parties during the investigation, consistent with and subject to the University's need to investigate the complaint and/or implement decisions made in order to resolve the complaint. It must be understood that in order to permit the University to carry out its obligation to investigate all complaints fairly, and to ensure that non-discrimination is a reality within the University community, no representative of the University is authorized to promise complete confidentiality to any person who possesses information relevant to the investigation of a complaint, including the complainant.

## **CONFIDENTIAL REPORTING OPTIONS**

Confidential reporting options provide students and employees with the ability to confidentially report and discuss an instance of sexual harassment, including sexual violence, without their information being shared with others. Please note confidential reporting limits the university's ability to respond to incidents.

### **Professional Counselors**

Professional and licensed counselors who provide mental-health counseling (including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX coordinator without the victims permission.

This would include:

- NWOSU Counseling Services – Fine Arts Building, Room 125, 580-327-8547.  
A counselor is available 24-hours a day. Call NWOSU Campus Police at 580-327-8511 to reach the on-call counselor after 5 p.m. weekdays and on the weekends.

These individuals are also not required by the Clery Act to report.

- Northwest Family Services (Licensed Professional Counseling) – 620 Flynn Street – Alva, OK. Contact Phone number (580) 327-2900. Counselor also available on-campus as needed and Monday-Friday during scheduled hours.

### **NWOSU Victim Advocate**

The university treats the NWOSU Victim Advocate as a confidential reporting option. Victims can visit

with the victim advocate to learn about resources available on campus. The Victim Advocate is not required to report any information about an incident to the Title IX Coordinator without a victims permission. However, the victim advocate will report incidents, without personally identifiable information, to NWOSU Campus Police for the purpose of the Clery Act. \*NWOSU contracts with Northwest Domestic Crisis Services to provide Victim Advocacy on campus\*

- Karmen Andrews: Northwest Domestic Crisis Services (available 24 hrs. a day)
  - 580-327-6648
  - 1-888-256-1215

A victim who speaks to a professional counselor or advocate must understand that, if the victim wants to maintain confidentiality, the University will be unable to conduct an investigation into the particular incident or pursue disciplinary action against the alleged perpetrator. Even so, these counselors and advocates will still assist the victim in receiving other necessary protection and support. A victim who first requests confidentiality may later decide to file a complaint with the school or report the incident to local law enforcement, and thus have the incident fully investigated.

### **NON-CONFIDENTIAL REPORTING OPTIONS**

NWOSU and the Clery Act require all employees (excluding counselor, health care providers and victim advocate) who become aware of an instance of sexual harassment including sexual violence to report the instance to NWOSU Campus Police and the Title IX Coordinator. The victims name should not be reported to the police without the victims permission. The report should include the nature, date, time, and general location of an incident. This is a limited report that includes no information that would directly or indirectly identify the victim. This allows for the university to track patterns, evaluate the program, and develop appropriate campus-wide responses.

When an instance of sexual harassment including sexual violence is reported to a responsible employee, a student can expect the incident will be reported to the university's Title IX Coordinator. A responsible employee is an employee who has the authority to redress sexual harassment including sexual violence, who has the duty to report incidents of sexual harassment or other student misconduct, or who a student could reasonably believe has this authority or duty. Examples include but not limited to faculty members, advisors, employees in student services offices and anyone in a supervisory role.

A responsible employee must report to the Title IX Coordinator all relevant details about the alleged sexual harassment or sexual violence shared by the victim including names, date, time and specific location of the alleged incident. \*See full Responsible Employee definition below\*

#### **How the University Will Weigh the Request for Confidentiality and Respond**

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the Sexual Assault Response Team must weigh that request against the University's obligation to provide a safe, non-discriminatory environment for all students, including the victim.

If the University honors the request for confidentiality, a victim must understand that the University's

ability to meaningfully investigate the incident and pursue disciplinary action against the alleged perpetrator may be limited. Although rare, there are times when the University may not be able to honor a victim's request in order to provide a safe, non-discriminatory environment for all students.

When weighing a victim's request for confidentiality or that no investigation or discipline be pursued, Northwestern Oklahoma State University will consider a range of factors, including the following:

1. There have been other sexual violence complaints about the same alleged respondent.
2. The alleged respondent has a history of arrests or records from a prior school indicating a history of violence.
3. The alleged respondent threatened further sexual violence or other violence against the victim or others.
4. The sexual violence was committed by multiple respondents.
5. The sexual violence was perpetrated with a weapon.
6. The victim is a minor.
7. The University possesses other means to obtain relevant information of the sexual violence (e.g., security cameras, personnel, physical evidence).
8. The victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the University to investigate and, if appropriate, pursue disciplinary actions. If none of these factors is present, the University will likely respect the victim's request for confidentiality. If the University determines that it cannot maintain a victim's confidentiality, the University will inform the victim prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the University's response. The University may not require a victim to participate in any investigation or disciplinary proceeding. If the University determines that it can respect a victim's request for confidentiality, the University will also take immediate action as necessary to protect and assist the victim.

### **SEEKING HELP, REPORTING, & HEALTH CARE OPTIONS**

Resources for sexual assault, stalking, dating violence and domestic violence survivors are available to survivors of sexual assault and relationship violence both at the University, the State and the National level, and the Counseling office.

Institutional personnel can assist a victim in notifying law enforcement authorities, including on-campus & local police, if the victim so chooses. The victim may decline to notify authorities. The following individuals are trained personnel who can assist a survivor in the case of sexual misconduct or domestic violence:

#### **Title IX Coordinator**

The Title IX coordinator's core responsibilities include overseeing the school's response to Title IX reports and complaints identifying and addressing patterns or systemic problems revealed by such reports and complaints. This means that the Title IX coordinator must have knowledge of the requirements of Title IX, of the school's own policies and procedures on sex discrimination, and of all

complaints raising Title IX issues through the school.

- Calleb Mosburg: Title IX Coordinator
  - 580-327-8415
  - Office: Fine Arts Building, Room 126

The following individuals are trained on- and off- campus advocates and counselors who can provide an immediate confidential response in a crisis situation whether or not a victim chooses to make an official report or participate in the institutional disciplinary or criminal process. The following individuals can also provide ongoing counseling support during the institutional disciplinary or criminal process:

- NWOSU Counseling Services – Fine Arts Building, Room 125, 580-327-8547.  
A counselor is available 24-hours a day. Call NWOSU Campus Police at 580-327-8511 to reach the on-call counselor after 5 p.m. weekdays and on the weekends.
- Karmen Andrews: Northwest Domestic Crisis Services (available 24 hrs. a day)
  - 580-327-6648
  - 1-888-256-1215
- Northwest Family Services (Licensed Professional Counseling) – 620 Flynn Street – Alva, OK. Contact Phone number (580) 327-2900. Counselor also available on-campus as needed and Monday-Friday during scheduled hours.
- National Hotline
  - 1-800-522-SAFE

Student complaints of discrimination or harassment against an employee can be reported to the Human Resources Director or the Title IX Coordinator.

- Cheryl Ellis: Human Resources Director
  - 580-327-8530
  - Office: Herod Hall Building, Room 101
- Calleb Mosburg: Title IX Coordinator
  - 580-327-8415
  - Office: Fine Arts Building, Room 126

### **On- and off- campus safety, law enforcement, and other first responders**

- Northwestern Alva Campus Police (available 24 hrs. a day)
  - 580-327-8511
  - Office: Student Center
- Northwestern Enid Campus Police (available 24 hrs. a day)
  - 580-213-3130
- Alva Police Department (available 24 hrs. a day)
  - 580-327-2121
  - 9-1-1
- Woodward Police Department (available 24 hrs. a day)
  - 580-254-8518
  - 9-1-1
- Enid Police Department (available 24 hrs. a day)

- 580-242-7000
- 9-1-1

### **Health Care Options**

- Woodward Regional Hospital
  - 580-254-8406
  - 900 17<sup>th</sup> Street, Woodward OK
    - \*This is the only location providing a Sexual Assault Nurse Examination (SANE)
- Alva: Share Medical Center
  - 580-327-2800
  - 800 Share Drive, Alva OK
- Enid: Integris Bass Baptist Health Center
  - 580-233-2300
  - 600 S. Monroe Street, Enid OK

### **Third Party Reporting**

If a report is made by a third party, the report will be taken seriously and the Sexual Assault Response Team will meet to determine the process that will take place.

### **Anonymous Reporting**

Although the University encourages victim's to talk to someone, the University provides an online system for anonymous reporting. The system notifies the user that entering personally identifying information may serve as notice to the University for the purpose of triggering an investigation. To access the online reporting system go to:

<http://www.nwsu.edu/sexual-assault-anonymous-reporting-form>.

**RUSO TIP LINE:** In addition to the above methods to report discrimination or harassment, the Board of Regents of the Regional University System of Oklahoma, which governs the university, has established a "RUSO Tip Line" which is managed by EthicsPoint. The RUSO Tip Line allows concerns to be submitted anonymously.

- An employee, student, applicant for employment or admission, visitor, or other non-affiliated individual may report incidents of discrimination or harassment online using the RUSO Tip Line. The complaining party should visit [www.ruso.ethicspoint.com](http://www.ruso.ethicspoint.com) which is a secure server administered by EthicsPoint.
- An employee, student, applicant for employment or admission, visitor, or other non-affiliated individuals may also report incidents of discrimination or harassment by calling toll-free 866-898-8438. An EthicsPoint Contact Center Specialist will facilitate the call and compile the required information from the complaining party.
- EthicsPoint will forward the required information to designated RUSO and University officials who will then conduct an appropriate investigation and resolution.

- An employee, student, applicant for employment or admission, visitor, or other non-affiliated individual is also encouraged to continue communicating any concerns directly to appropriate campus offices, as listed above.

**NOTE:** Everyone is required to report child abuse and neglect to Oklahoma DHS (Oklahoma DHS hotline #: 1-800-522-3511) and/or local law enforcement; there are no exceptions. If the child is in imminent danger, call 9-1-1 and the Oklahoma DHS hotline.

### **Legal Assistance**

Northwest Domestic Crisis Services are available to help in search of legal assistance.

### **Visa and Immigration Assistance**

The nearest office for visa and immigration assistance is the USCIS-Application Support Center. The university can provide transportation if needed.

- USCIS-Application Support Center  
4400 Southwest 44<sup>th</sup> Street Suite A  
Oklahoma City, OK 73119-2800

### **Responsible Employees**

All full time employees of the university uphold the standard of being a responsible employee.

A “responsible employee” is a university employee who has the authority to redress sexual harassment including sexual violence, who has the duty to report incidents of sexual harassment or other student misconduct, or who a student could reasonably believe has this authority or duty. When a victim tells a responsible employee about an incident of sexual assault, the victim has the right to expect the University to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably. A responsible employee must report to the Title IX Coordinator all relevant details about the alleged sexual violence shared by the victim that the University will need to determine what happened. To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the University’s response to the report. A responsible employee should not share information with law enforcement without the victim’s consent or unless the victim has also reported the incident to law enforcement.

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee’s reporting obligation – and, if the victim wants to maintain confidentiality, direct the victim to confidential resources.

If the victim wants to tell the responsible employee what happened but also maintain confidentiality, the employee, should tell the victim that the University will consider the request, but cannot guarantee that the University will be able to honor it. In reporting the details of the incident to the Title IX coordinator, the responsible employee will also inform the coordinator of the victim’s request for confidentiality.

## **PRESERVING EVIDENCE**

In order to best preserve evidence campus police/law enforcement officials should be contacted as soon as possible after an assault has occurred. If at all possible a sexual assault victim, who has the option of going for help at the nearest emergency room, should not shower, change clothes or brush his or her teeth. Preserving evidence may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protective order. Victims are encouraged to call the campus police or local law enforcement to initiate a report and to help preserve evidence. It is up to the victim if prosecution is pursued.

The University will provide, in writing, information about the importance of preserving evidence as may be necessary to the proof of criminal dating violence, domestic violence, sexual assault, or stalking, or in obtaining a protective order. Victims have the options to seek treatment for injuries, preventative treatment for sexually transmitted diseases, and other health services. Victims can receive a sexual assault nurse examination at the Woodward Regional Hospital. Travel can be provided by:

- Bailey Trammell: Director of Student Success and Counseling (available 24 hrs. a day)
  - 580-327-8547 (from 8:00am-5:00pm)
  - 580-327-8511 (ask for Bailey to be notified and leave a call back number)
  - Office: Fine Arts Building, Room 125
- Karmen Andrews: Northwest Domestic Crisis Services (available 24 hrs. a day)
  - 580-327-6648
  - 1-888-256-1215

## **INVESTIGATION INFORMATION**

The criminal investigation, should the individual choose to pursue criminal prosecution, will be conducted by law enforcement. All commissioned police personnel receive annual training on the issues related to dating violence, domestic violence, sexual assault, and stalking; on how to conduct an investigation; and on the hearing process designed to protect the safety of the victims, and to promote accountability. The University has an obligation to investigate any allegations that would be a violation of the student conduct code, Sexual Misconduct Policy, or employee policies. All reports of sexual misconduct, even reports made by third parties, will be reported to the Title IX Coordinator.

An investigation will occur as to whether there has been a violation of University policy. Whether to prosecute criminally is at the discretion of the local district attorney, at the request of the student or employee, in determining what is best for him or her. Victims have the right to file a criminal complaint and a Title IX complaint simultaneously. Mediation is never appropriate in sexual misconduct cases.

The use of alcohol or drugs by either party, in conjunction with a sexual assault, does not alleviate responsibility or diminish the serious nature of the offense. When alcohol or drug use is involved, a victim will not be sanctioned with an alcohol or drug violation and should not let his or her use of alcohol or drugs be a deterrent to reporting the incident.

After sexual misconduct reported, law mandates the following be observed:

- The University must promptly complete an investigation of the allegations.
- No contact orders, restraining orders, and protective orders can be implemented to protect the victim by contacting Campus Police or the NWOSU Victim's Advocate.
- Temporary suspension of an alleged perpetrator is sometimes warranted.

### **INTERIM SAFETY MEASURES**

The Title IX Coordinator can put in place interim measures for student victims of sexual harassment and sexual violence as needed. A formal complaint does not need to be submitted to have interim measures put in place. The university will maintain confidentiality to the extent possible.

#### **Assistance in Reporting**

The Title IX Coordinator can assist in filing a complaint through the Title IX process and the appropriate law enforcement agencies against the student(s) who caused harm.

#### **No Contact Order**

The Title IX Coordinator can put in place a No Contact Order between the complainant and the respondent, which would prohibit contact between parties through any means of communication, as well as prohibit others from making contact on their behalf.

#### **Emergency Protective Order**

NWOSU's Victim Advocate, Karmen Andrews can assist victims in filing for an Emergency Protective Order. This is a court-ordered petition that prohibits contact between the complainant and respondent.

### **ACCOMMODATIONS**

The Title IX Coordinator can coordinate any reasonable arrangements that are necessary for ongoing safety. This includes transportation arrangements or providing an escort.

#### **Living Arrangements**

The Title IX Coordinator can assist in changing on-campus living arrangements or that of the respondent to ensure safety and a comfortable living situation.

#### **Academic Arrangements**

The Title IX Coordinator can assist in adjusting academic schedules as well as assist in providing access to academic support services.

#### **Other Interim Measures**

The Title IX Coordinator can coordinate reasonable arrangements to address the effects of the sexual violence, including connecting victims with counseling, health care or academic support resources. When Title IX becomes aware of a student who potentially could have been a victim of sexual violence, they will contact the victim

through Northwestern Oklahoma State University email or mail to share these potential interim measures, reporting options and other resources available. This will be done no matter the location of the incident.

### **Rights and roles of both parties in the hearing process**

- Students and employees will receive a written notification about existing counseling, health, mental health, victim advocacy, legal assistance, visa and immigration assistance, and other services available for victims within the institution and the community.
- Notice of hearing to both parties.
- The accuser and the accused are entitled to the same opportunities to have an advisor present during an institutional disciplinary proceeding including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice.
- Opportunity for both parties to present witnesses and other evidence.
- Types of information presented may include but are not limited to:
  - Prohibiting questioning or information about the complainant's prior sexual conduct with anyone other than the alleged perpetrator.
  - Clarifying information about a prior consensual dating or sexual relationship between the parties by itself does not imply consent or preclude a finding of sexual misconduct.
- Either party may raise issues related to potential conflicts of interest of investigators or hearing panel members by contacting the Title IX Coordinator.

The University reserves the right to take whatever measures it deems necessary in response to an allegation of all Title IX related issues.

## **STUDENT INVESTIGATION PROCESS**

### **(Verbatim from Material Provided to Students) "Once You Have Filed a Complaint with the Title IX Coordinator**

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

## **INVESTIGATION**

### **Investigation Proceedings shall:**

"Provide a prompt, fair, and impartial investigation and resolution.

Be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking, and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability.

- a. You will be notified of receipt of your complaint and the actions the university official will take.
- b. A university official will meet with you to discuss the complaint submitted, review the investigation and hearing process, and determine the outcome you desire from your complaint.
- c. An investigation will be conducted by a non-biased Title IX Investigator. This investigation will include:
  - meeting personally with the complainant,
  - meeting personally with the student(s) accused,
  - meeting personally with any witnesses, and
  - reviewing any documentary evidence.
- d. The investigation of complaints will be adequate, reliable, and impartial. The Title IX Investigator will compile an investigation report.
- e. The investigation process may take up to 60 calendar days. However, if additional time is needed to conduct a thorough investigation, the Title IX Coordinator may, in his/her discretion, extend the time for completing the investigation as reasonably necessary. In this case, the complainant and the respondent will be notified of the estimated time needed to complete the investigation. If at any point either party would like an update of the investigation process all they need to do is ask and an update will be provided.
- f. The university official will determine if a Title IX conduct hearing is possible based on the available information.
- g. If it is determined that the university will proceed with a formal Title IX conduct hearing, the complainant and the responding student(s) will be notified of the hearing date.

### **HEARING**

- a. "Hearing notification will occur at least five administrative office days (not including state holidays or weekends) in advance and include the hearing date, time and location. Hearings will be scheduled around academic schedules.
- b. Allegations of sexual misconduct and sexual harassment will be heard by the Sexual Assault Response Teams hearing committee.
- c. The hearing includes opening statements, presentation of the investigation report, information about the incident, presentation of information by witnesses, and closing statements.
- d. Each party is permitted to have a person of their choosing to accompany them throughout the hearing as an advisor.
- e. All parties are permitted to be present during the hearing (except during deliberations of the panel). All parties can be in the same room in a pre-arranged, non-threatening set-up or in separate rooms with a video conference set up.
- f. All parties are permitted to make statements, present witnesses and information during the hearing. Witnesses and information need to be directly related to the incident.
- g. The Sexual Assault Response Teams hearing committee will make a determination of whether or not a university Title IX policy was violated and, if any, the appropriate sanction(s).
- h. The standard of proof used in all university hearings is preponderance of the evidence, which means the determination to be made is whether it is more likely than not a violation occurred.

## OUTCOME

- a. "Possible outcomes include the entire range of sanctions listed below. When it is determined that sexual misconduct is more likely than not to have occurred, the outcome can include separation from the university.
- b. Both parties have the right to be informed, in writing, of the outcome. You will be notified within seven administrative office days after the hearing, at the same time the respondent is informed of the outcome.
- c. Both parties have the right to appeal the decision reached through the hearing proceedings within five administrative office days after notification of the hearing outcome.
- d. The outcome information will be sent by U.S. mail to the last known mailing address in the official university system and by university email.

## FOLLOWING AN INVESTIGATION

**Both the accuser and the accused shall be simultaneously informed**, in writing, of:

- the outcome of any institutional disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking.
- the institution's procedures for the accused and the victims to appeal the results of the institutional disciplinary proceeding.
- any change to the results that occur prior to the time that such results become final.
- when results become final.

Compliance with the above paragraph does not constitute a violation of the Family Educational Rights and Privacy Act. For the purpose of this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused.

Upon completion of an investigation, the University will take steps to prevent recurrence of any sexual violence and remedy discriminatory effects on the complainant and others, if appropriate.

If the alleged victim is deceased as a result of such a crime or offense, the next of kin of such victim shall receive the written notifications listed above.

## STUDENT SANCTIONS

The Sexual Assault Response Team may authorize the following sanctions for violation of university regulations and may include one or a combination of the following:

### **Warning**

The imposing of specified restrictions, including but not limited to: letter of apology, presentation of a workshop, preparation of a research paper or project, social probation, community service, assessment or evaluation, counseling, restitution for damages, punitive fines, eviction from university housing, loss

of privileges (i.e., visiting privileges in housing or denial of access to computer services), or any combination of the above, and any other appropriate penalty.

### **Conduct probation**

A student may be placed on conduct probation. A second violation means that disciplinary action will be based on both charges. The record of conduct probation is kept in the student's personnel folder and the disciplinary hold on his or her record is removed at the discretion of the conduct officer.

### **Suspension**

A student may be suspended from the university for reasons of conduct for a definite period of time not less than the remainder of the current semester in which he or she is enrolled. The student who has been suspended may apply for readmission at the close of the period for which he or she was suspended. A suspension hold will be placed on the transcript during the period of suspension.

### **Expulsion**

When a student is expelled, a record of this action will be made a part of the student's permanent record in the Office of the Registrar. A student who is expelled will not be allowed to re-enter the university.

### **Degree revocation or rescission of credit**

### **Temporary Suspension**

a) The Sexual Assault Response Team may impose a university or university housing temporary suspension prior to the investigation.

b) Temporary suspension may be imposed only:

- 1) To ensure the safety and well-being of members of the university community or preservation of university property;
- 2) To ensure the student's own physical or emotional safety and well-being; and/or
- 3) If the student poses an ongoing threat of disruption of, or interference with, the normal operations of the university.

c) During the temporary suspension, a student may be denied access to university housing and/or to the campus (including classes) and/or all other university activities or privileges for which the student might otherwise be eligible, as the conduct officer may determine to be appropriate.

d) The temporary suspension does not replace the regular process, which shall proceed on the normal schedule, up to and through a student conduct conference, if required.

e) The student shall be notified in writing of this action and the reasons for the temporary suspension. The notice shall include the time, date, and place of a subsequent show cause meeting at which the

student may show cause why his or her continued presence on the campus or in university housing does not constitute a threat.

## **APPEALS PROCESS**

The victim, the alleged perpetrator, or both may appeal in writing to the Title IX Coordinator on the basis of procedural error or if previously unavailable relevant evidence could significantly impact the outcome of a case or where a sanction is substantially disproportionate to the finding. The Title IX Coordinator does not render the decision of the appeal but makes sure the proper procedure is followed. The Title IX Coordinator will present the appeal to the University President and a committee will render the decision.

### **Initiation of the Appeal**

To initiate an appeal, the involved party must make the request. The request and reason for appeal shall be submitted in writing, by hard copy, signed, and dated, to the Title IX Coordinator within five administrative office days (not including state holidays or weekends) after the disciplinary decision is rendered.

### **Composition and Quorum of the Committee**

A committee will be created to consider an appeal on the basis of procedural error or if previously unavailable relevant evidence could significantly impact the outcome of a case or where a sanction is substantially disproportionate to the finding. The committee shall be appointed by the president of the university who shall have the authority to determine the composition of the committee. The committee members will have background training in sexual assault and misconduct. The committee may include (1) faculty members whose primary duties are not concerned with the administration of student conduct and affairs; (2) students, and (3) administrative employees whose primary duties are not concerned with the administration of student conduct and affairs. The Committee will review the appeal and make a determination. The outcome information will be sent by U.S. mail to the last known mailing address in the official university system and by university email.

### **Quorum**

A quorum of the committee shall consist of a majority of the currently appointed members of the committee.

## **FACULTY AND STAFF INVESTIGATION PROCEDURES**

If an NWOSU employee believes that he or she has been the victim of sexual harassment, misconduct, violence, and/or assault in the university community, he or she may promptly report, without fear of reprisal, the facts of the incident and the name(s) of the individual(s) involved to the Title IX Coordinator, located in Fine Arts Building, Room 126, or at (580) 327-8415. This report initiates a complaint.

Alternatively, an employee may report the situation to his or her immediate supervisor, department head, or Dean, who will immediately notify the Title IX Coordinator of the report. This report initiates a complaint. Supervisors must immediately report any complaints they receive or incidents of alleged harassment or discrimination they witness to the Title IX Coordinator.

The Title IX Coordinator (or an alternate investigator, where appropriate) will promptly, fairly and thoroughly investigate all claims of harassment and discrimination, regardless of whether such complaints are reduced to writing. All complaints of discrimination and harassment will be treated in the strictest confidence possible under the particular circumstances.

Upon receipt of a complaint, the Title IX Coordinator (or alternative investigator) will make every effort, within thirty calendar days, to complete a thorough investigation of the circumstances of the allegations. However, if additional time is needed to conduct a thorough investigation, the Title IX Coordinator may, in his/her discretion, extend the time for completing the investigation as reasonably necessary. In this case, the complainant and the respondent will be notified of the estimated time needed to complete the investigation.

The investigation will include interviews with the complaining party, the respondent, and any material witnesses identified, as well as a review of any documents or other evidence. The complaining party and the respondent will be kept apprised of the conduct of the investigation and will be given the opportunity to provide any additional relevant information to the investigator, including the names of additional witnesses to contact and/or additional documents to review before the investigation is closed. The complainant and respondent will be promptly notified of the final determination. The Title IX Coordinator has no independent authority to impose sanctions.

If the Title IX Coordinator finds that there has been a violation and if the immediate supervisor, Dean, or division/department head seeks advice as to the appropriate penalty, the Title IX Coordinator may provide a recommendation as to the appropriate sanction. The appropriate university official will be responsible for deciding upon and imposing disciplinary action as soon as reasonably possible.

Sanctions imposed on those individuals who have been found to be in violation of the university's Sexual Misconduct Policy shall be commensurate with the severity and/or frequency of the conduct, and shall be adequate and sufficient to prevent such conduct in the future. Appropriate disciplinary action may include a range of actions up to and including dismissal.

The student is advised to please refer to the Faculty Handbook 4.6 Sexual Harassment Policy or the Staff Handbook 7.8 Sexual Harassment Policy for more detailed information.

## **RETALIATION**

The university will not tolerate retaliation against a person who, in good faith, brings a complaint forward. Retaliation against an individual who has brought a complaint forward or against an individual who has participated in an investigation or conduct process is prohibited. Any attempt to prevent, penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of sexual misconduct or domestic violence will be treated as a separate and distinct violation of the Sexual Misconduct and Domestic Violence Policy.

## SEXUAL VIOLENCE – RISK REDUCTION TIPS

Risk reduction tips can often take a victim-blaming tone, even unintentionally. With no intention to victim-blame, and with recognition that only those who commit sexual violence are responsible for those actions, these suggestions may nevertheless help you to reduce your risk experiencing a non-consensual sexual act. Below, is information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks:

- If you have limits, make them known as early as possible.
- Tell a sexual aggressor “NO” clearly and firmly.
- Try to remove yourself from the physical presence of a sexual aggressor.
- Find someone nearby and ask for help.
- Take affirmative responsibility for your alcohol intake/drug use and acknowledge that alcohol/drugs lower your sexual inhibitions and may make you vulnerable to someone who views a drunk or high person as a sexual opportunity.
- Take care of your friends and ask that they take care of you. A real friend will challenge you if you are about to make a mistake. Respect them when they do.

Below are warning signs of abusive behavior:

- Threats of violence or abuse
- Breaking objects
- Use of force during an argument
- Jealousy
- Controlling behavior
- Unrealistic expectations
- Isolation
- Blames others for problems
- Blames others for their feelings
- Hypersensitivity
- Cruelty to animals
- “Playful” use of force during sex
- Rigid sex roles

## BYSTANDER INTERVENTION

To prevent sexual violence, it is important that people are considered as potential witnesses or bystanders to behaviors related to sexual violence. As a witness to these behaviors, there are certain ways to step up to prevent a risky situation from escalating. Below are safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of domestic violence, dating violence, sexual assault, or stalking against a person other than such individual.

### IN ORDER TO INTERVENE, SOMEONE HAS TO

#### **1. Notice the incident.**

Bystanders first must notice the incident taking place. It’s important to become attune to what

situations may be risky; (e.g. if you're at a party, and you see someone stumbling as they are being led into a different room, this is a risky situation).

**2. Interpret the incident as emergency.**

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

**3. Assume responsibility for intervening.**

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

**4. Have the bystander intervention skills to help.**

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

**THE FOUR D's (BYSTANDER INTERVENTION TECHNIQUE)**

Please remember that your safety is of the utmost importance. When there is a situation that threatens physical harm to yourself or another student, ask someone for help or contact the police.

**Direct**

Step in and address the situation directly. For example, "That's not cool. Please stop." or "Hey, leave them alone." This technique tends to work better when the person that you're trying to stop is someone that knows and trusts you. It does not work well when drugs or alcohol are being used because someone's ability to have a conversation with you about what is going on may be impaired, and they are more likely to become defensive.

**Distract**

Distract either person in the situation to intervene. For example, "Hey, aren't you in my Spanish class?" or "Who wants to go get pizza?" This technique is especially useful when people under the influence of alcohol or drugs because they are easily distracted than those that are sober.

**Delegate**

Find others who can help you to intervene in the situation while you distract the other, asking someone to go sit with them and talk, or going and starting a dance party right in the middle of their conversation. If you don't know either person in the situation, you could also ask around to see if someone else does and check in with them. See if they can talk to their friend, text their friend to check in, or intervene.

**Delay**

For many reasons, you may not be able to do something right in the moment. For example, if you're feeling unsafe or if you're unsure whether or not someone in the situation is feeling unsafe, you may want to check in with the person. In this case, you can combine a distraction technique by asking the person to use the bathroom with you or go get a drink with you to separate them from the person that they are talking with. Then, you can ask them, "Are you okay?" or "How can I help you get out of this situation?"

Information from Vassar College Bystander Intervention website,:

<http://savp.vassar.edu/prevention/bystander-intervention.html>

### HOW TO SUPPORT A FRIEND

1. If your friend is a victim of sexual harassment or sexual violence, the following information can offer guidance on how to help and support:
  - a. Listen and accept what you hear. Do not press for details. Allow your friend to reflect on what has happened and to share some of her/his feelings.
  - b. Keep what is said confidential.
  - c. Let your friend know that she/he is not to blame. Many victims tend to blame themselves for the offender's actions, especially if the perpetrator was an acquaintance.
  - d. Encourage your friend to obtain a medical examination.
  - e. Allow your friend to make his/her own decision about their next steps.
  - f. Seek emotional support for yourself.
  - g. Accept their choices and decisions to the assault even if you disagree with what they have chosen to do. It is more important that they feel empowered to make choices and take back control than it is for you to impose what you feel you think is the correct decision.
  - h. Encourage your friend to file a police report. Filing a report is not a commitment to prosecute, but will allow the gather of information and evidence. The information and evidence preserve future options regarding criminal prosecution, university disciplinary actions and/or civil actions against the perpetrator. Information can be helpful in supporting other reports and/or preventing further incidents (even anonymous reports are somewhat useful).
  - i. Remind your friend of campus resources including NWOSU Victim Advocate, Title IX, and University Counseling Services.

### CAMPUS SEXUAL ASSAULT PREVENTION

Northwestern Oklahoma State University has developed an ongoing campaign, entitled "1 is 2 Many." The ongoing campaign provides the information provided in the primary prevention and awareness programs. The awareness programs promote the awareness of rape, acquaintance rape, dating violence, domestic violence, sexual assault, and stalking. The "prevention and awareness programs," mandated under the Violence Against Women's Act ("VAWA"), for incoming students and new employees, include:

- a statement that the institution prohibits domestic violence, dating violence, sexual assault, and stalking;
- the definition of domestic violence, dating violence, sexual assault, and stalking in the applicable jurisdiction;
- the definition of consent, in reference to sexual activity, in the applicable jurisdiction.

Prevention activities include but are not limited to:

1. **HAVEN:** Mandatory online Sexual Assault Education for incoming student. Enforced through Ranger Connection courses. Employee training is provided through the Title IX office and via Blackboard.
2. **Prevention Activities:** Activities throughout the school year to educate student on sexual assault and alcohol and drug use.

- a. Speaking with students for 30 minutes at Freshman Orientation and Transfer Orientation about the Title IX policy and procedures. Cover the 1 is 2 Many Campaign and the national statistics behind sexual assaults on college campuses. Make students aware of mandatory online training program.
  - b. Send out Drug and Alcohol Policy to all students via email
  - c. Address new employees about the Title IX policy and procedures. Also inform new employees of the training opportunities that are available (online-Blackboard and scheduled in-person sessions).
3. **1 is 2 Many Campaign:** Promotional program (national campaign) designed to raise awareness of sexual assault, stalking, dating violence, and domestic violence on college campuses.
- a. Flyers posted around campus and on visual display screens.
  - b. Sexual Health 101 – Guest speaker discussing education, communication, and exploration
  - c. Milk, Cookies, and Conversation – Guest speaker discussing the issue and raising awareness about Human Trafficking
  - d. 1 is 2 many Rally Towels thrown out at home basketball game- Raising awareness of the 1 is 2 many campaign
  - e. Sexual Assault Awareness Month - Teal ribbons are displayed on campus trees to show support for sexual assault victims
  - f. Lend A Hand event – Activity designed to encourage people to write a positive message to a Sexual Assault and/or Domestic Violence Survivor. The messages were displayed for all to see
  - g. 1 is 2 many video produced by NWOSU student athletes and posted on the institutions website to help raise awareness of 1 victim being 2 many.
4. **Ranger Connection Courses:** The counselor met with Ranger Connection classes to inform students of Sexual Assault and Alcohol services available on campus. Students also received the student handbook with the Sexual Misconduct Policy.
5. **Northwest Domestic Crisis Services on campus:** Karmen Andrews, victim advocate, meets with students every Monday as a peer counselor to help survivors.
6. **Alcohol Awareness Day:** Provided alcohol awareness event for students during first week welcome back activities. Brought in Farm Bureau drunk driving awareness truck.
7. **White Ribbon Campaign:** White Ribbons were distributed to students. By wearing the ribbons, students made personal pledge to “never commit, condone or remain silent about violence against women and girls”. Tips to protect students were also handed out in an information brochure.
8. **NWOSU Policy Education:** The NWOSU Sexual Assault and Misconduct Policy was sent to all employees via Blackboard through a Diversity Information Training. The notes from a Respectful Workplace seminar were also sent at this time.

#### **SEXUAL MISCONDUCT DEFINITIONS**

NWOSU prohibits sexual misconduct in any form. Sexual misconduct can occur between persons of the same or different sex/gender. Sexual misconduct is a broad term encompassing any unwelcome behavior of a sexual nature that is committed without consent or by force, intimidations, coercion, or manipulation.

#### **Sexual Misconduct Offenses Include, But Are Not Limited To:**

1. Sexual Harassment

2. Non-Consensual Sexual Contact (or attempts to commit same)
3. Non-Consensual Sexual Intercourse (or attempts to commit same)
4. Sexual Exploitation
5. Stalking
6. Domestic Violence
7. Dating Violence

### **Sexual Harassment**

Unwelcome sexual advances, requests for sexual favors, & other verbal or physical conduct or communication of a sexual nature when:

Submission to such conduct or communication is made either explicitly or implicitly as a term or condition of educational benefits, employment, academic evaluations or other academic opportunities,

Submission to or rejection of such conduct by an individual is used as the basis for an employment decision or academic decision affecting such individual, or

Such conduct is sufficiently severe, pervasive or persistent and objectively offensive that it has the effect of creating an intimidating, hostile or offensive environment that negatively affects an individual's academic or employment environment.

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

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

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

### **Examples of behavior that could be sexual harassment**

Unwelcome, sexual flirtation, advances, or propositions of sexual activity.

Asking about someone else's personal, social or sexual life or about their sexual fantasies, preferences or history.

Discussing your own personal sexual fantasies, preferences or history.

Repeatedly asking for a date from a person who is not interested.

Whistle, cat calls or insulting sounds.

Sexually suggestive jokes, innuendoes or turning discussions into sexual topics.

Sexually offensive or degrading language used to describe an individual or remarks of a sexual nature to describe a person's body or clothing.

Calling a person a "hunk," "doll," "babe," "sugar," "honey," or similar descriptive terms.

Displaying sexually demeaning or offensive objects and pictures.

Making sexual gestures with hands or body movement.

Rating a person's sexuality.

Unwelcomed touching of a person's body including massaging a person.

### **Non-Consensual Sexual Contact**

Non-Consensual Sexual Contact is defined as any intentional sexual touching, however slight, with any object without consent of that person.

### **Non-Consensual Sexual Intercourse**

Non-Consensual Sexual Intercourse is defined as any sexual intercourse (anal, oral, or vaginal) however slight, with any object, with another person without that person's consent.

Both Non-Consensual Sexual Contact and Non-Consensual Sexual Intercourse are violations of University policy, and can be a crime. The University investigates these acts when:

1. Committed between faculty, staff, or students; or
2. Where perpetrated on University property, or in a context controlled by the University.

### **Examples of Prohibited Conduct**

Conduct prohibited under the Non-Consensual Sexual Conduct and Non-Consensual Sexual Intercourse policies includes, but is not limited to:

1. Unwanted sexual contact with a stranger or friend, acquaintance, spouse, current dating partner, or former intimate partner;
2. Unwanted sexual contact committed by force, threat, surprise, coercion, or intimidation;
3. Sexual intercourse without the active consent of the other person;
4. Indecent exposure or non-consensual voyeurism.

### **Sexual Exploitation**

Sexual Exploitation is defined as taking nonconsensual or abusive sexual advantage of another for one's own advantage or benefit, or to benefit a person other than the one being exploited. The term "Sexual Exploitation" also covers sexual misconduct which does not fall within the definitions of sexual harassment, non-consensual sexual contact or non-consensual sexual intercourse.

### **Examples of Sexual Exploitation**

1. Sexual voyeurism
2. Taking photos, video, or observing a third party in a private act without consent,
3. Engaging in prostitution,
4. Engaging in sexual activity with another person while knowingly affected with HIV or other STD,
5. Administering drugs or alcohol to another without his or her knowledge or consent.

## NON-SEXUAL CRIMES AGAINST PERSONS DEFINITIONS

### Stalking

Oklahoma law defines stalking as willfully, maliciously, and repeatedly following or harassing another person in a manner that:

Would cause a reasonable person or a member of the immediate family of that person to feel frightened, intimidated, threatened, harassed, or molested; and  
Actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

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

Substantial emotional distress would include significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Stalking is the willful, malicious, and repeated following or harassment of a person in a manner that would cause a reasonable person to feel frightened, intimidated, threatened, harassed or molested and actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed, or molested. Stalking also means a course of conduct composed of a series of two or more separate acts over a period of time, demonstrating a continuity of purpose or unwelcomed contact with a person that is initiated or continued without the consent of the individual or in disregard of the expressed desire of the individual that the contact be avoided or discontinued. This may include repeatedly contacting another person (through any means, such as in person, by phone, electronic means, text messaging, etc.), following another person, or having others contact another person.

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

1. following.
2. unsolicited visits or communication.
3. using online social media inappropriately.
4. damaging property.
5. showing up at places an intended victims frequents.
6. sending pictures.
7. creating a website about a target of stalking.
8. sending unsolicited gifts.
9. stealing things that belong to intended victims.
10. calling repeatedly.

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

Definition consistent with Violence Against Women Act Volume 79 CFR and Oklahoma state statute.

### **Domestic Violence**

Domestic violence is a crime of violence committed by a

1. current or former spouse or intimate partner of the victim,
2. person with whom the victim shares a child in common,
3. person who is cohabitating with or has cohabited with the victim as a spouse,
4. person similarly situation to a spouse of the victim.

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

Definition consistent with Violence Against Women Act Volume 79 CFR.

### **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:

1. Length of the relationship.
2. Type of relationship.
3. 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.

Definition consistent with Violence Against Women Act Volume 79 CFR.

## **ADDITIONAL APPLICABLE DEFINITIONS**

### **Sexual Violence**

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

### **Sexual Misconduct**

Sexual misconduct is a broad term encompassing any non-consensual contact of a sexual nature.

Sexual misconduct may vary in severity and consists of a range of behavior or attempted behavior including, but not limited to, the following examples of prohibited conduct:

### **Unwelcome Sexual Touching/Exposure**

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

### **Non-consensual sexual assault**

Unwilling or non-consensual penetration of any bodily opening with an object or body part. This includes, but is not limited to, penetration of a bodily opening without effective consent through the use of coercion.

### **Forced sexual assault**

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

### **Consent**

Effective Consent is:

1. informed;
2. freely and actively given;
3. mutually understandable words or actions; and
4. willingness to participate in mutually agreed upon sexual activity.

### **Further:**

1. Initiators of sexual activity are responsible for obtaining effective consent.
2. Silence or passivity is not effective consent.
3. The use of intimidation, coercion, threats, force or violence negates any consent obtained.
4. Consent is not considered effective if obtained from an individual who is incapable of giving consent due to the following:
  - mental, developmental, or physical disability; or
  - s/he is under the legal age to give consent; or
  - s/he is incapacitated by alcohol, beer or under the influence of drugs.

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

### **Examples of sexual misconduct violations:**

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

**Incapacitation:**

Due to the use of drugs or alcohol, when a person is asleep or unconscious, or because of an intellectual or other disability that prevents the individual from having the capacity to give consent.

**Retaliation:**

The University will not tolerate retaliation against a person who, in good faith, brings a complaint forward. Retaliation against an individual who has brought a complaint forward or against an individual who has participated in an investigation or conduct process is prohibited.

Retaliation is any attempt to:

1. penalize, or
2. take an adverse employment, educational, or institutional benefit action, including, but not limited to:
  - making threats,
  - intimidation,
  - reprisals, or
  - taking other adverse action
3. against a person because of filing a complaint, participation in a complaint or the investigation of discrimination and/or harassment, sexual harassment, sexual conduct, or sexual violence.

**Rape**

Means all acts of sexual intercourse involving oral, vaginal, or anal penetration accomplished without consent and with a male or female (who may be of the same or opposite sex as the perpetrator).

**Rape by Instrumentation**

Means any act in which any inanimate object or any part of the human body, not intended for sexual intercourse, is used in the carnal knowledge of another person without his or her consent and penetration of the anus or vagina occurs to that person.

**Sexual Battery**

Shall mean the unwanted touching, mauling or feeling of body or private parts of any person in a touching of a person's genitalia, buttock or breasts.

### **Hostile Environment**

Any situation in which there is

1. unwelcome conduct based on sex or gender;
2. that is severe and;
3. pervasive and persistent and;
4. objectively offensive;
5. such that it alters the conditions of education or employment;
6. from both a subjective (the alleged victim's) and objective (reasonable person's) viewpoint.

### **Intimidation**

Implied threats or acts that cause an unreasonable fear of harm in another.

### **Force**

Is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent.

## **POLICY UPDATES**

Policy and procedures may be updated as needed and the most current policy can be found in the on-line policy under Sexual Misconduct Policies & Procedures. The updated policy can also be found on the Sexual Misconduct or Counseling websites.

## **STATISTICAL INFORMATION – REPORTED CRIME**

### **CRIMINAL OFFENSE DEFINITIONS**

The definitions that follow are provided for ease of reference when interpreting data included on the statistical summary that follows. Questions about crime data should be forwarded to NWOSU Campus Police located in the Student Center or at 580-327-8511. The following definitions of criminal activities are based on Uniform Crime Reporting definitions as provided by the FBI and in accordance with Clery Act provisions. These definitions are for use by "Campus Security Authorities" at NWOSU. Any activity that meets any of these definitions, if reported to a "Campus Security Authority," is included in the statistical section of the annual report in compliance with the Clery Act.

### **Hate Crimes**

In addition to the crimes shown on the statistical summary (and outlined below) additional categories of crime, if a Hate Crime, have been added to the 2013 report for incidents occurring in 2010, 2011, and 2012. These additional categories are: Larceny-Theft, Simple Assault, Intimidation and Destruction/Damage/Vandalism (definitions shown below). As with all Hate Crimes, these additional categories will be separated by geographic area in our annual report. These or any of the crimes listed below, if perpetrated against someone on the basis of their *Race, Gender, Religion, Sexual Orientation, Ethnicity* or *Disability* is reported separately by category. For example, an offense of aggravated assault if committed against a person because of their Race, is listed in both the aggravated assault statistics as

well as separately in the Hate Crimes statistics under the Race category.

### **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.

### **Homicide**

- 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.

### **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. It is not necessary that injury result from an aggravated assault when a gun, knife or other weapon is used which could, and probably would, result in personal injury if the crime were successfully completed.

### **Burglary**

The unlawful entry of a structure to commit a felony or theft. For reporting purposes this definition includes: unlawful entry with the intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned. (The physical breaking of a window, lock or door is not required. Only the unlawful entry, by any means, to commit a felony or theft).

### **Motor Vehicle Theft**

The theft or attempted theft of a motor vehicle. Classified as motor vehicle theft are all cases where automobiles are taken by persons not having lawful access even though vehicles are later abandoned, including joy-riding.

## **NON-FORCIBLE PROPERTY CRIMES**

### **Larceny-Theft**

The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another. (Note: Constructive possession is defined by Black's Law Dictionary, 6<sup>th</sup> ed. As "where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing").

**Pocket-Picking**

The theft of articles from another person's physical possession by stealth where the victim usually does not become immediately aware of the theft.

**Purse-Snatching**

Non-forcible removal of a purse from the proximity of its owner without force or coercion; A theft from within a building which is either open to the general public or where the offender has legal access.

**Theft from Coin Operated Machine or Device**

A theft from a machine or device which is operated or activated by the use of coins.

**Theft from Motor Vehicle** (Except "Theft of Motor Vehicle Parts or Accessories")

The theft of articles from a motor vehicle, whether locked or unlocked.

**Theft of Motor Vehicle Parts or Accessories**

The theft of any part or accessory affixed to the interior or exterior of a motor vehicle in a manner which would make the item an attachment of the vehicle, or necessary for its operation.

**All Other Larceny**

All thefts which do not fit any of the definitions of the specific subcategories of Larceny/Theft listed above.

**NON-FORCIBLE SEX OFFENSES**

**Incest**

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

**Statutory Rape**

Non-forcible sexual intercourse with a person who is under the statutory age of consent. (Under Oklahoma statute, Title 21 1111, no one UNDER the age of 16 can lawfully give consent to sexual intercourse).

## FORCIBLE 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.

### **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 youth or because of his/her temporary or permanent mental or physical incapacity. (Includes intoxication by drug or alcohol).

### **Forcible Sodomy**

Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against that 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**

The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body by 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.

### **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 that 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.

## MORE FORCIBLE OFFENSE DEFINITIONS

### **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.

### **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.

**Destruction/Damage/Vandalism of Property (Except "Arson)**

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.

**ARRESTS / DISCIPLINARY DEFINITIONS**

**Arrests/Disciplinary Referrals for Weapons Law Violations**

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

**Arrests/Disciplinary Referrals for Drug Law Violations**

Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include but are not limited to: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

**Arrests/Disciplinary Referrals for Liquor Law Violations**

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

**Disciplinary Referrals Defined**

A referral is made to an official of the institution; and for which a disciplinary action is initiated; and for which a record is kept; and for which a sanction may result (regardless of the actual outcome). Any disciplinary action taken by the institution in lieu of criminal prosecution is included as long as it meets the definitions of any of the above categories. Any disciplinary action that follows, proceeds, or is done contemporaneously with criminal prosecution referred to the appropriate court of jurisdiction, will also be listed in both statistical sections where appropriate.

**STATISTICAL INFORMATION – LOCATION DEFINITIONS**

The following definitions are used to determine locations for inclusion of reported incident statistics that follow in this document:

### **Campus**

Any building or property owned or controlled by NWOSU 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 the campus, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes.

### **Campus – Housing (Residential)**

For the purposes of Clery Act regulations, as well as HEA fire safety and missing student notifications regulations, any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

### **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 NWOSU 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.

### **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.

## **SEPARATION OF STATISTICS FOR 2015 REPORT**

Statistics in each category (including Hate Crimes) are separated by their location as either occurring in a residential facility or non-residential facility if they occurred on campus property. *NOTE: The specific typology of crime within the category of "Hate Crimes" (e.g. Murder and Non-Negligent Manslaughter, Negligent Manslaughter, Rape, et cetera) is not specified, due to zero incidence of those offenses).* The data sets for each category have been broken down by type and location, each having its own summary box for years 2013 through 2015 statistics are broken down by location with each having its own statistics table. Note: On campus statistics are the total of incidents known to the university that occurred in Residential Student Housing and all other areas of campus combined.

The Chief of Police collects statistics for reported crimes, and maintains those records in the Office of the Chief of Police. The Chief of Police also maintains a list of all individuals and offices consisting of Campus Security Authorities, and all other persons with significant responsibility for student and campus activities, and maintains those records in the Office of the Chief of Police.

## **COLLECTION AND MAINTENANCE OF STATISTICS**

The Chief of Police maintains and facilitates an established procedure for collecting and preserving crime reports, tabulation of statistics, et cetera, regarding all Clery Act Crimes which occur in NWOSU properties and territories, and annually makes a good faith effort to request and receive relevant crime statistics from law enforcement agencies with jurisdiction adjacent to NWOSU properties. A record is maintained of those efforts in the Office of the Chief of Police in the form of a log book, which is available for review by the general public. The log book includes the nature of the crimes, the date and times of occurrence, the general location of the crimes, and the disposition of any relevant complaints.

The log book is in paper format (not electronic). Multiple persons within the Police Department are trained in entry and maintenance of the log book. Policies and Procedures are in place for allowing the general public to access the log book.

NWOSU CAMPUS CRIME STATISTICS  
NWOSU ALVA CAMPUS

Statistical Summary: 2013, 2014, 2015			
CRIME	2013	2014	2015
Burglary (rooms & buildings)	4	4	0
Negligent Manslaughter	0	0	0
Non-Negligent Manslaughter	0	0	0
Murder	0	0	0
Forcible Rape & Sexual Assault	2	1	2
Robbery	0	0	0
Aggravated Assault	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0
HATE CRIMES NOT SPECIFIED BY CRIME TYPE DUE TO ZERO INCIDENCE OF THOSE OFFENSES.			
ARREST TOTAL	0	0	3
WEAPONS VIOLATIONS	0	0	1
Arrests	0	0	0
Administrative Action	0	0	0
ALCOHOL RELATED ARRESTS WITHIN CAMPUS BOUNDARIES			
Public Intoxication	0	1	0
Minor in Possession	0	0	0
DUI	0	0	0
Other (Administrative action)	51	37	35
DRUG RELATED ARREST WITHIN CAMPUS BOUNDARIES			
Administrative Action	0	0	0
Arrests	0	0	2

NWOSU ENID CAMPUS

Statistical Summary: 2013, 2014, 2015			
CRIME	2013	2014	2015
Burglary (rooms & buildings)	0	0	0
Negligent Manslaughter	0	0	0
Non-Negligent Manslaughter	0	0	0
Murder	0	0	0
Forcible Rape & Sexual Assault	0	1	0
Robbery	0	0	0

NWOSU CAMPUS CRIME STATISTICS  
 NWOSU ENID CAMPUS (CONT'D)

Aggravated Assault	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0
HATE CRIMES NOT SPECIFIED BY CRIME TYPE DUE TO ZERO INCIDENCE OF THOSE OFFENSES.			
ARREST TOTAL	0	0	0
WEAPONS VIOLATIONS			
Arrests	0	0	0
Administrative Action	0	0	0
ALCOHOL RELATED ARRESTS WITHIN CAMPUS BOUNDARIES			
Public Intoxication	0	0	0
Minor in Possession	0	0	0
DUI	0	0	0
Other (Administrative Action)	0	0	0
DRUG RELATED ARRESTS WITHIN CAMPUS BOUNDARIES			
Arrests	0	0	0
Administrative Action	0	0	0

NWOSU WOODWARD CAMPUS

Statistical Summary: 2013, 2014, 2015			
CRIME	2013	2014	2015
Burglary (rooms & buildings)	0	0	0
Negligent Manslaughter	0	0	0
Non-Negligent Manslaughter	0	0	0
Murder	0	0	0
Forcible Rape & Sexual Assault	0	0	0
Robbery	0	0	0
Aggravated Assault	0	0	0
Motor Vehicle Theft	0	0	0
Arson	0	0	0
Hate Crimes	0	0	0
HATE CRIMES NOT SPECIFIED BY CRIME TYPE DUE TO ZERO INCIDENCE OF THOSE OFFENSES.			
TOTAL	0	0	0
ARREST TOTAL	0	0	0
WEAPONS VIOLATIONS			
Arrests	0	0	0
Administrative Action	0	0	0

NWOSU CAMPUS CRIME STATISTICS  
 NWOSU WOODWARD CAMPUS (CONT'D)

ALCOHOL RELATED ARRESTS WITHIN CAMPUS BOUNDARIES

Public Intoxication	0	0	0
Minor in Possession	0	0	0
DUI	0	0	0
CRIME	2013	2014	2015
Other (Administrative Action)	0	0	0
DRUG RELATED ARRESTS WITHIN CAMPUS BOUNDARIES			
Arrests	0	0	0
Administrative Action	0	0	0

**FIRE SAFETY REPORT FOR ON-CAMPUS HOUSING 2014-2015**

Northwestern Oklahoma State University is committed to providing all information required in regard to campus safety, including our fire safety report. Data reported in the fire safety report is gleaned from a hard-copy fire log, maintained and secured in the Chief of Police, in the Office of the Chief of Police. The log includes, per incident, the date the fire was reported, the nature of the fire, the date and time of the fire, and the general location of the fire. Data contained in the log is available to the general public via the Annual Fire Safety Report, and by viewing of the log book, upon request.

Information re: fire drills, storm drills, and fire alarms is also maintained by the Chief of Police, in the Office of the Chief of Police, and is reported and viewable under the guidelines indicated in the paragraph above. Fire drills, storm drills, and fire alarms: One fire drill must be held each semester in each residence hall. Residents must participate. Failure to do so will result in disciplinary action. Misuse of a fire extinguisher or any safety equipment or emergency doors will result in the offender: (1) cleaning area; (2) having the equipment put in working condition; (3) paying for the damage; (4) being placed on conduct probation; and (5) possibly being removed from housing. Emergency exits are only to be used in case of fire or other emergencies. Violations will result in fines.

- Fire Drills: Each resident is to evacuate the residence hall, as soon as the alarm is sounded, through the closest door. One drill will be done each semester. All drills are unannounced.
- Storm Security: Each resident will go to the first floor, center hallway, away from windows and glass.
- Smoking is not permitted in the residence halls. Unattended open flames (candles) are not allowed.
- Hot plates, crockpots, ceiling fans, or unapproved electrical appliances are not allowed in the rooms.
- Any electrical appliances that you bring to use in your room must have a surge protector between the outlet and the appliance.

A description of on-campus student housing facility fire safety system:

- Coronado Hall:
  - Panel MFG.- Edwards; Model #- Fireshield FS1004

- 2 Wire supervised; Non-monitoring
  - Fryer Hall:
    - Panel MFG.- FCI; Model #- BMFC-4
    - 2 Wire supervised; Non-monitoring
  - South Hall:
    - MFG.- FCI; Model #- BMFC-4
    - 2 Wire Supervised; Non-monitoring
  - Ament Hall:
    - MFG- Bosch; Model #- D7024
    - 2 Wire Supervised; Non-monitoring
- All fire alarms are tested annually by a licensed professional.
- There are no sprinkler systems in any of the residence halls.

### NWOSU DORM\_FIRE REPORTS

#### Number of Incidents

	2012-13				2013-14				2014-15			
	Ament	Coronado	Fryer	South	Ament	Coronado	Fryer	South	Ament	Coronado	Fryer	South
# Fires	0	0	0	0	0	0	0	0	0	0	0	0
# Injuries	0	0	0	0	0	0	0	0	0	0	0	0
# Deaths	0	0	0	0	0	0	0	0	0	0	0	0
Property Loss	0	0	0	0	0	0	0	0	0	0	0	0

- Resident Hall Fire Drills and Staff Training (Drills are both announced and unannounced)

<u>DATE</u>	<u>LOCATION</u>	<u>TIME</u>
March 11, 2015	South Hall	8:00 pm
March 11, 2015	Coronado Hall	8:30 pm
March 11, 2015	Ament Hall	9:00 pm
March 11, 2015	Fryer Hall	9:30 pm
September 30, 2016	South Hall	8:00 pm
September 30, 2016	Ament Hall	9:00 pm
September 30, 2016	Coronado Hall	8:30 pm
September 30, 2016	Fryer Hall	9:30 pm

- All residence hall staff is required to attend the drills and training each semester.
- All students will receive orientation and training on fire safety.
- Campus contacts to which individuals should report any fire on Northwestern Oklahoma State University's campus are:
  - Kaylen Hansen, Director of Housing.
  - LeRoy Burks, Chief of Police.
  - Kevin Fields, Health and Safety Officer.