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**OKLAHOMA  
CITY**

ANNUAL

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**SECURITY**  
REPORT **2023**



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**OKLAHOMA  
CITY**

**OKLAHOMA STATE UNIVERSITY – OKLAHOMA CITY  
2023 ANNUAL SECURITY REPORT**

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## INTRODUCTION

The Annual Security Report (ASR), required by the Jeanne Clery Act, is an annual opportunity to fully disclose information on crime and adjacent areas affecting our campus. The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law, originally known as the Campus Security Act, which requires colleges and universities across the United States to disclose information about crime on and around their campuses.

Because the law is tied to participation in federal student financial aid programs it applies to most institutions of higher education, both public and private. It is enforced by the U.S. Department of Education. The “Clery Act” is named in memory of 19-year-old Lehigh University freshman Jeanne Ann Clery who was raped and murdered while asleep in her residence hall room on April 5, 1986.

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery. The law was amended again in 2000 to require schools beginning in 2003 to notify the campus community about where public “Megan’s Law” information about registered sex offenders on campus could be obtained. The most recent amendment was in 2014 and was a result of the reauthorization of the Violence against Women Act. The institution is in compliance with Section 304 of the Violence Against Women Act of 2013 (VAWA). VAWA amended the Clery Act to require institutions to compile and disclose statistics for incidents of domestic violence, dating violence, sexual assault, and stalking. VAWA also requires institutions to include new policy, procedural, and programmatic disclosures regarding sexual assault prevention, response, and adjudication in the Annual Security Report.

For more information about the Jeanne Clery Act, visit the Clery Center for Security on Campus website at: <http://www.clerycenter.org>.



## NOTICE OF AVAILABILITY OF ANNUAL SECURITY REPORT

The Federal Student Right-to-Know, Crime Awareness and Campus Security Act, now cited as the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” and herein identified as the “Clery Report,” requires institutions of higher education to annually prepare and publish an annual crime statistics disclosure report concerning campus crime statistics and security policies. The report is distributed through appropriate publications, mailings, or computer networks to all current students and employees, as well as to all prospective students and employees upon request. The report contains annual specific campus crime and arrest statistics and campus policies and practices intended to promote crime awareness, campus safety and security. This report is prepared by the members of the Oklahoma State University Oklahoma City (OSU-Oklahoma City) Campus Behavior Assessment Team (CBAT).

A copy of this Report may be obtained in person by contacting the Director of Safety & Security (or designee) at the:

- Office of Safety & Security, Oklahoma State University Oklahoma City  
Business Technologies Building, Room 100
- Phone: 405-945-3253; Email: [okc.security@okstate.edu](mailto:okc.security@okstate.edu)
- OSU-Oklahoma City Campus Safety and Security webpage:  
<https://osuokc.edu/security/crimes>

### Preparation of the Report

The OSU-Oklahoma City Campus Behavior Assessment Team (CBAT) annually reviews the data available through the Oklahoma City Police Department (OCPD) and the Office of Safety and Security. This is completed to verify the accuracy of that data purposed for the ASR and for the submission to the Department’s Campus Safety and Security Act (CSSACT). Data is collected and the Office of Safety and Security presents the data to CBAT Team for formal review of all known data for inclusion in this report. CBAT will review, annually, the “[Handbook for Campus Safety and Security Reporting](#)” as a reference guide on Clery Act compliance.

NOTE: OSU-Oklahoma City campus does not operate residence halls. Therefore, there is no Fire Safety Report required of the institution. However, this institution merges fire alarm data into the Daily Crime Log and maintains it in the Office of Safety and Security.

## CAMPUS SECURITY AUTHORITIES

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

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



## DESIGNATED CAMPUS SECURITY AUTHORITIES

The following individuals are designated campus security authorities: As a quick access to a Campus Security Authority:

- Security Director: 405-945-3253
- Student Life Director: 405-945-6796
- Human Resources Director: 405-945-3298

### Campus Executive Team

- Vice President of Operations
- Provost and Vice President of Academic Affairs
- Vice President Budget & Finance
- Senior Director of Marketing & Communications

### Academics

- Associate Vice President for Academic Affairs
- Academic Deans
- Academic Support Staff
- Director of Library
- Director of Retention and Student Success and Opportunity Center

### Budget & Finance

- Senior Director of Human Resources
- Director of Campus Events and Wellness
- Wellness Center Manager
- Health and Wellness Counselor

### Operations

- Safety & Security Director
- Safety & Security Manager
- Security Officers and Safety Coordinator
- Senior Director Facility Operations

### Student Services

- Associate Vice President for Student Services
- Academic Advisors
- Disability Services and Diversity Director
- Student Life Director
- Student Organization Advisors
- Talent Search Director
- SOAR Director
- Upward Bound Director

## **CAMPUS SECURITY DEPARTMENT**

The OSU-Oklahoma City Office of Safety and Security derives its authority from Oklahoma state statutes (Article VI: Oklahoma Campus Security Act (74 O.S. § 360.15)). As established by these statutes, the Board of Regents for the Oklahoma State University A & M Colleges and the Director/Chief of the OSU-Oklahoma City Security Office shall specify duties, appoint officers, designate uniforms and fix compensation for the OSU-Oklahoma City Office of Safety and Security. All Security Officers are certified by the Council on Law Enforcement and Training (CLEET).

The primary mission of officers serving in the OSU-Oklahoma City Office of Safety and Security shall be the protection of persons and property on the campus of OSU-Oklahoma City. Attention shall be directed toward the prevention of unlawful or otherwise improper conduct and trespassing on university property. With an emphasis upon “customer service” the leadership in the Office of Safety & Security seeks to improve the culture of safety and security across the campus through the stakeholders – the campus community members. Students and employees find our office willing to share statistics, insights, and experiences as a basis for presentations, class reports or vocational interests. As this Department evolves with the needs of the community, improved processes and capabilities of its members will improve customer service. The Department utilizes technology for faster and more efficient security services as follows:

- Surveillance cameras (for historical recording)
- Panic alarm and testing in volatile areas
- Access control technology
- Emergency phones located in the Parking Garage and Elevators
- Wide area building announcements in buildings via the Fire Panels
- Campus classroom phones for emergency announcements

Customer service includes taking enforcement actions. Officers are authorized to issue summons to, or to make arrests and take into custody, persons guilty of unlawful conduct or trespassing. OSU-Oklahoma City Security officers have jurisdiction over all parts and aspects of the OSU-Oklahoma City campus and any other area as authorized by law pursuant to an agreement or agreements as authorized by the Oklahoma Campus Security Act. The OSU-Oklahoma City Security Officers do not have arrest authority of a law enforcement officer. Criminal incidents are referred to the local police (Oklahoma City Police) who have jurisdiction on campus.

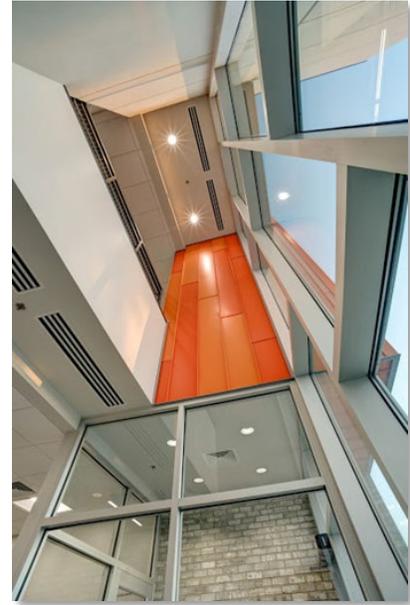
## **WORKING RELATIONSHIP WITH OTHER LAW ENFORCEMENT AGENCIES**

The OSU-Oklahoma City Office of Safety & Security maintains a close working relationship with the Oklahoma City Police Department (OCPD). Meetings are held as needed between the leaders of these agencies on both a formal and informal basis. The officers of OSU-Oklahoma City and OCPD communicate regularly on the scene of incidents that occur in and around the campus area. Investigators from OCPD work closely with the Director of OSU-Oklahoma City Security, or their designee, when incidents arise that require joint investigative efforts, resources, crime related reports and exchanges of information, as deemed necessary. This relationship exists

independently of a written memorandum of understanding between OSU-Oklahoma City and OCPD.

## **TIMELY WARNING POLICY**

To help prevent crimes or serious incidents, the Office of Safety & Security, in conjunction with Administration on campus, issues timely warnings to notify OSU-Oklahoma City stakeholders about crimes or other serious incidents in and around the campus which represent an ongoing threat to health and safety of the OSU-Oklahoma City community. Health incidents include immediate threats including serious issues related to COVID-19 or other pandemic illnesses. If a situation arises that, in the judgment of the university Executive Team or designee, constitutes an ongoing or continuing threat, a campus-wide warning will be issued. The warnings will be issued as follows: posted on the OSU-Oklahoma City website at <http://www.osuokc.edu>. Warnings are issued using the Cowboy Alert system, which is an “opt-in” system for employees and students. Depending on the nature and level of the threat, other forms of communication may be used to disseminate timely warnings. These may be sent via voicemail, or electronically to campus email accounts, or texts, through all university social media platforms and Cowboy Alert. Timely warnings will be made as soon as is safely practical. Anyone with information constituting a timely warning should report the circumstances to OSU-Oklahoma City Security at (405) 945-9111.



## **DAILY CRIME LOG**

The purpose of the daily crime log is to record all criminal incidents and alleged criminal incidents that are reported to the Office of Safety and Security. Again, there is no student housing on this campus; therefore there is no Fire Log. NOTE: All fire incidents are maintained within the crime log.

A daily crime log is available for review 24 hours a day at the OSU-Oklahoma City Security Office, Business Technologies Building, Room 100. The information in the crime log includes the case number, classification of incident, date reported, date occurred, and general location. It does not include names of the parties involved.

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES STATEMENT**

The Campus Emergency Operations Plan (EOP) is the guiding policy/procedure for response and evacuation considerations. Officers for the Office of Safety and Security are the primary response agency. Their on-site evaluations are used to determine whether additional resources and notifications are to be made as a proper site assessment. The assessment will determine if any of the following actions are to be made:

- Protective Actions
- Evacuation
- Shelter-in-Place
- Lock-Down
- Relocation

Notifications: See below for methods.

Emergency Procedures are provided to all students and employees in the Catalog for each semester as well as online at <https://www.osuokc.edu/catalog>. The Security Section includes the following procedural areas for students to familiarize themselves:

- Location of Security
- How to contact emergency services
- Identification Cards
- Emergency Messages Incident Reporting
- Emergency Preparedness
- Medical Emergencies
- Cowboy Alert procedures
- Severe Weather
- Escorts
- Campus Closure/Evacuation
- Motorist Assists
- Safety
- Lost & Found
- Parking, Traffic & Special Events
- Crime Statistics - How to Obtain
- Drugs & Alcohol Policy Statement
- Weapons Policy Statement
- Authority of Security Officers

# NOTIFICATION TO UNIVERSITY COMMUNITY ABOUT AN IMMEDIATE THREAT

If the OSU-Oklahoma City Security Department confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the OSU-Oklahoma City community, the OSU-Oklahoma City Security Department, with prompt consultation and advice from the Vice President of Operations, will utilize some or all of the systems described under the Timely Warning Policy (see Timely Warnings Section) to communicate the threat to the OSU-Oklahoma City campus community, or appropriate segment of the community, if the threat is limited to a particular building or segment of the population. The OSU-Oklahoma City Security Department without delay – and taking into account the safety of the community – determines the content of the notification and initiates the notification system unless issuing a notification will, in the judgment of the responsible authorities (including University Vice President of Operations or designee), compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. The campus uses the Cowboy Alert system maintained by the OSU Stillwater campus. The Cowboy Alert system (an opt-in system) is tested annually to determine system capabilities, readiness, timeliness, and all modes of system reception. Remote access is also a part of the annual test in the event the campus system is compromised. The Cowboy Alert System contains diagnostic capabilities to determine efficiency and maintains a log of drills, tests, and all other announcements to the community.



## MEDICAL EMERGENCIES

Steps to take in a medical emergency:

1. Do not move the patient unless his or her life is in danger.
2. Have someone stay with the patient until help arrives.
3. Call 911. Tell them your name, your exact location and a brief description of the problem. Do not hang up until told to do so.  
Meet emergency personnel to guide them to the patient.

The university does not have urgent university health service but refers such cases to local hospitals and urgent care providers.

## **CAMPUS WIDE EMERGENCY RESPONSE**

The purpose of this policy (The Campus Emergency Operations Plan - available at the Safety & Security Office, Business Technology Bldg., Room 100) is to establish emergency response procedures for OSU-Oklahoma City, as required by the Higher Education Opportunity Act (Public Law 110-315) of 2008. This policy applies to all students and employees of OSU-Oklahoma City.

The Campus Emergency Operations Plan is the primary institutional policy for assessing, responding to, and recovering from incidents on or near campus. The following procedural steps are included in the emergency response depending on the type and size of incident:

- Situational assessment
- Determination of Emergency Action Levels
- Notifications
- Emergency Operations Center establishment & operations
- Communications (Crisis Communications Plan resides with the Marketing & Communications Department)
- Continuity of Operations
- Damage Assessment
- Recovery
- Resumption or return to normal operations

Regarding the type and frequency of programs dealing with security procedures and practices, the Office of Safety & Security conducts announced and unannounced fire drills each semester for each building which are registered in the fire drill log. Annual safety awareness information is provided to all students each semester and to academic and functional departments with specific risk considerations. All drills are monitored, recorded and results are collected for analysis, corrections / recommendations. Information and types of programs that encourage the campus community to remain vigilant for themselves and one another are further described in the following section.

## **CRIME PREVENTION AND MINIMIZING RISK**

OSU-Oklahoma City has experienced success at reducing and preventing crime.

Some of the notable efforts are:

- Security Escorts: Officers are available for escorts across campus and patrol campus parking lots and around facilities.
- Emergency contact number:
  - 9-1-1
  - 405-945-9111
  - Press 1 on classroom phones only (1-1-1 from other campus phones)
- Contract housekeeping employees and other employees occupy academic buildings after hours and provide information to patrol officers about suspicious activity or persons.

- Security and safety focused presentations conducted each quarter with employee groups; students are trained at orientation sessions each semester and for certain departments.
- Video surveillance cameras for historical purposes in certain areas.
- Lighting surveys.
- Department and area risk surveys.
- Emergency Phones are installed in the Parking Garage for direct contact with Security 24/7.

In addition to preventing crime, considerable effort is devoted to crime intervention. All reported crimes are investigated immediately. Follow-up investigations occur to identify the offenders. Where multiple incidents occur, surveillance techniques may be implemented to help apprehend violators. Data and trends are tracked and used to prevent future crimes.

## PERSONAL SAFETY

The following precautions provide guidance, always be aware of your surroundings.

### *General Precautions and Crime Prevention Tips:*

- Program the OSU-Oklahoma City Safety & Security Department's phone number (405) 945- 9111 into your cell phone. Report any suspicious activity to the OSU-Oklahoma City Safety & Security Department immediately.
- Follow the "Take 60" recommendations, check your surroundings in and outside of the classroom for one minute to ensure you have gathered personal belongings and assess dangers.
- Try to avoid walking alone at night. Request an escort to your vehicle from the OSU-Oklahoma City Safety & Security Department by calling (405) 945-9111.
- Limit your alcohol consumption and leave social functions that get too loud or too crowded, or that have too many people drinking excessively. Remember to call the local police department for help at the first sign of trouble.
- Use lighted walkways and thoroughfares, even if it means going out of your way.
- Carry only small amounts of cash and keep purses, backpacks and money belts close to the body.
- Do not struggle if someone attempts to take your property.
- Never leave valuables (wallets, purses, books, calculators, laptops, etc.) unattended.
- Carry your keys at all times and do not lend them to anyone or leave unattended.
- Lock up bicycles and motorcycles. Lock and close windows of an unattended car.
- Remember to lock the doors at your residence. Be certain that your door is locked to your residence when you go to sleep, and keep windows closed and locked when you are not at home.
- Do not leave valuables in your car, especially if they can be easily noticed.
- Engrave serial numbers or owner's recognized numbers, such as a driver's license number, on items of value.
- Inventory your personal property and insure it appropriately with personal insurance coverage.

*At home, or in an apartment building:*

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

*When driving:*

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

*While walking or jogging*

- Avoid walking or jogging alone, and try not to walk or jog after dark.
- Avoid dark or vacant areas. Walk along well-lit routes.
- Be alert to your surroundings. If you suspect you are being followed: Run in a different direction, go to the other side of the street and yell for help, or move quickly to a lighted area, a group of people, or an emergency phone (located in the OSU-Oklahoma City Parking Garage).

## **SAFETY ESCORT SERVICE**

Officers are available for a safety escort to your vehicle on campus. Anyone may call (405) 945-

9111 for this service at any time of the day. An available officer will respond to your location.

**NATURAL DISASTERS**

The following information is a guideline to aid you in determining what action you should take in severe weather. OSU-Oklahoma City has been designated as a “Storm Ready University”; the institution has been recognized for establishing severe weather preparedness procedures.

*Tornado WATCH:* Conditions are such that storms capable of producing a tornado may develop.

*Tornado WARNING:* Either a tornado has been sighted or it is highly probable that one will develop. A warning will be signaled by the storm warning sirens.



The campus is covered by the Oklahoma City warning siren system. It is a long, steady wail.

*Tornado Precautions:*

- If you are in the warning area, seek refuge immediately. Each campus building has designated refuges (not shelters) to cover the campus community. They are not open to the public. They are in each building and designated with a red refuge sign.
- If you are in a vehicle, get out and seek refuge in a sturdy building. If a building is not available, a depression such as a ditch or ravine offers some protection, but be alert for flash floods.
- Do not open windows. This can actually increase damage to the building. Stay away from windows and exterior doors.
- Basements, interior hallways on the lower floors and small interior rooms on the lower floors offer the best shelter.
- Do not attempt to turn utilities on or off.

Report injuries and damage to the OSU-Oklahoma City Safety & Security Department at (405) 945-9111. After the all clear, leave badly damaged buildings and do not attempt to return unless directed to do so by emergency personnel.

**SEX OFFENDER REGISTRY**

The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, requires institutions of higher education to issue a statement advising the campus community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained.

Oklahoma law (Title 57, Sections 583-584) requires anyone required to register as a sex offender do so with both their local law enforcement (municipal or county) agency at their residence and also with the police or security department of any institution of higher education at which they

are enrolled as a student (full-time or part-time), are an employee (full-time or part-time) or reside (or intend to reside or stay) on any property owned or controlled by the institution of higher education.

Information on any sex offender who works for, attends, or lives on property owned by OSU-Oklahoma City can be found at the Oklahoma City Police Department or the Oklahoma County Sheriff's Department.

## **REPORTING PROCEDURES (GENERAL PROCEDURES FOR REPORTING A CRIME OR EMERGENCY)**

### **CRIME REPORTING**

Crime victims and witnesses to a crime, regardless of the crime, are encouraged to promptly report incidents to the OSU-Oklahoma City Safety & Security Department or other appropriate police agencies. In the event a victim is unable to report the crime a witness may be required to provide the report. To report a crime, the victim, if he or she elects to, or witness needs only to call the police and a police officer will meet them to gather information. An official report will be made with copies available to the victim after a completed investigation. Each month, the number of incidents in each category of crime are counted and reported to the Oklahoma State Bureau of Investigation (OSBI), which in turn provides the information to the Federal Bureau of Investigation (FBI). Each year, the FBI publishes a book of crime statistics, "Crime in the United States," which includes accurate accounting of the criminal incidents that occurred on the OSU-Oklahoma City campus.

To report a crime in progress, dial 911, or dial extension 1-1-1 from a campus classroom phone or call 911 when off campus or using a cell phone.

### **CONFIDENTIAL CRIME REPORTING**

Confidential reporting of crimes is allowed at OSU-Oklahoma City. If, for a personal reason, an individual does not wish to report an on-campus crime or suspected crime to the police, that person may anonymously report it by contacting the Title IX Coordinators by phone or email. The Title IX Coordinator or Campus Behavioral Assessment Team (CBAT) will be required to report the information to the Director of Safety and Security for inclusion in the ASR.

#### For Faculty and staff

Title IX Coordinator Administration Bldg., Room 212 (405) 945-3298

Email: [melissa.herren@okstate.edu](mailto:melissa.herren@okstate.edu)

#### For Students

Campus Behavioral Assessment Team (CBAT)

<https://osuokc.edu/cbat>



Email: [okc.cbat@okstate.edu](mailto:okc.cbat@okstate.edu)

Office of Safety and Security

<https://osuokc.edu/security>

Email: [okc.security@okstate.edu](mailto:okc.security@okstate.edu)

Phone: (405) 945-3253

## **CRIMES DISCLOSED TO A PASTORAL, WELLNESS OR MENTAL HEALTH COUNSELOR**

NOTE: There is not a pastoral care position on staff at OSU-Oklahoma City. Most hospitals provide this service.

OSU-Oklahoma City Health and Wellness Counselor

Ross Duren

Administration Building Room 101

Email: [ross.duren@okstate.edu](mailto:ross.duren@okstate.edu)

Phone: (405) 945-3346

Please contact the following for additional community resources:

Victim Services Program 700

Colcord Drive Oklahoma City, OK

73102 (405) 297-3422

Email: [ocpd-goodsam@okc.gov](mailto:ocpd-goodsam@okc.gov)

To be exempt from disclosing reported offenses to appropriate OSU-Oklahoma City officials, a pastoral, wellness or mental health counselor must be acting in their role as a pastoral or professional counselor. This exemption does not relieve counselors of the duty to exercise reasonable care to protect a foreseeable victim from danger posed by the person being counseled. When speaking to a victim or witness to a crime, counselors are encouraged to inform the individual of options to report the crime to the police. A pastoral counselor is a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

A wellness or mental health counselor is a person whose official responsibility includes providing counseling to members of the institution's community and who is functioning within the scope of license or certification. This definition also applies to professional counselors who are not employees of the institution but are under contract to provide counseling to the institution.

Note that a pastoral counselor, wellness or mental health counselor must report the crime to OSU-Oklahoma City Safety & Security for purposes of including the incident in the annual crime statistics only. Personal information will not be conveyed when making this disclosure unless the victim consents to such disclosure.

## CRIMES IN PROGRESS

To report a crime in progress, a person, victim, or witness can dial 911, use one of the outside emergency telephones located only in the campus Parking Garage or call (405) 945-9111. Any reporting method will stimulate the response of OSU-Oklahoma City Security, police, fire, ambulance or other first responders. In addition, the victim of a serious crime can request support personnel, such as ministers and rape crisis or domestic violence counselors, during or after reporting the incident.

Additionally, crime victims may be eligible for funds through victims' compensation laws administered by the local district attorney's office. Prompt reporting of criminal activity to the police enables a quick response, a timely warning, and a safer campus for everyone.

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

1. **Call the police immediately:** Dial 911 for emergencies.
2. **Obtain a description:** Attempt to obtain a description of the offender(s), including gender, age, race, hair, clothing and distinguishing features. Also attempt to obtain a description and license number of any vehicle(s) involved. Note the direction of travel of any offender(s) or vehicle(s) and report these to the police.
3. **Preserve the crime scene:** Do not touch any items involved in the incident. Close off the area of the incident, and do not allow anyone in the crime area until police arrive.

## CRIME DISCLOSURE

OSU-Oklahoma City policies and procedures require the publication of annual crime statistics. Included in this report are crimes reported to the OSU-Oklahoma City Safety & Security Department and other campus officials listed as designated Campus Security Officials and local law enforcement. Crime statistics are collected by: tabulating by classification, location, and date. The collected data is then transferred to the current Clery format for reporting.

The crime and arrest statistics reported are those that occurred within the jurisdictional boundaries of campus. Since OSU-Oklahoma City is a non-residential campus, they do not include off-campus private housing, which are within the various local police jurisdictions where OSU-Oklahoma City students and employees reside. Crimes occurring on public property immediately adjacent to campus are also reported when available. Crime statistics concerning other locations are available at the Oklahoma City, OK Police Department.

The tables on pages 25 – 30 (Campus Crime Report) comply with the Clery Act.

## DEFINITION OF TERMS FOR STATISTICAL CHARTS

The following definitions are those used in the Uniform Crime Reporting System of the United

States Department of Justice’s Federal Bureau of Investigation.

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

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

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

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

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

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

**Criminal Homicide:** The willful (negligent or non-negligent) killing of one human being by another.

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

22 Okla. Stat. § 60.1.

**Domestic violence** is not defined in Oklahoma law. However, the criminal definition of **domestic abuse** is defined as: Any act of physical harm, or the threat of imminent physical harm which is committed by an adult, emancipated minor, or minor child thirteen (13) years of age or older against another adult, emancipated minor or minor child who is currently or was previously an

intimate partner or family or household member. “Family or household members” means: (a) parents, including grandparents, stepparents, adoptive parents and foster parents, (b) children, including grandchildren, stepchildren, adopted children and foster children, and (c) persons otherwise related by blood or marriage living in the same household. “Intimate partner” means: (a) current or former spouses, (b) persons who are or were in a dating relationship, (c) persons who are the biological parents of the same child, regardless of their marital status or whether they have lived together at any time, and (d) persons who currently or formerly lived together in an intimate way, primarily characterized by affectionate or sexual involvement. A sexual relationship may be an indicator that a person is an intimate partner, but is never a necessary condition.

22 Okla. Stat. § 60.1.

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

***Hate Crimes:*** A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. For the purposes of this definition, the categories of bias include the victim’s actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national origin, and disability.

***Larceny:*** The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another without use of force or violence. It includes shoplifting, picking pockets, purse snatching, thefts from motor vehicles including parts and accessories, bicycle, and computer thefts.

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

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

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

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

***Sex offenses:*** Any sexual act directed against another person without the consent of the victim,

including instances where the victim is incapable of giving consent.

***Sexual assault:***

- a. rape, or rape by instrumentation, as defined in Sections 1111, 1111.1 and 1114 of [Title 21], or
- b. forcible sodomy, as defined in Section 888 of [Title 21].  
21 Okla. Stat. § 142.20.

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

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

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

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

21 Okla. Stat. § 1111.1.

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

- A. Any person who forces another person to engage in the detestable and abominable crime against nature, pursuant to Section 886 of this title, upon conviction, is guilty of a felony punishable by imprisonment in the custody of the Department of Corrections for a period of not more than twenty (20) years. Except for persons sentenced to life or life without parole, any person sentenced to imprisonment for two (2) years or more for a violation of this subsection shall be required to serve a term of post-imprisonment supervision pursuant to subparagraph f of paragraph 1 of subsection A of Section 991a of Title 22 of the Oklahoma Statutes under conditions determined by the Department of Corrections. The jury shall be advised that the mandatory post-imprisonment supervision shall be in addition to the actual imprisonment. Any person convicted of a second violation of this section, where the victim of the second offense is a person under sixteen (16) years of age, shall not be eligible for probation, suspended or deferred sentence. Any person convicted of a third or subsequent violation of this section, where the victim of the third or subsequent offense is a person under sixteen (16) years of age, shall be punished by imprisonment in the custody of the Department of Corrections for a term of life or life

without parole, in the discretion of the jury, or in case the jury fails or refuses to fix punishment then the same shall be pronounced by the court. Any person convicted of a violation of this subsection after having been twice convicted of a violation of subsection A of Section 1114 of this title, a violation of Section 1123 of this title or sexual abuse of a child pursuant to Section 843.5 of this title, or of any attempt to commit any of these offenses or any combination of the offenses, shall be punished by imprisonment in the custody of the Department of Corrections for a term of life or life without parole.

B. The crime of forcible sodomy shall include:

1. Sodomy committed by a person over eighteen (18) years of age upon a person under sixteen (16) years of age;
2. Sodomy committed upon a person incapable through mental illness or any unsoundness of mind of giving legal consent regardless of the age of the person committing the crime;
3. Sodomy accomplished with any person by means of force, violence, or threats of force or violence accompanied by apparent power of execution regardless of the age of the victim or the person committing the crime;
4. Sodomy committed by a state, county, municipal or political subdivision employee or a contractor or an employee of a contractor of the state, a county, a municipality or political subdivision of this state upon a person who is under the legal custody, supervision or authority of a state agency, a county, a municipality or a political subdivision of this state; or the subcontractor or employee of a subcontractor of the contractor of the state or federal government, a county, a municipality or a political subdivision of this state;
5. Sodomy committed upon a person who is at least sixteen (16) years of age but less than twenty (20) years of age and is a student of any public or private secondary school, junior high or high school, or public vocational school, with a person who is eighteen (18) years of age or older and is employed by the same school system;
6. Sodomy committed upon a person who is at the time unconscious of the nature of the act, and this fact should be known to the accused; or
7. Sodomy committed upon a person where the person is intoxicated by a narcotic or anesthetic agent administered by or with the privity of the accused as a means of forcing the person to submit.
8. Sodomy committed upon a person who is at least sixteen (16) years of age but less than eighteen (18) years of age by a person responsible for the child's health, safety or welfare. "person responsible for a child's health, safety or welfare" shall include, but not be limited to: (a) a parent, (b) a legal guardian, (c) a custodian, (d) a foster parent, (e) a person eighteen (18) years of age or older with whom the child's parent cohabitates, (f) any other adult residing in the hold of the child, (g) an agent or employee of a public or private residential home, institution, facility or day treatment program as defined in Section 175.2 of Title 10 of the Oklahoma Statutes, or (h) an owner, operator or employee of a child care facility, as defined by Section 402 of Title 10 of the Oklahoma Statutes.

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

***Stalking:***

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

1. Would cause a reasonable person or a member of the immediate family of that person as defined in subsection F of this section to feel frightened, intimidated, threatened, harassed, or molested; and
2. Actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed, or molested, shall, upon conviction, be guilty of the crime of stalking, which is a misdemeanor punishable by imprisonment in a county jail for not more than one (1) year or by a fine of not more than One Thousand Dollars (\$1,000.00), or by both such fine and imprisonment

F. For purposes of this section:

1. “Harasses” means a pattern or course of conduct directed toward another individual that includes, but is not limited to, repeated or continuing unconsented contact, that would cause a reasonable person to suffer emotional distress, and that actually causes emotional distress to the victim. Harassment shall include harassing or obscene phone calls as prohibited by Section 1172 of this title and conduct prohibited by Section 850 of this title. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose;
2. “Course of conduct” means a pattern of conduct composed of a series of two or more separate acts over a period of time, however short, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of “course of conduct”;
3. “Emotional distress” means significant mental suffering or distress that may, but does not necessarily require, medical or other professional treatment or counseling;
4. “Unconsented contact” means any contact with another individual that is initiated or continued without the consent of the individual, or in disregard of that individual's expressed desire that the contact be avoided or discontinued. Constitutionally protected activity is not included within the meaning of unconsented contact. Unconsented contact includes but is not limited to any of the following:
  - a. following or appearing within the sight of that individual,
  - b. approaching or confronting that individual in a public place or on private property,
  - c. appearing at the workplace or residence of that individual,
  - d. entering onto or remaining on property owned, leased, or occupied by that individual,
  - e. contacting that individual by telephone,
  - f. sending mail or electronic communications to that individual, and
  - g. placing an object on, or delivering an object to, property owned, leased, or occupied by that individual.
5. “Member of the immediate family”, for the purposes of this section, means any spouse, parent, child, person related within the third degree of consanguinity or affinity or any other person who regularly resides in the household or who regularly resided in the household within the prior six (6) months.
6. “Following” shall include the tracking of the movement or location of an individual through the use of a Global Positioning System (GPS) device or other monitoring device by a person, or person who acts on behalf of another, without the consent of the

individual whose movement or location is being tracked; provided, this shall not apply to the lawful use of a GPS device or other monitoring device or to the use by a new or used motor vehicle dealer or other motor vehicle creditor of a GPS device or other monitoring technology, including a device containing technology used to remotely disable the ignition of a motor vehicle, in connection with lawful action after default of the terms of a motor vehicle credit sale, loan or lease, and with the express written consent of the owner or lessee of the motor vehicle.

21 Okla. Stat. § 1173.

***Weapon Law Violations:*** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; and all attempts to commit any of the aforementioned. OSU-Oklahoma City policy & OSU Board of Regents Policy prohibits deadly weapons on campus with limited exceptions set by Oklahoma State law. These exceptions include: 1) law enforcement officers on campus in the performance of their duties, 2) state law allows for personal weapons to be secured in personal vehicles.

## CRIME STATISTICS

The following tables outline the Office of Post-Secondary Education (OPE) crime data submission. This data is obtained from the Oklahoma City Police Department and authorized reporters. The OPE Security Certificate of Survey Completion is available in Appendix B.

### Criminal Offences

	On Campus			Public Property			Total
	2020	2021	2022	2020	2021	2022	2022
Murder/Non-Negligent Manslaughter	0	0	0	0	0	0	0
Negligent Manslaughter	0	0	0	0	0	0	0
Sex Offenses - Forcible							
Rape	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0
Sex Offenses - Non-Forcible							
Incest	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0
Robbery	0	1	0	0	0	0	0
Aggravated Assault	0	1	0	0	0	0	0
Burglary	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	1	0	0	0	1
Arson	0	0	0	0	0	0	0

### Hate Crime Murder / Non-Neglect Manslaughter

Crime	On Campus			Public Property			Total
	2020	2021	2022	2020	2021	2022	2022
Race	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0

### Hate Crime Penetration

Crime	On Campus			Public Property			Total
	2020	2021	2022	2020	2021	2022	2022
Race	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0

**Hate Crime Fondling**

Crime	On Campus			Public Property			Total
	2020	2021	2022	2020	2021	2022	2022
Race	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0

**Hate Crime Incest**

Crime	On Campus			Public Property			Total
	2020	2021	2022	2020	2021	2022	2022
Race	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0

**Hate Crime Statutory Rape**

Crime	On Campus			Public Property			Total
	2020	2021	2022	2020	2021	2022	2022
Race	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0

**Hate Crime Robbery**

Crime	On Campus			Public Property			Total
	2020	2021	2022	2020	2021	2022	2022
Race	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0

**Hate Crime Assault**

Crime	On Campus			Public Property			Total
	2020	2021	2022	2020	2021	2022	2022
Race	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0

**Hate Crime Burglary**

Crime	On Campus			Public Property			Total
	2020	2021	2022	2020	2021	2022	2022
Race	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0

**Hate Crime Motor Vehicle Theft**

Crime	On Campus			Public Property			Total
	2020	2021	2022	2020	2021	2022	2022
Race	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0

**Hate Crime Arson**

Crime	On Campus			Public Property			Total
	2020	2021	2022	2020	2021	2022	2022
Race	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0

**Hate Crime Larceny Theft**

Crime	On Campus			Public Property			Total
	2020	2021	2022	2020	2021	2022	2022
Race	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0

**Hate Crime Intimidation**

Crime	On Campus			Public Property			Total
	2020	2021	2022	2020	2021	2022	2022
Race	1	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0

**Hate Crime Vandalism of Property**

Crime	On Campus			Public Property			Total
	2020	2021	2022	2020	2021	2022	2022
Race	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0
Sexual Orientation	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0
Ethnicity	0	0	0	0	0	0	0
National Origin	0	0	0	0	0	0	0

**Referrals for Disciplinary Actions**

Crime	On Campus			Public Property			Total
	2020	2021	2022	2020	2021	2022	2022
Weapons - Ex. Carry, Possession	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0
Liquor Law Violations	0	0	0	0	0	0	0

**Violence Against Women Act Offenses**

Crime	On Campus			Public Property			Total
	2020	2021	2022	2020	2021	2022	2022
Domestic Violence	0	0	0	0	0	0	0
Dating Violence	0	0	0	0	0	0	0
Stalking	1	0	1	0	0	0	1

**Arrests**

Crime	On Campus			Public Property			Total
	2020	2021	2022	2020	2021	2022	2022
Weapons - Ex. Carry, Possession	0	0	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	0	0	0
Liquor Law Violations	2	0	0	0	0	0	0

**Unfounded Crimes**

	Public Property			Total
	2020	2021	2022	2022
Total Unfounded Crimes	0	0	0	0

**NOTE:** Only sworn or commissioned law enforcement personnel may unfound a crime (a baseless or false crime report).

**OBTAINING REPORTS**

To request a copy of a report or ask other related questions, contact the OSU-Oklahoma City Safety & Security Department at (405) 945-3253.

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

The OSU-Oklahoma City Safety & Security Department is committed to complying with its obligations under the Oklahoma Open Records Act without undue delay, but realizes that under certain circumstances the release of records may have an impact on victims, witnesses and the integrity of investigations. If an investigation is ongoing and still open, a request for any related OSU-Oklahoma City Safety & Security Department report may be denied and information of a personal nature will be withheld or redacted where the public disclosure of such information would constitute an invasion of privacy.

**OFF-CAMPUS CRIME**

If a local police department is contacted about criminal activity occurring off-campus involving a member of the OSU-Oklahoma City community, the local police department may notify the OSU-Oklahoma City Safety & Security Department. However, there is no official policy requiring such notification. OSU-Oklahoma City has no registered off-campus student organizations or residential facilities. Individuals accused of criminal activity may be subject to arrest by that police agency and may be subject to OSU-Oklahoma City disciplinary proceedings through the Human Resources Department or Student Conduct proceedings.

**ACCESS TO CAMPUS FACILITIES**

Access to buildings depends on scheduled classes/activities or University-approved functions. OSU-Oklahoma City is a commuter campus. There are no residence halls on campus or contracted

off campus living arrangements. In general, the campus is open weekdays 8:00 am to 9:00 pm. There are limited operations including the Student Success and Opportunity Center scheduled events and class functions on Saturdays and Sundays. OSU-Oklahoma City maintains no campus residences and no officially recognized student organizations with off-campus locations. As a public institution the OSU-Oklahoma City campus is open to the public.

## MAINTENANCE OF CAMPUS FACILITIES

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. OSU-Oklahoma City Safety & Security officers regularly patrol and report malfunctioning lights and other unsafe physical conditions to Facility Operations for correction. Other members of the OSU-Oklahoma City community are helpful when they report equipment problems to the OSU-Oklahoma City Safety & Security Department or Facility Operations at (405) 945-8645 or by submitting a work order online on the following site:  
<https://www.osuokc.edu/building/workorder>.

## ALCOHOL AND DRUG POLICIES

OSU-Oklahoma City seeks to encourage and sustain an academic environment that respects individual freedoms and promotes the health, safety and welfare of its students, faculty, staff and visitors. These participants are expected to know and follow the applicable laws and all OSU-Oklahoma City rules and regulations. Each person is responsible for their own behavior. OSU-Oklahoma City enforces compliance with state law and alcoholic beverage laws on campus and at University-sponsored activities. The Student Code of Conduct outlines University policies and procedures that all students are expected to adhere to during their time at OSU-University Oklahoma City. The primary focus of the conduct process is on educational and corrective outcomes; however, sanctions such as suspension or expulsion from the University may be necessary to uphold community standards and to protect the campus community. The most current version of the Student Code of Conduct is available at <https://www.osuokc.edu/studentconduct>. For questions regarding the Code of Student Conduct, contact the Campus Behavioral Assessment Team (CBAT), Email [okc.cbat@okstate.edu](mailto:okc.cbat@okstate.edu)

The OSU-Oklahoma City Student Code of Conduct is available online to all persons (non—students as well prior to admission). The relevant “Responsibility” section is provided in full as follows:

**Alcohol:** Consuming, possessing, distributing, selling or serving alcoholic beverages on University premises or at University-sponsored activities regardless of age, except as expressly permitted by University policy. The following are also violations on or off campus:

- a. Public intoxication
- b. Driving under the influence of alcohol
- c. Actual physical control of a vehicle while under the influence of alcohol
- d. Providing alcohol to individuals under 21 years of age

- e. Social Host: Providing a location for any individual under 21 years of age to possess or consume alcohol
- f. Transporting an open container of alcohol
- g. Driving while impaired
- h. Incapacitation due to alcohol
- i. Possession or use of a fake ID
- j. Being underage in possession of alcohol.

Lawful and responsible alcohol consumption is permitted only in designated areas of the OSU-Oklahoma City campus, properties and facilities as authorized by the Board of Regents. It is the policy of this University to prohibit minors from participating in these restricted functions.

**Drugs:** Acting or intending to act to illegally use, possess, sell, distribute, cultivate or manufacture any state or federally controlled drug, substance or paraphernalia. Inhaling or ingesting any substances (e.g., nitrous oxide, glue, paint, etc.) that will alter a student’s mental state is also prohibited.

The Code of Student Conduct Policy constitutes the policy of this University to prohibit & enforce the unlawful use, possession or sale of any illicit drug as defined by State law while on campus or at any University-sanctioned activity.

## ALCOHOL AND DRUG ABUSE EDUCATION PROGRAMS

The Wellness Center, Office of Student Life, Advising, Health and Wellness Counselor, and the Human Resources Office have information of this nature for students and employees. The Employee Assistance Program is also available for employees. Other resources in the community may also be available from these centers or programs. Seeking help from, being referred to or from these services is confidential, and will not, alone, result in disciplinary action. Individual privacy will, of course, be maintained in any counseling/rehabilitation process.

Reference:

- Drug-Free Schools and Communities Act (DFSCA) of 1989, Education Department General Administrative Regulations (EDGAR) Part 86 as sources of information and clarification
- Campus Biennial Report

OSU-Oklahoma City’s Drug and Alcohol Abuse Prevention Program is committed to compliance with the Drug Free Schools and Communities Act, and a campus culture that reduces alcohol and drug use, abuse, and illegal conduct. This commitment includes the development, enforcement, and continual evaluation of policy and programming, and promotion of awareness. OSU-Oklahoma City will continue to host and promote alcohol-free events, and promote student learning opportunities in regard to alcohol and drug abuse. OSU-Oklahoma City is committed to offering primary wellness and counseling options to students who are at-risk or abusing alcohol and other drugs.

OSU-Oklahoma City prohibits the unlawful possession, use, or distribution of illicit drugs in buildings, facilities, grounds or other property owned and/or controlled by the University or as a part of the University activities. The OSU-Oklahoma City campus is committed to reporting all alcohol and drug related crimes through standard *Clery Act* procedure to ensure that the campus community is aware of such incidents.

Student drug and alcohol policy provisions can be found in the Code of Student Conduct, [https://osuokc.edu/sites/default/files/documents/StudentServices/studentconduct/Student\\_Code\\_of\\_Conduct.pdf](https://osuokc.edu/sites/default/files/documents/StudentServices/studentconduct/Student_Code_of_Conduct.pdf)

Staff policy provisions can be found in the Staff Handbook, <https://osuokc.edu/hr/handbooks/staff>

Faculty policy provisions can be found in the Faculty Handbook, <https://osuokc.edu/sites/default/files/documents/academics/Faculty%20Handbook.pdf>

OSU-Oklahoma City's Drug and Alcohol Abuse Prevention Program is reviewed annually to support a formal and substantive biennial review and report of recommendations to continually improve the Drug and Alcohol Abuse Prevention Program and broadcast to the campus community. The program elements include:

#### Counseling services

OSU-Oklahoma City provides 24 hour a day 7 days a week Call Student Assistance by Mercy or Call SAM which provides student counseling and support resources. Call SAM is one number 1-855-225-2SAM (2726) that provides talking through stress, anxiety and depression, mental health and medical care resources, food and housing resources and substance abuse resources.

#### Faculty and staff support

OSU-Oklahoma City's Office of Human Resources ensures that all employees have access to and can understand programs that provide benefits-related support to address alcohol and other drug use. Support includes consultation on the Family Medical Leave Act, the Americans with Disabilities Act, Employee Assistance Program, short-term disability, and long-term disability insurance.

OSU-Oklahoma City Health and Wellness Counselor

Ross Duren

Administration Building Room 101

Email: [ross.duren@okstate.edu](mailto:ross.duren@okstate.edu)

Phone: (405) 945-3346

### Faculty and staff training

OSU-Oklahoma City's director of student life and senior director of human resources presents information pertaining to student, faculty and staff behavior, and alcohol and drug abuse at campus meetings that include new faculty and staff orientations. A list of referral services such as treatment facilities, counseling services and other resources is made available in the student, staff, adjunct, and faculty handbooks.

### Student training

Information on OSU-Oklahoma City's drug and alcohol prevention programs is presented in the campus' student admissions center. Information is also presented in student orientations that include with first-time students and OSU-Oklahoma City's collection of student organizations and cohorts.

### Peer mentorship program

OSU-Oklahoma City's peer mentorship programs support students' academic and social integration into the campus learning environment as a means by which to help manage student stress. Mentorship programs match first-semester students, who self-disclose a need for help, with second and third semester students capable of providing guidance for accessing campus resources and external referral services. All mentors receive training to heighten their awareness in areas that include health service offerings, OSU-Oklahoma City's Wellness Center, Student Success & Opportunity Center, the testing center, TRIO's Student Success program, and the Student Life office. All mentors are trained to refer mentees to the student life office, for referral support, as they identify students who experience life challenges such as job loss, homelessness, drug and alcohol problems, or financial issues.

### Service Learning

OSU-Oklahoma City's Service Learning program integrates community service into classroom instruction to enhance students' critical thinking and civic responsibility. Students participating in Service Learning activities have engaged in activities with Second Chance Re-Entry Services and Family Recovery Counseling Center.

### Degree Program Curriculum/Co-Curricular

OSU-Oklahoma City's health programs and Addictions Counseling program have both didactic and clinical opportunities that help these future providers be able to better serve individuals who are diagnosed with alcohol and drug addiction. Students have also engaged in Service Learning activities, with agencies such as Second Chance Re-Entry Services and Family Recovery Counseling Center, to help support individuals who are seeking drug and alcohol treatment. These learning activities and co-curricular programs provide OSU-Oklahoma City students with opportunities to support our local alcohol and drug treatment centers while getting hands on experience for their academic program.

### Disability Services and Diversity

OSU-Oklahoma City's Disability Services and Diversity Office creates diversity and inclusion programming each fall and spring semester that includes messaging and engagement pieces on various topics. If alcohol and substance abuse is addressed in this programming, information on

treatment and prevention resources such as Call SAM (Student Assistance at Mercy) and the OSU-Oklahoma City Health and Wellness Counselor are also mentioned as resources.

### Wellness Center

The OSU-Oklahoma City Wellness Center offers an array of wellness activities and classes to the campus community. The mission of the Center is to give all students, staff, faculty, alumni, and community members the means to achieve total well-being in a global community providing health and fitness education, recreation, and services.

### Certified Healthy Oklahoma Campus

OSU-Oklahoma City is recognized as a Certified Healthy Oklahoma business and campus. This certification credentials the campus as an entity demonstrating a commitment to supporting healthy choices through environmental policy change to improve the health of students, faculty and staff.

### Student Behavior Contract for Travel Off-Campus

OSU-Oklahoma City has a collection of student organizations that travel off-campus to destinations where school-related business and activities are conducted, and/or where transportation or any portion of expenses are provided by the school or school organizations. Students traveling off-campus must sign a Student Behavior Contract for Travel Off-Campus. The contract includes information regarding the use of alcoholic beverages by students.

## **LOST AND FOUND**

The OSU-Oklahoma City Safety & Security Department Lost and Found is located at Suite 100 of the Business Technology Building. Additionally, there are lost and found areas located in other campus buildings. As soon as practical, all buildings and staff are required by policy to forward any found items to the OSU-Oklahoma City Safety & Security Department to maintain a central location for persons seeking lost property. The OSU-Oklahoma City Safety & Security Department receives property, logs property entering and leaving the Lost and Found area with tracking numbers. Items not claimed by the end of the semester are destroyed when an owner is not identifiable or contact has not been made. Inquiries about lost and found property can be made by calling (405) 945-3253.

## **DISCIPLINARY PROCEEDINGS**

Anyone can report any instances of sexual harassment and sexual violence, as well as other crimes or violations of the Student Code of Conduct. A complaint should be filed as soon as possible, preferably within 180 calendar days of the incident. Complaints can be filed online at [https://cm.maxient.com/reportingform.php?OKStateOKC&layout\\_id=0](https://cm.maxient.com/reportingform.php?OKStateOKC&layout_id=0), or to: Campus Behavioral Assessment Team (CBAT) <https://osuokc.edu/cbat>  
Email: [okc.cbat@okstate.edu](mailto:okc.cbat@okstate.edu)

If either the victim or the accused are students, the incident will be addressed through the Student Conduct process once a complaint is filed.

OSU-Oklahoma City strongly encourages individuals to report any instance of sexual harassment and sexual violence to the police.

## Student Conduct Process

The responsibility for the campus student conduct system is delegated from the Board of Regents for OSU-Oklahoma City to the Associate Vice President of Student Services through the Provost and Vice President of Academic Affairs the Associate Vice President of Student Services further delegates authority for student conduct to Office of Student Life and designated conduct officers.

A conduct officer is a University employee who is an officially designated administrator or staff member. The goal is to resolve cases by the lowest appropriate authority for maximum educational benefit. The process is outlined online as the Student Code of Conduct <https://www.osuokc.edu/studentconduct/code>. It includes: complaints, evidence, hearings, suspensions, disposition procedures, hearing panels, student rights, range of sanctions, deliberations and findings, appellate procedures, reviews, and files/records.

The University views the conduct process as an educational experience that can promote growth in personal understanding of one's role as a member of an educational community and one's rights, responsibilities and privileges therein.

The following information is provided to inform students of the procedures in place at OSU-Oklahoma City for resolving alleged violations of university regulations. The procedures are designed to allow for fact-finding and decision-making in the context of the OSU-Oklahoma City educational community. The objective is to provide procedures that balance the rights of the individual with the legitimate interests of the university and community.

### 1. Complaints:

- a. Any member of the university community (faculty, staff or student) or any person who is unaffiliated with the University who has knowledge of an alleged violation of the Student Code of Conduct may file a complaint against a student alleging that a violation of the Student Code of Conduct has occurred. The University may itself initiate a complaint.
- b. Such complaint should be filed with Student Conduct as soon as possible but within 180 calendar days (not university business days) of the alleged violation. A late complaint may be accepted with the approval of the Associate Vice President for Student Services, the Student Conduct Officer or their designee.
- c. The complaint must be submitted in writing and signed by the complainant(s), or submitted via approved online form and electronically signed by appropriate technical method, and must include the date, time, place, name(s) of person(s) involved (e.g., the accused, witnesses) and sufficient detail to make a determination of whether disciplinary action may be warranted.
- d. Complaints may be initiated for incidents where concurrent criminal charges are pending. The university may adjudicate incidents without regard to either pending civil litigation or criminal prosecution. University conduct proceedings may proceed before, during or after court proceedings.

2. Interim Suspension: In cases where student health or safety is reasonably believed to be significantly jeopardized, the Associate Vice President of Student Services, in consultation with the Provost and Vice President of Academic Affairs, or designee, may suspend a student for the period of time required to allow a thorough investigation and opportunity for hearing. Students who are so suspended are not permitted on campus or in university buildings, facilities or activities at any time for any reason during the period of the interim suspension, unless otherwise permitted in writing.

3. Investigation: As needed, the Campus Behavioral Assessment Team will designate a Student Conduct Officer and/or an investigator to conduct investigations and gather information. The complainant and respondent will receive a notice of the allegations before an investigation meeting. During the investigation meeting, each participant will have the opportunity to share their perspective of the alleged incident, name witnesses, and share any supporting documents. The investigator will compile a report summarizing the relevant information collected. The complainant and respondent will be provided ten days to review and respond to the information presented in the investigation report. A final investigation report and supporting information will be provided at least ten days before the hearing.

4. Disposition of Allegations: The university conduct process is administered through Student Conduct. Alleged violations of university regulations where neither suspension nor expulsion are a possibility are normally resolved through a Student Conduct Meeting (see Section III (C) below).

Allegations which may result in suspension and where a one-on-one meeting between the Student Conduct Officer and the respondent would be the most effective way to establish the facts of the case are typically referred to a Student Conduct Hearing (see Section III (D) below).

Allegations which could result in suspension or expulsion, or that are complex, sensitive, or require a number of witnesses or that involve an alleged victim are often referred to a Hearing Panel (see Sections III (E) below).

At the conclusion of a Student Conduct Hearing, the Student Conduct Officer may refer the case for a Hearing Panel if further development of the facts is warranted and would be aided by a more formal hearing; the Student Conduct Officer will not make any findings. Additionally, a respondent or complainant in a case assigned to a Student Conduct Hearing may request that their case be resolved at a Hearing Panel. Such a request must be made before the scheduled hearing.

If a student is assigned to go to a Hearing Panel and admits responsibility for the alleged violation(s) a Student Conduct Hearing may be conducted. In instances when a complainant is involved, both parties must agree on any changes to the hearing type.

In instances where a student has been convicted of a felony through the criminal process or the university believes they have enough information that would make it more likely than not a violation of the Student Code of Conduct has occurred the University may file a complaint against

the alleged student without the cooperation from the victim.

## **Student Rights in Conduct Process**

The University views the conduct process as an educational experience that can promote growth in personal understanding of one's role as a member of an educational community and one's rights, responsibilities and privileges therein. However, sanctions such as suspensions or expulsion from the university may be necessary to uphold community standards and to protect the campus community.

During a conduct process, both the respondent and the complainant have the rights to:

1. A written notice of the alleged violation(s);
2. An explanation of the student conduct process upon request;
3. Have no violation assumed;
4. A timely hearing;
5. Be accompanied by an advisor during the conduct process. In matters not involving possible suspension or expulsion, the advisor is limited to advising the student and may not present information, question relevant parties or make statements during the proceedings;
6. Have access to the information and documents to be presented at the hearing in advance.
7. Be present during the entire proceeding, except during deliberation;
8. The respondent and complainant can question any party or witness present, either directly or indirectly, at the discretion of Hearing Panel Chair;
9. Present material witnesses (those with firsthand knowledge of the incident). The respondent and complainant are responsible for contacting and arranging for the attendance of their own witnesses in all cases;
10. The respondent will receive a written notification of the outcome of the hearing; the complainant can receive written notification of the outcome of the hearing when permitted by federal law;
11. An avenue for appeal from a hearing.

## **Student Conduct Meeting**

Upon determining that sufficient evidence exists to believe that a violation of the Student Code of Conduct may have occurred, the Student Conduct Officer or other conduct officer with jurisdiction will notify the student in writing of the alleged violations against him/her. The written notice will be hand delivered directly to the student, sent electronically to the student's institutional email address, or mailed to the student's last known address as filed in the Registrar's Office.

Students are responsible for providing and maintaining a current local address and e-mail address with the Registrar's Office.

At the meeting, the student will be provided with the following:

1. An explanation of the alleged violation(s) of university policy;
2. A summary of the facts and information that substantiate the allegations;
3. The opportunity to reflect upon and give his/her account of the incident or circumstances

pertaining to the allegation(s);

4. An explanation of the decision of the conduct officer that may result in the following:
  - a. The allegation(s) may be dismissed as unfounded.
  - b. The student may admit responsibility for the violation(s) and have a sanction(s) imposed.
  - c. The student may be found responsible for violating the Student Code of Conduct and have a sanction(s) imposed.
  - d. Any sanction, except suspension, deferred suspension and expulsion may be imposed.
  - e. Decisions reached at the meeting will be final with no option to appeal or other proceedings.
  - f. Failure to respond to a written allegation(s) or failure to complete the assigned sanction(s) will result in either a hold being placed on the student's enrollment privileges or graduation, additional alleged violations or a decision being made based on the information available at the time.

## **Student Conduct Hearing**

Hearing procedures are provided for allegations against an individual where suspension from the university is possible, if found responsible. Cases of suspension and expulsion are only processed through Student Conduct.

Students have the right to be accompanied by an advisor, who may advise and support the student. The advisor may participate directly to the same extent as the student could. Such direct participation is a privilege which, if abused, may be withdrawn by Student Conduct. If the privilege is withdrawn, the advisor may continue to advise the respondent. However, if the advisor fails to act in accordance with hearing procedure, the Student Conduct Officer may bar the advisor from the hearing. The student must notify Student Conduct four days in advance of the hearing if accompanied by an advisor.

### 1. Pre-Hearing Procedures

Student Conduct will prepare and send a written notice to the respondent and complainant at least five days before the hearing. The notice will be delivered in person, sent electronically to the student's institutional email address or mailed to the student's last known address of record as filed in the Registrar's Office and will include:

- a. The date, time, place and nature of the hearing.
- b. Reference to the section(s) of the Student Code of Conduct involved;
- c. A brief explanation of the alleged violation(s), including the approximate date and place where the alleged violation(s) occurred;
- d. Names of witnesses, if known;
- e. The right to be accompanied by an advisor and the advisor's role in the hearing;
- f. Names of the conduct officer(s) for the case.

The Student Conduct Officer or designee will be available to meet with the complainant and the respondent, separately to discuss and explain the hearing procedure and answer questions.

## 2. Four Days in Advance of the Hearing

- a. The respondent and the complainant will provide to the Student Conduct Officer copies of documents to be presented at the hearing and the names of witnesses who will be called.
- b. Each student must notify his/her witnesses of the date, time and location of the hearing.
- c. The respondent and the complainant will have access to copies of documents to be presented at the hearing by prior appointment. Materials will be sent via email three days in advance of the hearing.
- d. The respondent and the complainant will provide notice to the Student Conduct Officer of an advisor who will accompany them.

## 3. Hearing Procedures

The hearing provides a forum where all the information and documents can be presented, where questions can be asked of all parties and where the conduct officer(s) can deliberate and make a decision using a “preponderance of evidence” standard (i.e., that is more likely than not a violation of the Student Code of Conduct did, or did not, occur). Formal rules of process, procedure and technical rules of evidence, such as those applied in criminal or civil court, are not used in student conduct proceedings. Deviations from prescribed procedures will not necessarily invalidate a decision or proceeding unless significant prejudice to the student or the University may result.

If the student admits that a violation did occur, the conduct officer(s) decides what conduct action is appropriate.

To protect the privacy of all parties and in accordance with the Family Educational Rights and Privacy Act (FERPA), hearings will be closed.

The respondent and complainant can present witnesses who may be questioned by the conduct officer(s). Questioning by the complainant or the respondent is permitted so long as it is not threatening or harassing.

In the case of sexual harassment and sexual misconduct, the conduct officer may, in his/her discretion, exclude evidence of the complainant’s sexual history with the respondent from discussion during the hearing. The sexual history of the complainant with persons other than the respondent is irrelevant.

The hearing (excluding the deliberations) will be audio recorded. The recordings are the property of the university. Others will not be allowed to make a recording of any type. The university is not responsible for equipment malfunctions. Requests to review audio recordings may be made to Student Conduct.

If the respondent elects not to appear for the hearing, the hearing will be held in his/her absence. Failure to appear will be noted without prejudice. Findings will be based on information presented at the hearing.

Material witnesses will be present during the introductory comments of the hearing, including the honesty statement, at which point they will be excused until time to give their testimony. Witnesses will be excused upon completion of testimony and questioning, but they may be asked to remain available for recall. The complainant and respondent may remain throughout the hearing. At the conclusion of the hearing, all parties will be dismissed except for the conduct officer(s), who will deliberate and reach a decision.

A student's past conduct record may be subject to an educational discussion at the hearing. Past conduct history does not impact the finding of responsibility but could be used as information in determining appropriate sanctions.

The conduct officer(s) may accommodate concerns for the personal safety, well-being or fears of confronting the complainant, respondent, or other witnesses. Procedures for the hearing environment may be modified as determined by the Student Conduct Officer to be appropriate.

#### 4. Hearing Deliberations and Decision

The conduct officer(s) will deliberate whether it is more likely than not that a violation(s) of the Student Code of Conduct did or did not occur as alleged.

- a. The conduct officer(s) may find that the information presented was not sufficient to establish that a violation of the Student Code of Conduct was committed and dismiss the case.
- b. The conduct officer(s) may find that the information presented was sufficient to affirm the alleged violations and impose a sanction appropriate for the violation(s).

The decision of the conduct officer(s) will be communicated in writing to the respondent and, if appropriate, the complainant within two days. The notification letter will include findings of fact, sanction(s) imposed (if any) and the rationale for the decision. The notification letter will be delivered in person, sent electronically to the institutional email address or sent by certified mail to the student's last known address of record as filed with the Registrar's Office. The notification letter may also be picked up in the Student Conduct Officer within two days of the hearing.

### **Student Conduct Committee Panel Hearing**

Procedures for a panel hearing are provided for allegations against a student where suspension or expulsion from the university are possible, if they are found responsible, and for student discrimination grievances.

The panel hearing option may not be available during dead week, final examinations, breaks or other periods. If feasible for the Student Conduct Committee Hearing Panel (Hearing Panel), a hearing will proceed during these times. Additionally, a panel hearing may not be available when the Student Conduct Officer or Associate Vice President for Student Services determine that appearing before the panel poses a threat to the physical welfare of panel members or witness(es). Hearings are scheduled around academic schedule on record of complaint and respondent.

The Hearing Panel shall be selected from the faculty, staff, and students of the institution. A

Hearing Panel shall consist of five disinterested members - two faculty members, two students and one staff member - selected by the Campus Behavioral Assessment Team. A faculty member will be the chairperson. A list of Hearing Panel members will be available three days in advance of the hearing. Prior to the hearing, alternate Hearing Panel members may be seated to be available in case of conflicts.

A professional staff member from Campus Behavioral Assessment Team and/or a member of Legal Counsel will be present as a non-voting participant. His/her role will be to facilitate dialogue between the Hearing Panel and the students involved, direct the attention of the Hearing Panel and the parties to relevant points, act as an advisor to the Hearing Panel and answer procedural questions as needed.

A student's advisor may participate directly to the same extent as the student. Such direct participation is a privilege which, if abused, may be withdrawn by the Chair of the Hearing Panel or the Student Conduct Officer. If the privilege is withdrawn, the advisor may continue to advise the student. However, if the advisor fails to act in accordance with the hearing procedure, the Chair of the Hearing Panel or the Student Conduct Officer may bar the advisor from the hearing. The student must notify Student Conduct Officer twelve days in advance of the hearing with their advisor's name and contact information.

In cases when the university compiles an investigation report, the investigator will present the report and answer questions regarding the investigation. The role of the investigator is to serve as an unbiased party conducting a thorough investigation of all allegations of sexual harassment or sexual misconduct. The investigation report is a compilation of relevant information, not a verbatim report, and is not appealable or rebuttable. The investigation report will be available ten days in advance for all parties to review.

### 1. Pre-Hearing Procedures

The Hearing Panel members will be selected by the Campus Behavioral Assessment Team based on their availability.

The Student Conduct Officer will prepare and send a written notice to the respondent and the complainant at least fifteen days before the hearing. The notice will be delivered in person, sent electronically to the institutional email address, or sent via certified mail to the student's last known address of record as filed with the Registrar's Office and will include:

- a. The date, time, place and nature of the hearing;
- b. Reference to the section(s) of the Student Code of Conduct involved, including information regarding procedures for the process.
- c. A brief explanation of the alleged violation(s) including the approximate date, time and place where the alleged violation(s) occurred;
- d. Names of witnesses, if known;
- e. The right to be accompanied by an advisor and the advisor's role in the hearing questions.
- f. The hearing file will include the investigation report (if applicable)

## 2. Twelve Days in Advance of the Hearing

- a. The respondent and the complainant will provide to the Student Conduct Officer copies of documents to be presented at the hearing and the names of witnesses who will be called and the name and contact information of their advisor
- b. It is the responsibility of each student to notify witnesses of the date, time, and location of the hearing.
- c. The respondent and the complainant have the right to have access to documents to be presented at the hearing. Materials will be sent via email ten days advance of the hearing.

## 3. Hearing Procedures

The hearing provides a live forum where all the information and documents can be presented, where questions can be asked of all parties, and where the Hearing Panel can deliberate and decide to the standard of "more likely than not" that a violation of the Student Code of Conduct, did or did not, occur. Formal rules of process, procedure, and technical rules of evidence, such as are applied in criminal or civil court, do not apply to student conduct proceedings. Deviations from prescribed procedures will not necessarily invalidate a decision or proceeding unless significant prejudice to the student or the University may result.

To protect the privacy of all parties and in accordance with FERPA (Family Educational Rights and Privacy Act), hearings will be closed. The respondent and complainant can present witnesses, who may be questioned by the Hearing Panel. Questioning by the complainant or the respondent is permitted so long as it is not threatening or harassing.

Only relevant questions may be asked of either participant during the hearing. Questions will be reviewed for relevance by the Hearing Panel Chair before the question is answered. The Hearing Panel may, in its discretion, exclude information or questions of the participant's sexual history from discussion during the hearing. The past sexual history of the complainant with persons other than the respondent is irrelevant.

The hearing (excluding the deliberations) will be audio recorded. The recordings are the property of the university. Others will not be allowed to make a recording of any type. The university is not responsible for equipment malfunctions. Requests to review audio recordings may be made to the Student Conduct Officer.

If the respondent or complainant elects not to appear for the hearing, the hearing will be held in their absence. If the respondent, complainant, or witnesses do not attend or participate in answering relevant questions at the hearing, the Hearing Panel must not consider any of the participant's statements when determining responsibility; however, the Hearing Panel cannot assume responsibility based solely on the participant's or witness's refusal to participate or answer questions.

The complainant and respondent remain present throughout the hearing. Witnesses will be present only during the time they are sharing information and being asked questions. It is preferred all witnesses be present in person; however, if a witness cannot be present for the

hearing, arrangements can be made for a witness to participate via phone or other electronic means as long as adequate notice is provided.

At the conclusion of the hearing, all parties will be dismissed except for the Hearing Panel so they may deliberate and reach a decision.

Conduct history is not relevant in determining responsibility but can be used as information in determining an appropriate sanction. A student's conduct history will be available to the Hearing Panel if the respondent is found responsible.

The order of presentation at the hearing will be as follows:

- a. Introductions and reading of allegations.
- b. Opening statements may be presented to the Hearing Panel. Procedurally, the complainant is provided the opportunity to present first, followed by the respondent.
- c. If relevant, the university investigator will present the investigation report and answer related questions.
- d. The complainant will present information, call witnesses, and answer questions from the Hearing Panel and other participants.
- e. The respondent will present information, call witnesses, and answer questions from the Hearing Panel and other participants.
- f. Closing statements may be presented to the Hearing Panel. Procedurally, the complainant is provided the opportunity to present first, followed by the respondent.
- g. All participants are dismissed for Hearing Panel deliberation.

The Hearing Panel may accommodate concerns for the personal safety or well-being of the complainant, respondent, or other witnesses. Procedures or the hearing environment may be modified as determined by the Campus Behavioral Assessment Team.

#### 4. Hearing Panel Deliberations and Decision

The Hearing Panel will deliberate and, by majority vote, a decision will be made using the preponderance of evidence standard. The Hearing Panel may find that the information presented was not sufficient to establish a finding of responsibility for a violation(s) of the Student Code of Conduct.

- a. The Hearing Panel may find that the information presented was sufficient to find the respondent responsible for violating the Student Code of Conduct and impose a sanction appropriate with the violation(s).

The Hearing Panel decision will be communicated in writing to the Student Conduct Officer, which will notify the respondent, and if appropriate, the complainant in writing within two days.

The notification letter will include allegations made against the respondent, alleged policy violations, a description of the procedural steps taken, findings of fact, sanction(s) imposed (if any) and the rationale for the decision. The notification letter will be delivered in person, sent electronically to the institutional email address or sent by certified mail to the student's last

known address of record as filed with the Registrar's Office. The notification letter may also be picked up in the Office of Human Resources, Administration Building 212, within two days of the hearing.

In cases of sexual misconduct, dating violence, domestic violence, stalking, sexual harassment or physical violence, the complainant will be notified of the outcome at the same time as the respondent. In other violations, the complainant will not be notified of the outcome. .

## **Complainant Notification**

Complainants are entitled to know about the results of proceedings involving alleged crimes of violence or non-forcible sex offenses, as defined by FERPA. Both the respondent and complainant will be notified in writing of the results of any hearing involving alleged crimes of violence or non-forcible sex offenses.

Complainants who have alleged a sexual assault, dating violence, domestic violence, or stalking will be provided with notification in writing of the final outcome of the conduct hearing against the alleged perpetrator, as required by federal law.

## **Sanctions**

Although not intended to be inclusive, the following are possible sanctions that may be imposed, either singularly or in combination for a student if a violation of the Student Code is found. During a Student Conduct Meeting the student and the conduct officer will work together to develop an Action Plan to aid the student in their ethical, personal and intellectual development.

1. Written warning is an official written notice that the student has violated University policies and that more severe conduct action will result should the student be involved in other violations while the student is enrolled at the University.
2. Restriction is a limitation on a student's privileges for a period of time and may include but not be limited to the denial of the use of facilities or access to parts of campus, denial of the right to represent the University, or denial of participation in extracurricular activities not directly associated with academics (e.g., intramural sports, attending athletic events, student organizations/clubs/associations, leadership positions within housing or fraternities/sororities or other organizations). Students must apply to reinstate the privilege by submitting documentation of their significant proactive efforts to become good citizens of the community and engage in responsible, productive behavior.
3. Educational and Behavioral Change Requirements are assigned as an opportunity for personal development and can include, but is not limited to, attending alcohol education, a reflection essay, community service, seeking academic counseling, decision making class, and other relevant educational opportunities.

4. Class Removal occurs when a student is dropped from a class or moved to another section of a class. Faculty members, in consultation with the Student Conduct Officer, reserve the right to interim suspend a student from class pending a hearing for alleged violations of the Student Code of Conduct occurring in the classroom that substantially interfere with teaching or other students' ability to learn.

5. No Contact Order is an absolute prohibition from contact with specified person or persons in any form whatsoever, including but not limited to contact in person, by phone, electronically, or through another person. A No Contact Order may be implemented as an interim measure for issues regarding sexual violence or other Title IX issues. Violating a No Contact Order may result in suspension from the University.

6. Restitution is compensation for the damage caused to the university or any person's property on campus. This is not a fine but rather a repayment for labor costs and/or value of property destroyed, damaged, consumed, or stolen.

7. Conduct Probation is a specified period of time during which the student is placed on formal notice that he/she is not in good standing with the university and that further violations of university regulations will subject him/her to suspension or expulsion from the university.

8. Conduct Suspension is the exclusion from enrollment in classes and other privileges or activities for a definite period of time not to exceed three years and until the conditions which are set forth in the hearing outcome letter are met. Students who are suspended from OSU-Oklahoma City are not permitted on campus or in university buildings, facilities or activities at any time for any reason during the period of suspension unless otherwise permitted by Student Conduct. Notation on the transcript is not made; however, a record of the action is maintained in the student's record in the Registrar's Office. If a transcript is requested during the period of suspension, a letter will be sent with the transcript to the requesting party/ institution stating the student is under suspension for conduct reasons. Only unofficial transcripts will be released to the student directly. Any refund of tuition or fees will be subject to the university's normal withdrawal policy.

9. Conduct Expulsion is termination of student status for an indefinite period. The conditions of readmission, if any, shall be stated in the hearing outcome letter. Students who are expelled from OSU-Oklahoma City are not permitted on campus or in university buildings, facilities or activities at any time for any reason, unless otherwise permitted by the Office of Student Conduct. Notation on the transcript is not made; however, a permanent record of the action is maintained in the student's record in the Registrar's Office. If a transcript is requested during the period of expulsion, a letter will be sent with the transcript to the requesting party/ institution stating the student has been expelled for conduct reasons. Only unofficial transcripts will be released to the student directly. Expulsion becomes a permanent part of a student's conduct record. Any refund of tuition or fees will be subject to the university's normal withdrawal policy.

A. Parental Notification Oklahoma State University-Oklahoma City reserves the right to

notify the parents/guardians of dependent students regarding any conduct situation, particularly alcohol and other drug violations. The university may also notify parents/guardians of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may also be utilized discretionarily by administrators when permitted by FERPA or consent of the student.

**B. Failure to Complete Conduct Sanctions or Comply with Conduct Office Requests** All students, as members of the university community, are expected to comply with conduct sanctions within the timeframe specified by the Student Conduct Officer. Failure to follow through on conduct sanctions by the date specified, whether by refusal, neglect or any other reason, may result in additional sanctions and an enrollment hold, which is a “hold” on enrollment privileges. This hold can prevent the adding or dropping of classes or enrollment for subsequent terms. Cancellation of enrollment occurs when a previous enrollment hold has been cleared with the condition that the enrollment will be canceled for failure to meet the conditions of the clearance. If canceled, the refund of tuition or fees will be subject to the university’s normal withdrawal policy. A graduation hold is a hold on a student’s participation in graduation exercises and diploma for failure to respond to a request to meet with the Student Conduct Officer or other conduct officer, or for noncompliance with conduct sanctions. The Vice President for Student Experience may recommend a graduation hold.

**C. Implementation of Sanctions** Conduct actions or grievance decisions shall not be implemented until the time for appeal has expired, until the entire appeal process is completed, or if the individual voluntarily waives the right to appeal in writing. The exceptions to delaying sanctions until the process is complete include: 1) when interim suspension has been invoked by the Vice President for Student Experience or his/her designee. 2) to protect the health or safety of students on the campus

## **Appeal Procedure**

An appeal is a review of the record of the original hearing, not a new hearing. It is the responsibility of the person who initiated the appeal to show that one or more of the listed grounds for appeal has merit. A student will not appear before the Associate Vice President of Student Services unless specifically requested to do so.

Any outcome decided in a hearing may be appealed to the Associate Vice President of Student Services by the respondent or the complainant.

The Associate Vice-President of Student Services, or their designee, will review the record of the prior hearing(s), related documents and evidence. The Associate Vice-President of Student Services will render a decision based upon the criteria cited as the reason for the appeal.

Appeals must be submitted in writing to Student Conduct by 5 p.m. within ten days of the original hearing. Failure to file an appeal within the prescribed time constitutes a waiver of any right to an appeal.

The appeal must cite at least one of the following appeals criteria as the reason for appeal and provide supporting argument(s) as to why an appeal should be granted on these grounds. Appeals criteria include the following:

1. The hearing was not conducted in conformity with prescribed procedures, and substantial prejudice to the complainant or the respondent resulted;
2. New information that could substantially affect the outcome of the previous lower hearing has been discovered since that hearing. The information must not have been available at the time of the original hearing. Failure to present information that was available is not grounds for an appeal under this provision;
3. . The sanction is not appropriate for the violation. This provision is intended to be utilized when a determined sanction is inherently inconsistent with university procedures or precedent. Simple dissatisfaction with a sanction is not grounds for overturning a sanction under this provision.

The Associate Vice President of Student Services will review the record of the original hearing, including documents, and issue a finding as to the merits of the criteria cited as the reason for appeal.

The Associate Vice President of Student Services may:

1. Find there is no merit to any of the grounds cited in the appeal and issue a finding as such.
2. Find the previous hearing was not conducted as prescribed and had substantial prejudice and remand the matter to a new hearing.
3. Refer the case back to the original hearing body to review new information.
4. If the sanction is determined to be inappropriate for the violation, the sanction will be modified with the reasons for the amended sanction stated.

The final decision will be communicated in writing by the Associate Vice President for Student Services to the complainant and the respondent. The decision will normally be communicated within ten days of receiving the written appeal. The decision of the Associate Vice President for Student Services will be final.

## **FACULTY AND STAFF DISCIPLINARY COMPLAINT PROCESS**

If an OSU-Oklahoma City employee believes that he or she has been the victim of discrimination, discriminatory harassment or has information about discrimination/ harassment 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 in the Office of Equal Opportunity, located in AD 212, or at (405) 945-3298. This report initiates a complaint. Alternatively, an employee may report the situation to his or her immediate supervisor, department head, or Division Head, 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 alternate 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 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 supervisor seeks advice as to the appropriate penalty, the Title IX Coordinator may provide a recommendation as to the appropriate sanction. The supervisor will then be responsible for 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 nondiscrimination 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. Employees who receive disciplinary penalties under this policy may consult Human Resources for information about the grievance process, which may be used to challenge alleged violations, misinterpretations, or inequitable application of policies or procedures.

### **Faculty Disciplinary Actions**

University Faculty disciplinary actions are described in section 1.12 Disciplinary Action on page 34 of the Faculty Handbook which is available in entirety at:

<https://osuokc.edu/sites/default/files/documents/handbooks/Faculty-Handbook.pdf>

As stated in the Handbook, academic freedom carries both rights and responsibilities. To foster and preserve freedom of inquiry and legitimate expression, orderly conduct of institutional functions and adherence to the ethical standards of the academic profession are essential (see Section 1.1.4 and the State of Professional Ethics, Appendix A). Accordingly, the faculty is subject to laws, policies, rules, regulations and procedural requirements which safeguard its functions, and which concurrently protect its rights and freedoms. Violations may result in actions by OSU-Oklahoma City ranging from simple admonitions to permanent dismissal. Department and/or division heads are normally responsible for initiating and implementing appropriate disciplinary action.

Administrators shall use common sense and mature judgment in considering possible disciplinary situations involving faculty. Information about possible misconduct from such sources as student and faculty complaints, direct observation, citizen complaints, signed letters, grand jury indictments, media stories, and police reports may indicate a need for administrative inquiry and evaluation to ascertain whether an OSU-Oklahoma City interest has probably been adversely affected or jeopardized. When it appears that corrective action is necessary, the severity of the action taken should bear a close relationship to the seriousness of the apparent misconduct.

### **Imposition of Disciplinary Action**

Any complaint to an OSU-Oklahoma City representative that is intended to lead to an inquiry regarding a faculty member's performance or behavior ordinarily should be submitted in writing bearing the complainant's signature to the faculty member's department and/or division head. The department and/or division head may also initiate a performance or conduct inquiry unilaterally without a written complaint. Other related supervisory academic administrators may also be authorized by the Provost and Vice President of Academic Affairs to make appropriate conduct investigations and initiate appropriate disciplinary action on oral or written complaints.

Disciplinary action should not be taken until:

- A. The alleged deficiency or misconduct by the faculty member has been investigated and reasonable cause has been established to believe that the deficiency exists or that the misconduct has occurred;
- B. The faculty member has been informed of the results of the investigation and the disciplinary action which is being considered and has been given appropriate time and opportunity to respond; and
- C. If the disciplinary action is to be more severe than a simple admonition or is to be recorded in the faculty member's personnel file, appropriate faculty counsel, unless waived by the individual faculty member, has been obtained.

It is recognized that impressions of possible problem situations may be re-evaluated and revised as more is known, discussed, or understood about an apparent problem and related evidence. It is therefore permissible to change or amend a proposed disciplinary action, even after it is initiated, if new evidence develops or a related supervisory academic administrator determines it to be necessary and appropriate under prevailing circumstances. If a proposed action that has already been initiated is modified, the faculty member who is being considered for disciplinary action will be notified of the reasons that led to the modification and given an opportunity to respond.

As described below, authorized disciplinary actions include simple admonitions, formal sanctions, and dismissals. Recognizing that these three types of disciplinary actions have significantly different impacts on the career of a faculty member, the procedures for providing adequate administrative due process necessarily differ.

### **Simple Admonitions**

Admonitions are intended to inform faculty members that others find their performance or professional behavior to be unsatisfactory and/or inappropriate. Admonitions include administrative counseling; warnings; and gentle and friendly reproof against alleged fault,

oversight, or minor misconduct. Appropriate faculty counsel is not required prior to issuing admonitions. Normally they are issued orally; written records of them are not included in a faculty member's personnel file unless a pattern develops, in which case the individual involved will be notified in writing. Anecdotal notes of administrative actions may be maintained by administrators separate from individuals' personnel files. Administrative appeal of admonitions is not provided. Formal Sanctions

Sanctions are formal actions taken to prevent damage to the legitimate interests of OSU-Oklahoma City and its components and/or to prevent recurrence of unsatisfactory performance or unprofessional behavior. Authorized sanctions include such measures as written reprimands; required participation in counseling and/or corrective programs; and restrictions on use of institutional privileges, resources and services. Formal sanctions are to be imposed when, in the judgment of the department head and/or division head, simple admonitions will not adequately serve to prevent damage to OSU-Oklahoma City or to prevent recurrence of unsatisfactory or unprofessional performance or behavior.

### **Procedures for Imposing Sanctions**

Sanctions are normally directed by department and/or division heads. When deemed appropriate by the Provost and Vice President of Academic Affairs other related senior supervisory academic administrators may be authorized to conduct investigations and direct sanctions. Prior to imposition of a sanction, the investigating administrator shall provide the faculty member with a complete, detailed written statement of the complaint(s), report(s), or deficiency(ies) alleged against him or her. If practical, he/she should be given the opportunity to face and question those who have made the complaint(s). Following receipt of the written statement of the complaint(s), report(s), or deficiency(ies), the faculty member shall have seven calendar days to respond in writing to the matters being investigated. Unless waived by the faculty member, the investigating administrator shall seek appropriate faculty counsel during the process of conducting the inquiry and in considering appropriate sanctions. The investigating administrator shall provide the faculty member with written notice of any sanction(s) to be imposed. The written notice of sanction(s) should describe corrective actions on the part of the faculty member which could lead to removal of the sanction(s) and a statement of procedures for appeal, review, modification, and removal of the sanction(s).

### **Appeal of Sanctions**

Upon receipt of the notice from the investigating administrator informing the faculty member of the intended imposition of sanction(s), the faculty member shall have seven calendar days during which to file a written appeal of the decision with the Provost and Vice President of Academic Affairs and Vice President of Academic Affairs.

Appropriate bases for appeal are:

- A. lack of reasonable cause for the sanction,
- B. substantial failure to follow proper procedures for imposing sanctions, and
- C. inappropriateness of the sanction(s) imposed.

The appeal should clearly state the basis for the appeal; the relief sought, and include all the information the faculty member believes is pertinent to the appeal. If the Provost and Vice

President of Academic Affairs finds that there is an insufficient statement of the basis for the appeal, he/she shall inform the faculty member and his/her department and/or division head that the appeal has been denied and provide instructions for the implementation of the sanction. If the Provost and Vice President of Academic Affairs finds there is a sufficient statement of the basis for the appeal, he/she will designate himself/herself or another senior supervisory academic administrator to serve as an appeal review administrator whose responsibility it shall be to review the matter thoroughly and make a final recommendation regarding the sanction. The appeal review administrator shall use his/her best judgment to determine whether the sanction should be sustained, modified, or completely removed. Pending completion of an authorized appeal, a sanction shall not be enforced, but the Provost and Vice President of Academic Affairs may relieve the faculty member of all or part of his/her duties if such is deemed essential to the protection of OSU-Oklahoma City or its components (see Section 1.11). Relieving a faculty member of his/her duties during an authorized appeal shall be without any reduction in pay or other benefits. Prior to reaching a final decision on the appeal, the administrator reviewing it should attempt to confer with the investigating administrator, the faculty group that provided counsel, and the faculty member who filed the appeal. He/she may make additional investigation to determine and clarify facts related to the case and may seek additional counsel from the Executive Committee of the Faculty Senate. Normally, the appeal review administrator will complete the review and reach his/her decision within fourteen calendar days of his/her appointment as the review administrator. He/she shall communicate his/her recommendation to the Provost and Vice President of Academic Affairs who shall inform the faculty member and his/her division head of the final decision and provide instructions for its implementation. Formal Dispute Resolution Procedures outlined in Section 2.4 and Appendix E, Dispute Resolution Procedures, do not apply to formal administrative sanction actions unless, because of unusual circumstances, the Provost and Vice President of Academic Affairs finds it would be in the best interests of OSU-Oklahoma City to provide extraordinary administrative due process. If the sanction was initiated by the Provost and Vice President of Academic Affairs, the president or designee will select an individual to perform this function.

#### **Application for Transfer of Sanction Records (Tenured Faculty Only)**

Records of sanction actions shall be retained in the faculty member's active personnel files unless transfer of such records is authorized. Tenured faculty members may request that references to a sanction action be transferred from active personnel files to an inactive, privileged-access file to be sealed and retained by the Office of the Provost and Vice President of Academic Affairs and used only in event of dismissal proceedings. Action on such an application is discretionary with the department and/or division head. The Provost and Vice President of Academic Affairs may be involved in the decision for transfer of files.

#### **Termination of Appointments**

Terminations are revocations of tenured appointments or nontenured appointments before the end of the appointment period. Nonrenewal of a temporary or nontenured appointment shall not be regarded as a termination. Terminations may be effected by OSU-Oklahoma City only for reasonable cause. In cases in which a faculty member is being terminated for cause, OSU-Oklahoma City recognizes those general fairness principles expressed by the American Association of University Professors, unless inconsistent with this policy statement. There shall

be substantial compliance with the procedural standards stated in this policy statement. The President is authorized to decide procedural questions on uncertain points. The President should refer to published statements of the American Association of University Professors as well as consult with the Office of Legal Counsel of the Board of Regents.

### **Corrective Actions and Dismissals for Staff**

University Staff disciplinary actions are described in the Staff Handbook which is available in entirety at: <https://osuokc.edu/hr/handbooks/staff>

As stated in the Handbook, policies and procedures are applicable to all continuous regular staff personnel assigned to all agencies of the University. New employees are not subject to these policies during the initial orientation period, nor are periodic/temporary employees or student employees. Employees of the University are at-will employees. However, consistent with the University's values of excellence and integrity, supervisors should follow prescribed guidelines for corrective action.

### **Corrective Action**

Behaviors which may be subject to corrective action may be a result of poor work performance or misconduct. When making the decision for corrective action, consideration should be given to the nature of the offense, the record of the employee, and the consequences recommended. Even though the University's philosophy of discipline is a corrective, progressive one, there are some offenses serious enough to warrant immediate dismissal.

### **Work Performance Issues**

The term "work performance" may include all aspects of an employee's work and is determined by the supervisor's evaluation of the quality and quantity of work performed by the employee.

Performance issues involving the quantity or quality of work may require additional training or practice in order to achieve the required standard. In this case, it may be appropriate to place the employee on a performance improvement plan for a specified length of time, usually up to three months. If work performance has not improved to an acceptable standard by the end of the period, the employee is terminated. In rare circumstances, the performance improvement period may be extended. If work performance reverts to an unacceptable standard during the year following expiration of the performance improvement plan, the employee may be terminated immediately. If the performance of the employee is acceptable during the year following, the performance improvement plan documentation will be considered inactive.

### **Misconduct Issues**

All employees are expected to maintain standards of conduct suitable and acceptable to the work environment. Corrective action may be imposed for unacceptable conduct. Each work rule violation is evaluated on the basis of the severity of the infraction and the importance of the rule. A serious violation, including but not limited to, inappropriate use of computers, theft of University property, falsification of University documents, or conduct resulting in harm to another person, may result in immediate termination.

Misconduct that may result in corrective action (and/or termination) include (but are not limited

to):

A. Tardiness or absenteeism without proper notification to the supervisor or unavailability for work; neglect of duties, loitering, loafing or wasting time during working hours including leaving the job during working hours without permission or sleeping during work hours; inefficiency or lack of application to work;

B. Failure to follow established safety rules and procedures; creating a condition hazardous to another person on the premises; creating or contributing to unhealthy or unsanitary conditions;

C. Disorderly or immoral conduct or horseplay on University property; fighting, encouraging a fight or threatening, attempting or causing injury to another person on University premises or on institutional time;

D. Harassment of other employees (including sexual harassment) or use of abusive language on the premises; failure to cooperate with supervisor or coworker, impairment of function of work unit, or disruptive conduct; refusal of an employee to follow instructions or to perform designated work that may be required of an employee as part of the employee's employment, refusal to adhere to established rules and regulations, insubordination or insolence;

E. Refusal of an employee to follow instructions or to perform designated work that may be required of an employee as part of the employee's employment, refusal to adhere to established rules and regulations, insubordination or insolence;

F. Waste of materials and supplies; abuse or waste of tools, equipment, fixtures, property, supplies or goods of the institution; neglect of duty or failure to meet a reasonable and objective measure of efficiency and productivity; carelessness resulting in the damage to or destruction of tools, equipment supplies or other property belonging to the University or fellow employees or resulting in serious injury to fellow employees;

G. Violation of established departmental dress codes; use of tobacco in violation of University policy and state law;

H. Giving false information or falsification of University documents including timesheets, personnel records and application for employment;

I. Destroying or defacing institutional property or records or the property of a student or employee;

J. Gambling, participating in lotteries or any other unauthorized games of chance on the premises at any time; soliciting, collecting money or circulating petitions on the premises other than within the rules and regulations of the institution;

K. Bringing intoxicants or drugs onto the premises of the institution, using intoxicants or drugs, having intoxicants or drugs in one's possession, or being under the influence of intoxicants or drugs on the premises at any time;

- L. Theft or unauthorized removal of property, dishonesty or unauthorized use of institutional property including records and confidential information;
- M. Illegal transportation of firearms upon the premises (with the exception of law enforcement officers or other personnel authorized to do so);
- N. Failure to comply with appropriate computer use policies.
- O. Violation of policies or rules of the unit or Oklahoma State University; and
- P. Failure to comply with the income tax laws of the State of Oklahoma.

### **Dismissal**

- A. Any unauthorized absence for more than three consecutive workdays may be considered as an involuntary resignation from service and would not therefore be subject for corrective action.
- B. Under Oklahoma Statutes, any state employee who is found guilty or pleads guilty or nolo contendere to a felony shall immediately forfeit employment and is not eligible for future employment with Oklahoma State University as long as the felony record exists.
- C. In all cases of dismissal, the particulars of the case shall be reduced to writing with a copy to be filed in the staff member's permanent personnel file maintained in OSU Human Resources.
- D. An employee terminated for misconduct or an employee who resigned in lieu of termination will be placed on a restricted hiring list and not be eligible for hire within the OSU System for at least one year.
- E. Any person terminated from University employment shall have the right of appeal as outlined in Grievances and Appeals, Policy 3-0709.
- F. The Director of Human Resources will serve in an advisory capacity in matters of corrective action and termination.

## **SEX ASSAULT, SEX OFFENSES, DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING**

### **Educational Programming**

OSU-Oklahoma City prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as defined in the “Definitions” section in the Appendix of this report. The following on-going prevention and awareness campaigns offered to students, faculty and staff each semester and as requested:

- Brochures (violence, sexual violence, dating violence, community resources)
- Wellness campaigns
- Victim advocacy classes, lectures, information booths
- Assignment of Victim Advocate
- Provision of information & contact of all off-campus resources
- Handout & online personal safety tips for prevention
- Title IX reporting and resources
- 1 is 2 Many campaign, (model required for all students) including bystander intervention training is required of all students
- Bystander intervention information campaign that provides safe and positive options for bystander intervention is an element of the 1 is 2 Many campaign.
- Campus and community resources are provided to all students in writing with the 1 is 2 Many training model required of all students to complete.
- Steps for stalking and harassment including social media information
- Handouts, information booths for reporting procedures

OSU-Oklahoma City prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as defined in the Clery Act and definitions section **in Appendix A** of this Report.

## **Victim Information**

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

## **Definition of Consent**

Effective Consent is:

- informed;
- freely and actively given;
- mutually understandable words or actions; and
- indicates a willingness to participate in mutually agreed upon sexual activity.

## **What to do if you are a Victim of Sexual Violence**

- a. If you are not safe and need immediate help, call the police. If the incident happened on campus, call the OSU-Oklahoma City Safety & Security Department at (405) 945-9111. If the incident occurred elsewhere in Oklahoma City, OK, call 9-1-1. If the incident happened anywhere else, call the law enforcement agency that has jurisdiction in the location where it occurred.
- b. Do what you need to do to feel safe. Go to a safe place or contact someone with whom you are comfortable. You can call the Oklahoma City Rape Crisis Hotline operated by the YWCA at (405) 943-7273 for advice and to discuss options for how to proceed.
- c. Do not shower, bathe, douche, change or destroy clothes, eat, drink, smoke, chew gum, take any medications or straighten the room or place of the incident. Preserving evidence

is critical for criminal prosecution. Although you may not want to prosecute immediately after the incident, that choice will not be available without credible evidence. The evidence collected can also be useful in the campus conduct process.

- d. Go to the nearest medical facility of your choice to receive care for any physical injuries that may have occurred. While in the emergency room, treatment will be provided for sexually transmitted diseases and to prevent pregnancy. All major hospitals in the Oklahoma City metro area provide rape crisis nurses (SANE) and assistance.
- e. If you call the Sexual Assault Hotline: (405) 943-7273, a Sexual Assault Nurse Examiner (SANE), a police officer and a rape volunteer advocate will be sent to the exam site.
- f. Upon arrival at the nearest medical facility of your choice, you will be taken to a private exam area. The nurse, advocate and police officer will be directed to this same location. You will be examined to treat any injuries and to gather evidence.
- g. The rape advocate will support you throughout the entire exam, which will be performed by the nurse. The advocate will provide a packet of written materials that contains information about common reactions to rape, follow-up medical needs and support services.

## **On and Off Campus Resources**

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

It is important to be aware that different individuals who you may contact for assistance following an incident may have different responsibilities regarding confidentiality, depending on their position. Under state law, some individuals can assure the victim of confidentiality, including counselors and certified victims' advocates. In general, however, any other institution employee cannot guarantee complete confidentiality, unless specifically provided by law. As is the case with all colleges and universities, OSU-Oklahoma City must balance the needs of the individual victim with an obligation to protect the safety and well-being of the community at large. Victims of sexual violence may be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses.

### **Victim Advocate - Confidential Reporting Option**

The Victim Advocate can confidentially provide students with information about on and off campus resources available to victims.

- OSU-Oklahoma City Victim Advocate
- (405) 945-8684
- [okc.victimadvocate@okstate.edu](mailto:okc.victimadvocate@okstate.edu)

### **OSU-OKLAHOMA CITY Student Counseling Resources**

- Available Resources 24/7: Call SAM (855) 225-2SAM (2726)
- Domestic & Sexual Violence: (800) 273-TALK (8255)
- Victim Services Program (405) 297-3422

- Violation Protection Order (VPO) Victims Assistance (405) 297-1139

### **Other Local Services Available To Victims- Non-Confidential Options**

- Oklahoma City Police (OCPD) Main Line (405) 297-1000
- Victim Protection Orders (OK Co.) (405) 713-1735
- Violation Protection Order (VPO) Victims Assistance (405) 297-1139

### **Title IX Coordinator**

- Senior Director of Human Resources Director  
AD212; Phone: (405) 945-3298  
Campus Behavioral Assessment Team (CBAT)  
<https://osuokc.edu/cbat>  
Email: [okc.cbat@okstate.edu](mailto:okc.cbat@okstate.edu)

### **Health and Wellness Counselor**

- Health and Wellness Counselor  
AD 101; Phone (405) 945-3346

### **Medical Services**

It's important to have a thorough medical examination after a sexual assault even if you do not have any apparent physical injuries. Medical providers can treat any injuries and provide tests for sexually transmitted diseases. A partial list of the nearest facilities includes but is not limited to:

- Integris Hospital: 3300 NW Expressway
- Additional information on resources as well as educational information on sexual violence prevention can be found at: <https://www.osuokc.edu/1is2many>
- Also, refer to <http://notalone.gov> for more information and resources.

## Interim Measures

Student Conduct and the Title IX Coordinator can put in place interim measures for student victims of sexual violence as needed. A formal complaint does not need to be submitted to have interim measures put in place. OSU-Oklahoma City will maintain as confidential any interim measures provided as long as it does not impair the ability to provide the interim measures.

- a. **Assistance in Reporting:** Student Conduct can assist you in filing a complaint with the institution conduct process and the appropriate law enforcement agencies against the student(s) who caused harm.
- b. **No Contact Order:** Student Conduct can put in place a No Contact Order between the complainant and the respondent, which would prohibit contact between both parties through any means of communication, as well as not having others make contact on their behalf.
- c. **Emergency Protective Order:** Student Conduct can assist you in filing for an Emergency Protective Order in court with the Oklahoma County Victim Protection Orders department. This is a court-ordered petition that prohibits contact between the complainant and respondent.
- d. **Safety Measures:** Student Conduct can coordinate any reasonable arrangements that are necessary for your ongoing safety. This includes transportation arrangements or providing an escort.
- e. **Living Arrangements:** OSU-Oklahoma City is a non-residential facility. This section does not apply.
- f. **Academic Arrangements:** Student Conduct can assist in adjusting your academic schedule or that of the accused as well as assist in providing access to academic support services.
- g. **Other Interim Measures:** Student Conduct can coordinate any reasonable arrangements to address the effects of the sexual violence on you, including connecting you with counseling, health care or academic support resources.

When Student Conduct becomes aware of a student who potentially could have been a victim of sexual violence, they will contact the victim in writing through OSU-Oklahoma City email to share these interim measures, reporting options and other resources available. This will be done no matter the location of the incident.

## Reporting

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

OSU-Oklahoma City encourages victims of sexual violence to talk to someone about what happened so they can receive support and so that the institution can respond appropriately. OSU-Oklahoma City offers both confidential reporting and non-confidential reporting options. It is

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

Different employees on campus have different abilities to maintain a victim's request for confidentiality.

- Some are required to maintain near complete confidentiality; talking to them is sometimes called a "privileged communication."
- Other employees may talk to a victim in confidence, and generally report only that an incident occurred without revealing any personally identifying information. Disclosures to these employees will not trigger an institution investigation into an incident against the victim's wishes. This report is done through a Clery Report and does not include the victim's name or other identifying information.
- Thirdly, some employees are required to report all the details of an incident (including the identities of both the victim and alleged perpetrator) to the Title IX Coordinator.

## **A. Confidential Reporting Options**

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

### ***Professional Counselors***

Professional and licensed counselors who provide mental health counseling (including those who act in that role under the supervision of a licensed counselor) are not required to report any information about an incident to the Title IX coordinator without a victim's permission. These individuals are also not required by the Clery Act to report.

### ***Victim Advocate***

OSU-Oklahoma City treats the 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 victim's permission. However, the Victim Advocate will report incidents to the OSU-Oklahoma City Safety & Security Department for the purpose of the Clery Act. Additionally, the Victim Advocate will report quarterly to the Board of Regents on trends of incidents.

## **B. Non-Confidential Reporting Options**

The Board of Regents for the Oklahoma Agricultural and Mechanical Colleges and the Clery Act require all other employees (excluding counselors and Victim Advocate) who become aware of an instance of sexual violence to report the instance to OSU-Oklahoma City Safety & Security Department. The victim's name should not be reported to the police without the victim's permission. The report should include the nature, date, time, and general location of an incident. This is a limited report which includes no information that would directly or indirectly identify the victim. This allows for the institution to track patterns, evaluate the program, and develop appropriate campus-wide responses.

When an instance of sexual violence is reported to a "responsible employee" the reporter can expect the incident will be reported to the Title IX Coordinator or Student Conduct Office. A responsible employee must report to the Title IX Coordinator or Student Conduct Office all relevant details about the alleged sexual harassment or sexual violence shared by the victim including names, date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the institution's response to the report. A responsible employee should not share information about the victim to law enforcement.

A "responsible employee" is an employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual violence or other student misconduct, or who a student could reasonably believe has this authority or duty. Examples include but are not limited to faculty members, advisors, employees in Student Services offices and anyone in a supervisory role.

When a victim tells a responsible employee about an incident of sexual violence, the victim has the right to expect the institution will investigate the alleged sexual violence, end any sexual violence, prevent the sexual violence from reoccurring, and educate on sexual violence.

Before a victim reveals any information to a responsible employee, the employee should ensure that the victim understands the employee's reporting obligations and if the victim wants to maintain confidentiality, then the student should be directed to a confidential resource.

Employees can learn more about interacting with a victim of sexual violence at <https://www.osuokc.edu/lis2many>.

### **Requests for Confidentiality from a Non-Confidential Reporter**

If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or conduct action taken, OSU-Oklahoma City must weigh that request against the obligation to provide a safe environment for all students, including the victim.

If the institution honors the request for confidentiality, a victim must understand that the institution's ability to meaningfully investigate and respond to the incident may be limited.

Although rare, there are times when the University may not be able to honor a victim's request in order to provide a safe environment for all students.

When weighing a victim's request for confidentiality or that no investigation or conduct process be pursued, the following will be considered:

- The increased risk that the alleged respondent will commit additional acts of sexual or other violence, such as:
  - whether there have been other sexual violence complaints about the same alleged respondent;
  - whether the alleged respondent has a history of arrests or records from a prior school indicating a history of violence;
  - whether the alleged respondent threatened further sexual violence or other violence against the victim or others;
  - whether the sexual violence was committed by multiple respondents;
  - whether the sexual violence was perpetrated with a weapon;
  - whether the victim is a minor;
  - whether the institution possesses other means to obtain relevant information of the sexual violence (e.g., security cameras or personnel, physical evidence);
  - whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead the institution to investigate and, if appropriate, pursue conduct action. If none of these factors is present, the institution will likely respect the victim's request for confidentiality.

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

## **Reporting to the Police**

OSU-Oklahoma City strongly encourages individuals to report sexual violence and any other criminal offenses to the police. This does not commit you to prosecute but will allow the gathering of information and evidence. The information and evidence preserve future options regarding criminal prosecution, institution conduct actions and/or civil actions against the perpetrator.

If the incident happened on campus, it can be reported to the OSU-Oklahoma Safety & Security in 900 N. Portland, the Business Technology Building, Suite 100 or at (405) 945-9111. If the incident occurred elsewhere in Oklahoma City, it can be reported to the Oklahoma City Police Department at 9-1-1. If the incident happened anywhere else, it can be reported to the local law enforcement with jurisdiction in the location where it occurred.

Please know that the information you report can be helpful in supporting other reports and preventing further incidents.

## **Report to Student Conduct**

Anyone can report any instances of sexual violence, a complaint should be filed as soon as possible, preferably within 180 calendar days of the incident. A complaint can be filed online at <https://cm.maxient.com/reportingform.php?OKStateOKC>. or:

Campus Behavioral Assessment Team (CBAT)

<https://osuokc.edu/cbat>

Email: [okc.cbat@okstate.edu](mailto:okc.cbat@okstate.edu)

If either the victim or the accused is a student, the incident will be addressed through the Student Conduct process once a complaint is filed.

Additionally, as stated above, OSU-Oklahoma City strongly encourages individuals to report any instance of sexual violence to the police.

## **MISSING STUDENT NOTIFICATION**

In accordance with Section 485 of the Higher Education Act, 20 U.S.C. § 1092(j), OSU-OKLAHOMA CITY has developed a process whereby the OSU-Oklahoma City Safety & Security Department in close collaboration with Student Services works to assist local and relevant law enforcement authorities to locate the missing student.

## **CONTACT INFORMATION**

Law Enforcement:

Oklahoma City Police: 9-1-1

St. Anthony South: (405) 685-6671

Student Conduct and Title IX Coordinators:

Campus Behavioral Assessment Team (CBAT)

<https://osuokc.edu/cbat>

Email: [okc.cbat@okstate.edu](mailto:okc.cbat@okstate.edu)

Local Victim Services:

Victim Services Program  
700 Colcord Drive  
Oklahoma City, OK 73102  
Phone: (405) 297-3422

**NEAREST FACILITY WITH A SEXUAL ASSAULT NURSE EXAMINER**

Integrus Healthcare:

3300 Northwest Expressway  
Oklahoma City, OK 73112  
Phone: (405) 951-2277

## APPENDIX A

### DEFINITIONS UNDER OKLAHOMA LAW

#### ***Consent:***

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

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

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

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

22 Okla. Stat. § 60.1.

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

21 Okla. Stat. § 644.

***Sexual assault:***

- a. rape, or rape by instrumentation, as defined in Sections 1111, 1111.1 and 1114 of this title, or
- b. forcible sodomy, as defined in Section 888 of this title.

21 Okla. Stat. § 142.20.

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

A. Rape is an act of sexual intercourse involving vaginal or anal penetration accomplished with a male or female who is not the spouse of the perpetrator and who may be of the same or the opposite sex as the perpetrator under any of the following circumstances:

1. Where the victim is under sixteen (16) years of age;
2. Where the victim is incapable through mental illness or any other unsoundness of mind, whether temporary or permanent, of giving legal consent;
3. Where force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person;
4. Where the victim is intoxicated by a narcotic or anesthetic agent, administered by or with the privity of the accused as a means of forcing the victim to submit;
5. Where the victim is at the time unconscious of the nature of the act and this fact is known to the accused;
6. Where the victim submits to sexual intercourse under the belief that the person committing the act is a spouse, and this belief is induced by artifice, pretense, or concealment practiced by the accused or by the accused in collusion with the spouse with intent to induce that belief. In all cases of collusion between the accused and the spouse to accomplish such act, both the spouse and the accused, upon conviction, shall be deemed guilty of rape;
7. Where the victim is under the legal custody or supervision of a state agency, a federal agency, a county, a municipality or a political subdivision and engages in sexual intercourse with a state, federal, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim, or the subcontractor or employee of the contractor of the state or federal government, a county, a municipality or a political subdivision that exercises authority over the victim; or
8. Where the victim is at least sixteen (16) years of age and is less than twenty (20) years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in sexual intercourse with a person who is eighteen (18) years of age or older and is an employee of the same school system.

B. Rape is an act of sexual intercourse accomplished with a male or female who is the spouse of the perpetrator if force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person.

21 Okla. Stat. § 1111

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

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

21 Okla. Stat. § 1111.1.

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

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

punishment then the same shall be pronounced by the court. Any person convicted of a violation of this subsection after having been twice convicted of a violation of subsection A of Section 1114 of this title, a violation of Section 1123 of this title or sexual abuse of a child pursuant to Section 843.5 of this title, or of any attempt to commit any of these offenses or any combination of said offenses, shall be punished by imprisonment in the custody of the Department of Corrections for a term of life or life without parole.

B. The crime of forcible sodomy shall include:

1. Sodomy committed by a person over eighteen (18) years of age upon a person under sixteen (16) years of age; or
2. Sodomy committed upon a person incapable through mental illness or any unsoundness of mind of giving legal consent regardless of the age of the person committing the crime; or
3. Sodomy accomplished with any person by means of force, violence, or threats of force or violence accompanied by apparent power of execution regardless of the age of the victim or the person committing the crime; or
4. Sodomy committed by a state, county, municipal or political subdivision employee or a contractor or an employee of a contractor of the state, a county, a municipality or political subdivision of this state upon a person who is under the legal custody, supervision or authority of a state agency, a county, a municipality or a political subdivision of this state, or the subcontractor or employee of a subcontractor of the state or federal government, a county, a municipality or a political subdivision of this state; or
5. Sodomy committed upon a person who is at least sixteen (16) years of age but less than twenty (20) years of age and is a student of any public or private secondary school, junior high or high school, or public vocational school, with a person who is eighteen (18) years of age or older and is employed by the same school system.

21 Okla. Stat. § 888.

***Stalking:***

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

1. Would cause a reasonable person or a member of the immediate family of that person as defined in subsection F of this section to feel frightened, intimidated, threatened, harassed, or molested; and
2. Actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed, or molested, upon conviction, shall be guilty of the crime of stalking, which is a misdemeanor punishable by imprisonment in a county jail for not more than one (1) year or by a fine of not more than One Thousand Dollars (\$1,000.00), or by both such fine and imprisonment

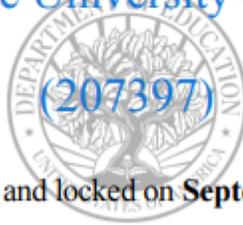
3. For purposes of this section:
  1. “Harasses” means a pattern or course of conduct directed toward another individual that includes, but is not limited to, repeated or continuing unconsented contact, that would cause a reasonable person to suffer emotional distress, and that actually causes emotional distress to the victim. Harassment shall include harassing or obscene phone calls as prohibited by Section 1172 of this title and conduct prohibited by Section 850 of this title. Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose;
  2. “Course of conduct” means a pattern of conduct composed of a series of two (2) or more separate acts over a period of time, however short, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of “course of conduct”;
  3. “Emotional distress” means significant mental suffering or distress that may, but does not necessarily require, medical or other professional treatment or counseling;
  4. “Unconsented contact” means any contact with another individual that is initiated or continued without the consent of the individual, or in disregard of that individual's expressed desire that the contact be avoided or discontinued. Constitutionally protected activity is not included within the meaning of unconsented contact. Unconsented contact includes but is not limited to any of the following:
    - a. following or appearing within the sight of that individual,
    - b. approaching or confronting that individual in a public place or on private property,
    - c. appearing at the workplace or residence of that individual,
    - d. entering onto or remaining on property owned, leased, or occupied by that individual,
    - e. contacting that individual by telephone,
    - f. sending mail or electronic communications to that individual, and
    - g. placing an object on, or delivering an object to, property owned, leased, or occupied by that individual; and
  5. “Member of the immediate family”, for the purposes of this section, means any spouse, parent, child, person related within the third degree of consanguinity or affinity or any other person who regularly resides in the household or who regularly resided in the household within the prior six (6) months. 21 Okla. Stat. § 1173.

**APPENDIX B**

**CERTIFICATE OF COMPLETION**

**Campus Safety and Security Survey  
Completion Certificate**

The Campus Safety and Security data for  
**Oklahoma State University-Oklahoma City**



were completed and locked on **September 22, 2023**.

Thank you for your participation in the 2023 data collection.

This certificate was prepared on **September 22, 2023**



OKLAHOMA CITY