Introduction
On November 8, 1990, President Bush signed the “Student Right to Know and Campus Security Act of 1990.” The Act applies to every institution of higher education that receives federal financial aid. Title II of the Act was called the “Campus Crime Awareness and Campus Security Act of 1990.” It requires institutions of higher education to distribute to all current students and employees, and applicants for enrollment or employment, two types of information: (1) descriptions of policies related to campus security, and (2) statistics concerning specific types of crimes. Amendments enacted in 1998 renamed Title II, and it is now known as the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.” The amendments require the disclosure of crimes that are reported to police and campus officials other than police, along with a breakdown of locations of criminal activity to be specified as on-campus, non-campus, residence hall or public property.

Seminole State College Police Department Law Enforcement Authority
Seminole State College (SSC) police officers have full arrest and enforcement authority and possess all the powers, privileges and immunities accorded police officers in and by the state of Oklahoma. Police officers of the Seminole State College Police Department (Campus Police) are Oklahoma State Certified police officers. The officers of the department are armed and possess the same authority under the law as county and municipal officers. The Seminole State College Police Department enforce the law, arrest violators, investigate and deter crime, investigate traffic accidents and provide a full range of services to the college community. Campus Police works with municipal, county, state and federal law enforcement agencies within the state of Oklahoma, and occasionally with others outside the state as well. The Seminole State College Police Department is a prevention/service-oriented agency. Service to the campus community is top priority. Seminole State College is located in the City of Seminole, Oklahoma in Seminole County Oklahoma.

Mutual Relations with Other Law Enforcement Agencies
The Seminole State College Police Department maintains a close working relationship with the City of Seminole Police Department, the Seminole County Sheriff Department, Seminole Nation Police Department, as well as the Oklahoma State Highway Patrol. Personnel and resources are provided by these law enforcement agencies whenever an incident occurs that exceeds the capabilities of the Seminole State College Police Department. Campus police are cross-deputized with local police agencies. Mutual agreements are in place to provide employees, students and visitors with the best possible protection. The safety of everyone on campus is the
primary concern. The City of Seminole Police, Seminole Nation Tribal Police, and Seminole County Sheriff’s officers may assist Seminole State College police officers when their assistance is requested. During their travels on campus and during those times when their assistance is requested, Seminole City police, Seminole Nation Lighthorse Police and Seminole County Sheriff’s Department officers have full authority to make arrests for criminal violations.

**Reporting Crime and Other Emergencies on Campus**
The Seminole State College Police Department can be contacted by telephone at 405-380-8989 or by calling 911 for the dispatcher. Students, faculty and staff may also use one of five outdoor emergency phones. The emergency telephones are located as follows: Emergency Phone tower #1 is located between Boren Library and the Tanner Hall, Phone tower #2 is located between Tanner Hall and the Scott Building, Phone Tower #3 is located between the Student Union and the Harber Fieldhouse, Phone Tower #4 is located between the ponds at Henderson Park and Roesler Road, and Tower #5 is located on the south side of the Roesler Residential Learning Center. All five emergency phones dial directly to the 911 dispatcher. Reporting parties only need to push the button on the front of the tower and listen for the 911 dispatcher to answer.

Campus Police will respond as quickly as possible to any request for assistance. Response time is based on current activity and the severity of the call. Members of the community are reminded it is important to report incidents promptly so an officer can evaluate the situation and respond appropriately.

If a person witnesses a crime or emergency, it must be promptly reported to the Seminole State College Police Department and questions should be answered as accurately as possible. If one sees or receives knowledge of criminal activity or other emergencies, or if one is the victim of such, please contact the Seminole State College Police Department or any college official. All victims are encouraged to report crimes and emergencies to the Seminole State College Police Department. College police officers are primary responders to any emergency or criminal situation on campus. In an emergency situation, dialing 911 from any Seminole State College telephone will alert the Seminole State College Police Department through the 911 dispatch. A trained dispatcher will also direct the appropriate response to other emergency providers.

**How to Report a Crime**
1. Call the Seminole State College Police Department at 405-380-8989 or simply dial 911 from any campus telephone or Emergency Telephone.
2. Stay on the line so dispatch can obtain all necessary information. An officer will be dispatched. Or, visit the Seminole State College Police Department located in room #102 in the Walkingstick Student Services Building.
3. The Seminole State College Police office is open most hours and days of the week. An officer can be contacted by calling 405-380-8989 or 405-380-7443.
Stay Informed
The Seminole State College uses a variety of methods to keep the campus and community informed about incidents occurring on and near campus. Crime statistics are reported to members of the college community as part of an ongoing effort to keep the community informed. Crime information is maintained and distributed online at the SSC Campus Police Department webpage and in the Student Handbook, which is also posted on the SSC website at www.sscok.edu

Daily Crime Log
The SSC Police Department maintains a log of all alleged crimes and incidents reported to the College Police that is available for viewing, 24 hours a day 7 days a week, upon request at the SSC Police Department located in room #102 in the Walkingstick Student Service Building.

Note: Any incident that may have been reported only to pastoral and professional counselors of the college are generally protected by privacy rights of the client or patient and are not included in any of the crime statistic reports, nor are they included in the timely warning notifications of the college.

Emergency Notification
The SSC Police Department, the Office of the Vice President for Student Affairs and the Office of the Executive Vice President for Institutional Advancement receive information from various internal and external sources concerning the safety of persons on or near campus facilities. If it is confirmed there is an emergency or dangerous situation posing an immediate threat to the health or safety of some or all members of the SSC community, the Campus Police will without delay issue an Emergency Notification alert and collaborate with the Executive Vice President for Institutional Advancement to determine the content of a specific information message to be used to communicate the threat, unless issuing an emergency notification will, in the judgment of first responders (including, but not limited to, SSC Campus Police, Seminole Municipal Police, Seminole County Sherriff’s Dept., Seminole Fire Dept. and/or Emergency Medical Services), compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

An Emergency Notification will be delivered by means of automated and manual elements of communication. Notification of the existence of an emergency and safety instructions will be delivered through any or all of the following: Cruiser Alerts, e-mail blasts, posted on the SSC website, public address systems, social media and/or personal direction from college officials. Students are encouraged to sign up for Cruiser Alerts to receive automated text messages and to check their Cruiser/SSC e-mail account routinely for alert messages.

Timely Warnings
Should an ongoing or continuing criminal threat to SSC students, faculty or staff arise either on or off campus, the Campus Police Department and Executive Vice President for Institutional Advancement will utilize appropriate components of the campus alert notification system (Cruiser Alerts, e-mail blasts, posted on the SSC website, public address systems, social media, flyers and/or
personal direction from college officials) to issue a “Timely Warning” as soon as pertinent information is available. Warnings may be posted as notices in college buildings when deemed necessary. A campus map and list of the buildings where crime alerts may be posted is maintained by the SSC Police Department.

The SSC Campus Police Department is responsible for issuing timely warnings. Timely warnings are issued for the following crime classifications which constitute an ongoing or continuing threat:
Criminal homicide—murder and non-negligent manslaughter; Negligent manslaughter; Sex offenses—Forcible sex offenses and Non-forcible sex offenses; Robbery; Aggravated assault; Burglary; Motor vehicle theft; Arson, and Hate crimes.

Timely warnings may also be issued for other crimes as deemed necessary in the judgment of the Coordinator of Campus Police or his/her designee. Campus Police works in conjunction with the City of Seminole Police Department and other agencies to gather the necessary information to inform the campus community about crimes reported to them that may warrant a timely warning.

Any student, employee or visitor with information warranting a timely warning should report the circumstance to Campus Police by phone at 405-382-9500 or 405-380-8989, or in person at the College Police Department located in room #102 in the Walkingstick Student Services Building.

All members of SSC are notified on an annual basis they should contact the SSC Police Department of any situation or incident on campus that involves a significant emergency or dangerous situation that may pose an immediate or ongoing threat to the health and safety of students and/or employees on campus. The SSC Police Department has a responsibility to respond to such incidents and evaluate if the situation poses an immediate threat to the community.

The SSC Police Department will provide the necessary information for the Timely Warning. The Vice President for Student Services and Executive Vice President for Institutional Advancement are responsible for notifying the President and developing the content of the message to the community and sending the message to communicate the threat to the college community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.

The SSC Executive Vice President for Institutional Advancement will post updates during a critical incident on the SSC website at www.sscok.edu

Emergency Siren
All students, faculty, and staff should familiarize themselves with the SSC Emergency Siren. You may listen to the siren by logging onto the SSC webpage at www.sscok.edu. The siren has two distinct sounds, one for tornado and the other for Active Shooter or potentially dangerous
situations. The **alert tone** is used for tornado warnings and the **air horn tone** is used for active shooter/other dangers. A potential danger could be a terrorist attack, hostage situation, hazardous chemical spill or other. The siren is tested each Friday at noon and sounded only for 30 to 40 seconds. If you hear the siren sound for a period of three minutes or longer, IT IS NOT A DRILL. Immediately following the siren, the SSC Police Department will give a voice activated public address warning to explain what type emergency exists and what to do.

**Procedures for dealing with a Potentially Dangerous Person**
If you should encounter or observe a student or person whose behavior poses a threat to anyone, including themselves, or if you feel intimidated, threatened or unsafe because of a person’s behavior, you are to immediately contact the Seminole State College Police Department, extension 500 or their emergency cell # 405-380-8989.

**Active Shooter Procedures**
If you witness or suspect a person is discharging a firearm on campus you should immediately get out of the line of fire and seek shelter where ever you can. Call 911 immediately. Try to remember what the suspect looks like and what he/she is wearing. If the suspect gets into an automobile be able to provide an accurate description of the auto. This would include the make, model, color, and tag number.

When 911 is called they will immediately contact the Campus Police Department and send back-up police to assist. Campus Police will contact college departments that have been designated and equipped with hand held radios. Designated college personnel will assist the Campus Police in notifying the campus community that an active shooter is on campus. They will also inform the public as to what they need to do; i.e. seek shelter, lock doors, evacuate etc. The police will immediately take action to stabilize the situation. If you are in a room or area that can be locked down to be secure from the shooter, do so immediately. Stay away from the windows. Everyone is to stay down and out of the line of fire until the police give the okay to evacuate. The evacuation process could vary depending on the situation. Do not panic, but remain alert and ready to cooperate with police.

**Emergency Drills**
Drills are conducted during the spring and fall semesters where Campus Police and Residence Life staff work together to conduct evacuation drills. Drills are unannounced in order to prevent redundancy. Once the drill is over, the SSC Incident Command Staff follow up and discuss results of the drill. A drill assessment form is completed in order to document and maintain compliance with federal law.

**Campus Facilities Security and Access**
**Campus Access:** There are six entrances to SSC Main Campus and access onto campus is controlled by the SSC Police Department. Campus Police have full control of who has access and who is allowed onto campus during critical incidents.
Building Access
All buildings, classrooms and labs are secured by Campus Police. Instructors have full authority to lock their classroom doors during a critical incident and control access to their room in the event of a lock-down situation.

Safety Commitment
The SSC Police Department is committed to providing a safe and secure educational environment for more than 2,000 credit and noncredit students enrolled each semester as well as employees and college visitors. The SSC Police Department has six Oklahoma State certified officers on staff to serve the SSC Community. Patrol of the campus is performed by foot and by automobile. Various policies have been established for the safety of everyone on campus.

Buildings
SSC has an “open” campus policy during the hours of operation. Generally, the campus is open from 6 a.m. until 10:30 p.m., Monday through Thursday. Friday and Saturday the campus is open from 6 a.m., until such time that classes in individual buildings have concluded for the day.

Grounds
Access to the campus is limited between 11 p.m. and 6 a.m. to authorized personnel only. If you have questions regarding access to special areas of the campus, contact the SSC Police Department at 405-382-9500. The campus facilities used for softball, tennis, and baseball are for reserved-use-only. You may contact the Athletic Department at 405-382-9201 for information.

*Soliciting on campus or posting of handbills on vehicles is prohibited unless approved by the Office of the Vice President for Student Affairs. Please report any violation to Campus Police as soon as possible.

SSC Alcohol Policy
SSC complies with all federal and state laws. The SSC will not condone nor shield from prosecution any individual found in violation of the Oklahoma Alcoholic Beverage Code.

SSC Drug Policy
SSC complies with all federal and state laws, which prohibit the use, possession and sale of illegal drugs. This includes the federal “Drug-Free Schools and Communities Act.” The college will not shield any student, employee or visitor from action or prosecution by law enforcement authorities for drug violations.

Policy Regarding Drugs in the Workplace
All employees are expected to discharge their duties free from the influence of illegal drugs (controlled substance*) and thereby maintain a working environment free from the problems associated with the use and abuse of illegal drugs. The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by an employee is prohibited in the workplace.
by Board Policy. Controlled substance means those drugs listed in Schedule I through V of Section 202 of the Federal Controlled Substances Act, 21 U.S.C. 812. Controlled substances include, but are not limited to, marijuana, cocaine (including “crack” and other cocaine derivatives), morphine, heroin, amphetamines and barbiturates. The term does not include drugs used pursuant to and in accordance with a valid prescription.

**Enforcement of Federal and State Alcohol and Drug Laws**
The SSC Police Department enforces all state and local liquor laws, including those for underage drinkers. The SSC Police Department enforces all state and local laws regarding prescription drugs and controlled substances. The SSC Police work with federal agencies when needed to enforce any applicable federal laws.

**Crime Prevention and Drug and Alcohol Abuse Education Programs Available Through the SSC Police Department**
Programs are available to members of the college community on the topics of crime prevention and drug and alcohol abuse. Information on Drug and Alcohol Abuse Education may also be obtained through the National Clearinghouse for Alcohol and Drug Information at 1-800-729-6686.

The SSC Police Department plays a vital role in the students’ learning at SSC utilizing the Community Policing philosophy. The focus of community-oriented policing is not simply on responding to crime, but on preventing crime and resolving community problems. The philosophy grows from the belief that the police and the community must work together as partners to solve the challenges faced in today’s society. Officers work closely with other organizations and community groups to educate community members about potential hazards they may encounter and how to reduce the likelihood of becoming a victim of crime, to identify the problems, concerns and fear of community members, to identify and eliminate hazards that may promote crime or disorder and to improve the overall quality of life in the community.

**Security Awareness and Crime Prevention Programs Offered by SSC Police Department**
Educational programs and counseling options are available to students and employees at Seminole State College. Campus Police conducts Crime Prevention Tips during orientation and advises students that when:

**On Campus:**
- Never walk alone at night. Call a friend or 405-380-8989 for an escort.
- Always be aware of your surroundings. Walk purposefully and make eye contact with strangers.
- In parking lots, have keys ready when you approach your car to make your entry easier.
- After dark, try to park in a well-lit area close to your destination.
- Always lock car doors and roll up windows. Keep valuables out of sight or in the trunk.
- If you feel threatened, immediately go to an open building where there are other people or to one of the “blue light” emergency phones around campus.
- Never leave personal items unattended or unlocked.
In Social Situations:
• When dating someone you don’t know well, ask people you trust about your date.
• Socialize in groups so that you’re not alone with just one person. There really is safety in numbers.
• Drive yourself and carry extra money in case you need to get home alone.
• If you feel uncomfortable, there’s probably a reason. It’s better to do something you may consider rude than to remain in a dangerous situation.
• Remember that alcohol impairs both your decision-making processes and the ability to communicate.
• Keep all drinking glasses, bottles or other open containers in sight at all times. When accepting a drink of some kind, make sure that you open the container yourself and be aware that ice cubes could contain harmful substances as well.
• If you drink, DO NOT drive.

Campus Police participates in new student orientation, which is required for all entering first-time, full-time students. During this session, a designated officer presents information on the following topics, among others:
• Description of the SSC Campus Police Department, staffing, training, authority, etc.
• How students report crime, and that they are encouraged to report any and all crimes.
• Strategies to prevent crime, including sexual assault.
• Emergency phones—locations and how to use them.
• The Student Handbook and encouragement to familiarize themselves with it.
• Alcohol and drug policy.
• Firearms policy.
• Policy on unattended children.
• Sexual Harassment Policy and how to report incidents.
• Emergency procedures; emergency siren system.
• Courtesy services provided by Campus Police, including escort services.

The SSC Police Department participates with the State Click it or Ticket Program in order to promote safe driving on campus. The SSC Police also participate in the Drive Sober or get pulled over program in order to discourage drinking while driving.
Sexual Assault Awareness- Information on sexual assault, date rape, family violence and counseling is available to students.
Domestic Violence Awareness- Information on domestic violence, child abuse, family violence, dating violence and counselors is available for students.

SSC Sexual Harassment Policy
Policy Statement
Seminole State College explicitly condemns sexual harassment of students, staff, and faculty. The college is committed to maintaining a working and learning environment free of objectionable and disrespectful conduct and communication of a sexual nature and to ensuring the accessibility of appropriate grievance procedures for addressing all complaints regarding
sexual harassment. Since members of the college community hold positions of authority that may involve the legitimate exercise of power over others, it is their responsibility to be sensitive to that power. Faculty and supervisors in particular, in their relationships with students and those they supervise, need to be aware of potential conflicts of interest and the possible compromise of their evaluative capacity. Because there is an inherent power difference in these relationships, the potential exists for the less powerful person to perceive a coercive element in suggestions regarding activities outside those appropriate to the professional relationship. It is the responsibility of faculty and staff to behave in such manner that their words or actions cannot reasonably be perceived as sexually, coercive, abusive or exploitative. Sexual harassment also can involve relationships among equals as when repeated advances, demeaning verbal behavior or offensive physical contact interfere with an individual’s ability to work and study productively.

Examples of Prohibited Conduct
Conduct prohibited by this policy may include, but is not limited to:
1. Unwelcomed sexual flirtation; advances or propositions for sexual activity
2. Continued or repeated verbal abuse of a sexual nature, such as suggestive comments and sexually explicit jokes
3. Sexually degrading language to describe an individual
4. Remarks of a sexual nature to describe a person’s body or clothing
5. Display of sexually demeaning objects and pictures
6. Offensive physical contact, such as unwelcome touching
7. Coerced sexual intercourse
8. Sexual assault
9. Actions indicating benefits will be gained /lost based on response to sexual advances

Who to Contact: If someone is the victim of sexual harassment or sexual assault, the quickest possible way to report the incident is to contact the Seminole State College Police Department or the City of Seminole Police Department (See Important Contacts, Campus Security Authorities and Resources section of this report). If the incident occurred off campus, the SSC Police Department will assist the victim in notifying the proper law enforcement agency. A victim may also report the incident to college officials such as the Vice President for Student Affairs or Human Resources if the situation involves an employee. A victim of sexual assault may go directly to a hospital and decide at the hospital what other agencies or resources to contact.

Procedures for Reporting a Sexual Assault
The College strongly urges all members of the community to immediately report any incident of a sexual assault to Campus Police. Upon notification, the Coordinator of Campus Police will ensure the incident receives a thorough investigation. At all times during the process, the victim’s rights and dignity will be highly maintained. It is extremely important to preserve any and all evidence from an incident for proof of an offense. If you are a sexual assault or rape victim, follow these procedures:
- Contact the Campus Police Department immediately;
• Do not shower, bathe or wash (douche), brush their teeth, or use the restroom;
• If you change, do not discard any items of clothing; do not wash clothes or any bedding;
• Do not disturb anything in the area where the incident occurred;
• If at all possible, secure the area;
• You have the right to notify local law enforcement officials.

Assistance in Contacting Law Enforcement: Even if the victim reports the incident to an agency that is not law enforcement, they can still report the incident, even at a later time, to SSC Campus Police or the law enforcement agency that has jurisdiction if the incident took place off campus. SSC Campus Police will assist the student in notifying such authorities.

Counseling Referral: All efforts will be made to assist the victim with support and counseling efforts through all available resources. Students may contact the Office of the Vice President for Student Affairs for help obtaining on-campus and off-campus counseling services. A primary Seminole, OK resource is:
Family Resource Center
211 N. Timmons Street
Seminole, OK 74868
(405) 382-5979
Hotline: 800-373-5608
(Additional community/area resources are listed under the Additional Helpful Contacts section of this report).

Victim Accommodations: A victim may request through the Office of the Vice President for Student Affairs to be relocated within College housing and to have class schedule changes to avoid contact with the alleged perpetrator. Every reasonable effort will be made to accommodate such requests.

Sexual Assault Response Commitment
Sexual assault, including date/acquaintance rape, is a very serious concern of the College. If you feel you are the victim of a sexual assault on campus, the Seminole State College Police Department is committed to the following:
• We will meet with you privately to take a complaint report.
• We will respect your privacy and confidentiality within legal guidelines.
• Our officers will not prejudge you, and you will not be blamed for what occurred.
• We will treat you and your particular case with courtesy, sensitivity, dignity, understanding and professionalism.
• If you have a preference of talking with a female or male officer, we will do our best to accommodate your request. An advocate from the Vice President for Student Affairs Office will be available to assist you through the process.
• We will assist you in arranging for any hospital treatment or other medical needs.
• We will assist you by privately contacting a counseling center and other available support resources.
• We will fully investigate your case, and will help you to achieve the best outcome. This may involve the arrest and full prosecution of the suspect responsible. You will be kept up-to-date on the progress of the investigation and/or prosecution.
• We will continue to be available for you, to answer your questions, to explain the systems and processes involved (prosecutor, court, etc.).
• We will consider your case seriously regardless of your gender or sexual orientation, and regardless of the gender or sexual orientation of the suspect.

**Disciplinary Procedures:** Allegations of a sex offense will be handled according to College procedures. These procedures ensure that both the complainant and the respondent will be entitled to present witnesses and be informed of the outcome of the disciplinary proceeding in which a crime of violence was alleged. Specifically, both parties will be informed of the college’s final determination with regard to an alleged sex offense and any other crimes of violence, and any sanction that is imposed against the accused. In addition, Seminole State College will, upon written request, disclose to the alleged victim of a crime of violence (defined in Section 16, Title 18, U.S. Code), or a non-forceful sex offense, the results of any disciplinary hearing conducted against the student who is the alleged perpetrator of the crime or offense.

Those serving as either complainants or respondents in a student conduct case may appeal a decision in some cases, including those involving rape and sexual assault charges. When the college’s conduct system finds a student responsible for a sex-related offense, sanctions are implemented and communicated in accordance with college policies. Sanctions may range from dismissal of the allegation to conduct expulsion. There are no automatic sanctions for particular offenses. Cases are evaluated individually and sanctions are applied consistent with the severity of the offense; however, students should be aware that suspension and expulsion from the college are typically considered.

**Retaliation**
Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of sexual harassment will be treated as an equally serious form of harassment.

**Consensual Sexual Relationship Ethics Statement**
Amorous relationships that might be appropriate in other circumstances are not appropriate when they occur between any teacher or officer of the institution and any student for whom that employee has a professional responsibility. Officers and other members of the teaching staff should be aware that any romantic involvement with their students makes them liable for formal action against them if a complaint is initiated by a student. The SSC administration will have the authority to take appropriate disciplinary actions and make workplace adjustments where amorous relationships result in a disruption of the academic or workplace environment.

**Campus Sex Crimes Prevention Act**
The Federal Campus Sex Crimes Prevention Act, (section 1601 of Public Law 106-386) enacted on October 28, 2000, went into effect October 28, 2002. It is a law that provides for the tracking
of convicted, registered sex offenders enrolled as students at institutions of higher education, or those working or volunteering on campus. The law requires institutions of higher education to issue a statement advising the college community where law enforcement agency information provided by a state concerning registered sex offenders may be obtained. It also requires sex offenders already registered in a state to provide notice to the appropriate state agency, as required under state law, of each institution of higher education in that state at which the person is employed, carries on a vocation, or is a student. The Clery Act, as amended by the Campus Sex Crimes Prevention Act, requires an educational institution to state the location where information concerning registered sex offenders is maintained. A list of current sex offenders pertinent to SSC is developed and maintained in the SSC Police Department in room #102 in the Student Services Building.

MISSING PERSONS
Students living in College housing will be asked to designate a confidential contact person in the event that they are declared a missing person. The student has the option to designate this person by providing the contact information of an emergency contact designee on their Student Housing/Food Services Application.

A SSC student will be suspected of being missing if he/she cannot be contacted by a Residence Life staff member. In this case, the staff member will contact the Director of Residence Life or the Coordinator of Residence Life who will take steps to determine if the student is attending classes or has used College services (obtained meals, door access, labs, etc.) and will attempt to contact the missing student through the phone number(s) and/or email address on record.

A person may also be suspected of being missing if an inquiry is communicated to Residence Life staff from a parent, legal guardian, roommate, other student, SSC employee or law enforcement agency and College officials are unable to contact the student or verify the student’s presence on campus by the methods listed above. Failure to make contact with the student or verify that the student is using campus services will result in the Director of Residence Life classifying the student as missing and immediately submit an official missing person’s report to Seminole State College Police Department and to the Vice President for Student Affairs.

Upon official notification from the Director of Residence Life, the Seminole State College Police Department will conduct an investigation. If it is determined that the student has been missing for over 24 hours, the following steps will be taken:
1. Seminole State College Police will contact the designated confidential emergency contact person, if there is one. If the student is under 18 years of age, Campus Police will immediately contact the custodial parent or legal guardian of the student.
2. Contact and cooperate with all appropriate law enforcement agencies.
3. Interview friends, relatives, and others who may know where to locate the missing person.
4. Use National Crime Information Computer, if necessary.
5. Post photos and other necessary information.
Informing students of this policy:
1. Publish this policy in the Student Handbook.
2. Make note of this policy in the terms and conditions of the housing contract.
3. Have Residence Life staff review this policy in the first Residential Learning Center meeting each term.
4. Post this policy in each Residential Learning Center.

Three-Year Disclosure of Campus Crime Statistics for Seminole State College

Definitions of Reportable Crimes:

Homicide
A. Homicide is the killing of one human being by another.
B. Human being includes an unborn child, as defined in Section 1-730 of Title 63 of the Oklahoma Statutes.
C. Homicide shall not include:
   1. Acts which cause the death of an unborn child if those acts were committed during a legal abortion to which the pregnant woman consented; or
   2. Acts which are committed pursuant to the usual and customary standards of medical practice during diagnostic testing or therapeutic treatment.
D. Under no circumstances shall the mother of the unborn child be prosecuted for causing the death of the unborn child unless the mother has committed a crime that caused the death of the unborn child.

Forcible sex offense
The 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 where force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person, or 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;

Non-forcible sex offense
The 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 where the victim is under sixteen (16) years of age or where the victim is incapable through mental illness or any other unsoundness of mind, whether temporary or permanent, of giving legal consent; or where the victim submits to sexual intercourse under the belief that the person committing the act is a spouse.
**Robbery**
Robbery is a wrongful taking of personal property in the possession of another, from his person or immediate presence, and against his will, accomplished by means of force or fear.

**Aggravated Assault**
A. An assault and battery becomes aggravated when committed under any of the following circumstances:
   1. When great bodily injury is inflicted upon the person assaulted; or
   2. When committed by a person of robust health or strength upon one who is aged, decrepit, or incapacitated.

B. For the purpose of this section “great bodily injury” means bone fracture, protracted and obvious disfigurement, protracted loss or impairment of the function of a body part, organ or mental faculty, or substantial risk of death.

**Assault**
An assault is any willful and unlawful attempt or offer with force or violence to do corporal hurt to another.

**Burglary**
BURGLARY IN THE FIRST DEGREE: Every person who breaks into and enters the dwelling house of another, in which there is at the time some human being, with intent to commit some crime therein, either;
   1. By forcibly bursting or breaking the wall, or an outer door, window, or shutter of a window of such house or the lock or bolts of such door, or the fastening of such window or shutter; or
   2. By breaking in any other manner, being armed with a dangerous weapon or being assisted or aided by one or more confederates then actually present; or
   3. By unlocking an outer door by means of false keys or by picking the lock thereof, or by lifting a latch or opening a window, is guilty of burglary in the first degree.

BURGLARY IN THE SECOND DEGREE: Every person who breaks and enters any building or any part of any building, room, booth, tent, railroad car, automobile, truck, trailer, vessel or other structure or erection, in which any property is kept, or breaks into or forcibly opens, any coin-operated or vending machine or device with intent to steal any property therein or to commit any felony, is guilty of burglary in the second degree.

**Larceny**
Larceny is the taking of personal property accomplished by fraud or stealth, and with intent to deprive another thereof.

**Motor Vehicle Theft**
Motor Vehicle Theft or Larceny of a Motor Vehicle is the taking or attempting to take any motor vehicle accomplished by fraud or stealth and with the intent to deprive another thereof.
“Motor vehicle “means and includes every device in, upon, or by which any person or property is or may be transported or drawn upon a highway, which is self-propelled device, and also includes any and all other land-based devices which are self-propelled but which are not designed for use upon a highway, including but not limited to, farm machinery and construction equipment.
**Arson**

**FIRST DEGREE ARSON:** Any person who willfully and maliciously sets fire to or burns, or by the use of any explosive device, accelerant, ignition device, heat producing device or substance or while manufacturing or attempting to manufacture a controlled dangerous substance in violation of subsection G of Section 2-401 of Title 63 of the Oklahoma Statutes, destroys in whole or in part, or causes to be burned or destroyed, or aids, counsels or procures the burning or destruction of any building or structure or contents thereof, inhabited or occupied by one or more persons, whether the property of that person or another, or who willfully and maliciously sets fire to or burns, or by the use of any explosive device, accelerant, ignition device, heat-producing device or substance or while manufacturing or attempting to manufacture a controlled dangerous substance in violation with subsection G of Section 2-401 of Title 63 of the Oklahoma Statutes, causes a person to be burned, or aids counsels or procures the burning of a person, shall be guilty of first degree arson.

**SECOND DEGREE ARSON:** Any person who willfully and maliciously sets fire to or burns, or by the use of explosive device or substance or while manufacturing or attempting to manufacture a controlled dangerous substance in violation of subsection G of Section 2-401 of Title 63 of the Oklahoma Statutes destroys in whole or in part, or causes to be burned or destroyed, or aids, counsels or procures the burning or destruction of any uninhabited or unoccupied building or structure or contents thereof, whether the property of himself or another, shall be guilty of arson in the second degree.

**THIRD DEGREE ARSON:** Any person who willfully and maliciously sets fire to or burns or by the use of any explosive device or substance destroys in whole or in part, or causes to be burned or destroyed, or aids, counsels or procures the burning of any property whatsoever, including automobiles, trucks, trailers, motorcycles, boats, standing farm crops, pasture lands, forest lands, or any other property not herein specifically named, such property being worth not less than fifty dollars ($50.00), whether the property of himself or of another, shall be guilty of arson in the third degree.

**FOURTH DEGREE ARSON:** Any person who willfully and maliciously attempts to set fire to or burn or attempts by use of any explosive device or substance to destroy in whole or in part, or causes to be burned or destroyed, or attempts to counsel or procure the burning or destruction of any building or property mentioned in Sections 1401, 1402, or 1403 of Oklahoma Statutes shall be guilty of arson in the fourth degree.

**Destruction of Property:**

Every person who maliciously injures defaces or destroys any real or personal property not his own, in cases other than such as are specified in Section 1761 et seq. of this title, is guilty of:

1. A misdemeanor, if the damage, defacement or destruction causes a loss which is valued at less than Two Thousand Five Hundred Dollars ($2,500.00); or
2. A felony, if the damage, defacement or destruction causes a loss which is valued at Two Thousand Five Hundred Dollars ($2,500.00) or more.
3. A felony, if the defendant has two or more prior convictions. In addition to any other punishment prescribed by law, he or she is liable in treble damages for the injury done, to be recovered in a civil action by owner of property or officer having charge thereof.
**Liquor law violations**

Any person who shall, in any public place, or in or upon any passenger coach, streetcar, or in or upon any other vehicle commonly used for the transportation of passengers, or in or about any depot, platform waiting station or room, drink or otherwise consume any intoxicating liquor unless authorized by the Oklahoma Beverage Control Act, intoxicating substance, or intoxication compound of any kind, or inhale glue, paint or other intoxicating substance, or if any person shall be drunk or intoxicated in any public or private road, or in any passenger coach, streetcar, or any public place or building, or at any public gathering, from drinking or consuming such intoxicating liquor, intoxicating substance or intoxicating compound or from inhalation of glue, paint or other intoxicating substance, or if any person shall be drunk or intoxicated from any cause and shall disturb the peace of any person he shall be guilty of a misdemeanor.

**Weapons violations**

It shall be unlawful for any person to carry upon or about his or her person, or in a purse or other container belonging to the person, any pistol, revolver, shotgun or rifle whether loaded or unloaded or any dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword, cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon, whether such weapon be concealed or unconcealed.

**Drug abuse violations**

Violation of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include but not limited to: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine). It is illegal to use prescription drugs other than directed by a licensed physician.

**Hate Crimes** A. No person shall maliciously and with the specific intent to intimidate or harass another person because of that person's race, color, religion, ancestry, national origin or disability:
1. Assault or batter another person;
2. Damage, destroy, vandalize or deface any real or personal property of another person; or
3. Threaten, by word or act, to do any act prohibited by paragraph 1 or 2 of this subsection if there is reasonable cause to believe that such act will occur.
B. No person shall maliciously and with specific intent to incite or produce, and which is likely to incite or produce, imminent violence, which violence would be directed against another person because of that person's race, color, religion, ancestry, national origin or disability, make or transmit, cause or allow to be transmitted, any telephonic, computerized, or electronic message.
C. No person shall maliciously and with specific intent to incite or produce, and which is likely to incite or produce, imminent violence, which violence would be directed against another person because of that person's race, color, religion, ancestry, national origin or disability, broadcast, publish, or distribute, cause or allow to be broadcast, published or distributed, any message or material.
D. Any person convicted of violating any provision of subsections A, B or C of this section shall be guilty of a misdemeanor on a first offense and a felony punishable by not more than ten (10) years incarceration in the custody of the Department of Corrections for a second or subsequent offense. The fine for a felony violation of this section shall not exceed Ten Thousand Dollars ($10,000.00). Furthermore, said person shall be civilly liable for any damages resulting from any violation of this section.

E. Upon conviction, any person guilty of a misdemeanor in violation of this section shall be punishable by the imposition of a fine not exceeding One Thousand Dollars ($1,000.00), or by imprisonment in the county jail for a period of not more than one (1) year, or by both such fine and imprisonment.

F. The Oklahoma State Bureau of Investigation shall develop a standard system for state and local law enforcement agencies to report incidents of crime which are apparently directed against members of racial, ethnic, religious groups or other groups specified by this section. The Oklahoma State Bureau of Investigation shall promulgate rules, regulations and procedures necessary to develop, implement and maintain a standard system for the collection and reporting of hate crime data. All state, county, city and town law enforcement agencies shall submit a monthly report to the Oklahoma State Bureau of Investigation on forms prescribed by the Bureau. The report shall contain the number and nature of the offenses committed within their respective jurisdictions, the disposition of such matters and any other information the Bureau may require, respecting information relating to the cause and prevention of crime, recidivism, the rehabilitation of criminals and the proper administration of criminal justice.

G. No person, partnership, company or corporation that installs telephonic, computerized, or electronic message equipment shall be required to monitor the use of such equipment for possible violations of this section, nor shall such person, partnership, company or corporation be held criminally or civilly liable for the use by another person of the equipment in violation of this section, unless the person, partnership, company or corporation that installed the equipment had prior actual knowledge that the equipment was to be used in violation of this section.

**Residential Alcohol Violation**

Low point beer means and includes beverages containing more than one half of one percent (1/2) (1%) alcohol by volume, and not more than three and two tenths percent (3.2%) alcohol by weight including but limited to beer or cereal malt beverages obtained by the alcoholic fermentation of an infusion of barely or other grain, malt or similar products; The possession of and use of 3.2% alcohol is prohibited and violates the SSC Campus Drug and Alcohol Free Campus policy.

**Crime Statistics**

The SSC Police Department prepares this report annually to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. In keeping with federal legislation, “The Crime Awareness and Security Act of 1990” “Clery legislation, (Title II, Public Law 101-542,” as amended), the following information related to these incidents is published annually. This report includes statistics for the most recent three-year period concerning reported crimes that occurred on the college campus, at off-campus buildings or on property
owned or controlled by the college, and on public property within, or immediately adjacent to and easily accessible from the campus. College crime statistics include those offenses reported from other law enforcement agencies for the areas immediately adjacent to and accessible from the campus or non-campus locations. Each year, notifications are made available to all enrolled students, employees, and general public on the College website, www.sscok.edu. Copies of the report may also be obtained by current or prospective students and employees, at the SSC Police Department, located at in Office #102 in the Student Services Building.

### OFFENSES REPORTED ON & OFF CAMPUS

**CRIME STATISTICS REPORTED OCTOBER 2014**

<table>
<thead>
<tr>
<th>CRIME</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
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<td>Murder/Non-Negligent Manslaughter</td>
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<td>Forcible Sex Offenses</td>
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<tr>
<td>Non-Forcible Sex Offenses</td>
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<td>0</td>
</tr>
<tr>
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<td>Simple Assault</td>
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<tr>
<td>Burglary</td>
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<tr>
<td>Larceny</td>
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<td>8</td>
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<td>Destruction/Damage/Vandalism of Property</td>
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<tr>
<td>Dating Violence</td>
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<td>Sexual Assault</td>
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<tr>
<td>Stalking</td>
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</table>
Important Contacts, Campus Security Authorities and Resources

To report an emergency or a crime in progress:
Dial 911
or 405-380-8989 (on duty officer phone)

For other police assistance off campus:
City of Seminole Police Dept. 405-382-3434

Other SSC assistance on campus:
Campus Police office 405-382-9500
Office of the Vice President for Student Affairs 405-382-9272

Additional Helpful Contacts:

Mental Health & Substance Abuse Centers of Southern Oklahoma
www.mhsso.org
2010 Boren Blvd
Seminole, OK 74868
(405) 382-4507

Family Resource Center
211 N. Timmons Street
Seminole, OK 74868
(405) 382-5979
Hotline: 800-373-5608

Tri City Substance Abuse Center Inc
214 E Oak Ave
Seminole, OK 74868
(405) 382-1112

Oklahoma Families First
300 E Seminole Ave
Seminole, OK 74868
(405) 382-9881

Stepping Stones Inc
RR 1Boley, OK 74829
(918) 667-3367

Multi-County Counseling, Inc
221 N Wewoka Ave
Wewoka, OK 74884
(405) 257-9030

Clay Crossing Foundation
32018 Highway 59
Maud, OK 74854
(405) 374-1225

Creoks Mental Health Services
209 W Broadway St
Okemah, OK
(918) 623-2922

Hotlines:
Reachout Hotline 1-800-522-9054
Disaster Distress Hotline 1-800-985-5990
Gambling Hotline 1-800-522-4700
Suicide Prevention 1-800-273-TALK (8255)
Tobacco Helpline 1-800-QUIT-NOW (784-8669)

Wewoka Alcohol/Chemical Prevention Program (WACAPP) - (405) 382-9934
Healthy Life/Chickasaw Nation- (580) 332-6345
Drug and Alcohol, Research and Education Information Center – Shawnee
Rolling Hills Hospital-Mental Health & Addiction Treatment- Ada- 580-436-3600
Behavioral Medicine Services – Shawnee- 405-878-3432
Gateway to Prevention and Recovery/Drugs & Alcohol-Shawnee-405-273-1170
National Domestic Violence Hotline, 800-799-7233
Child Abuse Hotline, 800-482-5964
National Clearinghouse for Alcohol and Drug Information, 800-729-6686
Oklahoma Department of Human Services-405-521-3646
Oklahoma Poison Control Center-800-222-1222
Alcoholics Anonymous-www.alcoholics-anonymous.org
Al-Anon Information- www.al-anon.org
TEENLINE 800-522-8336
DRUG AWARENESS 800-622-HELP
TARGET 800-366-6667
AIDS 800-535-AIDS(2437)
DOMESTIC VIOLENCE/SEXUAL ASSULT 800-522-7233
FIRES OCCURRING ON CAMPUS THIS YEAR

<table>
<thead>
<tr>
<th>#</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Deaths</th>
<th>Injuries</th>
<th>Estimated property Damage</th>
<th>Cause of fire</th>
<th>Type or Nature of fire</th>
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<td>0</td>
<td>0</td>
<td>0</td>
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<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total fires this year | Number of Fire drills last calendar year
--- | ---
0 | 2

DESCRIPTION OF FIRE SAFETY SYSTEM:
Both SSC Residential Learning Centers are equipped with strobe lights and horn sound warning devices, and equipped with dust and sprinkler systems. The alarm system automatically contacts and notifies the local Fire Department when activated.

FIRE SAFETY-PROHIBITED ITEMS
Due to fire hazards, there are several safety precautions in place for the residence halls. Possession or use of the following is prohibited:

- Halogen lamps
- Incense
- Candles
- Candle warmers
- Open flames
- Space heaters (except those provided by the University)
- Propane of any kind
- Grills
- Toaster ovens
- Electric frying pans
- George Foreman type grills
- Crock pots
- Open heating elements
The use of coffee makers, hot pots, air popcorn poppers, and microwaves (maximum 600 watts and/or 1 cubic ft.) is permitted. Refrigerators up to 3 cubic feet are permitted per room.

We encourage students to use surge protectors on all electronic equipment.

**FIREARMS, EXPLOSIVES, FIREWORKS, WEAPONS**
Firearms (actual, or novelties/toys reasonably resembling actual firearms), explosives, fireworks and similar devices, and weapons of any kind that can create a potential safety hazard are strictly prohibited in the residence halls. Weapons include, but are not limited to, knives with blade over three inches, guns, pellet guns, paint guns, tasers, bows and arrows, machetes, ninja stars, nun chucks, grenades and swords. Please also note that any type of ammunition for any type of firearm is strictly prohibited. University officials also have the right to deem objects unsafe for the community and confiscate these items at any time.

**HAZARDOUS MATERIALS**
Hazardous materials including, but not limited to, gasoline, propane, chemicals, flammable liquids and gas grills are not permitted in the residence halls/apartments under any circumstances.

**PROCEDURES FOR RESIDENT HALL EVACUATION:** Both residence halls are evacuated beginning at the top floor and when each room has been cleared it is locked to prevent anyone from re-entering the room. All students are to use the closest stairs and directed to the parking lot for safety from the fire and head count verification.

**SEMINOLE NATION BUILDING:** Seminole Nation Residential Learning Center has eight red emergency exit signs on each floor so students and employees can easily determine exit routes in case of fire. There are three fire extinguishers and three pull stations on each floor—one at the north end, one at the south end, and one in the middle on the east wall of each floor. The building is equipped with 170 fire sensors that are inspected annually in May by State-Wide Fire and Consulting Company. The building has 468 fire sprinklers equipped with heat type sensors. The sprinklers are inspected annually by Jay Hawk Fire Sprinkler Company. The fire alarm system is inspected annually by State-Wide Fire and Consulting Company. The alarm also has a fire safety battery back-up system. The City of Seminole Fire Department does a monthly walkthrough and visual inspection of all SSC facilities.

**ROESLER BUILDING:** Roesler Residential Learning Center has four red emergency exit signs so students and employees can easily determine exit routes in case of fire. There are exit signs on the second floor as well. There are five fire extinguisher on the first floor—one near each of the four exits and one in the laundry room. There are four fire extinguishers on the second floor—one on each of the four outer walls. The building is equipped with 43 emergency fire sensors and 128 emergency fire sprinklers that are inspected annually. The alarm also has a fire safety battery back-up system. State-Wide Fire and Consulting Company inspects the fire system each year in May. The last inspection was done in May of 2014.

**POLICIES FOR FIRE SAFETY EDUCATION AND TRAINING:** It is the policy at SSC to adhere to all federal safety and education training required by the Clery Act and the Higher Education
Opportunity Act (HEOA) regarding fire safety & education. Faculty and staff will participate in fire & emergency drills conducted each semester in order to train students, faculty, & staff in fire safety. All SSC Residence Life staff attend annual fire safety education training provided by the local fire department each year.

**REPORTING FIRES:** If a fire is discovered, the Seminole Fire Department should be called immediately by dialing 911. If a fire is suspected in a residence hall, it should be reported immediately to a member of the Residence Life staff which includes the Director of Residence Life, Coordinator of Residence Life, Residence Advisors (Staff) or Residence Assistants (Students). If no one is available, contact the Seminole Fire Department by dialing 911.

**PLANS FOR FUTURE IMPROVEMENTS IN FIRE SAFETY:** The SSC Board of Regents in order to improve the safety regarding all potential emergencies approved to have the SSC Emergency Operations Plan reviewed and updated annually.

**CAMPUS FIRE PROCEDURES**

If the fire alarm sounds, or you have reason to suspect a fire, please lead students and/or employees under your supervision to the nearest exit not blocked by fire. Once out of the building, your class or group should gather at the designated assembly area for your building. Please keep your group together until you check roll to make certain everyone in your charge is out of the building.

**WHERE TO ASSEMBLE FOLLOWING EVACUATION**

<table>
<thead>
<tr>
<th>IF YOU ARE IN</th>
<th>GO OUTSIDE TO</th>
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</thead>
<tbody>
<tr>
<td>Colclazier Tech. Building</td>
<td>Far side of lot in front (east) of building</td>
</tr>
<tr>
<td>Scott Building</td>
<td>Far side of parking lot in front (east) of building</td>
</tr>
<tr>
<td>Tanner Hall</td>
<td>Staff parking lot directly in front (east) of building</td>
</tr>
<tr>
<td>Haney Center</td>
<td>Parking lot directly in front (east) of building</td>
</tr>
<tr>
<td>Boren Library</td>
<td>Far side of parking lot in front (east) of building</td>
</tr>
<tr>
<td>Jeff Johnston Fine Arts</td>
<td>Far side of parking lot behind (west) of building</td>
</tr>
<tr>
<td>Milt Phillips Building</td>
<td>Far side of parking lot behind (west) of building</td>
</tr>
<tr>
<td>Harber Field House</td>
<td>Far side of parking lot behind (west) of gym</td>
</tr>
<tr>
<td>Dunlap Student Union</td>
<td>Parking lot to the (south) of the building by Student Affairs Building</td>
</tr>
<tr>
<td>Building Name</td>
<td>Parking Lot Description</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>--------------------------------------------------------------</td>
</tr>
<tr>
<td>Roesler Residential Learning Center</td>
<td>Parking Lot (west) of building</td>
</tr>
<tr>
<td>Seminole Nation Residential Learning Center</td>
<td>Far side of parking lot in front (east) of building</td>
</tr>
<tr>
<td>Student Services Building</td>
<td>Far side of parking lot (south) of building near highway #9</td>
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<tr>
<td>MIS Building</td>
<td>Parking lot (north) of building</td>
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<tr>
<td>Maintenance Building</td>
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<tr>
<td>Baseball Complex</td>
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<tr>
<td>Softball Complex</td>
<td>Parking lot (west) of building</td>
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<tr>
<td>Employment Readiness</td>
<td>Parking lot (south) of building</td>
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<tr>
<td>Dan Boren Call Center</td>
<td>Parking lot (south) of Building</td>
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