

A blue-tinted photograph of a Rose State College sign. The sign is a large, light-colored rectangular structure with the words "ROSE STATE COLLEGE" in large, dark, block letters. Below the main sign, smaller text lists various campus locations: "HUDIBURG CENTER", "ADMINISTRATIVE CENTER", "STUDENT UNION", "TRAINING CENTER", and "ATHLETIC FACILITIES". In the foreground, two students are walking on a path. The student on the left is a woman wearing a light-colored shirt, and the student on the right is a man wearing a dark polo shirt and carrying a folder. The background shows trees and a clear sky.

ROSE STATE COLLEGE

2017 ANNUAL SECURITY AND FIRE SAFETY REPORT

Prepared in Compliance with The Jeanne Clery
Disclosure of Campus Security Policy and
Campus Crime Statistics Act

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WELCOME FROM THE PRESIDENT

Dear Campus Community:

Welcome to Rose State College! As members of the College community, each of us assumes the obligation of compliance with all university policies and campus regulations. I am therefore pleased to announce the Rose State College Annual Security and Fire Safety Report 2017 is now available. This report is prepared by a comprehensive team representing various campus sectors: Human Resources, Student Conduct, Safety/Security and Risk Management, Residence Life, and the Office of the Executive Vice President. Not only does this report comply with the Jeanne Clery Disclosure of Campus Policy and Campus Crime Statistics Act, it is part of our continuing effort to inform you of the safety programs and services available and the steps you can take to maintain your safety and the security of others.



The safety and well-being of our students, faculty, staff, and visitors are of the utmost importance to Rose State College. The best protections against campus crime are: a strong law enforcement presence; an aware, informed, alert campus community; and a commitment to a proactive culture on preventing crime. The college invests substantial personnel and resources to keep the campus one of the safest in the region and to comply with all federal regulations and laws. While Rose State College works hard to provide a higher level of safety, the best defense against crimes and accidents is to be informed and educated on personal safety, be aware of your surroundings, and report suspicious activity to proper authorities. The principal focus of our work is education and with that we strive to ensure students, faculty, and staff educate themselves about personal safety and the safety of those around them.

I hope you will join me in keeping Rose State College a safe and welcoming campus.

A handwritten signature in black ink that reads "Jeanie Webb". The signature is written in a cursive, flowing style.

Dr. Jeanie Webb

President

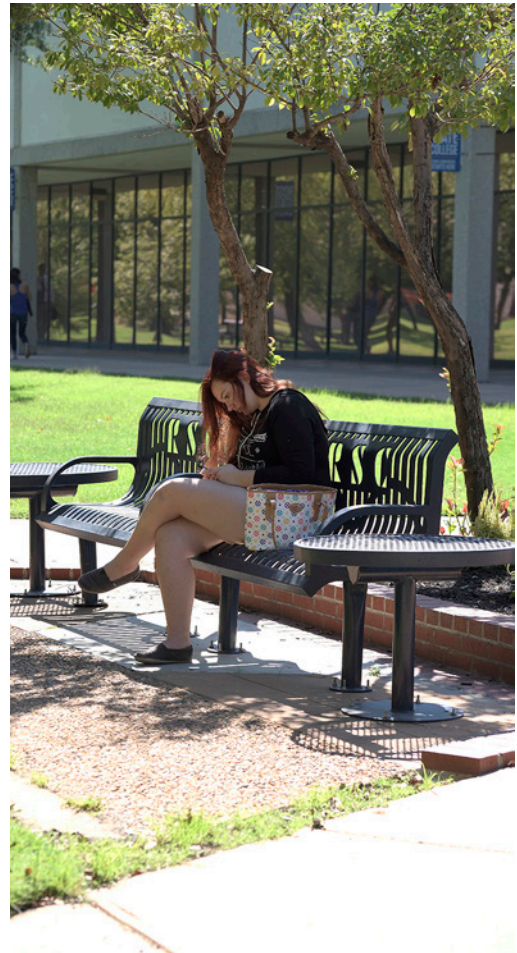
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INTRODUCTION

This report was prepared by Rose State College in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act, as amended by the Higher Education Opportunity Act, and the initiatives identified in the Oklahoma Campus Life and Safety and Security (CLASS) Task Force. This report includes statistics for the previous three years concerning reported crimes that occurred on campus; in on campus student housing facilities; in certain off-campus buildings or property owned or controlled by Rose State College; and on public property within, or immediately adjacent to and accessible from the Campus. The report also includes institutional policies on campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, missing persons and other matters.

Campus crime, arrest, and referral statistics include those incidents reported to the Midwest City Police Department, designated campus security officials as defined under the Act, and other local law enforcement agencies. Each year, an email notification is sent to all enrolled students, faculty, and staff, providing information on how to access the Annual Security Report online. Copies of this report may also be obtained from the Rose State College Student Center, Room 100, and the Office of Administrative Services, 6420 S.E. 15th Street, Midwest City, Oklahoma.

The Policies and procedures identified in this document have been developed to ensure the safety and security of students, faculty, staff and visitors to the campus. The commitment of Rose State College



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to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from discrimination in all its forms.

Rose State College prohibits discrimination or harassment against any person on the basis of race, color, sex, age, national origin, religion, disability, genetic information, sexual orientation, or status as a veteran in any of its policies, practices or procedures. Rose State College will comply with all federal and state nondiscrimination, equal opportunity and affirmative action laws, orders and regulations. This nondiscrimination policy applies to, but is not limited to: admissions, employment, financial aid, and education programs, activities or services.

College complaint and grievance procedures provide employees and students with the means to resolve complaints alleging discrimination. Members of the public should direct their inquiries or complaints to Rose State College's Senior Director, Human Resources/AAO, Administration Building, Room 104; telephone (405) 733-7979. (See College's Policies and Procedures Manual, Thirty-Eighth Revision, Chapter-III, Sec. 1-2. Equal Employment Opportunity Statement, pp. III-1-1 & III-1-2.)

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REPORTING A CRIME OR EMERGENCY

Community members, students, faculty, staff and visitors are encouraged to accurately and promptly report all crimes and public safety-related incidents to the Rose State College security staff, Midwest City Police or Campus Security Authorities.

For general information, contact the Campus Security Office at 733-7313 or the Rose State College Security Coordinator at 736-0213 for non-emergencies. Regarding emergencies, dial 911 or use the emergency telephones located in campus parking lots and campus buildings. Any suspicious activity or person seen in the parking lots or loitering around vehicles, inside buildings or in the campus mall areas should be reported to security or police. Crimes should be reported to the Campus Security Office for the purpose of issuing timely warning reports to the community and for inclusion in the annual disclosure report.

EMERGENCY RESPONSE

In response to a call of a reported crime or emergency, Midwest City Police will dispatch an officer to investigate the incident. Incidents reported to the Campus Security Office that are criminal in nature are forwarded to the Midwest City Police Department for investigation. College incident reports and information obtained during investigations may also be forwarded to the Office of the Coordinator, Safety, Security and Risk Management for review and referral for potential action, as appropriate. If assistance is required from the local police or fire departments, Campus Security will contact the appropriate department. If a sexual offense should occur, staff on the scene, including Midwest City Police, will offer the victim a wide variety of services.



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Emergency Numbers	
Emergency (Police, Fire, Ambulance)	9-911
Campus Security	733-7313
Campus Assistance	
Campus Security Coordinator	736-0213
Campus Counselor	733-7373
Student Conduct	736-0355
Anonymous Crime Reporting	733-7516
Media Inquiries	736-0200
Threat Assessment and Behavioral Intervention Team (TABIT)	736-0355
References / Referrals	
Domestic Violence	949-1866
YWCA Rape Crisis Center	943-RAPE
Crisis Intervention Center	1-800-522-9054
Suicide Hotline	1-800-SUICIDE
Emergency Notification Text	ATT411

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EMERGENCY NOTIFICATION: TIMELY WARNINGS

Emergency Notifications are issued whenever a serious crime or series of crimes – on campus or in the surrounding communities – poses a continuing risk to students and employees. Emergency notifications are issued for specific crime classifications such as murder, sex offenses, robbery, aggravated assault/battery, burglary, motor vehicle theft, manslaughter, arson and any hate crimes involving bodily injury in which the victim was intentionally selected due to actual or perceived race, gender, religion, sexual orientation, ethnicity or disability. Notifications may also be posted for other crimes when deemed necessary by Rose State College Executive Staff. Emergency notification on the Rose State College campus is provided through various media, including email and web based notifications, the campus emergency phone system and text messaging to participants in the College's Emergency Notification Text System.

EMAIL AND WEBSITE NOTIFICATION

Rose State College will issue emergency notification via the College's web page at "www.rose.edu." In addition, when issuing an emergency notification, College authorities will send a mass email to all students, faculty and staff indicating an emergency exists on campus and providing information on the incident and how faculty, staff and students should respond to the emergency (evacuation, shelter in place, etc.).

EMERGENCY PHONE SYSTEM

Rose State College has implemented an emergency telephone system that includes phones located in each classroom and in strategic locations around campus. This system provides instantaneous communication with the Campus Security Office and is capable of providing emergency notification to individual classrooms, buildings or campus-wide announcements.

NOTIFICATION VIA CELLULAR PHONE

All faculty, staff and students are encouraged to participate in the Rose State College Emergency Cellular Phone Notification Program. Individuals are automatically enrolled in the Raider Alert program upon enrollment or employment with the College. Upon determination by the



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College's Executive Staff that an emergency situation exists, including consultation with the campus Coordinator, Safety, Security and Risk Management and the College's Vice President of Marketing and Public Relations will issue an emergency notification to all registered participants in the program. It is important to note that participation in this program is voluntary and cellular provider charges may apply.

VOLUNTARY CONFIDENTIAL REPORTING

Rose State College encourages individuals who witness or have been a victim of a crime to immediately report the incident by calling 911 (or 9-911 from a College phone). For non-emergency incidents, contact 736-0213. Police reports in the state of Oklahoma are public records and Midwest City Police cannot hold reports of crime in confidence. Confidential reports for inclusion in the annual disclosure of crime statistics can be made to other campus authorities as identified below.

Additionally, the College encourages all professional counselors of the college to inform the individuals they counsel of the options available on campus to voluntarily report crimes in a confidential manner. This includes utilizing the available Midwest City Police officers located on-campus, the identified Rose State College Campus Security Authorities, or providing the individual with information to perform this reporting on their own time.

CAMPUS SECURITY AUTHORITIES

Campus Security Authorities (CSAs) are defined by the Clery Act as individuals who have responsibility for campus security but who do not work for the Midwest City Police Department, or officials who have significant responsibility for student and campus activities including, but not limited to: student activities, student discipline and campus judicial proceedings.

The Rose State College Coordinator, Safety, Security and Risk Management collects these reports from the College's reporting organizations including Student Affairs, Human Resources/AAO, and Security Office. Each of these reports is reviewed by College authorities to ensure the requirements for reporting under the Clery Act are met.

ROSE STATE COLLEGE CAMPUS SECURITY AUTHORITIES

- Vice President for Student Affairs
- Coordinator, Safety, Security and Risk Management
- Title IX Coordinator / Senior Director, Human Resources/AAO
- Director of Student Engagement
- Athletic Program Coaches
- Senior Director, Campus Operations
- Contract Security Staff

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CAMPUS LAW ENFORCEMENT AUTHORITY AND JURISDICTION

Security for Rose State College students, faculty, staff and visitors is provided by contract security forces and Midwest City Law Enforcement Officers. Each organization is responsible for specific areas of campus security and the organization's cooperation fully ensures College participants enjoy a safe and secure campus environment.

CONTRACT SECURITY OFFICERS

Campus contract security officers are on duty 24-hours a day, 7 days a week, and are responsible for ensuring the daily security of campus facilities and grounds. Contract security officers are fully CLEET certified and provide parking and traffic control, building access, 24/7 monitoring of the campus closed circuit security camera system and special security requests, such as security escort. Contract security officers do not have law enforcement authority, nor do they provide investigation of criminal activity on campus.

MIDWEST CITY POLICE OFFICERS

Rose State College employs MWCPD officers in a part-time status to provide full law enforcement services on campus. MWCPD officers have full law enforcement authority as authorized by the State of Oklahoma and have authority to conduct investigations into criminal activity and egregious violations of College policy involving students, staff or faculty. Their jurisdiction includes all property owned or controlled by the College, as well as streets adjacent to and running through the campus.

INTERAGENCY AND INTER-LOCAL COORDINATION

Rose State College cooperates fully with the Midwest City Police Department, the Oklahoma County Sheriff's Department, the Oklahoma Highway Patrol and other state and federal law enforcement agencies. These agencies routinely exchange crime-related reports and statistics and conduct cooperative patrols, special events, investigations and special unit operations.



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SECURITY AND ACCESS TO CAMPUS FACILITIES

Most campus buildings and facilities are accessible to members of the campus community, guests and visitors during normal business hours – Monday through Friday – and for limited designated hours on Saturday, Sunday and holidays. Facilities are maintained, and their security monitored, in the interest of campus security. Many cultural and athletic events held in College facilities, such as the Professional Training and Education Center and the Communications Center, are open to the public. Other facilities such as the Rose State bookstore, Learning Resources Center and cafeterias also provide services to the public.

Access to academic and administrative facilities on Campus is generally limited to students, employees and visitors for the purpose of studying, working, teaching and conducting other College business. However, the academic buildings are open and accessible during normal business hours and often into the evening hours for classes and meetings, and as such visitors can gain access during those hours. Each academic building has established its' hours based on the needs of the specific academic department.

MAINTENANCE OF CAMPUS FACILITIES

Campus facilities and landscaping are maintained in a manner that minimizes hazardous conditions. Contract security staff and Midwest City Police Officers regularly patrol the campus and report malfunctioning lights and other unsafe physical conditions to the Physical Plant for correction. Other members of the College community are encouraged to report equipment problems to the Security Office or to the Physical Plant.

SECURITY AWARENESS AND CRIME PREVENTION PROGRAMS

The goal of Rose State College's administration is to prevent crimes from occurring, rather than react to crimes after the fact. The goal of crime prevention is to eliminate or minimize criminal opportunities whenever possible and to encourage students, faculty and staff to be responsible for both their own safety and the safety of others. Additionally, the Midwest City Police Department provides a variety of crime prevention workshops that are available to faculty, staff and students. Information about these presentations/workshops is available by contacting the Coordinator, Safety, Security and Risk Management at 736-0213.

Additionally, the College provides an annual Safety Week where local emergency service members from around the community present different topics throughout the week to help educate students and faculty on the various ways they can protect themselves when faced with being a potential victim of a crime. A list of the presented activities include:

- Midwest City Fire Department brought their simulation trailer for demonstrations
- Healthy Relationships presentation from OU Gender Equality Center
- Midwest City Police Department brought an impaired driving simulation car

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- Title IX Training and Training Activities
- Glowga, glow in the dark yoga on the lawn
- Financial safety presentation

DOMESTIC VIOLENCE MONTH

Every October the College hosts a Domestic Violence month to bring awareness to victims of domestic and dating violence, sexual assault, and stalking. Additionally, the College offers various training sessions to any interested students, faculty and staff during this month long event to include self-defense for females being attacked, different options victims have to report crimes of sexual assault, and awareness programs for individuals to see signs of potential domestic violence.

EMERGENCY PHONES

Rose State College has an extensive network of blue emergency telephones strategically located in parking lots around campus in the familiar lighted emergency kiosks. The phones are connected directly to emergency call centers which are monitored 24-hours a day, 7 days a week, including all holidays. The phones can be used to request help, report a crime in progress, report suspicious activities, request an escort, or for any other type of emergency one may encounter. To summon help, press the button on the emergency phone and the call will be answered by call center staff that will ask the individual to explain their situation and will send the appropriate help to the individual's location. As part of safety preparedness, individuals on campus should be aware of the locations of the nearest emergency phones as they move around campus.

CAMPUS SAFETY AND SECURITY ADVISORY COMMITTEE (CSSAC)

This committee was established to serve in an official advisory capacity to College administration. Comprised of individuals with various responsibilities relative to the safe and secure operation of the Rose State College campus, the mission of the CSSAC is to provide the College's Executive Staff with information regarding crime and fear abatement, law enforcement, public safety and emergency preparedness. The role of the CSSAC is advising and consulting – with the goal of enhancing the College's community-oriented public safety philosophy.



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THREAT ASSESSMENT AND BEHAVIORAL INTERVENTION TEAM (TABIT)

The Threat Assessment and Behavioral Intervention Team (TABIT) is comprised of professional staff members from Rose State College. TABIT was created to serve the College in balancing the needs of individual students and the greater campus community. TABIT's mission is to identify and address alleged concerning student behaviors that are potentially disruptive and may include mental health and/or safety issues.

CRIMINAL ACTIVITY OFF-CAMPUS

The Coordinator, Safety, Security and Risk Management maintains close communication with the Campus Security Office and Midwest City Police Department staff to monitor criminal activity involving students and student organizations. Administrative reports from the police departments are forwarded to other departments on campus for further action as appropriate.

The College may pursue disciplinary action for off-campus violations of College rules in those instances in which the College was substantially affected, whether or not the activity was criminal in nature. Reports of violations by students may be referred to the office of the Coordinator, Safety, Security and Risk Management for review and recommendations.

Although the College does not have a recognized student organization with an off-campus housing facility, we do maintain close relationships with local law enforcement agencies to monitor crimes involving students and investigate those offenses thoroughly.

EMERGENCY OPERATIONS PLAN

As required by federal and state law, Rose State College has developed a comprehensive Emergency Operations Plan that details immediate response and evacuation procedures, including the use of electronic and cellular communication. The College's Emergency Operations Plan includes information about Incident Management Teams; College operating status parameters; incident priorities; shelter-in-place and evacuation guidelines and overall command and control procedures.

Rose State College authorities have received training in Incident Command and the National Incident Management System. When a serious incident occurs that poses an immediate threat to the campus, the first responders to the scene are usually members of the Security Office, Midwest City Police Department, Midwest City Fire Department, Midwest City Regional Medical Center, or other emergency response professionals. These organizations cooperate with Rose State College administrative staff to manage any incidents on campus. Depending on the size, scale and seriousness of the incident, other College departments and other local, state or federal agencies may also be involved in responding to the incident.

If a situation arises that poses a verified, imminent, or ongoing potential threat to the safety, security, or health of students or employees, a Campus Alert will be issued to expedite emergency response

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and/or evacuation procedures. The goal of a Campus Alert is to notify as many people as possible, as rapidly as possible, with adequate follow-up information as needed. Follow-up information will be available via use of the College's emergency notification system (use of text, email, web alert and emergency phone system) on a case-by-case basis. If follow-up information is critical to the community, it may be disseminated using additional mechanisms at the discretion of the Rose State College President or their designee. Additional mechanisms may include public media outlets, NOAA emergency alert radios and/or the telephone alert directory. Campus Alerts are issued for incidents such as an active threat/shooter, major hazardous materials release, major fire, extended power outage, infectious disease outbreak, or a tornado that would directly impact campus.

The College has implemented a formal process that gives the President or Executive Staff the authority to confirm a significant emergency or dangerous situation; to develop the content; to determine the appropriate segment(s) of the campus community to receive the notification; and to initiate some or all of the campus alert systems to send an emergency message to the campus community. The process also stipulates that an immediate emergency message will not be sent if, in the professional judgment of authorities, the message would compromise efforts to assist a victim, or to contain, respond to or otherwise mitigate the emergency. It also authorizes the President or member of the Executive Staff to create and initiate the Campus Alert. The President or member of Executive Staff issuing the alert may also consult directly with the Vice President of Student Affairs and the Vice President of External Affairs & Marketing to ensure the immediate, timely notification of the campus via the emergency notification mechanisms mentioned above.

As a part of the comprehensive Emergency Operations Plan for the College, regularly scheduled drills, exercises, and follow-through activities are conducted annually. Tabletop exercises are conducted for various campus units identified as having emergency response responsibilities



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in order to test response and evacuation procedures. All exercises are documented and appropriate after-action-reports are completed and submitted for evaluation. After-action-reports are completed detailing lessons learned and follow-up items are identified with responsibilities assigned to appropriate campus entities. The College's Emergency Operations Plan, which was developed consistent with the federal NIMS system and the concepts outlined in the Oklahoma Campus Life and Safety and Security (CLASS) Task Force, is posted on the Rose State College website at (http://www.rose.edu/WebSites/rose2010/Images/Other/Emergency_Procedures.pdf) to be used in conjunction with campus exercises.

ALCOHOL AND ILLEGAL DRUGS AND SUBSTANCE ABUSE EDUCATION

The information in this section is in accordance with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989 (P.L. 101-226).

Rose State College promotes a safe and healthy educational environment that rejects substance abuse as an acceptable life style. Abuse of alcohol and/or controlled substances can seriously impair your health and your ability to work and study. Additionally, it can cause you to endanger the safety and well-being of others. To that end, the College has implemented stringent policies regarding alcohol and illegal drug use. You should familiarize yourself with the College's standard of conduct and disciplinary actions taken against students or employees who violate that standard, as outlined below.

Prevention of substance abuse is sought in several ways by:

- Promoting accurate information on drug use;
- Encouraging healthy use of leisure time through recreation and other activities;
- Enhancing skills for dealing with stress, and;
- Working with campus leaders to establish a healthy environment.

ALCOHOL AND DRUG EDUCATION EVENTS

As mentioned previously the College puts on a Safety Week annually to inform students of various safety and security tips to keep themselves safe while enjoying their time here at Rose State College. While this is a major topic discussed during this exciting week, another major topic discussed is drug and alcohol education and prevention. The College, in conjunction with the Midwest City Police Department hosts a series of drug education courses to include a live drug dog demonstration. Additionally, the Midwest City Police Department puts on a DUI education course that involves victim impact sessions and live simulated "drunk" driving that safely allows the students to understand the dangers of driving while impaired. During the Spring semester, the College puts on an Alcohol education course that has interactive games for the students as well as various topics presented by College staff and counselors to ensure the students are aware of the dangers and responsibilities that come with alcohol.

HOW DRUGS AFFECT YOUR HEALTH

Adverse health effects can range from nausea and anxiety to coma and death. There are risks associated with the chronic use of all psychoactive drugs, including alcohol. A pregnant woman who uses alcohol, cigarettes, or other drugs exposes her fetus to serious risks, including miscarriage, low birth weight and brain damage. Substance abuse may involve controlled substances, illegal drugs, and alcohol—all of which pose a health risk. When drugs are used in combination, their negative effects on the mind and body are often multiplied beyond the effects of the same drugs taken on their own.

Alcohol is the drug most frequently abused on college campuses and in our society. Even small amounts of alcohol significantly impair the judgment and coordination required to drive a vehicle, increasing your chances of having an accident. Consumption of alcohol may be a factor in the incidence of aggressive crimes, including date rape and domestic abuse. Moderate to large amounts of alcohol severely impair your ability to learn and remember information. Because alcohol is a depressant, very large amounts can cause respiratory and cardiac failure, resulting in death.

Marijuana impairs short-term memory and comprehension. Its use can cause confusion, anxiety, lung damage and abnormalities of the hormonal and reproductive system. Hours after the feeling of the drug-induced euphoria fades, the effects of the drug on coordination and judgment remain, heightening the risk of driving or performing other complex tasks. Cannabis, a fat-soluble substance, may remain in the body for weeks, and an overdose can cause paranoia, panic attacks, or psychiatric problems.

Club Drugs refers to a wide variety of drugs including MDMA (Ecstasy), GHB, rohypnol, ketamine, methamphetamine, and LSD, and are often used at dance clubs and bars. No club drug is safe due to variations in purity, potency and concentration, and they can cause serious health problems or death. They have even more serious consequences when mixed with alcohol.



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Depressants such as barbiturates, Valium and other benzodiazepines, Quaaludes and other depressants cause disorientation, slurred speech and other behaviors associated with drunkenness. The effects of an overdose of Depressants range from shallow breathing, clammy skin, dilated pupils, and weak and rapid pulse to coma and death.

Hallucinogens such as LSD, MDA, PCP (angel dust), mescaline and peyote can cause powerful distortions in perception and thinking. Intense and unpredictable emotional reactions can trigger panic attacks or psychotic reaction. An overdose of hallucinogens can cause heart failure, lung failure, coma and death.

Narcotics like heroin, codeine, morphine, methadone and opium cause such negative effects as anxiety, mood swings, nausea, confusion, constipation and respiratory depression. Overdose may lead to convulsions, coma and death. The risk of being infected with HIV/AIDS or other diseases increases significantly if you inject drugs and share needles, and there is a high likelihood of developing a physical and psychological dependence on these drugs.

Stimulants – cocaine, amphetamines and others – can cause agitation, loss of appetite, irregular heartbeat, chronic sleeplessness and hallucinations. Cocaine and crack cocaine are extremely dangerous and psychologically and physically addictive. An overdose can result in seizures and death.

Tobacco, with its active ingredient nicotine, increases your heart rate and raises your blood pressure. The tar in cigarette smoke is a major cause of cancer and other respiratory problems. Carbon monoxide in cigarette smoke can promote arteriosclerosis, and long-term effects of smoking include emphysema, chronic bronchitis, heart disease and lung cancer.

NOTIFICATION OF COUNSELING SERVICES

At the beginning of every semester, the Rose State College Director of Special Services and Student Outreach sends out an email notification to all students, faculty, and staff of the counseling services available to all members of the College at no cost to the individual seeking help. The Office of Special Services and Student Outreach is located in the Learning Resources Center, Room 106 and is open Monday-Friday 8:00 a.m. to 5:00 p.m., or can be reached via phone at 736-7373.

DRUG USE BY STUDENTS AND EMPLOYEES

Rose State College is committed to maintaining a drug-free and alcohol-free environment for its students and employees in compliance with applicable federal and state laws. Students or employees who violate federal or state laws concerning the possession, use, or sale of drugs or alcohol are subject to criminal prosecution; those who violate College policies may also be subject to institutional sanctions (See College's Policies and Procedures Manual, Thirty-Eighth Revision, Chapter IV, Sec. 1-1. Drug-Free Campus Policy, pp. IV-1-1 to IV-1-8).

No one may store, possess, or consume alcoholic beverages on any property under the control of Rose State College. The unlawful or unauthorized possession, use, distribution, dispensation, sale, or manufacture of controlled substances or alcohol is prohibited on College property and/or as part of any College activity. Students may also be subject to disciplinary action for violations of the alcohol or drug

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policy that occur off-campus or on private property. Employees or students who violate the policy may be disciplined in accordance with College policies, statutes, rules, regulations, employment contracts and labor agreements, up to and including dismissal and referral for prosecution. The College may contact the parents of students under the age of 21 for violations of the Student Code.

DISCIPLINARY ACTIONS OF COLLEGE EMPLOYEES

Employees are subject to disciplinary action – including termination – for the following: possession or consumption of alcohol on institutional time or property; inability to perform satisfactorily their assigned duties as a result of consuming alcohol; illegal or excessive use of drugs, narcotics, or intoxicants; or the unauthorized sale or distribution of drugs, narcotics, or intoxicants.

Employees that have problems with controlled substances or alcohol are encouraged to seek professional advice and treatment. Employees may seek confidential help with or obtain a list of counseling and referral programs by calling the Rose State College Counseling Office at 733-7373. In some cases, the supervisor may direct employees to request this information.

DRUG AND ALCOHOL TESTING OF COLLEGE EMPLOYEES

Student and employee safety is of paramount concern to the Rose State College Board of Regents. Employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves and to others. The Board of Regents hereby commits itself to a continuing good faith effort to maintain a drug-free workplace. Drug and alcohol testing of employees shall be conducted in accordance with federal and state law (See College's Policies and Procedures Manual, Thirty-Eighth Revision, Chapter IV, Sec. 1-1. Drug-Free Campus Policy, (b) Alcohol and Drug Testing Policy applicable to RSC employees and applicants, p. IV-1-2).

Employees of the College are subject to for-cause drug and alcohol testing; post-accident drug and alcohol testing; and post-rehabilitative testing. Employees of the College engaged in activities which directly affect the safety of others are subject to random alcohol and drug testing and scheduled periodic alcohol and drug testing. Employees of the College who work in direct contact with inmates in the custody of the Department of Corrections or work in direct contact with juvenile delinquents or children in the need of supervision in the custody of the Department of Human Services are subject to random alcohol and drug testing and periodic alcohol and drug testing (See College's Policies and Procedures Manual, Thirty-Eighth Revision, Chapter IV, Sec. 1-1. Drug-Free Campus Policy, (d) (2) (3) (4), p. IV-1-3).

DRUG OR ALCOHOL CONVICTIONS IN THE WORKPLACE

An employee must notify his or her supervisor of a criminal conviction or Plea of Guilty or No Contest for drug-related or alcohol-related offenses no later than five calendar days following the conviction or Plea of Guilty or No Contest. Additionally, if an employee working on a federal contract or grant is convicted of a drug or alcohol offense occurring in the workplace, the College will notify the granting or contracting federal agency within ten days of receiving notice of the conviction. The employee may be required to complete a drug rehabilitation program in order to continue employment at the College (See College's Policies and Procedures Manual, Thirty-Eighth Revision, Chapter IV, Sec. 1-1. Drug-Free Campus Policy, (a) (3), p. IV-1-1).

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VIOLATION OF THE DRUG POLICY BY COLLEGE STUDENTS

Students who illegally possess, use, distribute, sell, or manufacture drugs are subject to disciplinary action and may be dismissed from the College. The standard disciplinary response to students who are distributing illegal drugs is dismissal. For more information about the College's drug policy, read Section V, Part II, Page 67-68 of 2017-18 Student Handbook.

The College provides counseling and referral services to students who are substance abusers or who are affected by the substance abuse of others. For confidential help with these problems, contact the Counseling Center at 733-7373 or the Coordinator, Safety, Security and Risk Management at 736-0213.

DRUG AND ALCOHOL USE: STATE LAWS

Oklahoma State law prohibits the sale or delivery of alcohol to anyone under 21 (twenty-one), or to any intoxicated person. Violations can result in fines of up to \$1,000 and one year in jail. It is also illegal for a person under 21 to present false identification in an attempt to purchase alcohol.

On-campus violations of Rose State College policies regarding drug and alcohol use are strictly enforced by the College, and additional penalties may be imposed:

- The Secretary of State is authorized to suspend or revoke without a hearing the driver's license or instruction permit of a person under 21 who has purchased or attempted to purchase alcohol from a duly licensed establishment or who has consumed alcohol on licensed premises.
- Local liquor vendors have the duty to report to the Secretary of State any conviction for a violation of the Liquor Control Act, or a similar provision of a local ordinance, prohibiting a person under 21 from purchasing, accepting, possessing, or consuming alcohol and prohibiting the transfer or alteration of identification cards, the use of the identification card of another or a false or forged identification card, or the use of false information to obtain an identification card.
- The Secretary of State is authorized to suspend or revoke the driver's license or learner's permit of any person convicted of violating any of the prohibitions listed above.



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Substantial penalties exist in Oklahoma for the operation of a motor vehicle by a driver with a blood or breath alcohol concentration of .08 or greater. Arrests are also possible at lower alcohol levels if driving is impaired. The first offense can result in a \$1,000 fine, incarceration for up to one year, and suspension or revocation of the offender's driver's license. Subsequent offenses entail penalties of significantly greater severity. Transporting open alcohol containers in a motor vehicle is also punishable under Oklahoma State law.

Possession and delivery of illicit drugs are prohibited in Oklahoma through Oklahoma Statute 63 O.S. § 2 and the federal Controlled Substances Act. Penalties vary with the amount of the drug confiscated; the type of drug found; the number of previous offenses by the individual; and whether the individual intended to manufacture, sell, or use the drug. A first-time conviction of possession of a controlled substance can result in a 1 to 3 year prison sentence, plus a fine of up to \$15,000. More severe penalties may be imposed for conviction of class 2, 3, or 4 felonies involving manufacture or delivery to a minor. Vehicles used with knowledge of the owner in the commission of any offense prohibited by Oklahoma statutes or Controlled Substances Act can be seized by the government, and all ownership rights are forfeited.

DRUG AND ALCOHOL USE: FEDERAL LAWS

Under federal sentencing guidelines, federal courts can sentence simple-possession first offenders to one year in prison and a \$100,000 fine. Penalties for subsequent convictions are significantly greater [21 U.S.C. 844 (a)]. A sentence of life imprisonment can result from a conviction for possession of a controlled substance that results in death or bodily injury. Possession of more than five grams of cocaine can trigger an intent-to-distribute penalty of 10 to 16 years in prison [U.S.S.G.S. 2D2.1 (b) (1)].

SEXUAL MISCONDUCT, SEX DISCRIMINATION AND UNLAWFUL HARASSMENT POLICY AND GRIEVANCE PROCEDURE

According to Oklahoma law, sex crimes involve the use of force or threat of force to sexually touch or sexually penetrate the victim's body or forcing the victim to touch or penetrate the offender's body. Threats of death or use of a weapon increases the severity of legal charges. Sex crimes can be prosecuted even if the victim knew the attacker; the victim did not fight back; the victim had consensual sex with the attacker previously; or the victim was intoxicated or unconscious.

Rose State College is committed to ensuring the safety and security for all members of the Rose State College campus community. Rose State College condemns all forms of sexual misconduct, sexual harassment, and unlawful harassment in compliance with Title IX, The Violence Against Women Act (VAWA), and The Clery Act. Rose State College shall conduct investigations and disciplinary proceedings in a prompt, fair, and impartial manner for all sexual misconduct, gender discrimination, sex discrimination, unlawful harassment, and sexual violence complaints including: sexual assault; sexual harassment, domestic violence; dating violence; and stalking. Rose State College while conducting investigations and all disciplinary proceedings in resolution of complaints regarding sexual misconduct, gender discrimination, sex discrimination, unlawful harassment, and sexual violence shall:

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1. Utilize the preponderance of evidence standard.

A. The Student Code of Conduct (SCC) and the Sexual Misconduct, Sex Discrimination and Unlawful Harassment Policy (SMSDSHP) are enforced utilizing the preponderance of the evidence standard of review.

B All alleged violations of the SCC and SMSDSHP will be evaluated by examining the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred by utilizing the preponderance of the evidence standard. The preponderance of the evidence standard shall be defined as; whether or not it is more likely than not that the actions in question were committed by the student as alleged in the complaint. The College bears the burden proof and the burden shall not shift from the College to any other party.

2. Provide the parties with information regarding the College's policy on Confidentiality and Retaliation in response to a good faith reporting.

A. Confidentiality. Employees of the Human Resources/Affirmative Action Office, the Office of the Coordinator, Safety, Security and Risk Management, and all responsible administrators receiving reports of sexual misconduct, sex discrimination and/or unlawful harassment shall maintain confidentiality of information received, except where disclosure is required by law or is necessary to facilitate legitimate College processes, including the investigation and resolution of sexual misconduct, sex discrimination and/or unlawful harassment allegations.

B. Retaliation. No reprisals or retaliation shall be allowed to occur as a result of the good faith reporting of charges misconduct, discrimination, unlawful harassment and/or any other complaint. Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of misconduct, discrimination, and/or unlawful harassment will be treated as a separate and distinct violation of this policy.

3. Ensure that investigations regarding sexual misconduct, gender discrimination, sex discrimination, unlawful harassment, and sexual violence by Rose State College shall be conducted by College officials who have received annual training in the areas of: sexual misconduct, sexual harassment, and unlawful harassment in compliance with Title IX, VAWA, The Clery Act, protection of victims' rights, and Confidentiality & Retaliation.

4. Permit the Complainant and Respondent during the investigation, the proceedings, and any other related meeting to have an advisor or support person present in compliance with the Policies and Procedures Manual and the Student Code of Conduct.



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5. Upon completion of the investigation and all proceedings provide prompt written notice of the resolution and any change in such resolution to both the Complainant and Respondent in a reasonably simultaneous manner. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of disclosing the report or the results of any disciplinary proceedings.
6. Provide the method for obtaining a Victim's Protection Order (VPO).
 - A. If you have been a victim of domestic or dating abuse; a victim of stalking; a victim of harassment; and/or a victim of rape, under 22 O.S. § 60.2 at www.oscn.net you may have the right to request a Victim Protective Order (VPO). VPOs are filed through the Oklahoma County Court Clerk's office located at 320 Robert S. Kerr, Oklahoma County, OK.
 - B. For questions regarding the process for filing a VPO, please contact the Oklahoma County Court Clerk's office at (405) 713-1735. For further assistance regarding a VPO, you may also contact the Midwest City Police Department (MWCPD) at (405) 732-2266 for non-emergency inquiries.
 - C. For emergencies regarding incidents of domestic or dating abuse; a victim of stalking; a victim of harassment; and/or a victim of rape call 911.

7. Provide a statement of preserving evidence

Midwest City Police Department (MWCPD) is in the best position to secure evidence of a crime. Physical evidence of a criminal sexual assault must be collected from the alleged victim's person within 120 hours, though evidence can often be obtained from towels, sheets, clothes, etc. for much longer periods of time. If you believe you have been a victim of a criminal sexual assault, you should go to the nearest Hospital Emergency Room (Alliance Health Midwest), before washing yourself or your clothing. The Sexual Assault Nurse Examiner (a specially trained nurse) at the hospital is usually on call 24 hours a day, 7 days a week (call the Emergency Room if you first want to speak to the nurse; ER will refer you). A representative from the College can also accompany you to the Hospital and law enforcement or Campus Security can provide assistance in arranging transportation. If a victim goes to the hospital, MWCPD will be contacted, but s/he is not obligated to talk to MWCPD or to pursue prosecution. Having the evidence collected in this manner will help to keep all options available to a victim, but will not obligate him or her to any course of action. Collecting evidence can assist the authorities in pursuing criminal charges, should the victim decide later to exercise it.

For the Victim: the hospital staff will collect evidence, check for injuries, address pregnancy concerns and address the possibility of exposure to sexually transmitted infections. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe, and may render evidence useless). If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence. You can take a support person with you to the hospital, and they can accompany you through the exam, if you want. Do not disturb the crime scene leave all sheets, towels, etc. that may bear evidence for the police to collect.

8. Provide reasonable accommodation(s) and reasonable protective measure(s) as requested in compliance with the Sexual Misconduct, Sex Discrimination, and Unlawful Harassment Policy (SMSDSHP).

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- (1) A victim of sexual misconduct, sex discrimination and/or unlawful harassment requiring reasonable accommodation should make their requests to the Title IX Coordinator. The Senior Director, Human Resources/AAO is the designated Title IX Coordinator and is located at 6420 S.E. 15th Street, Midwest City, OK 73110, ADM Room 104 or by calling (405) 733-7979. A student may additionally contact the Coordinator, Safety, Security and Risk Management and Deputy Title Coordinator for students for further assistance regarding reasonable accommodations and reasonable protective measures and is located at 6420 S.E. 15th Street, Midwest City, OK 73110, SSB Room 209 or by calling (405) 736-0355. The procedures set forth shall mirror the College's procedures regarding requests for reasonable accommodation under the Americans with Disabilities Act as outlined in (See College's Policies and Procedures Manual, Thirty-Eighth Revision, Chapter II, Section 1-69, (b), (1), (2), , pp. II-1- 40 and II-1- 44-45).
- (2) Reasonable accommodation may include, but is not limited to:
 - (A) Exam (paper, assignment, etc.) rescheduling;
 - (B) Taking an incomplete in a class;
 - (C) Transferring class sections;
 - (D) Temporary withdrawal; and
 - (E) Alternative course completion options.
- (3) Reasonable protective measure may include, but is not limited to:
 - (A) Campus Security Escorts;
 - (B) Campus Security Parking Accommodations; and
 - (C) Other reasonable requested security/protective services.

9. Should you be a victim or witness of an alleged incident of dating violence, domestic violence, sexual assault, or stalking, whether the offense occurred on or off-campus, the institution will provide the student or employee a written explanation of the student's or employee's rights and options.

SEC. 1-5. SEXUAL MISCONDUCT, SEX DISCRIMINATION AND UNLAWFUL HARASSMENT POLICY AND GRIEVANCE PROCEDURE

- (a) Statement.** Rose State College (College) is committed to providing equal employment and educational opportunities and, therefore, forbids discrimination against any employee, student or applicant for employment on the basis of gender. Furthermore, the College condemns the sexual misconduct, sex discrimination and/or unlawful harassment of students, faculty and staff, to include:
- (1) Domestic Violence;
 - (2) Dating Violence;
 - (3) Stalking;
 - (4) Sexual Assault;
 - (5) Sexual Harassment; and/or
 - (6) Any other form of sexual misconduct as defined by law and available at www.oscn.net.

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(b) Positions of authority. Since some members of the College community hold positions of authority that may involve the legitimate exercise of power over others, they have the responsibility to be sensitive to that power. Faculty and supervisors in particular, in their relationships with students and subordinates, need to be aware of potential conflicts of interest and the possible compromise of their valuative 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. The responsibility of faculty and supervisors is to behave in such a manner that their words or actions cannot reasonably be perceived as sexually coercive, abusive or exploitive.

(c) Management responsibilities. Employees or agents who (a) supervise other employees, contractors or agents; (b) teach or advise students; or (c) have management authority related to a College sponsored activity, student program or activity are required to:

- (1) Engage in appropriate measures to prevent violations of this policy; and
- (2) Promptly notify the Human Resources/Affirmative Action Office after being informed of or having a reasonable basis to suspect a policy violation. In instances where the supervisor has taken independent action, the supervisor shall notify the Human Resources/Affirmative Action Office as soon as possible after taking such action. Additionally, any action taken may not disadvantage the complaining party.

(d) Environment of study and work. The College is committed to providing an environment of study and work free from sexual misconduct, sex discrimination and unlawful harassment and to ensuring the accessibility of appropriate grievance procedures for addressing all complaints regarding sexual misconduct, sex discrimination and unlawful harassment.

(e) Definitions. Offenses prohibited under the College's policy include, but are not limited to: sexual harassment; sex discrimination (including sexual orientation discrimination and gender identity or gender expression discrimination); non-consensual sexual intercourse (or attempts to commit same); non-consensual sexual contact (or attempts to commit same); sexual coercion; domestic/dating violence; stalking; and sexual exploitation (or attempts to commit same).

(1) Sex Discrimination:

(A) Includes sexual harassment and is defined as conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects their employment or education, or institutional benefits, on account of sex or gender (including sexual orientation, gender identity and gender expression discrimination). It may include acts of verbal, nonverbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

(B) Pregnancy Discrimination:

- (i) The College prohibits discrimination on the basis of pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom. Discrimination on the basis of pregnancy should be reported in accordance with this policy. Employees, students and visitors with questions regarding accommodations during pregnancy are encouraged to contact the Office of Human Resources, 6420 S.E. 15th Street, Midwest City, OK 73110, ADM

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Room 104, (405) 733-7979. For complaints arising under this policy, please report to the Senior Director, Human Resources/AAO.

(2) Sexual Harassment:

(A) Sexual harassment is a form of sex discrimination. Sexual harassment is unwelcome and discriminatory speech or conduct undertaken because of an individual's gender or is sexual in nature and is so severe, pervasive or persistent, objectively and subjectively offensive that it has the systematic effect of unreasonably interfering with or depriving an individual of educational, institutional or employment access, benefits, activities or opportunities. Students, employees and visitors who are subject to or who witnesses unwelcome conduct of a sexual nature are encouraged to report the incident(s) to the Senior Director, Human Resources/AAO.

(i) Hostile Environment Sexual Harassment includes conduct that is sufficiently severe, pervasive or persistent, objectively and subjectively offensive that it alters the conditions of education or employment or institutional benefits of a reasonable person with the same characteristics of the victim of the harassing conduct. Whether conduct is harassing is based upon examining a totality of circumstances, including but not limited to:

- (a) The frequency of the conduct;
- (b) The nature and severity of the conduct;
- (c) Whether the conduct was physically threatening;
- (d) Whether the conduct was deliberate, repeated humiliation based upon sex;
- (e) The effect of the conduct on the alleged victim's mental or emotional state from the perspective of a reasonable person;
- (f) Whether the conduct was directed at more than one person;
- (g) Whether the conduct arose in the context of other discriminatory conduct;
- (h) Continued or repeated verbal abuse of a sexual nature, such as gratuitous suggestive comments and sexually explicit jokes; and
- (i) Whether the speech or conduct deserves constitutional protections.

(ii) Quid Pro Quo Sexual Harassment exists when individuals in positions of authority over the complainant:

- (a) Make unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature; and
- (b) Indicate, explicitly or implicitly, that failure to submit to or the rejection of such conduct will result in adverse educational or employment action or where participation in an educational program or institutional activity or benefit is conditioned upon the victim's submission to such activity.

(B) For the purpose of this policy, unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment if:

- (i) Submission to the conduct is made either an explicit or implicit condition of employment or academic instruction/standing;

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- (ii) Submission to or rejection of the conduct is used as a basis for employment or academic decisions affecting the harassed employee or student;
 - (iii) The conduct, either by intent or by effect, creates an intimidating, hostile or offensive work or learning environment; or
 - (iv) Submission to or rejection of the conduct is used as a basis for providing the College's services or participation in the College's programs.
- (C) Sexual harassment can occur in a variety of circumstances, including but not limited to:
- (i) The individual who is sexually harassed, as well as the harasser, may be female or male and does not have to be of the opposite sex from the harasser;
 - (ii) The harasser can be the supervisor or the individual who is sexually harassed, an agent of the employer, a supervisor in another area, a coworker, a subordinate, a professor or a non-employee;
 - (iii) The individual who is sexually harassed does not have to be the specific person to whom the harasser directs the conduct which constitutes sexual harassment but must be a person who was directly affected by the offensive conduct of the harasser; and
 - (iv) Unlawful sexual harassment may occur without economic injury to or discharge of the individual who is sexually harassed.

(3) Sexual Violence:

- (A) Physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. A number of acts fall into the category of sexual violence, which includes, but is not limited to: rape, sexual assault, sexual battery, sexual misconduct and sexual coercion.
- (i) Non-Consensual Sexual Intercourse is defined as any sexual intercourse or penetration of the anal, oral, vaginal or genital opening of the victim, including sexual intercourse or penetration by any part of a person's body or by the use of an object, however slight, by one person to another without consent or against the victim's will. This definition includes rape and sexual assault, sexual misconduct and sexual violence.
 - (ii) Non-Consensual Sexual Contact is any intentional touching, however slight, whether clothed or unclothed, of the victim's intimate body parts (primarily genital area, groin, inner thigh, buttock or breast) with any object or body part, without consent and/or by force. It also includes the touching of any part of a victim's body using the perpetrator's genitalia and/or forcing the victim to touch the intimate areas of the perpetrator or any contact in a sexual manner even if not involving contact of or by breasts, buttocks, groin, genitals, mouth or other orifice. This definition includes sexual battery and sexual misconduct.
 - (iii) Sexual Coercion is the act of using pressure (including physical pressure, verbal pressure or emotional pressure), alcohol, medications, drugs, or force to have sexual contact against someone's will or with someone who has already refused. This includes rape, sexual assault, sexual exploitation and sexual misconduct.

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(4) Sexual Exploitation:

- (A) Occurs when a person takes non-consensual, unjust or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior may not otherwise constitute one of the other sexual misconduct offenses.
- (i) Examples of sexual exploitation include, but are not limited to:
- (a) Non-consensual video or audio-taping of any form of sexual activity;
 - (b) Going beyond the boundaries of consent (such as letting a person or people hide in the closet to watch an individual have consensual sex without their partner's knowledge or consent);
 - (c) Sexually-based stalking or bullying;
 - (d) Engaging in non-consensual voyeurism, such as observing sexual acts or body parts of another from a secret vantage point;
 - (e) Knowingly transmitting a sexually transmitted disease or illness to another;
 - (f) Exposing one's genitals in a non-consensual circumstance or inducing another to expose his or her genitals;
 - (g) Prostituting another person; and
 - (h) Other forms of invasion of sexual privacy.

(5) Domestic and Dating Violence:

- (A) Dating violence is violence between individuals in the following circumstances:
- (i) the party is or has been in a social relationship of a romantic or intimate nature with the victim; and
 - (ii) The existence of such a relationship shall be determined based on a consideration of the following factors:
 - (a) Length of the relationship;
 - (b) Type of relationship;
 - (c) Frequency of interaction between the persons involved in the relationship.
- (B) Domestic Violence under College policy means violence committed by a:
- (i) Current or former spouse of the victim;
 - (ii) A person with whom the victim shares a child in common;
 - (iii) A person who is cohabitating with or has cohabitated with the victim as a spouse;
 - (iv) A person similarly situated to a spouse of the victim under Oklahoma domestic or family violence laws;
 - (v) Any other person against an adult or youth victim who is protected from that person's acts under Oklahoma domestic or family violence laws.

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(C) For purposes of this section, “prior pattern of physical abuse” means three (3) or more separate incidences, including the current incident, occurring on different days, where all incidences occurred within the previous twelve (12) month period, and each incident relates to an act constituting assault and battery or domestic abuse committed by the defendant against a current or former spouse, a present spouse of a former spouse, parents, a foster parent, a child, a person otherwise related by blood or marriage, a person with whom the defendant is in a relationship, an individual with whom the defendant has had a child, a person who formerly lived in the same household as the defendant, a person living in the same household as the defendant, a current intimate partner or former intimate partner, or any combination of such persons, where proof of each incident prior to the present incident is established by the sworn testimony of a third party who was a witness to the alleged physical abuse or by other admissible direct evidence that is independent of the testimony of the victim (Oklahoma Penal Code, § 21-644, www.oscn.net).

(6) Sexual Assault:

(A) Assault as applied to an act when committed in a sexual context, in furtherance of sexual demands or based on sex stereotyping is defined in Oklahoma Penal Code as any willful and unlawful attempt or offer with force or violence to do a corporal hurt to another (Oklahoma Penal Code, § 21-641, www.oscn.net).

(B) Battery as applied to an act when committed in a sexual context, in furtherance of sexual demands or based on sex stereotyping is defined in Oklahoma Penal Code as any willful and unlawful use of force or violence upon the person of another (Oklahoma Penal Code, § 21-642, www.oscn.net).

(C) Aggravated Assault and Battery as applied to an act when committed in a sexual context, in furtherance of sexual demands or based on sex stereotyping is defined in Oklahoma Penal Code as:

(i) An assault and battery becomes aggravated when committed under any of the following circumstances:

(a) When great bodily injury is inflicted upon the person assaulted; or

(b) When committed by a person of robust health or strength upon one who is aged, decrepit or incapacitated, as defined in Section 641 of Title 21 (Oklahoma Penal Code, § 21-641, www.oscn.net).

(ii) For purposes 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 (Oklahoma Penal Code, § 21-646, www.oscn.net).

(7) Stalking:

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

(i) Would cause a reasonable person or a member of the immediate family of that person as defined in subsection D of this section to feel frightened, intimidated, threatened, harassed or molested; and

(ii) Actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed or molested.

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(B) Any person who violates the provisions of subsection A of this section when:

- (i) There is a permanent or temporary restraining order, a protective order, an emergency ex parte protective order or an injunction in effect prohibiting the behavior described in subsection A of this section against the same party, when the person violating the provisions of subsection A of this section has actual notice of the issuance of such order or injunction; or
- (ii) Said person is on probation or parole, a condition of which prohibits the behavior described in subsection A of this section against the same party or under the conditions of a community or alternative punishment; or
- (iii) Said person, within ten (10) years preceding the violation of subsection A of this section, completed the execution of sentence for a conviction of a crime involving the use or threat of violence against the same party, or against any member of the immediate family of such party.

(C) Evidence that the individual continued to engage in a course of conduct involving repeated unconsented contact, as defined in subsection D of this section, with the victim after having been requested by the victim to discontinue the same or any other form of unconsented contact, and to refrain from any further unconsented contact with the victim, shall give rise to a rebuttable presumption that the continuation of the course of conduct caused the victim to feel terrorized, frightened, intimidated, threatened, harassed, or molested.

(D) For purposes of this section:

- (i) “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 Title 21 (Oklahoma Penal Code, § 21-1173, www.oscn.net) and conduct prohibited by Section 850 of Title 21 (Oklahoma Penal Code, § 21-1173, www.oscn.net). Harassment does not include constitutionally protected activity or conduct that serves a legitimate purpose;
- (ii) “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”;
- (iii) “Emotional distress” means significant mental suffering or distress that may, but does not necessarily require, medical or other professional treatment or counseling;
- (iv) “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:
 - (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;

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- (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.
- (v) "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 (Oklahoma Penal Code, § 21-1173, www.oscn.net).

(8) Other Misconduct:

- (A) Other forms of misconduct based on one's gender also constitute violations of this policy including, but not limited to: threatening or causing physical harm, extreme verbal abuse or other conduct which threatens or endangers the health or safety of any person;
- (B) Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
- (C) Harassment, defined as unwelcome and discriminatory speech or conduct undertaken because of an individual's gender or that is sexual in nature that has the systematic effect of unreasonably interfering with or depriving someone of educational, institutional or employment access, benefits, activities or opportunities;
- (D) Gender-based intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
- (E) Gender-based hazing, defined as acts likely to cause physical or psychological harm or social ostracism to any person within the Campus community, when related to the admission, initiation, pledging, joining or other group-affiliation activity;
- (F) Gender-based bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the First Amendment);
- (G) Violence, including assault, battery or other physical abuse between those in an intimate or dating or romantic relationship with each other;
- (H) Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community or the safety of any of the immediate family members of the community.

(9) Consent:

- (A) Consent is the act of willingly agreeing to engage in sexual contact or conduct. Individuals who consent to sex must be able to understand what behavior they are providing consent. Under this policy, "No" always means "No," and the absence of "No" may not mean "Yes."
 - (i) Consent is informed, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as

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those words or actions create mutually understandable permission regarding the conditions of sexual activity.

- (ii) Consent to one form of sexual activity cannot imply consent to other forms of sexual activity.
- (iii) Previous relationships or consent does not imply consent to future sexual acts.
- (iv) Consent cannot be procured by use of physical force, compelling threats, intimidating behavior or coercion. Coercion is unreasonable pressure for sexual activity.
- (v) In order to give effective consent, one must be of legal age and have the capacity to consent. Incapacity may result from mental disability, intellectual disability, unconsciousness/sleep, age or use of alcohol, drugs, medication and/or other substances. Consent given by someone who one should know to be, or based on the circumstances, reasonably should have known to be, mentally or physically incapacitated, is a policy violation. Incapacitation is a state where someone cannot make rational, reasonable decisions because he or she lacks capacity to give knowing consent (e.g. to understand the “who, what, when, where, why or how” of their sexual interaction). Incapacity may result from a level of alcohol ingestion that is more severe than impairment, being under the influence, drunkenness or intoxication. It is less severe than alcohol poisoning or overdose. Whether a person is incapacitated is a subjective determination that will be made after the incident and in light of all facts available. Individuals reach incapacitation at different points and as a result of different stimuli [and] exhibit incapacity in different ways. Note: Indications of consent are irrelevant if the initiator knows or should reasonably have known of the incapacity of the other person.

(B) Use of alcohol, medications, or other drugs will not excuse behavior that violates this policy.

(f) Examples of prohibited conduct. Conduct prohibited by this policy may include, but is not limited to:

(1) Unwelcome conduct of a sexual nature.

(A) Conduct of a sexual nature may include, but is not limited to:

- (i) Verbal or physical sexual advances, including subtle pressure for sexual activity, flirtation, advances and/or propositions of a sexual nature;
- (ii) Touching, pinching, patting or brushing against;
- (iii) Unwarranted displays of sexually suggestive or sexually explicit objects or pictures, including greeting cards, articles, books, magazines or cartoons;
- (iv) Comments regarding physical or personality characteristics of a sexual nature;
- (v) Sexually-oriented “kidding,” “teasing,” double meanings and jokes; and
- (vi) Sexual assault.

(2) Conduct of a sexual nature may constitute sexual harassment when the allegedly harassed employee has indicated, either orally or by his or her conduct, that it is unwelcome.

(3) If a person has initially welcomed such conduct by active participation, the person must give specific notice to the alleged harasser that such conduct is no longer welcome in order for the subsequent conduct to be deemed unwelcome.

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(g) State Law Definitions. In accordance with the Violence Against Women Reauthorization Act of 2013 (VAWA), please be advised that the following definitions are applicable should an individual wish to pursue Oklahoma state criminal or civil actions. These definitions may differ from the College's administrative policy definitions noted above. The College's administrative system and disciplinary procedures are separate and distinct from those available to someone in a state civil or criminal action. Individuals may seek administrative remedies in accordance with this policy and also may seek state or federal civil or criminal remedies for the same incident through the applicable systems. The definitions set forth below are reviewed and verified annually; for a more frequently updated resource, please consult Oklahoma's State Court Network site (<http://www.oscn.net>).

(1) Oklahoma Criminal Law Definition of Rape Oklahoma Penal Code, §21-1111:

(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:

- (i) Where the victim is under sixteen (16) years of age;
- (ii) Where the victim is incapable through mental illness or any other unsoundness of mind, whether temporary or permanent, of giving legal consent;
- (iii) Where force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person;
- (iv) 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;
- (v) Where the victim is at the time unconscious of the nature of the act and this fact is known to the accused;
- (vi) 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;
- (vii) 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 (viii) 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.

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(2) Definition of Consent under Oklahoma Criminal Law Oklahoma Penal Code, §21-1114A, provides lack of consent in rape cases where:

- (A) Rape committed by a person over eighteen (18) years of age upon a person under fourteen (14) years of age;
- (B) Rape 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;
- (C) Rape accomplished 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;
- (D) Rape accomplished where the victim is at the time unconscious of the nature of the act and this fact is known to the accused;
- (E) Rape 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 person committing the crime;
- (F) Rape by instrumentation resulting in bodily harm is rape by instrumentation in the first degree regardless of the age of the person committing the crime; or
- (G) Rape by instrumentation committed upon a person under fourteen (14) years of age.

(3) Definition of Domestic/Dating Violence under Oklahoma Criminal Law Oklahoma Penal Code, §21-644 defines domestic and dating violence 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.

(4) Definition of Stalking under Oklahoma Criminal Law Oklahoma Penal Code, §21-1173, defines stalking as:

- (A) Any person who willfully, maliciously and repeatedly follows or harasses another person in a manner that:
 - (i) Would cause a reasonable person or a member of the immediate family of that person to feel frightened, intimidated, threatened, harassed or molested; and
 - (ii) Actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed or molested.

(5) Rape as defined by the Federal Bureau of Investigation's (FBI) updated definition in the Uniform Crime Reporting (UCR) Summary Reporting System:

- (A) The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

(h) Bystander Intervention. Rose State College seeks to promote the health, safety, security and wellbeing of all members of the College community. If an individual witnesses a violation of the Sexual

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Misconduct, Sex Discrimination and Unlawful Harassment Policy, or any behavior that may appear to be a violation of the policy, there are a range of options available including, but not limited to:

- (1) For emergency situations, contact the Midwest City Police Department (MWCPD) by calling 911.
- (2) For non-emergency situations, contact the Campus Security Office by calling (405) 733-7313.
- (3) For information regarding nonviolent bystander intervention training and education, please contact the Office of Special Services and Student Outreach located at 6420 S.E. 15th Street, Midwest City, OK 73110, Learning Resources Center Room 106 or by calling (405) 733-7373.

(i) Reporting sexual misconduct, sex discrimination and unlawful harassment to law enforcement, seeking outreach and reporting to College officials.

- (1) If an individual believes they have been a victim of sexual misconduct, sex discrimination and/or unlawful harassment or witnessed an act of sexual misconduct, sex discrimination and/or unlawful harassment (i.e.: Domestic Violence, Dating Violence, Stalking, Sexual Assault, and/or Sexual Harassment), they are encouraged to contact Midwest City Police Department (MWCPD) at 911 and/or the College's Security Office located at 6420 S.E. 15th Street, Midwest City, OK 73110, Student Center, Room 100 or by calling (405) 733-7313.
- (2) For additional assistance regarding counseling and other outreach resources, please contact the Office of Special Services and Student Outreach located at 6420 S.E. 15th Street, Midwest City, OK 73110, Learning Resources Center, Room 106 or by calling (405) 733-7373.
- (3) For guidance in reporting issues of sexual misconduct, sex discrimination and/or unlawful harassment please contact the Title IX Coordinator at the Office of Human Resources. The designated Title IX Coordinator for the College is the Senior Director, Human Resources/AAO and is located at 6420 S.E. 15th Street, Midwest City, OK 73110, Administration Building, Room 104 or by calling (405) 733-7979;
- (4) An individual may also contact the Coordinator, Safety, Security and Risk Management, located in Student Center or by calling (405) 736-0213.

(j) Duty to Report Sexual Misconduct, Sex Discrimination and Unlawful Harassment.

(1) Mandatory Reporting:

- (A) With limited exceptions, every College employee must report conduct that could constitute sexual misconduct/sex discrimination/unlawful harassment under this policy. Supervisors, managers and faculty members with administrative duties or student supervisory duties are responsible for taking all appropriate action to prevent sexual misconduct, sex discrimination and unlawful harassment, to correct such behavior when it occurs and must promptly report allegations of sexual misconduct, sex discrimination and/or unlawful harassment to the Human Resources/Affirmative Action Office, 6420 S.E. 15th Street, Midwest City, OK 73110, ADM Room 104, (405) 733-7979. Failure to do so may result in disciplinary action up to and including termination. Additionally, attorneys, clergy members, licensed counselors or physicians who are engaged in such capacity may keep such reports confidential as permitted by law.

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(k) Request for reasonable accommodation.

- (1) A victim of sexual misconduct, sex discrimination and/or unlawful harassment requiring reasonable accommodation should make their requests to the Title IX Coordinator. The Senior Director, Human Resources/AAO is the designated Title IX Coordinator and is located at 6420 S.E. 15th Street, Midwest City, OK 73110, ADM Room 104 or by calling (405) 733-7979. The procedures set forth shall mirror the College's procedures regarding requests for reasonable accommodation under the Americans with Disabilities Act as outlined in Colleges Policy and Procedures Chapter II, Section 1-91, (b), (1), (2)pp. II-1-43 and II- 1-44.
- (2) Reasonable accommodation may include, but is not limited to:
 - (A) Exam (paper, assignment, etc.) rescheduling;
 - (B) Taking an incomplete in a class;
 - (C) Transferring class sections;
 - (D) Temporary withdrawal;
 - (E) Alternative course completion options.

(l) Denial of accommodation and appeal. Individuals, who have been denied a request for reasonable accommodation following allegations of sexual misconduct, sex discrimination and/or unlawful harassment, may appeal the denial of a request for accommodation by contacting the College's designated Title IX Coordinator who will submit the appeal through the appropriate College channels. The Senior Director, Human Resources/AAO is the designated Title IX Coordinator and is located at 6420 S.E. 15th Street, Midwest City, OK 73110, ADM Room 104 or by calling (405) 733-7979.

(m) Intentionally False Reports. Individuals who make reports that are later found to have been intentionally false or made maliciously without regard for truth may be subject to disciplinary action up to and including termination or expulsion. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

(n) Free Speech and Academic Freedom. Members of the Campus community enjoy significant free speech protections guaranteed by the First Amendment of the United States Constitution. This policy is intended to protect members of the Campus community from discrimination and is not designed to regulate protected speech. No provision of this policy shall be interpreted to prohibit conduct that is legitimately related to course content, teaching methods, scholarship or public commentary of an individual faculty member or the educational, political, artistic or literary expression of students in classrooms and public forums. However, freedom of speech and academic freedom are not limitless and do not protect speech or expressive conduct that violates federal or state anti-discrimination laws.

(o) Investigation. In determining whether alleged conduct constitutes sexual misconduct, sex discrimination and/or unlawful harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred shall be investigated. The President, or the President's designee, has the responsibility of investigating complaints of sexual misconduct, sex discrimination and unlawful harassment. The President has appointed the Senior Director, Human Resources/AAO as their designee. In the event the Senior Director, Human Resources/AAO is the subject of the complaint, the President shall determine who shall investigate the matter.

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(p) Confidentiality. Employees of the Human Resources/Affirmative Action Office and responsible administrators receiving reports of sexual misconduct, sex discrimination and/or unlawful harassment shall maintain confidentiality of information received, except where disclosure is required by law or is necessary to facilitate legitimate College processes, including the investigation and resolution of sexual misconduct, sex discrimination and/or unlawful harassment allegations.

(q) Anonymous complaints. All members of the College community may contact the Human Resources/Affirmative Action Office at any time to ask questions about sexual misconduct, sex discrimination and unlawful harassment or complaint procedures without disclosing their names and without filing a complaint. Although anonymous complaints are discouraged, the College will reasonably respond to all allegations of sexual misconduct, sex discrimination and unlawful harassment. To determine the appropriate response to an anonymous allegation, the College will weigh the following factors:

- (1) The source and nature of the information;
- (2) The seriousness of the alleged incident;
- (3) The specificity of the information;
- (4) The objectivity and credibility of the source of the report;
- (5) Whether any individuals can be identified who were subjected to the alleged harassment; and
- (6) Whether those individuals want to pursue the matter. If based on these factors, it is reasonable for the College to investigate the matter, the Human Resources/Affirmative Action Office will conduct an investigation and recommend appropriate action to address substantiated allegations. However, a reasonable response would not include disciplinary action against an alleged harasser if an accuser insists that his or her name not be revealed, if there is insufficient corroborating evidence and if the alleged harasser could not respond to the charges of sexual misconduct, sex discrimination and/or unlawful harassment without knowing the name of the accuser.

(r) Retaliation. No reprisals or retaliation shall be allowed to occur as a result of the good faith reporting of charges of sexual misconduct, sex discrimination and/or unlawful harassment. Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of sexual misconduct, sex discrimination and/or unlawful harassment will be treated as a separate and distinct violation of this policy.

(s) Sanctions. Any employee found to have engaged in sexual misconduct, sex discrimination and/or unlawful harassment shall be subject to sanctions, including but not limited to: warning; demotion; suspension; or termination subject to applicable procedures and due process requirements. Any student found to have engaged in sexual misconduct, sex discrimination and/or unlawful harassment shall be subject to disciplinary action as outlined in the Student Handbook as defined by the Student Code of Conduct including, but not limited to: reprimand; conduct probation; restrictions and requirements; administrative withdrawal; suspension; and/or expulsion. An individual facing disciplinary action based on a policy violation may utilize all applicable processes offered under the College's Policies and Procedures Manual, Student Handbook or any other process deemed applicable by the appropriate College administrator.

(t) Complaint procedure. Victims of sexual misconduct, sex discrimination and/or unlawful harassment are encouraged to come forward with such claims. Complaints alleging a violation of the Sexual

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Misconduct, Sex Discrimination and Unlawful Harassment Policy shall be handled in accordance with the Sexual Misconduct, Sex Discrimination and Unlawful Harassment Grievance Procedure (See the College's Policies and Procedures Manual Thirty-Eighth Chapter IV, Sec. 7- 1, pp. IV-7- 1 to IV-7- 11). To contact the Human Resources Office: Rose State College, 6420 S.E. 15th Street, Midwest City, OK 73110, Administration Building, Room 104, (405) 733-7979.

(u) Availability of other Complaint Procedures. In addition to seeking criminal charges through local law enforcement, members of the Campus community may also file complaints with the following entities irrespective of whether they choose to file a complaint under this procedure:

Office of Civil Rights:

Kansas City Field Office: 1-816-268-0550

OCR.KansasCity@ed.gov

Washington D.C.: 1-800-421-3481 OCR@ed.gov

Equal Employment Opportunity Commission:

Oklahoma City Field Office: 1-800-669-4000

Washington D.C.: 1-800-669-4000 Eeoc.gov/contact/

State of Oklahoma Attorney General's Office:

Office of Civil Rights Enforcement: 405-521-2029

OCRE@oag.gov

*Definitions taken, in part, from the model policy of National Center for Higher Education Risk Management (NCHERM): www.ncherp.org. Effective September 01, 2014.

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SEC. 7-15. SEXUAL MISCONDUCT, SEX DISCRIMINATION AND UNLAWFUL HARASSMENT GRIEVANCE PROCEDURE

(a) Statement. Rose State College, in compliance with Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, prohibits unlawful sex discrimination in any form, including sexual harassment of faculty, staff or students in any of its policies, practices or procedures. The grievance procedure embodied herein shall be available to any person who, at the time of the acts alleged, was employed by or was enrolled as a student at Rose State College. Nothing contained in this policy shall be construed either to limit the legitimate exercise of the right of free speech or to infringe upon the academic freedom of any member of the College community. Nor shall the use of these grievance procedures constitute a waiver by the Complainant or Respondent of any other legal rights they may have.

(b) Definitions.

- (1) Compliance Officer: An employee designated by the President to coordinate compliance efforts regarding Title VII and Title IX and to investigate complaints. Presently, the Compliance Officer is the Senior Director, Human Resources/AAO and is located at 6420 S.E. 15th Street, Midwest City, OK 73110, ADM Room 104 or by calling (405) 733-7979.
- (2) Complaint: A written complaint alleging violation of the College's Sexual Misconduct, Sex Discrimination and Unlawful Harassment Policy.
- (3) Day: Day means a working day. The calculation of days in processing a complaint shall exclude Saturdays, Sundays and holidays.
- (4) Grievant: A student or employee of the College who submits a complaint alleging discrimination on the basis of sex or a violation of the College's Sexual Misconduct, Sex Discrimination and Unlawful Harassment Policy.
- (5) Respondent: The person alleged to be responsible for the violation alleged in the complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint.

(c) Pre-filing procedures. Prior to the filing of a written complaint, the Grievant is encouraged to visit with the Senior Director, Human Resources/AAO or the appropriate administrator (i.e. Division Dean, area Director or Supervisor, or area Vice President) and to make a reasonable effort to informally resolve the grievance or complaint.

(d) Procedures for filing Complaint.

- (1) If the Grievant desires to proceed with a complaint, then within thirty (30) days of an alleged violation, the Grievant shall submit a complaint to the Senior Director, Human Resources/AAO or the appropriate administrator. The complaint shall state the Grievant's name, the nature of the alleged violation, the date of the alleged violation, the names of the persons responsible and the requested action. The complaint must be filed in writing and signed by the Complainant. The Grievant may withdraw the complaint at any point during the investigation or prior to the

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completion of the formal hearing. The College reserves the right to deal administratively with sexual misconduct, sex discrimination and/or unlawful harassment allegations whenever becoming aware of their existence.

- (2) Within ten (10) working days of receiving the complaint, the Senior Director, Human Resources/AAO or the appropriate administrator shall notify the Respondent of the complaint.
- (3) Within ten (10) working days of notification, the Respondent shall submit to the Senior Director, Human Resources/AAO an answer which shall confirm or deny the facts upon which the allegation is based, indicate acceptance or rejection of the Grievant's requested action and/or outline alternatives.
- (4) Within ten (10) working days of receiving the Respondent's answer, the Senior Director, Human Resources/AAO and/or the appropriate administrator, shall schedule separate meetings with the Grievant and the Respondent.
- (5) Within ten (10) working days of the hearing, the Senior Director, Human Resources/AAO and the appropriate administrator shall render a written decision and shall provide a copy of the written decision to both the Grievant and the Respondent. If the alleged victim is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim for purposes of disclosing the report on the results of any disciplinary proceeding.
- (6) Within ten (10) working days of receipt of the decision, if either the Grievant or the Respondent is not satisfied with the decision of the Senior Director, Human Resources/AAO and the appropriate administrator, either may submit a written request to the Senior Director, Human Resources/AAO for a formal hearing before the Hearing Committee on Sexual Misconduct, Sex Discrimination and Unlawful Harassment. The individual submitting a written request for a hearing is deemed the Complainant.
- (7) Within ten (10) working days of receiving a request for a hearing before the Hearing Committee on Sexual Misconduct, Sex Discrimination and Unlawful Harassment, the Senior Director, Human Resources/AAO shall notify the Chairperson of the Hearing Committee on Sexual Misconduct, Sex Discrimination and Unlawful Harassment of the request. The Chairperson shall schedule a hearing to be conducted by the Committee and notify the parties. Such hearing shall be conducted within thirty (30) days of the date on which the Chairperson receives notification of the request for a formal hearing.
- (8) Within ten (10) working days of conducting the hearing, the Hearing Committee on Sexual Misconduct, Sex Discrimination and Unlawful Harassment shall render a written decision regarding the complaint. A complete and full record of the proceeding, the findings and the Committee's recommendation will be given to the President.
- (9) Within ten (10) working days of receipt of the Hearing Committee's findings and recommendations, the President or their designee shall inform the Complainant and the Respondent of the findings of the Hearing Committee and the President's decision to accept or reject the Committee's recommendations. A copy of the President's decision shall be given to the Chairperson of the Hearing Committee. If the recommendations of the Hearing Committee are rejected, the President's written decision shall state the reasons for the rejection. The decision of the President shall be final and binding.

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(e) Hearing Committee members.

- (1) The Hearing Committee on Sexual Misconduct, Sex Discrimination and Unlawful Harassment allegations will be composed of the following:
 - (A) Three faculty members and one alternate appointed by Faculty Association
 - (B) Two classified staff members and one alternate appointed by Classified Staff Association
 - (C) Two professional/administrative staff members (not from the same Vice President's area) and one alternate appointed by the Professional/Administrative Staff Association
 - (D) One student and one alternate appointed by the Student Senate
- (2) Appointments will be made annually and will be staggered.
 - (A) Faculty, three-year term
 - (B) Classified staff, two-year term
 - (C) Professional/administrative staff, two-year term
 - (D) Student, one-year term
- (3) Committee members shall select a Chairperson at their first meeting, which shall be held during each fall term. For purposes of a hearing, both the Complainant and the Respondent have the right to request that the Chairperson of the Committee disqualify one member of the Committee upon a showing of cause. In addition, any Committee member may disqualify themselves if they feel that a conflict of interest exists.

(f) Procedures for formal hearing.

- (1) Both parties have the right to legal counsel, may call witnesses to testify and may cross-examine witnesses called by the other party. The formal proceeding shall be closed to the public unless both the Complainant and the Respondent agree otherwise. A written record of the proceedings shall be maintained. The Complainant shall bear the burden of proof. The Committee is to serve as a disinterested neutral Board. Accordingly, the President reserves the right to appoint legal counsel to serve as legal advisor to the Committee. The President may also appoint legal counsel to represent the interests of the College.
- (2) In arriving at a determination of the existence of sexual misconduct, sex discrimination and/or unlawful harassment at any stage of the proceedings, the Committee shall consider the evidence as a whole, the totality of the circumstances and the context in which the alleged incident(s) occurred. The determination of the existence of sexual misconduct, sex discrimination and/or unlawful harassment will be made from the facts on a case-by-case basis.
- (3) At the formal stage, the Hearing Committee may take into consideration any prior convictions or formal findings of guilt or any disposition in the form of a plea resulting in an admission of guilt. However, allegations that were dismissed for lack of cause at the initial or informal stage without appeal or which resulted in a finding of no sexual misconduct, sex discrimination and/or unlawful harassment shall not be taken into consideration.
- (4) In the event that the matter is resolved to the satisfaction of both parties prior to completion of the formal proceedings of the Hearing Committee, a written statement shall indicate the agreement

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reached by the parties and shall be signed/dated by each party and by the Chairperson of the Hearing Committee. In a case heard initially by an administrator or when administrative action is necessary to implement the agreement, the administrator shall be informed confidentially of the resolution. The case shall then be closed and the sealed record transmitted to the Human Resources/AAO office.

- (5) In the event that no solution satisfactory to both parties is reached prior to the completion of the formal proceedings of the Hearing Committee, the Committee shall make recommendations by a secret vote. These findings and the recommendations will be given to the President and a complete and full record of proceedings shall accompany said report to the President. The President will make the final decision and the decision of the President shall be final and binding.

(g) Sanctions.

- (1) Appropriate disciplinary action. The sexual misconduct, sex discrimination and unlawful harassment grievance procedures contained herein are preliminary to any formal disciplinary sanctions the proper administrative officer may determine are warranted upon a finding of sexual misconduct, sex discrimination and/or unlawful harassment. Appropriate disciplinary action that may be imposed based upon findings may include any or all of the following:

- (A) Placing a letter of reprimand in the harasser's personnel folder;
- (B) Insisting upon human relations counseling and/or sexual harassment awareness training for the harasser;
- (C) Withholding all of an annual salary increment for the harasser;
- (D) Putting the harasser on employment probation;
- (E) Terminating the harasser's employment at Rose State College;
- (F) For students, in accordance with the Student Handbook as defined by the Student Code of Conduct, sanctions may include, but are not limited to: reprimand; conduct probation; restrictions and requirements; administrative withdrawal; suspension; and/or expulsion.
- (G) Other appropriate disciplinary action.

- (h) Suspension or reassignment of duties or responsibilities.** Upon a clear showing at any stage in the grievance procedure that immediate harm to either party is threatened by the continued performance of either party's regular duties or College responsibilities, the President may suspend or reassign said duties or responsibilities pending the completion of the grievance procedure.

(i) Confidentiality of proceedings and records.

- (1) Disclosure of information. The disclosure of information obtained during the investigation of any complaint of administrator or by any member of the Committee on Sexual Misconduct, Sex Discrimination and Unlawful Harassment constitutes a serious violation of College policy and procedures. Any person who disclosed such confidential information shall be subject to severe disciplinary measures. These sanctions shall be in addition to any civil liability the person making such disclosure may have as a result thereof to the parties, the Complainant and/or the witnesses interviewed during the informal or formal proceedings.

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(2) Record. A record of the complaint and all informal and formal proceedings shall be kept for five (5) years. The record (excluding cases dismissed for lack of cause) is to be opened only upon authorization of the President and only if a subsequent allegation of sexual misconduct, sex discrimination and/or unlawful harassment is brought before a committee hearing panel or as otherwise required by law. In the event that the opening of the record is warranted, the Chairperson of the Committee must give written notice to the person whose record is to be opened, no less than seven (7) calendar days prior to the opening of the record.

(j) Retaliation. No reprisals or retaliation shall be allowed to occur as a result of the good faith reporting of charges of sexual misconduct, sex discrimination and/or unlawful harassment. Any attempt to penalize or retaliate against a person for filing a complaint or participating in the investigation of a complaint of sexual misconduct, sex discrimination and/or unlawful harassment will be treated as a separate and distinct violation of this policy.

(k) Extension of time. Any time limits established by this policy and these procedures may be extended by mutual consent of the parties involved. However, the total number of days from the date that a complaint is filed until the complaint is resolved shall not exceed one hundred eighty (180) days.

REPORTING SEXUAL MISCONDUCT

If you believe you have been a victim of sexual misconduct or have witnessed an act of sexual misconduct, you are encouraged to contact Midwest City Police Department at 911 and/or the Rose State College Campus Security Office located in the Student Center, Room 100, or by calling (405) 733-7313. For additional assistance regarding counseling and other outreach resources, please contact the Office of Special Services and Student Outreach located in the Learning Resources Center, Room 106, or by calling (405) 733-7373. For guidance in reporting issues of sexual misconduct please contact the Title IX Coordinator. The Title IX Coordinator for the College is the Senior Director, Human Resources/AAO and can be found in the Administration Building, Room 104, or by calling (405) 733-7979. You may also contact the Coordinator, Safety, Security and Risk Management, located in the Student Center, Room 128, or by calling (405) 736-0213; or for anonymous reporting/complaints: refer to Section III of the Student Handbook starting on Page 25, et al, or view the College's Policies and Procedures Manual, Thirty-Eighth Revision, Chapter IV, Sec. 1-5. Sexual harassment policy.

If you see something, say something!

AFTER SEXUAL MISCONDUCT IS REPORTED

Individuals at the Rape Crisis 24-hour Hotline (943-RAPE) and the Rose State College Office of Special Services and Student Outreach (733-7373) can talk with you about your decision to report the crime, help you find the resources you need, and respond to requests to change your academic situation because of the attack. Several campus and community counseling and referral services are available to you. Call the Rose State College Office of Special Services and Student Outreach (733-7373) for additional information.

The Rose State College sexual harassment policy, including a description of the grievance procedures can be found in Chapter IV, Sec. 1-5., pp. IV-1-8 to IV-1- 19, of the Rose State College Policies and Procedures

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Manual, Thirty-Eighth Revision, and also at <http://www.rose.edu/policies-and-procedures>. Regardless of legal charges being filed, students accused of sexual abuse or assaults are subject to disciplinary actions from the College as outlined in the Student Disciplinary Procedures. Sanctions the College may impose following a final determination of a disciplinary proceeding regarding sexual assault, acquaintance rape or other forcible or non-forcible sex offense include: reprimand, censure, internal conduct probation, conduct probation, suspension, dismissal or formal sanction held in abeyance. Both the alleged victim and the accused are entitled to have others present during the disciplinary proceedings, and both will be informed of the outcome. The College will change a victim's academic and/or classroom situations, if those changes are requested and are reasonably available.

EDUCATING STUDENTS AND STAFF ABOUT SEX OFFENSES

Rose State College is committed to providing a safe and harassment free learning and work environment. Part of that commitment includes educating current and prospective students and employees about campus security. Many of the educational opportunities described earlier focus wholly or in part on rape awareness and prevention. The Office of Special Services and Student Outreach offers workshops, speakers, and programs on sexual assault education; provides counseling and referral for students; and distributes information on dating violence, acquaintance rape, Oklahoma sex crime laws, and guidance for rape victims and their families and friends. Additionally, the campus has published a "1 is 2 Many" safety guide which can be easily located on the college website at <https://www.rose.edu/content/about-us/our-college/policies-regulations/1-is-2-many/>.

SEX OFFENDER REGISTRATION

The Oklahoma Department of Corrections maintains an online database that permits access of all registered sex offenders in Oklahoma. To learn the identity of registered sex offenders on or near campus, or anywhere in Oklahoma, visit the Sex Offender Database. Once there, you can search by city, county, or ZIP code. The Rose State College campus is located in Midwest City, in Oklahoma County, and in ZIP code 73110. The information in the database is collected by other agencies and Rose State College cannot guarantee the accuracy

or the completeness of the information. The Oklahoma Sex Offender Registry may be accessed at <http://sors.doc.state.ok.us/svor/f?p=106:1>

The Federal Campus Sex Crimes Prevention Act requires colleges and universities to issue a statement advising the campus community where state law enforcement agency information concerning registered sex offenders may be obtained. The act also requires registered sex offenders to provide notice of each institution of higher education in that state at which the offender is employed, carries on a vocation, or is a student.

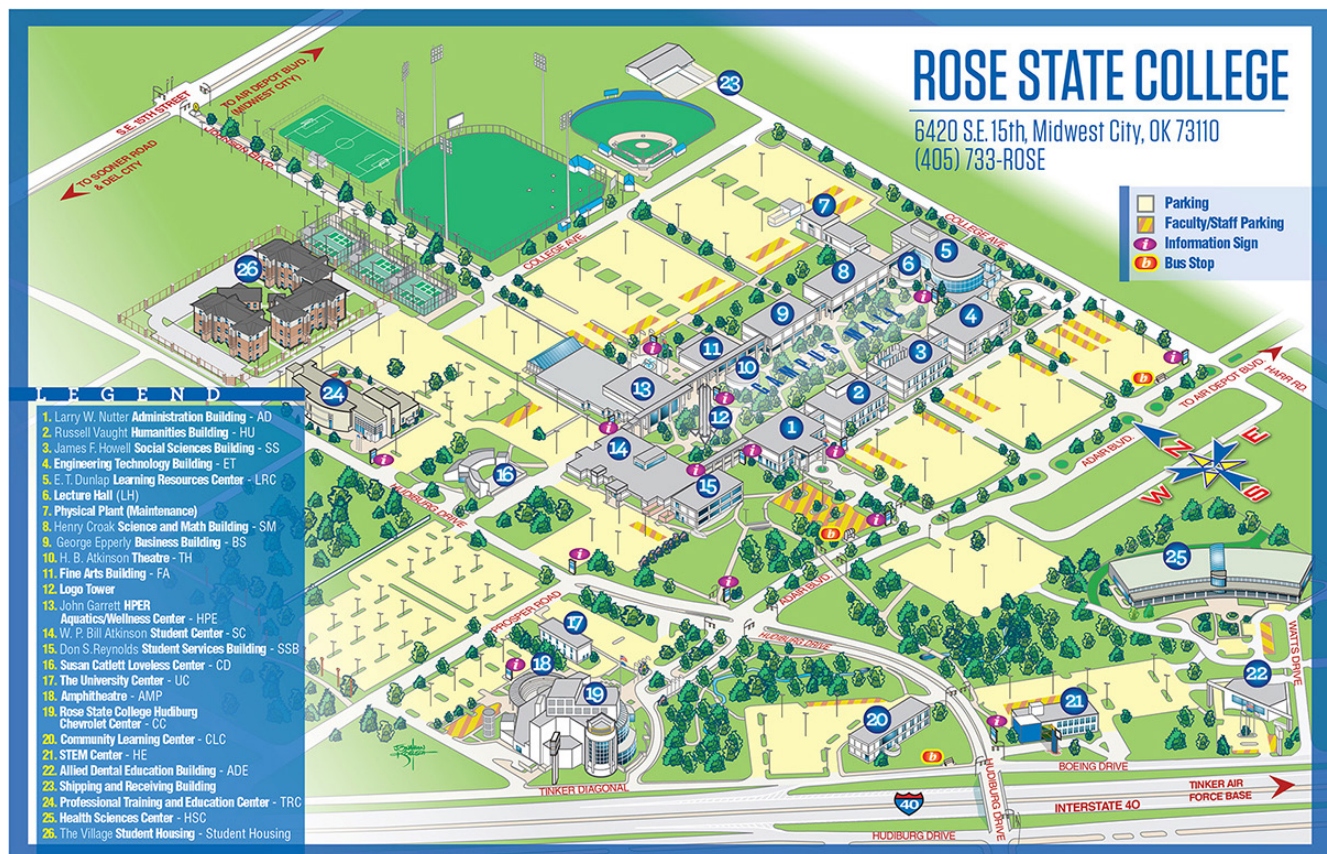
Information contained in the Sex Offender Registry shall not be used to commit a crime against an offender or to engage in illegal discrimination or harassment of an offender. Any person who improperly uses Sex Offender Registry information shall be punished by no more than 2 ½ (two and one-half) years imprisonment or by a fine of no more than \$1,000 or by both such fine and imprisonment.

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ANNUAL DISCLOSURE OF CRIME STATISTICS

As required by federal law, Rose State College's yearly crime statistics are compiled on a calendar-year basis in accordance with the definitions of crimes provided by the FBI for use in the Uniform Crime Reporting (UCR) system. The report includes statistics for the previous three years concerning crimes that occurred on campus and were reported to designated campus officials. Additionally, these statistics include individuals referred for campus disciplinary action for categories required under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, including Violence Against Women Act (VAWA) and liquor and drug law violations and illegal weapons possession.

Statistical information for certain off-campus locations or property owned or controlled by the College, as well as public property within or immediately adjacent to and accessible from campus if they fall within the geographic designations of the Clery Act, are collected or requested from the Midwest City Police Department and Oklahoma County Sheriff's Department. For statistical purposes, crime statistics reported to any of these sources are recorded in the calendar year in which the crime was reported. A map of the property owned or controlled by Rose State College subject to Clery Act reporting is shown below.



*Please see appendix A for detailed map indicating reprobable areas, page 56.

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The following crime statistics tables are reflective of the requirements mandated by federal law for compiling this report, which became effective July 1, 2000. A daily crime log is available for public review by contacting the office of the Coordinator, Safety, Security & Risk Management at (405) 736-0213.

Rose State College Annual Crime Statistics

2014-2016

This information may be accessed from the U.S. Department of Education website at “<http://ope.ed.gov/security/>”

Offense	Campus Property			On Campus Student Housing Facilities			Non-Campus Property			Public Property		
	2016	2015	2014	2016	2015	2014	2016	2015	2014	2016	2015	2014
Murder / Non-Negligent Homicide	0	0	0	0	0	0	0	0	0	0	0	0
Manslaughter By Negligence	0	0	0	0	0	0	0	0	0	0	0	0
Rape	1	0	1	1	0	0	0	0	0	0	0	0
Fondling	0	0	0	0	0	0	0	0	0	1	0	0
Incest	0	0	0	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0	0	0	0
Robbery	0	1	0	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	4	2	0	0	0	0	0	0	0	0	0
Burglary	0	3	0	0	0	0	0	0	0	0	0	0
Motor Vehicle Theft	0	0	1	0	0	0	0	0	0	0	0	0
Arson	0	0	0	0	0	0	0	0	0	0	0	0
HATE CRIMES												
Race	0	0	0	0	0	0	0	0	0	0	0	0
Gender	0	0	0	0	0	0	0	0	0	0	0	0
Religion	0	0	0	0	0	0	0	0	0	0	0	0
Sexual Orientation	1	0	0	0	0	0	0	0	0	0	0	0
Ethnicity / National Origin	0	0	0	0	0	0	0	0	0	0	0	0
Disability	0	0	0	0	0	0	0	0	0	0	0	0
Larceny / Theft	0	0	0	0	0	0	0	0	0	0	0	0
Simple Assault	0	0	0	0	0	0	0	0	0	0	0	0
Intimidation	0	0	0	0	0	0	0	0	0	0	0	0
Destruction / Damage / Vandalism	0	0	0	0	0	0	0	0	0	0	0	0
VAWA OFFENSES												
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0	0
Dating Violence	1	0	1	1	0	0	0	0	0	0	0	0
Stalking	2	0	1	0	0	0	0	0	0	0	0	0
DISCIPLINARY ACTIONS / JUDICIAL REFERRALS												
Weapons: Carrying, Possessing, Etc.	Arrests:	0	0	0	0	0	0	0	0	0	0	0
	Disciplinary Referrals:	1	0	0	1	0	0	0	0	0	0	0
Drug Abuse Violations	Arrests:	0	1	0	0	1	0	0	0	0	0	0
	Disciplinary Referrals:	1	4	0	1	4	0	0	0	0	0	0
Liquor Law Violations	Arrests:	0	0	0	0	0	0	0	0	0	0	0
	Disciplinary Referrals:	3	2	0	3	2	0	0	0	0	0	0

Hate Crimes Report

2014: There were no reported Hate Crimes for 2014.

2015: There were no reported Hate Crimes for 2015

2016: One on-campus Intimidation incident characterized by Sexual Orientation bias.

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CLERY ACT REPORTING DESCRIPTIONS


The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the landmark federal law, originally known as the Campus Security Act, that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law is tied to an institution's participation in federal student financial aid programs and it applies to most institutions of higher education both public and private. The Act is enforced by the United States Department of Education.

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. Subsequent amendments in 2000 and 2008 added provisions dealing with registered sex offender notification and campus emergency response. The 2008 amendments also added a provision to protect crime victims, "whistleblowers", and others from retaliation.

For purposes of reporting statistics, Rose State College must distinguish criminal offenses according to where they occur. Geographic locations are defined as follows:

- On-Campus: (1) Any building or property owned or controlled by an institution within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and (2) any building or property that is within or reasonably contiguous to the area identified in paragraph (1), that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes (such as food or retail vendor).
- On-Campus Student Housing Facility: Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.
- Non-Campus Building or Property: (1) Any building or property owned or controlled by a student organization that is officially recognized by the institution; or (2) any building or property owned or controlled by an institution that is used in direct support of, or in relation to, the institution's educational purposes, is frequently used by students, and is not within the same reasonably contiguous geographic area of the institution.
- Public Property: All public property including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from Campus.



REPORT
ANY CLERY CRIME OF WHICH
YOU ARE AWARE TO CAMPUS
POLICE IN A TIMELY MANNER.

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Hate crimes are crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, religion, sexual orientation, gender, ethnicity, or disability. Additional categories for reporting hate crime data include larceny, simple assault, intimidation, and destruction, damage, or vandalism of property.

Individuals in violation of campus policies regarding liquor law violations, drug law violations, or illegal weapons possession, who are not arrested, may be referred for campus disciplinary action. A referral for campus disciplinary action for violation of Rose State College policies regarding alcohol, drugs, or weapons does not necessarily mean that a violation of law has occurred. Referrals that were the result of arrest or citation are reflected elsewhere in the chart. Data reported by the number of individuals referred for campus disciplinary action are from the Student Conduct Officer.

CLASSIFYING CRIME STATISTICS

The statistics listed in the Rose State College Annual Crime Statistics chart above are published in accordance with the standards and guidelines used by the Federal Bureau of Investigation Uniform Crime Reporting Handbook and the Clery Act. The number of victims involved in a particular incident is indicated for the following crime classifications: murder/non-negligent manslaughter, negligent manslaughter, forcible and non-forcible sex offenses, and aggravated assault. For example, if an aggravated assault occurs and there are three victims, this would be counted as three aggravated assaults in the crime statistics chart.

The number of incidents involving a particular offense is indicated for the following crime categories (includes one offense per distinct operation): robbery, burglary, larceny, and arson. For example, if five students are walking across campus together and they are robbed, this would count as one instance of robbery in the crime statistics chart.

In cases of motor vehicle theft, each vehicle stolen is counted as a single crime.

In cases involving liquor law, drug law, and illegal weapons violations, each person who was arrested is indicated in the arrest statistics. If an arrest includes offenses for multiple liquor or drug law violations, it is only counted as a drug law violation since it is the more egregious offense.

The statistics captured under the "Referred for Disciplinary Action" section for liquor law, drug law, and illegal weapons violations indicate the number of people who are referred to the judicial system and in which the Student Conduct Officer found person(s) responsible for violating those specific laws. Being found responsible includes a referral that resulted in disciplinary action being initiated by the judicial system and a record of the action being kept on file.

Statistics for hate crimes are counted in each specific Clery reportable crime category and therefore are part of the overall statistics reported for each year. The only exception to this is the addition of a bias-motivated simple assault resulting in bodily injury; the law requires that this statistic be reported as a hate crime even though there is no requirement to report the crime in any other area of the compliance document.

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CLERY ACT CRIMINAL OFFENSE DEFINITIONS

The following provides a description of Clery Act reportable offense crime definitions, which are taken from the FBI Uniform Crime Reporting Handbook. Sex offenses are defined per the FBI National Incident-Based Reporting System Handbook.

Murder and Non-negligent Manslaughter: The willful (non-negligent) killing of one human being by another.

Negligent Manslaughter: The killing of another person through gross negligence.

Forcible Sex Offenses: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

Forcible Rape: The carnal knowledge of a person, forcibly and/or against the person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or because of his/her youth.

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

Sexual Assault with an Object: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

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

Non-Forcible Sex Offenses: Unlawful, non-forcible sexual intercourse Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

Domestic Violence: Violent misdemeanor and felony offenses committed by the victim's current or former spouse, current or former cohabitant or person protected under the domestic or family violence law.

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Dating Violence: Violence by a person who has been in a romantic or intimate relationship with the victim.

Stalking: A course of conduct directed at a specific person, that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress.

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

Robbery: The taking or attempted taking of anything of value under confrontational circumstances from another person by force or threat of force or violence.

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

Motor Vehicle Theft: The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned-including joy riding.)

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

Liquor Law Violations: The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing,



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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; all attempts to commit any of the aforementioned. (Drunkenness and driving under the influence are not included in this definition.)

Drug Abuse 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).

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

Hate Crime Definitions

Larceny/theft: The unlawful taking, carrying, leading, or riding away of property from the possession or constructive possession of another.

Simple assault: An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury.

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

Destruction/damage/vandalism of property (except "arson"): To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

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ROSE STATE COLLEGE CAMPUS HOUSING MISSING STUDENT POLICY & PROCEDURE

This Policy established a frame work for locating and assisting residential students who are reported missing. A student shall be deemed missing when he or she is absent from College housing for more than 24 hours without any known reason. All reports of missing students shall be directed to RSC Campus Security who shall investigate each report and make a determination whether the student is missing in accordance with the policy. All students shall have the opportunity to identify an individual to be notified by the college in case of student is determined to be missing. If a student is missing under 18 years of age, the Director of Residence life is required to notify the parent or guardian of the missing student not later than 24 hours after the determination by Campus Security that the student is missing. The Director of Residence Life will also notify the Midwest City Police Department and Oklahoma County Sheriff's Office not later than 24 hours after it determines that the student is missing. The Director of Residence Life shall have the responsibility to make provisions of this policy and the procedures set forth below available to all residential housing students.

Annually, all students living in student housing are offered the opportunity to identify a "registered" person of contact who will then be utilized as the person to be notified in the case of a missing student report. This registered contact will be the ONLY person notified in the case of a missing student report for all students 18 years or older. Parents or legal guardians will be the only option for contact for any student under the age of 18 who is NOT emancipated.

A student residing in Campus housing may register an emergency contact(s) by contacting the Director of Residence Life at 405-733-7490 or via electronic mail at aloveless@rose.edu. Student contact information shall be kept confidential and maintained by the Office of the Director of Residence Life.

1. Any report of a missing student, from whatever source, should immediately be directed to Campus Security, who shall:
 - a) Initiate an investigation to determine the validity of the missing person report.
2. When notified by Campus Security that a valid missing student situation exists, the Director of Residence Life shall:
 - a) Contact the Student Conduct Officer and the Vice President of Student Affairs.
 - b) Make a determination as to the status of the missing student.
 - c) Notify the individual identified by the missing student as the emergency contact within 24 hours of making a determination that the student is missing.
 - d) If the missing student is under the age of 18, notify the student's custodial parent or guardian as contained in college records within 24 hours of the determination that the student is missing.
 - e) Notify the Midwest City Police Department and Oklahoma County Sheriff's Office within 24 hours after determine that the student is missing.

Student Name (print) _____

If I am reported "missing" 24 hours or longer, please notify:

Registered contact person: _____

Contact Phone Number: _____

Contact Address: _____

Student Signature: _____

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ANNUAL FIRE SAFETY REPORT

With the introduction of housing this year at Rose State College, under Clery Act requirements, Rose State is now obligated to provide students and community members with annual fire statistics as well as information on fire protection and prevention here at Rose State College.

ANNUAL FIRE INCIDENT REPORTS FOR 2016

Total Fires Reported For:	2016			
Residence Building	Number of Fires	Cause of Fire	Number of Injuries	Property Damage Amount
The Village@Rose State – Building A	0	N/A	0	\$0
The Village@Rose State – Building B	0	N/A	0	\$0
The Village@Rose State – Building C	0	N/A	0	\$0
The Village@Rose State – Clubhouse	0	N/A	0	\$0

NUMBER OF HOUSING FIRE DRILLS CONDUCTED EACH YEAR



The Village @ Rose State – Building A:

Two fire drills per year (beginning of fall & spring semesters)

The Village @ Rose State – Building B:

Two fire drills per year (beginning of fall & spring semesters)

The Village @ Rose State – Building C:

Two fire drills per year (beginning of fall & spring semesters)

2016 Fire Drills were held on:

February 3, 2016 and
October 26, 2016

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SPECIFICATIONS FOR ON-CAMPUS HOUSING FACILITY FIRE SYSTEMS			
Residence Building	Fire Safety Control System	Location of Sprinklers	Alarm Types
The Village@Rose State – Building A	Hochiki-FireNet Reports to Monitoring Company	Common areas, lounges, stairwells, bedrooms	Heat and smoke activated. Pull station. Audio/Visual
The Village@Rose State – Building B	Hochiki-FireNet Reports to Monitoring Company	Common areas, lounges, stairwells, bedrooms	Heat and smoke activated. Pull station. Audio/Visual
The Village@Rose State – Building C	Hochiki-FireNet Reports to Monitoring Company	Common areas, lounges, stairwells, bedrooms	Heat and smoke activated. Pull station. Audio/Visual
The Village@Rose State – Clubhouse	Hochiki-FireNet Reports to Monitoring Company	Common areas, lounges, stairwells, bedrooms	Heat and smoke activated. Pull station. Audio/Visual

FIRE SAFETY AND EMERGENCY EVACUATIONS

In conjunction with the city of Midwest City Fire Inspection Division, Rose State College's Coordinator, Safety, Security and Risk Management is responsible for all fire protection and prevention activities within the college. The Coordinator, Safety, Security and Risk Management is involved in plan review and inspections of every new and remodeled project that occurs on the Rose State campus. In addition, this office inspects every existing facility on campus to eliminate any potential fire hazards and to ensure that the fire and life-safety systems located in those buildings are functioning properly. The Coordinator, Safety, Security and Risk Management also is responsible for the investigation of fires that occur on campus to determine the origin and cause, again in conjunction with the city of Midwest City Fire Inspection Division. The Coordinator, Safety, Security and Risk Management also provides classes to educate college employees on how to use fire extinguishers, eliminate hazards, and what to do in case of a fire emergency. The Coordinator, Safety, Security and Risk Management also acts as a liaison between the college and the local fire department on any matters relevant to fire safety and preparedness on campus. Persons can contact the Coordinator, Safety, Security and Risk Management for any general fire safety questions, perceived hazards or requests for services at 405-736-0213.

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Campus Fire Safety Month:

Annually, during the month of September, the Coordinator, Safety, Security and Risk Management works in conjunction with the Director of Residence Life and Student Affairs and the Midwest City Fire Department to provide learning opportunities for faculty, staff and students. Individuals take part in a number of fire safety training programs all across campus, fire drills are conducted for all Residence Life facilities, and fire safety tips are sent via social media throughout the month.

Mandatory Fire Drills:

The Coordinator, Safety, Security and Risk Management coordinates, monitors and evaluates mandatory fire drills within the first two weeks of occupancy in each residence life facility.

Residence Staff Training:

Specialized training is provided at the beginning of the fall and spring semesters to instruct residence life staff on fire extinguisher usage, evacuation procedures, activating the fire alarm system, identifying fire and life safety hazards and tampering with fire safety equipment.

Evacuation Procedures for Fires and Other Emergencies:

Whenever the fire alarm sounds, all occupants in the residence life facilities must meet at the emergency evacuation safe location designated by the Director of Residence Life and Student Affairs. In the case of an actual fire or other emergency, you will be moved to a designated alternate shelter area until you are notified it is safe to return to your building and room. As you leave your room, close your door. Students who do not vacate the building during the sounding of the alarm will be subject to disciplinary action.



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Upon the sounding of the alarm:

1. Move quickly and quietly to the exit for your area. In an orderly fashion, go to the designated waiting area for further instructions.
2. Wear a coat and shoes. Carry a towel in case of smoke. Keep these items easily accessible for emergency use. Bring along your keys and ID.
3. If you are away from your room when the alarm sounds, proceed to the nearest exit without returning to your room.
4. Do not use elevators. Use stairways only.

Fire Prevention Policies:

If you use combustibles in decorating your room, such as fabrics, cardboard or similar materials, please ensure the items are flame-proof. Purchase only UL- listed or FM-approved material marked “flameproof” or “Flame retardant”. The following items are deemed fire hazards by the Coordinator, Safety, Security & Risk Management and are strictly prohibited within all residence life facilities:

- Fireworks or explosives are prohibited.
- Unauthorized appliances, candles or incendiary devices are prohibited.
- Smoking, and the use of any tobacco products or simulated tobacco products and all vaping devices in the residence halls is prohibited.
- Incense burning is prohibited.
- Open flame devices such as lanterns, candles, potpourri pots or warmers using votives or canned fuel are strictly prohibited in the residence halls.

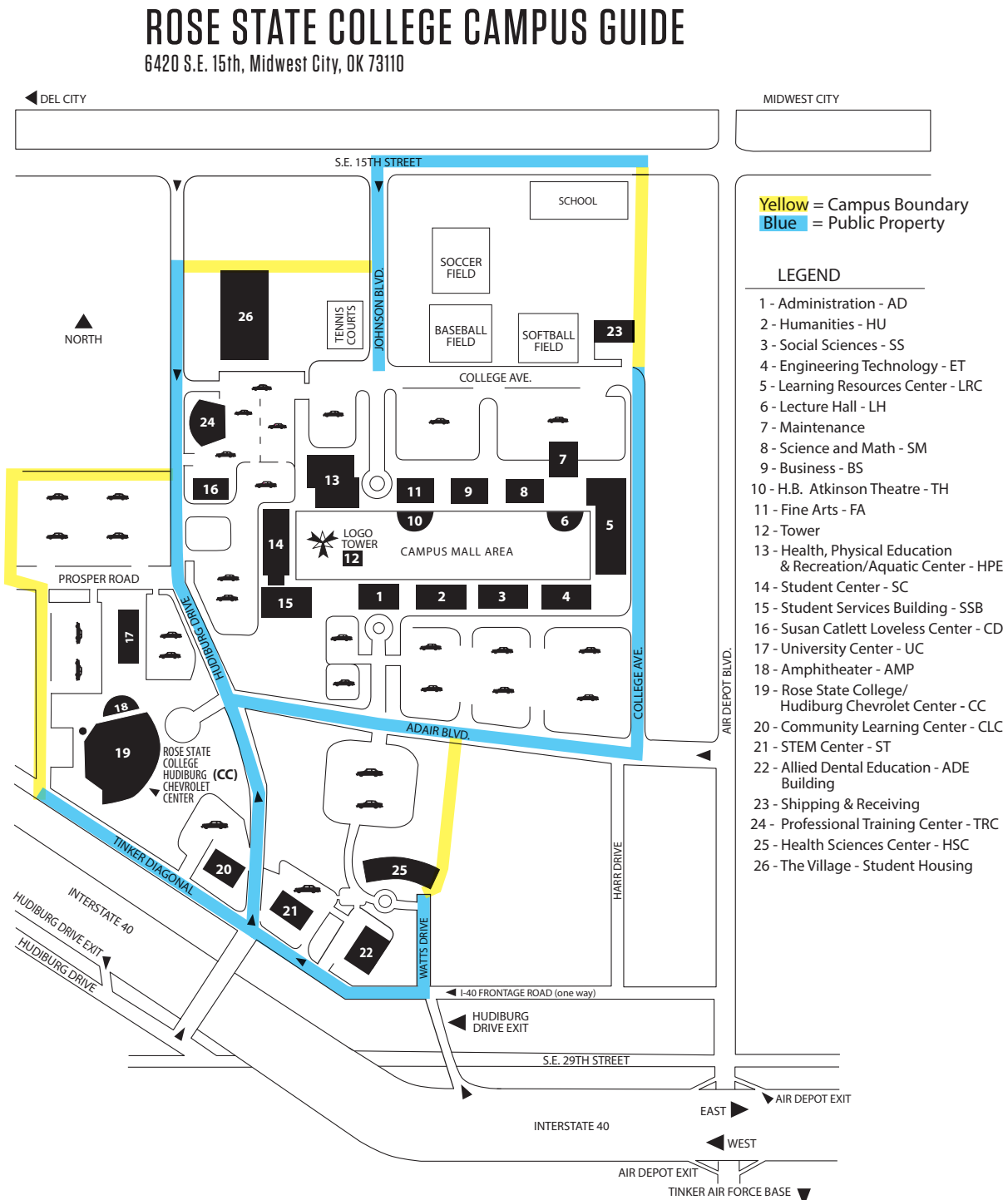
Reporting Fires:

All fires should be reported to the Midwest City Fire Department by dialing 911. It is important to remember that your safety comes first, therefore, only dial 911 once you are absolutely certain it is safe to do so.

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Appendix 'A'

Geographic Boundaries of Rose State College for Clery Act Reporting



ROSE STATE COLLEGE

6420 SE 15th Street
Midwest City, OK 73110
405.733.7673 rose.edu

Rose State College is accredited by The Higher Learning Commission: A Commission of the North Central Association of Colleges and Schools, 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1411, Telephone: 1-800-621-7440. Rose State College does not discriminate on the basis of race, color, sex, age, national origin, religion, disability, genetic information, sexual orientation, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to: admissions, employment, financial aid, and educational programs, activities, or services. The person designated to handle inquiries regarding the nondiscrimination policies, including issues of noncompliance, is the Senior Director, Human Resources/Armative Action Ocer, 6420 SE 15th Street, ADM Room 104, Midwest City, OK 73110, (405) 733-7979. Complaints and grievances will be handled in accordance with the College's Grievance Procedures. This publication is issued by Rose State College, as authorized by the Board of Regents.