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Letter from the Chief

To the OSU-CHS community,
The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law, originally known as the Campus Security Act that requires college and universities across the United States to disclose information about crime on and around their campuses.

Because the law is tied to participation in federal student financial aid programs, it applies to most institutions of higher education, both public and private. It is enforced by the U.S. Department of Education.

The “Clery Act” is named in memory of 19 year old Lehigh University freshman Jeanne Ann Clery, who was raped and murdered while asleep in her residence hall room on April 5, 1986.

The law was amended in 1992 to add a requirement that schools afford the victims of campus sexual assault certain basic rights, and was amended again in 1998 to expand the reporting requirements. The 1998 amendments also formally named the law in memory of Jeanne Clery.

The law was amended again in 2000 to require schools beginning in 2003 to notify the campus community about where public “Megan’s Law” information about registered sex offenders on campus could be obtained. The most recent amendment was in 2014 and was a result of the Violence Against Women Act.

For more information about the Jeanne Clery Act, visit the Clery Center for Security on Campus website below:
http://www.clery.org

Sincerely,
Dale Chapman
Chief of Security
Oklahoma State University-Center for Health Science
Notice of Availability of Annual Security Report

OSU-CHS is committed to assisting all members of the CHS community in providing for their own safety and security. The annual security is available on the OSU-CHS website at http://www.healthsciences.okstate.edu/student/crime_stats.cfm. If you would like to receive the Annual Security which contains this information, you can stop by the University Security Department at 1111 West 17th ST. Tulsa, OK. 74107 or you can request that a copy be mailed to you by calling (918) 625-8592.

The website and booklet contain information regarding campus security and personal safety including topics such as: crime prevention, fire safety, university security law enforcement authority, crime reporting policies, disciplinary procedures and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by OSU-CHS; and on public property within, or immediately adjacent to and accessible from, the campus.

This information is required by law and is provided by the OSU-CHS University Security Department.

Security Awareness Programs for Students and Employees

During orientation, students and employees are informed of services offered by OSU-CHS Security. Video and slide presentations outline ways to maintain personal safety and security.

Periodically during the academic year OSU-CHS Security, in cooperation with other university organizations and departments, provides a variety of educational strategies and tips on how students and employees can protect themselves from sexual assault, theft and other crimes.

A common theme of all awareness and crime prevention programs is to encourage students and employees to be aware of their responsibility for their own security and the security of others. When time is of the essence, information is released to the university community through security alerts and a voicemail and texting broadcasting system (Cowboy Alert).
Security and Access

The OSU-CHS campus is open to the public. The Founders Hall entrance is staffed by OSU-CHS Security 24 hours a day.

Access to the anatomy lab and animal lab is restricted to approved members of the university community. Each approved member of the OSU community must use their OSU ID to gain access to the labs and prominently display a University ID badge. Those who have received card access MUST use their access card to gain entry to the facility.

Although approved students, faculty and staff can gain entry to the campus, individuals are cautioned against permitting strangers to enter the buildings and are urged to require individuals seeking entry to use their access cards. All visitors are required to show valid (government issued) identification for an OSU-CHS visitor’s badge. All visitors will also sign the visitors log located at the front desk of Founders Hall. University Security officers patrol the campus on a regular basis.

The library hours fluctuate throughout the year, so it is best to check its schedule to determine operating hours. The study lab is located on the second floor of the Barson building and is available to students between 6 a.m. and midnight 7 days a week.

The OSU-CHS campus has no on-campus residences.

Emergencies may necessitate changes or alterations to any posted schedules. OSU-CHS Security and Physical Plant meet on a regular basis to discuss issues of pressing concern.

Campus Security Authorities for OSU-CHS

The following individuals are designated as campus security authorities for OSU-CHS.

University Security

Chief Dale Chapman
All Security Supervisors
All Security Officers
All Communication Personnel

Physical Plant Services

Angelyn Holmes
Engineer(s) on duty
Student Affairs

Associate Dean for Enrollment Management

Director of Student Affairs

Testing Emergency Response and Evacuation Procedures

An evacuation drill is coordinated by OSU-CHS Security and the OSU-CHS Safety Manager on an annual basis. OSU-CHS students, faculty, staff and visitors are provided guidance about the direction they should travel when exiting each facility for a short-term building evacuation. OSU-CHS Security and the Safety Manager do not tell the OSU-CHS community in advance about the designated locations for long-term evacuations because those decisions are affected by time of day, location of the building being evacuated the availability of the various designated emergency gathering locations on campus and other factors such as the location and nature of the threat. In both cases, OSU-CHS Security and the Safety Manager on the scene will communicate information to the OSU-CHS community regarding the developing situation or any evacuation status changes.

The purpose of evacuation drills is to prepare building occupants for an organized evacuation in case of an emergency. At OSU-CHS, evacuation drills are used as a way to educate and train occupants on issues specific to their building. During the drill, occupants ‘practice’ drill procedures and familiarize themselves with the location of exits and the sound of the fire alarm. In addition to educating the occupants of each building about the evacuation procedures during the drills, the process also provides the University an opportunity to test the operation of fire alarm system components.

Evacuation drills are monitored by OSU-CHS Security, Safety Manager, and the Physical Plant to evaluate egress and behavioral patterns. Reports are prepared by participating departments which identify deficient equipment so that repairs can be made immediately. Recommendations for improvements are also submitted to the appropriate departments/offices for consideration.
Shelter-in-Place Procedures—what it Means to "Shelter-in-Place"

If an incident occurs and the buildings or areas around you become unstable, or if the air outdoors becomes dangerous due to toxic or irritating substances, it is usually safer to stay indoors because leaving the area may expose you to that danger. Thus, to "shelter-in-place" means to make a shelter of the building that you are in, and with a few adjustments this location can be made even safer and more comfortable until it is safe to go outside.

Basic “Shelter-in-Place” Guidance

If an incident occurs and the building you are in is not damaged, stay inside-seeking an interior room—until you are told it is safe to come out. If your building is damaged, take your personal belongings (purse, wallet, etc.) and follow the evacuation procedures for your building (close your door, proceed to the nearest exit and use the stairs instead of the elevators). Once you have evacuated, seek shelter at the nearest University building quickly. If security or fire department personnel are on the scene, follow their directions.

How You Will Know to “Shelter-in-Place”

A shelter-in-place notification may come from several sources, including OSU-CHS Security, Safety Manager, Physical Plant or other University employees, the federal or City of Tulsa government, or other authorities utilizing the University’s emergency communication tools such as email, text, voice messaging and/or broadcasting.

How to “Shelter-in-Place”

No matter where you are, the basic steps of shelter-in-place will generally remain the same. Should the need ever arise; follow these steps, unless instructed otherwise by local emergency personnel:

1. If you are inside, stay where you are. Collect any emergency shelter-in-place supplies and a telephone to be used in case of emergency. If you are outdoors, proceed into the closest building quickly or follow instructions from emergency personnel on the scene.
2. Locate a room to shelter inside. It should be:
   o An interior room;
   o Above ground level; and
   o Without windows or with the least number of windows. If there is a large group of people inside a particular building, several rooms maybe necessary.
3. Shut and lock all windows (tighter seal) and close exterior doors.
4. Turn off air conditioners, heaters and fans.
5. Close vents to ventilation systems as you are able. (University staff will turn off ventilation as quickly as possible.)

Campus Law Enforcement Authority

Oklahoma State University-Center for Health Sciences security officers have the authority to ask persons for identification and to determine whether individuals have lawful business on campus. Security may also refer minor offenses committed by students involving University rules and regulations to the disciplinary division of Student Services. Security officers do not possess arrest authority; however, criminal incidents are referred to the local police who have jurisdiction on campus. Security officers work closely with local, state, and federal security agencies and have radio communication with the Tulsa Police Department on the city police radio network. If minor offenses involving University rules and regulations are committed by a University student, University Security may also refer the individual to the disciplinary division of Student Services.

Major offenses such as rape, murder, aggravated assault, robbery, and auto theft are reported to University Security, or the Tulsa Police Department and joint investigative efforts with investigators from OSU-CHS Security and the Tulsa Police are deployed to solve these serious felony crimes. The prosecution of all criminal offenses, both felony and misdemeanor, are conducted at the Tulsa County Courthouse, or the Page Belcher Federal Building.

University security personnel work closely with local, state, and federal security agencies and have radio communication with the Tulsa Police Department on the city police radio network.

Memorandum of Understanding with Other Agencies

OSU-CHS recognizes that laws and rules are necessary for society to function and supports the enforcement of law by governmental agencies and rules by officials of the University. All persons on the campus are subject to these laws and rules at all times. While constitutional protections apply, law enforcement officers may enter the campus to conduct business as needed. All law enforcement agencies are expected to check in with OSU-CHS Security when on campus. Security Department is not recognized by the State of Oklahoma as a law enforcement agency.

OSU-CHS Security enjoys an especially good relationship with the Tulsa Police Department (TPD). There is a “memorandum of understanding” (MOU) between TPD and the OSU-CHS Security Department.
The OSU Center for Health Sciences (OSU-CHS) and the Tulsa Police Department (TPD) share a facility located on the main campus of OSU-CHS. While each entity has policies and procedures governing responses to various incidents, the parties believe it is in the best interest of both organizations to clearly detail the lines of communication and coordinate any response efforts. The MOU includes a communications plan and an incident response plan which outlines the following:

A. Communications Assets

B. Key Contact List

C. OSU Incident Command Structure

D. System Alarms- including Fire and intrusion

E. Inclement weather

F. Lab accident or release of hazardous material

G. Human Threats- such as Bomb threat, Active shooter and/or hostage situation

H. Outside threats- which include Refinery fire/explosion, Railroad Tracks, Protesters/Demonstrators.

The OSU-CHS Security Department is notified of all serious crime on campus and is immediately notified of major crimes via the telephone or two way radio.

Special needs are communicated between agencies as they occur.
Timely Warning Policy

To help prevent crimes or serious incidents, the University Security Department, in conjunction with other departments on campus, issues timely warnings to notify community members about crimes or other serious incidents in and around our community which constitute an ongoing or continuing threat. If a situation arises that, in the judgment of OSU-CHS's President or Vice President of Finance and Administration, Provost, Chief Operating Officer, Associate Dean, Safety Officer and the Chief of Security, constitutes an ongoing or continuing threat, a campus-wide “Crime Alert” will be issued. The “Crime Alerts” are posted by the University Security Department at the entrance to each campus building and an email and text message is sent to all students, faculty and staff through the use of “Cowboy Alert”. A notice may also be posted on the website at http://www.healthsciences.okstate.edu/

The purpose is to provide the University community with more immediate notification. Anyone with information about a situation warranting a Timely Warning should report the circumstances to the University Security Department at 918-625-8592 or in person at Founders Hall.

A daily crime log is available for review 24 hours a day in Founders Hall. The information in the crime log typically includes the case number, classification, date reported, date occurred, time occurred, general location and disposition of each crime.

Emergency Response and Evacuation Procedures Statement

OSU-CHS’s Incident Manual includes information about Incident Teams, University operating status parameters, incident priorities and performance expectations, shelter-in-place and evacuation guidelines, and local contingency and continuity planning requirements. University departments are responsible for developing contingency plans and continuity of operations plans for their staff and areas of responsibility. The University conducts emergency response exercises each year such as table top exercises and tests of the mass notification systems on campus. These tests are designed to assess and evaluate the emergency plans and capabilities of the institution.

OSU-CHS Security officers and supervisors have received training in incident command and responding to critical incidents on campus. When a serious incident occurs that causes an immediate threat to the campus, the first responders to the scene are usually OSU-CHS Security, Tulsa Police Department and Tulsa Fire and Emergency Medical Services Authority (EMSA). These agencies typically respond and work together to manage the incident. Depending on the nature of the incident, other OSU-CHS departments and other local or federal agencies could also be involved in responding to the incident.
General information about the emergency response and evacuation procedures for OSU-CHS is publicized each year as part of the institution’s Clery Act compliance efforts and that information is available on the OSU-CHS Security web site.

All members of the OSU-CHS community are notified on an annual basis that they are required to notify the OSU-CHS Security Department of any situation or incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students, visitors, and/or employees on campus. OSU-CHS Security has the responsibility of responding to and summoning the necessary resources to mitigate, investigate and document any situation that may cause a significant emergency or dangerous situation. In addition, OSU-CHS Security has a responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the community. If that is the case, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

**Notification to the OSU-CHS Community about an Immediate Threat**

If OSU-CHS Security and/or Marketing and Communications Services confirms that there is an emergency or dangerous situation that poses an immediate threat to the health or safety of some or all members of the OSU-CHS community, the two departments will collaborate to determine the content of the message and communicate the threat to the OSU-CHS community or an appropriate segment of the community if the threat is limited to a particular building or segment of the population. OSU-CHS Security and Marketing and Communications Services will, without delay and taking into account the safety of the community, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the judgment of the first responders (including, but not limited to: OSU-CHS Security, Tulsa Police Department, Tulsa Fire Department, and/or the Emergency Medical Services Authority [EMSA], compromise the efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

In the event of a serious incident that poses an immediate threat to members of the OSU-CHS community, the University has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the OSU-CHS campus community. These methods of communication include emails and emergency text and voice messages that can be sent to a phone. The University will post updates during a critical incident on the University’s web site.

Messages may also be communicated via patrol units’ PA system.
Evacuation Plans and Assembly Points

Founders Hall
Students, faculty, staff and visitors in Founders Hall and C.A.M.E (West End) should exit the building and evacuate to Lot A.

Bookstore
Students, faculty, staff and visitors in the bookstore should exit the building and evacuate to Lot D.

Forensic Building
Students, faculty, staff and visitors in the Forensic Building should exit the building and evacuate across 17th Street.

Barson Building
Students, faculty, staff and visitors in Barson Building should exit the building and evacuate across the Drive to Lot B.

Felmlee Building
Students, faculty, staff and visitors in the Felmlee Building should exit the building and evacuate to Lot D.
Medical Emergencies

1. Do not move the patient unless his or her life is in danger.
2. Have someone stay with the patient until help arrives.
3. If on campus, call OSU-CHS University Security at 918-625-8592. If off campus, call Tulsa Police Department at 911. Tell them your name, your exact location, and a brief description of the problem. Do not hang up until told to do so.
4. Meet emergency personnel to guide them to the patient.

Sex Offender Registration

In accordance with the "Campus Sex Crimes Prevention Act" of 2000, which amends the Jacob Wetterling Crimes Against Children and Sexually Violent Offender Registration Act, the Jeanne Clery Act and the Family Educational Rights and Privacy Act of 1974, the OSU-CHS Security Department is providing a link to the Tulsa County Sheriff's Office and the Tulsa City Police Department Sex Offender Registry. This Act requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a State concerning registered sex offenders may be obtained. It also requires sex offenders already registered to provide notice of each institution of higher education in that state at which the person is employed, carries a vocation, or is a student.

Information about registered sex offenders can be obtained using the links to the individual law enforcement agencies.

www.sheriffalerts.com Follow the link to access the sex offender registry.

www.tulsapolice.org Follow the link to access the sex offender registry.

Encouragement of Accurate and Prompt Crime Reporting

Community members, students, faculty, staff and guests are encouraged to report all crimes and public safety related incidents to the Oklahoma State University-Center for Health Sciences Security Department in a timely manner. This publication focuses on the OSU-CHS Security Department because it patrols the OSU-CHS campus.

To report a crime or an emergency on the OSU-CHS campus, call OSU-CHS Security at extension 564-1234 or from outside the University phone system at 918-625-8592.

A dispatcher or an officer will be available at the telephone numbers provided 24 hours a day to answer your call. In response to a call, OSU-CHS Security will take the required action, dispatching an officer or asking the victim to report to OSU-CHS Security to file an incident report.
All OSU-CHS Security incident reports will be investigated when it is deemed appropriate.

If assistance is required from the Tulsa Police Department or the Tulsa Fire Department, OSU-CHS Security will contact the appropriate agency. If a sexual assault or rape should occur, staff on the scene, including OSU-CHS Security will offer the victim a wide variety of services. See p. 18 for more information.

Information is made available to provide OSU-CHS community members with specific information about the resources that are available in the event that they become the victim of a crime. The information about resources is not provided to infer that those resources are reporting entities for OSU-CHS.

Crimes should be reported to the University Security Department to ensure inclusion in the annual crime statistics and to aid in providing timely warning notices to the community, when appropriate.

**Crime Reporting Procedures**

Crime victims and witnesses to a crime, regardless of the crime, are encouraged to promptly report incidents to the University Security Department or other appropriate police agencies. To report a crime, the victim or witness needs only to call the police and a police officer will meet them to gather information. An official report will be made with copies available to the victim after a completed investigation. Each month the number of incidents in each category of crime are counted and reported to the Oklahoma State Bureau of Investigation, which in turn provides the information to the Federal Bureau of Investigation.

Each year, the FBI publishes a book of crime statistics, “Crime in the United States,” which includes accurate accounting of the criminal incidents that occurred on the OSU-CHS campus.

To report a crime in progress, dial extension 564-1234 from a campus phone or call 918-625-8592 when off campus or using a cell phone. Also, dial 911.

**Disclosures to Alleged Victims of Crimes of Violence or Sex Offenses**

Oklahoma State University-Center for Health Sciences will, upon written request, disclose to the alleged victim of a crime of violence, a sex offense, dating violence, domestic violence, or stalking, the results of any disciplinary hearing conducted by the university against the student who is the alleged perpetrator of the crime or offense. If the alleged victim is deceased as a result of the crime or offense, Oklahoma State University-Center for Health Sciences will provide the results of the disciplinary hearing to the victim’s next of kin, if so requested.
Limited Confidential Reporting

Limited confidential reporting is allowed at Oklahoma State University-Center for Health Sciences. If, for a personal reason, a person does not wish to report an on-campus crime or suspected crime to the police, that person may anonymously report it to the Crime Stoppers Program or online through the Silent Witness Program on the OSU-CHS Security Website at http://www.healthsciences.okstate.edu/security/

Obtaining Reports

To request a copy of a report or ask other related questions contact OSU-CHS Security at 918-625-8592.

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

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

Disciplinary Proceedings

Once You Have Filed a Complaint with Student Conduct

We want you to be knowledgeable about the process that occurs once you have filed a complaint with Student Conduct. The following describes the investigation process, the hearing itself and the outcome of the hearing for all complaints, including sex offenses. Student Conduct will be available to explain the process to you individually as requested. The Student Conduct process will be prompt, fair, and impartial. This is to mean the process will be completed within a reasonable timeframe as designated below and without undue delay. The process will be conducted in a manner that is consistent with the University’s policies and will be transparent to all parties. Lastly, the Student Conduct process will be conducted by officials who do not have a conflict of interest or bias for the complainant or respondent.
Investigation

- Complainants will be notified of receipt of their complaint and the actions the University official will take.

- A University official will meet with the complainant to discuss the complaint submitted, review the investigation and hearing process, and to determine the outcome desired from complaint.

- An investigation will be conducted by a non-biased investigator. This investigation will include:
  - meeting personally with the complainant,
  - meeting personally with the student(s) accused,
  - meeting personally with any witnesses, and
  - Reviewing any documentary evidence.

- The investigation of complaints will be adequate, reliable and impartial. The investigator will compile an investigation report.

- The investigation process can take up to 60 days. If at any point either party would like an update of the investigation process, all they need to do is ask and an update will be provided.

- The University official will determine if a conduct hearing is possible.

- If it is determined that the University will proceed with a formal conduct hearing, the complainant and the accused student(s) will be notified of the hearing date.

Hearing

- Complainant and respondent will be notified at least five days in advance of the hearing date, time and location. Hearings will be scheduled around students’ academic schedule.

- A hearing will consist of the University Conduct Committee Hearing. The hearing panel will be comprised of three members: a faculty member, a staff member and a student.

- The hearing includes opening statements, presentation of the investigation report, providing information and witnesses, and closing statements.

- The Complainant and respondent are permitted to have a person of their choosing present during the hearing as a person of support/advisor.
• The Complainant and respondent are permitted to be present during the hearing (except during deliberations of the panel). The Complainant and the Respondent will be in the same room in a pre-arranged, non-threatening set-up. If there is a known immediate safety risk, communicate this to Student Conduct and accommodations can be arranged.

• Complainant and respondent are permitted to make statements, present witnesses and information during the hearing. Witnesses and information need to be directly related to the incident.

• The standard of proof used in all University conduct hearings is preponderance of the evidence, which means the determination to be made, is whether it is more likely than not a violation occurred. This is significantly different than proof beyond a reasonable doubt, which is required for a criminal prosecution.

Outcome

• Possible outcomes can include:
  • written warning
  • restriction
  • educational and behavioral change requirement
  • class removal
  • No Contact Order
  • Restitution
  • Rotation Housing Status Change
  • Conduct Probation
  • Conduct Suspension
  • Deferred Suspension
  • Conduct Expulsion

When it is determined that sexual misconduct is more likely than not to have occurred, the outcome can include separation from the University.

Complainant and respondent have the right to be informed of the outcome. Complainant and respondent will be notified within two business days after the hearing, at the same time the respondent is informed of the outcome.

Complainant and respondent have the right to appeal the decision reached through the hearing proceedings within seven days after the hearing.

Accommodations
Student Conduct Administration and the Title IX Coordinator can provide accommodations to student victims of gender discrimination, sexual harassment and sexual misconduct as needed.
• We can assist complainant in filing a complaint with the University disciplinary process and the appropriate law enforcement agencies against the student(s) who caused harm.

• We can assist complainant in completing a No Contact Order between complainant and the accused, which would prohibit contact between complainant and the accused through any means of communication, as well as having others contacting complainant on behalf of the accused.

• We can assist complainant in filing for an Emergency Protective Order in court. This is a court-ordered petition that prohibits contact between the complainant and accused.

• We can coordinate any reasonable arrangements that are necessary for your ongoing safety. This includes changing your class schedule or that of the accused, transportation arrangements or providing an escort.

• We can coordinate any reasonable arrangements to address the effects of the sexual violence on complainant, including connecting complainant with counseling, healthcare or academic support resources.

**Sex Offenses, Domestic Violence, Dating Violence, and Stalking**

OSU-CHS prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking. OSU-CHS further prohibits the crimes of dating violence, domestic violence, sexual assault, and stalking, as defined under Oklahoma law, set forth in the attached Appendix A.

• All medical students must complete HAVEN, which is an online sexual violence prevention program, available through EverFi. The main campus coordinated our access to using this online resource for students. Only the new OSU-COM matriculates for the academic year are required to complete the training. The Office of Student Services monitors compliance with this requirement.
• At both MS-I and MS-II Student Orientation sessions for the 2015-2016 academic year, students were given an overview of Title IX and key individuals.
• The OSU-CHS website has a specific link that covers this information: http://1is2manychs.okstate.edu/.
• E-mails and print materials are also distributed on campus to inform the campus community about resources and Title IX issues.
Victim Information

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

Definition of Consent

Effective Consent is:

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

What to do if you are a Victim of Sexual Violence

- If you are not safe and need immediate help, call 911. If the incident happened on campus, call OSU-CHS Security at 918-625-8592. If the incident occurred elsewhere in Tulsa, call the Tulsa Police Department at 918-596-9222. If the incident happened anywhere else, call the law enforcement agency that has jurisdiction in the location where it occurred.

- Do what you need to do to feel safe. Go to a safe place or contact someone with whom you are comfortable. You can call the 24-hour Rape Crisis Line 918-743-5763 to get advice and discuss options for how to proceed.

- Students can also call
  Cindie Lamon
  OSU-CHS Victim Advocate
  918-200-5218

- Do not shower, bathe, douche, change or destroy clothes, eat, drink, smoke, chew gum, take any medications or straighten the room or place of the incident. Preserving evidence is critical for criminal prosecution. Although you may not want to prosecute immediately after the incident, that choice will not be available later without credible evidence. The evidence collected can also be useful in the campus conduct process.

- Go to the Hillcrest Medical Center to receive care for any physical injuries that may have occurred. Upon arrival at Hillcrest Medical Center, you will be taken to a private exam area. A Sexual Assault Nurse Examiner (SANE), a sexual assault response advocate and police officer will be available for support. You will be examined by the nurse in order to treat any injuries and to gather evidence. While in the emergency room, treatment will be provided for sexually transmitted diseases and to prevent pregnancy. These services are free of charge.
With your permission, the sexual assault response advocate will support you throughout the entire exam, which will be performed by the nurse. The advocate will provide a packet of written materials that contains information about common reactions to sexual assault, follow-up medical needs and support services.

**On and Off Campus Resources**

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

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

**OSU-CHS VICTIM ADVOCATE (CONFIDENTIAL REPORTING OPTION)**

A Victim Advocate is an individual who can confidentially provide students with information about on- and off-campus resources available to victims.

_Cindie Lamon_
Felmlee Building, B143C
918-200-5218

**Counseling Resources** (Confidential Reporting Options)

_Student Counseling Center_
Main Hall 2419, OSU-Tulsa
918-594-8568
The first five sessions are free.

_DVIS/Call Rape_
4300 S. Harvard Ave., Suite 100
Tulsa, OK 74135
918-585-3163
24-hour Crisis Line: 918-743-5763

LOCAL SERVICES AVAILABLE TO VICTIMS (NON-CONFIDENTIAL REPORTING OPTIONS)

OSU-CHS Security
First Floor CAME Building
918-625-8592

Tulsa Police Department
600 Civic Center, STE 303
Tulsa, OK. 74103
918-596-9222

Office of Student Conduct
A-112
918-561-1950
chssco@okstate.edu

Title IX Coordinator
Main Hall 1405, OSU-Tulsa
918-594-8222
http://eeo.okstate.edu
tulsa.titleix@okstate.edu

Medical Services

It’s important to have a thorough medical examination after a sexual assault even if the victim does not have any apparent physical injuries. Medical providers can treat injuries and test for sexually transmitted infections.

Hillcrest Medical Center
1120 S Utica Avenue
Tulsa, OK 74104
918-579-1000
http://www.hillcrestmedicalcenter.com/

Further educational information on sexual violence prevention can be found at http://1is2many.okstate.edu.
Also, check out http://notalone.gov for more information and resources.

**Interim Measures**

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

The following are interim safety measures that may be taken by the university:

- **Assistance in Reporting**: filing a complaint with the university and the appropriate law enforcement agencies against the accused.

- **Assistance in Filing a No Contact Order**: a No Contact Order between the victim and the accused individual(s), which would prohibit contact between both parties through any means of communication, as well as prohibit others from making contact on their behalf.

- **Assistance in Filing an Emergency Protective Order**: assist the victim in filing for an Emergency Protective Order in court with DVIS. This is a court-ordered petition that prohibits contact between the complainant and the accused.

- **Safety Measures**: coordinating any reasonable arrangements that are necessary for ongoing safety. This includes transportation or providing an escort.

- **Academic Arrangements**: assisting in adjusting academic schedules as well as providing access to academic support services.

- **Other Interim Measures**: coordinating reasonable arrangements to address the effects of the sexual violence, including connecting victims with counseling, health care or academic support resources.

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

**Reporting**

All forms of sexual harassment including sexual violence should be reported, no matter the severity. Oklahoma State University’s primary concern is safety; therefore, individuals should not be deterred in reporting even if the use of alcohol or other drugs was involved.
The university encourages victims of sexual violence to talk to someone about what happened so they can receive support and so the university can respond appropriately.

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

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

Confidential Reporting Options

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

PROFESSIONAL COUNSELORS

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

This would include counselors in the OSU-Tulsa Counseling Clinic and OSU Physicians.

OSU-CHS VICTIM ADVOCATE

The university treats the OSU-CHS Victim Advocate as a confidential reporting option. Victims can visit with the victim advocate to learn about resources available on campus. The Victim Advocate is not required to report any information about an incident to the Title IX Coordinator without a victim’s permission. However, the victim advocate will report incidents, without identifiable information, to OSU-CHS Security for the purpose of the Clery Act. Additionally, the Victim Advocate will report quarterly to the Board of Regents on statistical trends of incidents.
If the university determines that the accused individual(s) pose a serious and immediate threat to the campus community, the university may issue a timely warning. Any such warning will not include any information that identifies the victim.

**Non-Confidential Reporting Options**

The Board of Regents for Oklahoma Agricultural and Mechanical Colleges and the Clery Act require all employees (excluding counselors, health care providers and victim advocates) who become aware of an instance of sexual harassment including sexual violence to report the instance to OSU-CHS Police. The victim’s name should not be reported to the police without the victim’s permission. The report should include the nature, date, time, and general location of an incident. This is a limited report that includes no information that would directly or indirectly identify the victim. This allows for the university to track patterns, evaluate the program, and develop appropriate campus-wide responses.

When an instance of sexual harassment, including sexual violence, is reported to a responsible employee (an individual who has the duty to report incidents of sexual harassment or other student misconduct), a student can expect the incident to be reported to the university’s Title IX Coordinator or Student Conduct.

A responsible employee must report to the Title IX Coordinator or Student Conduct all relevant details about the alleged sexual harassment or sexual violence shared by the victim including names, date, time and specific location of the alleged incident.

To the extent possible, information reported to a responsible employee will be shared only with people in charge of handling the university’s response to the report. A responsible employee should not share information about the victim with law enforcement.

When a victim tells a responsible employee about an incident of sexual harassment or sexual violence, the victim has the right to expect the university to investigate the alleged sexual harassment, end any sexual harassment, prevent the sexual harassment from recurring, and educate the accused individual(s) on sexual harassment.

**REQUESTS FOR CONFIDENTIALITY FROM A NON-CONFIDENTIAL REPORTER**

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

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

Although rare, there are times when the university may not be able to honor a victim’s request in order to provide a safe environment for all students.
When weighing a victim’s request for confidentiality or that no investigation or conduct process be pursued, the following will be considered:

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

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

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

REPORTING TO THE POLICE

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

If the incident happened on campus, it can be reported to the OSU-CHS Security on the first floor of the CAME Building or at 918-625-8592. If the incident occurred elsewhere in Tulsa, it can be reported to the Tulsa Police Department at 600 Civic Center or at 918-596-9222. If the incident happened anywhere else, it can be reported to the local law enforcement with jurisdiction in the location where it occurred.
Please know that the information reported can be helpful in supporting other reports and preventing further incidents.

**REPORTING TO STUDENT CONDUCT**

Anyone can report instances of sexual harassment and sexual violence to Student Conduct. Students, faculty and staff can report incidents to Student Conduct in A-112 or at 918-561-1950. A complaint should be filed as soon as possible, preferably within 180 calendar days of the incident.

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

**RETAILATION**

The university will not tolerate retaliation against a person who, in good faith, brings a complaint forward. Retaliation against an individual who has brought a complaint forward or against an individual who has participated in an investigation or conduct process is prohibited. See Board of Regents for the Oklahoma Agricultural and Mechanical Colleges Policy Manual, 3.11 Non-Retaliation for more information.

**Illegal Drug Possession**

The Oklahoma State University-Center for Health Sciences campus has been designated “drug free.” The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Oklahoma State University-Center for Health Sciences Security Department. Violators are subject to University disciplinary action, criminal prosecution, fine and imprisonment.

**Alcoholic Beverages**

Oklahoma State University-Center for Health Sciences complies with the Drug-Free Schools and Communities Act Amendments of 1989. Oklahoma State University prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees in buildings, facilities, grounds, or other property owned and/or controlled by the University or as part of University activities. With limited exceptions, beer and alcohol are not allowed on campus. Since July 1, 2000, students who are convicted of an offense involving the sale or possession of a controlled substance may become ineligible for federal student aid. For the University’s complete drug and alcohol policy regarding the Drug-Free School and Communities Act, request the Oklahoma State University Student Rights and Responsibilities Governing Student Behavior, Oklahoma State University Drug and Alcohol Policy, or the OSU Dangers of Drugs and Alcohol Abuse pamphlets.

**Criminal Activity off Campus**

When an Oklahoma State University-Center for Health Sciences community member is involved in an off-campus offense, security officers may assist with the investigation in cooperation with local, state, or federal law enforcement. Tulsa Police routinely work and communicate with University security on any serious incidents occurring on-campus or in the immediate neighborhood surrounding campus.
Oklahoma State University-Center for Health Sciences operates no off-campus housing or off-campus student organization facilities.

**Crimes Disclosed to a Pastoral or Mental Health Counselor**

To be exempt from disclosing reported offenses, a pastoral or mental health counselor must be acting in their role as pastoral or professional counselor. This exemption does not relieve counselors of the duty to exercise reasonable care to protect a foreseeable victim from danger posed by the person being counseled.

When speaking to a victim or witness to a crime, counselors are encouraged to inform the individual to report the crime to the police or to OSU-CHS Security on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

A pastoral counselor is a person who is associated with a religious order or denomination, is recognized by that religious order or denomination as someone who provides confidential counseling, and is functioning within the scope of that recognition as a pastoral counselor.

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

Note that the pastoral counselor or mental health counselor must report the crime to OSU-CHS police for purposes of including the incident in the annual crime statistics only. Personal information will not be conveyed when making this disclosure unless the victim consents to such disclosure.

**Definition of Terms for Statistical Charts**

The charts setting forth statistical data on reported crimes include the following terms.

**Campus:** Any building or property owned or controlled by the institution within the same reasonably contiguous geographic area and used by the institution in the direct support of, or related to, its educational purpose.

**Clery Geography:** Buildings and property that is part of the institution’s campus; the institution’s noncampus buildings and property; and public property within or immediately adjacent to and accessible from the campus.

**Res.:** Those buildings and parking lots designated as Residence Halls and University Apartments area.

**Other:** Any non-res area on campus.

**Non-Campus Building or Property:** Buildings or property owned or controlled by a student organization, such as a fraternity or sorority, recognized by the institution, and any building or property (other than a branch campus) owned or controlled by an institution that is used in direct support of, or in relation to, the institution’s educational purposes, is used by students and is not within the same reasonable contiguous geographical area of the institution.

OSU Healthcare Clinic: 2345 Southwest BLVD
OSU Center Financial Services: 2401 Southwest BLVD
OSU Houston Center: 717 So. Houston Center

**Public Property:** All public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, street or other thoroughfare, or parking facility, and is adjacent to a facility
owned or controlled by the institution, if the facility is used by the institution in direct support of, or in a manner related to the institution’s educational purposes.

**Crime Definitions**

The following definitions are those used in the Uniform Crime Reporting System of the United States Department of Justice’s Federal Bureau of Investigation.

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

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

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

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

**Dating Violence:** Dating violence is committed by a person who is or has been in a social relationship of a romantic or intimate nature with another person. The existence of such relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. Dating violence includes but is not limited to sexual or physical abuse or the threat of such abuse. Dating violence does not include acts that meet the definition of domestic violence.

**Domestic Violence:** Domestic violence is a felony or misdemeanor crime of violence committed by a:
- current or former spouse or intimate partner of the victim,
- person with whom the victim shares a child in common,
- person who is cohabitating with or has cohabited with the victim as a spouse or intimate partner,
- person similarly situated to a spouse of the victim under the domestic or family violence laws of Oklahoma; or
- any other person against an adult or youth victim who is protected from that person’s acts under the domestic of family violence laws of Oklahoma.

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

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

**Hate Crimes:** A crime reported to local police agencies or to a campus security authority that manifests evidence that the victim was intentionally selected because of the perpetrator’s bias against the victim. For the purposes of this definition, the categories of bias include the victim’s actual or perceived race, religion, gender, gender identity, sexual orientation, ethnicity, national original, and disability.
**Larceny:** The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another without use of force or violence. It includes shoplifting, picking pockets, purse snatching, thefts from motor vehicles including parts and accessories, bicycle and Computer thefts.

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

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

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

**Sex offenses:** Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent.

**Sexual assault:** An offense that meets the definition of rape, fondling, incest, or statutory rape, defined as follows:
- **Rape** means 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.
- **Fondling** means the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
- **Incest** means non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** means non-forcible sexual intercourse with a person who is under the statutory age of consent (age 16).

**Stalking:** Stalking refers to one who engages in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.
- **Course of conduct** means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
- **Reasonable person** means a reasonable person under similar circumstances and with similar identities to the victim.
- **Substantial emotional distress** means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

**Weapon Law Violations:** The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; and all attempts to commit any of the aforementioned. OSU-CHS policy prohibits deadly weapons on campus with limited exceptions. Firearms on campus must be stored at the OSU-CHS Campus Security Department.
Preparation of Disclosure of Crime Statistics

OSU-CHS Security prepares this report to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The full text of this report can be located on our web site at http://www.healthsciences.okstate.edu/security/. This report is prepared in cooperation with the local law enforcement agencies surrounding our campus and alternate sites, the Judicial Affairs Officer, and the Division of Student Affairs. Each entity provides updated information on their educational efforts and programs to comply with the Act.

Campus crime, arrest and referral statistics include those reported to the Oklahoma State University-Center for Health Sciences Security, designated campus officials (including but not limited to directors, department heads, judicial affairs and advisors to students/student organizations) and local law enforcement agencies.

OSU-CHS Counseling Services staff informs their clients of the procedures to report crime to the OSU-CHS Security on a voluntary or confidential basis, should they feel it is in the best interest of the client.

Copies of the report may be obtained at the University Security Department Headquarters located at:
1111 West 17th Street
Tulsa, OK 74107
(918) 625-8592

OSU-CHS Security Crime Statistics

Statistics reported in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is available for download in PDF Format

- Clery Stats - 2014 (covers 2012-2014)
- https://www.tulsapolice.org

Crimes Reported by University Officials or by Other Law Enforcement Agencies

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<th>Actual Crimes Reported for</th>
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<th>Non-Campus Building or Property</th>
<th>Public Property</th>
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This chart includes offenses that were reported to the Oklahoma State University-Center for Health Sciences Security Department in accordance with the Uniform Crime Reporting procedures and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.

### Crimes Reported by Tulsa Police Department

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### Number of Arrests/Referrals for Select Offenses

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This chart includes offenses that were reported to law enforcement agencies other than the Oklahoma State University-Center for Health Sciences Security Department. These offenses are compiled in accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act.