<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome Message from the Chief</td>
<td>2</td>
</tr>
<tr>
<td>Mission Statement</td>
<td>3</td>
</tr>
<tr>
<td>Emergency Response and Evacuation Procedures</td>
<td>4</td>
</tr>
<tr>
<td>Procedure to Test Emergency Response and Evacuation</td>
<td>5</td>
</tr>
<tr>
<td>Mass Notification System</td>
<td>6</td>
</tr>
<tr>
<td>Reporting Emergencies and Non-Emergencies</td>
<td>6</td>
</tr>
<tr>
<td>Alcohol and Drug Prevention Program for Students and Employees</td>
<td>7</td>
</tr>
<tr>
<td>Crime Prevention and Personal Safety Program</td>
<td>8</td>
</tr>
<tr>
<td>Student Orientation</td>
<td>10</td>
</tr>
<tr>
<td>Emergency Preparedness Planning</td>
<td>12</td>
</tr>
<tr>
<td>Resources Available To You at TCC</td>
<td>13</td>
</tr>
<tr>
<td>Resources Available To You from the Web</td>
<td>14</td>
</tr>
<tr>
<td>TCC Faculty/Staff Orientation</td>
<td>15</td>
</tr>
<tr>
<td>General Security Procedures</td>
<td>16</td>
</tr>
<tr>
<td>Reporting Crimes on Campus</td>
<td>16</td>
</tr>
<tr>
<td>List of College Staff with Significant Responsibility for Student and</td>
<td>17</td>
</tr>
<tr>
<td>Campus Safety/Activity - CAMPUS SECURITY AUTHORITIES</td>
<td>17</td>
</tr>
<tr>
<td>Voluntary Confidential Reporting of Crimes, On Campus Locations</td>
<td>17</td>
</tr>
<tr>
<td>Missing Student Notification</td>
<td>18</td>
</tr>
<tr>
<td>Missing Staff Notification</td>
<td>18</td>
</tr>
<tr>
<td>Police Crime Log Information</td>
<td>18</td>
</tr>
<tr>
<td>Timely Warnings</td>
<td>19</td>
</tr>
<tr>
<td>Campus Sex and Violent Offender Crimes Prevention Act, Sex Offender Registry and Access to Related Information</td>
<td>20</td>
</tr>
<tr>
<td>Sex and Violent Offender Registration</td>
<td>20</td>
</tr>
<tr>
<td>Oklahoma Sex Offender Registry</td>
<td>20</td>
</tr>
<tr>
<td>Sexual Assault Prevention and Response</td>
<td>23</td>
</tr>
<tr>
<td>Programs and Procedures for Preventing and Dealing with Incidents of</td>
<td>23</td>
</tr>
<tr>
<td>Sexual Assault</td>
<td>24</td>
</tr>
<tr>
<td>Available Counseling, Prevention, and Educational Services</td>
<td>23</td>
</tr>
<tr>
<td>In the event of a Student or Employee Sexual Assault</td>
<td>24</td>
</tr>
<tr>
<td>Procedures for Disciplinary Action</td>
<td>24</td>
</tr>
<tr>
<td>Oklahoma Crime Victim Rights</td>
<td>25</td>
</tr>
<tr>
<td>Domestic Violence</td>
<td>25</td>
</tr>
<tr>
<td>Sexual Misconduct</td>
<td>25</td>
</tr>
<tr>
<td>Messages for Students (Emergency and Non-Emergency)</td>
<td>27</td>
</tr>
<tr>
<td>Policy for Reporting the Monthly and Annual Disclosure of Crime Statistics</td>
<td>27</td>
</tr>
<tr>
<td>Metro</td>
<td>27</td>
</tr>
<tr>
<td>Center for Creativity</td>
<td>28</td>
</tr>
<tr>
<td>Northeast Campus</td>
<td>28</td>
</tr>
<tr>
<td>Southeast Campus</td>
<td>29</td>
</tr>
<tr>
<td>West Campus</td>
<td>29</td>
</tr>
<tr>
<td>Non Campus Area</td>
<td>30</td>
</tr>
<tr>
<td>Conference Center (Non Campus Area)</td>
<td>30</td>
</tr>
<tr>
<td>Education Outreach Center (Non Campus Area)</td>
<td>30</td>
</tr>
<tr>
<td>Community Campus Centers (Non Campus Areas)</td>
<td>31</td>
</tr>
<tr>
<td>Notice of Availability of Annual Campus Crime Report</td>
<td>31</td>
</tr>
<tr>
<td>Jeanne Clery</td>
<td>31</td>
</tr>
</tbody>
</table>
ANNUAL NOTIFICATION – JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME ACT .......................................................... 32
Hate Crimes ........................................................................................................... 33
Criminal Offense Definitions ................................................................................. 33
Statistical Information/Location Definitions .............................................................. 36
2011-2013 Clery Crime Bar Chart ........................................................................... 38
Welcome Message
from the Chief of Police

On behalf of Tulsa Community College Police Department, I am pleased to present the 2013 Annual Security Report which is compiled in compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998. It is one aspect of our overall mission to create a safe and vibrant environment for our campus community. The men and women of the Campus Police Department are highly trained and skilled professionals who place the utmost importance on maintaining the safety and well-being of our students, faculty, staff and visitors.

In addition to providing the mandated crime statistics, this report also strives to educate our community members in the various ways that they can collaborate in keeping themselves and our campus safe. While our department places great value in the partnerships it has formed with outside agencies at the local, state and federal levels, our most important partners are those of you who live, work and learn in our campus community.

I hope you will read this report carefully and use the information to assist us in keeping our community safe, because safety is a shared responsibility. If you would like additional information, I encourage you to access the Campus Police Department website at http://www.tulsacc.edu/campuspolice

Thank you for your interest,
Gene Wideman
Chief of Police
Safety on campus is a natural source of concern for parents, students and college employees. Education is the business of Tulsa Community College. It can only take place in an environment in which each student and employee feels safe and secure. TCC recognizes this and employs a number of security measures to protect the members of its community.

Although Tulsa and the surrounding community are perceived to have a relatively low crime rate, crime prevention remains a high priority. TCC does its part to ensure the safety of its students and employees. A professionally trained and supervised police force, and the students and employees themselves all share in the responsibility of making each TCC campus a safe place to study, work and achieve.

Department of Campus Public Safety/Campus Police

TCC provides full-service police protection to the campus community through its Campus Police. The jurisdiction of the college includes but is not limited to four campuses of over 200 acres, 30 major buildings and parking lots, and a Conference Center. Campus Police also provides security at the Education Outreach Center, Owasso High School, and at Glenpool’s City Hall whenever classes are being held.

The safety and security of students, faculty and staff is a College priority. TCC's Campus Police works with other departments within the College to maintain a safe and secure environment for the more than 20,000 students attending TCC's many locations. This large campus community shares the same concerns, problems, and opportunities for crime as local communities. To deter crime and keep TCC’s campuses safe, students and staff must be aware of persons to contact in an emergency, campus support services, and crime prevention methods.

TCC's campus police officers are vested with full law enforcement powers and responsibilities identical to Tulsa's local police department. Officers are trained at the Council of Law Enforcement, Education, and Training, and have additional training in firearms, first aid, and legal procedures. Title 74, Section 360 of the Oklahoma statutes provides authority by which TCC Campus Police officers derive all power by law as Peace Officers of the State of Oklahoma to arrest, bear arms, conduct investigations, and perform enforcement duties. TCC's Department of Campus Police has an excellent relationship with city, state, and federal law enforcement agencies in its jurisdiction having developed longstanding dual commissioning and mutual aid agreements between each other. The department is a member of both the Oklahoma and International Associations of Campus Law Enforcement Administrators and Chiefs of Police, (IACLEA).

Campus police officers are responsible for crime reports, investigations, emergencies, traffic accidents, and enforcement of laws regulating underage drinking, the use of controlled substances, weapons, and other incidents, which require police assistance.
Campus Police has developed Mutual Aid Agreements with other municipal, county, and state law enforcement agencies to assist with major crimes or incidents on campus that might be beyond the current strength or resources of the department. Students and staff are encouraged to report all crime to the campus police and the appropriate police agencies in an accurate and timely manner. The Tulsa Community College Emergency Operations and Response Plan identifies the College’s emergency planning, organization, and response policies and procedures. The plan also addresses the integration and coordination with other governmental levels when required. Planning is based on the Incident Command System (ICS), the National Incident Management System (NIMS), National Response Plan and various U.S. Department of Homeland Security Presidential Decision Directives (HSPD-5 and 8).

**Emergency Response and Evacuation Procedures**

Upon receiving a report of an emergency or dangerous situation involving an immediate threat to the health or safety of students or employees occurring on campus (examples might include fire, tornado, active shooter, chemical spill, gas leak, contagious virus, weather related, etc.), Campus Police will:

1. Immediately respond to the emergency and confirm that a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or employees is occurring on campus and take appropriate action up to and including an evacuation, shelter-in-place, cover or tactical response as mandated by the crisis.
2. Request additional support from other emergency responders as necessary.
3. Coordinate each emergency response with the Vice President for Administration.

The Vice President for Administration or designee will:

1. Confirm that there is a significant emergency with Campus Police.
2. Notify the President & CEO of TCC and/or select the response the institution will make, without delay, and taking into account the safety of the community, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.
3. Initiate the notification system to students, faculty, staff, local media and the larger community as necessary and depending upon the type of emergency, with assistance from the Vice President for Administration or designee.
4. Notify the Executive Vice Presidents, Campus Provosts, and Dean of PACE.

The Vice President for Administration or designee will:

1. Make contacts with area radio and television stations regarding the emergency and they will update the community as appropriate.
2. Contacts the Coordinator Distance Learning to post the scroll on Channel 21.
3. Contacts the Webmaster to post message on the College website.
4. Contacts the Supervisor, Client Services to post message on voicemail.
5. Provides signage to Campus Police to post campus perimeter doors with closing or other notification.
**Procedure to Test Emergency Response and Evacuation**

Physical Facilities staff evaluates College emergency systems each semester and lockdown drills, annually per campus. The evaluation includes the activation of fire and tornado systems at each campus to determine if audible alarm signals, strobes, PA and voice messaging components are functional and to repair or replace them if not. The evaluation includes the Campus engineer, the Facility Manager, members of the alarm company, the fire department, and other vendors as needed. The Campus Public Safety committee schedules fire and tornado drills each semester at all TCC locations.

Campus Police invites all floor and exit monitors in writing to refresher training of component parts of the Emergency Procedures handbook each semester. Power point presentations are used around the table to review procedures and practice our response during fire, tornado, hazardous chemical spills, response to active shooters on campus, power outage, gas leaks, and evacuation of handicapped persons and use of the mobile radio carried by staff. Tulsa Fire and Police departments are invited to observe the evacuation process and post meeting notes are shared to improve safety. The majority of fire drills are announced to students, faculty and staff as we test the Public Address prior to activating the system. We also conduct unannounced drills and scenarios each semester. Both have proven successful according to the fire department.
Mass Notification System

Students and staff can access the college website to register on the multiple-mass-communication emergency alert and notification systems. Go to: [http://www.tulsacc.edu](http://www.tulsacc.edu) for more detailed information on the official TCC mass communication systems plus related emergency procedures on response to an active shooter on campus, fire, and weather emergencies. Additional video resources on threat assessment, risk analysis, and behavioral strategies are included under the Critical Incident tab and have been used to train students, faculty and staff.

![TCC Alerts](image)

**Reporting Emergencies and Non-Emergencies**
TCC Campus Police encourages all persons to report any life or death type emergency via 9-1-1 on campus phones. The Campus Police department has developed **918.595.8888** as our central dispatch line for all campuses. This number may be called at any time. General emergencies involving other criminal activity, suspicious behavior, traffic accidents or safety concerns should be reported directly to **918.595.8888** or at any Campus Police office as follows:

- **Metro Campus Room 1005** or at **918.595.7263**
- **Northeast Campus Room 1134** or at **918.595.7562**
- **Southeast Campus Room 2108** or at **918.595.7762**
- **West Campus Room 1182** or at **918.595.8158**
- **Conference Center in the lobby** or at **918.595.7997**
ALCOHOL AND DRUG PREVENTION PROGRAM FOR STUDENTS AND EMPLOYEES
Tulsa Community College recognizes its responsibility as an educational institution to promote a healthy and productive learning environment. To that end, and based on the policies established by the Tulsa Community College Board of Regents and state and federal laws, the College has established a program to aid in the prevention of drug and alcohol abuse by its students and employees.

Activities Prohibited by Tulsa Community College
Tulsa Community College prohibits the unlawful manufacture, distribution, possession or use of illegal drugs and alcohol in the workplace, on College property, or as part of College-sponsored activities.

Health Risks
Serious health risks associated with the use of drugs or the abuse of alcohol include, but are not limited to: addiction to or dependency upon the substance, memory loss, liver failure, kidney failure, cancer of the kidney or liver, personal injuries while under the influence, infectious diseases, including AIDS (if needles or other delivery devices are shared), a lowered immune system, heart damage, loss of ability to concentrate or reason, personality changes, insanity, hallucinations, delusions, depression, inability to sleep or to remain awake, loss of judgment, and death. The use of drugs or alcohol before or during pregnancy can lead to birth defects or death to the children involved.

Available Counseling, Prevention, and Educational Programs
The following counseling, prevention, and educational programs are available to employees and students.

Any employee or student may obtain educational literature with respect to alcohol and drug abuse from the Employee Assistance Program office, from the office of Student Development, or from Student Health Services.

Any employee or student wishing assistance on a voluntary basis is encouraged to contact the Employee Assistance Program office through the Human Resources office or the office of Student Development, or Student Health Services for a confidential meeting.

Any assistance provided is confidential and includes referral to outside professional services.

An employee or student may also be referred for assistance by his or her supervisor, instructor, counselor, or campus nurse.

Anyone referred for assistance must make an appointment with the Employee Assistance Program office, the office of Student Development, or Student Health Services. Failure to make an appointment upon referral may result in disciplinary action in accordance with College policies.
The College has offered a Victims Impact Panel, an educational program available to students, faculty and staff, as well as the Center for Addiction Prevention and Recovery Support Services and TACKLE program.

**Legal Sanctions**

Federal and state laws impose severe penalties on those who illegally possess, use, or distribute drugs or alcohol. The potential sanctions may depend on the quantity of the drug involved and whether the charge is made under state or federal law. Potential sanctions include, but are not limited to, fines, incarceration, and/or community service requirements.

Convictions become a part of an individual's criminal record and may preclude certain career opportunities.

In addition to the criminal penalties, a person may become liable for personal injuries or Property damage, which occur because he/she illegally sells or, in some circumstances, furnishes illegal drugs or alcohol to another person. This liability may include injuries or death of the person to whom the illegal drugs or alcohol were furnished, and may include liability to third persons who are injured or suffer property damage by the actions of a person who was illegally furnished drugs or alcohol.

**Enforcement**

The College will impose disciplinary sanctions on students and employees who unlawfully manufacture, distribute, possess or use illegal drugs or alcohol in the workplace, on College property, or as part of a College-sponsored event.

Violations of these standards of conduct can result in referral for criminal prosecution, satisfactory completion of an appropriate drug or alcohol rehabilitation program, and disciplinary action up to and including termination from employment and suspension or expulsion from the College.

Employees, including student employees, are required to notify their supervisor of a criminal conviction of a drug-related offense, which occurred in the workplace no later than five (5) calendar days following the conviction.

Information related to the Drug and Alcohol Prevention program will be available for review in supervisory offices, Student Development, Student Health Services, and Campus Police.

**Crime Prevention and Personal Safety Program**

Campus Police has experienced significant success in reducing crime in the TCC campus community. Through a cooperative effort between campus police, the campus provosts, dean of students, student health services nurses, facility managers and engineers, faculty, student
government, and a host of other persons, organizations and departments; programs on personal safety and security, rape prevention and response, date rape, substance abuse, self-defense and resistance to hate crimes, burglary, larceny and vandalism are conducted at least two times a semester on each campus. TCC does not have any off campus student organizations or residence halls. However, a new security system has been added including motion and alarm sensors and video cameras in strategic areas. Access control points are being developed and perimeter doors are being monitored. Campus doors are secure and most are monitored during non business hours. This is an ongoing project at each campus meant to control access and provide students and staff greater safety and security. Listed below are some of the steps taken to keep students and staff safe:

- New Student and Staff Orientation
- 24-hour campus patrol, including parking lots;
- Off-campus site patrol;
- Video and burglar alarms in strategic areas;
- Escort service to parked vehicles;
- After hours building occupation;
- Crime prevention seminars for students and staff;
- Crime prevention tips regularly in "TCC Connection" and on campus monitors, bookmarks, and pamphlets;
- After hours building check in and out;
- Posted crime reports outside department offices;
- Special alerts and timely notices;
- Periodic inspection of grounds, lighting, and other environmental concerns;
- Emergency phones on parking lots;
- Crime log available for public viewing during regular business hours and on website;

Recent seminars include:

- Child Abuse Prevention
- Armed Intruder training
- On-going Lockdown training at each campus
- Women’s Self Defense (RAD)
- Active Shooter/Homeland Security
- Emergency Preparedness for students and staff
- Communicating Through Crisis
- Alcohol Awareness
- Suicide Prevention
- Fight Like A Girl – Self Defense presentation
- Conflict Resolution
- Anti-Hate
- Disaster Management
- Domestic Violence Intervention
- Campus Safety and Threat Assessment
- Crystal Darkness (Dealing with Meth)
- Fire Safety
Student/Staff Responsibility in Personal and Campus Safety

While numerous efforts are made by the Campus Police to advise and assist students and staff of personal and campus safety measures, safety is ultimately each person's responsibility. The following simple and common sense precautions should be followed:

• Lock your vehicle and take the keys with you;
• Walk to your vehicle with a classmate or friend or ask a campus police officer to escort you to your vehicle;
• Use emergency phones on parking lots for assistance;
• Lock valuables in the trunk or glove box of your vehicle;
• Report suspicious-looking individuals or unusual incidents immediately to the Department of Public Safety/Campus Police by dialing 8888 on campus phones;
• The cooperation and involvement of everyone in the TCC community enhances each person's safety and security.

STUDENT ORIENTATION

THE BASICS:

KEEP YOUR SELF SAFE – Go to the College website, www.tulsacc.edu, and register for the TCC Alert emergency notification system. Emergency information about TCC will be shared with you over your cell or home phone.

a. Aware and alert – look for warning signals of unusual or troubling behavior or comments and alert your instructor, the dean of students, the campus police, director academic and campus services, campus provost… Preventative measures may include taking the time to direct the individual to Student Health Services to reduce the effects of or eliminate a crisis.

b. Be prepared to assist your instructor. Set the stage for “right behavior and manners” from the beginning of class. It is okay for the instructor to tell a student what he/she expects of them and immediately put a stop to behavior that is unacceptable. Understand that you have the right to respond to wrong behavior and that others will assist you.

c. Lock your classroom door – speak to your instructor about locking the door to your classroom. Locking the classroom door during class keep unwanted intruders out and during a break protects personal belongings.

d. Model Emergency behavior – be prepared for an emergency and demonstrate the importance of cooperating with emergency preparedness drills. Support your instructor during emergency evacuations. It will make a world of difference in the event of an actual emergency on campus. Sign up for the new TCC Alerts Emergency Notification System on campus and tell others about it.
e. **The Buddy System** – not just for students…walk in two’s or three’s to your car anytime or request an escort from Campus Police. You can do the same thing if you are taking a class off campus. If Campus Police is not assigned to the off campus location you can ask the Coordinator for the campus to assist you to your vehicle.

f. Consider moving your car closer to the building if you are taking a late evening or weekend class.

g. It is okay to ask the instructor to let Campus Police know where your class is, how many students you have and that you would appreciate them walking by your classroom.

h. **Confidential Information NO LONGER CONFIDENTIAL** – If a person provides information that you believe poses a threat to them or others…TELL YOUR INSTRUCTOR! If they broadcast it, believe it! It is okay for you to ask the instructor to contact the Threat Assessment group on campus. Document everything you have heard and share a copy of your report with the instructor. Ask the instructor to share your report with the Dean of Students, Campus Police, Academic and Campus Services, and Student Health Services. Don’t assume that they know who to share it with. Keep a copy of the report as you may need to refresh your memory.

i. Resources Available on MyTCC under the Critical Incident Resource tab – stay up to date on your college emergency procedures handbook, student development opportunities as they apply to emergency preparedness, crime prevention and other Clery matters. Attend Campus Police seminars to discuss new trends or responses to incidents on campus or in our community.
EMERGENCY PREPAREDNESS PLANNING

1. Consider asking your instructor what their response will be during an emergency in the classroom or on campus. We all want to go home at night!
2. Will you evacuate, shelter in place, or take cover?
3. Involve other students in the class in your conversation with the instructor. Do you have former members of the military or nursing that might be able to help in a response to an emergency in your class?
4. Who are your class leaders? Who can you count on the assist with an evacuation, to lock and barricade a door, to assist a disabled person down the stairs, etc.?
5. Have you looked at the emergency procedures handbook lately? Have you looked at and know the evacuation routes from your classroom?

WHAT IF? PUTTING A PLAN INTO ACTION…

Here are a few potentially threatening and emergency scenarios. In conjunction with college procedures, what would you do if?

- You received a threatening email, text message or telephone call?
- An argument broke out in your classroom or office and escalated into a physical altercation?
- A student has an emotional breakdown in the middle of class?
- A colleague confides in you about her fears regarding a potential classroom violence situation?
- You notice bizarre, questionable or troubling behavior in a student or colleague?
- A natural disaster strikes the campus?
- Someone pulls out a gun in your classroom?
- You felt threatened when a student came to visit you about a comment you made during class?
- You were approached in the parking lot by a distraught student or street person?
- You felt threatened or bullied by another student or colleague?

By considering appropriate responses now, you’ll be better prepared in the event of a real-life situation.

a. Don’t forget to share with your instructor, Campus Police, Dean of Students, Campus Provost, Academic and Campus Services Director or Student Health Services immediately! Even if you aren’t sure if the situation is extensive enough to report to Campus Police…report it to your instructor… The Instructor should report it to the Dean… Dean reports it to the Provost… You get the idea. Act on your instincts instead of pushing your concerns aside.
b. Put “ICE” or “In Case of Emergency” contact numbers in your cell phone as a preparedness strategy. These ICE individuals should also know about your important medical conditions.

RESOURCES AVAILABLE TO YOU AT TCC

1. Log into MyTCC, click on the Campus Police link and click on the Crime Prevention link on the left. We welcome you to join us for some of the informative lunch and learn series on emergency preparedness.

2. The Vortex – a group of your friends and colleagues from the instructor to Campus Police, Student Health, Dean of Students, the Provost, and Academic and Campus Services. They will accept your report and share with the appropriate group for resolution.

3. Campus Police – full service police department with mutual aid agreements between themselves and area law enforcement agencies.
   a. Will take crime and accident reports of all incidents occurring on campus 24/7/365
   b. Clery crime statistics and policies involving crime prevention, drug or alcohol abuse, hate crimes, missing persons, fire safety, sexual assault, sex offender and violent offender registration list information are available online at [www.tulsacc.edu/campuspolice](http://www.tulsacc.edu/campuspolice).
   c. Escort service to or from your vehicle
   d. Emergency Call Box system on parking lots
   e. Crime prevention and other seminars on each campus
   f. Daily Report (or Crime Report) about crimes on campus. This report is sent to your TCC Outlook e-mail address when a Clery crime occurs.
   g. Campus crime logs on-line.
   h. Crime Logs in each Campus Police office available for you to review.
   i. The annual Clery Crime 3- year statistical report is available to every student, faculty or staff member and prospective students and employees at the Campus Police office and online at the college website along with the Annual Security Report (ASR). A detailed, Right to Know letter is also mailed to all students, faculty and staff annually, using My TCC, Outlook. as well as hard copies to full and part-time faculty, students and staff, describing where they can locate copies of the Clery/ASR.
   j. Special alerts and timely notices
   k. Periodic inspection of grounds, lighting, and other environmental concerns
   l. Video and burglar alarms in strategic locations
   m. 24 hour campus patrol, including parking lots
   n. Student Policies and Resources Handbook
   o. Student Code of Conduct
RESOURCES AVAILABLE TO YOU FROM THE WEB

- Additional information on Keeping Yourself Safe is available online.
- Department of Homeland Security
- FEMA
- The White House
- Oklahoma State Department of Homeland Security
- All Law Enforcement agencies or if you live in a small town, share your concerns with Campus Police. We belong to the Oklahoma Fusion Center group (OSBI/FBI) and will share your information with them.

CAMPUS POLICE HAS ADDED A NEW NUMBER, FOR THE CENTRAL DISPATCH OFFICE, LOCATED AT THE METRO CAMPUS. THIS NUMBER CAN BE USED AT ANY TCC LOCATION. PLEASE CALL, 918.595.8888.

CAMPUS POLICE CAN ALSO BE REACHED AT EACH CAMPUS

Southeast Campus Police, 918.595.7762, Northeast Campus Police 918.595.7562, Metro Campus Police 918.595.7263, West Campus Police 595.8158 and the Conference Center Police 918.595.7997.

IF YOU ARE ON CAMPUS AND HAVE A LIFE/SAFETY EMERGENCY – DIAL 911

IF YOU ARE OFF CAMPUS AND NEED ASSISTANCE FROM LOCAL LAW ENFORCEMENT DIAL 911 OR INCLUDE THEIR LOCAL TELEPHONE NUMBER ON YOUR CELL PHONE UNDER THE “ICE” SELECTION.

IF YOU DIAL 911, REMEMBER TO REMAIN ON THE LINE UNTIL THEY TELL YOU TO HANG UP. THE OPERATOR WILL ASK YOU QUESTIONS RELEVANT TO THE EMERGENCY. YOU WILL HAVE TO TELL THE OPERATOR WHERE YOU ARE LOCATED IF YOU ARE ON YOUR CELLPHONE, HOWEVER THAT IS NO LONGER A PROBLEM BECAUSE YOU ARE NOW MORE AWARE OF WHAT TO DO DURING AN EMERGENCY.
TCC FACULTY/STAFF ORIENTATION

THE BASICS:

KEEP YOURSELF SAFE – Go to the College website, www.tulsacc.edu, and register for the TCC ALERT emergency notification system. Emergency information about TCC will be shared with you over your cell or home phone. Download the latest mobile app TCC Mobile 2.0 for iPad and iPhone.

a. **Aware and alert** – look for warning signals of unusual or troubling student/patron behavior and alert your supervisor, the Dean of Students, Campus Police, Director of Academic and Campus Services, campus Provost… Preventative measures may include talking to the individual to direct them to Student Health Services to reduce the effects of or eliminate a crisis.

b. **Be prepared** – consider using your syllabus to set the stage for “right behavior and manners” from the beginning of class. Tell the students what you expect of them and immediately put a stop to behavior that is unacceptable. Understand that you have the right to respond to wrong behavior and that others will assist you.

c. **Lock your office door** – lock your door when working late at night or early in the morning. Lock your door if you step out to the bathroom (guaranteed to protect personal belongings and test material in your office).

d. **Model Emergency behavior** – be prepared for an emergency and demonstrate the importance of cooperating with emergency preparedness drills. Run through emergency evacuation procedures at the start of each semester. It will take some valuable time, but could make a world of difference in the event of an emergency.

e. **The Buddy System** – not just for students…walk in two’s or three’s to your car anytime or request an escort from Campus Police, x8888 or from the Campus Police department if teaching/working off campus. If you are scheduled to teach a class, consider moving a late evening or weekend class to the main academic building near other classes and/or check in with Campus Police. Let them know where your class is, how many students you have and that you would appreciate them walking by your classroom.

f. **Confidential Information NO LONGER CONFIDENTIAL** – If a person provides information that you believe poses a threat to them or others…TELL YOUR SUPERVISOR! If they broadcast it, believe it! Contact the Campus Police, x8888. Document everything.

g. **Resources Available on MyTCC under the Critical Incident Resource tab** – stay up to date on your college emergency procedures handbook, staff development opportunities as they apply to emergency preparedness and invite Campus Police to discuss new trends or responses to incidents in town.

h. **Maintain an open door policy** – keep your office door or classroom door open/cracked when meeting with students/staff. This will improve your chances of brushing off
accusations that you said or did something behind closed doors. Consider changing furniture location making it easier for you to exit your office if threatened.

General Security Procedures

TCC campuses are well lighted. Lighting and landscape tours are conducted annually by representatives of the Campus Safety Committee, including the Campus Provost, Dean of Students, Dean of PACE, Director Academic & Campus Services, Facility Manager, Building Engineer, Student Health Nurse and a police supervisor. Safety and security concerns are identified and recommendations for improvements made.

TCC students, faculty and staff each have access to academic, recreational and administrative facilities on campus. The general public may attend cultural and recreational events on campus, with access limited to facilities in which these events are scheduled.

The College trespass policy, enforced by Campus Police, is as follows: that persons entering college property who commit a crime or disrupt the educational process may be issued a six-month notice to leave the premises. When issued, the recipient is entitled to a hearing and appeal process as addressed by Oklahoma state statute Title 21, Section 1376. Campus Police officers may serve verbal or written trespass notices on nonmembers of the College community present on campus and may make an immediate arrest of persons in secure areas for which they have no legitimate business. If a person served with a prior trespass notice reappears on campus, or if a person has no legitimate purpose in a building, he or she is subject to immediate arrest. Firearms and dangerous weapons of any type are not permitted on campus, except when carried by bona fide law enforcement officers within their jurisdiction or as otherwise provided under Oklahoma (Title 21 Section 1277) and federal law.

Reporting Crimes On Campus

Any student or staff member who sees or experiences a crime or other emergency in the TCC community should report immediately to Campus Police or appropriate police agencies in an accurate and timely manner. Phone numbers for Campus Police are displayed above and on each of the campuses. Although we encourage the reporting of campus criminal activities directly to TCC Campus Police, in some instances members of the campus community may choose to file a report with another law enforcement agency by dialing 911 or by reporting to one of the Campus Security Authorities. Tulsa Community College officials, who learn about sexual assaults, as well as other crimes, must tell the victims that they can take their complaints to the police. TCC officials will help the victims if asked to do so and will assist the student in notifying these authorities, if the student requests their assistance.

In the event a crime is reported on campus, Campus Police responds immediately. All reported crimes are investigated. Follow-up investigations are conducted and other law enforcement agencies are involved as necessary. Offenders are dealt with swiftly and firmly through the county court system and TCC when appropriate.
List of College Staff with Significant Responsibility for Student and Campus Safety/Activity – CAMPUS SECURITY AUTHORITIES

Campus Security Authorities have been designated by TCC as the Dean of Student Services at each campus, and includes but is not limited to, the Director Campus Police and Police Supervisors, the Provost SEC, and the Associate Vice President of Student Affairs. Any crime report made to a Campus Security Authority can be immediately transmitted to the TCC Campus Police via fax, e-mail or conventional campus mail. Victim support services are available, and Campus Police works with the local police to ensure timely notice is provided to students regarding crimes reported to either police or Campus Security Authorities and considered to represent a threat to others.

In certain instances, a crime victim may be reluctant to file a report fearing the process and/or loss of his/her anonymity. In such circumstances, crime victims are encouraged to consider making a confidential report to one of the designated Campus Security Authorities. At a minimum, crime victims will receive valuable referral information. Confidential reports are important because they provide valuable information that will enhance the safety of the community-at-large and they will, at least, provide a more accurate portrait of actual campus crime. Help is always available. Seek and you will find assistance.

Voluntary Confidential Reporting of Crimes, On Campus Locations
For those wishing to make a report of criminal incident, be they victim, witness, or third party, reports may be made in confidence to the following offices where further options will be discussed with the reporting party, call 918.595.8888.

TCC Campus Police Office, Metro Campus, 909 South Boston, Room 1005, 918.595.7263
TCC Campus Police Office, Northeast Campus, 3727 E. Apache, Room 1134, 918.595.7562
TCC Campus Police Office, Southeast Campus, 10300 E. 81Street, Room 2108, 918.595.7762
TCC Campus Police Office, West Campus, 7505 W. 41Street, Room 1182, 918.595.8158
TCC Campus Police Office, Conference Center Lobby, 6111 E. Skelly Dr, 918.595.7997

TCC Dean of Students, Metro Campus, Room 317, 918.595.7148
TCC Dean of Students, Northeast Campus, Room S216, 918.595.7468
TCC Dean of Students, Southeast Campus, Room 2201, 918.595.7668
TCC Dean of Students, West Campus, Room 1150, 918.595.8007

Provost Southeast Campus, Room 1312, 918.595.7724
Associate VP, Student Affairs, Conference Center Room 621, 918.595.7901

For those who wish to remain anonymous, yet still make a report of a crime, reports may be made anonymously by phone at 918.595.7262.

Currently, TCC staff designated as counselors do not capture and report crime statistics related to crimes disclosed confidentially to them. They will however recommend that the person report the crime to law enforcement, campus police or to a campus security authority.
**Missing Student Notification**

While Tulsa Community College does not maintain on-campus housing facilities, or have students residing in on-campus housing, the College is interested and wishes to ensure the safety of all of its students. To that end, Campus Police, working in conjunction with the Dean of Students, Directors of Student Union, and faculty have been identified as the groups to which individuals should report that a student has been missing 24 hours, after contacting local law enforcement authorities. Campus Police will follow up with local law enforcement authorities immediately after a missing student report has been received. Campus Police will determine if our student’s parents have been contacted and will report its findings to the Dean of Students. Each student will have the option to register a confidential contact person to be notified in the case where the student is determined to be missing and that only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. Missing student reports will be referred immediately to local law enforcement even if the student did not register a contact person. Parents of students less than 18 years of age and not emancipated will be advised. This requirement does not preclude implementing these procedures in less than 24 hours if circumstances warrant a faster implementation. The Dean of Students will contact the Associate Vice President of Student Affairs with information pertinent to the matter.

**Missing Staff Notification**

Tulsa Community College Human Resources (HR) department will contact Campus Police immediately upon being made aware that an employee has not reported for work, has not telephoned or cannot be contacted. Upon request, Campus Police will complete a well-being check at the employee’s home address with local law enforcement. Campus Police will advise the Assistant Vice President of HR or designee of its findings.

**Police Crime Log Information**

Crime Log information is made available to anyone asking to see it at any Campus Police office. A hard copy of the Crime Log is located at each Campus Police office and is available upon request. The Crime Log is also available online. The only exceptions in the posting of crimes reported and/or investigated are:

1. If the disclosure is prohibited by law, or
2. If the disclosure would jeopardize the confidentiality of the victim.

Posting of crimes reported and/or investigated may be temporarily withheld in some cases if the release of information would:

a. Jeopardize an ongoing investigation,
b. Jeopardize the safety of an individual,
c. Cause a suspect to flee or evade detection, or
d. Result in the destruction of evidence.
The information temporarily withheld from the log for any of the aforementioned justifications will be posted once the possibility of adverse or harmful effects are no longer likely to occur.

The College community is also kept abreast of select incidents on campus and in the nearby community through the semi-monthly student newspaper, The Connection. Reporters from The Connection contact Campus Police for the Crime log and schedule meetings to discuss cases of interest and Clery educational opportunities co-hosted by Campus Police throughout the year.

**Timely Warnings**

In the event that a situation arises, either on or off campus, that, in the judgment of the Director, Campus Police, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be issued. The warning will be issued by means of various rapid response state-of-the-art mass-communication technologies to students, faculty and staff:

> Bulk e-mailings originating from the Provost, SEC, to all My TCC, student and employee email accounts, or in text message form using the new TCC Alerts system.

> Posters or Crime Alert Flyers will be placed in the various campus buildings, on the front perimeter doors, and on elevator landings at each floor by Campus Police.

Campus Police will cooperate with local law enforcement, as per our Mutual Aid Agreements, when necessary; and/or will open an investigation itself. However, Campus Police will request assistance from local law enforcement if they lack resources with which to conduct a proper investigation. The monthly college newspaper, The Connection, is not a reliable method of alerting with a "timely warning" due to its publication dates.

Depending on the particular circumstances of the crime, especially in situations that could pose an immediate threat to the community and individuals, the Office of External Affairs could post a notice on the college-wide web site (www.tulsacc.edu), thereby providing the community with immediate notification. The website is immediately available via computer to all faculty, students and staff.

Anyone with information warranting a timely warning should report the circumstances to Campus Police, by phone (918.595.4725), or in person at any Campus Police office (Metro Campus Room 1005, Northeast Campus Room 1134, Southeast Campus Room 2108, West Campus Room I 182, and Conference Center in the lobby. Timely Warnings of situations that may pose a threat to others are also generated from reports made to Campus Security Authorities. The Dean of Students and Campus Police Supervisors at each TCC campus, as well as the Vice President for Administration & Chief Technology Officer are identified as Campus Security Authorities. Students, faculty and staff may also contact the local police or sheriff's office to report a crime.
Campus Sex and Violent Offender Crimes Prevention Act, Sex Offender Registry and Access to Related Information

A separate website can now be viewed electronically for habitual sex and violent crime offender registration/information at http://www.doc.state.ok.us/.

TCC Campus Police, in complying with the notification requirements of the federal “Campus Sex Crimes Prevention Act” would like to notify the local community that sex and violent offender registration information for any student, or employee of the College may be found at any Campus Police office. Additionally, information on any sex or violent offenders who are also residents of the Tulsa metropolitan area may be found at the Tulsa Police Department website. Click here for an online listing of currently registered sex or violent offenders in the Tulsa area (http://www.tulsapolice.org). Please note that other local municipal police departments may also be able to assist with current listings.

Oklahoma state law O.S. Title 57, S 918.583-593, requires that anyone required to register as a sex or violent offender do so with both their local law enforcement (municipal and county) agency at their residence and also with the police or security department of any institution of higher learning at which they are enrolled as a student (full-time or part-time), or are an employee (full-time or part-time), of the institution of higher learning.

Sex and Violent Offender Registration

The Campus Police Office is also the location to register for any affiliates who have not done so but who are required to register by the “Oklahoma Sex or Violent Offenders Registration Act”. Any affiliates who have not done so, but who are required to register by the “Oklahoma Sex and Violent Offenders Registration Act”, may download the appropriate TCCPD registration form in Adobe PDF format:

- Sex Offender Registration Report
- Violent Offender Registration Report

Completed forms must be delivered in person (registrants must bring a valid photo ID) to the Campus Police office located at the campus you will attend.

Oklahoma Sex Offender Registry

Part of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (1990), 20 USC S 1092(f), also provides that Campus Police advise the College community where it may obtain sex offender registration information.

You can also access the general offender webpage containing public information by accessing, [http://www.doc.state.ok.us/](http://www.doc.state.ok.us/).

The National Sex Offender Registry Web site maintained by the U.S. Department of Justice is found at [http://www.nsopr.gov/](http://www.nsopr.gov/).

**Registration Notes:**

Any person subject to the provisions of the Sex and Violent Offenders Registration Act who changes an address shall give written notification to the Department of Corrections and the local law enforcement authority of the change of address and the new address no later than three (3) business days prior to the abandonment or move from the current address.

If the new address is under the jurisdiction of a different local law enforcement authority, the offender shall notify the new local law enforcement authority of any previous registration.

The new local law enforcement authority shall notify the most recent registering agency by Teletype or letter of the change in address of the offender.

Notification of “local law enforcement authority” means both:

- The municipal police department, if the person resides or intends to reside or stay within the jurisdiction of any municipality of this state, or the county sheriff, if the person resides or intends to reside or stay at any place outside the jurisdiction of any municipality within this state, and

- The police or security department of any institution of higher learning within this state if the person enrolls as a full-time or part-time student, or is a full-time or part-time employee of the College.
Upon Registration:

Upon registration of any person designated as a habitual or aggravated sex or violent offender, pursuant to O.S. Title 57 S 918.583-593, a local law enforcement authority shall notify, by any method of communication it deems appropriate, anyone that the local law enforcement authority determines appropriate, including, but not limited to:

• The family of the habitual or aggravated sex or violent offender;

• Any prior victim of the habitual or aggravated sex or violent offender;

• Residential neighbors and churches, community parks, schools, convenience stores, businesses and other places that children or other potential victims may frequent;

• The notification may include, but is not limited to, the following information;

  • The name and physical address of the habitual or aggravated sex or violent offender;

  • A physical description of the habitual or aggravated sex or violent offender, including, but not limited to, age, height, weight and eye and hair color;

  • A description of the vehicle that the habitual or aggravated sex or violent offender is known To drive;

  • Any conditions or restriction upon the probation, parole or conditional release of the habitual or aggravated sex or violent offender;

  • A description of the primary and secondary targets of the habitual or aggravated sex or violent offender;

  • A description of the method of offense of the habitual or aggravated sex or violent offender;

  • A current photograph of the habitual or aggravated sex or violent offender;

  • The name and telephone number of the probation and parole officer of the habitual or aggravated sex or violent offender.

The local law enforcement authority shall make the notification provided for in this subsection regarding a habitual or aggravated sex or violent offender available to any person upon request.

Federal laws governing the privacy of educational records (Family Education Rights and Privacy Act or FERPA for short) do not prevent campus security agencies or other administrators from disclosing information concerning registered sex offenders enrolled at, employed by TCC or by outside contractors with operations on the TCC campuses. FERPA has been so amended to make that clarification.
Sexual Assault Prevention and Response

Tulsa Community College prohibits sexual assault on its campuses and in connection with College-sponsored activities. To that end, the Tulsa Community College Board of Regents hereby authorizes and directs the College administration to implement an educational sexual assault program and disciplinary procedures aimed at the prevention of sex offenses on campus and in connection with College-sponsored activities.

The program shall include education programs to promote the awareness of rape, acquaintance rape, and other sexual assault offenses and shall address the possible sanctions to be imposed following the final determination of an on-campus disciplinary procedure regarding such offenses. The administration is further authorized and directed to develop and distribute procedures to be followed once a sex offense has occurred, such procedures to include all substantive, informational, and notification requirements established by law.

Programs and Procedures for Preventing and Dealing with Incidents of Sexual Assault

Tulsa Community College prohibits sexual assault on its campuses and in connection with College-sponsored activities. To that end and based on the policies established by the Tulsa Community College Board of Regents and state and federal laws, the College has taken the following proactive measures to minimize or reduce the occurrence of these offenses. The Director of Campus Police has been assigned the coordination of these procedures for TCC.

Available Counseling, Prevention, and Educational Services

The following counseling, prevention, and educational services are available to students and employees:

Campus Police, Student Health Services, Office of Student Development, and/or the Student Government Association periodically sponsor student and staff educational programs to promote the awareness of sexual assault crimes, prevention techniques, and procedures victims should follow.

Any student or employee may obtain educational literature regarding many forms of sexual assault from Student Health Services or the Campus Police. As an additional service to students, the Campus Police provide the following:

• On-campus 24-hour emergency 911 telephone service;
• Professional officers trained in crime prevention;
• Campus police escorts to automobiles when classes are in session (day and night);
• A Clery crime report from Campus Police notifying students and employees of incidents or timely warnings that may affect the TCC community.
Any student or employee who wishes assistance (on a voluntary basis) may contact TCC's Campus Police, Student Development Office, Student Health Services, or the Employee Assistance Program office. All contact and any assistance provided are confidential and include referral to outside professional services.

**In the event a student or employee is sexually assaulted, the victim should do the following:**

- Go to a safe place;
- Get immediate medical attention;
- Avoid bathing, douching, changing clothes, or any other activity that might destroy evidence of the assault;
- Save all torn or stained garments and other materials that might be used as evidence;
- Call a family member or friend to provide support during the medical examination and police report procedure;
- Report the assault to local police or TCC Campus Police. Reporting involves telling what happened, where it happened, and a description of the attacker.

Reporting the assault does not require prosecution. Campus police and the Dean of Students are available to assist with these reporting procedures and will comply with a student’s request for assistance in notifying authorities. Normally, when a sexual assault is reported, Tulsa police contact "Call Rape" on behalf of the victim. "Call Rape" generally pays for evidence collection thru Hillcrest Hospital (S.A.N.E.) and assists with victim/family counseling, mental health services, victim compensation, and legal referrals. A student may request a change in academic schedule after a sexual assault incident. A change will be made if reasonably available.

**Procedures For Disciplinary Action**

Any violation of the College's sexual assault policy is specifically prohibited. Any student or employee who wishes to file a complaint may do so according to the established procedures. Regardless of whether law enforcement or criminal justice authorities choose to prosecute an act involving a TCC student or employee, the College may impose disciplinary action regarding the matter as a violation of student code or College policy. During a campus disciplinary proceeding, the accuser and the accused will be entitled to the same opportunities to have others present. The College may impose disciplinary sanctions on a student and/or an employee who rapes or commits other sexual offenses on its campuses or in connection with College-sponsored activities, forcible or non-forcible, including but not limited to forms of rape and/or sexual battery.

Possible sanctions to be imposed following the final determination of disciplinary procedures include suspension or expulsion from the College or termination of College employment. The College will inform both the accuser and the accused of the outcome of any disciplinary proceedings brought alleging a sexual assault.
This procedure is provided in compliance with the Family Educational Rights and Privacy Act (20 USC 1232g).

Support and Assistance Resources

TCC Campus Police          On Campus Emergency: 8888 or 911  Office: 918.595.7263
Tulsa Police               Emergency and non-emergency: 8888 or 911
DVIS/Call Rape             ........................................................................918.743.5763

Oklahoma Crime Victim Rights

As a victim of violent crime, individuals have certain rights under Oklahoma’s Crime Victim Rights Act. For more information on your rights and other useful resources visit www.ok.gov/dac and click on the Just for Victims tab.

Domestic Violence

Domestic violence is any violent or controlling behavior by a person toward a spouse or partner. Although the partner is the primary target, domestic abuse also affects the children in the household, extended family members, and even the community at large. If anyone has ever been hit or abused by spouse, domestic partner, or boy/girl friend and they want to report it as a crime; they should immediately call the local police. Once the police report is filed the victim may also request an emergency protective order. If the protective order is issued to a member of the College community they should share a copy of the order with Campus Police. Community based resources for dealing with domestic violence includes DVIS at 918-743-5763, located at 4300 S. Harvard Ave., Suite 100, Tulsa, Ok. Additional resources for DVIS can be found at their web site www.dvis.org.

SEXUAL MISCONDUCT

Sexual Harassment

It is the policy of Tulsa Community College, revised August 14, 1996, that sexual harassment of staff, faculty, students and visitors at any of the College's locations or during College activities shall not be tolerated. This policy is in keeping with the spirit and intent of various local, state, and federal guidelines, which address the issue of fair employment practices, ethical standards, and enforcement procedures. It is also the policy of the College that false accusations of sexual harassment shall not be tolerated. False accusations of sexual harassment are grievous and can have serious and far-reaching effects upon the careers and lives of individuals.
The College is committed to providing an environment of study and work free from sexual harassment and to ensuring the accessibility of appropriate grievance procedures for addressing all complaints regarding sexual harassment. However, it is not the intent of this policy to limit the legitimate exercise of an individual's freedom of speech or infringe upon the academic freedom of the College community.

Sexual harassment shall be defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of sexual nature in any of the following contexts:

- When submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing;

- When submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual;

- When such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile or offensive working or academic environment.

In the process of developing this policy, the College recognized the difficulty of an individual to determine what does and does not constitute sexual harassment. It is the responsibility of the staff to behave in such a manner that their words or actions cannot reasonably be perceived as sexually coercive, abusive or exploitative.

In order to implement this policy in the spirit in which it is written, any staff person who feels him/her has been the victim of sexual harassment shall report the incident to his/her supervisor, then he/she should report it to the Assistant Vice-President of Human Resources. All student incidents should be reported directly to the Dean of Student Services. It is the responsibility of each supervisor within his/her area of control, and the Deans of Student Services to forward reports of sexual harassment to the Assistant Vice President of Human Resources and Director of Civil Rights promptly upon having knowledge of the same.

The Supervisors, Assistant Vice President of Human Resources and the Director Civil Rights or the Dean of Student Services who receives a report of sexual harassment should carefully investigate the matter, questioning individuals who may have knowledge of either the incident in question or similar problems. The investigation, findings and any corrective action should be documented as thoroughly as possible and such documentation provided to the Director of Civil Rights.

If the staff member or student feels that further action is necessary, the complaint should be reduced to writing and filed with the Director of Civil Rights.

No individual shall be subjected to any form of retaliation or discipline for reporting sexual harassment. Any attempt to penalize or retaliate against a person for filing a complaint of sexual harassment or participating in the investigation thereof will be treated as a separate and distinct violation of this policy. Appropriate disciplinary action for violations of this policy may include a range of actions up to and including termination or dismissal.
The administration shall distribute and publish this policy and adopt such procedures as may be necessary for its implementation and enforcement.

MESSAGES FOR STUDENTS

Emergency Calls
Emergency messages for students will be referred to the Campus Police Office. Campus police personnel will evaluate the nature of the call and respond accordingly.

Non-emergency Calls
Personal messages of a non-emergency nature will not be referred to students. Calls relating to student academic and/or other information of a non-emergency nature should be referred to the Office of Admissions and Records.

Policy for Reporting the Monthly and Annual Disclosure of Crime Statistics

The Annual Security Report (ASR) is written by the Director of Campus Police. It is prepared to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The hard copy print version of the annual report is updated annually. TCC Campus Police submits a report to the Oklahoma State Bureau of Investigation and the FBI’s Incident Based Reporting program (SIBRS) on a monthly basis. Clery Act mandated crime statistics for the most recent three-year period at Metro, Northeast, Southeast and West campus are listed online at www.tulsacc.edu/campuspoliceASR/Clery Statistics 2013

These statistics reflect incidents reported to Campus Security Authorities, non-campus properties, on campus and public areas. Local law enforcement agencies with concurrent jurisdiction are only able to provide crime statistics for a much larger geographical area that may include a campus and as such are not displayed in this report but may be found at the Tulsa Police web site www.tulsapolic.org.

Metro Campus

Conveniently located if you're already working downtown, "Metro" offers an incredible variety of courses including computer, health sciences, and international language programs. The Campus is also home to the College's Nursing and Allied Health Programs, as well as TCC's Dental Hygiene Clinic and the new Center for Creativity.

Additionally, the Campus is home to the DISABLED Student Resource Center, providing support for students with disabilities or special needs on all TCC campuses.

The Metro Campus also has a host of services for students, including Student Activities Office, Counseling and Career Centers, a Campus Store, and Learning Resource Center.
There are six buildings comprised of a Main Academic facility, Philips Health Science Center, Medical Annex, Student Union, Center for Creativity and the Fred Jones Warehouse. Metro Students are expected to display a TCC parking permit on any of the seven blue striped parking lots surrounding the campus. Solar powered emergency radio call boxes are located on the parking lots for student/staff safety, which are easily distinguished by blue lights and signs.

**Center for Creativity**

Tulsa Community College's Center for Creativity was created through a collaborative effort between the College and the community, bringing together the best and brightest students and business leaders.

Inspired by the exploding growth in online education at TCC and the need to look beyond the four walls of a classroom to better prepare students for real-life work environments, TCC faculty have developed a new method of curriculum design and delivery. The focal point of this interdisciplinary approach is Tulsa Community College’s Center for Creativity.

The Center for Creativity is a space for transformational education to lead our community to new levels. The new facility includes Oklahoma’s first green/sustainable rooftop, a 250-person event center and state-of-the-art technology and equipment.

Campus Police is located in MC 1005 and may be contacted at 918.595.7263.

A map of the Metro campus can be located on the following link with [www.tulsacc.edu](http://www.tulsacc.edu).

**Northeast Campus**

If you're passionate about electronics, telecommunications, engineering, community services or aviation science, "Northeast" is the campus for you. Located near Tulsa's industrial and aerospace hub, the campus is perfect if you're seeking a career in high-tech business or service-focused careers.

Along with a strong educational curriculum, the campus is home to the Resource Center for the Deaf and Hard of Hearing, offering access to higher education for all segments of the population. Support services are also available for international students and those for whom English is a second language.

The Northeast Campus also has its own Student Union and Student Services Offices, Career Center, Campus Store, and Learning Resource Center, Educational Technology Center, and is home to the SPICE Center.

Campus Police is located in NE 1134 and may be contacted at 918.595.7562.

A map of the Northeast campus can be found at the following link [www.tulsacc.edu](http://www.tulsacc.edu).
Southeast Campus

If marketing, computers, accounting, management, theatre, or interior design are your calling, "Southeast" is the place to be. Nestled in the rolling hills of southeast Tulsa, the campus is home to many areas of study, including Sciences, Mathematics, Business and Information Technologies, Communications, Music and Theatre, Liberal Arts, and so much more.

For many, the highlight of the Southeast Campus is the VanTrease Performing Arts Center for Education. This state-of-the-art facility houses our performing arts programs and serves as the performance hall for the Signature Symphony at TCC, TCC Music and Theatre productions, and an array of visiting artists and performance groups.

The Southeast Campus also has its own Student Activities and Student Services Offices, Campus Store, Career Center and Learning Resource Center.

Campus Police is located in SE 2108 and may be contacted at 918.595.7762.

A map of the Southeast campus can be found at the following link www.tulsacc.edu.

West Campus

Providing high-quality education and personal growth opportunities for students from the youngest to the oldest is the focus at “West” Campus. Host to the College's Veterinary Technology, Child Development, Hospitality & Gaming Operations, and International Business degree programs, our campus serves the educational needs of West Tulsa, Sand Springs, Sapulpa, Bristow, Cleveland, Glenpool, Drumright and other communities west of Tulsa.

Additionally, the West Campus has its own Fitness Center, Student Activities and Student Services offices, Campus Store, and a Child Development Center which provides child care for children of students and the community, while also providing a learning laboratory for Education and Child Development majors.

Campus Police is located in I-182 and may be contacted at 918.595.8158.

A map of the West Campus can be found at the following link www.tulsacc.edu.
Non Campus Areas

The U.S. Department of Education, Office of Post Secondary Education, advises that the following facilities are Non Campus Areas and are not considered a branch campus for purposes of annual reporting relative to the federal Clery Act. Crime statistics for each of the following Non Campus Areas are shown below, and are included within the “NON-CAMPUS” column in each of the following tables for 2011 through 2013. A short supplement for each Non Campus area (the Conference Center, Education Outreach Center, Owasso High School, Glenpool Center, Drumright Central Tech, Cleveland High School and Cherokee Learning Center) follows.

Conference Center (Non Campus Area)

Centrally located between all four Tulsa Community College campuses, the TCC conference center includes a corporate learning center for Continuing Education and a technology learning Center for teachers. This facility is conjointly owned by TCC and the Tulsa Technology Center and is used as corporate headquarters for both residents. Campus Police does have an officer assigned to the lobby of this facility. The telephone number for the Conference Center is 918.595.7997.

Directions and map of the Conference Center can be found at the following link www.tulsacc.edu.

Education Outreach Center (Non Campus Area)

TCC Education Outreach Center serves all interested individuals, but provides programs specially designed to help build pathways to college for low income or first generation students, as well as underrepresented & underserved populations.

The center offers information about the college, academic counseling, and information to students and their families so they can successfully plan and pay for higher education.

The Outreach Center has developed relationships with other community agencies such as TPS, Tulsa County Library, Family & Children Services, etc.

The Outreach Center is conveniently located in a very visible, high traffic area, and is culturally sensitive, focusing on the individual needs of each student and family that walk through the door.

Campus Police does have an officer assigned to this facility. The Center is located at 2201 South Garnett in Tulsa. The telephone number is 918.595-2023.
Community Campus Centers (Non Campus Areas)

The United States Department of Education, Office of Post-Secondary Education, announced in a special decision on August 14, 2009, that the TCC Conference Center, Education Outreach Center and Community Campus centers were considered Non-Campus Property and should be reported as such under the Campus Crime and Security Survey. Please note that Campus Crime Statistical charts for each Non-Campus Property at which TCC classes are presently being offered are attached at the conclusion of this section.

TCC’s community campuses enable the College to offer classes close to people’s homes, making a college education more accessible and convenient. The community campuses for the period 2010 through 2012, for purposes of annual Clery reporting, include statistical charts for Owasso, Glenpool, Drumright, Cleveland, and Bristow.

There were three arrests made for an alcohol violation law violation in 2013. There was one arrests made for liquor or weapons violations in 2012. No crimes or incidents were reported in 2012 at TCC’s Non-campus locations. Campus Police officers are assigned to the Conference Center and the Education Outreach Center during regular business hours.

Campus Police are assigned to Glenpool Center and Owasso High School when TCC classes are in session. Site coordinators at each of the other Non Campus Areas are responsible for reporting security and safety issues to local law enforcement authorities. Campus Police checks with those law enforcement agencies to determine if any TCC student or staff member has reported being the victim of a crime. To date, no such crimes have been reported by students to local authorities, the site coordinators or to the Campus Police for the period 2012.

TCC does not have off-campus student organizations or residence hall facilities, but we still keep a record of trouble reports for each campus fire system. Trouble reports are defined as smoke detectors, water pressure fluctuation, etc., needing to be cleaned, replaced or checked and are part of the annual maintenance agreement with local vendors and a part of the fire safety procedure.

Notice of Availability of Annual Campus Crime (Your Right to Know) Report

Each year e-mail notification is made to all enrolled students and employees by the Campus Police. Each student, faculty and staff member is furnished an e-mail address at the college website to access this report. Availability of the print version is also imparted to the community through posters and in the college newspaper, The Connection. Prospective students and employees are informed of the report and how it may be secured. The Annual Security Report (ASR) is also made available to the general public upon request. A copy of the e-mail notification follows. The Clery Crime Statistical report for each campus in online at www.tulsacc.edu/campuspolice.
ANNUAL NOTIFICATION JEANNE CLERY DISCLOSURE
OF CAMPUS SECURITY POLICY AND CAMPUS CRIME ACT
(EXAMPLE)

Tulsa Community College Department of Campus Public Safety/Campus Police annually discloses information about crime on and around each of its campuses and describes programs and policies designed to make our community safer. This report is required of all colleges and universities and is often referred to as the Clery Act (Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act).

The following is a summary of topics and information contained in the report:

TCC's campus police officers are vested with full law enforcement powers and responsibilities identical to Tulsa's local police department. The officers are an important part of the educational experience at the college. We believe that safer campuses permit each student the opportunity to concentrate on their studies.

TCC Campus Police provides a visible law enforcement response with 24 hour campus patrol, including parking lots, 365 days a year. TCC notifies the campus community using its Alerts system, upon confirmation of a significant emergency or dangerous situation. An emergency 911 phone system serves campus phones. Emergency call boxes are located on campus parking lots. TCC Police has a mutual aid agreement with several law enforcement agencies for additional support using the National Incident Management System (NIMS) and Incident Command System (ICS) models. In the event that a situation arises, either on or off campus, that constitutes an ongoing or continuing threat, a campus wide “timely warning” will be issued.

Campus Police is supported in its training initiative by the College, students, faculty, staff and other campus staff-development committees to provide safety seminars throughout the year at each campus ranging from hate crimes, avoiding date rape, to alcohol/drug abuse with TCC’s Center for Addiction Prevention and Recovery Support Services and TACKLE program. Other seminars and critical incident resources available on-line include TCC Mass Notification System FAQ’s, http://www.tulsacc.edu/student-services/campus-police/tcc-alerts, TCC Emergency Procedures Handbook and Emergency Preparedness for students, faculty and staff.

Campus crime statistics for the past three years, including hate, arrests for drug, alcohol, and weapons violations, domestic and dating violence and stalking, are contained in the report. Policies about sexual assault, drug and alcohol prevention programs are included with details of available support services for victims. The Annual Security Report is found online at http://www.tulsacc.edu/student-services/campus-police/asclery-stats-2013 and provides crime prevention tips, web site for sex offender and violent offender lists and registration, and clear instructions about getting help or reporting a crime.

You may review information from the report on the TCC Campus Police web page at www.tulsacc.edu/campuspolice. If you would like a printed copy of the Annual Security Report, please pick up a copy at any Dean of Student Services or Campus Police office on campus. A copy of this report is also available for all prospective students and staff of Tulsa Community
Hate Crimes - Involving Crimes or Incidents of violence against persons.

There were no Hate Crimes reported to Campus Police for 2013.

Criminal Offense Definitions

The definitions that follow are provided for ease of reference when interpreting data included on the statistical summary below. Questions about crime data should be forwarded to TCC Campus Police at 6111 E. Skelly Dr., Ste. 600, Tulsa, Oklahoma, 74135, via telephone at 918.595.4725, or via email at campuspolice@tulsacc.edu. The following definitions of criminal activities are based on Uniform Crime Reporting definitions as provided by the FBI and in accordance with Clery Act provisions. These definitions are for use by “Campus Security Authorities” at TCC. Any activity that meets any of these definitions, if reported to a Campus Security Authority, is included in the statistical section of the annual report in compliance with the Clery Act. In 2013, the Campus Sexual Violence Elimination (SaVE) Act amended the Clery Act by, among other things, expanding the reporting obligations under the Act to include statistics on reports of domestic violence, dating violence and stalking.

The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, larceny, simple assault, intimidation, destruction/damage/vandalism of property and arson, weapon law violations, drug abuse violations and liquor law violations are excerpted from the FBI’s Uniform Crime Reporting Handbook. The definitions of forcible and non-forcible sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

- **Hate Crimes**: Any of the crimes listed below, if perpetrated against someone on the basis of their Race, Gender, Religion, Sexual Orientation, Ethnicity or Disability is reported separately by category. For example, an offense of aggravated assault if committed against a person because of their Race is listed in both the aggravated assault statistics as well as separately in the Hate Crimes statistics under the Race category.

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

- **Homicide**:

- **Murder and Non-negligent manslaughter**: The willful (non-negligent) killing of one human being by another.
• **Negligent Manslaughter**: The killing of another person through gross negligence.

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

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

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

• **Larceny/Theft**: The unlawful taking, carrying, leading, or riding away of property from the possession, or constructive possession, of another person. This crime includes pocket-picking, purse snatching, shoplifting, theft from building, theft from coin operated machine or device, theft from a motor vehicle whether locked or unlocked, theft of motor vehicle parts or accessories and all other thefts which do not fit the listed categories.

• **Motor Vehicle Theft**: The theft or attempted theft of a motor vehicle. Classified as motor vehicle theft are all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned, including joyriding.

• **Sex Offenses**:  
  • **Forcible**: Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.
  
  • **Forcible Rape**: The carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity. (*Includes intoxication by drug or alcohol.*)
• **Forcible Sodomy:** Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly against that person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

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

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

• **Non-forcible:**

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

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

• **Simple Assault:** An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

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

• **Destruction/Damage/Vandalism of Property:** To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

**Arrests/Disciplinary Definitions**

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

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

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

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

**Statistical Information — Location Definitions**

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

**Campus:** Any building or property owned or controlled by TCC within the same reasonably contiguous geographic area and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and, any building or property that is within or reasonably contiguous to the campus, that is owned by the institution but controlled by another person, is frequently used by students, and supports institutional purposes. The Department of Education, Office of Post-Secondary Education, has declared that TCC has four campuses (Metro, Northeast, Southeast and West).

**Non-Campus Building or Property:** Any building or property owned or controlled by a student organization that is officially recognized by the institution; or, any building or property owned or controlled by TCC 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. The Department of Education, Office of Post-Secondary Education advises that it recognizes the following TCC facilities as Non-Campus Property (the Conference Center, Education Outreach Center, and all high school or community campus facilities).
Public Property: All public property, including thoroughfares, streets, sidewalks, and parking facilities, that is within the campus, or immediately adjacent to and accessible from the campus.

**ALL OF THE CRIME STATISTICS FOR THE TULSA COMMUNITY COLLEGE LOCATIONS FOR THE PERIOD 2011 THRU 2013 ARE ONLINE,**

http://www.tulsacc.edu/student-services/campus-police/asrclery-stats-2013

*(Part of the Clery Act data reporting responsibilities)*
<table>
<thead>
<tr>
<th>Crime Type</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sex Offenses - Forcible</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Sex Offenses - Non-forcible</td>
<td>2</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated Assault</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Simple Assault</td>
<td>5</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Intimidation</td>
<td>19</td>
<td>10</td>
<td>14</td>
</tr>
<tr>
<td>Burglary</td>
<td>29</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Larceny/Theft/Fraud</td>
<td>43</td>
<td>23</td>
<td>54</td>
</tr>
<tr>
<td>Motor Vehicle Theft</td>
<td>4</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Hate Crimes</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>